

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

**ADMINISTRATIVE
COMMITTEE**

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

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

AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of August 18, 2020 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)

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

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

◆ **County Administrator**

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

◆ **County Clerk**

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

◆ **Transportation**

- ◆ Transportation Program Update

◆ **Corporation Counsel**

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

◆ **Human Resources**

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

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

10. Vouchers, Claims and Bills

11. Next Meeting Date(s)

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

12. Meeting Per Diem Code

13. Adjourn

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Peninsula Room (C121) 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=e52ccdb7003b5135476f500b304d9e4ef>

Event Password:

Sept15admin2020

To Connect via phone:

Call: 1-408-418-9388

Access Code: 146 175 9685

Deviation from order shown may occur

MINUTES
Tuesday, August 18, 2020

**ADMINISTRATIVE
COMMITTEE**

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

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

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Call Meeting to Order

The Tuesday, August 18, 2020 Administrative Committee Meeting was called to order at 9:00 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

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

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

Adopt Agenda

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

Approve Minutes of July 21, 2020 Regular Administrative Committee Meeting

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

Correspondence

No correspondence was presented.

Public Comment

N/A.

Old Business

No old business was presented.

New Business (Review / Action)

County Administrator

COVID-19: Cares Act Funding

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

Employee Recognition

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

County Clerk

Resolution 2020-__ Approval of Gift, Grant, and/or Donation to the County Clerk's Office – Wisconsin Elections Commission County Election Security Subgrant in the amount of \$42,119.30

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

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

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

Transportation

Transportation Program Update

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

Corporation Counsel

“J.K.J. and M.J.J., Plaintiffs v. Polk County, et. al.” 960 F.3d 367 – Participate in Amicus Brief in Support of Petition for Writ of Certiorari-SCOTUS

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

Human Resources

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

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

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

DRAFT – Phase II – Opening the Workplace

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

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

Reviewed.

FYI: Completion of Introductory Period – Mark Nielson – Library

Reviewed.

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

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

Reviewed.

Personnel Transactions

Reviewed.

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

- Review Donations Policy

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

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

Meeting Per Diem Code

818.

Adjourn

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

Respectfully submitted by Jill M. Lau, County Clerk

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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

Budget Worksheet Report

Budget Year 2021

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



DOOR COUNTY

RESOLUTION NO. 2020-___

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

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

Draft

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

BOARD ACTION

Vote Required: Majority vote of a quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: No Fiscal Impact.

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of September, 2020 by the Door County Board of Supervisors.

 Jill M. Lau
 County Clerk, Door County

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

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

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

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

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

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

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

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

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

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

SUBMITTED BY:

 David Lienau, Chairperson
 Door County Board of Supervisors



DOOR COUNTY

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



IN STURGEON BAY AND DOOR COUNTY, WISCONSIN

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

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

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED;

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

David Lienau, Chairperson
Door County Board of Supervisors

David Ward, Mayor
City of Sturgeon Bay

CERTIFICATION:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of September, 2020, by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

CERTIFICATION:

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

Stephanie L. Reinhardt
City Clerk, Sturgeon Bay

HONOR NATIVE LAND: A GUIDE AND CALL TO ACKNOWLEDGMENT



Marchers at Standing Rock 2016; Photo by Nicholas Ward



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

TOGETHER, WE CREATE.

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U.S. DEPARTMENT OF ARTS AND CULTURE

HELLO@USDAC.US | USDAC.US

Dear Citizen Artist,

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

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

Please feel free to be in touch: hello@usdac.us.

With gratitude,

The USDAC

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

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INTRODUCTION

We were a people before “We the People.”

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

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

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

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

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

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



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

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

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

Photo courtesy of Native Arts and Cultures Foundation

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PAGE 2



WHAT IS LAND ACKNOWLEDGMENT?

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

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

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

Laurier Students' Public Interest Research Group, Ontario, Canada

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

WHY INTRODUCE THE PRACTICE OF LAND ACKNOWLEDGMENT?



Photo by Nicholas Ward

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

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PAGE 3

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

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

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

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

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

A FEW DISCLAIMERS ABOUT ACKNOWLEDGMENT:

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

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

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



HOW TO ACKNOWLEDGE

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

STEP ONE: IDENTIFY

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

Here are some places you can look online:

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

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

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

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

STEP TWO: ARTICULATE

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

At its simplest, an acknowledgment could look like this:

"We acknowledge that we are on the traditional land of the _____ People."

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

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

Often, statements specifically honor elders:

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

Some allude to the caring, reciprocal relationship with land:

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

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

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

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

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

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



Photo by Connie Fitzpatrick

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

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



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

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

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

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STEP THREE: DELIVER

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

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

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

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

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



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

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

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

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BEYOND ACKNOWLEDGMENT

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

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

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

LEARN MORE

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

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

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

BUILD RELATIONSHIPS AND TAKE ACTION

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

A FEW ORGANIZATIONS TO CHECK OUT:

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

DOWNLOAD ART OR MAKE YOUR OWN!

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

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

SPREAD THE WORD

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

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TAKE THE PLEDGE

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

ABOUT THE USDAC

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

BE IN TOUCH

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

We'd love to hear from you. Drop us a line at hello@usdac.us.



"Auto Immune Response" by William Wilson (Diné)

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DOOR COUNTY

Resolution No. 2020-__

APPROVAL OF LEASE AGREEMENTS WITH PITNEY BOWES FOR POSTAGE MACHINES

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

BOARD ACTION

Vote Required: Majority Vote of Total Membership

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: This proposed lease calls for monthly payments of \$650.14/month, or \$7,801.68/year. It is \$32.14/month, or \$385.68/year, more than the expiring lease. The proposed lease is \$301.68/year more than what was budgeted for 2016.
MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of September, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

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

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

9
10 **WHEREAS**, The Administrative Committee has considered and
11 approved each Lease Agreement (attached hereto as Addendum A
12 and incorporated herein by reference); and

13
14 **WHEREAS**, It is deemed advantageous and suitable for the
15 County of Door to enter into each Lease Agreement.

16
17 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
18 Board of Supervisors does hereby approve each Lease Agreement.

19
20 **BE IT FURTHER RESOLVED**, That the County Clerk's Office,
21 subject to the oversight of the Administrative Committee, shall
22 administer the Lease Agreements.
23

SUBMITTED BY:
Administrative Committee

David Lienau, Chairman

Susan Kohout

Dan Austad

Nancy Robillard

Ken Fisher

Richard Virlee

Joel Gunnlaugsson

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

Your Payment Plan

| | | |
|--------------------------------|--------------------------------|-----------------------------|
| Initial Term: 60 months | Initial Payment Amount: | |
| Number of Months | Monthly Amount | Billed Quarterly at* |
| 60 | \$ 294.69 | \$ 884.07 |

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

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

Your Signature Below

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

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

 Lessee Signature

 Print Name

 Title

 Date

 Email Address

 Pitney Bowes Signature

 Print Name

 Title

 Date

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

Your Payment Plan

| | | |
|--------------------------------|--------------------------------|-----------------------------|
| Initial Term: 60 months | Initial Payment Amount: | |
| Number of Months | Monthly Amount | Billed Quarterly at* |
| 60 | \$ 294.69 | \$ 884.07 |

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

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

Your Signature Below

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

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

 Lessee Signature

 Print Name

 Title

 Date

 Email Address

 Pitney Bowes Signature

 Print Name

 Title

 Date

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

Ridership

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

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

Marketing Project

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

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

Small Scale Project:

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

Possible update to logo as well.

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

Large Scale Project:

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

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

2021 Grants:

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

Per WisDOT, the 5311 grant will be available soon.

United States District Court

EASTERN DISTRICT OF WISCONSIN

BLONG YANG, et al.,

Plaintiffs,

v.

JUDGMENT IN A CIVIL CASE

Case No. 20-C-760

SUSAN POWERS, et al.,

Defendants.

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

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

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

Dated: August 24, 2020

GINA M. COLLETTI
Clerk of Court

s/ Cheryl A. Veazie
(By) Deputy Clerk

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN

BLONG YANG, et al.,

Plaintiffs,

v.

Case No. 20-C-760

SUSAN POWERS, et al.,

Defendants.

ORDER

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

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

s/ William C. Griesbach

William C. Griesbach

United States District Judge



DOOR COUNTY

Draft

Resolution No. 2020-____

RENEWAL AND REVISION OF WISCONSIN BAY WORKFORCE DEVELOPMENT AREA CONSORTIUM AGREEMENT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

| | | | |
|------------------------|--|--|--|
| ROLL CALL Board Member | | | |
| AUSTAD | | | |
| BULTMAN | | | |
| CHOMEAU | | | |
| COUNARD | | | |
| D. ENGLEBERT | | | |
| R. ENGLEBERT | | | |
| ENIGL | | | |
| FISHER | | | |
| GAUGER | | | |
| GUNNLAUGSSON | | | |
| HEIM PETER | | | |
| KOHOUT | | | |
| LIENAU | | | |
| LUNDAHL | | | |
| NORTON | | | |
| ROBILLARD | | | |
| TAUSCHER | | | |
| THAYSE | | | |
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| VLIES WOTACHEK | | | |
| VOGEL | | | |

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

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

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

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

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

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairperson

Joel Gunnlaugsson

Susan Kohout

Nancy Robillard

Daniel Austad

Richard Virlee

Ken Fisher

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The changes in the agreement are as stated in Addendum A. No other fiscal implication. STW

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of September, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County



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

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

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

RECITALS

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

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

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

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

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

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

AGREEMENT
SECTION I – DEFINITIONS

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

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

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 Amended May 19, 2016

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

AGREEMENT

SECTION II – ESTABLISHMENT OF THE CONSORTIUM.

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

AGREEMENT

SECTION III – GOVERNANCE/ORGANIZATION OF THE CONSORTIUM

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

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

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

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 Amended May 19, 2016

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

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

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

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

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

AGREEMENT

SECTION IV – ADMINISTRATION OF THE CONSORTIUM

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

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

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

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

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

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

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

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

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

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

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

A. Fiscal Management.

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

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

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

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

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

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

B. Liability Management.

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

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

C. Misuse of Grant Funds.

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

1. The Fox Valley Workforce Development Area.

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

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

2. Misuse of Consortium Funds.

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

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SECTION VI – ADDITIONAL PROVISIONS.

A. Term.

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

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

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

B. Acquisition and Disposal of Property.

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

C. Open Records/Open Meetings.

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

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

D. Applicable Law.

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

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E. Amendments to the Bylaws.

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

F. Impact of Legislative Changes.

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

G. Conduct of the LEO Board and the WDB.

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

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

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

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

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

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

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



Wisconsin Bay Workforce Development Area
Chief Elected Officials Consortium

**LOCAL ELECTED OFFICIALS BOARD
BYLAWS**

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

PREMBLE

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

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

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

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

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

DEFINITIONS

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

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

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

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ARTICLE I - GOVERNANCE

A. Consortium

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

B. Officers

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

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

C. Committees

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

D. Powers of the LEO Board

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

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

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

ARTICLE II - PROCEDURAL RULES

A. Rules of Order

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

B. Quorum

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

C. Agreements, Plans, and Budgets

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

D. Meetings

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

E. Bay Area WDB Membership Appointments

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

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

E. Public Records

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

G. Voting

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

ARTICLE III - RISK MANAGEMENT / LEGAL

A. Legal

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

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Local Elected Officials Bylaws (Amended 02/11/2016)

B. Insurance

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

ARTICLE IV - AMENDMENTS TO BYLAWS

A. Amendments

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

B. Amendment Consideration

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

ARTICLE V - WITHDRAWAL / NEW MEMBER

A. Consortium Withdrawal

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

B. Consortium Membership

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

ARTICLE VI - RATIFICATION

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

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

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

DEPT. HEAD TO COMPLETE:

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

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

Name of Current / Most Recent Incumbent: Jessica Holland

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

Completed by: Joseph Krebsbach Date 09-01-2020

Financial Information:

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

HR TO COMPLETE:

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

Approvals:

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



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155

1st floor fax (920) 746-2355

2nd floor fax (920) 746-2439

dhs@co.door.wi.us

Date: August 27, 2020

To: Administrative Committee

Cc: Ken Pabich, County Administrator

From: Joe Krebsbach, Director Health and Human Services

RE: Request to Refill

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

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

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

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

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

County of Door Information and Assistance Specialist

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

General Summary

This position responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long term managed care. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

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

County of Door Information and Assistance Specialist

General Job Functions

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

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

County of Door Information and Assistance Specialist

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

Physical and Working Conditions

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

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

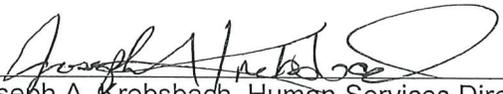
Potential for physical harm exists during contacts with angry or irate members of the public. Occasionally necessary to defuse situation with disgruntled clients. Limited office space may cause some distraction.

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

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

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

Approvals:

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

REQUEST FOR FISCAL IMPACT INFORMATION

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

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

Position Title ADRC - Information & Assistant Specialist

Effective Date _____ 6 Mo _____
 Department ADRC Sub Dept _____

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

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

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

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

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

DEPT. HEAD TO COMPLETE:

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

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

Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Karlee Bertrand

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Joseph Krebsbach Date 8-25-2020

Financial Information:

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

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02 – Professionals FLSA Status Exempt

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

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

Approvals:

County Administrator  Date 9-8-20

Administrative Committee Chair _____ Date _____



Door County Health and Human Services

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

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

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

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

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

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

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

County of Door

Case Manager – Comprehensive Community Services

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

GENERAL SUMMARY

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

County of Door

Case Manager – Comprehensive Community Services

partners.

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

REQUIREMENTS

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

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

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

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

County of Door Case Manager – Comprehensive Community Services

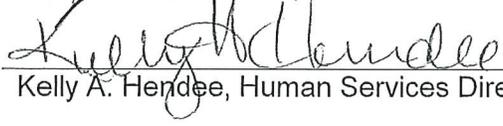
Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

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

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

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

Approvals:

| | |
|---|-----------------------|
|  <hr/> Joseph A. Krebsbach, Human Services Director | 8/10/18 <hr/> Date |
|  <hr/> Kelly A. Hendee, Human Services Director | 8-10-18 <hr/> Date |

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 TO
 CHANGE JOB CLASS/STEP
 TO

Position Title
 Effective Date
 Department

HHS - CCS Case Manager
 6 Mo
 HHS Sub Dept

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

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

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

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

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

DEPT. HEAD TO COMPLETE:

Department Sheriff's Office Position Title: Field Services Lieutenant & all Subsequent

Position Status: Currently vacant Will be vacant Date Vacant: December 24th, 2020

Full Time Part Time New position Hours per week: 2080 Annually

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Robert Lauder

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Tammy Sternard Date 08-19-2020

Financial Information:

Salary Range: \$33.64 - \$44.21 Hourly Is the Position Budgeted: Yes No

Funding Source: Levy % 100 Grant Funded % _____ Other _____ % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date 9-8-20

Administrative Committee Chair _____ Date _____

County of Door Sheriff's Office

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

County of Door Sheriff's Office

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

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

General Job Functions

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

Work Relationships

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

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

County of Door
Sheriff's Office

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

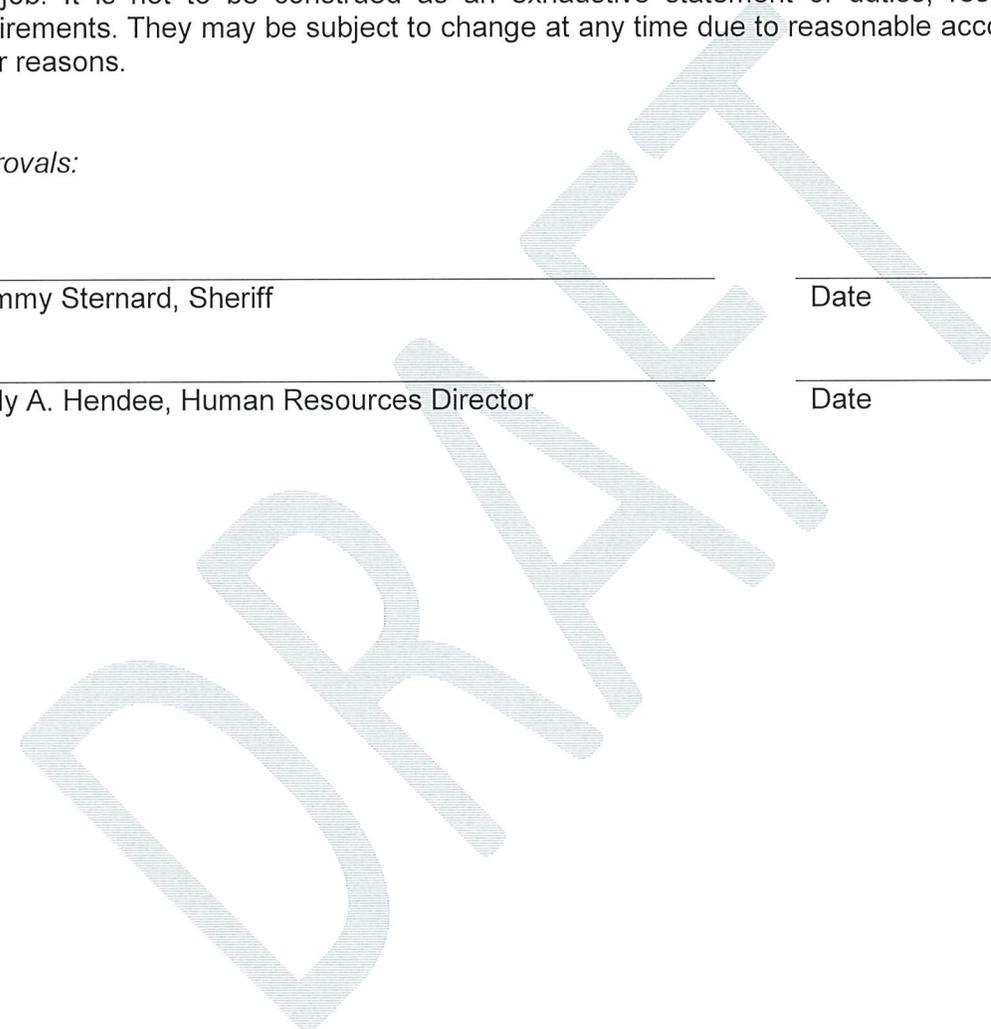
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

Tammy Sternard, Sheriff _____
Date

Kelly A. Hendee, Human Resources Director _____
Date



REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 TO
 CHANGE JOB CLASS/STEP
 TO

From
 From

Position Title
 Effective Date
 Department
 Sheriff
 Sub Dept
 6 Mo

Field Services Lieutenant

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

Dept Head Signature: *[Signature]*
 Date: 8/20/2020
 Finance Director

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

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

| | | | |
|---|----------------------------|--|--|
| Door County Human Resources Form #: 2015-04 | | Request to Refill Position | |
| Date Created 02/06/2020 | Date Revised 01/31/2020 | Please reference the most current copy of the Door County Employee Handbook and Administrative Manual. | |
| DEPT. HEAD TO COMPLETE: | | | |
| Department <u>Sheriff's Office</u> | | Position Title: <u>Court Security Deputy & Subsequent</u> | |
| Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant | | Date Vacant: <u>January 5th, 2021</u> | |
| <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position | | Hours per week: <u>2080 Annually</u> | |
| Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Resignation | | | |
| Transfer: why is the new position more attractive to employee than current one? _____ | | | |
| Name of Current / Most Recent Incumbent: <u>Mark Schwartz</u> | | | |
| Reviewed, updated, and submitted to Human Resources: <input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet) <input checked="" type="checkbox"/> Job Description | | | |
| Completed by: <u>Tammy Sternard</u> | | Date <u>09-02-2020</u> | |
| Financial Information: | | | |
| Salary Range: <u>\$27.00-\$32.10 Hourly</u> | | Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Funding Source: <input checked="" type="checkbox"/> Levy % <u>100</u> <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____ | | | |
| <input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached | | | |
| HR TO COMPLETE: | | | |
| EEO <u>04 - Protective Services</u> | | FLSA Status <u>Non-Exempt</u> | |
| <input checked="" type="checkbox"/> Human Resources has performed a position review? | | <u>AS</u> (HR initial) <u>9/4/20</u> Date | |
| <input checked="" type="checkbox"/> The Job Description has been updated and signed? | | <u>AS</u> (HR initial) <u>9/4/20</u> Date | |
| Approvals: | | | |
| County Administrator <u></u> | | Date <u>9-8-20</u> | |
| Administrative Committee Chair _____ | | Date _____ | |

County of Door Sheriff's Department

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

1. Uses own judgment in deciding course of action, expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Carries out duties in conformance with Federal, State, County, and City laws, ordinances and departmental policies and procedures.
4. Attend required training sessions.
5. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals, community organizations and members of the community.

County of Door Sheriff's Department

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to find, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects; testimonies, etc. In an effort to provide for continuity of County government and to cope with the problems of the

County of Door Sheriff's Department

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

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

Approvals:

Tammy Sternard, Sheriff _____ Date

Kelly A. Hendee, Human Resources Director _____ Date

DRAFT

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours _____
 Job Class _____
 Step _____
 Rate _____

CHANGE FTE/Hours

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

Position Title _____
 Effective Date _____

Court Security Deputy

6 Mo

Department _____

Sheriff _____

Sub Dept _____

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

Dept Head Signature _____

Finance Director

Date _____

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

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

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

DEPT. HEAD TO COMPLETE:

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

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

Full Time Part Time New position Hours per week: 22

Reason for Vacancy: Termination Transfer Retirement F

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

Name of Current / Most Recent Incumbent: Holly Cole

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

Completed by: Tina Kakuske Date 7/2020

• Branch Manager was approved at August Admin Meeting.
 • 'and subsequent' needs approval for Egg Harbor Circulation Assistant.

Financial Information:

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

Funding Source: Levy % Grant Funded % Other %

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 06-Office/Clerical FLSA Status Non-Exempt

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

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

Approvals:

County Administrator [Signature] Date 7.14.20

Library Board President _____ Date _____

Administrative Committee Chair [Signature] Date _____

County of Door Circulation Assistant

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

General Summary

This position performs routine clerical and physical tasks as required. Reports to Library Head of Circulation and Branch Managers. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

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

Requirements

Training and Experience

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

Knowledge, Skills and Abilities Required

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

Physical and Working Conditions:

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

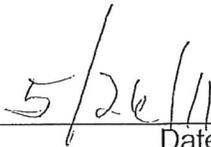
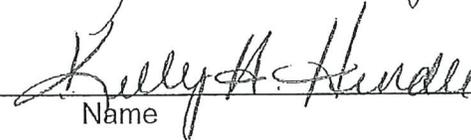
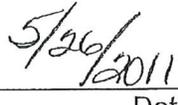
Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

Equipment Operated:

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

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

Approvals:

| | | |
|---|--------------------------|---|
|  | |  |
| Name | Department Head | Date |
|  | |  |
| Name | Human Resources Director | Date |

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 TO
 CHANGE JOB CLASS/STEP
 TO

Position Title
 Effective Date
 Department
 Library
 Sub Dept

Egg Harbor Library Circulation Ass't

6 Mo

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

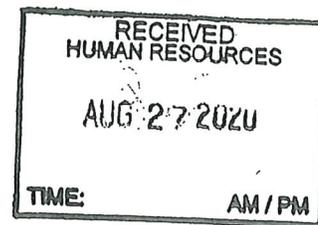
Dept Head Signature
 [Signature]

Finance Director

Date
 8/27/2020

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

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



08/25/2020

Joseph Krebsbach

Director

Door County Department of Health and Human Services

Dear Mr. Krebsbach,

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

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

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

Sincerely,

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

Karlee Bertrand



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

Dear Sheriff Sternard,

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Bob Lauder". The signature is written in a cursive style.

Lieutenant Bob Lauder

September 02, 2020.

Retirement from Service

Dear Sheriff Sternard,

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

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

Sincerely,


Deputy Mark Schwartz

September 1, 2020

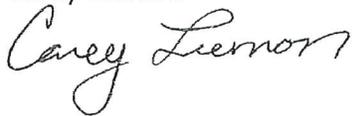
Mr. John Kolodziej
Door County Highway Commissioner

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

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

Sincerely,

Carey Leemon

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

August 4, 2020

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

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

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

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

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

Sincerely,



Tina Kakuske, Library Director
Door County Library



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

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

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

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

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

RECEIVED
HUMAN RESOURCES
AUG 12 2020
TIME: AM / PM



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

DATE: August 10,2020

TO: Kelly Hendee, Human Resources Director

FROM: Sheryl Flores, Community Services Manager
 Department of Health and Human Services

RE: Completion on Introductory Period
 Employee Name: Ashley Thornton, LTC/Outreach Case Manager
 Position: LTC/Outreach Case Manager
 Start Date: 2/17/2020

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

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

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





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

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

TO: Administrative Committee
 FROM: Human Resources
 SUBJECT: Monthly Personnel Transactions
 September 2020 Report

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

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

Clerk of Court A/P August 2020

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

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

* = Prior Fiscal Year Activity

Accounts Payable Invoice Report

G/L Date Range 08/01/20 - 08/31/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

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

Accounts Payable Invoice Report

G/L Date Range 08/01/20 - 08/31/20

Report By Department - Batch - Vendor - Invoice

Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|---|---------------------|--------|-------------|--------------|----------|----------|---------------|--------------|--------------------|
| Department 14 - Corporation Counsel Totals | | | | | | Invoices | 7 | | \$2,955.04 |
| 14 Corporation Counsel | _____ | | | | | Invoices | 7 | | \$2,955.04 |
| | | | | Grand Totals | | Invoices | 7 | | \$2,955.04 |

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

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

Door County

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

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

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

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

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

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

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|-------------------------|---------------------|--------|--------------|---------------------------|--------------|----------|---------------|--------------|--------------------|
| | | | Batch Number | 2020-00000464 | Totals | Invoices | 7 | | \$1,839.34 |
| | | | Department | 25 - Court Systems | Totals | Invoices | 7 | | \$1,839.34 |
| 25 Court Systems | | | | | | | | | |
| | | | | | Grand Totals | Invoices | 7 | | \$1,839.34 |

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|--|--------------------------|--|---|--------------|--------------|------------|---------------|--------------|--------------------------|
| Department 25 - Court Systems Batch Number 2020-0000496 Batch Date 09/10/2020 Entered by User Jennifer Moeller Vendor 6197 - HOLLY M JEWELL Sub-Department 25 Court Systems | | | | | | | | | |
| 1246 | transcripts | Edit | | 09/10/2020 | 09/11/2020 | 09/11/2020 | | | 36.25 |
| | | | Sub-Department 25 Court Systems Totals | | | Invoices | 1 | | 0 |
| | | | Vendor 6197 - HOLLY M JEWELL Totals | | | Invoices | 1 | | <u>\$36.25</u> |
| Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Sub-Department 25 Court Systems | | | | | | | | | |
| 3422 | Independent Evaluation | Edit | | 09/10/2020 | 09/11/2020 | 09/11/2020 | | | 650.00 |
| | | | Sub-Department 25 Court Systems Totals | | | Invoices | 1 | | 0 |
| | | | Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals | | | Invoices | 1 | | <u>\$650.00</u> |
| Vendor 2674 - LISA A HARTEL Sub-Department 25 Court Systems | | | | | | | | | |
| 2078 | transcripts | Edit | | 09/10/2020 | 09/11/2020 | 09/11/2020 | | | 110.50 |
| | | | Sub-Department 25 Court Systems Totals | | | Invoices | 1 | | 0 |
| | | | Vendor 2674 - LISA A HARTEL Totals | | | Invoices | 1 | | <u>\$110.50</u> |
| Vendor 3629 - PRIBYL LAW S.C. Sub-Department 25 Court Systems | | | | | | | | | |
| 11602 | Guardian ad Litem fees | Edit | | 09/10/2020 | 09/11/2020 | 09/11/2020 | | | 750.00 |
| | | | Sub-Department 25 Court Systems Totals | | | Invoices | 1 | | 0 |
| | | | Vendor 3629 - PRIBYL LAW S.C. Totals | | | Invoices | 1 | | <u>\$750.00</u> |
| Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 25 Court Systems | | | | | | | | | |
| 111777 | August 2020 Copier Lease | Edit | | 09/10/2020 | 09/11/2020 | 09/11/2020 | | | 201.35 |
| | | | Sub-Department 25 Court Systems Totals | | | Invoices | 1 | | 0 |
| | | Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals | | | | Invoices | 1 | | <u>\$201.35</u> |
| | | Batch Number 2020-0000496 Totals | | | | Invoices | 5 | | <u>\$1,748.10</u> |
| | | Department 25 - Court Systems Totals | | | | Invoices | 5 | | <u>\$1,748.10</u> |
| 25 Court Systems | | | | | | | | | |
| | | | | | Grand Totals | | Invoices | 5 | <u><u>\$1,748.10</u></u> |

Accounts Payable Invoice Report

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

Report By Department - Batch - Vendor - Invoice
Summary Listing

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

