

The Dodge County Board of Supervisors

127 EAST OAK STREET, JUNEAU WISCONSIN 53039

August 10, 2021

Dear Supervisor:

As you may be aware, the process of redistricting the County Supervisory Districts will begin as soon as the Federal Government releases the census numbers to counties. It is anticipated the numbers will be received by September 1st. The timeline for redistricting has been shortened significantly because of the delay in the release of the numbers.

I would like to make the Supervisors aware that the Redistricting Committee is preparing to meet as soon as the census numbers are released and the Land Resources and Parks Department develops tentative plan options. This should occur in early to mid-September. A proposed timeline for the redistricting process may be found on the reverse side of this memo. Please note the proposed timeline indicates the public hearing and adoption of the tentative plan is likely to take place at the regularly scheduled County Board meeting on September 21st. Therefore, the September 21st County Board meeting may begin at 5:30 p.m.

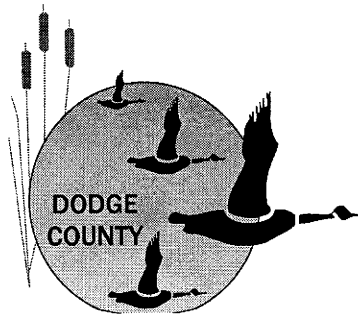
You are, of course, welcome to attend the Redistricting Committee meetings as well as review the tentative plans when they become available. There is a redistricting link on the County Board webpage that will provide updated redistricting information. <https://www.co.dodge.wi.gov/departments/departments-a-d/country-board/redistricting>

If you have questions or comments, please feel free to contact me.

Sincerely,

Russell Kottke /kg

Russell Kottke, Chairman
Dodge County Redistricting Committee



PROPOSED TIMELINE FOR REDISTRICTING 2021

Subject to Change

Updated: 8/9/21

September 1	Census Data Received
September 1–8	Develop Plan Options-County Staff
September 9-10	Review Plan Options – Land Resources & Parks Dept. and/or County Clerk's Office
September 13	Committee meeting to consider Plan Options and recommend tentative plan
September 21	Public hearing on tentative plan and adoption of tentative plan at County Board meeting – 5:30 p.m. start time
September 24	Deadline to distribute plan to municipalities
October 22	Deadline for municipalities to adopt ward plans and submit to County
Oct. 25-Oct. 29	Committee meeting to recommend final plan
November 2	Public Hearing on final plan prior to Public hearing on 2022 budget at County Board Meeting – 6:00 p.m. start time
November 9	Adoption of final plan at County Board meeting

Dodge County Board of Supervisors
July 20, 2021 – 7:00 p.m.
Administration Building - Juneau, Wisconsin

The July 20, 2021 Meeting of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with exception of Supervisors Greshay, Maly, and Nickel who had previously asked to be excused.

The Chairman appointed Benjamin Priesgen to the County Board to represent District Number 16, which was vacant. Chairman Kottke called upon Supervisor Frohling to escort Supervisor Priesgen forward to be sworn in by the Clerk. The Clerk administered the Oath of Office to Supervisor Priesgen and welcomed him to the County Board. A motion was made by Supervisor Frohling and seconded by Supervisor Caine to confirm Benjamin Priesgen's appointment to the County Board. The motion carried by voice vote.

Chairman Kottke then appointed Supervisor Priesgen to fill vacancies on the Judicial Public and Protection Committee, Land Information Council, and Land Resources and Parks Committee. A motion was made by Supervisor Guckenberger and seconded by Supervisor Behl to confirm the appointments. The motion carried by voice vote, thereby approving the appointments.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Yaroch and seconded by Supervisor Benter to approve the minutes of the June 16, 2021 and June 22, 2021, meetings of the County Board meeting, as recorded. The motion carried by voice vote.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

Confirm the following appointments made by County Administrator, James Mielke:

Appoint Gloria Rutherford and Kathy Budde to fill a vacancy on the Nutrition Advisory Council for a three year term. Statement by County Clerk regarding staggered terms for the Nutrition Advisory Council members. A motion to accept the appointments was made by Supervisor Caine and seconded by Supervisor Hilgendorf. The motion carried by voice vote.

Chairman Kottke called upon Supervisor Marsik, Chairman, Human Resources and Labor Negotiations Committee who introduced Sarah Hinze, Human Resources Director, who gave a presentation regarding the draft Paid Time Off Policy. Questions and comments by Supervisors Derr, Berres, Bobholz, Burnett, Boelk, Guckenberger, Houchin, Sheahan-Malloy, J. Schmitt, Hilbert, Marsik, and Sarah Hinze, Human Resources Director.

The following Resolutions and Reports were read by the Clerk and acted upon by the Board:

Resolution No. 21-26 Amend Town of Portland Zoning Ordinance – Richard and Samantha Hensen Property – Supervisor Berres. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Behl. Question by Supervisor J. Schmitt answered by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 21-27 2021 Dodge County Human Services and Health Department Budget Amendment (Treatment Alternatives Program Grant) – Human Services and Health Board. A motion for adoption was made by Supervisor Bobholz and seconded by Supervisor Kemmel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 21-28 Authorizing HVAC Controller Upgrades at the Dodge County Justice Facility and Dodge County Detention Facility and a General Fund Transfer – Building Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Benter. Comment by Supervisor J. Schmitt. Supervisor D. Schmidt requested to have Russ Freber, Director of Physical Facilities and Paul Berg, a representative from Johnson Controls, provide additional information on the Resolution. Supervisor Berres voiced an objection. Chairman Kottke referred to Rule No. 11 in the Rules of Order Governing the County Board of Supervisors. Supervisor D. Schmidt made a motion to grant Russ Freber and Paul Berg permission to address the board. The motion was seconded by Supervisor Frohling. The vote was cast with 24 ayes and 5 noes, thereby adopting the motion.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Hilgendorf, Johnson, Fink, Kuehl, Boelk, Kemmel, Priesgen, Bischoff, Caine, Behl, Hedrick, Frohling, D. Schmidt, Hilbert, Kenevan, Burnett, Derr, Sheahan-Malloy, Yaroch. Total 24.

Noes: J. Schmitt, Guckenberger, Berres, Houchin, Schultz. Total 5.

Absent: Greshay, Maly, and Nickel. Total 3.

Russ Freber addressed Supervisor J. Schmitt's questions. Additional comments and questions by Supervisors J. Schmitt, Guckenberger, Frohling, and Houchin. Supervisor Houchin made a motion to refer Resolution No. 21-28 back to the Building Committee, which was seconded by Supervisor Sheahan-Malloy. Question by Supervisor J. Schmitt answered by Kimberly Nass, Corporation Counsel. Comments and questions by Supervisors J. Schmitt, Houchin, and Kimberly Nass. Supervisor Houchin made a motion to amend the motion to include instructions to convene a joint meeting of the Finance and Building Committees to further review Resolution 21-28. The motion to amend the motion was seconded by Supervisor Guckenberger. The vote was cast on the motion to amend the motion with 20 ayes and 9 noes, thereby adopting the motion to amend the motion.

Ayes: Kottke, Bobholz, J. Schmitt, Johnson, Guckenberger, Kuehl, Priesgen, Bischoff, Sheahan-Malloy, Caine, Behl, Berres, Houchin, Hedrick, Frohling, Schultz, Boelk, Kenevan, Derr, Yaroch. Total 20.

Noes: Benter, Macheel, Marsik, Hilgendorf, Fink, Kemmel, D. Schmidt, Hilbert, Burnett. Total 9.

Absent: Greshay, Maly, and Nickel. Total 3.

Discussion on the motion to refer Resolution 21-28 back to the Building and Finance Committees continued with comments and questions by Supervisors Derr, Kottke, D. Schmidt, J. Schmitt, Guckenberger, Frohling, Fink, Kimberly Nass, Russ Freber, and Paul Berg. The vote was cast on the motion to refer the Resolution back to committees with instructions, with 10 ayes and 19 noes, thereby defeating the motion.

Ayes: Bobholz, J. Schmitt, Guckenberger, Boelk, Priesgen, Berres, Houchin, Schultz, Sheahan-Malloy, Yaroch. Total 10.

Noes: Benter, Kottke, Macheel, Marsik, Hilgendorf, Johnson, Fink, Kuehl, Kemmel, Bischoff, Caine, Behl, Hedrick, Frohling, D. Schmidt, Hilbert, Kenevan, Burnett, Derr. Total 19.

Absent: Greshay, Maly, and Nickel. Total 3.

Discussion on the Resolution continued with a question by Supervisor Houchin answered by Russ Freber. The vote was cast with 22 ayes and 7 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Hilgendorf, Johnson, Fink, Kuehl, Boelk, Kemmel, Bischoff, Caine, Behl, Hedrick, Frohling, D. Schmidt, Hilbert, Kenevan, Burnett, Derr, Yaroch. Total 22.

Noes: J. Schmitt, Guckenberger, Priesgen, Berres, Houchin, Schultz, and Sheahan-Malloy. Total 7.

Absent: Greshay, Maly, and Nickel. Total 3.

Resolution No. 21-29 Authorizing the Engagement of Design Nine, Inc. for Broadband Assessment Study and Expenditure of American Rescue Plan Act Funds – Land Resources & Parks Committee and Information Technology Committee. A motion for adoption was made by Supervisor Guckenberger and seconded by Supervisor Caine. Comments and questions by Supervisors Boelk, Derr, Marsik, Berres and Bill Ehlenbeck, Land Resources and Parks Director. The vote was cast with 26 ayes and 3 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Hilgendorf, Johnson, Guckenberger, Fink, Kuehl, Kemmel, Priesgen, Bischoff, Caine, Behl, Berres, Houchin, Hedrick, Frohling, D. Schmidt, Schultz, Sheahan-Malloy, Hilbert, Burnett, Derr, Yaroch. Total 26.

Noes: J. Schmitt, Boelk, Kenevan. Total 3.

Absent: Greshay, Maly, and Nickel. Total 3.

Report No. 1 Ordinance No. 1075 – Amend Land Use Code – Town of Ashippun – Pamela Abram Property – Land Resources and Parks. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Hilbert. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Ordinance No. 1076 – An Ordinance Amending Chapter 5, Creating Section 5.09 – Law Enforcement Services – Places of Amusement, of the Dodge County Code of Ordinances – Judicial and Public Protection Committee. A motion for adoption was made by Supervisor Yaroch and seconded by Supervisor Benter. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

The Clerk noted the following items had been placed on the Supervisor’s desks: ADRC Newsletter and a Green Book published by the Wisconsin Counties Association. The Chairman ordered these be placed on file.

At 9:07 p.m., Supervisor Frohling made a motion to adjourn until Wednesday, July 21, 2021 at 6:00 p.m. Supervisor Yaroch seconded the motion. The motion to adjourn carried by voice vote.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

Dodge County Board of Supervisors
July 21, 2021 – 6:00 p.m.
Administration Building - Juneau, Wisconsin

The July 21, 2021 meeting of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 6:01 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with exception of Supervisors Behl, Bobholz, Frohling, Greshay, Kemmel, Nickel, and Schultz, who had previously asked to be excused, and Supervisors J. Schmitt and Yaroch.

Chairman Kottke introduced Brett Remington, President of Blue Rock WI, who continued the discussion related to strategic planning. Mr. Remington advised the board on how many strategic plan constituent surveys were completed and a discussion on how to get more survey participants was held. It was the consensus of the board to close the survey on Monday, July 26, 2021.

Mr. Remington reviewed the PESTLE (Politically, Economically, Socially, Technologically, Legally, Environmentally/Community) scan results with the board.

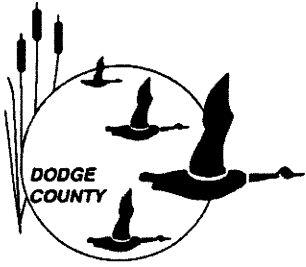
An inter-active activity was held to determine what three to five priorities would be the basis for the strategic plan. The Board identified the following strategic priorities:

1. Water Quality
2. Business Support/Workforce Issues
3. Housing
4. Infrastructure – Broadband/Transportation
5. Quality of Life – Recreation/Entertainment/Tourism/Health Care/Emergency Services/Youth Services

Supervisor Macheel left the meeting at 7:30 p.m.

Mr. Remington informed the Board that he would be communicating with them via email regarding forming work groups to propose strategies for each of the five priorities at its August meeting. The work groups will meet to develop plans/strategies that the whole board will consider.

At 8:05 p.m., Supervisor Marsik made a motion to adjourn until Tuesday, August 17, 2021 at 7:00 p.m. Supervisor D. Schmidt seconded the motion to adjourn. The motion carried by voice vote.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

County Project and Issue Update

Volume 75 August 2021

COVID – 19: Dodge County Public Health continues to have sufficient supplies of the Pfizer and Moderna vaccines. The Johnson & Johnson vaccine is in limited supply statewide. Members of the Public Health team will be providing vaccine opportunities each day of the Dodge County Fair, August 18th – 22nd.

Public Health continues to monitor test results. As of August 10th, based on CDC metrics, Dodge County's status is classified as *Substantial* with positive case numbers between 50-100 cases within the most recent seven day period. Public Health continues to recommend wearing a mask whether an individual is fully vaccinated or unvaccinated.

2022 County Budget Process: A preliminary copy of the 2022 -2026 Capital Improvement Plan will be provided to all county board supervisors at the August 17th County Board meeting. Members of the Finance Committee received a copy of the document at their August 9th meeting. Next steps, the Committee is scheduled to review the Plan at their September and October committee meetings. The tentative schedule is to present a 2022 – 2026 Capital Improvement Plan Resolution to the County Board on October 19th.

Finance Director Dave Ehlinger and I continue to meet with department heads to discuss 2022 budget initiatives. Budgets are due by August 31st. Discussions and adjustments will continue through the month of September. Directives will be obtained by the Finance Committee during the budget development process. The proposed 2022 budget will be distributed to all county board members on October 19th. The proposed budget will also be available for public review through the county's website beginning October 19th.

American Rescue Act Plan of 2021(ARPA): All counties are required to submit an initial report to the US Treasury by August 31st. The initial allocation of \$8,509,059 was received in May. The report covers activity during the period March 10, 2021 to July 31, 2021. Even though Dodge County did not incur ARPA expenses during the period, a report must be filed. Beginning in October, quarterly reports are required to be filed with the US Treasury.

Federal Bi-Partisan Infrastructure Legislation: Included with this memo is a four page overview of the US Senate Bipartisan Infrastructure Bill provided by the National Association of Counties. Senate approval is the first step, followed by consideration by the House of Representatives. Internally, the Bill is being reviewed, through communication with the National Association of Counties and the Wisconsin Counties Association.

Committee Meeting Schedule Change – September Executive and Finance Committee: Both the Executive and Finance Committees are scheduled to hold their regular September meetings on Friday afternoon the 10th. The Executive Committee will meet at 2:00 p.m. followed by the Finance Committee at 2:30 p.m.

Looking Ahead:

- August 18th - County Board Strategic Planning Meeting 6:00 p.m.
- September 15th – County Board Strategic Planning Meeting 6:00 p.m.
- September 21st – Dodge County Board Meeting
- September 25th – Fall Fest – Harnischfeger Park

NACO EXECUTIVE SUMMARY

WHITE HOUSE-SENATE BIPARTISAN INFRASTRUCTURE FRAMEWORK

Jun. 30, 2021

Overview

On June 24, President Biden endorsed a framework <<https://www.whitehouse.gov/briefing-room/statements-releases/2021/06/24/fact-sheet-president-biden-announces-support-for-the-bipartisan-infrastructure-framework/>> from a bipartisan group of Senators, led by Sen. Rob Portman (R-Ohio) and Sen. Kyrsten Sinema (D-Ariz.), that would provide \$973 over five years (\$1.2 trillion over eight years), including \$579 billion in new spending, for the nation's physical infrastructure assets, including all modes of transportation, water systems, water storage, clean energy and power grids, and broadband networks.

On July 28, following over a month of ongoing negotiations, Democratic and Republican lawmakers reached a final compromise

<<https://naco.sharefile.com/d-sc73a5a9dc86849d2a4393e504ee52ed4>> on the framework, which includes elements of the Senate's committee-passed highway and rail surface transportation titles <<https://www.naco.org/resources/legislative-analysis-us-senate-surface-transportation-reauthorization-s-1931-surface>> , as well as the fully Senate-passed water bill, S. 914, the *Drinking Water and Wastewater Infrastructure Act of 2021* <<https://www.naco.org/resources/naco-analysis-senate-drinking-water-and-wastewater-infrastructure-act>> . The final proposal would invest nearly \$1 trillion, including \$550 billion in new spending across a number of sectors.

While lawmakers have yet to fully release legislative text, the bipartisan group of Senate negotiators was able to garner the support of enough of their colleagues to defeat the filibuster in a 67 to 32 procedural vote, advancing debate on the package that is expected to come to fruition in the coming days. Notably, Senate Minority Leader Mitch McConnell voted yes, along with 16 other Republicans.

Sectors addressed in the bipartisan infrastructure framework's (BIF) include:

Transportation: \$304 billion
Water: \$55 billion
Broadband: \$65 billion
Energy & Power: \$73 billion
Environmental remediation: \$21 billion
Western water infrastructure: \$8.3 billion
Resiliency: \$46 billion

BIF BY THE NUMBERS (\$ BILLIONS)

Click here

<<https://infogram.com/bif-by-the-numbers-1h7j4dv00omv94n?live>>

Top line spending levels are \$284 billion for all modes of transportation and \$266 billion for other infrastructure sectors. As is the case in the American Jobs Plan <<https://www.naco.org/resources/featured/naco-executive-summary-american-jobs-plan>> and past proposals from Senate Republicans, the BIF would direct most of its investments – nearly 52 percent – in modernizing and making improvements to transportation infrastructure, with the majority of funding for roads and bridges. Investments would be broken down in the following ways:

Roads & Bridges: \$110 billion
Transit: \$39 billion
Rail: \$66 billion
Safety: \$11 billion
Airports: \$25 billion
Ports & Waterways: \$17 billion
Electric vehicle chargers: \$7.5 billion
Electric buses: \$7.5 billion
Reconnecting Communities: \$1 billion

BIF TRANSPORTATION FUNDS

View link <<https://infogram.com/bif-transportation-funds-1hd12yxnnlgjx6k?live>>

PROPOSED NEW SPENDING PAY-FORS

The framework would be paid for, at least in part, through a variety of tools and mechanisms, including:

Repurposed COVID relief funds from 2020: \$205 billion
Recouping fraudulently paid federal unemployment benefits: \$50 billion

States returning used enhanced federal unemployment insurance supplements: \$53 billion

Sales of future spectrum auctions: \$20 billion

Proceeds of the February 2021 c-band auction: \$67 billion

Delaying Medicare Part D rebate rule: \$49 billion

Economic growth resulting from a 33 percent return on investment in these long-term infrastructure projects: \$56 billion

Applying information reporting requirements to cryptocurrency: \$28 billion

Extending fees on government-sponsored enterprises: \$21 billion

Reinstating Superfund fees: \$13 billion

Continuing the mandatory sequester: \$8.7 billion

Extending customs user fees: \$6 billion

Strategic Petroleum Reserve sales: \$6 billion

Savings from reducing Medicare spending on discarded medications from large, single-use drug vials: \$3 billion

Extending available interest rate smoothing options for defined benefit pension plans: \$2.9 billion

COMPARING INVESTMENTS: FEDERAL INFRASTRUCTURE PROPOSALS

The BIF was ultimately a compromise borne out of proposals from the Biden administration and Senate Republicans. The compromise stacks up next to the two side's initial plans in the following ways:

(Numbers in Billions)

View link <<https://infogram.com/comparing-federal-infrastructure-proposals-1h8n6m300erkj4x?live>>

Legislative Outlook

The final deal follows months of negotiations that yielded little progress, though it is not across the finish line yet.

The next step for the bipartisan package will come on Friday, July 30, when the 30 hours of debate initiated by Wednesday's Senate cloture vote will expire. If the bill text is ready, which remains unclear, Majority Leader Schumer can begin the process of voting on amendments. In any event, that process will begin once the text is in hand.

More than likely, it will be closer to the end of next week before the legislation can achieve final passage in the Senate, at which point it will head to the House. Though it is hard to imagine a scenario where the Democratic-controlled House would derail a major priority of the President's, the Speaker has a narrow majority and a caucus that is largely dissatisfied with what many see as status quo infrastructure policies in the Senate bill.

Complicating the bipartisan package's path forward is a commitment made by Speaker Nancy Pelosi (D-Calif.) and Majority Leader Chuck Schumer (D-N.Y.) to move the bipartisan deal in tandem with a larger reconciliation package that will address the remaining items on President Biden's legislative agenda, including items from the American Jobs Plan left out of the compromise and the American Families Plan <[<https://www.naco.org/resources/naco-executive-summary-white-house-senate-bipartisan-in...> 7/29/2021](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwiF-KKrIfyAhUDMVkFHaoNDegQFjAAegQIChAD&url=https%3A%2F%2Fwww.naco.org%2Fresources%2Fpage%2Fnaco-executive-summary-american-families-plan&usg=AOvVaw2kMGqjD1E4o3zMVkKsUHe_> provisions. Even if the Senate sends bipartisan infrastructure legislation to the House next week, it could languish for months while the massive $3.5 trillion reconciliation bill is developed.</p></div><div data-bbox=)

VENDOR #	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	CHECK #	CHECK/PAYMENT DATE	NET AMOUNT	DEPARTMENT	INVOICE DESCRIPTION
290	CHILEDA INSTITUTE INC	29007062011	07/06/2021	5436	07/14/2021	18,081.90	9730	0008020561
876	COMMUNITY CARE RESOURCES	876070620211	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620212	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620213	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620214	07/06/2021	5439	07/14/2021	323.04	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620215	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620216	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620217	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620218	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	876070620219	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202110	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202111	07/06/2021	5439	07/14/2021	323.04	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202112	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202113	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202114	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202115	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202116	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202117	07/06/2021	5439	07/14/2021	2,422.80	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202118	07/06/2021	5439	07/14/2021	484.56	9730	0000022566
876	COMMUNITY CARE RESOURCES	8760706202119	07/06/2021	5439	07/14/2021	484.56	9730	0000022566
				5436 Total		18,081.90		
2317	GRATEFUL GIRLS YOUTH & FAMILY SERVICES LLC	23170706202119	07/06/2021	5450	07/14/2021	37,957.20		
2317	GRATEFUL GIRLS YOUTH & FAMILY SERVICES LLC	23170706202120	07/06/2021	5450	07/14/2021	16,219.58	9730	0008093858
2317	GRATEFUL GIRLS YOUTH & FAMILY SERVICES LLC	23170706202121	07/06/2021	5450	07/14/2021	545.00	9730	0008093858
2317	GRATEFUL GIRLS YOUTH & FAMILY SERVICES LLC	23170706202122	07/06/2021	5450	07/14/2021	488.00	9730	0008093858
				5439 Total		37,957.20		
825	OCOMOWOC DEVELOPMENT TRAINING CENTER OF WI	825070620211	07/06/2021	5480	07/14/2021	18,219.58		
825	OCOMOWOC DEVELOPMENT TRAINING CENTER OF WI	825070620212	07/06/2021	5480	07/14/2021	1,290.00	9730	0008019479
825	OCOMOWOC DEVELOPMENT TRAINING CENTER OF WI	825070620213	07/06/2021	5480	07/14/2021	1,290.00	9730	0008019479
825	OCOMOWOC DEVELOPMENT TRAINING CENTER OF WI	825070620214	07/06/2021	5480	07/14/2021	16,021.20	9730	0008019479
825	OCOMOWOC DEVELOPMENT TRAINING CENTER OF WI	825070620215	07/06/2021	5480	07/14/2021	16,021.20	9730	0008019479
				5480 Total		18,219.58		
2632	RESOURCE TREATMENT CENTER	2632070620211	07/06/2021	5486	07/14/2021	50,643.60		
				5486 Total		15,750.00		
856	ADULT CARE CONSULTANTS INC	17565	06/30/2021	5502	07/22/2021	127.50	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17574	06/30/2021	5502	07/22/2021	1,566.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17575	06/30/2021	5502	07/22/2021	353.75	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17576	06/30/2021	5502	07/22/2021	1,186.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17577	06/30/2021	5502	07/22/2021	2,653.75	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17579	06/30/2021	5502	07/22/2021	1,491.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17578	06/30/2021	5502	07/22/2021	41.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17580	06/30/2021	5502	07/22/2021	1,293.75	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17581	06/30/2021	5502	07/22/2021	1,392.50	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17585	06/30/2021	5502	07/22/2021	1,386.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17583	06/30/2021	5502	07/22/2021	1,252.50	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17590	06/30/2021	5502	07/22/2021	1,520.00	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17586	06/30/2021	5502	07/22/2021	606.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17587	06/30/2021	5502	07/22/2021	1,136.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17588	06/30/2021	5502	07/22/2021	858.75	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17556	06/30/2021	5502	07/22/2021	297.50	9720	2021 CONTRACT - CTS 06/21
856	ADULT CARE CONSULTANTS INC	17557	06/30/2021	5502	07/22/2021	1,448.75	9720	2021 CONTRACT - CCS & CBRF 06/21
856	ADULT CARE CONSULTANTS INC	17559	06/30/2021	5502	07/22/2021	255.00	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17560	06/30/2021	5502	07/22/2021	552.50	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17561	06/30/2021	5502	07/22/2021	318.75	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17562	06/30/2021	5502	07/22/2021	85.00	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17563	06/30/2021	5502	07/22/2021	765.00	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17564	06/30/2021	5502	07/22/2021	786.25	9720	2021 CONTRACT - CCS 06/21
856	ADULT CARE CONSULTANTS INC	17584	06/30/2021	5502	07/22/2021	1,847.50	9720	2021 CONTRACT - CCS 06/21
				5502 Total		23,222.50		
262	ANU FAMILY SERVICES INC	14701	07/08/2021	5511	07/22/2021	655.66	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14691	07/08/2021	5511	07/22/2021	4,015.82	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14693	07/08/2021	5511	07/22/2021	409.78	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14694	07/08/2021	5511	07/22/2021	409.78	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14695	07/08/2021	5511	07/22/2021	614.67	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14696	07/08/2021	5511	07/22/2021	2,212.79	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14697	07/08/2021	5511	07/22/2021	2,089.86	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14698	07/08/2021	5511	07/22/2021	1,147.39	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14699	07/08/2021	5511	07/22/2021	1,844.02	9720	2021 CONTRACT - CCS 06/21
262	ANU FAMILY SERVICES INC	14700	07/08/2021	5511	07/22/2021	2,335.74	9720	2021 CONTRACT - CCS 06/21

262 ANU FAMILY SERVICES INC	14692	07/08/2021	5511	07/22/2021	409.78 9720	2021 CONTRACT - CCS 06/21
			5511 Total		16,145.29	
384 Belco Vehicle Solutions	6117	06/20/2021	5518	07/22/2021	9,819.74 2020	SQUAD #122 UPFITTING - VIN #3542
384 Belco Vehicle Solutions	6116	06/20/2021	5518	07/22/2021	9,123.92 2020	SQUAD 127- UPFITTING VIN 3540
			5518 Total		18,943.66	
2670 BSG MAINTENANCE OF GREEN BAY INC	7300	07/12/2021	5520	07/22/2021	3,248.44 9010	LINEN CONTRACT 7/4-7/10/21
			5520 Total		3,248.44	
769 BURKE TRUCK & EQUIPMENT INC	28538	07/01/2021	5521	07/22/2021	81,792.00 3110	PLOWS, WINGS & SPREADERS
769 BURKE TRUCK & EQUIPMENT INC	28546	07/08/2021	5521	07/22/2021	-850.00 3110	GLEDHILL PARTS CREDIT
			5521 Total		80,942.00	
34 CAPITAL DATA INC	40852	06/29/2021	5525	07/22/2021	47,725.68 1530	12 SWITCHES WITH 5 YEARS SUPPORT
			5525 Total		47,725.68	
122 EXELON CORPORATION	3246921	07/19/2021	5535	07/22/2021	11,176.55 8010	GAS SUPPLY
			5535 Total		11,176.55	
1314 DEAN HEALTH PLAN	00647978	07/14/2021	5539	07/22/2021	754,033.22 1610	August Health Insurance
			5539 Total		754,033.22	
1308 GREENFIELD REHABILITATION AGENCY INC	JUNE 2021	07/06/2021	5559	07/22/2021	11,171.32 9720	2021 CONTRACT
			5559 Total		11,171.32	
1147 HANKE TERMINALS INC	PRO. NO 111921A	06/23/2021	5560	07/22/2021	582.50 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112125A	06/24/2021	5560	07/22/2021	12,731.34 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112321A	06/28/2021	5560	07/22/2021	100.53 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112445A	06/29/2021	5560	07/22/2021	6,206.28 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112544A	06/30/2021	5560	07/22/2021	1,383.84 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO NO. 112628A	07/01/2021	5560	07/22/2021	1,076.19 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112757A	07/02/2021	5560	07/22/2021	1,574.15 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 112956A	07/07/2021	5560	07/22/2021	7,956.71 3110	TRAFFIC BOND
1147 HANKE TERMINALS INC	PRO. NO 113066A	07/08/2021	5560	07/22/2021	6,595.27 3110	TRAFFIC BOND
			5560 Total		38,206.81	
1504 HEALING RELATIONSHIPS LLC	612021	06/30/2021	5561	07/22/2021	10,850.32 9720	2021 CONTRACT - CCS & CST 06/21
			5561 Total		10,850.32	
37 KOPLIN EXCAVATING & GRADING	122109	06/30/2021	5571	07/22/2021	13,141.43 3110	ROAD ROCK
			5571 Total		13,141.43	
178 MID-STATE GROUP	C13671	07/12/2021	5588	07/22/2021	18,631.00 3110	SCHULTE CUTTER
			5588 Total		18,631.00	
148 Northwest Counseling & Guidance Clinic	JUNE 2021	07/02/2021	5593	07/22/2021	12,594.31 9720	2021 CONTRACT
			5593 Total		12,594.31	
1513 OMNICARE INC	2984456	06/30/2021	5595	07/22/2021	11,723.30 9010	PHARMACY CHARGES JUNE 21 CLV
1513 OMNICARE INC	2984462	06/30/2021	5595	07/22/2021	297.24 9010	PHARMACY CHARGES JUNE 21 IID
1513 OMNICARE INC	2984461	06/30/2021	5595	07/22/2021	7,895.05 9010	PHARMACY CHARGES JUNE 21 CBIC
1513 OMNICARE INC	2984460	06/30/2021	5595	07/22/2021	616.79 9010	PHARMACY CHARGES JUNE 21 CBH 4
1513 OMNICARE INC	2984459	06/30/2021	5595	07/22/2021	86.44 9010	PHARMACY CHARGES JUNE 21 CBH 3
1513 OMNICARE INC	2984458	06/30/2021	5595	07/22/2021	85.15 9010	PHARMACY CHARGES JUNE 21 CBH 2
1513 OMNICARE INC	2984457	06/30/2021	5595	07/22/2021	107.26 9010	PHARMACY CHARGES JUNE 21 CBH 1
			5595 Total		20,811.23	
425 POTTERS INDUSTRIES LLC	91344068	07/12/2021	5600	07/22/2021	13,992.00 3110	GLASS BEADS
			5600 Total		13,992.00	
933 SEASONS COUNSELING LLC	12435	06/30/2021	5615	07/22/2021	1,100.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12416	06/30/2021	5615	07/22/2021	1,815.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12395	06/30/2021	5615	07/22/2021	787.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12429	06/30/2021	5615	07/22/2021	385.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12442	06/30/2021	5615	07/22/2021	2,942.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12390	06/30/2021	5615	07/22/2021	715.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12394	06/30/2021	5615	07/22/2021	490.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12443	06/30/2021	5615	07/22/2021	612.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12440	06/30/2021	5615	07/22/2021	3,437.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12397	06/30/2021	5615	07/22/2021	70.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12402	06/30/2021	5615	07/22/2021	787.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12437	06/30/2021	5615	07/22/2021	1,100.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12387	06/30/2021	5615	07/22/2021	742.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12418	06/30/2021	5615	07/22/2021	1,650.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12427	06/30/2021	5615	07/22/2021	1,815.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12392	06/30/2021	5615	07/22/2021	2,585.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12415	06/30/2021	5615	07/22/2021	1,485.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12425	06/30/2021	5615	07/22/2021	2,337.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12412	06/30/2021	5615	07/22/2021	237.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12393	06/30/2021	5615	07/22/2021	3,245.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12403	06/30/2021	5615	07/22/2021	787.50 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12430	06/30/2021	5615	07/22/2021	495.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12414	06/30/2021	5615	07/22/2021	175.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12405	06/30/2021	5615	07/22/2021	950.00 9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12424	06/30/2021	5615	07/22/2021	1,760.00 9720	2021 CONTRACT - CCS 06/21

933 SEASONS COUNSELING LLC	12404	06/30/2021	5615	07/22/2021	687.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12389	06/30/2021	5615	07/22/2021	595.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12422	06/30/2021	5615	07/22/2021	742.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12409	06/30/2021	5615	07/22/2021	300.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12391	06/30/2021	5615	07/22/2021	3,575.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12399	06/30/2021	5615	07/22/2021	577.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12423	06/30/2021	5615	07/22/2021	715.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12434	06/30/2021	5615	07/22/2021	1,787.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12396	06/30/2021	5615	07/22/2021	280.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12411	06/30/2021	5615	07/22/2021	512.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12417	06/30/2021	5615	07/22/2021	1,182.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12401	06/30/2021	5615	07/22/2021	892.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12441	06/30/2021	5615	07/22/2021	2,310.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12436	06/30/2021	5615	07/22/2021	262.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12410	06/30/2021	5615	07/22/2021	262.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12406	06/30/2021	5615	07/22/2021	975.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12407	06/30/2021	5615	07/22/2021	512.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12398	06/30/2021	5615	07/22/2021	437.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12413	06/30/2021	5615	07/22/2021	162.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12420	06/30/2021	5615	07/22/2021	1,182.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12433	06/30/2021	5615	07/22/2021	995.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12426	06/30/2021	5615	07/22/2021	797.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12432	06/30/2021	5615	07/22/2021	880.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12444	06/30/2021	5615	07/22/2021	330.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12444	06/30/2021	5615	07/22/2021	797.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12421	06/30/2021	5615	07/22/2021	1,457.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12428	06/30/2021	5615	07/22/2021	275.00	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12431	06/30/2021	5615	07/22/2021	3,437.50	9720	2021 CONTRACT - CCS 06/21
933 SEASONS COUNSELING LLC	12438	06/30/2021	5615	07/22/2021	787.50	9720	2021 CONTRACT - CST 06/21
933 SEASONS COUNSELING LLC	12400	06/30/2021	5615	07/22/2021	1,045.00	9720	2021 CONTRACT - CST 06/21
933 SEASONS COUNSELING LLC	12439	06/30/2021	5615	07/22/2021	770.00	9720	2021 CONTRACT - CST 06/21
933 SEASONS COUNSELING LLC	12419	06/30/2021	5615	07/22/2021	61,972.50		
752 SECURIAN LIFE INSURANCE COMPANY	08012021	07/12/2021	5615 Total	07/22/2021	23,147.77	1610	August Life Insurance
1241 SHANNON JAMES LLC	JUN2021	06/30/2021	5616 Total	07/22/2021	10,656.25	9720	2021 CONTRACT - CCS 06/21
304 SHERWIN INDUSTRIES INC	55089343	06/23/2021	5618 Total	07/22/2021	25,137.00	3110	ROAD SAVER
402 Silver Creek Riders Snowmobile Club	2020-2021 SNOW GRANT	07/19/2021	5619 Total	07/22/2021	12,988.02	8240	2020-2021 SNOW GRANT-MAINT/GROOM
2599 SIRONA RECOVERY INC	061021A	06/10/2021	5623	07/22/2021	40,502.00	9720	2021 CONTRACT - OTC 05/21
2599 SIRONA RECOVERY INC	063021A	07/12/2021	5623	07/22/2021	38,500.00	9720	2021 CONTRACT - OTC 06/21
2586 SPECTRUM PARENT INC & SUBSIDIARIES	272717	06/30/2021	5623 Total	07/22/2021	79,002.00		
2586 SPECTRUM PARENT INC & SUBSIDIARIES	272716	06/30/2021	5628	07/22/2021	70,932.51	9010	THERAPY CONTRACT - CBIC JUNE 21
719 SUMMIT FORD	23291	06/14/2021	5628 Total	07/22/2021	47,440.03	9010	CLEARVIEW - THERAPY CONTRACT - JUNE 21
719 SUMMIT FORD	21F287	07/13/2021	5630	07/22/2021	118,372.54		
136 SYSCO EASTERN WISCONSIN	335198952	07/05/2021	5630 Total	07/22/2021	98.01	2010	ASSESS VIBRATION - 223
136 SYSCO EASTERN WISCONSIN	335194235	07/01/2021	5631	07/22/2021	34,522.50	2020	PATROL - SQUAD PURCHASE SUMMIT FORD - VIN 3536
136 SYSCO EASTERN WISCONSIN	335203234	07/08/2021	5631	07/22/2021	34,620.51		
136 SYSCO EASTERN WISCONSIN	335207758	07/12/2021	5631	07/22/2021	4,002.45	9020	RAW FOOD & DIETARY SUPPLIES
136 SYSCO EASTERN WISCONSIN	335212395	07/15/2021	5631	07/22/2021	4,566.66	9020	RAW FOOD & DIETARY SUPPLIES
136 SYSCO EASTERN WISCONSIN	335217238	07/19/2021	5631	07/22/2021	671.90	9020	RAW FOOD
136 SYSCO EASTERN WISCONSIN	335184382	06/25/2021	5631	07/22/2021	5,013.54	9020	RAW FOOD & DIETARY SUPPLIES
136 SYSCO EASTERN WISCONSIN	335196261	07/03/2021	5631	07/22/2021	5,587.98	9020	RAW FOOD & DIETARY SUPPLIES
136 SYSCO EASTERN WISCONSIN	335202917	07/08/2021	5631	07/22/2021	5,536.32	9020	RAW FOOD & DIETARY SUPPLIES
136 SYSCO EASTERN WISCONSIN	335217239	07/19/2021	5631	07/22/2021	103.14	9010	RAW FOOD
2281 TRAILWAYS COUNSELING LLC	1372	07/01/2021	5631 Total	07/22/2021	94.45	9010	DIETARY SUPPLIES
2281 TRAILWAYS COUNSELING LLC	1375	07/01/2021	5639	07/22/2021	1,168.67	9070	SYSCO FOOD ORDER 7/8/21
2281 TRAILWAYS COUNSELING LLC	1401	07/01/2021	5639	07/22/2021	1,233.08	9070	SYSCO FOOD ORDER 7/19/21
2281 TRAILWAYS COUNSELING LLC	1397	07/01/2021	5639	07/22/2021	2,737.64	9720	2021 CONTRACT - CCS 06/21
2281 TRAILWAYS COUNSELING LLC	1404	07/01/2021	5639	07/22/2021	1,168.88	9720	2021 CONTRACT - CCS 06/21
2281 TRAILWAYS COUNSELING LLC	1403	07/01/2021	5639	07/22/2021	1,353.44	9720	2021 CONTRACT - CCS 06/21
2281 TRAILWAYS COUNSELING LLC	1369	07/01/2021	5639	07/22/2021	1,353.44	9720	2021 CONTRACT - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	CP 06-2021	06/01/2021	5639 Total	07/22/2021	1,445.72	9720	2021 CONTRACT - CST 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	BM06-2021	06/01/2021	5643	07/22/2021	1,439.16	9720	2021 CONTRACT - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	DW 06-2021	06/01/2021	5643	07/22/2021	2,749.44	9720	2021 CONTRACT - CCS 06/21
					1,076.60	9720	2021 CONTRACT - CCS 06/21
					11,970.88		
					1,121.25	9720	2021 contract - CST 06/21
					862.50	9720	2021 contract - CCS 06/21
					977.50	9720	2021 contract - CCS 06/21

1310 UNMASKED EXPRESSIVE THERAPIES	GH 05-2021A	06/01/2021	5643	07/22/2021	517.50	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	IH 06-2021	06/01/2021	5643	07/22/2021	488.75	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	JH 06-2021	06/01/2021	5643	07/22/2021	488.75	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	SB 06-2021	06/30/2021	5643	07/22/2021	517.50	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	WB 06-2021	06/01/2021	5643	07/22/2021	1,782.50	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	APH06-2020	06/01/2021	5643	07/22/2021	488.75	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	ME 06-2021	06/30/2021	5643	07/22/2021	1,638.75	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	ME 06-2021A	06/01/2021	5643	07/22/2021	1,035.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	IZ 06-2021	06/30/2021	5643	07/22/2021	690.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	JW 06-2021	06/30/2021	5643	07/22/2021	632.50	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	AW 06-2021	06/30/2021	5643	07/22/2021	747.50	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	QW 06-2021	06/30/2021	5643	07/22/2021	920.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	JV 06-2021	06/30/2021	5643	07/22/2021	1,035.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	XP 06-2021	06/01/2021	5643	07/22/2021	805.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	006-2021	06/30/2021	5643	07/22/2021	690.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	HK 06-2021	06/30/2021	5643	07/22/2021	690.00	9720	2021 contract - CCS 06/21
1310 UNMASKED EXPRESSIVE THERAPIES	LJW 06-2021	06/01/2021	5643	07/22/2021	810.75	9720	2021 contract - CCS 06/21
1195 WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY	2128	07/09/2021	5662	07/22/2021	16,939.50		
814 CLINICARE CORP	814070620211	07/06/2021	1666413	07/14/2021	49,592.32	1310	SIR REPLENISHMENT 2ND QTR 2021
1431 FAMILY SERVICES OF NORTHEAST WISCONSIN INC	1431070620211	07/06/2021	1666417	07/14/2021	13,078.80	9730	0008020569
1431 FAMILY SERVICES OF NORTHEAST WISCONSIN INC	1431070620212	07/06/2021	1666417	07/14/2021	10,583.10	9730	0008020562
394 TOMORROWS CHILDREN INC	394070620211	07/06/2021	1666428	07/14/2021	10,350.00	9730	0008021021
394 TOMORROWS CHILDREN INC	394070620212	07/06/2021	1666428	07/14/2021	10,350.00	9730	0008021021
2759 YOUTH OPPORTUNITY INVESTMENTS LLC	2759070620211	07/06/2021	1666429	07/14/2021	14,250.00	9730	0008098580
1395 ARAMARK SERVICES INC	200790600-001080	07/07/2021	1666437	07/22/2021	11,293.28	2050	6366 MEALS 7/1-7/7/21
1395 ARAMARK SERVICES INC	200790600-001082	07/14/2021	1666437	07/22/2021	11,638.26	2050	6308 INMATE MEALS 7/8-7/14/21
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2198 JUNE 2021	06/30/2021	1666447	07/22/2021	499.50	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2202 JUNE 2021	06/30/2021	1666447	07/22/2021	189.00	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2112 JUNE 2021	06/30/2021	1666447	07/22/2021	216.00	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2185 JUNE 2021	06/30/2021	1666447	07/22/2021	162.00	9740	2021 CONTRACT AFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2200 JUNE 2021	06/30/2021	1666447	07/22/2021	202.50	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2111 JUNE 2021	06/30/2021	1666447	07/22/2021	216.00	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2119 JUNE 2021	06/30/2021	1666447	07/22/2021	209.25	9740	2021 CONTRACT NFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2089 JUNE 2021	06/30/2021	1666447	07/22/2021	351.00	9740	2021 CONTRACT AFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2137 JUNE 2021	06/30/2021	1666447	07/22/2021	729.00	9740	2021 CONTRACT IIIB
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2049 JUNE 2021	06/30/2021	1666447	07/22/2021	347.76	9740	2021 CONTRACT AFCS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2139 JUNE 2021	06/30/2021	1666447	07/22/2021	486.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2174 JUNE 2021	06/30/2021	1666447	07/22/2021	263.25	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2080 JUNE 2021	06/30/2021	1666447	07/22/2021	324.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	1972 JUNE 2021	06/30/2021	1666447	07/22/2021	364.25	9740	2021 CONTRACT APS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2048 JUNE 2021	06/30/2021	1666447	07/22/2021	67.50	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	1942 JUNE 2021	06/30/2021	1666447	07/22/2021	216.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2001 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2068 JUNE 2021	06/30/2021	1666447	07/22/2021	479.25	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2076 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2051 JUNE 2021	06/30/2021	1666447	07/22/2021	472.50	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2130 JUNE 2021	06/30/2021	1666447	07/22/2021	135.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	1905 JUNE 2021	06/30/2021	1666447	07/22/2021	324.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2180 JUNE 2021	06/30/2021	1666447	07/22/2021	270.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2083 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2101 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2196 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2179 JUNE 2021	06/30/2021	1666447	07/22/2021	162.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2189 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2146 JUNE 2021	06/30/2021	1666447	07/22/2021	270.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2187 JUNE 2021	06/30/2021	1666447	07/22/2021	486.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2151 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2188 JUNE 2021	06/30/2021	1666447	07/22/2021	216.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2035 JUNE 2021	06/30/2021	1666447	07/22/2021	729.00	9740	2021 CONTRACT APS
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2132 JUNE 2021	06/30/2021	1666447	07/22/2021	162.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	1959 JUNE 2021	06/30/2021	1666447	07/22/2021	216.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	1988 JUNE 2021	06/30/2021	1666447	07/22/2021	452.25	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2019 JUNE 2021	06/30/2021	1666447	07/22/2021	108.00	9740	2021 CONTRACT SHC
774 CHRISTIAN FAMILY SOLUTIONS HOME CARE	2019 JUNE 2021	06/30/2021	1666447	07/22/2021	283.50	9740	2021 CONTRACT SHC
			1666447 Total		10,256.51		

141 EDWARD H WOLF & SONS INC	303333	07/14/2021	1666468	07/22/2021	21,105.37	3110	FUEL
112 Family Youth Interaction Zone			1666468 Total		21,105.37		
112 Family Youth Interaction Zone	CCS2021-GRP-06	06/30/2021	1666473	07/22/2021	37,364.56	9720	2021 CONTRACT - CCS GROUP 06/21
112 Family Youth Interaction Zone	SUMMER2021-006	07/02/2021	1666473	07/22/2021	6,976.67	9730	2021 CONTRACT - SUMMER SERVICES 06/21
112 Family Youth Interaction Zone	STAND2021-06	07/05/2021	1666473	07/22/2021	4,488.75	9730	2021 CONTRACT
112 Family Youth Interaction Zone	CST2021-06	06/30/2021	1666473	07/22/2021	1,242.94	9730	2021 CONTRACT - CST 06/21
112 Family Youth Interaction Zone	CCS2021-06	06/30/2021	1666473	07/22/2021	122,811.36	9720	2021 CONTRACT - CCS 06/21
1354 INTRADO LIFE & SAFETY INC			1666473 Total		172,884.28		
	5047035	06/16/2021	1666487	07/22/2021	44,794.17	2010	NEXTGEN 911 INSTALL
			1666487 Total		44,794.17		
723 JUNEAU UTILITIES	070821-1 700380-00	07/08/2021	1666489	07/22/2021	188.70	3110	ACCT 700380-00 HIGHWAY DEPT
723 JUNEAU UTILITIES	070821-2 700405-00	07/08/2021	1666489	07/22/2021	2,908.17	3110	ACCT 700405-00 HIGHWAY DEPT
723 JUNEAU UTILITIES	070821-3 700410-00	07/08/2021	1666489	07/22/2021	2,342.76	3110	ACCT 700410-00 HIGHWAY DEPT
723 JUNEAU UTILITIES	070821700420-00	07/08/2021	1666489	07/22/2021	12,844.22	8010	ELECTRIC
723 JUNEAU UTILITIES	070821700425-00	07/08/2021	1666489	07/22/2021	536.69	8010	WATER,FIRE,SEWER
723 JUNEAU UTILITIES	070821201720-00	07/08/2021	1666489	07/22/2021	36.45	8010	ELECTRIC
723 JUNEAU UTILITIES	070821700085-00	07/08/2021	1666489	07/22/2021	1,223.32	8010	ELECTRIC,WATER,FIRE,SEWER
723 JUNEAU UTILITIES	070821700055-00	07/08/2021	1666489	07/22/2021	15,204.78	8010	ELECTRIC
723 JUNEAU UTILITIES	070821700060-00	07/08/2021	1666489	07/22/2021	2,100.51	8010	WATER,FIRE,SEWER
723 JUNEAU UTILITIES	070821700095-00	07/08/2021	1666489	07/22/2021	51,202.53	8010	ELECTRIC
723 JUNEAU UTILITIES	070821700100-00	07/08/2021	1666489	07/22/2021	11,821.02	8010	WATER,FIRE,SEWER
723 JUNEAU UTILITIES	070821700090-00	07/08/2021	1666489	07/22/2021	5,090.07	8010	ELECTRIC,WATER,FIRE,SEWER
723 JUNEAU UTILITIES	700035-00JUNE21	07/08/2021	1666489	07/22/2021	257.42	9010	TRAILVIEW ELECTRIC 6/1-7/1/21
723 JUNEAU UTILITIES	700045-00JUNE21	07/08/2021	1666489	07/22/2021	27,515.26	9010	CLEARVIEW ELECTRIC 6/1-7/1/21
723 JUNEAU UTILITIES	700049-00JUNE21	07/08/2021	1666489	07/22/2021	5,714.99	9010	WATER/SEWER/FIRE CLV 06/01-07/01/21
723 JUNEAU UTILITIES	700043-00JUNE21	07/08/2021	1666489	07/22/2021	40.21	9010	ELECTRIC CLV GARAGES 6/1-7/1/21
723 JUNEAU UTILITIES	106020-06JUNE21	07/08/2021	1666489	07/22/2021	369.08	9010	ELECTRIC/WATER/SEWER CGH 6/1-7/1/21
			1666489 Total		139,396.18		
308 JUSTICEPOINT INC	063021C	07/12/2021	1666490	07/22/2021	21,823.00	9720	2021 CONTRACT - TAD & TAP 06/21
			1666490 Total		21,823.00		
1655 MATRIXCARE INC	INV5214935	07/01/2021	1666498	07/22/2021	979.57	9010	QTRLY SUBSCRIP CUST ID M017101 CGH 7/1-9/30/21
1655 MATRIXCARE INC	INV5214936	07/01/2021	1666498	07/22/2021	979.57	9010	QTRLY SUBSCRIP CUST ID M017102 TLV 7/1-9/30/21
1655 MATRIXCARE INC	INV5214934	07/01/2021	1666498	07/22/2021	1,205.48	9010	QTRLY SUBSCRIP CUST ID M017100 NVH 7/1-9/30/21
1655 MATRIXCARE INC	INV5214930	07/01/2021	1666498	07/22/2021	2,139.46	9010	QTRLY SUBSCRIP CUST ID M017096 CBIC 7/1-9/30/21
1655 MATRIXCARE INC	INV5214929	07/01/2021	1666498	07/22/2021	8,173.05	9010	QTRLY SUBSCRIP CUST ID M017095 CLV 7/1-9/30/21
1655 MATRIXCARE INC	INV5214933	07/01/2021	1666498	07/22/2021	3,083.58	9010	QTRLY SUBSCRIP CUST ID M017099 ID 7/1-9/30/21
1655 MATRIXCARE INC	INV5214931	07/01/2021	1666498	07/22/2021	1,125.45	9010	QTRLY SUBSCRIP CUST ID M017097 CBH 1 7/1-9/30/21
1655 MATRIXCARE INC	INV5214932	07/01/2021	1666498	07/22/2021	1,125.45	9010	QTRLY SUBSCRIP CUST ID M017098 CBH 2 7/1-9/30/21
1655 MATRIXCARE INC	INV5214928	07/01/2021	1666498	07/22/2021	1,125.45	9010	QTRLY SUBSCRIP CUST ID M017412 CBH 3 7/1-9/30/21
1655 MATRIXCARE INC	INV5214949	07/01/2021	1666498	07/22/2021	1,178.67	9010	QTRLY SUBSCRIP CUST ID M021341 CBH 4 7/1-9/30/21
			1666498 Total		21,115.73		
826 MAYVILLE LIMESTONE	Z27629	07/08/2021	1666499	07/22/2021	8,185.29	3110	BASE
826 MAYVILLE LIMESTONE	Z27679	07/12/2021	1666499	07/22/2021	4,874.29	3110	BASE
			1666499 Total		13,059.58		
1077 MEDLINE INDUSTRIES, INC.	1957060581	07/01/2021	1666501	07/22/2021	2,590.54	9010	BRIEFS/NURSING SUPPLIES
1077 MEDLINE INDUSTRIES, INC.	1957619771	07/07/2021	1666501	07/22/2021	51.49	9010	NURSING SUPPLIES
1077 MEDLINE INDUSTRIES, INC.	1958007100	07/09/2021	1666501	07/22/2021	9,214.39	9010	BRIEFS/NURSING SUPPLIES
			1666501 Total		11,856.42		
2877 MUNICIPAL PROPERTY INSURANCE CO	ACCT 40005273	06/22/2021	1666506	07/22/2021	155,303.00	1310	WMPO CTY 5001755-1 POLICY PERIOD 7/1/2021-7/1/2022
			1666506 Total		155,303.00		
751 NATIONWIDE TRUST COMPANY FSB		07/02/2021	1666508	07/22/2021	8,171.61	1610	PEHP remaining sick time
751 NATIONWIDE TRUST COMPANY FSB		07/07/2021	1666508	07/22/2021	2,375.42	1610	PEHP remaining sick time
751 NATIONWIDE TRUST COMPANY FSB		07/06/2021	1666508	07/22/2021	21,249.48	1610	PEHP remaining sick time
751 NATIONWIDE TRUST COMPANY FSB		07/01/2021	1666508	07/22/2021	3,833.25	1610	PEHP remaining sick time
751 NATIONWIDE TRUST COMPANY FSB		07/14/2021	1666508	07/22/2021	2,062.28	1610	PEHP remaining sick time
			1666508 Total		37,692.04		
372 ORION FAMILY SERVICES INC	24822	06/30/2021	1666571	07/22/2021	4,482.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24825	06/30/2021	1666571	07/22/2021	2,160.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24826	06/30/2021	1666571	07/22/2021	2,160.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24824	06/30/2021	1666571	07/22/2021	1,350.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24823	06/30/2021	1666571	07/22/2021	2,160.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24827	06/30/2021	1666571	07/22/2021	1,026.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24828	06/30/2021	1666571	07/22/2021	1,539.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24829	06/30/2021	1666571	07/22/2021	2,322.00	9720	2021 CONTRACT - CCS 06/21
372 ORION FAMILY SERVICES INC	24832	06/30/2021	1666571	07/22/2021	743.75	9720	2021 CONTRACT - CCS 06/21
			1666571 Total		17,942.75		
2713 PRECISION ASPHALT SEALERS LLC	20200204	07/12/2021	1666577	07/22/2021	28,500.00	9010	CLEARVIEW PARKING LOT REPAIR AND SEALING
2713 PRECISION ASPHALT SEALERS LLC	20200205	07/12/2021	1666577	07/22/2021	4,500.00	9010	CLV PARKING LOT REPAIR/SEALING-ADDTL FILL MATERIAL
			1666577 Total		33,000.00		
624 UNIVERSITY OF WISCONSIN	AAI3644-1	07/02/2021	1666595	07/22/2021	31,785.32	8112	UW STEVENS POINT DODGE COUNTY GROUNDWATER QUALITY
			1666595 Total		31,785.32		

669 US DEPT OF AGRICULTURE	3003859024/6001046	07/01/2021	1666597	07/22/2021	10,472.40	8112	2021 2ND QRT WILDLIFE DAMAGE
			1666597 Total		10,472.40		
638 WI DEPT OF HEALTH SERVICES	5034 073121	07/01/2021	1666605	07/22/2021	5,100.00	9010	MONTHLY LICENSED BED ASSESSMENTS CBIC JULY 21
638 WI DEPT OF HEALTH SERVICES	5026 073121	07/01/2021	1666605	07/22/2021	1,700.00	9010	MONTHLY LICENSED BED ASSESSMENTS CBH 1 JULY 21
638 WI DEPT OF HEALTH SERVICES	5036 073121	07/01/2021	1666605	07/22/2021	1,700.00	9010	MONTHLY LICENSED BED ASSESSMENTS CBH 2 JULY 21
638 WI DEPT OF HEALTH SERVICES	5049 073121	07/01/2021	1666605	07/22/2021	1,700.00	9010	MONTHLY LICENSED BED ASSESSMENTS CBH 3 JULY 21
638 WI DEPT OF HEALTH SERVICES	5050 073121	07/01/2021	1666605	07/22/2021	1,700.00	9010	MONTHLY LICENSED BED ASSESSMENTS CBH 4 JULY 21
638 WI DEPT OF HEALTH SERVICES	2977 073121	07/01/2021	1666605	07/22/2021	41,860.00	9010	MONTHLY LICENSED BED ASSESSMENTS IID JULY 21
638 WI DEPT OF HEALTH SERVICES	2380 073121	07/01/2021	1666605	07/22/2021	20,400.00	9010	MONTHLY LICENSED BED ASSESSMENTS CLV JULY 21
			1666605 Total		74,160.00		
751 NATIONWIDE TRUST COMPANY FSB	NR072321	07/23/2021	1666621	07/23/2021	22,142.00	1310	DEFERRED COMPENSATION
751 NATIONWIDE TRUST COMPANY FSB	NROTH072321	07/23/2021	1666621	07/23/2021	3,665.00	1310	DEFERRED COMPENSATION
			1666621 Total		25,807.00		
744 EMPLOYEE BENEFIT CORPORATION (EBC)	EBC 072321	07/23/2021	21204000	07/23/2021	10,452.45	1310	EBC EE/ER CONTRIBUTIONS
			21204000 Total		10,452.45		
617 INTERNAL REVENUE SERVICE	070921	07/09/2021	211890104	07/09/2021	369,861.49	1310	FED TAX PYMT 070921
			211890104 Total		369,861.49		
1341 US BANK	USB070921	07/09/2021	211900067	07/09/2021	128,831.71	1310	NON EBC EE/ER CONTRIBUTIONS
			211900067 Total		128,831.71		
744 EMPLOYEE BENEFIT CORPORATION (EBC)	EBC070921	07/09/2021	211900068	07/09/2021	103,430.45	1310	EBC EE/ER CONTRIBUTIONS
			211900068 Total		103,430.45		
647 STATE OF WISCONSIN	JUNE 2021	07/14/2021	211940142	07/14/2021	91,407.36	1310	TRANSFER FEES DUE JUNE 2021
			211940142 Total		91,407.36		
643 WI DEPT OF REVENUE	WI07152021	07/15/2021	211950156	07/15/2021	76,445.53	1310	STATE TAX DODGE CO
			211950156 Total		76,445.53		
1341 US BANK	STMT 07-12-2021	07/12/2021	212000214	07/19/2021	185,728.46	1310	PURCHASE CARD STATEMENT 7-12-2021
			212000214 Total		185,728.46		
1368 DELTA DENTAL	479834	07/19/2021	212010048	07/21/2021	11,565.88	1310	DELTA DENTAL CLAIMS 7/15-21/2021
			212010048 Total		11,565.88		
617 INTERNAL REVENUE SERVICE	072321	07/23/2021	212030045	07/23/2021	394,473.95	1310	FED TAX PYMT 07-23-2021
			212030045 Total		394,473.95		
1341 US BANK	USB 072321	07/23/2021	212040006	07/23/2021	20,571.21	1310	NON EBC EE/ER CONTRIBUTIONS
			212040006 Total		20,571.21		
1368 DELTA DENTAL	481009	07/26/2021	212080051	07/28/2021	11,956.62	1310	DELTA DENTAL CLAIMS 7/22-28/2021
			212080051 Total		11,956.62		
636 WI DEPT OF EMPLOYEE TRUST FUNDS	JUNE 2021	07/30/2021	212090054	07/30/2021	452,148.83	1310	WRS DODGE COUNTY
			212090054 Total		452,148.83		
643 WI DEPT OF REVENUE	WI07302021	07/30/2021	212100120	07/30/2021	76,483.22	1310	STATE TAX DODGE CO
			212100120 Total		76,483.22		
			Grand Total		4,575,802.97		

Report to the Dodge County Board of Supervisors

8/9/2021

Monthly Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

Department	Amount	Type of Amendment	Summary of request submitted from Department to the Finance Department
Human Services and Health Department	\$43,815	Unbudgeted Revenue	Awarded Consolidated Appropriation Act funds for Home Delivered Meals
Human Services and Health Department	\$5,500	Unbudgeted Revenue	Awarded Alliance for Wisconsin Youth (AWY) State Opioid Response Prevention Grant
Human Services and Health Department	\$7,175	Intra- Fund Trans	Transfer contractual service budget to advertising for the Northeastern Wisconsin Area Health Education Center (NEWAHEC) budget.
Human Services and Health Department	\$500	Intra- Fund Trans	Transfer mileage budget to operating supplies in the Lead Poison budget.
Human Services and Health Department	\$129,139	Intra- Fund Trans	Transfer grant funds from Congregated meals to Home Delivered meals.

Submitted by:

Eileen L. Lifke

Dodge County Assistant Finance Director

THOMAS J. SCHAEFER COMMENDATION RESOLUTION

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Thomas J. Schaefer who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Thomas J. Schaefer has represented the citizens of Supervisory District No. 20 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 20, 2004 to April 17, 2012; and,

WHEREAS, Thomas J. Schaefer has represented the citizens of Supervisory District No. 10 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 18, 2012 to July 13, 2021; and,

WHEREAS, the absence of Thomas J. Schaefer from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have valued Thomas J. Schaefer's counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Thomas J. Schaefer to the government of Dodge County should be acknowledged and appreciated by this Body and recognized by this Body for all the citizens of Dodge County;

NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Thomas J. Schaefer upon his departure from this Board; and,

BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Thomas J. Schaefer as a testament to the great esteem and honor we hold for our friend, Thomas J. Schaefer.

All of which is respectfully submitted this 17th day of August, 2021.

Russell Kotke

W. C. Sch...

~~W. C. Sch...~~

Dennis R. Schmidt

Jan Hilbert

Richard L. Siskay

Karow A. Kuep...

~~W. C. Sch...~~

~~W. C. Sch...~~

A. Rosen

Mary Bobholz

Kira Heather Muller

~~W. C. Sch...~~

~~W. C. Sch...~~

Don Wilson

Janet Hedrick

Kevin Besselt

Jeffrey Canine

W. C. Sch...

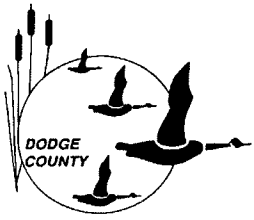
Calvin Houder

Richard W. Fink

David Fehling

Jan Slegman

Ed Benter



HUMAN RESOURCES DEPARTMENT

SARAH HINZE, DIRECTOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-3690 Fax (920) 386-3545

MEMORANDUM

DATE: August 11, 2021
 TO: Dodge County Board of Supervisors
 FROM: Sarah Hinze
 SUBJECT: Paid Time Off (PTO) FAQ

In an effort to answer a number of questions presented at the last County Board meeting the following FAQ has been developed. The Human Resources and Labor Negotiations Committee reviewed a number of the questions and concerns that were expressed at the July 20th meeting.

1. Concern regarding bereavement requests being denied.

Additional language was added to the policy to address this concern,

“If an employee requests to use PTO as a result of the death of a loved one, the Supervisor will make all attempts to approve the PTO request.”

The County Administrator recently surveyed all Department Heads regarding bereavement requests and decisions related to employee requests.

2. Question regarding what the definition of “employee in good standing” means.

The Committee removed this from the policy and has referenced Policy 123-Resignations and Discharges (please see the PTO report for this policy). This policy addresses what is an acceptable notice of termination or retirement.

3. Concern regarding no “grievance” procedure should an individual be considered to not have given proper notice under Policy 123.

The following language has been added to the policy to address this concern,

“An individual may be excused from the notice requirement because of compelling reasons as determined at the discretion of the Human Resources Director or County Administrator. The individual may appeal the decision of the Human Resources Director or County Administrator to the Human Resources and Labor Negotiations Committee. The appeal will be heard at the meeting immediately following the resignation/retirement date of the individual provided proper open meetings notice is given.”

4. Break down of employee by years of service beyond 20 years.

Years of Services As of 8/11/2021	Number of Employees Active as of 8/11/2021
20-24	85
25-29	32
30-34	33
35-39	7
40+	3
TOTAL	160

**Please note that these numbers are active employees as of 8/11/2021, the numbers in the PTO report were as of 3/3/2021.

5. Concern regarding sick leave payouts and the Post Employment Health Plan (PEHP)

The current sick leave policy is defined as a vested benefit. Advice was sought by a Labor Attorney to ensure Dodge County was compliant with current WI State laws. Below is the response received,

“Wisconsin Courts have examined the specific issue of public benefit vesting and payout rights in a series of critical cases in recent years. In summary, the cases established the principle under Wisconsin law that although a public employee does not automatically have the right to be paid for an accrued paid time off benefit, such as PTO or sick leave, a public employer may provide a payout provision. Where that occurs, the benefit represents a form of deferred compensation that is earned as the work is performed. See, Roth v. City of Glendale, 2000 WI 100, 237 Wis.2d 173, 614 N.W.2d 467; Champine v. Milwaukee County, 2005 WI App 75, 280 Wis.2d 603, 696 N.W.2d 245. The benefit can be changed but only as it relates to work not yet performed.”

Implications for New PTO Policy and Existing Sick Leave Policy and Balances

The County’s traditional sick leave policy and the new proposed PTO policy each provide for percentage payout based upon length of service. Additionally, the Sick Leave Policy allows for an 80% conversion into a PEHP upon termination for those individuals who are retirement eligible under the State of Wisconsin Department of Employee Trust Funds retirement plan. Under the Wisconsin law cited above, County employees who choose to convert over to PTO will be deemed to be vested in the sick leave benefits under the payout schedules contained in the sick leave policies in place at the time the sick leave benefit was earned. Similarly, going forward, PTO earned under a PTO policy will be deemed vested and will need to be paid out under the payout schedules in place at the time the PTO is earned for any employee who might become PTO ineligible based upon termination, retirement, or becoming benefit ineligible. In such circumstance, if any change is made in payout policy, thus reducing the benefit, the employee will still retain the right to the payout under the policies that existed at the time the benefit was earned. One implication of this is that careful tracking of earned benefits is required. Additionally, if any future action is taken to reduce the value of the benefit, it should be done with awareness that vested benefits may not be affected retroactively.”

It is important to note that this is the main reason for the “freezing” of the current sick leave banks and payout under current sick leave policies.

The County’s fiscal obligation:

Each year, the County calculates the year-end sick leave liability based upon sick bank hours and length of service for each person, with the calculations based upon the current County policies.

The following numbers are located in the 2020 Annual Comprehensive Financial Report (ACFR):

Governmental Funds (i.e. General Fund departments and Human Services and Health Department)

Vested sick leave liability (page 69)	\$2,229,892
Fund balance committed/assigned for retirement payouts—General Fund (page 83)	(1,096,347)
Fund balance assigned for retirement payouts—Human Services (page 83)	(380,902)
Net unfunded liability	\$ 752,643

Business-Type Funds (i.e. Clearview and Highway)

Vested sick leave liability (page 69)	\$1,071,603
Less accrued expenses (because Clearview and Highway use full accrual accounting)	(1,071,603)
Net unfunded liability	Zero

6. Concern for allowing current employees a one-time option to choose to stay with the current traditional policies or choose to transition to the PTO policy.

The Human Resources and Labor Negotiations Committee again discussed this component of the policy. The decision to allow this was made to address the generational differences within the current workforce and not to force an employee into a plan they see no value in.

7. Concern regarding lost time due to denied day off.

PTO is a rolling bank of time with no deadline to use it by. The County's vacation policy is a "use or lose it" policy tied to the employee's anniversary/benefit eligible date. The PTO bank continues to increase based on hours paid up to the maximum allowed balance of 480 hours.

If you have any questions please feel free to contact any member of the Human Resources and Labor Negotiations Committee or feel to contact me at shinze@co.dodge.wi.us or at 920-386-3692.

Resolution Adopting the Dodge County Paid Time Off (PTO) Policy

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, a Paid Time Off (PTO) Policy has been under consideration and evaluation by the Dodge County Human Resources and Labor Negotiations Committee for several years; and,

WHEREAS, the Human Resources and Labor Negotiations Committee has received data, information and feedback obtained through employee exit interviews indicating that one of the primary reasons for employee departure is the existing vacation schedule and other earned benefits offered by the County; and,

WHEREAS, the basic vacation structure, confirmed through the adoption of Resolution 93-9 on April 20, 1993, has remained intact for 28 years; and,

WHEREAS, the Human Resources Department has expressed concerns to the Committee that recruiting and retaining new employees are increasingly difficult due to the County's fringe benefit offerings; and,

WHEREAS, as a part of the compensation and benefit study performed by McGrath Human Resources Group, the July 2020 McGrath Compensation and Classification Study Executive Report, recommended modernizing the County's earned benefits offerings; and,

WHEREAS, during the Human Resources and Labor Negotiation Committee's current term, the Committee has reached consensus regarding the rules and procedures for a PTO Policy; and,

WHEREAS, attached hereto and incorporated herein as Exhibit "A" is the PTO Policy developed by the Committee; and,

WHEREAS, the proposed PTO Policy is to be effective as of January 1, 2022; and,

WHEREAS, the Human Resources and Labor Negotiations Committee recommends allowing eligible Dodge County current employees a single opportunity in calendar year 2021 to transition to the PTO Policy or remain under the current vacation, sick leave and bereavement policies; and,

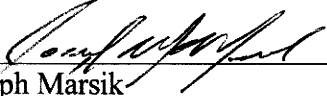
WHEREAS, the Human Resources and Labor Negotiations Committee recommends establishing the PTO Policy as the only paid time off benefit available to eligible employees hired on or after January 1, 2022;

WHEREAS, the Human Resources and Labor Negotiations Committee, at its meeting on August 3, 2021, reviewed the final version of the PTO Policy and recommends its adoption and implementation as stated herein;

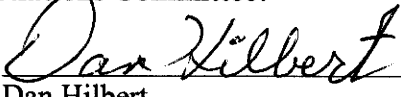
NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors, that the PTO Policy, attached hereto as Exhibit "A", is approved and shall be effective and implemented on January 1, 2022 as recommended by the Human Resources and Labor Negotiations Committee.

All of which is respectfully submitted this 17th day of August, 2021.

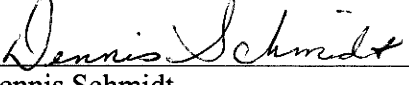
Dodge County Human Resources and Labor Negotiations Committee:



Joseph Marsik



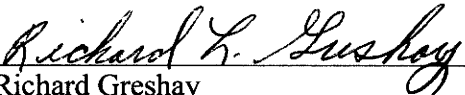
Dan Hilbert



Dennis Schmidt



Karen Kuehl

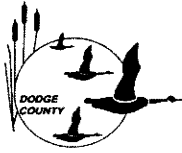


Richard Greshay

***Fiscal note:** The County will continue to budget for the same number of hours to be paid each year (productive and non-productive). Thus, there will be no effect on the 2022 budget. The County has not historically budgeted for payouts at retirement/terminations.*

Vote Required: Majority of members present

Resolution Summary: Resolution Adopting the Dodge County Paid Time Off (PTO) Policy.



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	Approval Date: DRAFT
Policy Title Paid Time Off	Effective Date:
	Revision Date(s):

The purpose of the paid time off (PTO) plan is to provide employees a flexible means of accruing and utilizing paid leave. Flexibility is vital for work-life balance and PTO provides employees the autonomy to manage time away from the workplace.

Paid Time Off (PTO)

PTO provides a single pool of paid time off to use for any purpose, subject to the required request and approval procedures. PTO covers paid leave previously available under vacation, bereavement, and sick leave. PTO is intended to substitute paid leave for missed work time, and is not treated as a separate paid compensation benefit.

Eligibility

PTO is accrued upon hire or transfer into a position designated by the County as a benefits-eligible position.

PTO is available to be selected as a one-time option alternative to previously available vacation, sick and bereavement leave for all eligible employees hired prior to January 1, 2022. All eligible newly hired employees and employees who are transferred from a non-benefits eligible position to a benefits-eligible position on or after January 1, 2022 are required to participate in PTO.

Procedures

New hires (hired on or after 1/1/2022): PTO accruals are available following completion of 30 days of employment. On the 31st day of employment, accrued PTO hours will be transferred into the employee's PTO bank and will be available for use.

Employees cannot borrow against their PTO bank. PTO hours are not transferrable to other employees.

Accrual and Payment of PTO

Accruals are based upon paid hours (i.e. regular work hours, sick leave (if applicable), PTO, comp time used, holiday), excluding overtime, comp time earned/payouts, work back hours or other benefit payouts. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue while on unpaid leaves of absence, on workers compensation leave or through PTO cash outs upon termination. PTO is not eligible for any cash-out options during employment. PTO is only subject to a cash-out upon end of employment, retirement or death as provided herein.

Movement to Higher Multiplier: Employees become eligible for the higher accrual rate based on the employee's anniversary date/benefit eligible date as defined below.

Calculation: Employees earn PTO for every hour paid (excluding overtime hours, comp time earned/payouts, work back hours or other benefit payouts) that an employee is paid during the pay period. Hours earned are added to the employee's PTO bank on the first day of the next pay period. The hours are tied to a multiplier, based upon years of service (anniversary date or benefit eligible date) as defined below:

Years of Service (Anniversary or Benefit Eligible Date)	Multiplier on Each Hour Worked/Paid	PTO Max Hours
0 to 2	0.077	480
3 to 4	0.084	480
5 to 6	0.093	480
7 to 10	0.103	480
11 to 14	0.113	480
15 to 17	0.122	480
18 to 19	0.132	480
20 plus	0.146	480

Miscellaneous Rule:

1. While PTO accumulates in hundredths of an hour, employees shall continue to mark their timecards in quarters of an hour.
2. If an employee requests to use PTO as a result of the death of a loved one, the Supervisor will make all attempts to approve the PTO request.

Accrual Limits

An employee's accrued PTO shall not exceed 480 hours at any given time. Once an employee's bank reaches the maximum 480 hours the employee will continue to earn hours which will be placed into an Emergency Sick Leave bank (see below).

Leave Banks

Extended Leave Bank (ELB): The Extended Leave Bank (ELB) is a bank of time separate from PTO and contains the hours that were previously earned under the traditional sick leave policy as of the date the PTO policy went into effect. This bank of hours is intended for use in situations where the employee is absent from work due to a medical necessity after a three (3) calendar day waiting period, and/or for events qualifying under the Family and Medical Leave Act (FMLA). The hours in this bank are not transferrable to other employees.

Emergency Sick Leave Banks (ESLB): The Emergency Sick Leave Bank (ESLB) is a bank of time separate from PTO and contains the hours that were previously earned under the traditional emergency sick leave policy as of the date the PTO policy went into effect and/or employees who have reached 480 hours in the PTO bank as per above. These banked hours may be used if the employee has exhausted all other paid leave and the employee is under a verified physician's or chiropractor's care for serious illness or injury. Hours in the emergency sick leave bank will not be subject to any payout or payment provision. The hours in this bank are not transferrable to other employees.

Coordination with County Leave of Absence, FMLA and Worker's Compensation

The County reserves the right to require substitution of paid leave, subject to any legal restrictions. An employee will be required to use PTO leave for unpaid leaves of including the Worker's Compensation waiting period (typically 3-day waiting period) and for any Federal-only FMLA qualifying leave including, but not limited to, intermittent leaves. Please refer to Dodge County Policy #210 and #221.

Military Leave: Any County employee who is called to active duty as a result of membership of the National Guard or Military is considered to be on an unpaid leave of absence and will have their PTO banks frozen until such time as the employee

returns to work and resumes earning PTO hours. Rules covering PTO accrual and usage shall apply to these employees.

Termination of Employment

PTO is intended to substitute paid leave for missed work time, and is not treated as a separate paid compensation benefit. Only in the following limited circumstances identified below for resignation or retirement will the County pay to an employee PTO when not used as a paid time off.

Years of Service (Anniversary or Benefit Eligible Date)	Percent Payout at Termination or Retirement
0 to 2	0%
3 to 4	10%
5 to 6	20%
7 to 10	30%
11 to 14	50%
15 to 17	70%
18 to 19	80%
20 plus	100%

- a) **Qualifying Resignation or Voluntary Retirement:** An employee who: (1) is not in their new hire orientation period and, (2) gives the required notice of termination as outlined in Policy #123-Resignations and Discharges, shall receive a PTO percentage payout as defined in the table above. The payout will be made on the employee's final paycheck based on the employee's base rate of pay. In all other circumstances, including when an employee is terminated, an employee shall not be eligible to receive a PTO pay out.

An individual may be excused from the notice requirement because of compelling reasons as determined at the discretion of the Human Resources Director or County Administrator. The individual may appeal the decision of the Human Resources Director or County Administrator to the Human Resources and Labor Negotiations Committee. The appeal will be heard at the meeting immediately following the resignation/retirement date of the individual provided proper open meetings notice is given.

- b) An employee cannot extend his/her last day of employment by use of any accrued benefit (i.e., PTO, vacation, compensatory time, etc.). Please also see Policy 201.2-Benefit Payout Upon Retirement or Termination.
- c) Extended Leave Bank (ELB) payout at termination will be made as per Policy 214-Sick Leave.
- d) Extended Leave Bank (ELB) conversion at retirement will apply to eligible employees. Eligible employees will receive a contribution into their Post Employment Health Plan (PEHP) account based on the hours in the ELB as defined by the Policy 214.1-PEHP policy.
- e) Emergency Sick Leave Banks (ESLB) banks are for emergency use and not subject to any payout provisions.
- f) Employees must have their final time sheet approved on the last day of employment and all termination pay must first receive verification from the Human Resources Department before any payments are made by the Finance Department.

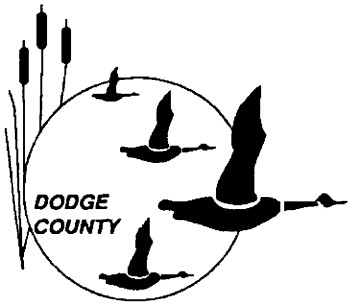
Death

Upon the death of an employee, the employer shall pay to the estate any earnings due to the employee at the time of his or her death. Further, all accrued unused PTO and ELB which the employee may otherwise have been eligible to use will be converted to a qualifying death benefit and will be paid out in accordance to the table in the "Termination of Employment" section as defined above, will paid out as per Policy 214–Sick Leave or will be transferred to the PEHP account as defined by the Policy 214.1-PEHP policy if eligible.

Managing Employee Time-Off Under Two Programs

Managers shall review all applicable policies that govern each program. Human Resources should be consulted with any questions or need for clarification prior to approving time off under either program.

Paid Time Off / Vacation Scheduling: It is the responsibility of each department to establish procedures to ensure employees who have paid time off, and employees who remain under the traditional vacation leave, that requests are processed in a fair and equitable manner, with the understanding the priority is the efficient operation of the department.



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: County Board Supervisors
FROM: Becky Bell
DATE: August 10th, 2021
RE: Resolutions number 21-32 and 21-33

This memo is being written to explain the resolutions before you tonight regarding creating a CLTS (Children's Long Term Support) Case Manager Position (Resolution #21-32) and a Nutrition Program Coordinator (Resolution #21-33). The Children's Long Term Support Program is a Medicaid Waiver program which supports children with Physical and Cognitive Disabilities, and Mental Health concerns who meet functional eligibility through the State developed Functional Screen assessment. Dodge County Human Services currently employs four CLTS Counselors who, as of June 30th, 2021, serve 211 children. It is important to note that current caseload exceeds best practice and the industry standard of no more than 30 cases per worker. Human Services is able to bill Medical Assistance for case management services that our Counselors provide. Based upon historical data, a CLTS Case Manager bills Medical Assistance case management dollars for an amount that is equal to or greater than the productive rate of pay for the position. As a result, it is fully expected that county levy dollars will not be utilized to pay for this position.

The Dodge County Nutrition Program has seen many changes over the last several years. The COVID 19 pandemic forced the Department to close all congregate meal sites. The program supports individuals through home delivered meals and carry out options. It is the Department's intention to continue to evaluate which congregate meal sites should return to normal operations as soon as it is feasible. The Department does not expect to re-open as many meal sites as had previously been operational due to a lack of participation in the past. As a result of this, the program has realized some cost saving. This cost saving will be used to fund a Nutrition Program Coordinator to assist with the day to day operations of that program. There have been many times, within the last year, that staff through the ADRC has had to deliver meals to home bound individuals due to a lack of volunteer drivers. This position will be able to guide our daily operations to ensure a successful program for all participants. Due to the cost saving in restructuring our program, no additional county levy dollars will be needed to fund this position.

♦ **ADMINISTRATION**
(920) 386-3501
FAX: (920) 386-4011

♦ **AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM**
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

♦ **ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE**
(920) 386-3750
FAX: (920) 386-3245

♦ **ALCOHOL & DRUG ABUSE**
(920) 386-4094
FAX: (920) 386-3812

♦ **CHILD WELFARE &
JUVENILE JUSTICE**
(920) 386-3750
FAX: (920) 386-3533

♦ **COMMUNITY SUPPORT
PROGRAM & COMPREHENSIVE
COMMUNITY SERVICES**
(920) 386-4094
FAX: (920) 386-3812

♦ **ECONOMIC SUPPORT**
(920) 386-3760
FAX: (920) 386-4012

♦ **MENTAL HEALTH**
(920) 386-4094
FAX: (920) 386-3812

♦ **PUBLIC HEALTH**
(920) 386-3670
FAX: (920) 386-4011

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RESOLUTION NO. 21-32

**Create One Position of *CLTS Case Manager* in the
Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *CLTS Case Manager* in the Dodge County Human Services and Health Department, effective January 1, 2022; and,

WHEREAS, a job description for the proposed position of *CLTS Case Manager* has been marked for identification as Exhibit "A", and has been attached hereto; and,

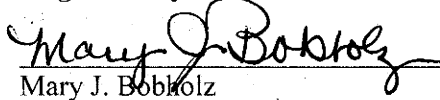
WHEREAS, there is no fiscal impact on the 2021 Budget of the Human Services and Health Department; and,

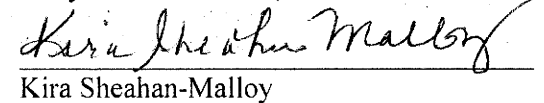
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *CLTS Case Manager* during calendar year 2022;

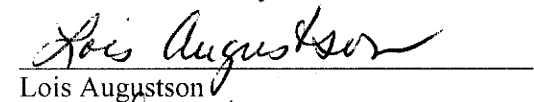
NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *CLTS Case Manager* in the Dodge County Human Services and Health Department, effective January 1, 2022.

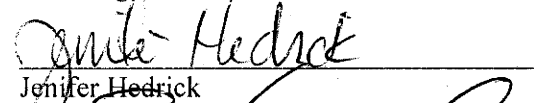
All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Human Services and Health Board:

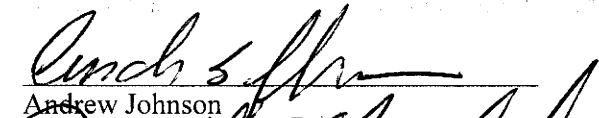

Mary J. Bobholz

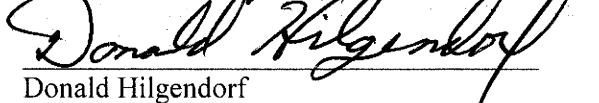

Kira Sheahan-Malloy

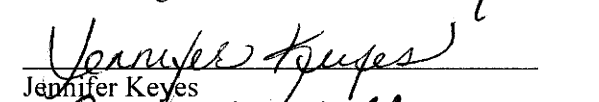

Lois Augustson

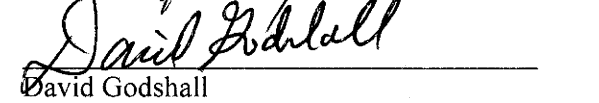

Jennifer Hedrick


Timothy J. Kemmel


Andrew Johnson


Donald Hilgendorf

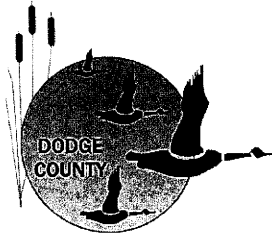

Jennifer Keyes


David Godshall

FISCAL NOTE: Pay Grade L, Step 1, is budgeted for 2022 for \$84,925 in wages and benefits. Finance Committee review date: August 9, 2021. Chair initials: DF.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one new, full-time, benefited position of *CLTS Case Manager* in the Dodge County Human Services and Health Department, effective January 1, 2022.



JOB DESCRIPTION

Title:	CLTS Case Manager	Pay Grade:	L
Department:	Human Services & Health	FLSA Status:	Non-exempt
Reports To:	HS Supervisor	Approval Date:	
Employee Group:	Non-Union	Revision Date:	

POSITION SUMMARY

This position is responsible for providing the following types of services: functional screens to determine Children's Long Term Support Program eligibility, strengths and needs assessments, care planning, coordination and monitoring of all services, advocacy, and development of community resources; providing services to both children with developmental, physical and mental health disabilities. The position of CLTS Case Manager will be assigned within the Clinical and Family Services Division of the Human Services and Health Department.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Works to achieve involvement and participation of the client, client's family, and client's natural support system in addressing and resolving problems.
2. Works with client and family to develop individual service plan for client based on needs, assessments, evaluations and department policies/procedures.
3. Works to protect children; strives to maintain existing family units and youth's highest possible level of individual autonomy; helps prevent out-of-home placement whenever possible.
4. Assesses and evaluates prospective client's immediate situation, determines appropriate response, and assures that response is made. Assesses and intervenes as necessary in crisis situations. Refers to and involves other community resources as needed.
5. Works to achieve active involvement and meaningful participation with client, family members, schools, health care providers, and other appropriate collaterals and community resources in resolving problems.
6. Advises client and family when services are either not available or inappropriate.
7. Coordinates access to services, monitors cases to ensure services are provided in an appropriate and timely manner, reviews progress, and terminates services when goals are attained.
8. Teaches clients about available community resources and how to independently gain access to needed services.

9. Advocates and works to coordinate services and support clients in achieving treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
10. Maintains a timely and complete record for all assigned cases; completes required written assessments, reports, and other related paperwork/documentation as necessary.
11. Develops and maintains professional knowledge and skills to enhance the programs and services provided.
12. Consults with supervisors, interdisciplinary teams, and legal counsel on appropriate case-specific matters, as necessary.
13. May be designated to speak to the community and other organizations to provide public education.
14. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Associate's Degree in a related human services field and two (2) years' related work experience in case management.
- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources and alternative care resources.
- Knowledge of applicable State statutes.
- Working knowledge of client rights, confidentiality, standards of practice, and ethics in mental health/AODA field.
- Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 48, 51, and Medicaid Waiver Manual (CLTS).
- Knowledge of human development and behavior, family and group dynamics, and mental, physical, and social dysfunctions.
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups, and ability to consult with other staff regarding these.
- Ability and skill to relate to clients in stressful or crisis situations.
- General knowledge of interviewing and supportive counseling techniques.
- General knowledge of social casework techniques.
- Knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Knowledge of human service needs assessment methodologies.
- Knowledge of legal requirements including privacy, resident rights, confidentiality, and non-discrimination.

- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Frequent travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases and unsafe environments.
- May require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.
- Work is performed in an office setting as well as clients' and service providers' homes, treatment and residential facilities, schools and work sites.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature Date

Employee Printed Name

Supervisor Signature Date

Supervisor Printed Name

Create One Position of Nutrition Program Coordinator in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *Nutrition Program Coordinator* in the Dodge County Human Services and Health Department, effective January 1, 2022; and,

WHEREAS, a job description for the proposed position of *Nutrition Program Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

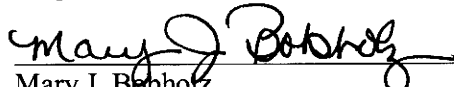
WHEREAS, there is no fiscal impact on the 2021 Budget of the Human Services and Health Department; and,

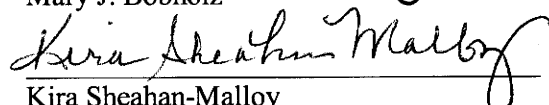
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Nutrition Program Coordinator* during calendar year 2022;

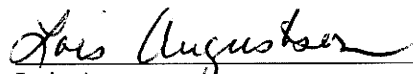
NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *Nutrition Program Coordinator* in the Dodge County Human Services and Health Department, effective January 1, 2022.

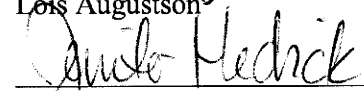
All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Human Services and Health Board:


Mary J. Bobholz

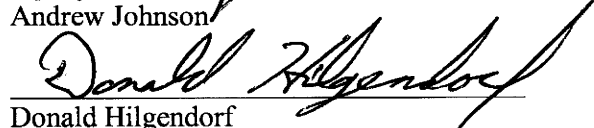

Kira Sheahan-Malloy

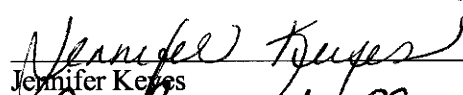

Lois Augustson


Jenifer Hedrick



Timothy J. Kemmel


Andrew Johnson


Donald Hilgendorf

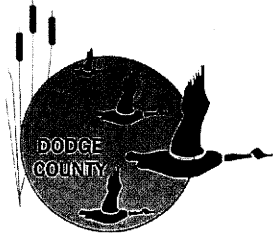

Jennifer Keres


David Godshall

FISCAL NOTE: Pay grade F, Step 2 is budgeted for 2022 for \$64,972 in wages and benefits. Finance Committee review date: August 9, 2021. Chair initials: 

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one new, full-time, benefited position of *Nutrition Program Coordinator* in the Dodge County Human Services and Health Department, effective January 1, 2022.



JOB DESCRIPTION

Title:	Nutrition Program Coordinator	Pay Grade:	F
Department:	Human Services & Health	FLSA Status:	Non-exempt
Reports To:	HS Supervisor	Approval Date:	DRAFT
Employee Group:	Non-Union	Revision Date:	

POSITION SUMMARY

Under the general direction of Human Services Supervisor- ADRC/Aging Services, the Nutrition Program Coordinator is responsible for assisting with the day-to-day management and administrative functions of the county operated nutrition program in accordance with State and Federal Older Americans Act policies and requirements.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assist Supervisor with coordinating all programs and services within the Nutrition Program.
2. Accurately process referrals for meal services including conducting Nutrition assessments.
3. Coordinate services and scheduling of Nutrition Program staff including site managers and volunteers.
4. Use computerized database and spreadsheet programs to accurately complete monthly reports.
5. Ensure that supplies are inventoried and ordered on a monthly or as needed basis.
6. Oversee meal delivery schedules and fill in as needed.
7. Ensure that dining sites and volunteer drivers have supplies available for day-to-day operations.
8. Operate dining sites by filling in for absent Dining Site Managers.
9. Ensure and Maintain food safety standards according to local, state and federal codes.
10. Coordinate health/wellness and nutrition education or recreation programs/activities for the dining sites as well as for home delivered meal participants.
11. Assist with the development of meeting agendas for Program staff and Committees.
12. Assist with recruitment and training of Nutrition Program staff and volunteers.

13. Attend meetings/training as required.
14. Regular attendance and punctuality required.
15. Perform other related duties as required or assigned.

MINIMUM REQUIRED QUALIFICATIONS

High school diploma or GED equivalent, including or supplemented by courses in computers, and two (2) years of office experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

OTHER REQUIREMENTS

- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of food service management.
- Knowledge of physical, psychosocial and economic conditions affecting older people.
- Knowledge of programs and services available to older adults from the ADRC and other agencies.
- Knowledge of modern office methods and practices.
- Knowledge of business English and spelling.
- Time management skills.
- Ability to understand and carry out instructions.
- Ability to maintain confidentiality and comply with County HIPAA policies and procedures.
- Ability to establish and maintain effective public and working relationships.
- Ability to work with people of all ages.
- Ability to meet deadlines.
- Ability to adapt to change.
- Ability to work with volunteers.
- Must meet requirements of Dodge County Driver Qualification Policy.
- Must obtain WI Food Certification within 90 days of hire.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- Frequent: driving, standing, walking, sitting, speaking, listening, reading, typing/keyboarding
- Occasional: bending, crouching, stooping, kneeling, pushing/pulling, lifting above/below waist (30 lbs.), going up/down steps

RESOLUTION NO. 21-34

Authorizing an Increase to Justice Facility Parking Lot Reconstruction Project Budget

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, at its meeting on March 16, 2021, the Dodge County Board of Supervisors adopted Resolution No. 20-75 authorizing the Dodge County Justice Facility Parking Lot Reconstruction Project (hereafter “Project”), awarding the contract to Northeast Asphalt and establishing a total project budget of \$425,000; and,

WHEREAS, the Project is currently underway and is planned to be completed in two phases with an estimated completion date of August 31, 2021; and,

WHEREAS, upon the removal of pavement in Phase 1 (west side of the parking lot), it has been discovered that the metal conduit containing the electrical wires necessary to operate the parking lot security cameras is rusted, deteriorated and, in some areas, collapsed and is in need of replacement; and,

WHEREAS, it is expected that the conduit serving all sixteen security cameras will be in the same or similar deteriorated condition as it was installed at the time of construction of the Justice Facility in 2000; and,

WHEREAS, it is prudent to replace the conduit now, while the area is accessible, instead of having to cut new pavement to inspect, access and replace the conduit later; and,

WHEREAS, upon discovery, quotes were obtained from two (2) contractors for the replacement of the conduit and the installation of new electric service for the security cameras; and,

WHEREAS, the Dodge County Building Committee (“Committee”) convened a special meeting on July 22, 2021, to consider the condition of the exposed conduit and the quotes for the replacement of the failing conduit and new electrical service for the parking lot security cameras due to the expediency needed to correct the conduit; and,

WHEREAS, the Committee recommends contracting with Waas Boring & Cable for \$33,540 and K-W Electric in an amount not to exceed \$49,936 for a total cost of \$83,476.00, for replacing the conduit and installing new electrical service for the security cameras while it is accessible, to avoid having to cut and patch the new parking lot pavement later; and,

WHEREAS, the Committee recommends to the Dodge County Board of Supervisors that it authorizes an increase of \$83,476 in the Project Budget for a new total Project Budget of \$508,476 to cover the unexpected cost of the conduit replacement and new electrical service for the sixteen security cameras; and,

WHEREAS, the Committee requests the use of sales tax to fund the increased project cost so that the project contingency of \$49,244.50 (see Resolution 20-75 exhibit) can be reserved for the unforeseen, additional base course work that was revealed upon the removal of the pavement in Phase I and the anticipated additional base course work that will be needed in Phase II; and,

WHEREAS, the Dodge County Finance Committee, at its meeting on August 9, 2021, evaluated Dodge County’s current financial condition and recommended using additional sales tax as the funding source for the increase in the project budget to cover the cost of the conduit and electrical service replacement and recommended a transfer of additional sales tax in an amount not to exceed \$83,476;

1
2 **NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors adopts the
3 recommendations of the Building Committee and authorizes an increase in the Project Budget for the Justice Facility
4 Parking Lot Reconstruction Project up to \$508,476 and contracting with Waas Boring & Cable and K-W Electric
5 for the conduit and electrical service replacement for the parking lot security cameras; and,
6

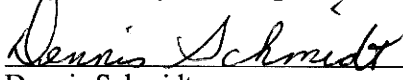
7 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors, on the recommendation of
8 the Building Committee, direct the Physical Facilities Director to submit an insurance claim for the conduit and
9 report the outcome of the insurance claim review to the Building Committee; and,
10

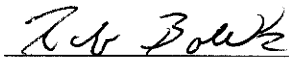
11 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors, on the recommendation of
12 the Finance Committee, hereby authorizes a transfer of additional sales tax in an amount not to exceed \$83,476 to
13 the 2021 Physical Facilities Budget and authorizes the Dodge County Finance Director to make said transfer up to
14 said amount to the 2021 Physical Facilities Department Budget for the conduit and electrical service replacement;
15 and,
16

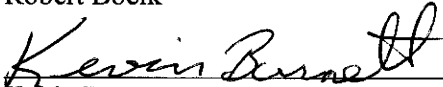
17 **BE IT FINALLY RESOLVED**, that upon presentation of properly reviewed and approved invoices by
18 the Dodge County Physical Facilities Director, payment of said invoices may be made from Dodge County funds
19 taken from the 2021 Physical Facilities Budget in a total amount not to exceed \$508,476.


All of which is respectfully submitted this 17nd day of August, 2021.

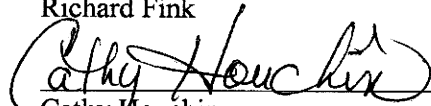
Dodge County Building Committee:


Dennis Schmidt


Robert Boelk

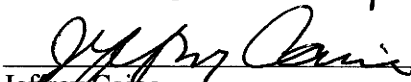

Kevin Burnett

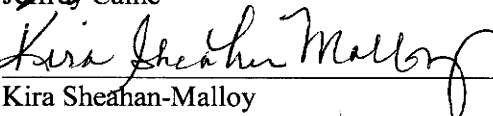

Richard Fink



Cathy Houchin

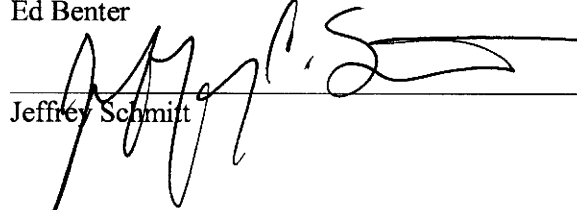
Dodge County Finance Committee:



David Frohling


Jeffrey Carne


Kira Sheahan-Malloy


Ed Benter


Jeffrey Schmitt

FISCAL NOTE: As of 6/30/2021, sales tax revenue for calendar year 2021 is projected to be \$1.1 million above budgeted amounts. As such, there will sufficient revenue to offset the increased sales tax transfer to Physical Facilities for this project. Finance Committee review date: August 9, 2021. Chair initials: .

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: A Resolution to Increase Justice Facility Parking Lot Reconstruction Project Budget.

2
3 **Abolish One Position of Facility Maintenance Technician I and Create One**
4 **Position of Custodian Lead in the Dodge County Physical Facilities Department**

5
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Physical Facilities Director has reported an increase in demand for the type
9 of services within the job duties of a Custodian Lead; and,
10

11 **WHEREAS**, the Physical Facilities Department currently has a vacant, funded, Facility
12 Maintenance Technician I position; and,
13

14 **WHEREAS**, the Dodge County Building Committee has studied and analyzed staffing needs
15 in the Dodge County Physical Facilities Department; and,
16

17 **WHEREAS**, as a result of these studies and analyses, the Building Committee recommends
18 that the Dodge County Board of Supervisors abolish one full-time, vacant, benefited position of
19 *Facility Maintenance Technician I* in the Physical Facilities Department, effective October 1, 2021;
20 and,
21

22 **WHEREAS**, as a result of these studies and analyses, the Building Committee also
23 recommends that the Dodge County Board of Supervisors create one new, full-time, benefited
24 position of *Custodian Lead* in the Physical Facilities Department, effective October 1, 2021; and,
25

26 **WHEREAS**, a job description for the position of *Facility Maintenance Technician I* has been
27 marked for identification as Exhibit "A", and has been attached hereto; and,
28

29 **WHEREAS**, a job description for the positions of *Custodian Lead* has been marked for
30 identification as Exhibit "B", and has been attached hereto; and,
31

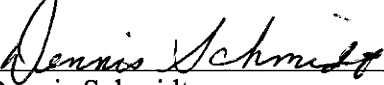
32 **WHEREAS**, the 2021 Physical Facilities Department Budget contains sufficient funds for
33 this position;
34

35 **NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
36 hereby abolishes one full-time, benefited position of *Facility Maintenance Technician I* in the
37 Physical Facilities Department, effective October 1, 2021; and,
38

39 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby creates
40 one new, full-time, benefited position of *Custodian Lead* in the Physical Facilities Department,
41 effective October 1, 2021.

All of which is respectfully submitted this 17th day of August, 2021.


Dodge County Building Committee:



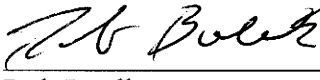
Dennis Schmidt



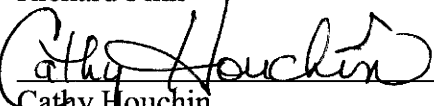
Kevin Burnett




Richard Fink



Rob Boelk

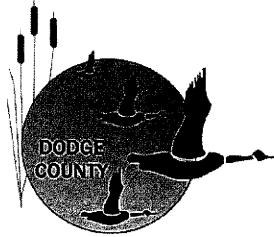


Cathy Houchin

FISCAL NOTE: *The Facilities Maintenance Technician I is budgeted in 2022 for \$64,128 in wages/benefits (Grade F, Step 1). The Custodian Lead is budgeted in 2022 for \$60,102 in wages/benefits (Grade D, Step 1). Given the current year vacancy and decrease in pay grades, the fiscal effect for calendar year 2021 would be a savings of an estimated \$1,000. Finance Committee review date: August 9, 2021. Chair initials: .*

Vote Required: 2/3 Majority of Members Present.

Resolution Summary: A Resolution to abolish One Position of *Facility Maintenance Technician I* and create One Position of Custodian Lead effective October 1, 2021.



JOB DESCRIPTION

Title:	Custodian Lead	Pay Grade:	Recommendation D
Department:	Physical Facilities	FLSA Status:	Non-Exempt
Reports To:	Director of Physical Facilities	Approval Date:	
Employee Group:	Non-Union	Revision Date:	

POSITION SUMMARY

Under the general direction of the Physical Facilities Director or Assistant, performs a variety of basic building custodial duties.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. In consultation with other leads and supervisors to coordinate work for Custodians and Maintenance Staff.
2. Schedules special cleaning duties, floor waxing and carpet cleaning.
3. Meets with staff to discuss cleaning expectations, concerns, and other related issues.
4. Performs building checks to ensure cleaning meets department cleaning goals.
5. Performs general custodial work including but not limited to sweeping, mopping, dusting, and trash removal
6. Performs floor maintenance including scrubbing, buffing, stripping and refinishing, and monitors and maintains such equipment.
7. Ensures all Safety Data Sheets are all up to date in all the buildings
8. Cleans windows.
9. Prepares and maintains records and reports as necessary.
10. Performs some grounds maintenance, lawn care, and snow removal.
11. Performs set-up for meetings.
12. Sets up yearly training for staff on use of chemicals and hazmat training.
13. Performs monthly inventory/works with Department Financial Specialist on ordering chemical and supplies.
14. Meets with supervisors to ensure daily staff coverages and to give monthly reports.
15. Fills in for staff's time off.
16. Maintains accurate records of chemicals in the jail for Federal and State Inspections.
17. Regular attendance and punctuality required.
18. Performs related duties as may be required or assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent and five (5) year work experience in custodial maintenance and operation.

OTHER REQUIREMENTS

- Must successfully pass criminal background check.
- Must meet requirements of Dodge County Driver Qualification Policy.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of flooring systems, their maintenance and upkeep, including but not limited to carpet, vinyl and stone.
- Knowledge of safety, related to cleaning chemicals and general maintenance work.
- Knowledge of and the ability to safely operate and maintain equipment such as vacuums, buffers, carpet cleaners and shampooers.
- Knowledge of products such as cleansers, waxes, sanitation products, degreasers and various other cleaning products, and their uses.
- Ability to effectively work with customers using tact, courtesy and professionalism.
- Ability to understand and effectively carry out instructions.
- Ability to understand and effectively carry out instructions.
- Ability to work various schedules and hours.
- Ability to work with staff and Department Heads throughout the County pertaining to building cleaning.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- Maintenance Department environment with exposure to toxic chemicals and materials. May work in a Maximum security facility with possible exposure to Blood Borne Pathogens.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

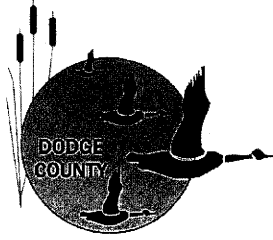
I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature Date

Employee Printed Name

Supervisor Signature Date

Supervisor Printed Name



JOB DESCRIPTION

Title:	Facility Maintenance Technician I	Pay Grade:	F
Department:	Clearview Physical Facilities	FLSA Status:	Non-Exempt
Reports To:	Environmental Services Supervisor Maintenance Superintendent	Approval Date:	
Employee Group:	Non-Union	Revision Date:	

POSITION SUMMARY

This position provides semi-skilled technical work in the maintenance and repair of County buildings and facilities.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Perform lawn mowing, trimming, and all lawn maintenance.
2. Assist with snow removal for sidewalks, snow blower operation, shoveling and spreading salt.
3. Replace light bulbs and other supplies. Cleans windows and glass.
4. Performs maintenance and repair including painting, general carpentry, flooring, renovations, moving furniture, drywall, and roof repair, light fixture repair, plumbing fixture repair, installation of flooring materials.
5. Cleans, sanitizes, and ensures proper disposal of waste materials, which could include body fluids or other hazardous materials.
6. Responds to emergency situations concerning malfunctioning equipment, to provide assistance, as directed.
7. Performs preventative maintenance to systems; reviews log for specific assignments; logs completed work.
8. Reviews building automation system, checking for system abnormalities; follows up with walk-through to verify proper temperatures and equipment operation for occupant comfort and safety.
9. Assists with the maintenance and repair of HVAC, plumbing, and electrical systems.
10. Assists with the preparation of boilers and chillers for inspection.
11. Assists with testing safety equipment including fire alarm systems, building sprinkler system, panic alarms, intercom system, emergency power supply generators, transfer switches, etc.
12. Assists with the repair of commercial kitchen and laundry equipment including ranges, steam cookers and tables, refrigeration equipment, dishwashers, washer/extractors, dryers, etc.
13. Cleans, lubricates, and performs preventive maintenance or repair on equipment.

14. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
15. Reports all accidents to the appropriate authority. Follows all policies for reporting.
16. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
17. Completes written records of labor and materials used for each work project.
18. Carries out routine tasks such as raising flag, assisting with deliveries, etc.
19. Provides backup assistance to other department personnel as needed.
20. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Technical degree in facilities maintenance, mechanical operations, construction trades or closely related field with two (2) years' of work experience with building mechanicals, operations and repair; or an equivalent combination of education, skills, knowledge and abilities may be substituted for above-listed requirements.

OTHER REQUIREMENTS

- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of rough carpentry, finish carpentry, metal fabrication (welding), electrical wiring, plumbing, and heating/cooling systems.
- Knowledge of safe operation and maintenance of tools, equipment and facility systems.
- Knowledge of Personal Protective Equipment.
- Knowledge of the operation, care, and repair of maintenance equipment and tools.
- Working knowledge of occupational hazards (OSHA) and safe work practices.
- Knowledge of the policies and procedures of the County.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.

- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires sitting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is frequently performed in a noisy environment, around mechanical equipment, and toxic chemicals.
- Work will include outdoors in seasonal weather extremes.
- Exposures could include chemicals, seasonal temperatures extremes, bodily fluids, infectious diseases and hazardous waste; including work in secured detention areas.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature

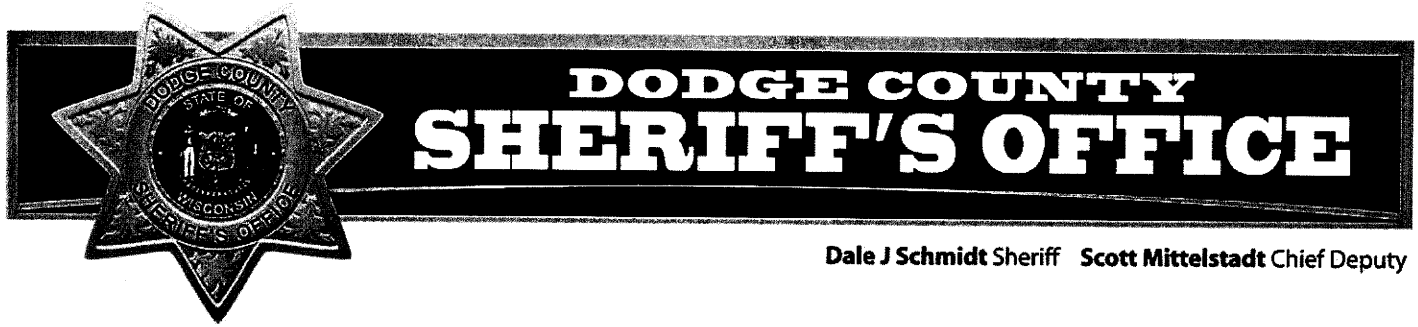
Date

Employee Printed Name

Supervisor Signature

Date

Supervisor Printed Name



Dale J Schmidt Sheriff **Scott Mittelstadt** Chief Deputy

August 9, 2021

RE: Justification for Sheriff's Office Resolutions

To the Honorable Members of the Dodge County Board,

Introduction

As Sheriff, I have requested 4 resolutions come before the board for approval for the efficient operation of the Dodge County Sheriff's Office. All 4 resolutions were approved by the Judicial and Public Protection Committee on August 6, 2021. Supervisor Tom Nickel was not present at this meeting as he was unavailable to attend.

I would like to take a moment to provide for the full board written justification for these 4 resolutions.

Resolution 21-36 - 2021 Dodge County Sheriff's Office Budget Amendment (Wisconsin Department of Justice COVID Emergency Supplemental Funding Grant)

Early in 2021, the Dodge County Sheriff's Office was made aware of a grant opportunity to purchase items intended to help mitigate the spread of COVID 19 and other infectious diseases. Our staff analyzed what could be utilized to maintain operations which the community expects while limiting exposure to COVID 19. We identified a variety of items which would meet these goals. A UVC disinfectant machine was identified to disinfect areas of our jail and patrol vehicles. We have one unit already, but it is too large to fit into vehicles or other confined spaces. We also identified mobile data computers that did not have video conferencing capabilities which is needed for staff to communicate with various stakeholders remotely which decreases the need for personal contact. We also identified the need for other various items to help keep our staff healthy and available for work as a 24/7 operation is significantly hindered by quarantines and illnesses.

This budget transfer allows for the sheriff's office to allocate the funds received as a result of the grant to purchase the items that have been approved in the grant application.

Resolution 21-38 – Create One Position of Deputy Sheriff in the Dodge County Sheriff's Office

When creating the 2021 Dodge County Sheriff's Office budget, it was realized that due to current vacancies and anticipated vacancies during 2021, that it would be outside of the capabilities of staff to hire and train enough people to fill all the vacancies that were open during the 2021 calendar year. As a result, the position of Civil Process Deputy Sheriff was left unfunded with the intent of funding it again in 2022. This aided the sheriff's office in a responsible budget during 2021. During the November 2020 County Board meeting an amendment was passed which eliminated all positions that were authorized but not funded and this position was eliminated.

The duties of this position, which are statutorily required under Wisconsin Statute 59.27 (9), were temporarily shifted to patrol deputies who were tasked with performing their normal patrol functions, training new employees, and picking up this additional duty at the same time. Fortunately, during COVID 19 there was a temporary reduction in some of the duties required, but those duties are steadily returning to normal and this position is desperately needed to alleviate the workload and allow for our patrol staff to get back to the proactive and reactive law enforcement duties that they are required to do.

Furthermore, the Matrix study which analyzed the sheriff's office staffing a couple years ago, indicated that this position needs to be maintained for the effective operation of the office. You will find in the study that it references 3 positions in the Transport/Civil Process division. Please note that 2 of those positions were eliminated and replaced in 2019 with a contract that performs the work of those 2 deputies at a reduced cost. As a result, there should still be 1 position which we are asking to be recreated as a deputy sheriff to perform those duties.

Resolution 21-39 – Create Two Positions of Deputy Sheriff in the Dodge County Sheriff's Office (Contract for Law Enforcement Services – Village of Theresa)

The Dodge County Sheriff's Office is currently negotiating with the Village of Theresa to provide additional law enforcement services above and beyond that of which the sheriff's office already provides to the village.

As the Sheriff, I am already responsible for law enforcement services within the Village of Theresa, as I am anywhere within Dodge County, including within cities and villages. If the Village decided to disband its police department altogether, which is an option that some residents have mentioned, the sheriff's office would suddenly be responsible for all law enforcement duties, at all hours of the day, without reimbursement from the village. There is no requirement for a village Theresa's size to have a police department. They are requesting a contract to provide additional coverage beyond what I am required as the sheriff to provide. I support that desire and it will help to keep the Village of Theresa as the peaceful village that it is. Without that additional service, it is my belief that criminal activity would find its way into that community reducing the quality of life for Dodge County residents, living within the village and Dodge County residents living in the surrounding area.

As a result of contracting, we ensure that funding will come from the village for law enforcement services above and beyond what we already provide, while also reducing the number of unsubsidized services we need to provide as follow-up investigations can be conducted during contract time. Additionally, if another agency were to contract with the Village, we would still be required to come in and handle major cases which fall outside of the capabilities of that smaller agency. Much of this would cause duplication of efforts and additional expense to the sheriff's office.

When I say that nearly all the costs will be covered by the village, a contract will ensure that the village will cover the vast majority of costs associated with the contract. However, there are some costs that we already provide and would end up being more of a cost-share. Rather than us bearing the entire cost as we do now, we can share that cost with them reducing our cost and making it less costly for the village as well. It becomes a win-win as there are efficiencies of sharing supervision and some equipment costs. This cost-share will not likely be significant, but if I did not share costs on services we are already providing as we are able, it would not be a fair agreement. I would like to say there will be

100% cost born by the Village, and for the most part it will be, but I don't want to be dishonest if there are some cost-sharing options included as part of an agreement.

The Chief Deputy and I have already been working with the finance department to identify and include in the agreement direct and indirect costs associated with a contract. We are committed to making a contract beneficial to both the County and the Village, but mostly beneficial to all the residents of Dodge County that we are serving.

Resolution 21-40 Abolish Five Positions of Correctional Corporal and Two Positions of Correctional Officer and Create Three Positions of Correctional Sergeant

On January 13, 2022, the Dodge County Sheriff's Office will be switching to work 12-hour shifts in the jail. For the efficient operation of those 12-hour shifts, we need to adjust our staffing. There will be 4 shifts rather than the current 3 shift schedule. This switch will transition our staff from a 75 hour pay period to an 80-hour pay period which brings them in line with the rest of the county's full time staff.

While we are increasing the amount of hours being worked in the facility, we are maintaining a relatively flat expenditure regarding base wages. It is anticipated that there will also be a significant reduction in the amount of overtime hours needed to staff the facility.

The matrix study referenced earlier indicates that there is a need for 11 sergeants to effectively operate 12-hour shifts, but that does not take into consideration that there are 4 shifts. 11 sergeants does not evenly distribute staff between the 4 shifts required. As a result, 12 sergeants are needed to staff each shift with 3 for consistent operations. However, while we need to have 1 additional sergeant, we need 4 fewer total staff for efficient operation of the facility. We currently have vacancies in the jail and this will reduce the amount of vacancies we have and all moves are anticipated to take place via attrition.

Conclusion

Thank you for your consideration of the resolutions listed above. If you have additional questions regarding these resolutions, please feel free to contact me before the August County Board meeting. I am certainly willing to answer any questions the entire board may have as well as it is important for you to have accurate information when making your decisions. Thank you to the Judicial and Public Protection Committee for endorsing and forwarding these resolutions to the full board for approval.

Respectfully,



Dale J. Schmidt
Dodge County Sheriff

**2021 Dodge County Sheriff's Office Budget Amendment
(Wisconsin Department of Justice COVID Emergency Supplemental Funding Grant)**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, Dodge County, by its Sheriff's Office, was notified of grant funding from the Wisconsin Department of Justice COVID Emergency Supplemental Funding Grant Program, in the amount of \$88,253; and,

WHEREAS, the purpose of the grant is to assist the Sheriff's Office in upgrading its ability for cleaning the jail, courthouse and department vehicles to better serve and protect the citizens and staff, and to purchase specific mobile data computers, laptops, webcams, conference room virtual meeting equipment which would increase its ability to conduct virtual court hearings for inmates, probation and parole hearings, county business related meetings for county staff and inmate attorney meetings in an attempt to reduce the spread of COVID by limiting employee contact and inmate contact with stakeholders; and,

WHEREAS, the grant program period is June 1, 2021, through December 31, 2021; and,

WHEREAS, the Dodge County Judicial and Public Protection Committee has reviewed the anticipated revenues and expenditures and has formed the considered conclusion that the services funded by the grant will greatly assist the Sheriff's Office by reducing the spread of COVID; and,

WHEREAS, the Dodge County Judicial and Public Protection Committee requests that the Dodge County Board of Supervisors appropriate to the 2021 Dodge County Sheriff's Office Budget the revenues and expenditures as reflected on Exhibit "A", attached hereto and incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors, that the revenues and expenditures as described on the attached Exhibit "A", are hereby approved and the Finance Director is directed to amend the 2021 Dodge County Sheriff's Office Budget to reflect the same in accordance with Exhibit "A".

All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Judicial and Public Protection Committee:

Thomas Nickel

Del Yaroach

David Guckenberger

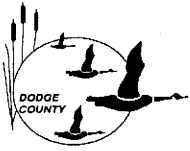
Benjamin Priesgen

Ed Benter

FISCAL NOTE: Expenditures are being increased in Patrol (\$38,401), Communications/Dispatch (\$3,400) and Correction Divisions (\$46,452) with increased federal aid in those same divisions by the same amounts. Finance Committee review date: August 9, 2021. Chair initials: DF.

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: 2021 Dodge County Sheriff's Office Budget Amendment (Wisconsin Department of Justice COVID Emergency Supplemental Funding Grant).



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Date: 7/27/21

Department: Sheriff

Budget Year: 2021

Description of Adjustment:

2021 Dodge County Sheriff's Office Budget Amendment
 (Wisconsin Department of Justice COVID Emergency Supplemental Funding Grant)

The Dodge County Sheriff's Office has applied for and been granted \$88,253 to be used to reduce the risk of COVID 19 among staff and the public.

Budget Adjustment

Account Number	Account Title	Amount
100-20-20-2020-00000-00-531100	COMPUTER EQUIPMENT	\$38,401
100-20-20-2046-00000-00-534140	OPERATING SUPPLIES	\$3,400
100-20-20-2050-00000-00-531100	COMPUTER EQUIPMENT	\$18,960
100-20-20-2050-00000-00-534140	OPERATING SUPPLIES	\$8,988
100-20-20-2050-00000-00-524300	COMPUTER MAINT LICENSE	\$504
100-20-20-2050-00000-00-586000	CAP MACHINERY & EQUIP	\$18,000
100-20-20-2020-00000-00-433110	COVID FEDERAL AID	-\$38,401
100-20-20-2046-00000-00-433110	COVID FEDERAL AID	-\$3,400
100-20-20-2050-00000-00-433110	COVID FEDERAL AID	-\$28,452
100-20-20-2050-00000-00-433199	COVID FEDERAL AID - CAPITAL	-\$18,000

Note the total Budget Adjustment must balance

1 RESOLUTION NO. 21-37

2
3 **Increase One Filled, Funded, 0.90 FTE, Benefited Position of *Victim Witness Coordinator***
4 **to a Full-Time, Benefited Position of *Victim Witness Coordinator***
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and
9 analyzed staffing needs at the Dodge County District Attorney's Office; and,
10

11 **WHEREAS**, due to the amendment to the Wisconsin Constitution affording additional rights
12 to crime victims (Marsy's Law), victim witness coordinator workloads have increased; and,
13

14 **WHEREAS**, the Wisconsin Department of Justice allocates victim witness coordinators
15 based on the number of assistant district attorneys in each county; and,
16

17 **WHEREAS**, the Dodge County District Attorney's Office has been approved for an
18 additional Assistant District Attorney; and,
19

20 **WHEREAS**, the District Attorney's Office currently has 1.9 full-time equivalent (FTE)
21 Victim Witness Coordinators; and,
22

23 **WHEREAS**, based on the additional Assistant District Attorney position, the Department of
24 Justice has approved an increase of the scheduled hours for the Victim Witness Coordinator position;
25 and,
26

27 **WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection
28 Committee recommends that the Dodge County Board of Supervisors change one 0.90 FTE,
29 benefited position of *Victim Witness Coordinator*, in the Dodge County District Attorney's Office, to
30 one full-time, benefited position of *Victim Witness Coordinator*, effective January 1, 2022; and,
31

32 **WHEREAS**, a job description for the position of *Victim Witness Coordinator* has been
33 marked for identification as Exhibit "A", and is attached hereto, and this job description applies to the
34 one filled, funded, 0.90 FTE, benefited position of *Victim Witness Coordinator* and to the proposed
35 full-time, benefited position of *Victim Witness Coordinator*; and,
36

37 **WHEREAS**, there is no fiscal impact on the District Attorney's Office 2021 Budget; and,
38

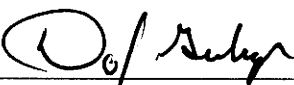
39 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will
40 appropriate funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for
41 the proposed position of *Victim Witness Coordinator* during calendar year 2022;
42

43 **NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
44 hereby changes one filled, funded, 0.90 FTE, benefited position of *Victim Witness Coordinator* in the
45 Dodge County District Attorney's Office, to one full-time, benefited position of *Victim Witness*
46 *Coordinator*, effective January 1, 2022.
47

All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Judicial and Public Protection Committee:

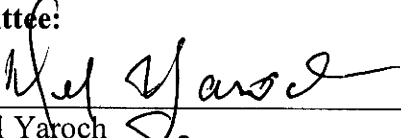
Thomas Nickel



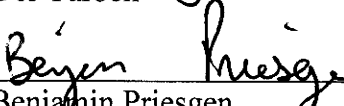
David Guckenberger




Ed Benter



Del Yaroch

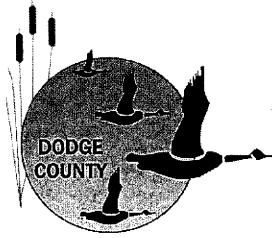


Benjamin Priesgen

FISCAL NOTE: Expenditures for wages and benefits will increase by \$6,428. The State of Wisconsin partially funds expenditures for the Victim Witness program but the reimbursement rate has been decreasing. Based upon the calendar year 2020 reimbursement rate of 36.3%, this will result in ~~an~~ increase in the tax levy request for 2022 of \$4,097. Finance Committee review date: August 9, 2021. Chair initials: .

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to increase one filled, funded, 0.90 FTE, benefited position of *Victim Witness Coordinator* to a full-time benefited position of *Victim Witness Coordinator*.



JOB DESCRIPTION

Title:	Victim Witness Coordinator	Pay Grade:	K
Department:	District Attorney	FLSA Status:	Non-exempt
Reports To:	Managing Attorney	Approval Date:	7/24/1997
Employee Group:	Non-Union	Revision Date:	1/1/13

POSITION SUMMARY

This position is responsible for coordinating compliance with victim and witness rights under the Wisconsin Constitution and Chapter 950 of the Wisconsin State Statutes. The Victim Witness Coordinator serves as a liaison to the public and to other departments within the criminal justice system regarding victim and witness issues. This position ensures that necessary support and assistance is provided to the victim throughout the Court process.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides notification to all victims and witnesses regarding their rights, case status, Subpoena cancellation, significant developments in the case and final disposition. Responds to inquiries from victims/witnesses and assists victims in enforcing rights.
2. Collects Victim Restitution information, prepares appropriate paperwork and assists in collection of victim restitution.
3. Serves as liaison between prosecutor and victims. Is available to discuss case with victims, including possible disposition, restitution requests, and victim impact information.
4. Ensures the Victim/Witness program performs all required services, including, but not limited to, referrals and assistance with the Crime Victim Compensation Program under Chapter 949 State Statutes; information and referrals to social services, mental health professionals, advocate/shelter programs and other resources as appropriate, and Subpoena cancellations.
5. Notifies witnesses of the existence of witness fees and the procedure for obtaining assistance. Assists prosecutors in managing and preparing witnesses for Court. Keeps prosecutor apprised of potential problems with witnesses. Intercedes with employers if requested in order to obtain voluntary cooperation and minimize disruption.
6. Provide information to victims/witnesses regarding personal support services available to them while in Court. Accompanies or arranges for accompaniment of witnesses to Court appearances. Explains proceedings to victims and witnesses.
7. Informs victims of their right to have personal property returned and refer victims to the appropriate law enforcement agency for return of the property. Makes direct contact with law enforcement agencies to obtain release of victim's property.
8. Informs victims and witnesses of protections available and who to contact if threatened or

- harassed. Alerts appropriate law enforcement agencies and prosecutors of threats or harassment.
9. Provides information and referrals especially suited to children victim/witnesses using explanation and language understood by the child regarding all legal proceedings in which the child is involved.
 10. Provides advice to the Court concerning child(ren) victim/witnesses' ability to understand legal proceedings and questions being asked including assistance and determinations concerning video-taped depositions, appropriate action to assure prompt trial, and assessment of adverse impact of a Court delay or continuance might have on a child(ren) victim/witnesses.
 11. Establishes relationships to develop trust with child victims and their families, victims in crisis, community groups and others, as appropriate.
 12. Prepares and submits request for reimbursement of program expenses from the Wisconsin Department of Justice. Completes annual report for Department of Justice as requested.
 13. Recommends and drafts policies and procedure revisions for Managing Attorney as deemed necessary to improve the integrated work environment.
 14. Provides information regarding crime victim witness services to the public.
 15. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in criminal justice, social work, counseling or related field and two (2) years of related work experience.

OTHER REQUIREMENTS

- Must be able to obtain Certified Victim/Witness Professional status within six (6) months from date of hire.
- Must successfully pass criminal background check.

PREFERRED QUALIFICATIONS

- Previous work experience in court/criminal justice system and/or human services.

REQUIRED JOB COMPETENCIES

- Knowledge of current information related to Victim/Witness services, including, but not limited to criminal justice system and legal procedures; victims' rights and services; community-based programs and resources.
- Ability to communicate appropriately/professionally with judges, attorneys, law enforcement, other agencies and courthouse personnel.
- Ability to use appropriate empathy and assertiveness skills.
- Skill to interact with others using sensitivity, compassion and tact.
- Ability to read and accurately interpret statutory language regarding administrative details of the legal process.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature	Date

Employee Printed Name

Supervisor Signature	Date

Supervisor Printed Name

Create One Position of Deputy Sheriff in the Dodge County Sheriff's Office

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs in the Dodge County Sheriff's Office; and,

WHEREAS, according to the 2021 Dodge County Budget Book, one *Deputy Sheriff* (Civil Process Server) was removed due to it being unfilled and unfunded as it was logistically impossible for the sheriff's office to hire and train a person to fill this position during the 2021 calendar year; and,

WHEREAS, it has been determined that the Sheriff's Office needs an additional position of *Deputy Sheriff* due to statutory civil process and attending on the court responsibilities of the sheriff; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1, 2022; and,

WHEREAS, a job description for the proposed position of *Deputy Sheriff* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2021 Budget of the Sheriff's Office; and,

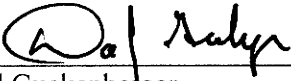
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Deputy Sheriff* during calendar year 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1, 2022.

All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Judicial and Public Protection Committee:

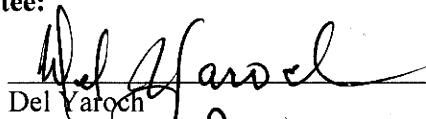
Thomas Nickel



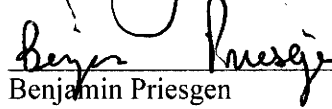
David Guckenberger




Ed Benter



Del Varoch



Benjamin Priesgen

FISCAL NOTE: Assuming family benefits, the wages and benefits for a sworn deputy in the 2022 budget is \$92,742 (amounts as of 07-16-2021). There is no anticipated increase in revenue amounts. Finance Committee review date: August 9, 2021. Chair initials: 

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one new, full-time, benefited position of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1, 2022.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Deputy Sheriff	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff's Office	REPORTS TO:	Operations Captain
LOCATION:	Law Enforcement Center	DATE:	9/30/02
LABOR GRADE:	Sworn – Four (4)	REVISED:	10/25/11, 03/03/16; 10/19/17, 02/28/19, 07/02/19

OVERALL PURPOSE/SUMMARY

Under the general direction of Operations Captain with general responsibilities of traffic enforcement, investigation of criminal activity, responding to calls for service as requested by the public, and maintaining peace and public order.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Protects the motoring public by conducting traffic enforcement fairly, consistently and courteously to deter traffic violations and prevent traffic crashes.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high crash volume locations exist and take appropriate action to reduce crashes.
4. Determines if violations of law or ordinance have occurred and take appropriate law enforcement action if necessary.
5. Manages and investigates crash scenes and properly documents all evidence and information obtained
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Brings cases before the courts and testifies as required in court in the pursuit of justice.
8. Detects/deters crime within assigned area by use of problem oriented law enforcement practices.
9. Keeps or restores peace and public order while preventing injury, death, or damage to property.
10. Acts pursuant to law to safely transfers prisoners to jail or between various local, county, state, or federal facilities.
11. Provides traffic control, security measures, or other functions at special events as required.
12. Makes public appearances to the public about various aspects of law enforcement.
13. Attends training as required.
14. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations.
15. Serves Civil Process papers as required.
16. Conducts ATV/Boat/Snowmobile Patrols.
17. Transports inmates and detainees within and outside of Dodge County.
18. Maintains a professional attitude and appearance.
19. Understands and follows the mission and vision statement of the sheriff's office.
20. Regular attendance and punctuality required.
21. Performs other related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing. Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. Ability to communicate effectively. Ability to function effectively and prioritize functions under stressful conditions. Ability to explain and enforce federal, state, and county laws clearly and courteously. Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Must be 18 years of age, law enforcement certifiable by the State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board OR must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Sheriff. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

1
2
3 RESOLUTION NO. 21-39
4

5 **Create Two Positions of *Deputy Sheriff* in the Dodge County Sheriff's Office**
6 **(Contract for Law Enforcement Services-Village of Theresa)**
7

8 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
9

10 **WHEREAS**, the Dodge County Sheriff (Sheriff) is currently negotiating to contract for law enforcement
11 services with the Village of Theresa (Village), Dodge County, Wisconsin; and,
12

13 **WHEREAS**, the Dodge County Sheriff has apprised the Judicial and Public Protection Committee of
14 the possibility of a contract with the Village for certain law enforcement services and the need for up to two
15 additional *Deputy Sheriff* positions in the Dodge County Sheriff's Office to provide services to the Village if the
16 Sheriff and the Village are able to reach an agreement; and,
17

18 **WHEREAS**, based on the information supplied by the Sheriff regarding the law enforcement services
19 offered to the Village, the Dodge County Judicial and Public Protection Committee has studied and analyzed
20 staffing needs in the Dodge County Sheriff's Office and as a result of these studies and analyses, the Judicial
21 and Public Protection Committee recommends, contingent upon the execution of a contract for services between
22 the Sheriff and the Village, that the Dodge County Board of Supervisors create two new, full-time, benefited
23 positions of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1, 2022 or the execution of
24 a contract between the Sheriff and Village, whichever occurs later; and,
25

26 **WHEREAS**, a job description for the proposed positions of *Deputy Sheriff* has been marked for
27 identification as Exhibit "A", and has been attached hereto; and,
28

29 **WHEREAS**, there is no fiscal impact on the 2021 Budget of the Sheriff's Office; and,
30

31 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate
32 funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions
33 of *Deputy Sheriff* during calendar year 2022, which wages and fringe benefits shall be reimbursed by the Village
34 based on the service hours specified in the contract for services; and,
35

36 **WHEREAS**, it is further recommended by the Judicial and Public Protection Committee that the
37 creation of and continuation of the two positions of *Deputy Sheriff* are contingent upon the execution of a contract
38 for services between the Sheriff and the Village and shall be eliminated upon the termination of the contract,
39 with the Sheriff's Office staffing plan adequately footnoted to reflect same;
40

41 **NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby
42 adopts the recommendations of the Judicial and Public Protection Committee as described herein to create two
43 new, full-time, benefited positions of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1,
44 2022 or the execution of a contract between the Sheriff and Village, whichever occurs later and that said positions
45 be footnoted so that the positions remain in existence for the duration of the contract with the Village and
46 eliminated at the termination of the contract.
47
48

All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Judicial and Public Protection Committee:

Thomas Nickel


Del Yaroch

David Guckenberger

Benjamin Priesgen



Ed Benter

FISCAL NOTE: *The wages and benefits for two sworn officers (1,950 annual hours per deputy) and the related patrol supervisor (130 annual hours) is \$198,215. The charges to the municipality will be for actual wages and benefits as well as overhead items included, but not limited to, interpreter services, prisoner transport fees, telephone, firearm supplies, range fees, liability insurance, etc. Finance Committee review date: August 9, 2021. Chair initials: .*

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create two new, full-time, benefited positions of *Deputy Sheriff* in the Dodge County Sheriff's Office, effective January 1, 2022.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Deputy Sheriff	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff's Office	REPORTS TO:	Operations Captain
LOCATION:	Law Enforcement Center	DATE:	9/30/02
LABOR GRADE:	Sworn – Four (4)	REVISED:	10/25/11, 03/03/16; 10/19/17, 02/28/19, 07/02/19

OVERALL PURPOSE/SUMMARY

Under the general direction of Operations Captain with general responsibilities of traffic enforcement, investigation of criminal activity, responding to calls for service as requested by the public, and maintaining peace and public order.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Protects the motoring public by conducting traffic enforcement fairly, consistently and courteously to deter traffic violations and prevent traffic crashes.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high crash volume locations exist and take appropriate action to reduce crashes.
4. Determines if violations of law or ordinance have occurred and take appropriate law enforcement action if necessary.
5. Manages and investigates crash scenes and properly documents all evidence and information obtained
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Brings cases before the courts and testifies as required in court in the pursuit of justice.
8. Detects/deters crime within assigned area by use of problem oriented law enforcement practices.
9. Keeps or restores peace and public order while preventing injury, death, or damage to property.
10. Acts pursuant to law to safely transfers prisoners to jail or between various local, county, state, or federal facilities.
11. Provides traffic control, security measures, or other functions at special events as required.
12. Makes public appearances to the public about various aspects of law enforcement.
13. Attends training as required.
14. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations.
15. Serves Civil Process papers as required.
16. Conducts ATV/Boat/Snowmobile Patrols.
17. Transports inmates and detainees within and outside of Dodge County.
18. Maintains a professional attitude and appearance.
19. Understands and follows the mission and vision statement of the sheriff's office.
20. Regular attendance and punctuality required.
21. Performs other related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing.
 Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.
 Ability to communicate effectively.
 Ability to function effectively and prioritize functions under stressful conditions.
 Ability to explain and enforce federal, state, and county laws clearly and courteously.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Must be 18 years of age, law enforcement certifiable by the State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board OR must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Sheriff. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**Abolish Five Positions of *Correctional Corporal* and Two Positions
of *Correctional Officer* and Create Three Positions of *Correctional Sergeant***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs at the Dodge County Sheriff's Office, has considered the feasibility of alternative schedules and shift duration, and has determined that staffing changes are required in the jail as a result of transitioning to 12-hour shifts; and,

WHEREAS, as a result of these studies, analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors abolish five full-time, benefited positions of *Correctional Corporal* and two full-time, benefited positions of *Correctional Officer* at the Sheriff's Office, effective January 13, 2022; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee also recommends that the Dodge County Board of Supervisors create three new, full-time, benefited positions of *Correctional Sergeants* at the Sheriff's Office, effective January 13, 2022; and,

WHEREAS, a job description for the positions of *Correctional Corporal* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a job description for the positions of *Correctional Officer* has been marked for identification as Exhibit "B", and has been attached hereto; and,

WHEREAS, a job description for the proposed positions of *Correctional Sergeants* has been marked for identification as Exhibit "C" and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the Sheriff's Office 2021 Budget; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2022 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Correctional Sergeants* during calendar year 2022;

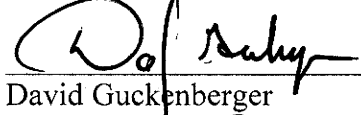
NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes five full-time, benefited positions of *Correctional Corporal* and two full-time, benefited positions of *Correctional Officer* at the Sheriff's Office, effective January 13, 2022; and,

BE IT FINALLY RESOLVED, that the Dodge County Board of Supervisors hereby creates three new, full-time, benefited positions of *Correctional Sergeants* at the Sheriff's Office, effective January 13, 2022.

All of which is respectfully submitted this 17th day of August, 2021.

Dodge County Judicial and Public Protection Committee:

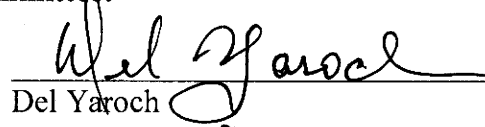
Thomas Nickel



David Guckenberger



Ed Benter



Del Yaroch



Benjamin Priesgen

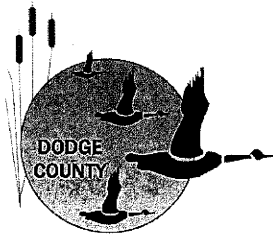
FISCAL NOTE: Based upon all positions at step 1 for wages and benefits, the net result for the requested position changes would be a savings of \$262,826 for the entire calendar year.

Position	Step 1 Wages/Benefits	Count	Fiscal Effect
Correctional Corporal	77,884	(5)	(389,420)
Correctional Officer	70,803	(2)	(141,606)
Correctional Sergeant	89,400	3	268,200
Net fiscal effect			<u>(262,826)</u>

Finance Committee review date: August 9, 2021. Chair initials: 

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish five positions of *Correctional Corporal* and two positions of *Correctional Officer* and create three positions of *Correctional Sergeant* effective January 13, 2022.



JOB DESCRIPTION

Title:	Correctional Corporal Correctional Programs Corporal	Pay Grade:	J
Department:	Sheriff	FLSA Status:	Non-exempt
Reports To:	Correctional Sergeant	Approval Date:	5/17/1996
Employee Group:	Non-Union	Revision Date:	3/15/00; 1/1/13; 4/6/17

POSITION SUMMARY

This position assists the Correctional Sergeant with on-shift leadership and is responsible for supervising inmates of the Dodge County Jail while assuring a safe, secure, and sanitary environment in accordance with established procedures and guidelines.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Reviews reports, briefings, delegation of tasks, and performs necessary scheduling changes in the absence of a sergeant on shift.
2. Assists the sergeant on case follow up, training, coordination of equipment maintenance, or other related assignments.
3. Serves as shift commander in the absence of a Sergeant.
4. Trains, assists, coaches, and mentors new personnel to improve their knowledge, skills, and abilities. Assigns tasks, reviews work, and provides feedback to the Sergeant.
5. Receives, books, and releases inmates which includes: fingerprints, photographs, searches, and inventories and secures personal belongings; records data and runs checks, completes required screens, assigns and escorts inmates to cells or similar area; issues uniforms, bedding, personal products, and other supplies; ensures proper housing placement of inmates for safety and security within the facility; and releases inmates upon posting of bail, signing of signature bond, direction of an appropriate authority, or for work release purposes.
6. Maintains jail safety and security. Makes periodic rounds, conducts inmate counts, and conducts security inspections and searches of inmates and inmates' quarters for contraband and any unauthorized materials. Enforces regulations and discipline policies related to the security and operation of the facility.
7. Responds to emergency situations and takes decisive action according to office policies and procedures.
8. Maintains surveillance of all inmates and jail activities through visual and audible devices to ensure inmate's personal welfare is appropriately monitored. This includes watching for illegal

Correctional Corporal
Correctional Programs Corporal

activities or violations of jail regulations, unusual or suspicious behaviors, and signs of mental and physical illness.

9. Monitors and operates all equipment and alarms located in the jail control center. Controls all access to the jail and maintains jail keys. Prevents unauthorized persons from entering or leaving the facilities.
10. Interprets and complies with all bond conditions and commitment orders and Judgments of Convictions. Receives and records fines and bail/bond transactions.
11. Maintains communication within and between shifts and keeps jailers, sergeants and management informed of any problems, complaints, or infractions.
12. Complete and maintains all paperwork, documentation, and records, including jail logs and activities and incidents, according to applicable jail policies and procedures and State regulations.
13. Provides for medical, mental or other attention necessary for the inmates' welfare, according to established policies and procedures.
14. Complies with all procedures and schedules for serving meals, linen exchange, inmate personal hygiene, cleaning and maintenance, incoming and outgoing mail, jail inspections, and prisoner requests.
15. Positively identifies and directs all visitors. Provides and supervises prisoner access to family, friends, clergy and other religious service providers, educational service providers, recreational service providers, attorneys, and probation and parole personnel.
16. Maintains Huber inmate compliance with Huber laws, rules and policies by performing the following duties: checks in and checks out Huber inmates, verifies employment, conducts job site and home visits, conducts random drug and alcohol testing, and deposits Huber funds.
17. Coordinates, transports, or escort inmates to and from facilities, courts and medical/mental treatment facilities.
18. Answers or properly refers all inquiries concerning prisoner and jail matters.
19. Appears in court and testifies as a witness as required.
20. Performs intoximeter and preliminary breath tests (PBT), takes DNA mouth swabs, and collect urinalysis samples when necessary.
21. Collects and issues receipts for bail bonds, fine payments, and canteen accounts.
22. Other duties as assigned.

Additional duties when assigned Programs

23. Reviews the plans for Classification and Housing assignments.
24. Maintains inventory and orders programming supplies within budget parameters.
25. Performs duties of Correctional Program Specialist as needed.
26. Approves recommendations for inmates to participate in home monitoring program.
27. Oversees duties of Correctional Program Specialists.

MINIMUM REQUIRED QUALIFICATIONS

- High school diploma/equivalent.
- Must have Wisconsin Jail Officer Certification with three (3) years' work experience in corrections.

OTHER REQUIREMENTS

Correctional Corporal
Correctional Programs Corporal

- Must successfully pass Post-Offer Testing which includes a drug screen, physical, and psychological examination. Failure to pass these will result in the employment offer being revoked.
- Must have or obtain TIME system certification, CPR/First Aid, Taser Certification, SCBA training, PBT certification, Oleoresin Capsicum Spray training upon hire.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of legal compliance regarding inmates' rights.
- Knowledge of the criminal justice system operations.
- Knowledge of individual and group behavior in an institutional setting.
- Knowledge of the laws applicable to detention facility operations.
- Ability to ensure inmate discipline and to deal effectively with non-compliance.
- Ability to develop contingency plans to deal with emergency situations and to act decisively in the event of the same.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creations of hostility and rebellion.
- Knowledge of the County and Office's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to office programs and operations.
- Knowledge of administrative policies and procedures of the County.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain confidentiality and professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and

conversations, within the provision of Open Records laws and other applicable state and federal statutes and regulations.

- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in a secured detention facility.
- May require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Correctional Corporal
Correctional Programs Corporal

Employee Signature

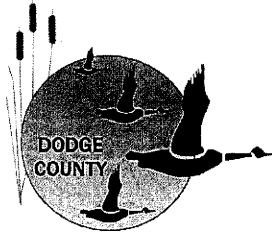
Date

Employee Printed Name

Supervisor Signature

Date

Supervisor Printed Name



JOB DESCRIPTION

Title:	Correctional Officer	Pay Grade:	H
Department:	Sheriff	FLSA Status:	Non-exempt
Reports To:	Correctional Sergeant	Approval Date:	10/7/1999
Employee Group:	Non-Union	Revision Date:	8/2/00; 1/1/13; 05/20/16; 08/06/16, 08/12/16

POSITION SUMMARY

This position is responsible for supervising inmates of the Dodge County Jail while assuring a safe, secure, and sanitary environment in accordance with established procedures and guidelines.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Receives, books, and releases inmates which includes: fingerprints, photographs, searches, and inventories and secures personal belongings; records data and runs checks, completes required screens, assigns and escorts inmates to cells or similar area; issues uniforms, bedding, personal products, and other supplies; ensures proper housing placement of inmates for safety and security within the facility; and releases inmates upon posting of bail, signing of signature bond, direction of an appropriate authority, or for work release purposes.
2. Maintains jail safety and security. Makes periodic rounds, conducts inmate counts, and conducts security inspections and searches of inmates and inmate's quarters for contraband and any unauthorized materials. Enforces regulations and discipline policies related to the security and operation of the facility.
3. Responds to emergency situations and takes decisive action according to office policies and procedures.
4. Maintains surveillance of all inmates and jail activities through visual and audible devices to ensure inmate's personal welfare is appropriately monitored. This includes watching for illegal activities or violations of jail regulations, unusual or suspicious behaviors, and signs of mental and physical illness.
5. Monitors and operates all equipment and alarms located in the jail control center. Controls all access to the jail and maintains jail keys. Prevents unauthorized persons from entering or leaving the facilities.
6. Interprets and complies with all bond conditions and commitment orders and Judgments of Convictions. Receives and records fines and bail/bond transactions.
7. Maintains communication within and between shifts and keeps jailers, sergeants, and management informed of any problems, complaints, or infractions.

8. Complete and maintains all paperwork, documentation, and records, including jail logs and activities and incidents, according to applicable jail policies and procedures and State regulations.
9. Provides for medical, mental or other attention necessary for the inmates' welfare, according to established policies and procedures.
10. Complies with all procedures and schedules for serving meals, linen exchange, inmate personal hygiene, cleaning and maintenance, incoming and outgoing mail, jail inspections, and prisoner requests.
11. Positively identifies and directs all visitors. Provides and supervises prisoner access to family, friends, clergy and other religious service providers, educational service providers, recreational service providers, attorneys, and probation and parole personnel.
12. Maintains Huber inmate compliance with Huber laws, rules and policies by performing the following duties: checks in and checks out Huber inmates, verifies employment, conducts job site and home visits, conducts random drug and alcohol testing, and deposits Huber funds.
13. Coordinates, transports, or escort inmates to and from facilities, courts and medical/mental treatment facilities.
14. Answers or properly refers all inquiries concerning prisoner and jail matters.
15. Appears in court and testifies as a witness as required.
16. Performs intoximeter and preliminary breath tests (PBT), takes DNA mouth swabs, and collects urinalysis samples when necessary.
17. Collects and issues receipts for bail bonds, fine payments, and canteen accounts.
18. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High school diploma/equivalent.
- Must have Wisconsin Jail Officer Certification or attain within one (1) year from date of hire.

OTHER REQUIREMENTS

- Must successfully pass Post-Offer Testing which includes a drug screen, physical, and psychological examination. Failure to pass these will result in the employment offer being revoked.
- Must have or obtain TIME system certification, CPR/First Aid, Taser Certification, SCBA training, PBT certification, Oleoresin Capsicum Spray training upon hire.

PREFERRED QUALIFICATIONS

- Previous corrections experience.

REQUIRED JOB COMPETENCIES

- Knowledge of legal compliance regarding inmate's rights.
- Knowledge of the criminal justice system operations.
- Knowledge of individual and group behavior in an institutional setting.
- Knowledge of the laws applicable to detention facility operations.
- Ability to ensure inmate discipline and to deal effectively with non-compliance.

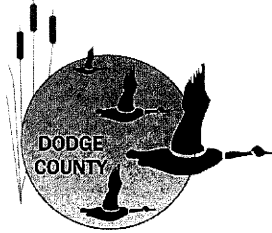
- Ability to develop contingency plans to deal with emergency situations and to act decisively in the event of the same.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creations of hostility and rebellion.
- Knowledge of the County and Office's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to office programs and operations.
- Knowledge of administrative policies and procedures of the County.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain confidentiality and professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Open Records laws and other applicable state and federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.

Supervisor Printed Name



JOB DESCRIPTION

Title:	Correctional Sergeant	Pay Grade:	M
Department:	Sheriff	FLSA Status:	Exempt
Reports To:	Correctional Lieutenant	Approval Date:	7/10/1998
Employee Group:	Non-Union	Revision Date:	8/23/04; 7/27/06; 1/1/13; 11/2/16

POSITION SUMMARY

This position is responsible to assist in providing leadership, planning, coordinating, and management of the Sheriff's Office. This position performs its duties to assist the Correctional Lieutenant by overseeing the day-to-day operations of the County Jail.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in attracting, retaining and developing an engaged workforce in the delivery of superior services to County residents and businesses.
2. Directs employee work and assignments, trains, evaluates work, and provides feedback to performance evaluations.
3. Coordinates and monitors work schedules for Jail division staff. Assists in allocating personnel and reviewing jail coverage. Approves leave time and monitor training schedules. Monitors use of holiday, vacation and/or sick leave, and switching of shifts.
4. Monitors training requirements of staff members for completion.
5. Participates in the recruitment/promotional, discipline, internal investigations, and discharge processes as required. Conducts pre-employment background investigations.
6. Ensures that policies and procedures and employee training is in compliance with established mandates for all personnel within the areas of responsibility.
7. Coordinates the Field Training Program for new hires.
8. Oversees the day-to-day operational activities of the Jail division, including overseeing all facility activities and programming, classification and housing, ensuring that inmates receive proper medical attention, ensuring enforcement of all rules and regulations, ensuring proper maintenance of records and files, and adequate equipment and materials necessary for jail operations exists.
9. Communicates issues or concerns related to personnel, policy/procedures and/or equipment operation to the Lieutenant.
10. Inspects jail sections and work areas; monitors inspection paperwork.
11. Reviews paperwork, reports, and other documents for information related to inmate behavior, issues, etc.

12. Conducts cell searches with jailers. Monitors new inmates being booked in.
13. Assures reports are completed on jail/inmate incidents and provided to appropriate administrative staff.
14. Orders canteen and jail supplies and relays purchase requests to appropriate office supervisors.
15. Coordinates inmate programs in the absence of the Program Coordinator.
16. Provides guidance and assistance to subordinate staff in handling high risk inmates or special needs to ensure that all aspects of the situation are handled in a proper and legal manner.
17. Investigates or oversees investigation of inmate complaints and/or criminal activity.
18. Oversees criminal investigations within the jail by preserving, recording, and presenting evidence; interviews victims and witnesses; testifies in court. Prepares and maintains various records and files.
19. Addresses public needs in the absence of the Lieutenant. Report complaints regarding the Jail to the Lieutenant.
20. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High school diploma/equivalent.
- Must have Wisconsin Jail Officer Certification and five (5) years' work experience in corrections.

OTHER REQUIREMENTS

- Must successfully pass Post-Offer Testing which includes a drug screen, physical, and psychological examination. Failure to pass these will result in the employment offer being revoked.
- Must have TIME system certification, CPR/First Aid, Taser Certification, SCBA training, PBT certification, and Oleoresin Capsicum Spray training.

PREFERRED QUALIFICATIONS

- Previous lead or supervisory experience.
- Associates degree or 60 college credits.

REQUIRED JOB COMPETENCIES

- Knowledge of legal compliance regarding inmate's rights.
- Knowledge of the criminal justice system operations.
- Knowledge of individual and group behavior in an institutional setting.
- Knowledge of the laws applicable to detention facility operations.
- Ability to ensure inmate discipline and to deal effectively with non-compliance.
- Ability to develop contingency plans to deal with emergency situations and to act decisively in the event of the same.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creations of hostility and rebellion.
- Knowledge of the County and Office's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to office programs and operations.
- Knowledge of administrative policies and procedures of the County.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general

- correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
 - Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
 - Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
 - Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
 - Ability to instruct and train in methods and procedures.
 - Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
 - Ability to think quickly, maintain self-control, and adapt to stressful situations.
 - Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
 - Ability to perform mathematical calculations required of this position.
 - Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
 - Skill in researching and understanding complex written materials.
 - Ability to prepare and maintain accurate and concise records and reports.
 - Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
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- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.

