

## **JUDICIAL AND LEGISLATIVE COMMITTEE**

**DATE: Friday, December 7, 2018**

**TIME: 9:00 a.m.**

**LOCATION: Room 115, Wood County Courthouse**

1. Call meeting to order.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes of previous meeting.
4. Review for approval the vouchers and monthly reports of departments the committee oversees.
5. Review any claims and notices of injury against the County, as necessary.
6. Review any Dog License Fund claims.
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
  - a. Review Corporation Counsel memorandum "A County's Obligations to its Residents for Clean Groundwater."
  - b. Discuss creating a rule for filling certain vacated constitutional offices
  - c. Report of Central Sands Water Committee
8. Courthouse security committee report.
9. Review of County Board Rules.
  - a. Committee structure.
  - b. Public property committee.
  - c. Census Review & Redistricting
10. Administrative Coordinator position.
11. Consideration of agenda items for next meeting.
12. Set date and time of next meeting.
13. Adjourn.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: November 1, 2018  
 TIME: 10:00 a.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 11:45 a.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry, Jake Hahn  
 MEMBERS EXCUSED: Brad Hamilton  
 OTHERS PRESENT: Peter Kastenholtz, see attached list of  
 attendees.

1. At 10:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. Chairman Clendenning asked if there were any objections to the minutes for the October 3, 2018, meeting; there were none. The minutes were accepted as drafted.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Leichtnam, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
5. The Committee met with Family Court Commissioner Richard Weymouth. Attorney Weymouth is performing more duties for the county than his predecessor at a lower cost to the county. He has many years of experience in family law.
6. There were no claims against the County.
7. There were no new animal claims.
8. The Committee reviewed correspondence and legislative issues.
  - a. Legislative breakfast report. Clendenning and Machon attended this function; there was nothing major to report.
  - b. Discussion on a rule for filling certain vacated constitutional offices. Wis. Stat. s. 17.21 provides that a vacancy in the office of sheriff, coroner, or register of deeds shall be filled by appointment by the governor. Vacancies in the county clerk, treasurer, and surveyor are to be filled by appointment of the county board. The question is, who develops a recommendation to the board and how? Currently there is no fixed process. Moved by Curry, seconded by Leichtnam, to have the Committee Chair work with the Human Resources Director to come up with one or more draft policy to set forth an appointment process. All ayes.

- c. Attendance at WCA Legislative Exchange tentatively set for February 5 - 6. Chairman Clendenning emphasized the importance of this event and wants three committee members to attend. Moved by Curry, seconded by Hahn, to have up to three members of the Committee attend this conference at county expense. All ayes.
  - d. Central Wisconsin Days/Centergy tentatively set for February 26 - 27. This is a five-county economic development conference. The Committee Chair asked if he could attend. Moved by Curry, seconded by Hahn, to authorize the Committee Chair or his designee to attend this conference. All ayes.
  - e. Report of Central Sands Water Committee. The Committee took a tour of Heartland farms, a very technologically advanced vegetable growing operation. After the tour, the Committee met and did pass a motion to send a letter to the EPA requesting invocation of Emergency Act 1431 to take whatever remedial action is deemed necessary for the Town of Armenia/Town of Port Edwards nitrate-contaminated water situation.
9. Courthouse security committee report. The Chair distinguished between courthouse and courtroom security. Reuben Van Tassel clarified that his focus is on courthouse security and this will eventually include other county buildings and operations. Moved by Leichtnam, seconded by Hahn, to have the Committee Chair and Public Safety Committee Chair tour Waupaca and Portage County courthouses with the Maintenance Supervisor to review their courthouse security measures. All ayes.
  10. Criminal Justice Task Force committee report. Some counties have a Criminal Justice Task Force Administrator who runs various programs, including overseeing drug court, veterans' court, and diversion programs. Judge Wolf wanted to give a heads up that the Task Force is looking into this.
  11. County Board rules.
    - a. Review county board committee structure. Will be discussed at a future meeting.
  12. Agenda items for the November 27, 2018, and the December 7, 2018, meetings:
    - Performance evaluations.
    - Constitutional offices vacancies.
    - County board committee structure.
    - Administrative Coordinator position.
  13. The next committee meeting will be November 27, 2018, at 9 a.m. to discuss the county board committee structure and performance evaluations. The regular meeting will be December 7, 2018, at 9 a.m.

14. Meeting adjourned without objection by the Chairperson at 11:45 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)

# Judicial & Legislative

Nov 1, 2018

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Jeffery Ringer

Amy KAUF

Heather Gehrt

Kim McGrath

Cindy ~~Proctor~~

~~John~~  
R VANTASSEL

DOUG MACHON

DENNIS POLACH

CB #5

ROD

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Treasurer

HR

COC

Parent Ch 3

MAINT.

WCB

WCB- #14

## JUDICIAL & LEGISLATIVE COMMITTEE MINUTES

DATE: November 27, 2018  
TIME: 8:15 AM  
PLACE: Room 115 Wood County Courthouse  
TIME ADJOURNED: 10:56 AM  
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam, Kenneth Curry, Brad Hamilton, Jake Hahn  
OTHERS PRESENT: See attached list.

1. At 8:15 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. Public concern about Wood County Sheriff's rescue team was discussed in depth. General consensus was that the rescue team is needed due to their specific and specialized training that other departments do not have. The rescue team is useful and necessary when helping with major community events. Wood County has multiple bodies of water that pose a problem for other departments in rescuing individuals if need be. The rescue team is available to respond immediately and often arrives to the scene before other departments are able to. Some concerns over who would take over the duties that the rescue team performs if they are eliminated. Rescue team often performs outside of their on-call time and have often saved lives "off the clock" due to their specialized training. Discussion around the rescue team being useful and minimal cost. Some concern from businesses that have donated equipment that is now going to be sold. If equipment is sold, other departments also will not have access to that equipment that they have borrowed before from the rescue team. The rescue team helps other departments responding to a scene by managing traffic, the public, and police officers. Concerns about reinstating the rescue team are that they do not serve northern Wood County. If reinstated, the rescue team needs to serve all of Wood County. Concern about the public discussion of this issue via social media as well.
3. Discontinuation of sheriff rescue. **Moved by Brad Hamilton, seconded by Ken Curry, to make a decision about discontinuation of sheriff rescue at the county board meeting for December 18, 2018. All ayes.**
4. Review of county board rules and committee structure. Bill Clendenning would like to see a property committee – they decide their mission statement. The maintenance and purchasing department, IT, risk management & secretary, judicial and legislative (claims only) all go to property committee. Make it a standalone committee; chair would not serve on the executive committee. Property committee would make the decision as to who reports to them. Brent Vruwink – agency has gone outside of purchasing before to get product cheaper. Bill Clendenning – that's why property committee is needed, to make those decisions. Peter Kastenholz – what are they looking to present to the county board? Bill Clendenning specifies just to present property committee, not asking to have things centralized, etc., but allowing the property committee to decide. Bill Leichtnam – thinks committee should not stand alone but maybe report to the executive committee. Peter Kastenholz – committee could report to the county board but doesn't have to report to another committee, not a main committee. Bill Clendenning – county board chair to select 5 supervisors to make up the property committee. Committee would elect its own chair, report to the county board, and oversee the departments mentioned previously. Bill Clendenning would like committee to take affect January 1, 2019, for

10 months on a trial basis. Peter Kastenholz suggested that committee has to present to the county board within 10 months instead of setting a specific end date. Discussion about further restructuring to take place at next agenda. Census Review and Redistricting be moved to Judicial? Currently under Conservation Education & Economic Development due to mapping. Discuss organizational chart at the next meeting. **Moved by Brad Hamilton, seconded by Jake Hahn, to put this discussion on the next agenda. 4 ayes, 1 opposed.**

5. Performance evaluations of Corporation Counsel and Child Support director. **Moved by Brad Hamilton, seconded by Jake Hahn, to move into the closed session. All ayes.** One county board supervisor and secretary present at closed session, no objections. **Moved by Brad Hamilton, seconded by Bill Leichtnam, to move to an open session. All ayes.**

6. **Moved by Brad Hamilton, seconded by Bill Leichtnam, to adjourn at 10:56 AM. All ayes.**

Minutes taken by Nicole Stelzer and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

# J & L Committee Meeting

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Date: Nov. 27, 2018

	NAME (PLEASE PRINT)	REPRESENTING
x	Tom Heiser	Self
x	Gordon Timm	Self
	RUSSEL BAKERLEE	SELF
	JEFFREY KNOWL	SELF
	Rebecca Crueger	Rapid Search & Rescue
	Michael Habeck	self
	Jane Habeck	self
	Joshua Alexander	self
	JAMES M. Webb	self
x	Arne Nystrom	GRAND RAPIDS
x	Heather Vancil	Rapid Search & Rescue
x	Bob Piatt	GRAND RAPIDS FD
	Kimberly DiKuhn	SELF
	Tim Bahrath	SELF
	Dan Voth	Wood County Rescue
	Chris Stuber	wood county Rescue
	James Vilbren	Wood county Rescue
	Tabiela Peltz	
	Scott Peltz	
	Cynthia Hinkel	
	Linda Hamm	Self
	Karen Maden	Daily Tribune / News Herald
	Gary Prober	Self
	Brenda Almqvist	Self + family
x	Ron Hilgert	Corvettes of the North
	Lori Hildebrand	Wal Cty dispatch
	Benjamin Nibbelin	Avalon Emergency Support LLC
	Brent Vuurman	Child Support
	Tiffany Ringer	R.O.D.
	DOUG MACHON	W.C.B



# J & L Committee Meeting

(2)

Date: Nov. 27, 2018

NAME (PLEASE PRINT)	REPRESENTING
Joan Garcia frim. blossfield	Rapid Search & Rescue Wood County Citizen
X Mandy Adamski	WCSP
BRAD HAMILTON	WCB 18
DEANIS POLACH	WCB-14
X Michele Dorphorst	WCSP
Mark Rinsch	GRVFD
Tyler Rusch	GRVFD
James Hamm	Rapid Rescue
X Josh Sabo	Richfield Rural FD
Sandy Johnson	UEMR
X Gary Johnson	UNITED Arab.
Justin Herman	Wood County Citizen
BOBBY DONAHUE	DONAHUE SUPERSPORTS / TOWN OF RAPIDS PREFC
Tim Habock	WCSR / Wood Co.
Melvin Pedersen	GRPD
(Amy Su Vreugink	U.S. Pom Kennel
Adam C. Fischer	WCB #5
Marla Cunningham	

# J & L Committee Meeting

(3)

Date: Nov 27, 2018

NAME (PLEASE PRINT)	REPRESENTING
Jon Kobza	Rapid Search & Rescue
Michael Krohn	Wood Co. ARES
Gas Mancuso	Wood County Citizen

## Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: NOVEMBER 2018

For the range of vouchers: 03180098 - 03180113

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03180098	FLEXSTAFF	CONTRACT EMPLOYEE	10/24/2018	\$60.76	
03180099	FLEXSTAFF	CONTRACT EMPLOYEE	10/31/2018	\$75.95	
03180100	FLEXSTAFF	CONTRACT EMPLOYEE	11/07/2018	\$68.36	
03180101	FLEXSTAFF	CONTRACT EMPLOYEE	11/14/2018	\$94.94	
03180102	FLEXSTAFF	CONTRACT EMPLOYEE	11/21/2018	\$106.33	
03180103	SWITS LTD	OCTOBER TELE & CONNECTION FEE	11/17/2018	\$51.00	
03180104	BEARD ASHLEY	MILEAGE REIMBURSEMENT	10/24/2018	\$34.88	
03180105	CLARK KAYLA	REIMB FOR TRANSMITTER BUTTONS	11/20/2018	\$82.92	
03180106	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF373	10/29/2018	\$34.00	
03180107	COLLINS KIMBERLY	TRANSCRIPT FEE 17CF408	10/30/2018	\$58.00	
03180108	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF292	10/30/2018	\$46.00	
03180109	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF177	11/14/2018	\$20.00	
03180110	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF371	11/14/2018	\$26.00	
03180111	COLLINS KIMBERLY	TRANSCRIPT FEE 16CF646	11/14/2018	\$24.00	
03180112	COLLINS KIMBERLY	TRANSCRIPT FEE 17CF44, 17CF157	11/16/2018	\$24.00	
03180113	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF258	11/26/2018	\$20.00	
<b>Grand Total:</b>				<b>\$827.14</b>	

### Signatures

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## Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: NOVEMBER 2018

For the range of vouchers: 04180046 - 04180050

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04180046	NATIONAL COURT REPORTERS ASSN	2019 DUES - DENISE ZAMOW	11/29/2018	\$270.00	
04180047	SWITS LTD	INTERPRETER FEES 14CT486	10/22/2018	\$51.00	
04180048	SWITS LTD	INTERPRETER FEES	11/17/2018	\$204.00	
04180049	PETERSON MICHELLE L	TRANSCRIPT FEES 13CF209	11/26/2018	\$24.00	
04180050	TERRILL JULIE	MILEAGE TO DISTRICT MEETING	10/24/2018	\$50.14	
<b>Grand Total:</b>				<b>\$599.14</b>	

### Signatures

Committee Chair:

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## Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: NOVEMBER 2018

For the range of vouchers: 05180052 - 05180065

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05180052	MCMILLEN RYAN	REIMB FOR SEMINAR EXPENSES	10/23/2018	\$64.41	P
05180053	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF & REVENUE	11/01/2018	\$6,166.16	P
05180054	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF ENHANCED	11/01/2018	\$1,833.33	P
05180056	CORDANT HEALTH SOLUTIONS	DRUG TESTING	10/31/2018	\$2,716.10	P
05180057	NATIONAL COURT REPORTERS ASSN	2019 DUES - MICHELLE PETERSON	11/29/2018	\$270.00	
05180058	STATE BAR OF WISCONSIN	WI RULES OF EVIDENCE UPDATES	10/30/2018	\$71.90	
05180059	SWITS LTD	INTERPRETER FEES 18CT380	10/25/2018	\$51.00	
05180060	WISCONSIN LAW JOURNAL THE	SUBSCRIPTION RENEWAL 2019	11/15/2018	\$319.00	
05180061	PETERSON MICHELLE L	TRANSCRIPT FEE 16CF302	10/30/2018	\$28.00	
05180062	PETERSON MICHELLE L	TRANSCRIPT FEE 18CF171	11/13/2018	\$28.00	
05180063	PETERSON MICHELLE L	TRANSCRIPT FEE 18SC615	11/16/2018	\$10.00	
05180064	PETERSON MICHELLE L	TRANSCRIPT FEE 00CF44	11/14/2018	\$23.00	
05180065	ZAMOW DENISE	TRANSCRIPT FEE 15CF353	10/29/2018	\$9.50	
<b>Grand Total:</b>				<b>\$11,590.40</b>	

### Signatures

Committee Chair:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 11/2018

For the range of vouchers: 02180111 - 02180121

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02180111	VRUWINK BRENT	MILEAGE/LUNCH REIMBS.	10/29/2018	\$308.58	P
02180112	WOODTRUST BANK NA	PAYOFF AGENCY CREDIT CARD	10/29/2018	\$709.00	P
02180113	LOBNER SHANNON	11/6/18-LUNCH/MILEAGE REIMB	11/12/2018	\$55.60	P
02180114	CW SOLUTIONS LLC	ANDERSON-SCANNING/E-FILING	11/27/2018	\$760.13	
02180115	DNA DIAGNOSTICS CENTER	13-IND. GENETIC TESTS	11/27/2018	\$299.00	
02180116	LEGAL LOGISTICS LLC	22-PROCESS OF SERVICE FEES	11/27/2018	\$1,350.00	
02180117	RIVER CITY PROCESS SERVERS	21-PROCESS OF SERVICE FEES	11/27/2018	\$800.00	
02180118	WAUPACA COUNTY SHERIFF'S DEPT	1-PROCESS OF SERVICE FEE	11/27/2018	\$55.00	
02180119	WOODTRUST BANK	PAYOFF AGENCY CREDIT CARD	11/27/2018	\$175.00	
02180120	WOODTRUST BANK	AGENCY CHECKS-2 BOXES	11/27/2018	\$34.50	
02180121	VRUWINK BRENT	MILEAGE/PARKING REIMB.	11/27/2018	\$121.54	
<b>Grand Total:</b>				<b>\$4,668.35</b>	

### Signatures

Committee Chair:

Committee Member:

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## Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: November

For the range of vouchers: 09180029 - 09180033

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09180029	OFFICE ENTERPRISES INC	keyboard tray/corner	11/15/2018	\$298.00	P
09180030	STATE BAR OF WISCONSIN	Rules of Evidence	10/30/2018	\$68.15	P
09180031	WEILAND LEGAL SERVICES	outside legal counsel	10/24/2018	\$140.00	P
09180032	WEILAND LEGAL SERVICES	outside counsel	10/24/2018	\$180.00	P
09180033	WOOD COUNTY BAR ASSOCIATION	bar dues	11/15/2018	\$20.00	P

**Grand Total:**

**\$706.15**

### Signatures

Committee Chair:

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## Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: NOVEMBER 2018

For the range of vouchers: 07181155 - 07181452

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181155	JOOSTEN CINDY	WCCCA Fall Conference	10/09/2018	\$447.79	P
07181156	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN97	10/22/2018	\$500.00	P
07181157	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN92	10/24/2018	\$500.00	P
07181158	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18ME146	10/16/2018	\$540.00	P
07181159	CARMICHAEL & QUARTEMONT S C	Atty Fee - 18GN64	09/30/2018	\$77.00	P
07181160	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN92	10/12/2018	\$650.00	P
07181161	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18ME146	10/20/2018	\$845.00	P
07181162	DR STRESS & ASSOCIATES LLC	Med Exam - 18GN56	10/12/2018	\$1,400.00	P
07181163	GALLI MICHAEL PHD	Med Exam - 18ME140	10/25/2018	\$735.00	P
07181164	GALLI MICHAEL PHD	Med Exam - 18ME134	10/25/2018	\$735.00	P
07181165	GEBERT LAW OFFICE	Atty Fee - 14GN37	10/22/2018	\$98.00	P
07181166	GEBERT LAW OFFICE	Atty Fee - 13GN58	10/22/2018	\$98.00	P
07181167	GEBERT LAW OFFICE	Atty Fee - 17GN89	10/23/2018	\$84.00	P
07181168	GEBERT LAW OFFICE	Atty Fee - 17GN37	10/23/2018	\$98.00	P
07181169	GEBERT LAW OFFICE	Atty Fee - 17GN37	10/23/2018	\$56.00	P
07181170	GEBERT LAW OFFICE	Atty Fee - 07GN16	10/22/2018	\$98.00	P
07181171	GEBERT LAW OFFICE	Atty Fee - 17GN42	10/22/2018	\$98.00	P
07181172	GEBERT LAW OFFICE	Atty Fee - 11GN20	10/22/2018	\$98.00	P
07181173	GEBERT LAW OFFICE	Atty Fee - 08GN21	10/22/2018	\$98.00	P
07181174	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN67	09/27/2018	\$487.94	P
07181175	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN70	09/24/2018	\$119.00	P
07181176	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 16GN18	10/20/2018	\$126.00	P
07181177	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN77	09/25/2018	\$351.76	P
07181178	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 12GN33	10/22/2018	\$154.00	P
07181179	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 12GN39	10/22/2018	\$126.00	P
07181180	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 15GN33	10/22/2018	\$183.34	P
07181181	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 17GN61	10/23/2018	\$167.28	P
07181182	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 09GN64	10/23/2018	\$126.00	P
07181183	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 15GN55	10/23/2018	\$126.00	P
07181184	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 16GN63	10/20/2018	\$126.00	P
07181185	HOEL KARI S ATTY	Atty Fee - 16GN80	10/22/2018	\$203.00	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - NOVEMBER  
2018

07181155 - 07181452

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181186	HOEL KARI S ATTY	Atty Fee - 05GN93	10/22/2018	\$196.00	P
07181187	NASH LAW GROUP	Atty Fee - Creed et al	10/19/2018	\$520.66	P
07181188	NASH LAW GROUP	Atty Fee - 18CM593	10/23/2018	\$176.96	P
07181189	SIEWERT JEFFREY J	Atty Fee - 15GN57	10/26/2018	\$245.00	P
07181190	SIEWERT JEFFREY J	Atty Fee - 16GN66	10/26/2018	\$227.50	P
07181191	WRIGHT HALEY B	Atty Fee - 12GN20	10/29/2018	\$91.00	P
07181192	ALLEN DAVID JEFFREY	JUROR EXPENSE	10/02/2018	\$30.00	P
07181193	AMACHER CHERYL A	JUROR EXPENSE	10/02/2018	\$30.00	P
07181194	ANCEL JOSEPH E	JUROR EXPENSE	10/02/2018	\$30.00	P
07181195	BANKS KANDY JO	JUROR EXPENSE	10/11/2018	\$30.00	P
07181196	BEHLEN SANDRA PUPP	JUROR EXPENSE	10/11/2018	\$30.00	P
07181197	BEHLEN SANDRA PUPP	JUROR EXPENSE	10/02/2018	\$40.00	P
07181198	BREESE JAMES PATRICK	JUROR EXPENSE	10/02/2018	\$30.00	P
07181199	BUSSCHER GREGORY P	JUROR EXPENSE	10/02/2018	\$30.00	P
07181200	CAIRNS GLADYCE E	JUROR EXPENSE	10/09/2018	\$30.00	P
07181201	CARPENTER NICHOLAS GILBE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181202	DENK MERLIN R	JUROR EXPENSE	10/11/2018	\$30.00	P
07181203	DENK MERLIN R	JUROR EXPENSE	10/02/2018	\$40.00	P
07181204	DEREZINSKI DAVID D	JUROR EXPENSE	10/09/2018	\$30.00	P
07181205	DEVINE - RUGGLES JANICE L	JUROR EXPENSE	10/09/2018	\$30.00	P
07181206	DILLINGHAM SHAWN W	JUROR EXPENSE	10/11/2018	\$30.00	P
07181207	DROSTE CHARLES EDWARD	JUROR EXPENSE	10/11/2018	\$30.00	P
07181208	DURRANT JOYCE JANET	JUROR EXPENSE	10/11/2018	\$30.00	P
07181209	FITZPATRICK-SCHMIDT ERIN	JUROR EXPENSE	10/11/2018	\$30.00	P
07181210	FITZPATRICK-SCHMIDT ERIN	JUROR EXPENSE	10/02/2018	\$30.00	P
07181211	FOCHS RANDALL L	JUROR EXPENSE	10/11/2018	\$30.00	P
07181212	FRANKS LISA MARIE	JUROR EXPENSE	10/09/2018	\$30.00	P
07181213	GILDENZOPF SPENCER JAMES	JUROR EXPENSE	10/09/2018	\$30.00	P
07181214	GREENE MARILEE	JUROR EXPENSE	10/09/2018	\$30.00	P
07181215	GULKE TERRY J	JUROR EXPENSE	10/02/2018	\$30.00	P
07181216	HABLE NICOLE RACHAEL	JUROR EXPENSE	10/11/2018	\$30.00	P
07181217	HALVERSON MITCHELL LEE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181218	HANSEN LOUISE A	JUROR EXPENSE	10/11/2018	\$30.00	P
07181219	HANSON ALTHEA R	JUROR EXPENSE	10/09/2018	\$30.00	P
07181220	HECZKO ALBERT ALAN	JUROR EXPENSE	10/11/2018	\$30.00	P
07181221	HEIL PAULA R	JUROR EXPENSE	10/09/2018	\$30.00	P
07181222	HOFFMAN JAMES MICHAEL	JUROR EXPENSE	10/11/2018	\$30.00	P
07181223	HOOVERSON SCOTT DAVID	JUROR EXPENSE	10/09/2018	\$30.00	P
07181224	HUTCHINS CHEL DAVID	JUROR EXPENSE	10/09/2018	\$30.00	P
07181225	IVERSON KIM R	JUROR EXPENSE	10/02/2018	\$30.00	P
07181226	JAGMINAS JESSICA L	JUROR EXPENSE	10/02/2018	\$30.00	P
07181227	JINSKY ELIJAH ALAN	JUROR EXPENSE	10/02/2018	\$30.00	P
07181228	JOHNSTON DARLA J	JUROR EXPENSE	10/09/2018	\$30.00	P
07181229	JONES STEVEN MARK	JUROR EXPENSE	10/11/2018	\$30.00	P



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Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181230	JONES STEVEN MARK	JUROR EXPENSE	10/02/2018	\$30.00	P
07181231	KELLY MICHAEL R	JUROR EXPENSE	10/11/2018	\$30.00	P
07181232	KELNHOFER KIM M	JUROR EXPENSE	10/09/2018	\$30.00	P
07181233	KEUNTJES DAWN MARIE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181234	KEUNTJES DAWN MARIE	JUROR EXPENSE	10/02/2018	\$30.00	P
07181235	KORTHOF BRUCE DONALD	JUROR EXPENSE	10/02/2018	\$40.00	P
07181236	KRESH CYNTHIA E	JUROR EXPENSE	10/11/2018	\$30.00	P
07181237	KROENING DIANE M	JUROR EXPENSE	10/02/2018	\$30.00	P
07181238	KRUGER SHELLEY LEE	JUROR EXPENSE	10/09/2018	\$30.00	P
07181239	KRZYKOWSKI VICTOR J	JUROR EXPENSE	10/02/2018	\$40.00	P
07181240	LANG JERALD E	JUROR EXPENSE	10/02/2018	\$40.00	P
07181241	MALLEK NATHAN ROBERT	JUROR EXPENSE	10/02/2018	\$40.00	P
07181242	MARQUARDT BRITTNEY MARIE	JUROR EXPENSE	10/02/2018	\$30.00	P
07181243	MATTHEWS KRISTIN RAE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181244	MILDENBERGER BECKY L	JUROR EXPENSE	10/09/2018	\$30.00	P
07181245	MOHR REBECCA J	JUROR EXPENSE	10/11/2018	\$30.00	P
07181246	MOHR REBECCA J	JUROR EXPENSE	10/02/2018	\$40.00	P
07181247	MORROW LINDA SUE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181248	MURAWSKI BARBARA MARY	JUROR EXPENSE	10/02/2018	\$40.00	P
07181249	NEAL BARBARA J	JUROR EXPENSE	10/11/2018	\$30.00	P
07181250	NEUMANN SANDRA LEE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181251	NIEHAUS FAITH ELIZABETH	JUROR EXPENSE	10/09/2018	\$30.00	P
07181252	OLDENBERG ERICA JANAE	JUROR EXPENSE	10/09/2018	\$30.00	P
07181253	PALM JOSEPH CARL	PALM JOSEPH CARL	10/11/2018	\$0.00	P
07181254	PALM JOSEPH CARL	PALM JOSEPH CARL	10/02/2018	\$0.00	P
07181255	PARKINSON DEVON JAMES	JUROR EXPENSE	10/09/2018	\$30.00	P
07181256	PEDERSON BRIAN P	JUROR EXPENSE	10/09/2018	\$30.00	P
07181257	PERRINE JOSEPH W	JUROR EXPENSE	10/02/2018	\$30.00	P
07181258	PLOTKA EDWARD DENNIS	JUROR EXPENSE	10/09/2018	\$30.00	P
07181259	PORTER RYAN MICHEAL	JUROR EXPENSE	10/02/2018	\$30.00	P
07181260	PRONGA ANDREW LOUIS	JUROR EXPENSE	10/11/2018	\$30.00	P
07181261	PRYER MARY A	JUROR EXPENSE	10/02/2018	\$40.00	P
07181262	RESEBURG SANDRA M	JUROR EXPENSE	10/02/2018	\$40.00	P
07181263	REYNOLDS CHRISTOPHER DAVID	JUROR EXPENSE	10/02/2018	\$30.00	P
07181264	RUCINSKI JUSTIN T	JUROR EXPENSE	10/11/2018	\$30.00	P
07181265	RUZICKA ANTON JOSEPH	JUROR EXPENSE	10/02/2018	\$30.00	P
07181266	SCHIRMER-WELSH NATHANAEL	JUROR EXPENSE	10/11/2018	\$30.00	P
07181267	SCHMIDT ERIC JOSEPH	JUROR EXPENSE	10/11/2018	\$30.00	P
07181268	SCHROEDER LANCE E	JUROR EXPENSE	10/09/2018	\$30.00	P
07181269	SCHUSSMAN ALEJANDRA A	JUROR EXPENSE	10/09/2018	\$30.00	P
07181270	SHEARIER JEFFREY P	JUROR EXPENSE	10/11/2018	\$30.00	P
07181271	SMITH ROGER L	JUROR EXPENSE	10/09/2018	\$30.00	P
07181272	STARGARDT PETER J	JUROR EXPENSE	10/09/2018	\$30.00	P
07181273	STREHLAU CANDACE MICHELLE	JUROR EXPENSE	10/09/2018	\$30.00	P

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Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181274	SZYMANSKI RAQUEL R	SZYMANSKI RAQUEL R	10/11/2018	\$0.00	P
07181275	TERRY CHRISTOPHER M	JUROR EXPENSE	10/02/2018	\$30.00	P
07181276	THAO KAO ONG	JUROR EXPENSE	10/02/2018	\$30.00	P
07181277	TRACHTE DENNIS P	JUROR EXPENSE	10/02/2018	\$40.00	P
07181278	UTECHT HEATHER JEAN	UTECHT HEATHER JEAN	10/09/2018	\$0.00	P
07181279	UTEGAARD SCOTT ARTHOR	JUROR EXPENSE	10/09/2018	\$30.00	P
07181280	VANCE JOSEPH TYLER	JUROR EXPENSE	10/02/2018	\$30.00	P
07181281	VANCE JOSEPH TYLER	JUROR EXPENSE	10/11/2018	\$30.00	P
07181282	VISGAR AUTUMN LEIGH	JUROR EXPENSE	10/11/2018	\$30.00	P
07181283	WALKER AUSTIN WARREN	JUROR EXPENSE	10/09/2018	\$30.00	P
07181284	WEBSTER MICHAEL JOHN	JUROR EXPENSE	10/11/2018	\$30.00	P
07181285	WEILER CONNIE K	JUROR EXPENSE	10/02/2018	\$40.00	P
07181286	WEILER KRISTIN ADEL	JUROR EXPENSE	10/09/2018	\$30.00	P
07181287	WEINFURTER SANDRA A	JUROR EXPENSE	10/11/2018	\$30.00	P
07181288	WENDT MARJORIE M	JUROR EXPENSE	10/09/2018	\$30.00	P
07181289	WILLIAMS SARAH ELISE	JUROR EXPENSE	10/11/2018	\$30.00	P
07181290	WINISTORFER KIMBERLEE ANN	JUROR EXPENSE	10/09/2018	\$30.00	P
07181291	ZUEGE DANIELLE M	JUROR EXPENSE	10/02/2018	\$30.00	P
07181292	ALLEN DAVID JEFFREY	JUROR EXPENSE	10/02/2018	\$25.50	P
07181293	AMACHER CHERYL A	JUROR EXPENSE	10/02/2018	\$31.11	P
07181294	ANCEL JOSEPH E	JUROR EXPENSE	10/02/2018	\$8.16	P
07181295	BANKS KANDY JO	JUROR EXPENSE	10/11/2018	\$32.64	P
07181296	BEHLEN SANDRA PUPP	JUROR EXPENSE	10/11/2018	\$8.67	P
07181297	BEHLEN SANDRA PUPP	JUROR EXPENSE	10/02/2018	\$8.67	P
07181298	BREESE JAMES PATRICK	JUROR EXPENSE	10/02/2018	\$2.55	P
07181299	BUSSCHER GREGORY P	JUROR EXPENSE	10/02/2018	\$25.50	P
07181300	CAIRNS GLADYCE E	JUROR EXPENSE	10/09/2018	\$27.03	P
07181301	CARPENTER NICHOLAS GILBE	JUROR EXPENSE	10/11/2018	\$8.67	P
07181302	DENK MERLIN R	JUROR EXPENSE	10/11/2018	\$32.64	P
07181303	DENK MERLIN R	JUROR EXPENSE	10/02/2018	\$32.64	P
07181304	DEREZINSKI DAVID D	JUROR EXPENSE	10/09/2018	\$10.20	P
07181305	DEVINE - RUGGLES JANICE L	JUROR EXPENSE	10/09/2018	\$30.60	P
07181306	DILLINGHAM SHAWN W	JUROR EXPENSE	10/11/2018	\$2.04	P
07181307	DROSTE CHARLES EDWARD	JUROR EXPENSE	10/11/2018	\$2.55	P
07181308	DURRANT JOYCE JANET	JUROR EXPENSE	10/11/2018	\$5.10	P
07181309	FITZPATRICK-SCHMIDT ERIN	JUROR EXPENSE	10/11/2018	\$6.12	P
07181310	FITZPATRICK-SCHMIDT ERIN	JUROR EXPENSE	10/02/2018	\$6.12	P
07181311	FOCHS RANDALL L	JUROR EXPENSE	10/11/2018	\$20.40	P
07181312	FRANKS LISA MARIE	JUROR EXPENSE	10/09/2018	\$5.61	P
07181313	GILDENZOPF SPENCER JAMES	JUROR EXPENSE	10/09/2018	\$3.21	P
07181314	GREENE MARILEE	JUROR EXPENSE	10/09/2018	\$18.36	P
07181315	GULKE TERRY J	JUROR EXPENSE	10/02/2018	\$8.16	P
07181316	HABLE NICOLE RACHAEL	JUROR EXPENSE	10/11/2018	\$18.36	P
07181317	HALVERSON MITCHELL LEE	JUROR EXPENSE	10/11/2018	\$19.89	P

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Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181318	HANSEN LOUISE A	JUROR EXPENSE	10/11/2018	\$11.22	P
07181319	HANSON ALTHEA R	JUROR EXPENSE	10/09/2018	\$1.15	P
07181320	HECZKO ALBERT ALAN	JUROR EXPENSE	10/11/2018	\$8.67	P
07181321	HEIL PAULA R	JUROR EXPENSE	10/09/2018	\$7.65	P
07181322	HOFFMAN JAMES MICHAEL	JUROR EXPENSE	10/11/2018	\$4.08	P
07181323	HOOVERSON SCOTT DAVID	JUROR EXPENSE	10/09/2018	\$0.51	P
07181324	HUTCHINS CHEL DAVID	JUROR EXPENSE	10/09/2018	\$20.40	P
07181325	IVERSON KIM R	JUROR EXPENSE	10/02/2018	\$8.16	P
07181326	JAGMINAS JESSICA L	JUROR EXPENSE	10/02/2018	\$31.62	P
07181327	JINSKY ELIJAH ALAN	JUROR EXPENSE	10/02/2018	\$1.53	P
07181328	JOHNSTON DARLA J	JUROR EXPENSE	10/09/2018	\$1.02	P
07181329	JONES STEVEN MARK	JUROR EXPENSE	10/11/2018	\$33.66	P
07181330	JONES STEVEN MARK	JUROR EXPENSE	10/02/2018	\$33.66	P
07181331	KELLY MICHAEL R	JUROR EXPENSE	10/11/2018	\$3.06	P
07181332	KELNHOFER KIM M	JUROR EXPENSE	10/09/2018	\$3.06	P
07181333	KEUNTJES DAWN MARIE	JUROR EXPENSE	10/11/2018	\$1.02	P
07181334	KEUNTJES DAWN MARIE	JUROR EXPENSE	10/02/2018	\$1.02	P
07181335	KORTHOF BRUCE DONALD	JUROR EXPENSE	10/02/2018	\$35.70	P
07181336	KRESH CYNTHIA E	JUROR EXPENSE	10/11/2018	\$3.06	P
07181337	KROENING DIANE M	JUROR EXPENSE	10/02/2018	\$30.60	P
07181338	KRUGER SHELLEY LEE	JUROR EXPENSE	10/09/2018	\$4.08	P
07181339	KRZYKOWSKI VICTOR J	JUROR EXPENSE	10/02/2018	\$16.32	P
07181340	LANG JERALD E	JUROR EXPENSE	10/02/2018	\$29.58	P
07181341	MALLEK NATHAN ROBERT	JUROR EXPENSE	10/02/2018	\$1.02	P
07181342	MARQUARDT BRITTNEY MARIE	JUROR EXPENSE	10/02/2018	\$31.62	P
07181343	MATTHEWS KRISTIN RAE	JUROR EXPENSE	10/11/2018	\$6.12	P
07181344	MILDENBERGER BECKY L	JUROR EXPENSE	10/09/2018	\$15.30	P
07181345	MOHR REBECCA J	JUROR EXPENSE	10/11/2018	\$5.10	P
07181346	MOHR REBECCA J	JUROR EXPENSE	10/02/2018	\$5.10	P
07181347	MORROW LINDA SUE	JUROR EXPENSE	10/11/2018	\$30.60	P
07181348	MURAWSKI BARBARA MARY	JUROR EXPENSE	10/02/2018	\$0.51	P
07181349	NEAL BARBARA J	JUROR EXPENSE	10/11/2018	\$17.85	P
07181350	NEUMANN SANDRA LEE	JUROR EXPENSE	10/11/2018	\$32.64	P
07181351	NIEHAUS FAITH ELIZABETH	JUROR EXPENSE	10/09/2018	\$15.81	P
07181352	OLDENBERG ERICA JANAE	JUROR EXPENSE	10/09/2018	\$31.62	P
07181353	PALM JOSEPH CARL	JUROR EXPENSE	10/11/2018	\$8.16	P
07181354	PALM JOSEPH CARL	JUROR EXPENSE	10/02/2018	\$8.16	P
07181355	PARKINSON DEVON JAMES	JUROR EXPENSE	10/09/2018	\$1.02	P
07181356	PEDERSON BRIAN P	JUROR EXPENSE	10/09/2018	\$36.52	P
07181357	PERRINE JOSEPH W	JUROR EXPENSE	10/02/2018	\$33.66	P
07181358	PLOTKA EDWARD DENNIS	JUROR EXPENSE	10/09/2018	\$40.80	P
07181359	PORTER RYAN MICHEAL	JUROR EXPENSE	10/02/2018	\$15.30	P
07181360	PRONGA ANDREW LOUIS	JUROR EXPENSE	10/11/2018	\$6.12	P
07181361	PRYER MARY A	JUROR EXPENSE	10/02/2018	\$33.66	P

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Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181362	RESEBURG SANDRA M	JUROR EXPENSE	10/02/2018	\$24.99	P
07181363	REYNOLDS CHRISTOPHER DAVID	JUROR EXPENSE	10/02/2018	\$6.63	P
07181364	RUCINSKI JUSTIN T	JUROR EXPENSE	10/11/2018	\$1.53	P
07181365	RUZICKA ANTON JOSEPH	JUROR EXPENSE	10/02/2018	\$1.02	P
07181366	SCHIRMER-WELSH NATHANAEL	JUROR EXPENSE	10/11/2018	\$33.66	P
07181367	SCHMIDT ERIC JOSEPH	JUROR EXPENSE	10/11/2018	\$32.64	P
07181368	SCHROEDER LANCE E	JUROR EXPENSE	10/09/2018	\$4.59	P
07181369	SCHUSSMAN ALEJANDRA A	JUROR EXPENSE	10/09/2018	\$2.04	P
07181370	SHEARIER JEFFREY P	JUROR EXPENSE	10/11/2018	\$1.53	P
07181371	SMITH ROGER L	JUROR EXPENSE	10/09/2018	\$10.20	P
07181372	STARGARDT PETER J	JUROR EXPENSE	10/09/2018	\$33.15	P
07181373	STREHLAU CANDACE MICHELLE	JUROR EXPENSE	10/09/2018	\$4.08	P
07181374	SZYMANSKI RAQUEL R	JUROR EXPENSE	10/11/2018	\$4.59	P
07181375	TERRY CHRISTOPHER M	JUROR EXPENSE	10/02/2018	\$6.12	P
07181376	THAO KAO ONG	JUROR EXPENSE	10/02/2018	\$0.51	P
07181377	TRACHTE DENNIS P	JUROR EXPENSE	10/02/2018	\$30.60	P
07181378	UTECHT HEATHER JEAN	JUROR EXPENSE	10/09/2018	\$2.04	P
07181379	UTEGAARD SCOTT ARTHOR	JUROR EXPENSE	10/09/2018	\$35.70	P
07181380	VANCE JOSEPH TYLER	JUROR EXPENSE	10/02/2018	\$31.11	P
07181381	VANCE JOSEPH TYLER	JUROR EXPENSE	10/11/2018	\$31.11	P
07181382	VISGAR AUTUMN LEIGH	JUROR EXPENSE	10/11/2018	\$6.12	P
07181383	WALKER AUSTIN WARREN	JUROR EXPENSE	10/09/2018	\$10.20	P
07181384	WEBSTER MICHAEL JOHN	JUROR EXPENSE	10/11/2018	\$16.32	P
07181385	WEILER CONNIE K	JUROR EXPENSE	10/02/2018	\$25.50	P
07181386	WEILER KRISTIN ADEL	JUROR EXPENSE	10/09/2018	\$27.13	P
07181387	WEINFURTER SANDRA A	JUROR EXPENSE	10/11/2018	\$8.67	P
07181388	WENDT MARJORIE M	JUROR EXPENSE	10/09/2018	\$6.12	P
07181389	WILLIAMS SARAH ELISE	JUROR EXPENSE	10/11/2018	\$6.63	P
07181390	WINISTORFER KIMBERLEE ANN	JUROR EXPENSE	10/09/2018	\$28.56	P
07181391	ZUEGE DANIELLE M	JUROR EXPENSE	10/02/2018	\$10.20	P
07181392	WEYMOUTH RICHARD D	Services as FCC - Oct 2018	11/01/2018	\$2,355.00	P
07181393	JOOSTEN CINDY	MAK - 5 yr anniv cake	11/07/2018	\$29.98	P
07181394	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18ME157	11/02/2018	\$540.00	P
07181395	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN96	11/05/2018	\$500.00	P
07181396	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 93GN16	11/07/2018	\$500.00	P
07181397	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN93	10/26/2018	\$600.00	P
07181398	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN94	10/26/2018	\$600.00	P
07181399	FLEXSTAFF	Contracted Clerical Svcs	10/10/2018	\$413.93	P
07181400	FLEXSTAFF	Contracted Clerical Svcs	10/17/2018	\$406.33	P
07181401	FLEXSTAFF	Contracted Clerical Svcs	10/24/2018	\$425.32	P
07181402	FLEXSTAFF	Contracted Clerical Svcs	10/31/2018	\$413.93	P

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Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181403	FLEXSTAFF	Contracted Clerical Svcs	11/07/2018	\$303.80	P
07181404	GEBERT LAW OFFICE	Mediation Svcs - Oct 2018	11/05/2018	\$1,675.00	P
07181405	GEBERT LAW OFFICE	Atty Fee - 17GN49	11/05/2018	\$98.00	P
07181406	GEBERT LAW OFFICE	Atty Fee - 89GN215	11/05/2018	\$98.00	P
07181407	GEBERT LAW OFFICE	Atty Fee - 02GN30	11/05/2018	\$98.00	P
07181408	GEBERT LAW OFFICE	Atty Fee - 88GN214	11/05/2018	\$98.00	P
07181409	GEBERT LAW OFFICE	Atty Fee - 06GN46	11/05/2018	\$98.00	P
07181410	GEBERT LAW OFFICE	Atty Fee - 88GN201	11/05/2018	\$98.00	P
07181411	GEBERT LAW OFFICE	Atty Fee - 93GN223	11/05/2018	\$98.00	P
07181412	GEBERT LAW OFFICE	Atty Fee - 97GN40	11/05/2018	\$98.00	P
07181413	GEBERT LAW OFFICE	Atty Fee - 02GN55	11/05/2018	\$98.00	P
07181414	GEBERT LAW OFFICE	Atty Fee - 06GN07	11/05/2018	\$98.00	P
07181415	GEBERT LAW OFFICE	Atty Fee - 99GN79	11/05/2018	\$98.00	P
07181416	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 11GN73	10/24/2018	\$126.00	P
07181417	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 16GN51	10/24/2018	\$126.00	P
07181418	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 13GN55	10/24/2018	\$126.00	P
07181419	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 94GN55	10/31/2018	\$126.00	P
07181420	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 92GN25	10/30/2018	\$126.00	P
07181421	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN44	10/31/2018	\$126.00	P
07181422	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 04GN27	11/04/2018	\$126.00	P
07181423	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 89GN229	11/04/2018	\$126.00	P
07181424	GORSKI & WITTMAN ATTYS AT LAW	Atty fee - 98GN26	11/04/2018	\$126.00	P
07181425	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 95GN06	11/04/2018	\$126.00	P
07181426	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 13GN76	11/04/2018	\$156.58	P
07181427	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 15GN35	11/02/2018	\$126.00	P
07181428	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN55	11/02/2018	\$126.00	P
07181429	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 79GN31	11/02/2018	\$126.00	P
07181430	HILL & WALCZAK ATTYS	Atty Fee - 17TP11/A	10/29/2018	\$189.00	P
07181431	HILL & WALCZAK ATTYS	Atty Fee - 14JC84 & 85	10/30/2018	\$647.50	P
07181432	HILL & WALCZAK ATTYS	Atty Fee - 11GN41	10/29/2018	\$630.00	P
07181433	HILL & WALCZAK ATTYS	Atty Fee - 17JC63	10/30/2018	\$357.00	P
07181434	HILL & WALCZAK ATTYS	Atty Fee - 16JC79 - 81	10/30/2018	\$395.50	P
07181435	HILL & WALCZAK ATTYS	Atty Fee - 18JC86	10/30/2018	\$479.50	P
07181436	HILL & WALCZAK ATTYS	Atty Fee - 18JC69	10/31/2018	\$514.50	P
07181437	HILL & WALCZAK ATTYS	Atty Fee - 17JC71 & 72	10/30/2018	\$448.00	P
07181438	HILL & WALCZAK ATTYS	Atty Fee - 18JC11 - 13	10/30/2018	\$668.50	P
07181439	HILL & WALCZAK ATTYS	Atty Fee - 17JC58	10/29/2018	\$203.00	P
07181440	HILL & WALCZAK ATTYS	Atty Fee - 16JC52	10/29/2018	\$287.00	P
07181441	HILL & WALCZAK ATTYS	Atty Fee - 11GN57	10/30/2018	\$483.00	P
07181442	NASH LAW GROUP	Atty Fee - 17JC54	10/23/2018	\$98.00	P
07181443	NASH LAW GROUP	Atty Fee - 18CF151	10/26/2018	\$2,066.44	P
07181444	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN213	11/06/2018	\$84.00	P
07181445	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN215	11/06/2018	\$92.37	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - NOVEMBER  
2018

07181155 - 07181452

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181446	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search for SDC Oct 2018	11/01/2018	\$49.50	P
07181447	WEILAND LEGAL SERVICES	Atty Fee - 18GN56	10/31/2018	\$469.00	P
07181448	WEILAND LEGAL SERVICES	Atty Fee - 17CT273	10/31/2018	\$465.17	P
07181449	WEILAND LEGAL SERVICES	Atty fee - 18GN93	11/05/2018	\$301.00	P
07181450	WEILAND LEGAL SERVICES	Atty Fee - 18GN94	11/05/2018	\$70.00	P
07181451	CLARK LAURA	Office Supplies - Cloreox Wipe	11/10/2018	\$12.78	P
07181452	JOOSTEN CINDY	Jury Coffee	11/10/2018	\$15.96	P
<b>Grand Total:</b>				<b>\$36,183.13</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

PREPARED BY: JANEL TEPP

MEETING DATE: DEC 05, 2018

## Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: NOVEMBER 2018

For the range of vouchers: 24180028 - 24180028 24180029R -  
24180030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24180028	UW EXTENSION - MADISON	PROGRAM FEE-LEADERSHIP (22770)	11/07/2018	\$175.00	P
24180029R	EXCEL BINDING INC	SURVEY MAP BINDER	11/02/2018	\$187.50	P
24180030	RINGER TIFFANY	MEAL & MILEAGE REIMBURSEMENT	11/13/2018	\$260.96	P
Grand Total:				\$623.46	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: NOVEMBER 2018

For the range of vouchers: 32180010 - 32180011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32180010	NEWMAN MICHELE RENEE	REIMBURSE TRIAL EXPENSES	10/31/2018	\$28.86	P
32180011	NEWMAN MICHELE RENEE	REIMBURSE MEALS & MILEAGE	11/15/2018	\$128.90	P
Grand Total:				\$157.76	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

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Committee Member:

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# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

DECEMBER 2018

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Along with Supervisor Fischer and Chairman Machon I attended the Wisconsin Counties Association Health and Human Services Steering Committee meeting in Madison on November 9<sup>th</sup>.
- On November 20<sup>th</sup> I spoke to the Legislative Study Committee on Child Placement and Support at the Capitol. The committee was looking for more information on the impact of the new administrative rule that limited our ability to collect birth costs. The committee also wanted to know what the fiscal impact of completely eliminating the practice of collecting birth costs would be. The Wisconsin Counties Association was instrumental in getting me in front of the committee so our voice could be heard. I will continue to work on this issue in hopes of achieving a positive outcome.
- I forwarded a letter of support to Human Services and CW Solutions for the 2019 Children First Plan.
- On November 28<sup>th</sup> the new document generation system went online. We use the system to generate all of our court related documents. We welcome the new system as it replaces a system that was outdated.
- I will be attending a management class in Madison on December 5<sup>th</sup>.
- I will be attending the Joint Legislative Committee meeting on December 10<sup>th</sup>.
- I will be attending the WCSEA board meeting on December 13<sup>th</sup>.
- I will be working on the cooperative agreements during the month of December.
- Performance numbers continue to be strong through the first month of the Federal Fiscal Year.
- The current IV-D case count is 3,849.

**CLERK OF COURT COLLECTED  
COUNTY REVENUES  
FOR THE MONTH ENDING OCTOBER 31, 2018**

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 8,686.93	\$ 7,371.40	\$ 1,315.53
Clerk of Courts	Occupational Lic Fee Due Co	\$ -	\$ 20.00	\$ (20.00)
Clerk of Courts	County Share State Fines	\$ 11,206.90	\$ 10,747.74	\$ 459.16
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Clerk of Courts	Attorney Fees	\$ 2,287.02	\$ 1,182.44	\$ 1,104.58
Human Services	County OWI Surcharge	\$ 3,971.82	\$ 4,441.59	\$ (469.77)
District Attorney	District Attorney Service	\$ 27.47	\$ 13.79	\$ 13.68
District Attorney	District Attorney 10%	\$ 719.96	\$ 164.88	\$ 555.08
Victim Witness	Victim Witness 10%	\$ 719.96	\$ 164.87	\$ 555.09
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
Finance Department	Sales Tax	\$ -	\$ 0.00	\$ -
<b>Clerk's Fees</b>				
Clerk of Courts	County Clerk of Courts Fees	\$ 11,008.30		
Clerk of Courts	Bond Forfeitures	\$ 1,500.00		
Clerk of Courts	Payment Plan Fees	\$ 1,355.00		
Clerk of Courts	Muni Disposal Fees	\$ 105.00	\$ 13,968.30	\$ 11,892.19
Branch I	Juvenile Ordinances	\$ 40.50	\$ 49.25	\$ (8.75)
Sheriff's Dept.	Warrant Fees	\$ 3,592.04	\$ 2,180.61	\$ 1,411.43
Sheriff's Dept.	Jail Surcharge	\$ 2,518.65	\$ 2,533.55	\$ (14.90)
Sheriff's Dept.	Blood Test Costs	\$ 101.92	\$ 139.93	\$ (38.01)
Sheriff's Dept.	Extradition Costs	\$ 424.73	\$ 159.30	
COC Div. Mediation	Family Counseling Service Fees	\$ 605.00	\$ 485.00	\$ 120.00
COC Div. Mediation	Family Counseling Reimbursement	\$ 295.00	\$ 615.00	\$ (320.00)
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 20.20	\$ 17.32	\$ 2.88
<b>COUNTY REVENUE</b>		<b>\$ 49,186.40</b>	<b>\$ 42,178.86</b>	<b>\$ 7,007.54</b>
<b>0700-24241 STATE REVENUES</b>		<b>\$ 149,705.93</b>	<b>\$ 132,213.23</b>	<b>\$ 17,492.70</b>
<b>SUBTOTAL</b>		<b>\$ 198,892.33</b>	<b>\$ 174,392.09</b>	<b>\$ 24,500.24</b>
<b>MUNICIPAL PASS THROUGH REVENUES</b>		<b>\$ 924.87</b>	<b>\$ 1,675.71</b>	<b>\$ (750.84)</b>
<b>TOTAL REVENUE DISBURSED</b>		<b>\$ 199,817.20</b>	<b>\$ 176,067.80</b>	<b>\$ 23,749.40</b>

For the Judicial & Legislative Committee Meeting dated: December 7, 2018  
Prepared by Cindy L. Joosten, Clerk of Circuit Court

## ANNUAL REVENUE COMPARISON

2017					2018				
	Total	State	County	Muni		Total	State	County	Muni
Jan	189,433	141,488	46,753	1,191	Jan	202,024	152,601	49,083	339
Feb	202,435	150,168	50,998	1,270	Feb	213,995	156,381	56,060	1,554
Mar	266,061	193,880	70,518	1,663	Mar	200,318	147,209	51,352	1,756
Apr	184,195	131,574	51,587	1,035	Apr	216,658	157,104	58,444	1,110
May	198,239	146,769	49,652	1,818	May	206,201	151,893	53,396	912
Jun	194,750	152,102	41,833	816	Jun	191,610	143,283	47,584	742
Jul	186,745	142,911	43,186	648	Jul	195,758	149,266	45,605	887
Aug	232,619	180,993	50,744	882	Aug	225,595	175,731	48,846	1,017
Sep	200,253	146,928	52,579	747	Sep	176,068	132,213	42,179	1,676
Oct	188,938	145,307	42,832	799	Oct	199,817	149,706	49,186	925
Nov	204,163	155,442	48,120	601	Nov	-			
Dec	161,554	121,016	39,746	792	Dec	-			
	2,409,386	1,808,578	588,547	12,261		2,028,043	1,515,387	501,736	10,919
2017 YEAR TO DATE REVENUE:						2,043,669	1,532,120	500,681	10,868
INCREASE (Decrease)						(15,626)	(16,733)	1,056	51

## COLLECTION ACTIVITY SUMMARY FOR 2018

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Warrants Issued</b>	52	98	145	63	155	86	5	114	87	123		
<b>Suspensions Issued</b>	21	16	20	21	13	19	31	15	13	21		
<b>Payment Plans Created</b>	76	66	78	74	98	78	79	95	73	98		
<b>Receivables in Payment Plans</b>	6967	6954	7079	7063	7267	7349	7389	7539	7623	7749		
<b>Payment Plans Due</b>	68649	\$64,885	\$63,571	\$67,353	\$67,393	\$69,964	\$75,314	\$73,824	\$67,967	\$73,884	\$78,611	
<b># of Payment Plans PIF</b>	53	103	84	77	61	94	71	68	50	68		
<b>Fines worked off through Community Service</b>	23	11	8	19	20	36	12	27	18	3		
<b>\$ Worked off through Community Service</b>	\$14,900	\$2,601	\$3,007	\$5,557	\$9,553	\$11,476	\$6,639	\$12,106	\$5,887	\$4,759		
<b>Collection Agency Payments</b>	\$0	\$0	\$0	\$0	\$87	\$130	\$666	\$907	\$465	\$655		
<b>Electronic Payments</b>	\$69,884	\$59,761	\$84,018	\$67,466	\$78,325	\$69,555	\$78,440	\$80,144	\$63,342	\$92,928		

Wood County Circuit Court  
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)  
For Month Ending 10-31-2018  
Preliminary

11-12-2018  
10:21 am

Account	0-1 Month	1-2 Months	2-3 Months	3-6 Months	6-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Over 5 Years	Total
Fees	43597.43	26352.80	32497.55	76020.66	109418.32	167986.16	106554.40	63177.34	42969.80	222384.72	890959.18
Traffic	29135.69	25573.78	29537.14	53674.83	64830.35	80916.18	54448.72	37894.00	26294.26	216401.85	618706.80
Criminal	74634.00	59685.67	67470.17	168952.36	250693.64	460211.88	301394.76	228783.13	127540.42	592753.10	2332119.13
Restitution	8342.72	2395.81	11306.21	14357.26	32853.90	49223.45	46879.16	69320.47	40609.66	293848.58	569137.22
<b>TOTAL</b>	<b>\$ 155,709.84</b>	<b>\$ 114,008.06</b>	<b>\$ 140,811.07</b>	<b>\$ 313,005.11</b>	<b>\$ 457,796.21</b>	<b>\$ 758,337.67</b>	<b>\$ 509,277.04</b>	<b>\$ 399,174.94</b>	<b>\$ 237,414.14</b>	<b>\$ 1,325,388.25</b>	<b>\$ 4,410,922.33</b>

Wood County Circuit Court  
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)  
For Month Ending 10-31-2018  
Preliminary

11-12-2018  
10:22 am

Account	0-1 Month	1-2 Months	2-3 Months	3-6 Months	6-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Over 5 Years	Total
Fees	40157.43	23672.85	32497.55	75527.39	103428.23	163925.22	99620.80	57655.60	38922.54	163774.41	799182.02
Traffic	29135.69	25573.78	29422.64	53674.83	64830.35	80916.18	54448.72	37894.00	26294.26	215586.35	617776.80
Criminal	61752.00	52394.67	58392.17	155412.64	208761.61	364000.92	237448.00	170729.51	80855.57	416208.55	1805955.64
Restitution	668.48	1860.53	10199.95	5264.90	11559.12	13771.04	4962.77	23799.32	8836.79	56116.04	137038.94
<b>TOTAL</b>	<b>\$ 131,713.60</b>	<b>\$ 103,501.83</b>	<b>\$ 130,512.31</b>	<b>\$ 289,879.76</b>	<b>\$ 388,579.31</b>	<b>\$ 622,613.36</b>	<b>\$ 396,480.29</b>	<b>\$ 290,078.43</b>	<b>\$ 154,909.16</b>	<b>\$ 851,685.35</b>	<b>\$ 3,359,953.40</b>



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
November 2018

1. Joan Arnold Appeal. The primary and reply briefs have been filed in this administrative review proceeding. The hearing officer should render a decision within a month. If the decision is not in favor of the county we will likely consider appealing to circuit court. I am in the process of formulating our options.
2. Nitrate Contaminated Water Issues. I have prepared a simple memo to the county board advising that the state has the right and responsibility to regulate groundwater and deal with its contamination, not the counties. Meanwhile, the work with Juneau County, the Wis. DNR and the EPA with the Armenia Growers Coalition (AGC) has resulted in the creation of an MOU and related documents. We have done our best in getting the best terms possible in the MOU but there have been a lot of players involved on 'our side' in promulgating the MOU and our interests are not fully aligned.
3. Department Head Meetings. I am wrapping up what I hope to be the end of my one-year term in organizing the quarterly department head meetings. My thought is that there is more value in changing the organizer periodically to garner the ideas of the many as opposed to maintaining any sort of continuity in style or content. Anyway, I bring this to your attention to point out that if there are topics you think the department heads should be collectively addressing or that you think I should be presenting to them, please let me know.
4. County Board Rules. As the committee discusses the rules and committee structure, please remember that my input is not intended to advocate for or against content, rather it is to obtain clarity and consistency within the rules. My propensity to advocate to have clear rules can lead one to believe I support or oppose certain ideas but that is not my intent or function and I don't want that lost in the heat of the discussion.
5. Staffing. This department has budgeted for two full-time legal secretaries for 2019 but it appears that we will be continuing on with one full-time and one part-time legal secretary. We are still extremely busy but I am thinking and hoping that over time we will be able to operate effectively with this level of FTEs. I will keep you posted.



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**DECEMBER 2018**

### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

- November 1<sup>st</sup> – Attended Judicial and Legislative committee meeting.
- November 1<sup>st</sup> – State Vital Records office visit. Chelsea, from the State Vital Records Office (SVRO), came to observe the practices in our office. We discussed and updated the Quality Improvement Self-Assessment Tool that was completed in the month prior to my Oath of Office. Chelsea also met with all ROD staff and answered their questions. Chelsea will be providing me with the results from this visit in early 2019.
- November 7<sup>th</sup> – WRDA Logo committee conference call
- November 8<sup>th</sup> and 9<sup>th</sup> - Attended Wisconsin Land Title Association (WLTA) Title Examiner Courses I and II in Madison. I am officially certified in I and II. I will be attending all six courses as they become available and plan to send staff as well.
- November 13<sup>th</sup> - Attended Wood County Board Meeting
- November 14<sup>th</sup> – WRDA Logo committee conference call
- November 15<sup>th</sup> – Attended ribbon cutting for Marshfield City Hall
- November 30<sup>th</sup> - We had our first formal all staff meeting. I intend to have these every other month. The office will be closed from 8-830 during these meetings.
- A kiosk is installed in our office for customers to sign up for Property Fraud Alert (PFA). PFA flyers will be given to all municipalities to include with the tax bill mailings. It is a necessity to protect the largest investment you will ever make; PFA will assist with this process. Please stop by our office and let us help you sign up for PFA!

RECEIVED

NOV - 2 2018

NOTICE OF INJURY AND CLAIM

To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

CS: Corp Counsel  
Risk Mgmt  
Hwy

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

RECEIVED

NOV 06 2018

THE INCIDENT

Date: 10-31-18

Time: 12:30 PM

WOOD CO. CORP. COUNSEL

Place: Hwy 186 near Krings automotive

The circumstances giving rise to my claim are as follows:

I was driving towards Hwy 10, driver 0507's truck  
was driving towards WI Rapids, debris sprayed off of  
the truck on to my windshield causing multiple chips  
and damage to the windshield.

The names of county personnel involved are: Paul Esser - driver

The names of other witnesses are: Judah - my son

THE CLAIM

I request the following monetary or other relief: Contact windshield wizard

10-31-18  
Date

Rachael Elode  
Signature  
Print Name: Rachael Cook  
Address: 16419 Hemlock Street  
Vesper WI 54489  
Phone: 608-515-3726



DAMAGE COMPLAINT INFORMATION FORM

DATE: 10/31/2018

TIME REPORTED: 12:30 PM

Date/Time of Incident: 10/31/2018 ~ 12:00 PM

Location of Incident:

Type of Incident: windshield damage

Name: Rachael Cook

Address: 6419 Hemlock Street, Uesper, WI 54489

Telephone: 608-515-3726

Vehicle Year/Make/Model:

Incident Narrative: Was driving along + something flew off a truck + hit her windshield. Called to report right away.

Information taken by, Identified driver and truck as Wood County Highway employee + truck.

Driver said he had recycled blacktop in back.

Department of Workforce Development  
Equal Rights Division  
P.O. Box 8928  
Madison, WI 53708-8928  
Telephone: (608) 266-6860  
Fax: (608) 267-4592  
TTY: (608) 264-8752



Scott Walker, Governor  
Raymond Allen, Secretary

November 15, 2018

NOTICE OF COMPLAINT  
WISCONSIN FAIR EMPLOYMENT LAW

Complainant:  
ANNE LA CHAPÉLLE  
531 GARFIELD ST  
WIS-RAPIDS WI 54494

vs.

Respondent(s):  
COUNTY OF WOOD  
111 W JACKSON ST  
WIS RAPIDS WI 54495

ERD Case No.: CR201802954  
EEOC Case No: 26G201900176C

RECEIVED

NOV 19 2018 PM

cc: Corp Counsel  
Risk Mgmt  
HR  
Human Services  
Director

**To the Respondent:**

The enclosed complaint alleges a violation of the Wisconsin Fair Employment Act, Wis. Sections 111.31-111.397, Wis. Stats.

If you are interested in exploring early resolution of this dispute, please contact me immediately. The Equal Rights Division offers free mediation services prior to investigation with an experienced Administrative Law Judge/Mediator. Additional information regarding the mediation process can be found on our website at [https://dwd.wisconsin.gov/er/civil\\_rights/discrimination/settlement\\_process.htm](https://dwd.wisconsin.gov/er/civil_rights/discrimination/settlement_process.htm)

If you prefer an investigation, I must receive your written response to the complaint within 30 calendar days of the date of this letter. If you intend to hire an attorney, do so immediately so your answer is received within 30 days. In your response, please:

1. Raise applicable timely filing or jurisdictional objections, such as the 300-day statute of limitations.
2. Respond to the allegations made in the complaint, explain areas of disagreement, and provide any relevant documentation and comparative data that supports your position.
3. Redact any personal information, such as social security numbers and home addresses for any employees referenced in your response.

Send a copy of your response to the Complainant and the Complainant's attorney, if known.

**To the Complainant:**

No response is required from you at this time. I will contact you when I need information from you. Your complaint has been cross-filed with the Equal Employment Opportunity Commission (EEOC), which is a federal government agency that investigates discrimination complaints. Please keep me informed if your address or telephone number changes.

Please direct all correspondence and inquiries to:

Jeff M Rayford, Equal Rights Officer  
201 E WASHINGTON AV ROOM A100  
P O BOX 8928  
MADISON WI 53708-8928

---

608-267-5072  
jeff.rayford@dwd.wisconsin.gov

Enclosure(s)

cc:  
ANNE LA CHAPELLE  
531 GARFIELD ST  
WIS RAPIDS WI 54494

COUNTY OF WOOD  
COUNTY CLERK  
P O BOX 8095  
WIS RAPIDS WI 54495-8095

ANDREA J FARRELL  
JEFF SCOTT OLSON LAW FIRM SC  
131 W WILSON ST STE 1200  
MADISON WI 53703-3225

**Discrimination Complaint**  
**Wisconsin Fair Employment Law**  
Wis. Stat. §§ 111.31-111.395

ERD Case #  
CR

201802954

For office use only

RECEIVED

2018 OCT 29 AM 8:51

EQUAL RIGHTS DIVISION

Authorization for this form is provided under Wis. Stat. § 111.39(1).

Personal information you provide may be used for secondary purposes [Privacy Law, Wis. Stat. § 15.04(1)(m)].

**READ instructions on page two FIRST then type or print in black ink.**

**1. Complainant Information**

First Name <b>Anne</b>		
Middle Initial		
Last Name <b>La Chapelle</b>		
Street Address/PO Box <b>531 Garfield St</b>		
City <b>Wisconsin Rapids</b>	State <b>WI</b>	Zip Code <b>54494</b>
Telephone Number <b>(715) 459-8448</b>		
E-Mail Address <b>alachapelle1089@charter.net</b>		

**2. Respondent Information**

The company, agency, or union you believe discriminated against you. Name only <b>ONE</b> Respondent per form. <i>Do not name an individual person as Respondent.</i>		
Name <b>Wood County Human Services Dept.</b>		
Street Address/PO Box <b>111 West Jackson Street</b>		
City <b>Wisconsin Rapids</b>	State <b>WI</b>	Zip Code <b>54495</b>
Telephone Number <b>(715) 421-8600</b>		
In what Wisconsin county did the violation take place? <b>Wood</b>		

**3. CHECK ONLY THE BOXES THAT WERE THE REASON FOR DISCRIMINATION**

If you checked a box with an \*, the statement in that box must be completed.

I believe the Respondent discriminated or took action against me because

<input type="checkbox"/> of my race * which is _____	<input type="checkbox"/> of my age (40 or older) * my date of birth is _____	<input type="checkbox"/> of my marital status * which is _____
<input type="checkbox"/> of my color * which is _____	<input type="checkbox"/> of my conviction record	<input type="checkbox"/> of my military service
<input type="checkbox"/> of my national origin/ancestry * which is _____	<input type="checkbox"/> of my arrest record	<input type="checkbox"/> of my use or nonuse of lawful products
<input type="checkbox"/> of my sex * which is _____	<input type="checkbox"/> of my sexual orientation * which is _____	<input type="checkbox"/> of genetic testing
<input type="checkbox"/> of my pregnancy or maternity	<input type="checkbox"/> of my creed (religion) * which is _____	<input type="checkbox"/> of polygraph testing
<input type="checkbox"/> of my disability * which is _____	<input type="checkbox"/> I declined to attend a meeting or to participate in a communication about religious matters or political matters.	<input checked="" type="checkbox"/> I filed a previous discrimination complaint with Equal Rights or testified or assisted with a discrimination complaint. Enter Case # <b>CR</b>

☒ I opposed discrimination in the workplace (refer to instruction 2(c) on page 2 of this form)

☐ The Respondent printed or circulated, advertised  
or published a discriminatory statement

☐ The Respondent used a discriminatory application or made a  
discriminatory inquiry about prospective employment

**4. Dates of discrimination (Required; estimate if unsure)**

Date the discrimination began? mm/dd/yyyy <b>05/01/2018</b>	Date of the most recent discrimination? mm/dd/yyyy <b>10/25/2018</b>
<input type="checkbox"/> My employment was terminated on _____ (if applicable)	

\* This form covers discriminatory actions alleged under §§ 111.322(1), (2), and (3) of the Wisconsin Fair Employment Law. Discriminatory actions alleged under § 111.322(2m) must be filed using form ERD-18359, "Retaliation Complaint."

##### 5. Statement of discrimination:

Write a brief, concise statement explaining how you were discriminated against. Give the date each action occurred and the name of the person who took the action. Explain how each action(s) was related to the box (es) you checked in section #3 on page one.

Ms. La Chapelle is a Social Work Supervisor with Wood County, where she has worked for the past 25 years. In the summer of 2016, a new Director, Brandon Vruwink, took over leadership of the department. In the fall of 2016, one of Ms. La Chapelle's coworkers, Merrisa Touray, filed a sexual harassment complaint against Director Vruwink. Wood County Human Resources hired an attorney to investigate the sex harassment complaint filed by Merrisa Touray, and HR asked Ms. La Chapelle to speak with the attorney because Ms. La Chapelle was a witness. Ms. La Chapelle gave truthful recorded testimony to an attorney which supported the coworker's claims, and confirmed inappropriate statements and behavior on the basis of sex on the part of Director Vruwink. For example, Ms. La Chapelle testified that she had heard the Director claiming that the former Division Administrator had secured her job by engaging in oral sex with the former director, and that she had observed the Director excluding that Division Administrator in the workplace. Because Ms. La Chapelle assisted her coworker in her coworker's claim of sexual harassment with this testimony, the Employer began retaliating against her. Ms. La Chapelle's work has been good and consistent for the past 25 years, but following her assisting a coworker in the coworker's sexual harassment complaint, the Employer has put her on performance improvement plans with vague, subjective, and immeasurable demands for improvement, such as to improve in the area of "effective leadership" "communication and role modeling" and "conflict management skills." These performance improvement plans have made Ms. La Chapelle ineligible, according to the County, for transfer/promotion to the open position of Deputy Director, which Ms. La Chapelle applied to on or around September 28, 2018, as a self-help mechanism. As another self-help mechanism, Ms. La Chapelle has made internal complaints of retaliation for the testimony she gave in Ms. Touray's complaints, which have not been investigated by the employer, leaving Ms. La Chapelle with no options other than to file this complaint. Ms. La Chapelle seeks for this unlawful retaliation to cease.

##### 6. Certification and Signature

By my signature below, I certify that I have read the above complaint, and, under penalties of law, I declare that this complaint is true and correct to the best of my knowledge and belief. I understand that this complaint is an open record and may be provided to the employer or others under the provisions of Wisconsin's Open Records Law.

Signature of Complainant or authorized representative

Date signed



10/25/18

Please complete Equal Rights Process Information Sheet on Page 4

THE JEFF SCOTT OLSON LAW FIRM, S. C.

CR 2018-02954

131 West Wilson Street, Suite 1200  
Madison, Wisconsin 53703

Jeff Scott Olson

Phone: 608 283 6001

Fax: 608 283 0945

Andrea J. Farrell

E-Mail: [ajf@scofflaw.com](mailto:ajf@scofflaw.com)  
Website: [www.scofflaw.com](http://www.scofflaw.com)

October 25, 2018

Equal Rights Division  
PO Box 8928  
Madison, WI 53708

RE: *La Chapelle v. Wood County Human Services*  
New ER Complaint Filing  
Notice of Retainer

RECEIVED  
2018 OCT 29 AM 8:50  
DWD  
EQUAL RIGHTS DIVISION

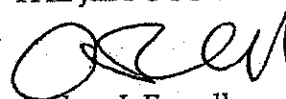
Dear Ladies and Gentlemen:

Please find a new Equal Rights Complaint for filing. I represent the employee, Ms. La Chapelle, and all correspondence in this case should be sent to me.

Thank you, as always, for your continued good work.

Sincerely,

THE JEFF SCOTT OLSON LAW FIRM, S.C.



Andrea J. Farrell

Enclosure

c.c. Ms. Anne La Chapelle  
AJF/



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Milwaukee Area Office**

310 West Wisconsin Avenue, Suite 800  
Milwaukee, WI 53203-2292  
Intake Information Group: (800) 669-4000  
Intake Information Group TTY: (800) 669-6820  
Milwaukee Status Line: (866) 408-8075  
Milwaukee Direct Dial: (414) 297-1112  
TTY (414) 297-1115  
FAX (414) 297-4133 & 3146  
Website: [www.eeoc.gov](http://www.eeoc.gov)

**NOTICE TO RESPONDENT**

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**YOUR CHARGE OF EMPLOYMENT DISCRIMINATION HAS BEEN DUAL-FILED WITH THE EQUAL  
EMPLOYMENT OPPORTUNITY COMMISSION (EEOC).**

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While EEOC has jurisdiction to investigate this charge (upon expiration of any deferral requirement if this is a charge filed pursuant to Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Americans with Disabilities Act (ADA), as amended or the Genetic Information Non-discrimination Act (GINA), EEOC may suspend its investigation and await the issuance of the Wisconsin Equal Rights Division's (ERD's) final findings and orders. These findings and orders will be given weight by EEOC in making its own determination as to whether reasonable cause exists to believe that discrimination has occurred.

You are therefore encouraged to cooperate fully with the ERD. All facts and evidence provided by you to the Agency will be considered by EEOC when it reviews the Agency's final findings and orders. In many cases EEOC will take no further action, thereby avoiding the necessity of an investigation by both the Agency and EEOC. This likelihood is increased by your active cooperation with the Agency.

As a party to the charge, you may request that EEOC review the final findings and orders of the ERD. For such a request to be honored, you must notify EEOC in writing within 15 days of your receipt of the Agency's final decision and order. If the Agency terminates its proceedings without issuing a final finding and order, you will be contacted further by EEOC.

Regardless of whether the ERD or EEOC processes the charge, the Recordkeeping and Non-Retaliation provisions of the statutes apply. EEOC's recordkeeping and reporting requirements are found at Title 29, Code of Federal Regulations (29 CFR): 29 CFR Part 1602 (see particularly Sec. 1602.14 below) for Title VII and the ADA; 29 CFR Part 1620 for the Equal Pay Act (EPA); and 29 CFR Part 1627, for the Age Discrimination in Employment Act (ADEA). These regulations generally require respondents to preserve payroll and personnel records relevant to a charge of discrimination until disposition of the charge or litigation relating to the charge. (For ADEA charges, this notice is the written requirement described in Part 1627, Sec. 1627.3(b)(3), 4(a)(2) or 5(c), for respondents to preserve records relevant to the charge – the records to be retained, and for how long, are as described in Sec. 1602.14. Parts 1602, 1620 and 1627 also prescribe record retention periods – generally, three years for basic payroll records and one year for personnel records. Questions about retention periods and the types of records to be retained should be resolved by referring to the regulations.

Federal laws enforced by EEOC provide that it is an unlawful employment practice for an employer to discriminate against present or former employees or job applicants, for an employment agency to discriminate against any individual, or for a union to discriminate against its members or applicants for membership, because they have opposed any practice made an unlawful employment practice by the statutes, or because they have made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the statutes.

7a.

# MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: December 18, 2018

RE: A County's Obligations to its Residents for Clean Groundwater

Wood County is currently in the midst of figuring out what to do about nitrate-contaminated groundwater in the town of Port Edwards. The problem is being worked on in conjunction with Juneau County as they are facing the same problem with respect to their residents in the town of Armenia. At this time the Armenia Growers Coalition (AGC), the EPA and the Wisconsin DNR are all involved in trying to help address the groundwater contamination in both the near and long term. Our focus has been on how much we can get the AGC to do to fix the immediate problem and participate in funding a long-term resolution. Within this context, the issue has arisen as to what obligation Wood County has to its residents who are facing the situation of having a contaminated drinking water supply. The legal answer is little to none.

A county is essentially a subunit of the state and both its rights and responsibilities are set forth by laws enacted by the state legislature and when the state delegates authority to its various agencies; a county is required to comply with the regulations promulgated by those agencies. This regulatory law is primarily set forth in the Wisconsin Administrative Code (WAC). Consequently, we look to the state statutes and the WAC to ascertain what responsibilities a county has to address groundwater contamination and to ensure its residents have safe drinking water available to them.

Wisconsin Statute Ch. 281 deals with water and its contamination and generally assigns to the Department of Natural Resources (DNR) the right and responsibility to oversee ground water contamination in consultation with the Department of Agriculture, Trade, and Consumer Protection (DATCP) and pursuant to the federal Clean Water Act. The DNR has responded to this assignment by creating NR Ch.140, which governs groundwater quality in the state of Wisconsin. That chapter does not assign any rights or responsibilities for regulating groundwater contamination to counties. Instead, NR 140 delegates to the DNR enforcement of groundwater quality standards. WAC NR 140.01, below, sets forth the intent and scope of the chapter.



NR 140.01. Purpose.

The purpose of this chapter is to establish groundwater quality standards for substances detected in or having a reasonable probability of entering the groundwater resources of the state; to specify scientifically valid procedures for determining if a numerical standard has been attained or exceeded; to specify procedures for establishing points of standards application, and for evaluating groundwater monitoring data; to establish ranges of responses the department may require if a groundwater standard is attained or exceeded; and to provide for exemptions for facilities, practices and activities regulated by the department.

By the DNR maintaining responsibility over matters of groundwater contamination, counties are prohibited from directly regulating these matters on their own.

When it comes to local regulatory rights and responsibilities, Wood County has adopted the Wood County Public Health Ordinance (WCPHO) pursuant to the authority conveyed by Wis. Stat. Chapters 250, 251 and 254. A polluted well is a "health hazard" according to s. 301.07(4)F. of the WCPHO. The Wood County Health Department is charged with ordering the abatement and correction of health hazards per s. 301.08 F. of the ordinance. The issuance of orders to abate a violation of the ordinance is discretionary per s. 301.09. The practical issue that must be faced though, is whom the county would issue such an order to, the property owner? How about the entity(s) believed to be causing the groundwater contamination? Normally that is a prerogative. However, to pursue the contaminators we must know with a strong degree of certitude who is causing the contamination and this can be difficult since there are several primary causes of nitrate contamination of groundwater, including both agricultural and residential fertilizers, both natural (manure) and artificial, as well as septic systems. Furthermore, there can be numerous actors who are and have been contributing specific types of nitrates that end up in the groundwater. That difficulty in identifying a specific source in conjunction with the movement of groundwater over time makes the issue of proving legal causation quite problematic. The evidence may be there to adequately demonstrate causation that would satisfy a trier of fact in a legal proceeding, but there is a significant cost to gathering the evidence to make and present such a case. If the county were to do so, it would need to be pursued as a violation of the WCPHO inasmuch as that is the only avenue available to us since the state controls the regulation of groundwater. As noted above, though, the county can pursue the remediation of a Health Hazard but is not obligated by state law or its own ordinance to do so. Although this is not intended to be a legal treatise, the reader should be aware that if the county were to pursue one or more party for creating or maintaining a health hazard, those defendants might be successful in contending that the WCPHO cannot be used to exercise regulatory control over groundwater that the state has retained for itself.

The analysis is not simple but the point of the memo is to advise that the county has no legal obligation to stop groundwater contamination. That is a duty of the state. It is appropriate for the county in conjunction with other counties, the state, and federal governments to work with those who are likely causing the majority of groundwater nitrate contamination in order to remediate the problem, as we are doing. In so doing, the Wood County Health Department can address what is its obligation here, which is to educate the community about the importance of safe drinking water, and avoiding high nitrate water, in particular for women of childbearing age and infants.

7.b.

Making an appointment for the vacant position of County Treasurer or County Clerk.

If the unexpired term of office is less than six months no appointment shall be made until after the regularly scheduled election. After the election the winner of the election shall be appointed to serve the remainder of the unexpired term. This would allow the winner of the election to get started in the position a month or six weeks earlier than they would ordinarily take office. It is believed that appointing someone within six months of an election would unfairly allow the County Board to influence the results of the election.

The Executive Committee shall have the Human Resources Department post the vacant position. Human Resources shall follow the same procedures as they otherwise would for a vacant department head position. The Executive Committee shall determine how many candidates to interview and the whole Executive Committee shall conduct interviews. The Executive Committee shall decide on a final candidate. The Executive Committee shall make a recommendation to the whole county board that the final candidate be appointed to the vacant position. The Executive Committee was chosen to make the appointments as they are the oversight committee for both positions.

Draft policy of appointment for vacated position  
of Treasurer, County Clerk, or Surveyor

- one or more options
- Dec. meeting

RESOLUTION # \_\_\_\_\_  
[majority vote]

Date: Dec. 18, 2018  
Effective date: January 1, 2019

9.b.

Introduced by the Judicial & Legislative Committee.

INTENT & SYNOPSIS: To create a Public Property Committee to oversee the Maintenance, Purchasing/Risk Management and IT Departments as well as claims against the county.

FISCAL NOTE: There would be an increase in per diems and mileage of about \$300 per month.

WHEREAS, Wood County previously had a Public Property Committee the duties of which were consolidated with those of other committees into the Executive Committee when the County Board reorganized and was downsized to 19 members, and

WHEREAS, since the elimination of the Public Property Committee there have been several occasions when ad hoc committees were established to deal with public property type uses, such as space needs, courthouse expansion, acquiring River Block and then dealing with renovations to it, and

WHEREAS, the County is currently dealing with the transition of the Cornerstone operations in Marshfield to a different location as well as the sale of the old Unified Services building and other properties, and

WHEREAS, the Maintenance and IT departments routinely are dealing with matters that have significant financial implications to the County and there is a need for closer oversight and guidance of these activities than the Executive Committee has the time to provide, and

WHEREAS, the Judicial and Legislative Committee (J&L) is responsible for reviewing and making recommendations to change the Rules and Committees of the Wood County Board of Supervisors, and

WHEREAS, J&L has determined that it would be appropriate to establish a Public Property Committee with jurisdiction over the Maintenance, IT and Purchasing/Risk Management departments as well as other claims that are made against the County and to try such a set up to see if after 10 months the County Board feels that this new committee is necessary or not,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to:

- A. Modify the Rules and Committees of the Wood County Board of Supervisors effective 1-1-19 to establish the Public Property Committee as a regular (not a main) committee with jurisdiction over the Maintenance, IT and Purchasing/Insurance departments as well as other claims that are made against the County. The entry in the 'Rules' book would read as follows:

**PUBLIC PROPERTY COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Public Property Committee shall elect a Chairperson, Vice-Chairperson and Secretary.

The Public Property Committee shall have oversight of the following departments: Maintenance, Information Technology and Purchasing/Risk Management and will be responsible for other claims that are made against the County. The Committee will perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the adopted budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel, and oversee the management of the departments and the services they provide.

- B. That by the end of October, 2019 the County Board will have a special order of business at which it will discuss whether continuation of the Public Property Committee is in the County's best interest.
- C. The Rules and Committees of the Wood County Board of Supervisors shall be modified by the County Clerk to comport with the above changes.

### Wood County Position Description

<b>Name:</b>		<b>Department:</b>	
<b>Position Title:</b>	Administrative Coordinator DRAFT	<b>Pay Grade:</b>	N/A
<b>Date:</b>	December 2018	<b>FLSA:</b>	E
		<b>Reports To:</b>	Executive Committee

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#### Purpose of Position

The County Administrative Coordinator is responsible for supervising and coordinating the "day-to-day" administrative and management operations of Wood County, and performing other duties included, but not limited to those listed below, which are not otherwise vested by law in boards or commissions or in other elected officers pursuant to Wis. Stat 59.03 and 59.19 and the rules and committees of the Wood County Board of Supervisors. This individual shall at all times be fully accountable to the Executive Committee, in the fulfillment of these duties.

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

##### Administrative Duties

Coordinate administrative and management functions for all County departments:

- Evaluate all programs and assist oversight committees in determining if these programs are efficient and cost effective, and their current and long-range impact on the County. Make recommendations to committees on operational and administrative issues.
- Monitor that compliance with all policies, procedures, resolutions and programs set forth by any government agency are implemented across all departments.
- Consults and collaborates with Department Heads. May conduct regular staff meetings with all department heads.
- Act as mediator between County departments on issues, problems and disputes. Facilitates communication among departments, committees, and County Board Supervisors.
- Attend all County Board meetings. Is available for other Wood County committee meetings and attends as needed.
- In the event of an emergency, has authority to close all nonessential County buildings and facilities, and notify the appropriate departments and news agencies.

##### Finance

- Prepares the annual budget parameters letter, subject to the review and approval by the Executive Committee, and provides the Finance Director with budget priorities to ensure consistency with the County's overall policies, goals, and objectives.
- Works with the Executive Committee in monitoring budget versus expense and revenue on an ongoing basis and recommends adjustments as necessary.
- With the Executive Committee, reviews the quarterly and annual reports provided by the Finance

## **Administrative Coordinator**

Director and reports on the County's fiscal condition.

### **Human Resources**

- Assist oversight committees and Human Resources in the interview process and selection of department heads.
- Makes recommendations to committees on the adoption of new or revised policies as may be deemed necessary for the welfare of the community or the improvement of administrative services.
- Recommend developmental or corrective actions for department heads, as appropriate.
- Participate with applicable oversight committees in department head evaluations and goal setting.

### **Strategic Planning**

- Develop a long-range vision and objectives for the County.
- Analyze and recommend a county organizational structure to facilitate efficient and effective delivery of services to the public. Revise as necessary (includes program development).
- Conduct strategic planning.
- Coordinate the development of the County's major projects, capital improvement plans, and initiatives. Oversee the implementation of such plans.
- Provide direction for all County departments' long-range planning.

### **Intergovernmental and Public Relations**

- Remains informed of all pending and existing legislation that affects or may affect county government.
- Review and make any necessary recommendations, on any proposed resolutions or ordinances prior to presentation to the County Board.
- Solicit and represent the County Board's position on state and federal issues and other legislative matters.
- Along with Corporation Counsel, serve as an advisor during negotiations for intergovernmental contracts on behalf of the County.
- Serve as the spokesperson for the County and represents the County's interest at legislative meetings, hearings, and other events. Promotes Wood County and portrays it to the public in as positive light as possible.
- Develop and maintain effective community relations, ensuring timely responses to citizen inquiries.
- Works with the Vice-chair in Committee and Board appointments.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum Bachelor's Degree in a business related field. Master's Degree in Public Administration is preferred. Minimum of four (4) years of management experience in business, industry or government. Administrative and public finance management experience preferred. In lieu of the required business Degree, a minimum of eight (8) years of business management is required.

### **Desirable Skills and Abilities**

Knowledge of applicable federal, state and local law. Knowledge of funding resources, including governmental and other grant availability and procedures. Demonstrate the ability to develop, recommend

## **Administrative Coordinator**

and implement effective plans and programs, and objectively evaluate progress towards goals and timetables. Operation of computers using word processing and spreadsheets software.

### **Residency Requirement**

Must become and remain a Wood County resident within six (6) months of hire date.

Quarterly reviews are required during the one (1) year evaluation period.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Communicate clearly and concisely both in verbal and written form.

Gain the cooperation of department heads and employees in their effective enactment.

Accurately analyze administrative operations and to present clear and concise recommendations.

Effectively represent the administration before groups, such as the County Board, other governmental agencies, the media and the general public.

### **Mathematical Ability**

Demonstrate the ability to understand and analyze the financial statements and project their implications.

### **Judgment and Situational Reasoning Ability**

Demonstrate the ability to assess situations and react in an appropriate and timely manner, while exercising good judgment, decisiveness and creativity.

### **Physical Requirements**

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, pulling, stooping, kneeling, crouching and balancing.

### **Environmental Adaptability**

Ability to work under safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation is minimal and poses a very limited risk of injury.

Administrative Coordinator

Wood County 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed and approved by the Human  
Resources Department

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date