

AGENDA
JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: October 7, 2016

TIME: 1:30 p.m.

LOCATION: Room 115, Wood County Courthouse

1. Call Meeting to Order
2. Citizen Comments. Note: Citizens wishing to comment on current agenda items may ask to be recognized at the time the item appears on the agenda. It would be courteous to advise the presiding officer of those intentions at this time. Rules may apply.
3. Consent Agenda
 - a. Review of minutes of previous meeting
 - b. Review and place on file monthly reports and vouchers of departments the committee oversees.
 - c. Minutes and/or report from sub-committees and/or report from representative of the CEED water subcommittee.
4. Action and/or discussion of any items removed from the consent agenda.
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 entitled "Communications: Updating Supervisors on Important Matters."
8. Review of County Board Rules
 - a. Review draft rules on consent agendas and committee meeting agendas.
 - b. Review draft rule on acquisition, use, and disposition of personal property – definition of personal property.
 - c. Status of non-committee supervisors at a meeting.
9. Consideration of agenda items for next meeting.
10. Set date and time of next meeting.
11. Adjourn.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: September 8, 2016
 TIME: 1 p.m.
 PLACE: Room 114 Wood County Courthouse
 TIME ADJOURNED: 3:20 p.m.
 MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam (Leichtnam excused at 3:02 p.m.), Ken Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz, Dennis Polach, Brent Vruwink, Craig Lambert, Hon. Todd Wolf

1. At 1 p.m., Chairman Wagner called the meeting to order.
2. Public comments. Chairman Wagner congratulated Judge Wolf on a successful Drug Court grant.
3. Consent agenda items.
 - a. Moved by LaFontaine, seconded by Leichtnam, to approve the consent agenda, the minutes of the August 5, 2016, and August 29, 2016, Committee meetings, and to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. All ayes.
 - b. Subcommittee reports were discussed.
4. Action or discussion on items removed from consent agenda. General discussion had.
5. Budgets for Branch III Drug Court and Child Support were reviewed.
 - a) Report by Judge Wolf on Drug Court grant and request for amended 2017 budget. Moved by Clendenning, seconded by Leichtnam, to approve the 2017 budget for Branch III Drug Court with a 3.79% tax levy and to forward it to the Executive Committee. All ayes.
 - b) Child Support Director Vruwink reported that he still did not have the requested state GPR revenue numbers and he should possibly have them within a week. Child Support budget was already approved at the August 29, 2016, meeting.
6. There were two new notices of injury/claim filed with the County. The notices of injury/claim of Caitlin Zbleski and Justin Carolfi were reviewed by the Committee and will be forwarded to the county board.
7. There were no new animal claims against the County.

8. The Committee reviewed correspondence and legislative issues.
 - a. District Attorney Lambert reported to the Committee on the resolution on shortage of assistant district attorneys and pay progression plan. Moved by Clendenning, seconded by LaFontaine, to approve the resolution in support of funding the Assistant District Attorney pay plan and encouraging the legislature to create additional assistant positions and to submit it to the county board. All ayes.
 - b. LaFontaine, Clendenning, and Cindy Cepress attended the WCA open meetings/public records presentation. Discussion was had on the open meetings law and Clendenning mentioned how consent agendas were disfavored by the presenters.
 - c. Corporation Counsel memo entitled "Anonymous Complaints and Confidentiality" was reviewed by the Committee and will be submitted to the county board.
9. County Board rules.
 - a. Draft Rule 8 on consent agendas was reviewed.
Moved by LaFontaine, seconded by Leichtnam, to have the Corporation Counsel draft a rule requiring all agendas to list minutes, vouchers, and reports separately, irrespective if there is a consent agenda or not. Lots of discussion. All ayes.
 - b. Draft new Rule 43 on acquisition, use, and disposition of personal property was reviewed. Committee directed the Corporation Counsel to prepare a definition of personal property and bring this back next month.
 - c. Draft new Rule 44 on updating county board supervisors on emergency matters was reviewed. The Committee determined it was more appropriate for a memo to go to the board on the topic.
 - d. Resolution on non-substantive changes to Rules 19 and 30 was reviewed by the Committee. Moved by LaFontaine, seconded by Curry, to approve the resolution on Rules 19 and 30 and to submit it to the county board. All ayes.
10. Agenda items for the October 7, 2016, meeting:
 - Water issues - oral report from Supervisor Leichtnam.
 - Discuss status of non-committee supervisors at a meeting.
 - Draft Rule 8 on consent agendas.
 - Draft Rule 43 - definition of personal property.

11. The next committee meeting will be October 7, 2016, at 1:30 p.m.
12. Moved by Clendenning, seconded by LaFontaine, to adjourn. All ayes. Meeting adjourned at 3:20 p.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Kenneth Curry
Kenneth Curry, Secretary (signed electronically)

	2014 Budgeted Expenditures	2014 Actual Revenue	2014 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.90	\$ 29,311.37	\$ 32,666.63	\$ (3,355.26)
February	\$ 32,120.92	\$ 22,826.54	\$ 32,666.67	\$ (9,840.13)
March	\$ 32,120.92	\$ 27,621.10	\$ 32,666.67	\$ (5,045.57)
April	\$ 32,120.92	\$ 28,596.48	\$ 32,666.67	\$ (4,070.19)
May	\$ 32,120.92	\$ 35,663.79	\$ 32,666.67	\$ 2,997.12
June	\$ 32,120.92	\$ 34,790.73	\$ 32,666.67	\$ 2,124.06
July	\$ 32,120.92	\$ 34,912.48	\$ 32,666.67	\$ 2,245.81
August	\$ 32,120.92	\$ 34,946.24	\$ 32,666.67	\$ 2,279.57
September	\$ 32,120.92	\$ 32,622.44	\$ 32,666.67	\$ (44.23)
October	\$ 32,120.92	\$ 39,271.98	\$ 32,666.67	\$ 6,605.31
November	\$ 32,120.92	\$ 30,525.01	\$ 32,666.67	\$ (2,141.66)
December	\$ 32,120.92	\$ 32,769.16	\$ 32,666.67	\$ 102.49
Total	\$385,451.02	\$383,857.32	\$ 392,000.00	\$ (8,142.68)

	2015 Budgeted Expenditures	2015 Actual Revenue	2015 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.69	\$ 43,273.46	\$ 32,666.67	\$ 10,606.79
February	\$ 32,120.69	\$ 25,929.50	\$ 32,666.67	\$ (6,737.17)
March	\$ 32,120.69	\$ 30,183.28	\$ 32,666.67	\$ (2,483.39)
April	\$ 32,120.69	\$ 34,949.76	\$ 32,666.67	\$ 2,283.09
May	\$ 32,120.69	\$ 36,920.87	\$ 32,666.67	\$ 4,254.20
June	\$ 32,120.69	\$ 38,756.94	\$ 32,666.67	\$ 6,090.27
July	\$ 32,120.69	\$ 42,490.09	\$ 32,666.67	\$ 9,823.42
August	\$ 32,120.69	\$ 45,717.82	\$ 32,666.67	\$ 13,051.15
September	\$ 32,120.69	\$ 37,858.13	\$ 32,666.67	\$ 5,191.46
October	\$ 32,120.69	\$ 38,513.86	\$ 32,666.67	\$ 5,847.19
November	\$ 32,120.69	\$ 31,556.27	\$ 32,666.67	\$ (1,110.40)
December	\$ 32,120.69	\$ 36,821.29	\$ 32,666.67	\$ 4,154.62
Total	\$385,448.28	\$442,971.27	\$392,000.04	\$50,971.23

	2016 Budgeted Expenditures	2016 Actual Revenue	2016 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,831.67	\$ 30,622.11	\$ 32,837.00	\$ (2,214.89)
February	\$ 32,831.67	\$ 25,924.37	\$ 32,833.00	\$ (6,908.63)
March	\$ 32,831.67	\$ 34,792.62	\$ 32,833.00	\$ 1,959.62
April	\$ 32,831.67	\$ 30,479.46	\$ 32,833.00	\$ (2,353.54)
May	\$ 32,831.67	\$ 36,744.14	\$ 32,833.00	\$ 3,911.14
June	\$ 32,831.67	\$ 47,522.11	\$ 32,833.00	\$ 14,689.11
July	\$ 32,831.67	\$ 42,452.28	\$ 32,833.00	\$ 9,619.28
August	\$ 32,831.67	\$ 46,937.33	\$ 32,833.00	\$ 14,104.33
September	\$ 32,831.67			\$ -
October	\$ 32,831.67			\$ -
November	\$ 32,831.67			\$ -
December	\$ 32,831.63			\$ -
Total	\$393,980.00	\$295,474.42	\$262,668.00	\$32,806.42

Charge Payment Fund: Payments received on outstanding charges.

Escrow Payment Fund: Customer money being held for future activity.

County Transfer Fee Fund: County retains 20% of all Transfer Fees collected.

County VitalChek Fee Fund: County retains \$10.00 from every person requesting a vital record online via Vitalchek.

Laredo Remote: County collects a fee from customers using Laredo software outside of the courthouse.

State DOA Fund: Signing of state budget bill 10/26/2007 increased birth certificates by \$8, marriage and death certificates by \$13.00, and the expedite fee by \$10.00. All monies to be mailed to the Department of Administration. The increase was enacted to come into compliance with recent federal laws. The monies will be used to automate outdated paper registration, archiving and copy issuance systems at the State and local vital records offices.

Reports Fund: County collects a fee (.50/page) from customers requesting reports.

Register of Deeds Fund: County retains all remaining recording fees (\$15.00 from each document recorded. \$5.00 from each first copy of every birth record sold. \$7.00 from each first copy of every death and marriage record sold. \$3.00 for each extra copy of vital records sold.)

County Land Record Fund: Effective June 25, 2010 statutes provide that \$8.00 is retained for the provision of land information on the internet and for Land Records modernization.

State Transfer Fund: State collects 80% of all Transfer Fees collected.

State Birth Fund: State collects \$7.00 of every birth record sold.

State Land Record Fund: State collects \$7.00 from each document recorded.

Fund Transaction Summary Report by Account Number

Report Criteria: TndrDate >= Date(2016, 8, 1) And TndrDate <= Date(2016, 8, 31)

Account Number	Fund Name	Total Fund Amount	Total Outstanding Charges	Total Fund due
-1	CHARGE PAYMENT FUND	994.00	0.00	994.00
	Subtotal for -1:	994.00	0.00	994.00
-2	ESCROW PAYMENT FUND	42,383.50	0.00	42,383.50
	Subtotal for -2:	42,383.50	0.00	42,383.50
11	COUNTY TRANSFER FEE FUND	17,452.08	0.00	17,452.08
	Subtotal for 11:	17,452.08	0.00	17,452.08
20	COUNTY VITALCHEK FEE FUND	140.00	0.00	140.00
	Subtotal for 20:	140.00	0.00	140.00
21	LAREDO REMOTE	3,673.75	0.00	3,673.75
	Subtotal for 21:	3,673.75	0.00	3,673.75
22	STATE DOA FUND	4,545.00	0.00	4,545.00
	Subtotal for 22:	4,545.00	0.00	4,545.00
30	REPORTS FUND	64.00	0.00	64.00
	Subtotal for 30:	64.00	0.00	64.00
4	REGISTER OF DEEDS FUND	25,607.50	0.00	25,607.50
	Subtotal for 4:	25,607.50	0.00	25,607.50
5	COUNTY LAND RECORD FUND	8,648.00	0.00	8,648.00
	Subtotal for 5:	8,648.00	0.00	8,648.00
6	STATE TRANSFER FUND	69,808.32	0.00	69,808.32
	Subtotal for 6:	69,808.32	0.00	69,808.32
7	STATE BIRTH FUND	1,750.00	0.00	1,750.00
	Subtotal for 7:	1,750.00	0.00	1,750.00
9	STATE LAND RECORD FUND	7,567.00	0.00	7,567.00
	Subtotal for 9:	7,567.00	0.00	7,567.00
	Grand Total:	182,633.15	0.00	182,633.15

End of Report

FMXFES01.RPT

Fee Transaction Summary Report by Account Number

Report Criteria: TndrDate >= Date(2016, 8, 1) And TndrDate <= Date(2016, 8, 31)

Account Number	Fee Name	Count	Total Fee Amount	Total Outstanding Charges	Total Fee Due
-1	CHARGE PAYMENT FEE	5	994.00	0.00	994.00
	Subtotal for -1:	5	994.00	0.00	994.00
-2	ESCROW PAYMENT FEE	46	42,383.50	0.00	42,383.50
	Subtotal for -2:	46	42,383.50	0.00	42,383.50
13	PLAT FEE	5	150.00	0.00	150.00
	Subtotal for 13:	5	150.00	0.00	150.00
14	180 - BIRTH ADDL VITALS	116	540.00	0.00	540.00
	250 - BIRTH ORIG VITALS	229	5,000.00	0.00	5,000.00
	860 - DEATH ADDL VITALS	101	2,580.00	0.00	2,580.00
	113 - DEATH ORIG VITALS	108	2,260.00	0.00	2,260.00
	98 - MARRIAGE ADDL VITALS	52	294.00	0.00	294.00
	72 - MARRIAGE ORIG VITALS	72	1,440.00	0.00	1,440.00
	Subtotal for 14:	678	12,114.00	0.00	12,114.00
20	VITALCHEK FEE	14	280.00	0.00	280.00
	Subtotal for 20:	14	280.00	0.00	280.00
21	LAREDO REMOTE FEE	13	3,673.75	0.00	3,673.75
	Subtotal for 21:	13	3,673.75	0.00	3,673.75
24	CERTIFIED COPY FEE	4	22.00	0.00	22.00
	Subtotal for 24:	4	22.00	0.00	22.00
30	REPORTS FEE	4	64.00	0.00	64.00
	Subtotal for 30:	4	64.00	0.00	64.00
4	RECORDING FEES	1,191	32,430.00	0.00	32,430.00
	Subtotal for 4:	1,191	32,430.00	0.00	32,430.00
5	ABTRACTOR COPY FEE	42	790.00	0.00	790.00
	COPY FEE	111	887.00	0.00	887.00
	LAREDO REMOTE COPY FEE	140	1,584.50	0.00	1,584.50
	Subtotal for 5:	293	3,261.50	0.00	3,261.50
8	TRANSFER FEE	187	87,260.40	0.00	87,260.40
	Subtotal for 8:	187	87,260.40	0.00	87,260.40
	Grand Total:	2,440	182,633.15	0.00	182,633.15

End of Report

Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: SEPTEMBER 2016

For the range of vouchers: 24160013 - 24160013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24160013	GINTER SUSAN	MILEAGE	09/27/2016	76.14	
Grand Total:				\$76.14	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

OCTOBER 2016

- The payment for the 3rd quarter will be arriving at the end of October.
- The agency is looking to lease a new copier. The current machine is nearing the end of its life. I have received quotes from two companies. The cost to lease a copier will be nearly identical to the cost we are paying for the service agreement on our current copier.
- We continue to work with the Clerk of Courts to prepare for the e-filing roll out in October. There are a few things to be ironed out yet but the process has been progressing well. We continue to make adjustments as this project has added to the workload of the agency.
- We are starting to work on the Children First Proposal for next year. We are going to request additional slots for 2017. We have strengthened our coordination with Human Services over the last year and are hopeful we can continue to improve the program moving forward.
- Three staff members and I participated in a conference call with the Department of Children and Families in regards to the pending changes to the foster care referral process. They expect to roll this out in June of 2017.
- I will be completing the County FTE Survey in the next week and forwarding it on to the state. The state will then submit it to the Federal Office of Child Support Enforcement.
- We are making the final push to maintain our high performance numbers as the Federal Fiscal year ends September 30th.
- The August performance numbers are in. The agency continues to exceed all the Federal Performance Measures. We currently have the second highest arrears collection rate in the state.
- The current IV-D case count is 3,943.

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 09/2016

For the range of vouchers: 02160091 - 02160098

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02160091	AEGIS CORPORATION	1-NOTARY BOND-J. ARNOLD	09/22/2016	25.00	
02160092	WI DEPT OF FINANCIAL INSTITUTIONS	1-4 YEAR NOTARY-J. ARNOLD	09/22/2016	20.00	
02160093	CHARLES EVANS PROCESS SERVICE	8-PROCESS OF SERVICE FEES	09/22/2016	240.00	
02160094	DNA DIAGNOSTICS CENTER	3-IND. GENETIC TESTS	09/22/2016	79.25	
02160095	EO JOHNSON COMPANY INC	TONER-AGENCY FAX	09/22/2016	116.62	
02160096	LEGAL LOGISTICS LLC	14-PROCESS OF SERVICE FEES	09/22/2016	935.00	
02160097	RIVER CITY PROCESS SERVERS	14-PROCESS OF SERVICE FEES	09/22/2016	535.00	
02160098	WEILAND LEGAL SERVICES	8/25/16-SUB CORP COUNSEL FEE	09/22/2016	70.00	
Grand Total:				\$2,020.87	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

**CLERK OF COURT COLLECTED
COUNTY REVENUES
FOR THE MONTH ENDING AUGUST 31, 2016**

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 9,697.76	\$ 7,592.84	\$ 2,104.92
Clerk of Courts	Occupational Lic Fee Due Co	\$ -	\$ 40.00	\$ (40.00)
Clerk of Courts	County Share State Fines	\$ 11,797.92	\$ 8,780.60	\$ 3,017.32
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Clerk of Courts	Attorney Fees	\$ 1,161.86	\$ 2,168.22	\$ (1,006.36)
Human Services	County OWI Surcharge	\$ 3,787.87	\$ 3,983.91	\$ (196.04)
District Attorney	District Attorney Service	\$ -	\$ -	\$ -
District Attorney	District Attorney 10%	\$ 525.21	\$ 513.43	\$ 11.78
Victim Witness	Victim Witness 10%	\$ 525.21	\$ 513.42	\$ 11.79
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
Finance Department	Sales Tax	\$ -	\$ 0.00	\$ -
Clerk's Fees				
Clerk of Courts	County Clerk of Courts Fees	\$ 10,534.50		
Clerk of Courts	Bond Forfeitures	\$ 500.00		
Clerk of Courts	Payment Plan Fees	\$ 1,475.00		
Clerk of Courts	Muni Disposal Fees	\$ 140.00	\$ 12,649.50	\$ 9,682.29
Branch-I	Juvenile Ordinances	\$ 13.75	\$ 30.00	\$ (16.25)
Sheriff's Dept.	Warrant Fees	\$ 2,265.77	\$ 1,485.27	\$ 780.50
Sheriff's Dept.	Jail Surcharge	\$ 3,582.08	\$ 2,902.27	\$ 679.81
Sheriff's Dept.	Blood Test Costs	\$ 167.96	\$ 187.54	\$ (19.58)
Sheriff's Dept.	Extradition Costs	\$ 330.36	\$ 114.77	
COC Div. Mediation	Family Counseling Service Fees	\$ 440.00	\$ 560.00	\$ (120.00)
COC Div. Mediation	Family Counseling Reimbursement	\$ 245.00	\$ 125.22	\$ 119.78
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 30.40	\$ 24.11	\$ 6.29
COUNTY REVENUE		\$ 47,220.65	\$ 38,703.89	\$ 8,516.76
0700-24241 STATE REVENUES		\$ 158,720.10	\$ 121,359.95	\$ 37,360.15
SUBTOTAL		\$ 205,940.75	\$ 160,063.84	\$ 45,876.91
MUNICIPAL PASS THROUGH REVENUES		\$ 1,133.26	\$ 841.66	\$ 291.60
TOTAL REVENUE DISBURSED		\$ 207,074.01	\$ 160,905.50	\$ 46,168.51

For the Judicial & Legislative Committee Meeting dated: 10/7/16
Prepared by Cindy L. Joosten, Clerk of Circuit Court

ANNUAL REVENUE COMPARISON

2015					2016				
	Total	State	County	Muni		Total	State	County	Muni
Jan	185,056	137,904	46,186	966	Jan	183,129	133,891	47,986	1,252
Feb	212,110	145,842	64,444	1,824	Feb	237,880	170,094	66,446	1,340
Mar	218,182	157,948	58,510	1,725	Mar	207,463	147,434	58,977	1,052
Apr	176,643	128,785	47,243	615	Apr	184,021	134,998	48,123	900
May	170,886	119,751	50,021	1,114	May	178,881	131,194	46,733	954
Jun	212,081	158,911	51,618	1,552	Jun	178,382	134,263	43,214	905
Jul	184,306	130,959	52,098	1,249	Jul	160,906	121,360	38,704	842
Aug	199,572	148,155	49,695	1,722	Aug	207,074	158,720	47,221	1,133
Sep	177,141	128,306	47,921	913	Sep	-			
Oct	202,833	141,084	60,824	925	Oct	-			
Nov	165,941	117,627	47,244	1,070	Nov	-			
Dec	165,631	116,727	47,942	962	Dec	-			
	2,270,382	1,631,998	623,746	14,638		1,537,736	1,131,954	397,404	8,378
2015 YEAR TO DATE REVENUE:						1,558,836	1,128,254	419,814	10,767
INCREASE (Decrease)						(21,100)	3,700	(22,411)	(2,389)

COLLECTION ACTIVITY SUMMARY FOR 2016

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Warrants Issued	75	112	40	54	120	14	60	107				
Suspensions Issued	90	28	1	66	33	25	45	45				
Payment Plans Created	82	73	54	89	59	72	66	106				
Receivables in Payment Plans	5832	5748	5679	5775	5779	5733	5532	5930				
Payment Plans Due	\$62,712	\$66,198	\$67,267	\$61,605	\$64,803	\$65,396	\$63,779	\$66,912	\$70,405			
# of Payment Plans PIF	74	135	71	72	77	64	48	76				
Fines worked off through Community Service	9	32	22	19	17	24	19	18				
\$ Worked off through Community Service	\$3,230	\$15,441	\$9,499	\$6,402	\$6,301	\$8,816	\$7,709	\$6,089				
Collection Agency Payments	\$35	\$6,776	\$1,253	\$340	\$2,403	\$645	\$101	\$106				
Electronic Payments	\$42,902	\$27,753	\$44,900	\$28,411	\$40,870	\$38,445	\$39,998	\$52,809				

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)
For Month Ending 08-31-2016
Preliminary

09-21-2016
10:09 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	31742.32	33542.56	17600.11	63663.53	84866.39	114677.53	60709.16	25969.60	53904.58	196685.28	683361.06
Traffic	34649.37	36370.23	25389.32	59070.49	75100.41	87182.59	91601.17	36203.46	27282.59	170991.53	643841.16
Criminal	69356.79	91125.57	61134.53	194862.49	295376.59	473302.38	257566.64	224923.73	162538.05	469963.45	2300150.22
Restitution	3179.30	2918.58	8984.19	26044.12	30624.72	81668.41	50925.51	184723.66	39316.57	121102.55	549487.61
TOTAL	\$ 138,927.78	\$ 163,956.94	\$ 113,108.15	\$ 343,640.63	\$ 485,968.11	\$ 756,830.91	\$ 460,802.48	\$ 471,820.45	\$ 283,041.79	\$ 958,742.81	\$ 4,176,840.05

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)
For Month Ending 08-31-2016
Preliminary

09-21-2016
10:11 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	30317.32	30084.56	16349.81	60521.88	81468.70	102308.64	53061.69	20927.43	22014.41	145208.39	562262.83
Traffic	34649.37	36370.23	25389.32	59070.49	75100.41	87182.59	91601.17	35387.96	27282.59	170991.53	643025.66
Criminal	60871.04	86894.57	53594.53	149348.34	210262.16	336871.12	169314.73	139364.77	105518.62	324769.72	1636809.60
Restitution	822.10	63.21	372.24	5487.52	16512.47	29947.08	10127.32	6196.73	6402.34	60702.92	136633.93
TOTAL	\$ 126,659.83	\$ 153,412.57	\$ 95,705.90	\$ 274,428.23	\$ 383,343.74	\$ 556,309.43	\$ 324,104.91	\$ 201,876.89	\$ 161,217.96	\$ 701,672.56	\$ 2,978,732.02

Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: SEPTEMBER 2016

For the range of vouchers: 07162092 - 07162147

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07162092	EVENSON-KREUSER JACALYN	Lunch & Milg - Dstrt 6 Mtg	08/26/2016	12.48	P
07162093	WEILER KIM A	Lunch - Dstrct 6 Mtg	08/26/2016	6.00	P
07162094	SCHUTZ KATHLEEN	Lunch - Dst 6 Mtg	08/26/2016	6.00	P
07162095	DOLPH AMANDA	Lunch & Milg - dst 6 mtg	08/26/2016	41.64	P
07162096	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 16ME98	08/31/2016	345.00	P
07162097	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 16JM54	08/31/2016	690.00	P
07162098	ARENDT PATRICK ATTY	Atty Fee - 15JC98	08/25/2016	91.00	P
07162099	COATES JOHN T MD	Med Exam - 02GN11	09/01/2016	650.00	P
07162100	COATES JOHN T MD	Med Exam - 16ME98	09/01/2016	650.00	P
07162101	COATES JOHN T MD	Med Exam - 16GN63	09/01/2016	650.00	P
07162102	DAVE MD JAGDISH S	Med Exam - 16JM64	08/28/2016	750.00	P
07162103	GORSKI KENNETH	FCC Services for Aug 2016	09/07/2016	1162.42	P
07162104	KRUSE JOHN ADAM ATTY	FCC Services for Aug 2016	09/06/2016	6862.45	P
07162105	NASH LAW GROUP	Atty Fee - 15CT444	08/31/2016	201.61	P
07162106	ROBERTS JANET B ATTY	Atty fee - 93GN245	06/03/2016	84.00	P
07162107	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 16ME100	09/14/2016	540.00	P
07162108	BROWN AMANDA	Witness Fee - 16CF30	09/02/2016	17.20	P
07162109	COATES JOHN T MD	Med Exam - 16ME22	09/07/2016	745.00	P
07162110	COATES JOHN T MD	Med Exam - 15ME42	09/12/2016	845.00	P
07162111	CVEYKUS DANIEL T ATTORNEY	Atty Fee - 12GN21	08/23/2016	161.00	P
07162112	DIGITAL DOLPHIN SUPPLIES	Color Toner Cartridges - 4	08/25/2016	516.00	P
07162113	DOMINO'S PIZZA	Jury Meal - 14CF377	09/15/2016	66.71	P
07162114	DR STRESS & ASSOCIATES LLC	Med Exam - 16ME26	09/13/2016	1140.00	P
07162115	ELORANTA LAW OFFICE	Mediation Svcs - Aug 2016	09/01/2016	1300.00	P
07162116	FEDDICK-GOODWIN LAW OFFICE SC	Atty Fee - 16GN50	08/22/2016	245.00	P
07162117	FEDDICK-GOODWIN LAW OFFICE SC	Atty Fee - 13GN74	08/22/2016	91.00	P
07162118	FLEXSTAFF	Contracted Clerical Svcs	08/10/2016	1078.09	P
07162119	FLEXSTAFF	Contracted Clerical Svcs	08/17/2016	1078.09	P
07162120	FLEXSTAFF	Contracted Clerical Svcs	08/24/2016	1078.09	P
07162121	FLEXSTAFF	Contracted Clerical Svcs	08/31/2016	1078.09	P
07162122	GASTON SERENITY	Witness Fee - 16CF30	09/02/2016	16.00	P
07162123	GEBERT LAW OFFICE	Mediation Services - AUG 2016	09/01/2016	900.00	P
07162124	GEBERT LAW OFFICE	Atty Fee - 92GN234	09/07/2016	91.00	P
07162125	GEBERT LAW OFFICE	Atty Fee - 07GN45	09/07/2016	70.00	P
07162126	GEBERT LAW OFFICE	Atty Fee - 16JC52	09/07/2016	56.00	P
07162127	GEBERT LAW OFFICE	Atty Fees - 15JC14 - 16	09/07/2016	105.00	P
07162128	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 12GN84	09/07/2016	344.54	P
07162129	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 16GN51	09/07/2016	286.56	P
07162130	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN55	08/18/2016	161.00	P

Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: SEPTEMBER 2016

For the range of vouchers: 07162092 - 07162147

07162131	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 87GN213	08/16/2016	133.00	P
07162132	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 89GN216	08/16/2016	133.00	P
07162133	HILL & WALCZAK ATTYS	Atty Fee - 16JG14	09/07/2016	801.50	P
07162134	HILL & WALCZAK ATTYS	Atty Fee - 14JC67	09/07/2016	423.50	P
07162135	HILL & WALCZAK ATTYS	Atty Fee - 15JC41 - 46	09/07/2016	388.50	P
07162136	KRONSTEDT GARRY	Witness Fee - 14CF377	09/14/2016	19.20	P
07162137	NASH LAW GROUP	Atty Fee - 15JC81 - 83	09/06/2016	287.00	P
07162138	NASH LAW GROUP	Atty Fee - 15JC61	09/06/2016	189.00	P
07162139	NASH LAW GROUP	Atty Fee - 16CF215	09/09/2016	320.86	P
07162140	NASH LAW GROUP	Atty Fee - 16GN44	08/31/2016	234.50	P
07162141	NASH LAW GROUP	Atty Fee - 16TP 10 & 11	08/25/2016	1197.00	P
07162142	NASH LAW GROUP	Atty Fee - 16CM359 & 16CM362	09/06/2016	368.75	P
07162143	SCHMIDT & GRACE	Atty Fee - 14FA225	08/25/2016	1396.25	P
07162144	SCHMIDT & GRACE	Atty Fee - 16CM112	09/02/2016	172.75	P
07162145	WEILAND LEGAL SERVICES	Atty Fee - 14GN48	08/31/2016	154.00	P
07162146	WEST PAYMENT CENTER	LL Internet access - Aug 2016	09/01/2016	1803.84	P
07162147	LEDFORD SUE	Jury Donuts - Jry Apprctn Mnth	09/14/2016	16.00	P
Grand Total:				\$32,250.62	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

County of Wood

Report of claims for: District Attorney

For the period of: September

For the range of vouchers: 11160011 - 11160014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11160011	THURBER KIMBERLY	Meals for Conference	09/07/2016	36.00	P
11160012	MORRILL JACQULYN	Meals for Conference	09/07/2016	36.00	P
11160013	CLARK COUNTY CLERK OF COURTS	Certified Bond	08/24/2016	7.50	P
11160014	LAMBERT CRAIG S	death certificate	09/09/2016	20.00	P
Grand Total:				\$99.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: SEPTEMBER 2016

For the range of vouchers: 04160029 - 04160029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04160029	WI COURT REPORTERS ASSN	WCRA DUES - PETERSON	09/12/2016	100.00	P
Grand Total:				\$100.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: SEPTEMBER 2016

For the range of vouchers: 05160040 - 05160047

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05160040	SIEMENS HEALTHCARE DIAGNOSTICS	DRUG TEST SUPPLIES	08/15/2016	3545.70	P
05160041	ATTIC CORRECTIONAL SERVICES INC	DRUG CRT STAFF ENHANCED	09/01/2016	6008.33	P
05160042	ATTIC CORRECTIONAL SERVICES INC	DRUG CRT STAFF & REVENUE	09/01/2016	6139.65	P
05160043	REDWOOD BIOTECH	DRUG TESTING	08/31/2016	28.50	P
05160044	WATCP	CONFERENCE REGISTRATION FEES	09/13/2016	100.00	P
05160045	SORIA ENRIQUE	INTERPRETER 16CF140	07/27/2016	180.00	
05160046	SWITS LTD	INTERPRETER FEES BRANCH 3	07/07/2016	277.50	
05160047	SWITS LTD	INTERPRETER FEES BRANCH 3	08/03/2016	335.00	
Grand Total:				\$16,614.68	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

VICTIM WITNESS SERVICES REPORT
AUGUST 25, 2016 TO SEPTEMBER 29, 2016

CONTACT MADE WITH 118 VICTIMS AND WITNESSES

MET WITH 41 IN PERSON

INITIAL CONTACT PACKETS SENT ON 117 NEW FILES

DISPOSITION INFORMATION ON 119 CLOSED CASES

SENTENCING AFTER REVOCATION INFORMATION ON 51 CASES

NO CONTACT INFORMATION PROVIDED ON 27 CASES

INFORMATION ON 1 APPELATE CASE PROVIDED

ASSISTED VICTIM AT RESTITUTION HEARING HELD.

RESTITUTION IN THE AMOUNT OF \$35,973.79 OF WHICH \$23,219.11 IS OWED TO PRIVATE CITIZENS IN OUR COUNTY \$1823.26 TO LOCAL BUSINESSES AND \$10,931.42 TO INSURANCE COMPANIES.

CONDUCTED THE VICTIM IMPACT PANEL AT MID STATE TECHNICAL COLLEGE ON SEPTEMBER 13, 2016 WITH 30 PARTICIPANTS.

PARTICIPATED IN THE CRIMINAL JUSTICE TASK FORCE MEETING ON SEPTEMBER 14, 2016.

ATTENDED NATIONAL TRAINING INSTITUTE IN PHILADELPHIA
SPONSORED BY THE NATIONAL CENTER FOR VICTIMS OF CRIME
ATTENDED BY 850 PRATICITIONORS FROM THE UNITED STATES FROM
SEPTEMBER 19-21.

CHAired THE CRIME VICTIM RIGHTS BOARD EVIDENTARY HEARING HELD IN MILWAUKEE ON SEPTEMBER 28TH.

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink, appearing to read 'Trisha Anderson', written in a cursive style.

Trisha Anderson

Committee Report

County of Wood

Report of claims for: Victim Witness

For the period of: September

For the range of vouchers: 32160010 - 32160010

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32160010	LUZNICKY JOHN	SPEAKER FEE VIP 9-13-16	09/09/2016	150.00	P
Grand Total:				\$150.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

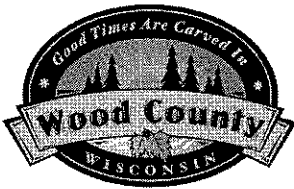
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

October 2016

1. Missed County Board. For the first time in over 25 years I missed a county board meeting. The reason being a court in a mental commitment proceeding has only 14 days to schedule a jury trial from the date of demand and we had a case where one was demanded. The court scheduled the trial when it could fit it in on its calendar. Both opposing counsel and I had time conflicts, mine being the September county board meeting. The other counsel had the public defender's office appoint a different attorney to represent the subject due to her scheduling conflict. I could have tried to get substitute counsel but it is a costly proposition to pay an attorney to prepare for and participate in a jury trial and it didn't seem worth the expense, plus I didn't have sufficient funds in my budget anyway. The fact that you may not have noticed my absence or that the board meeting didn't go any differently than usual shouldn't diminish the importance of my being present to catnap behind you every third Tuesday of the month.
2. Health Dept.'s Lease with Aspirus. On December 1, 2011, the Health Dept. entered into a space lease agreement with Riverview Hospital Association (RHA) which allowed us to get out of the lease after 5 years upon 90 days advance written notice. Subsequently, Aspirus bought out RHA. Over the winter of 2015-16 Aspirus was notified that the Health Dept. hoped to be vacating its leased space sometime in the fall of 2016 and Aspirus advised that was acceptable to them as they likely had a successor tenant interested in the space. Over the course of the spring and early summer Aspirus was advised that it might be as late as January 1, 2017, before the Health Dept. would move into the River Block building, but that the move would take place as soon as possible as the county didn't want to pay rent any longer than necessary. Recently Aspirus inquired about the timetable for the Health Dept. moving and was originally advised by me that it would be April 1, 2017, but that was corrected to May 1, 2017.

Aspirus has asked for a commitment on the May 1 time frame and want damages if the move will be after that date. I have advised the River Block subcommittee that because the county's agreement is with RHA, not Aspirus, and there has not been an assignment of the lease from RHA to Aspirus as the county would have to agree to such an assignment per the lease, there is not a legal need to guarantee the time frame of the move with holdover type damages, as Aspirus is now asking for.

Although Aspirus is clearly in need to arrange renovation contracts to modify the lease space to the needs of the next tenant, the county is not obligated to get Aspirus out of the bad spot it is now in. This may result in some political friction and, therefore, I bring the matter to your attention.
3. 2017 Goals. Although it may be a bit early for the committee to set goals for 2017, since one of my proposed goals will be a recodification of the county's code of ordinances which will likely impact the workload and goals of other departments, it seemed appropriate to bring the topic up now. My plan is to notify the department heads of this goal so that they can consider whether or not to make reviews and revisions to the ordinance(s) they oversee and possibly work that into their goals or those of their staff. I advise you of this so that you know a county-wide initiative is coming from a department that you oversee, not so that you can tell me to just do it anyway and don't bother including it as a 2017 goal.
4. Waite v. Wood County. A former jailer (corrections officer), Janis Waite, has been pursuing the county since her termination for cause with administrative (ERD/EEOC) complaints of sexual discrimination and retaliation. Ms. Waite hasn't been successful and has now determined to pursue the matter in federal district court. It is a fact-intensive case and I won't set forth the numerous relevant facts here. You will see the complaint coming through with the minutes and may read about the matter in the newspaper. If you have any questions about it, please feel free to contact Terry Stelzer, Sheriff Thomas Reichert, Lt. Ted Ashbeck or myself.

RECEIVED

SEP 15 2016

Family Court Commissioner Activity Report to Claims and Judiciary Committee

(8/1/16 to 8/31/16)

WOOD CO. CORP. COUNSEL

I. Administrative and Procedural Matters:

I have continued to meet with the judges to obtain their advice.

II. Time Associated with Hearings:

August 4, 2016 4 Injunctions
(4.0 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

August 11, 2016 3 Hearing
2 Injunctions
(5.5 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

August 18, 2016 5 Hearings
2 Injunctions
(5.2 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

August 25, 2016 3 Injunctions
1 Hearing
(3.6 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

Total Hearing Time was 18.3 of which 0.0 pertained to the Wood County Child Support Agency

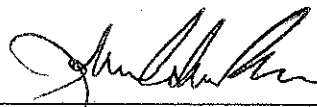
III. Total Time Associated with Mediation Orders and Dismissals was 21.3 hours.

IV. Total Time Associated with Providing Telephone Advice regarding Custody Procedures and Child Support was 6.4 hours of which 0.7 pertained to the Wood County Child Support Agency

V. Total Time for Procedural Matters was 3.0 hours of which 0.5 pertained to Wood County Child Support Agency.

TOTAL TIME (August 1 through August 31) WAS 49.0 HOURS, OF WHICH 1.2 HOURS PERTAINED TO THE WOOD COUNTY CHILD SUPPORT AGENCY

Submitted this 6th day of September, 2016



John Adam Kruse,
Wood County Family Court Commissioner

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: October 18, 2016

RE: Communications: Updating Supervisors on Important Matters

One of the primary reasons for my getting in trouble with the county board chair over the years has been inadequate communications with the chair at the outset of crisis situations. In my defense, sometimes I don't know what is going on either. To a large degree these communication problems have been resolved, in part due to continuity in the chair, which makes it easier for department heads to know what is needed insofar as these communications are concerned. Some of the communication obligations in specific areas have been memorialized in a procedure maintained by the Dispatch Department.

Similar to the chair's consternation in finding out about a crisis by being asked about it by a news reporter, other county board members have felt out of the loop and even embarrassed in first finding out about crisis situations by being asked by constituents or reading about such events in the newspaper or online. The Judicial and Legislative Committee contemplated enacting a county board rule to address the matter but in reviewing a draft of such a rule felt that a memo discussing the problem might be a preferable approach at this time. The goal being: to enhance the timeline and scope of communications to all county board supervisors of crisis/significant/newsworthy events.

Clearly, Wood County government is a large, diverse, and decentralized operation within which it often takes a long time for county board supervisors to be updated via monthly oversight committee meetings and minutes. At times there is a need for department heads to update some or all members of the county board as to matters of a very serious and public nature and department heads need to do so but need to avoid violations of the open meetings law when doing so. Department heads have discretion as to when supervisors need to be notified of matters and oversight committees will oversee the exercise of that discretion, but department heads are encouraged to share with all of the supervisors the occurrence of major events. By use of the phrase "major events" matters such as deaths in the jail, a death or serious injury caused by law enforcement, an on-the-job death or serious injury of a county employee, a manmade (fire ...) or natural disaster (hail storm ...) that causes damage to county property, the termination of a department head, an IT or Maintenance issue that results in the shutting down of a department or

a division of a department, a significant and unexpected budget event; all of these would fit within the parameters of what is contemplated here. To the extent a department head isn't sure about the appropriateness of sending an email to the county board supervisors advising of or updating them on a major event, the department head may inquire of the county board chair or their oversight committee chair as to what extent the information should be disseminated.

When county board supervisors are given updates with respect to such matters they need to keep in mind the requirements of the open meetings law, specifically walking quorums. In other words, the supervisor can communicate back to the department head but should never click on the "reply all" button as it will constitute the holding of an unnoticed meeting. Personal liability can flow from such mistakes. Supervisors are also reminded that they shouldn't expect to know everything about all of the operations of county government; no one does. Consequently, when inquiries are made to supervisors by constituents, the normal response would be to refer them to the appropriate department to address their concern. Another general rule of thumb would be to refer media inquiries to the department head or the county board chairman.

Routine law enforcement matters and other situations that lend themselves to use of the media can be communicated by press releases. When the emergency incident command structure is operational then communication with the public and media will be handled by the Public Information Officer (PIO) and as delegated by the PIO.

In closing let me note that there is rarely going to be a complete consensus on what amount of information should be shared by the department heads with the county board supervisors as a whole and when, so you probably shouldn't expect to be fully satisfied with the flow of information. If, however, you have a problem, you are encouraged to discuss such matters with the department head controlling the data and if not satisfied with the results of such consultation, then communicate with their oversight committee.

C: Department Heads

Board: Memorandums: Communication Important Matters Oct 2016.docx

Rule 8 E.

Rules and Committees of the Wood County Board of Supervisors

E. A committee chair shall run a committee meeting in conformance with these rules. The goal of the committee chair is to give the members of a committee an opportunity to provide a reasonable amount of input on a matter before the committee. Nonmembers of a committee in attendance do not have a right to provide input on an issue other than when public comment is open and as otherwise directed by the chair, subject to appeal to the committee. A committee chair retains all of the rights and obligations of other committee members including making and seconding motions. A committee chair may deviate from the order of an agenda if there is no objection by the committee members and it would not violate the open meetings law with respect to public notice. If a committee utilizes a consent agenda, then any member of the committee may, without a second needed, have an item on the consent agenda removed therefrom and held out for discussion by the committee at that meeting. Matters on a committee agenda may be discussed without a motion first being made and the committee chair may call for a motion when he or she deems it appropriate. A committee chair may note for purposes of the minutes any consensus of the committee but a committee member may have a matter formally voted upon and any matter that is or may be contentious should be voted upon after a motion is first made and seconded.

Rule 8 F.

F. The chairperson of each committee of the County Board is responsible to make every effort to have filed with the County Clerk no later than 4 p.m. on each Wednesday the agenda for any committee meeting to be held the following week. Each committee agenda shall separately list all minutes, vouchers and reports to be reviewed irrespective if a consent agenda is used or not. In that practice often necessitates a committee chair authorizing committee members and department heads to place matters on upcoming committee agendas as they arise, the County Clerk will verify with the committee chairs late each Wednesday afternoon the acceptability of the draft agenda and the committee chair is responsible for then finalizing the agenda within the time constraints given by the County Clerk so that the open meeting law notice requirements can be met. Late additions to a committee agenda that meet the requirements of the open meetings law are permissible if made by or with the permission of the committee chair.

Department heads are responsible for county owned personal property used by their staff. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.

- A. Acquisition of personal property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Dept. and approved by its oversight committee.
- B. Use of personal property. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- C. Disposition of personal property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
 1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
 2. If the personal property has sufficient value it may be:
 - a. Transferred to the Emergency Management Dept. for disposition pursuant to the policies of that department.
 - b. Turned over to a vendor for a credit on the acquisition of new personal property.
 - c. Transferred to a different county department.

Lisa Downs

From: Peter Kastenholz
Sent: Wednesday, September 14, 2016 11:55 AM
To: Lisa Downs
Subject: FW: Zbleski Claim
Attachments: 001.pdf; Attachment.txt

FYI

-----Original Message-----

From: Terry Stelzer
Sent: Wednesday, September 14, 2016 8:00 AM
To: Peter Kastenholz
Subject: FW: Zbleski Claim

Peter,

I am recommending denial of the attached claim as I don't believe we mow this section of the road.

Terry Stelzer
Wood County Safety & Risk Management
Phone: (715) 421-8412
E-mail: tstelzer@co.wood.wi.us

-----Original Message-----

From: Terry Stelzer
Sent: Wednesday, September 07, 2016 1:33 PM
To: Laurie Cisewski (lcisewski@aegis-wi.com)
Cc: Doug Passineau; Bernie Karaliunas; Brandon Dammann
Subject: Zbleski Claim

Hi Laurie,

Attached is a claim from a Caitlin Zbleski whose car was damaged by a rock thrown from a mower along State Highway 54. I don't believe our Wood County employees mow this section of the boulevard in that location. From information I have gathered speaking to a local resident who lives in that area it is mowed by one of the property owners and not our Wood County Highway workers. I am recommending claim denial.

Let me know if you have questions or concerns.

Terry Stelzer
Wood County Safety & Risk Management
Phone: (715) 421-8412
E-mail: tstelzer@co.wood.wi.us

NOTICE OF INJURY AND CLAIM

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

RECEIVED
AUG 17 2016
WOOD CO. CORP. COUNSEL

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

THE INCIDENT

Date: June 29th 2016

Time: 1:15 pm

Place: Highway 54

The circumstances giving rise to my claim are as follows:

See attached

The names of county personnel involved are: Don't know

The names of other witnesses are: none

THE CLAIM

I request the following monetary or other relief: To pay for damages.
See attached estimates

8-116-116
Date

RECEIVED
AUG 16 2016

Caitlin Zbleski
Signature
Print Name: Caitlin Zbleski
Address: 321 9th St South
Wisconsin Rapids WI
54494
Phone: 715-451-2140

(Rev. Feb. 09)

✓
Copies to: Corp Counsel, Risk Mgr, Hwy

7-12-16

To whom this concerns,

The incident that happened June 29th 2016 at 1:15 pm when my car was struck by a large sized rock on the drivers side corner above my windshield. I was travelling on highway 64 on the right side lane going towards plover wisconsin to get to a ultrasound appointment. I was doing the speed limit at 45 miles per hour. As I approached the inner section there by jammers I seen to my left there was a city worker mowing the high grass on the right hand side of the road by the sign. As I passed a tennis ball sized rock flew up and I seen it coming towards my windshield. I flinched out of reaction and heard a big clunk on the top of my car. I didn't notice my windshield shattered so I continued to my appointment that was scheduled in Stevens point wisconsin at 1:30 pm and didn't want to be late. I pulled up to

my appointment I immediately
got out and looked at the top
of my car. There was a dent
and chipped paint. I proceeded
to my appointment and
when the appointment was done
I contacted the city garage
and explained to the lady that
there was a rock that hit my
car and caused damage by the
city worker. She explained to
me to call my insurance company.
So I immediately called my
insurance. If you have any
more questions as to what
has happened. Please call me
at 715-451-2140. I'm hoping
this will be taken care of soon.

Thank You.

Carlin Zbleske

7-12-16

September 21, 2016

Cynthia Cepress, County Clerk of Wood County
Wood County Courthouse
400 Market Street
Wisconsin Rapids, WI 54495

RECEIVED

SEP 23 2016

WOOD CO. CORP. COUNSEL

Re: Janis Waite v. Wood County
WDWI Case No.: 16CV643

Dear Ms. Cepress:

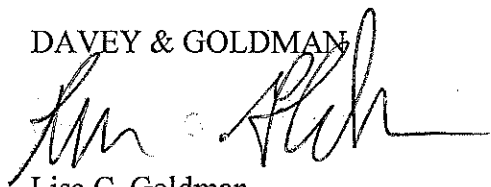
Please find enclosed the following documents:

1. Notice of a Lawsuit and Request To Waive Service of a Summons;
2. Waiver of the Service of Summons (2 copies);
3. The Complaint filed against Wood County in the Western District of Wisconsin in the above action;
4. A copy of the Civil Cover Sheet.

I am requesting that you accept service of the Complaint in the above matter. If you do not I will request the court issue a Summons and serve you personally. If you have any questions regarding the above documents, please contact me at your convenience.

Respectfully,

DAVEY & GOLDMAN



Lisa C. Goldman
Attorney for Janis Waite

Encl.

Cc: Janis Waite

c: Terry Stelzer
Judicial ✓

RECEIVED

SEP 23 2016

UNITED STATES DISTRICT COURT

for the
Western District of Wisconsin

JANIS S. WAITE

Plaintiff

v.

WOOD COUNTY, WISCONSIN

Defendant

Civil Action No. 16CV643

NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF A SUMMONS

To: WOOD COUNTY CLERK

(Name of the defendant or - if the defendant is a corporation, partnership, or association - an officer or agent authorized to receive service)

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within 30 days *(give at least 30 days, or at least 60 days if the defendant is outside any judicial district of the United States)* from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

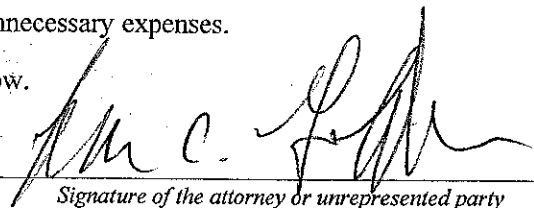
If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: 09/21/2016



Signature of the attorney or unrepresented party

LISA C. GOLDMAN

Printed name

DAVEY & GOLDMAN
5609 MEDICAL CIRCLE, SUITE 101
MADISON, WI 53719

Address

LGOLDMAN@DAVEYGOLDMAN.COM

E-mail address

(608)630-9700

Telephone number

RECEIVED

SEP 23 2016

UNITED STATES DISTRICT COURT

for the
Western District of Wisconsin

JANIS S. WAITE

Plaintiff

v.

WOOD COUNTY, WISCONSIN

Defendant

Civil Action No. 16CV643

WAIVER OF THE SERVICE OF SUMMONS

To: WOOD COUNTY CLERK

(Name of the plaintiff's attorney or unrepresented plaintiff)

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from 09/21/2016, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date: 9/23/2016

Cynthia Cress

Printed name of party waiving service of summons

Cynthia Cress, Wood County Clerk

Signature of the attorney or unrepresented party

Cynthia Cress

Printed name

400 Market St.

PO Box 8095, Wb. Rapids WI 54495

Address

ccress@co.wood.wi.us

E-mail address

715-421-8460

Telephone number

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

"Good cause" does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant's property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF WISCONSIN

JANIS S. WAITE
W686 BADGER DRIVE
FREMONT, WISCONSIN 54940

Plaintiff,

Case No.: 16CV643

v.

WOOD COUNTY WISCONSIN
c/o COUNTY CLERK
WOOD COUNTY COURTHOUSE
400 MARKET STREET
WISCONSIN RAPIDS, WISCONSIN 54495

Defendant.

COMPLAINT

COMES NOW the plaintiff Janis S. Waite, by her attorneys, Davey & Goldman, by Lisa C. Goldman and Bruce M. Davey, and as and for her complaint alleges and shows the court as follows:

NATURE OF THE CLAIM

Plaintiff, Janis S. Waite, brings this action pursuant to the Civil Rights Act of 1964 (as amended), 42 USC §2000 et. seq. (Title VII). Plaintiff alleges that Defendant subjected her to a pattern of adverse actions and hostile work environment because of her sex; that she opposed the discriminatory treatment; and that defendant retaliated against her because of her sex and because she complained about and opposed the discriminatory and retaliatory actions against her. The court has jurisdiction pursuant to 28 USC 1331

and venue is proper because the acts complained of occurred in the Western District of Wisconsin.

PARTIES

1. Plaintiff, Janis S. Waite, is an adult and resides at W686 Badger Drive, Fremont, Wisconsin 54940.

2. Defendant, Wood County, Wisconsin is a political subdivision of the State of Wisconsin and is an employer within the meaning of Title VII of the Civil Rights Act of 1964 as amended. On information and belief, Cynthia Cephress is the County Clerk of Wood County and her office is located at the Wood County Courthouse, 400 Market Street, Wisconsin Rapids, Wisconsin 54495.

FACTS

3. Plaintiff is a female.

4. At all times material to this action, plaintiff was employed by Wood County in the Wood County Sheriff's Department.

5. Plaintiff, Janis S. Waite, was hired as a correctional officer in the Wood County Sheriff's Department on October 15, 2002 and began working on October 23, 2002.

6. On October 24, 2012, Waite received a "Performance Review" that evaluated her as "Needs some improvement to meet requirements" in three categories; "organizational ability," "job knowledge," and "dependability." (Compl. Ex. 12.) Although some of the comments in the review were complimentary, i.e. "Waite maintains a professional ... manner and eagerly takes on new tasks;" "[d]eals with challenging

inmates without becoming aggressive;" and "performs satisfactorily in most performance areas;" other comments asserted she needed to improve in certain areas.

7. Waite had not received any oral or written warnings or other discipline in 2009, 2010, 2011, or 2012.

8. Waite was offended by the October, 2012 Review and viewed it as revision to the discriminatory conduct and harassment she had received several years earlier in her employment in the Department. She confronted the lieutenant who performed the evaluation and he said he had been ordered to give her the evaluation.

9. Very upset by the evaluation Waite immediately contacted the Sheriff and arranged to meet with him about the evaluation. Waite met with the Sheriff and Undersheriff on October 25, 2013. Waite told the Sheriff she was upset about the evaluation and negative comments in it and considered it harassment and was tired of it. She discussed the negative comments and said she had done everything she had been asked to do and was doing things the same way as the male leads, Byron Wirth, the main lead, and Zager, the assistant lead. She said she never thought she would have to go through what she did in Adams County referring to the sex discrimination she experienced in that county that culminated in a federal court action.

10. After her complaints to the Lieutenant, Sheriff and Undersheriff about the discriminatory nature of her 2012 "Performance Review" and despite nearly four (4) years of an unblemished record of her job performance, the Sheriff's Department initiated a campaign of intense scrutiny of Waite's job performance including soliciting complaints about her job performance from other correctional officers. Conduct which was a

common occurrence by male officers became an egregious work rule violation when committed by Waite.

11. Although swearing by male officers was common place, defendant instructed at least one correctional officer to report any occasion she heard Waite swear.

12. Defendant disciplined a correctional officer because he failed to inform management that Waite may have engaged in conduct that violated a county policy and instructed the officer if he saw Waite was acting strangely or saw anything unusual and to “notify administration immediately if a similar situation presents itself while he is acting lead”.

13. On January 10, 2013, Waite called in to request to come in a couple of hours later than her start time. Her request was granted. However, she reported for work on time and was confronted and accused of having allegedly said in her phone call that she was too drunk to come in. Despite showing no signs of having been intoxicated and denying saying she wanted to come in late because she was drunk, Waite was warned not to start rumors about herself.

14. On February 15, 2013, Waite was given a “Final Written Warning” for conduct that allegedly occurred on January 31, 2013, February 3, 4, and 12, 2013. In addition, on the same day Waite was given a separate “Verbal Reprimand” for her January 10, 2013 call inquiring about her ability to use 2.5 hours of personal time to come in late on that date. The Final Written Warning asserted:

- a. On January 31, 2013, Waite was talking on the speakerphone when a male officer started swearing repeatedly about his fucking dog and then Waite

said "oh shit" when she heard the officer swearing. The male officer doing the swearing received no discipline.

b. On February 3, 2013 she was allegedly sleeping at the booking computer at approximately 13:30. Waite was not even working at that time as she had taken 3 hours of personal time off.

c. On February 4, 2013 she was also allegedly sleeping.

d. On February 12, 2013, Waite reported to work allegedly under the influence of a prescription drug. Waite was not under the influence of a prescription drug and offered to take a drug test. She was permitted to work her entire shift. Nonetheless, she was disciplined for allegedly coming to work under the influence of a prescription drug.

15. Waite opposed her discriminatory treatment by complaining that she was being targeted and treated differently from male correctional officers in meetings with Sergeant Jochimsen on February 13, 2013; with Jochimsen, Ashbeck and Sheriff Reichert on February 15, 2013; and with Jochimsen on February 19, 2013.

a. On February 13, 2013, Sergeant Jochimsen had a conversation with Waite in which Jochimsen questioned her about the medication she had taken before she came to work on February 12, 2013. Waite noticed that Jochimsen had her evaluation on her desk. Waite became upset and wanted to know why the male officers were not being talked to about how they were doing their work. She said she was fucking tired of people saying she was not able to multi-task and she felt she was being targeted and she wanted it to stop. Waite told Jochimsen she was venting and was not swearing at her. Waite was so upset

that Jochimsen suggested Waite take the rest of the day off work and Waite left and went home.

b. Lt. Ashbeck met with Waite on March 15, 2013 at which time Ashbeck gave Waite a "Verbal Reprimand and a Final Written Warning" for conduct allegedly occurring on January 10, January 31, February 2, February 3, and February 13, 2013. Waite said she wanted union representation and Ashbeck said she did not have a right to one. Ashbeck told Waite she was not doing her door control duties in a timely manner and had to clean up her mouth. Waite told Ashbeck it was unfair treatment pointing out that there had been complaints about COs Zager, Crane, and Wirth not doing their work and they were not being disciplined. Ashbeck said he was not concerned about them, only about her. Waite said again that was unfair and that this was differential treatment.

c. On February 19, 2013, Waite had a conversation with Sergeant Jochimsen in the booking area. Waite told Jochimsen that she had made an appointment on February 26 with Dr. Andrews, her psychiatrist, and with her therapist on February 25 as directed in the February 15, 2013 disciplinary record.

Waite also told Jochimsen that she contacted her attorney to do what's necessary to save her job.

16. Waite received two (2) verbal reprimands on March 1, 2013 for conduct that occurred on February 27, 2013. One was for allegedly not collecting \$100.00 that was being deposited in an inmate account. The money had been collected. The second event involved using the Department fax machine to fax three (3) pages to the Juneau

County Clerk of Court on behalf of a neighbor who was about to be found in contempt of court.

17. A one (1) day suspension was issued to Waite on March 15, 2013 for having inadvertently locked herself in a holding cell when she entered it to prevent the female inmate in the cell from continuing to take off all her clothes.

18. Waite met with Sheriff Reichert regarding the notice of a one (1) day suspension on March 15, 2013 for getting locked in a holding cell. Waite told the Sheriff she was being discriminated against. Waite gave the Sheriff specific examples of male COs Crane and Zager locking themselves in Cell Block O and said other COs had gotten locked in holding cells and had not been disciplined. She said male COs had left cell doors open so inmates could get out and had not been disciplined. Waite said that Lt. Ashbeck had left his firearm in a gun locker and left the keys in the locker door and a visitor reported it, but could easily have taken the weapon and Ashbeck had not been disciplined. Waite said she thought she would never have to again go through the discriminatory treatment she received in Adams County and he had the power to stop it. She said her treatment was unfair, differential, and discriminatory and that it was harassment and created a hostile work environment and she felt fearful, threatened and intimidated. She said she had contacted an attorney.

19. Waite told the Sheriff that if she was a man she would not be going through this. Reichert did not dispute Waite's claim that male officers were not disciplined for conduct that was substantially similar to the conduct Waite was being disciplined for or that if she was a man she would not be going through what she was

going through. Instead, Reichert responded that "the last time he looked it was obvious she was not a man."

20. On March 20, 2013, Waite was given a three (3) day suspension for making copies of documents on the Department's copy machine without getting prior consent. The documents were materials the Human Resource Director, Ed Reed, had directed Waite to submit to him. Use of the department property for personal purposes without requesting approval was commonplace. No correctional officer had ever been disciplined for such use.

21. In addition to telling Waite she could not use "department property or equipment [without prior] permission from administration," the disciplinary form instructed Waite:

CO Waite will refrain from intimidating fellow co-workers because of recent disciplinary action. If CO Waite has comments or concerns as a result of recent discipline she will address those concerns to administration and not other correction's staff.

22. In a grievance meeting with Human Resource Director Reed on April 4, 2013, addressing the allegations on which some of Waite's discipline was based, Waite stated that she was a good employee who had gone beyond what was expected by even working beyond her shift to complete work that needed to be done. Reed reacted hostilely to what Waite viewed as a reflection of her conscientiousness and dedication and utilized her statement as a basis for asserting she might receive additional discipline. Reed demanded that Waite provide a calendar of the days she claimed she stayed beyond the end of her shift and information about the number of hours she had worked in the preceding two years and demanded it be provided within ten (10) working days. Waite

asked what would happen if she was not able to provide the information within ten (10) days and Reed said she would be disciplined. Waite asked what kind of discipline and Reed said termination.

23. In a subsequent e-mail about the matter of Waite working beyond the end of her shift, Reed suggested criminal charges might even be brought against Waite for working late and not reporting overtime.

24. On April 12, 2013 Waite was given both a notice of a five (5) day suspension and a notice that her employment was terminated.

25. After the termination of Waite's employment on April 12, 2013, Waite filed her first discrimination complaint with the EEOC on July 12, 2012.

26. Defendant continue to retaliate against Waite.

27. Waite filed grievances challenging the disciplinary actions including the termination of her employment.

28. In a grievance hearing held after Waite filed her first complaint with the EEOC, the committee chair retaliated against Waite by refusing to allow Waite's representative to question Human Resource Director Reed about statements he made that were relevant to the grievance.

29. Defendant's grievance policy provided that Waite was entitled to have a different impartial hearing examiner for each of her grievances. Plaintiff requested separate hearings, but the defendant denied her request.

30. On June 4, 2013, Waite's grievance regarding the discipline for using the copy machine without permission was discussed at a meeting of the Executive Committee of the County Board. Waite stated at the meeting that Human Resource

Director Reed had acknowledged at the April 30, 2013 grievance meeting that she had express or implied consent to make the copies. Reed denied making the statement and Waite responded that Reed was not being truthful and that the meeting had been recorded. Later Reed claimed that Waite had authorized her union representative to record the grievance meeting and that it was a violation of County policies and as a result discipline of Waite for authorizing her representative to record the grievance meeting without his (Reed's) consent could be issued, but it would be held in abeyance. Reed said: "However, if her employment is reinstated, this matter will be referred to your supervisor for possible disciplinary action to and including possible termination of your employment."

31. Plaintiff filed timely charges of discrimination with the EEOC pursuant to Title VII of the Civil Rights Act of 1964, as amended, charge numbers 26G-2013-01214 and 26G-2014-00039 and more than 180 days have passed.

32. Plaintiff has received a Right to Sue Letter.

FIRST CAUSE OF ACTION

As and for her first cause of action, plaintiff alleges and shows the court as follows:

33. Realleges the allegations set forth in paragraphs 1-32 above.

34. Defendant subjected plaintiff Waite to a series of adverse actions between October, 2012 and the termination of her employment on April 12, 2013 and thereafter and subjected her to a hostile work environment and treated her differently from similarly situated male employees because of her sex.

35. Defendant's actions were in violation of plaintiff's rights pursuant to The Civil Rights Act of 1964 (as amended), 42 USC §2000 et. seq. (Title VII).

36. The discriminatory actions inflicted by the defendant on plaintiff Waite caused Waite to suffer severe emotional and mental distress and anguish and caused Waite economic losses which resulted in the loss of her home and damage to her reputation.

37. Defendant's discriminatory actions described above were undertaken in willful, wanton, and reckless disregard of the plaintiff's rights entitling the plaintiff to an award of punitive damages.

SECOND CAUSE OF ACTION

As and for her second cause of action plaintiff alleges and shows the court as follows:

38. Realleges the allegations set forth in paragraphs 1-32 above.

39. On numerous occasions between late 2012 and the termination of her employment and even thereafter, plaintiff opposed violations of her rights under the Civil Rights Act of 1964 (as amended), 42 USC §2000 et. seq. (Title VII) by repeatedly complaining that she was being treated differently from male officers and being retaliated against because of complaining about discriminatory treatment and retaliation and a hostile work environment and that she had obtained a lawyer to protect her rights.

40. As a result of plaintiff's opposition to the violation of her rights under Title VII, defendant engaged in a pattern of adverse retaliatory actions toward the plaintiff including but not limited to the following:

a. Plaintiff's work was subjected to more and closer scrutiny than other workers;

b. Defendant instructed workers were to report any conduct by Waite that might constitute a work rule violation.

c. Plaintiff began to receive unwarranted disciplinary actions;

d. Plaintiff was threatened with discipline if she talked to other employees about her treatment.

e. Plaintiff's employment was terminated.

41. As a result of the retaliatory conduct inflicted upon the plaintiff, the plaintiff's physical and mental condition became worse and caused the plaintiff to suffer severe emotional distress and mental anguish, and economic losses which resulted in the loss of her home and damage to her reputation.

42. Defendant's discriminatory actions described above were undertaken in willful, wanton, and reckless disregard of the plaintiff's rights entitling the plaintiff to an award of punitive damages.

WHEREFORE, the plaintiff demands the following:

a. Reinstatement and back pay, or front pay in lieu of reinstatement;

b. Compensatory damages for her emotional injury, distress, and physical pain and suffering;

c. An injunction against the defendants ordering that they cease and desist the discriminatory practices towards plaintiff;

d. Punitive damages;

e. Reasonable attorney's fees and costs incurred in both the administrative action before the ERD as well as the instant Federal Court; and

f. Any other relief the court may deem just and proper.

PLAINTIFF DEMANDS A JURY TRIAL

Dated: September 20, 2016

DAVEY & GOLDMAN
Attorneys for Plaintiff Janis S. Waite

/s/ Lisa C. Goldman

Lisa C. Goldman, SBN: 1029893

Bruce M. Davey SBN: 1012256

5609 Medical Circle, Suite 101

Madison, WI 53719

Phone: (608) 630-9700

Fax: (608) 205-5645

lgoldman@daveygoldman.com

CIVIL COVER SHEET

The JS 44 civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON NEXT PAGE OF THIS FORM.)

I. (a) PLAINTIFFS

JANIS S. WAITE

W686 Badger Dr.

Fremont, WI 54940

(b) County of Residence of First Listed Plaintiff Waupaca County

(EXCEPT IN U.S. PLAINTIFF CASES)

(c) Attorneys (Firm Name, Address, and Telephone Number)

Lisa Goldman and Bruce Davey

Davey & Goldman

5609 Medical Circle, Suite 101, Madison, WI 53719 (608) 630-9700

DEFENDANTS

Wood County Wisconsin

c/o Wood County Clerk of Court, Wood County Courthouse

400 Market St., Wisconsin Rapids, WI 54495

County of Residence of First Listed Defendant Wood County

(IN U.S. PLAINTIFF CASES ONLY)

NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.

Attorneys (If Known)

II. BASIS OF JURISDICTION (Place an "X" in One Box Only)☐ 1 U.S. Government Plaintiff☒ 3 Federal Question
(U.S. Government Not a Party)☐ 2 U.S. Government Defendant☐ 4 Diversity
(Indicate Citizenship of Parties in Item III)**III. CITIZENSHIP OF PRINCIPAL PARTIES** (Place an "X" in One Box for Plaintiff and One Box for Defendant)

	PTF	DEF		PTF	DEF
Citizen of This State	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6

IV. NATURE OF SUIT (Place an "X" in One Box Only)

Click here for: Nature of Suit Code Descriptions.

CONTRACT	TORTS	FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES	
<input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excludes Veterans) <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholders' Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	PERSONAL INJURY <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Medical Malpractice	PERSONAL INJURY <input type="checkbox"/> 365 Personal Injury - Product Liability <input type="checkbox"/> 367 Health Care/Pharmaceutical Personal Injury Product Liability <input type="checkbox"/> 368 Asbestos Personal Injury Product Liability PERSONAL PROPERTY <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input type="checkbox"/> 380 Other Personal Property Damage <input type="checkbox"/> 385 Property Damage Product Liability	<input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other LABOR <input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Management Relations <input type="checkbox"/> 740 Railway Labor Act <input type="checkbox"/> 751 Family and Medical Leave Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Employee Retirement Income Security Act IMMIGRATION <input type="checkbox"/> 462 Naturalization Application <input type="checkbox"/> 465 Other Immigration Actions	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 PROPERTY RIGHTS <input type="checkbox"/> 820 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 840 Trademark SOCIAL SECURITY <input type="checkbox"/> 861 HIA (1395ff) <input type="checkbox"/> 862 Black Lung (923) <input type="checkbox"/> 863 DIWC/DIWW (405(g)) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (405(g)) FEDERAL TAX SUITS <input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant) <input type="checkbox"/> 871 IRS—Third Party 26 USC 7609	<input type="checkbox"/> 375 False Claims Act <input type="checkbox"/> 376 Qui Tam (31 USC 3729(a)) <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 410 Antitrust <input type="checkbox"/> 430 Banks and Banking <input type="checkbox"/> 450 Commerce <input type="checkbox"/> 460 Deportation <input type="checkbox"/> 470 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit <input type="checkbox"/> 490 Cable/Sat TV <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 890 Other Statutory Actions <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 896 Arbitration <input type="checkbox"/> 899 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 950 Constitutionality of State Statutes
REAL PROPERTY <input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	CIVIL RIGHTS <input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input checked="" type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	PRISONER PETITIONS Habeas Corpus: <input type="checkbox"/> 463 Alien Detainee <input type="checkbox"/> 510 Motions to Vacate Sentence <input type="checkbox"/> 530 General <input type="checkbox"/> 535 Death Penalty Other: <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement			

V. ORIGIN (Place an "X" in One Box Only)

☒ 1 Original Proceeding ☐ 2 Removed from State Court ☐ 3 Remanded from Appellate Court ☐ 4 Reinstated or Reopened ☐ 5 Transferred from Another District (specify) ☐ 6 Multidistrict Litigation - Transfer ☐ 8 Multidistrict Litigation - Direct File

VI. CAUSE OF ACTION

Cite the U.S. Civil Statute under which you are filing (Do not cite jurisdictional statutes unless diversity):

42 U.S.C. sec. 2000 cf. seg (title VII)

Brief description of cause:

sex discrimination/retaliation

VII. REQUESTED IN COMPLAINT:
☐ CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P.

DEMAND \$

CHECK YES only if demanded in complaint:

JURY DEMAND: ☒ Yes ☐ No**VIII. RELATED CASE(S) IF ANY**

(See Instructions):

JUDGE

DOCKET NUMBER

DATE

SIGNATURE OF ATTORNEY OF RECORD

FOR OFFICE USE ONLY

RECEIPT #

AMOUNT

APPLYING IFP

49

JUDGE

MAG. JUDGE

INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET FORM JS 44**Authority For Civil Cover Sheet**

The JS 44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and service of pleading or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. The attorney filing a case should complete the form as follows:

- I.(a) Plaintiffs-Defendants.** Enter names (last, first, middle initial) of plaintiff and defendant. If the plaintiff or defendant is a government agency, use only the full name or standard abbreviations. If the plaintiff or defendant is an official within a government agency, identify first the agency and then the official, giving both name and title.
- (b) County of Residence.** For each civil case filed, except U.S. plaintiff cases, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. (NOTE: In land condemnation cases, the county of residence of the "defendant" is the location of the tract of land involved.)
- (c) Attorneys.** Enter the firm name, address, telephone number, and attorney of record. If there are several attorneys, list them on an attachment, noting in this section "(see attachment)".
- II. Jurisdiction.** The basis of jurisdiction is set forth under Rule 8(a), F.R.Cv.P., which requires that jurisdictions be shown in pleadings. Place an "X" in one of the boxes. If there is more than one basis of jurisdiction, precedence is given in the order shown below.
- United States plaintiff. (1) Jurisdiction based on 28 U.S.C. 1345 and 1348. Suits by agencies and officers of the United States are included here.
- United States defendant. (2) When the plaintiff is suing the United States, its officers or agencies, place an "X" in this box.
- Federal question. (3) This refers to suits under 28 U.S.C. 1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress or a treaty of the United States. In cases where the U.S. is a party, the U.S. plaintiff or defendant code takes precedence, and box 1 or 2 should be marked.
- Diversity of citizenship. (4) This refers to suits under 28 U.S.C. 1332, where parties are citizens of different states. When Box 4 is checked, the citizenship of the different parties must be checked. (See Section III below; NOTE: federal question actions take precedence over diversity cases.)
- III. Residence (citizenship) of Principal Parties.** This section of the JS 44 is to be completed if diversity of citizenship was indicated above. Mark this section for each principal party.
- IV. Nature of Suit.** Place an "X" in the appropriate box. If there are multiple nature of suit codes associated with the case, pick the nature of suit code that is most applicable. Click here for: [Nature of Suit Code Descriptions](#).
- V. Origin.** Place an "X" in one of the seven boxes.
- Original Proceedings. (1) Cases which originate in the United States district courts.
- Removed from State Court. (2) Proceedings initiated in state courts may be removed to the district courts under Title 28 U.S.C., Section 1441. When the petition for removal is granted, check this box.
- Remanded from Appellate Court. (3) Check this box for cases remanded to the district court for further action. Use the date of remand as the filing date.
- Reinstated or Reopened. (4) Check this box for cases reinstated or reopened in the district court. Use the reopening date as the filing date.
- Transferred from Another District. (5) For cases transferred under Title 28 U.S.C. Section 1404(a). Do not use this for within district transfers or multidistrict litigation transfers.
- Multidistrict Litigation – Transfer. (6) Check this box when a multidistrict case is transferred into the district under authority of Title 28 U.S.C. Section 1407.
- Multidistrict Litigation – Direct File. (8) Check this box when a multidistrict case is filed in the same district as the Master MDL docket.
- PLEASE NOTE THAT THERE IS NOT AN ORIGIN CODE 7.** Origin Code 7 was used for historical records and is no longer relevant due to changes in statute.
- VI. Cause of Action.** Report the civil statute directly related to the cause of action and give a brief description of the cause. Do not cite jurisdictional statutes unless diversity. Example: U.S. Civil Statute: 47 USC 553 Brief Description: Unauthorized reception of cable service
- VII. Requested in Complaint.** Class Action. Place an "X" in this box if you are filing a class action under Rule 23, F.R.Cv.P.
- Demand. In this space enter the actual dollar amount being demanded or indicate other demand, such as a preliminary injunction.
- Jury Demand. Check the appropriate box to indicate whether or not a jury is being demanded.
- VIII. Related Cases.** This section of the JS 44 is used to reference related pending cases, if any. If there are related pending cases, insert the docket numbers and the corresponding judge names for such cases.

Date and Attorney Signature. Date and sign the civil cover sheet.