

## **JUDICIAL AND LEGISLATIVE COMMITTEE**

**DATE: Friday, January 4, 2019**

**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. Discuss creating a rule for filling certain vacated constitutional offices.
  - b. Report of Central Sands Water Committee
  - c. April ballot referendum on medical and recreational marijuana.
  - d. Marathon County Resolution – Increased Compensation for Defense Counsel Assigned by Public Defender
  - e. Door County Resolution – Supporting taking steps to legalize medical marijuana
  - f. Door County Resolution – Supporting legislation authorizing utilization of Design-Build.
8. Courthouse security committee report.
9. Discuss recommendation to appoint a criminal justice task force coordinator.
10. Review of County Board Rules.
  - a. Reformulation of Executive Committee.
  - b. Formation of a stand-alone Economic Development Committee.
  - c. Census Review & Redistricting.
11. Consideration of agenda items for next meeting.
12. Set date and time of next meeting.
13. Adjourn.

C: Cindy Joosten

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 7, 2018  
 TIME: 9 a.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 11:45 a.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry, Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Chairman Clendenning asked if there were any objections to the minutes for the November 1 and 27, 2018, meetings. Moved by Hamilton, seconded by Hahn, to approve the minutes as presented. Discussion had on what committee intended to do on rescue squad. Motion failed. 5 nays. Moved by Clendenning, seconded by Leichtnam, to amend the November 27, 2018, committee meeting minutes as follows and to approve the minutes as amended. All ayes.
  - A) Item #4, at the end add: Supervisor Curry voted no, as he does not support the need for a Public Property Committee as this time.
  - B) Item #5, add that a roll call vote to go into closed session passed unanimously and that a roll call vote to come out of closed session passed unanimously.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Hamilton, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.

As part of the discussion on vouchers, Finance Director Marla Cummings discussed the use of credit cards by county staff. Cummings is of the opinion that county credit cards should be used for the purchase of goods and services and not employees' personal credit cards. Cummings also mentioned that various county employees and departments have Amazon business accounts and those will all be consolidated into one account that is tax exempt.

Brent Vruwink, Child Support Director, discussed legislative changes pertaining to the recovery of birth expenses in paternity actions that will have a negative effect on the revenues of the Child Support Department.

Supervisor Clendenning expressed concern over the plan for the Register of Deeds' office to close for staff meetings during normal business hours (8-8:30 a.m.). Clendenning hoped some posting indicating what was going on and when the office would reopen would be made.

Clerk of Courts Cindy Joosten explained that a small renovation project would be taking place to address the

physical flow of customers served by her department, in particular those needing to meet with the payment clerk.

5. The Committee reviewed the claims of Rachael Cook, Anne La Chapelle ERD case, and Sherfinski complaint. These claims/cases will be provided to the county board.

The Committee discussed whether all or just part of a "claim" should be submitted to the committee and from there to the county board when allegations in the claim are contested and damaging to reputations. The Committee determined it is appropriate for staff to limit what is shared in such cases, recognizing the full claims are available for review in both the Corporation Counsel and Insurance Administrator's offices.

Moved by Curry, seconded by Leichtnam, to have the Committee Chair meet with the Corporation Counsel, Human Resources Director, and Human Services Director to prepare a response to be included in the packet to go to the county board addressing the La Chapelle claim. All ayes.

The three department heads were present and set a meeting time. Committee Chair Clendenning advised he could not make the meeting but in light of time constraints, the three should proceed without him.

6. There were no new animal claims against the County.
7. The Committee reviewed correspondence and legislative issues.
  - a. The Corporation Counsel's memorandum "A County's Obligations to its Residents for Clean Groundwater" will be forwarded to the county board.
  - b. Discussion on creating a rule for filling certain vacated constitutional offices. Human Resources Director McGrath presented the attached memo setting forth the current process and options for consideration. Discussion had. The Committee will discuss again next month and decide where it wants to set forth the procedures.
  - c. Report of Central Sands Water Committee. The Citizens Groundwater Group has been meeting and is formulating recommendations and attempting to work directly with municipalities.
8. Courthouse security committee report. Clendenning, Winch, and Van Tassel went to Portage County and Waupaca County to assess their courthouse security. Waupaca has focused on courthouse verses just courtroom security. Portage County focuses on courtroom security. Portage County is looking to expand the scope of security. Portage County added one full-time deputy for these duties.

9. County Board rules.
  - a. Committee structure. Supervisor Clendenning is proposing to restructure the Executive Committee so that it consists of the County Board Chair, First and Second Vice Chairs and two members elected at large by the county board. Will discuss at next meeting.
  - b. Public property committee. Moved by Hamilton to pursue a public property stand-alone committee. No second, motion failed.  
Moved by Hamilton, seconded by Leichtnam, to transfer some oversight conducted by Executive to HIRC and present a resolution proposing this concept to HIRC. 4 ayes. Curry voted no as he feels we are not prepared to move forward on this plan.
  - c. Census Review & Redistricting. Leichtnam feels that redistricting belongs under Judicial & Legislative. CEED will be discussing the issue in January.
10. Administrative Coordinator position. McGrath presented a draft position description and it was discussed. McGrath advised this would be discussed at the Executive Committee in January.
11. Out-of-state travel request for Register of Deeds. Moved by Hahn, seconded by Hamilton, to approve the Register of Deeds' attendance at the Property Records Industry Association in South Carolina in February. All ayes. Cost for trip not to exceed \$2,000. No county board resolution needed as no tax levy dollars.
12. Agenda items for the January 2019, meeting:
  - Filling vacated constitutional offices.
  - Administrative Coordinator.
  - Reformulation of Executive Committee.
  - Formation of a stand-alone Economic Development Committee.
  - April ballot referendum on medical and recreational marijuana.
  - Discuss recommendation to appoint a criminal justice task force coordinator.
13. The next committee meeting will be January 4, 2019, 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 Committee Meeting

**Date:** December 7, 2018

[illegible]

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 18, 2018  
TIME: 9:15 a.m.  
PLACE: Room 317A, Wood County Courthouse  
TIME ADJOURNED: 9:18 a.m.  
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
Kenneth Curry, Brad Hamilton, Jake Hahn  
OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 9:15 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The Committee reviewed a resolution on the Wood County Rescue Squad. Moved by Hamilton, seconded by Clendenning, to support the resolution for continued operation of the Wood County Rescue Squad while Sheriff elect Becker studies the need for and scope of services to be provided by the rescue squad. All ayes.
4. Moved by Hamilton, seconded by Clendenning to adjourn. All ayes. Meeting adjourned at 9:18 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

## Judicial & Legislative Committee Meeting

**Date:** December 13, 2018

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## Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: DECEMBER 2018

For the range of vouchers: 03180114 - 03180124

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03180114	FLEXSTAFF	CONTRACT EMPLOYEE	11/28/2018	\$121.52	
03180115	FLEXSTAFF	CONTRACT EMPLOYEE	12/05/2018	\$91.14	
03180116	FLEXSTAFF	CONTRACT EMPLOYEE	12/12/2018	\$265.83	
03180117	FLEXSTAFF	CONTRACT EMPLOYEE	12/19/2018	\$474.69	
03180118	NATIONAL COURT REPORTERS ASSN	2019 DUES - KIMBERLY COLLINS	12/26/2018	\$270.00	
03180119	THOMSON REUTERS-WEST PUBLISHING CORP	WI STAT 2018 PP & GEN INDEX	12/04/2018	\$3,922.00	
03180120	BEARD ASHLEY	REPLACE SMALL FRIG IN VAULT	12/19/2018	\$140.30	
03180121	COLLINS KIMBERLY	TRANSCRIPT FEE 18CT281	11/26/2018	\$12.00	
03180122	COLLINS KIMBERLY	TRANSCRIPT FEE 16CF563	11/30/2018	\$26.00	
03180123	COLLINS KIMBERLY	TRANSCRIPT FEE 15CF213	11/30/2018	\$20.00	
03180124	COLLINS KIMBERLY	TRANSCRIPT FEES	11/30/2018	\$30.00	
<b>Grand Total:</b>				<b>\$5,373.48</b>	

### Signatures

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## Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: DECEMBER 2018

For the range of vouchers: 04180051 - 04180054

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04180051	PETERSON MICHELLE L	TRANSCRIPT FEE 10CF181	11/14/2018	\$28.00	
04180052	PETERSON MICHELLE L	TRANSCRIPT FEE 15CF145	12/06/2018	\$24.00	
04180053	PETERSON MICHELLE L	TRANSCRIPT FEE 17CF160,17CF287	12/10/2018	\$22.00	
04180054	ZAMOW DENISE	TRANSCRIPT FEE 17CF331,17CM475	11/28/2018	\$28.00	
<b>Grand Total:</b>				<b>\$102.00</b>	

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## Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: DECEMBER 2018

For the range of vouchers: 05180066 - 05180072

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05180066	CORDANT HEALTH SOLUTIONS	DRUG TESTING	11/30/2018	\$2,385.45	P
05180067	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF & REVENUE	12/01/2018	\$4,171.16	P
05180068	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF ENHANCED	12/01/2018	\$1,833.33	P
05180069	STATE BAR OF WISCONSIN	CIVIL BENCHBOOK UPDATES	12/03/2018	\$65.53	
05180070	PETERSON MICHELLE L	TRANSCRIPT FEE 18CF174	11/29/2018	\$32.00	
05180071	PETERSON MICHELLE L	TRANSCRIPT FEE 18CT219	12/03/2018	\$22.00	
05180072	ZAMOW DENISE	TRANSCRIPT FEE 16CF376	11/28/2018	\$68.00	
<b>Grand Total:</b>				<b>\$8,577.47</b>	

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## Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 12/2018

For the range of vouchers: 02180122 - 02180129

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02180122	STOFLET VICKI	LUNCH REIMB.	12/18/2018	\$12.00	P
02180123	VRUWINK BRENT	LUNCH & MILEAGE REIMBS.	12/18/2018	\$421.11	P
02180124	CW SOLUTIONS LLC	ANDERSON-EFILING/SCANNING	12/27/2018	\$844.31	
02180125	DNA DIAGNOSTICS CENTER	10-IND. GENETIC TESTS	12/27/2018	\$244.00	
02180126	LEGAL LOGISTICS LLC	12-PROCESS OF SERVICE FEES	12/27/2018	\$870.00	
02180127	RIVER CITY PROCESS SERVERS	5-PROCESS OF SERVICE FEES	12/27/2018	\$200.00	
02180128	SWITS LTD	1-INTERPRETER FEE	12/27/2018	\$40.00	
02180129	WEILAND LEGAL SERVICES	SUB. CORP COUNSEL FEE	12/27/2018	\$100.00	
<b>Grand Total:</b>				<b>\$2,731.42</b>	

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## Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: DECEMBER 2018

For the range of vouchers: 07181453 - 07181580

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181453	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN102	11/08/2018	\$500.00	P
07181454	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN95	11/11/2018	\$500.00	P
07181455	BREHM SCOTT	Witness Fee - 17CT304	11/07/2018	\$17.20	P
07181456	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18ME157	11/02/2018	\$845.00	P
07181457	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 16ME56	11/06/2018	\$845.00	P
07181458	FLOTTMEYER RYAN & SAYNER	Atty Fee - 92GN234	11/13/2018	\$147.00	P
07181459	GEBERT LAW OFFICE	Atty Fee - 15GN15	11/12/2018	\$168.00	P
07181460	GEBERT LAW OFFICE	Atty Fee - 17GN89	11/14/2018	\$196.00	P
07181461	GEBERT LAW OFFICE	Atty Fee - 18JI04	11/05/2018	\$49.00	P
07181462	GORSKI KENNETH	Ct Comm Services Oct 2018	11/13/2018	\$1,399.51	P
07181463	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 17GN32	10/24/2018	\$167.28	P
07181464	GURZYNSKI LINDSAY	Witness Fee - 17CT304	11/07/2018	\$18.00	P
07181465	NASH LAW GROUP	Atty Fee - 18GN83	11/12/2018	\$105.00	P
07181466	NEITZKE ALESHA L	Witness Fee - 17CF450	10/02/2018	\$48.80	P
07181467	MAILFINANCE	Lease Payment Sep-Dec 2018	11/03/2018	\$372.87	P
07181468	NOONAN ARENDT LLP	Atty Fee - 13JG18	11/05/2018	\$126.00	P
07181469	PREVEA HEALTH INC	Med Exam - 18JM50	10/24/2018	\$795.00	P
07181470	SLATTERY TRAVIS LAW OFFICE	Atty Fee - 18GN56	10/29/2018	\$924.00	P
07181471	WEILAND LEGAL SERVICES	Atty Fee - 18GN86	11/12/2018	\$396.00	P
07181472	WEST PAYMENT CENTER	LL Internet Access - Oct 2018	11/01/2018	\$1,402.50	P
07181473	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN103	11/16/2018	\$500.00	P
07181474	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18ME168	11/26/2018	\$540.00	P
07181475	APL LLC	Med Exam - 18GN79	10/10/2018	\$1,050.00	P
07181476	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 06ME63	11/19/2018	\$650.00	P
07181477	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18ME168	11/26/2018	\$845.00	P
07181478	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 88GN213	11/07/2018	\$154.40	P
07181479	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 92GN228	11/17/2018	\$126.00	P
07181480	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 95GN34	11/07/2018	\$126.00	P
07181481	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 06GN16	11/07/2018	\$154.40	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2018

07181453 - 07181580

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181482	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 02GN11	11/06/2018	\$156.58	P
07181483	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 13GN59	11/07/2018	\$157.12	P
07181484	NASH LAW GROUP	Atty fee - 18CM420	11/19/2018	\$546.39	P
07181485	NASH LAW GROUP	Atty Fee - 18JC96 & 97	11/12/2018	\$84.00	P
07181486	SERSCH THERESE	Med Exam - 12GN74	11/15/2018	\$352.32	P
07181487	WEILAND LEGAL SERVICES	Atty Fee - 18GN96	11/19/2018	\$105.00	P
07181488	WEILAND LEGAL SERVICES	Atty Fee - 18GN95	11/19/2018	\$105.00	P
07181489	WEYMOUTH RICHARD D	FCC Services - Nov 2018	11/29/2018	\$4,166.66	P
07181490	ANDERSON RONALD DAREL	JUROR EXPENSE	11/07/2018	\$40.00	P
07181491	BROST JON L	JUROR EXPENSE	11/07/2018	\$40.00	P
07181492	BURLINGAME ILONA M	JUROR EXPENSE	11/07/2018	\$30.00	P
07181493	CHIALDA BOBBIE SUE	JUROR EXPENSE	11/07/2018	\$40.00	P
07181494	CZAPPA CALEB JOHN	JUROR EXPENSE	11/07/2018	\$30.00	P
07181495	GUCK DANIEL MICHAEL	JUROR EXPENSE	11/07/2018	\$40.00	P
07181496	HAFERMAN J KAREN	JUROR EXPENSE	11/07/2018	\$40.00	P
07181497	HALSTEAD JERRY RAY	JUROR EXPENSE	11/07/2018	\$30.00	P
07181498	HEEG SCOTT M	JUROR EXPENSE	11/07/2018	\$30.00	P
07181499	KUNDINGER KIMBERLY JAN	JUROR EXPENSE	11/07/2018	\$30.00	P
07181500	LEFFEL MYRON LEO	JUROR EXPENSE	11/07/2018	\$40.00	P
07181501	LIPPERT JEROME C	JUROR EXPENSE	11/07/2018	\$30.00	P
07181502	RIFLEMAN KAREN M	JUROR EXPENSE	11/07/2018	\$40.00	P
07181503	ROCKWELL MICHAEL ANTHONY	JUROR EXPENSE	11/07/2018	\$30.00	P
07181504	RODRIGUEZ MICHAEL LAZARUS	JUROR EXPENSE	11/07/2018	\$30.00	P
07181505	SCHERR DAVID ALAN	JUROR EXPENSE	11/07/2018	\$40.00	P
07181506	SCHOENECKER PATRICIA C	JUROR EXPENSE	11/07/2018	\$40.00	P
07181507	SEIFERT MEGAN RYANN	JUROR EXPENSE	11/07/2018	\$30.00	P
07181508	SEYMOUR GREGORY CLAYTON	JUROR EXPENSE	11/07/2018	\$40.00	P
07181509	SHERBURNE JAMES DALE	JUROR EXPENSE	11/07/2018	\$30.00	P
07181510	THOME STACEY MAE	JUROR EXPENSE	11/07/2018	\$30.00	P
07181511	VANDER MEER JEAN M	JUROR EXPENSE	11/07/2018	\$40.00	P
07181512	WIRTZ ROSE H	JUROR EXPENSE	11/07/2018	\$40.00	P
07181513	ANDERSON RONALD DAREL	JUROR EXPENSE	11/07/2018	\$35.70	P
07181514	BROST JON L	JUROR EXPENSE	11/07/2018	\$15.30	P
07181515	BURLINGAME ILONA M	JUROR EXPENSE	11/07/2018	\$27.54	P
07181516	CHIALDA BOBBIE SUE	JUROR EXPENSE	11/07/2018	\$4.08	P
07181517	CZAPPA CALEB JOHN	JUROR EXPENSE	11/07/2018	\$2.04	P
07181518	GUCK DANIEL MICHAEL	JUROR EXPENSE	11/07/2018	\$4.59	P
07181519	HAFERMAN J KAREN	JUROR EXPENSE	11/07/2018	\$1.02	P
07181520	HALSTEAD JERRY RAY	JUROR EXPENSE	11/07/2018	\$9.18	P
07181521	HEEG SCOTT M	JUROR EXPENSE	11/07/2018	\$28.05	P
07181522	KUNDINGER KIMBERLY JAN	JUROR EXPENSE	11/07/2018	\$32.64	P
07181523	LEFFEL MYRON LEO	JUROR EXPENSE	11/07/2018	\$32.64	P
07181524	LIPPERT JEROME C	JUROR EXPENSE	11/07/2018	\$16.32	P
07181525	RIFLEMAN KAREN M	JUROR EXPENSE	11/07/2018	\$12.75	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2018

07181453 - 07181580

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181526	ROCKWELL MICHAEL ANTHONY	JUROR EXPENSE	11/07/2018	\$0.51	P
07181527	RODRIGUEZ MICHAEL LAZARUS	JUROR EXPENSE	11/07/2018	\$2.55	P
07181528	SCHERR DAVID ALAN	JUROR EXPENSE	11/07/2018	\$38.76	P
07181529	SCHOENECKER PATRICIA C	JUROR EXPENSE	11/07/2018	\$32.64	P
07181530	SEIFERT MEGAN RYANN	JUROR EXPENSE	11/07/2018	\$22.44	P
07181531	SEYMOUR GREGORY CLAYTON	JUROR EXPENSE	11/07/2018	\$5.10	P
07181532	SHERBURNE JAMES DALE	JUROR EXPENSE	11/07/2018	\$33.66	P
07181533	THOME STACEY MAE	JUROR EXPENSE	11/07/2018	\$2.55	P
07181534	VANDER MEER JEAN M	JUROR EXPENSE	11/07/2018	\$4.08	P
07181535	WIRTZ ROSE H	JUROR EXPENSE	11/07/2018	\$10.20	P
07181536	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 11GN41	09/26/2018	\$500.00	P
07181537	BEHAVIORAL CONSULTANTS	Med Exam - 18CM25	11/29/2018	\$1,120.00	P
07181538	BEHAVIORAL CONSULTANTS	Med Exam - 13CF271	11/29/2018	\$1,425.00	P
07181539	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 03GN54	10/09/2018	\$70.00	P
07181540	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 79GN18	10/09/2018	\$70.00	P
07181541	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN92	11/29/2018	\$195.00	P
07181542	FLEXSTAFF	Contracted Clerical Svcs	11/14/2018	\$505.07	P
07181543	FLEXSTAFF	Contracted Clerical Svcs	11/21/2018	\$353.17	P
07181544	FLEXSTAFF	Contracted Clerical Svcs	11/28/2018	\$254.43	P
07181545	FLEXSTAFF	Contracted Clerical Svcs	12/05/2018	\$512.66	P
07181546	GEBERT LAW OFFICE	Mediation Services - Nov 2018	12/03/2018	\$2,400.00	P
07181547	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN92	12/03/2018	\$638.05	P
07181548	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN89	11/06/2018	\$351.76	P
07181549	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN101	11/29/2018	\$252.21	P
07181550	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN99	11/29/2018	\$252.21	P
07181551	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 18GN102	12/03/2018	\$280.42	P
07181552	HILL & WALCZAK ATTYS	Atty Fee - 18JC91-93	11/28/2018	\$616.00	P
07181553	HILL & WALCZAK ATTYS	Atty Fee - 18JC99-100	11/28/2018	\$420.00	P
07181554	HILL & WALCZAK ATTYS	Mediation Services - Nov 2018	12/03/2018	\$50.00	P
07181555	HILL & WALCZAK ATTYS	Atty Fee - 18JC80	11/28/2018	\$990.50	P
07181556	LAW CENTER SC THE	Atty Fee - 18GN98	11/20/2018	\$98.00	P
07181557	NASH LAW GROUP	Atty Fee - 18CM403	11/29/2018	\$578.14	P
07181558	NASH LAW GROUP	Atty Fee - 18CF245	11/29/2018	\$974.84	P
07181559	NASH LAW GROUP	Atty Fee - 18GN69	12/05/2018	\$840.00	P
07181560	NASH LAW GROUP	Atty fee - 18CM564	12/03/2018	\$216.85	P
07181561	NASH LAW GROUP	Atty Fee - 16JC90	12/03/2018	\$56.00	P
07181562	NASH LAW GROUP	Atty fee - 18CT255	12/06/2018	\$256.48	P
07181563	NASH LAW GROUP	Atty Fee - 18CT320	11/29/2018	\$808.57	P
07181564	NASH LAW GROUP	Atty Fee - 18CF488	11/29/2018	\$788.00	P
07181565	NASH LAW GROUP	Atty Fee - 18GN104	11/30/2018	\$329.00	P
07181566	NOONAN ARENDT LLP	Atty Fee - 18TP16	12/06/2018	\$168.00	P
07181567	SCHMIDT & GRACE	Atty Fee - 18CT255	11/20/2018	\$182.00	P
07181568	SLATTERY TRAVIS LAW OFFICE	Atty Fee - 18JC89 & 95	11/20/2018	\$889.00	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2018

07181453 - 07181580

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07181569	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search for SDC-Nov 18	12/01/2018	\$56.70	P
07181570	WEILAND LEGAL SERVICES	Atty Fee - 17GN68	12/05/2018	\$70.00	P
07181571	WEILAND LEGAL SERVICES	Atty Fee - 14GN48	12/03/2018	\$70.00	P
07181572	WEILAND LEGAL SERVICES	Atty Fee - 17GN92	12/03/2018	\$203.00	P
07181573	WEILAND LEGAL SERVICES	Atty Fee - 17GN87	11/30/2018	\$70.00	P
07181574	WEILAND LEGAL SERVICES	Atty Fee - 95GN90	11/30/2018	\$70.00	P
07181575	WEILAND LEGAL SERVICES	Atty Fee - 13GN62	11/29/2018	\$70.00	P
07181576	WEST PAYMENT CENTER	LL Internet Access - Nov 18	12/01/2018	\$1,402.50	P
07181577	WI STATE LABORATORY OF HYGIENE	Witness Fee - 17CT304	11/30/2018	\$62.00	P
07181578	JOOSTEN CINDY	supplies for humidifiers	12/04/2018	\$98.34	P
07181579	JOOSTEN CINDY	Micro SD Card	12/06/2018	\$31.48	P
07181580	JOOSTEN CINDY	9 volt batteries	12/06/2018	\$12.96	P

**Grand Total:****\$39,683.71**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: JANUARY 04, 2019

## Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: December 2018

For the range of vouchers: 09180034 - 09180035

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09180034	STATE BAR OF WISCONSIN	appellate practice & procedure	12/21/2018	\$70.77	
09180035	WEILAND LEGAL SERVICES	hearing examiner	12/17/2018	\$15,100.00	
<b>Grand Total:</b>				<b>\$15,170.77</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_



## Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: DECEMBER 2018

For the range of vouchers: 24180031 - 24180032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24180031	RINGER TIFFANY	MEAL REIMB - CPM COURSE	12/05/2018	\$12.00	P
24180032	FIDLAR TECHNOLOGIES INC	NOVEMBER 2018 LAREDO USAGE	12/14/2018	\$589.10	P
<b>Grand Total:</b>				<b>\$601.10</b>	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

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Committee Member:

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Committee Member:

\_\_\_\_\_

**CLERK OF COURT COLLECTED  
COUNTY REVENUES  
FOR THE MONTH ENDING NOVEMBER 30, 2018**

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 7,284.41	\$ 8,886.93	\$ (1,402.52)
Clerk of Courts	Occupational Lic Fee Due Co	\$ -	\$ -	\$ -
Clerk of Courts	County Share State Fines	\$ 12,156.32	\$ 11,206.90	\$ 949.42
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Clerk of Courts	Attorney Fees	\$ 755.31	\$ 2,287.02	\$ (1,531.71)
Human Services	County OWI Surcharge	\$ 4,707.56	\$ 3,971.82	\$ 735.74
District Attorney	District Attorney Service	\$ 13.82	\$ 27.47	\$ (13.65)
District Attorney	District Attorney 10%	\$ 335.67	\$ 719.96	\$ (384.29)
Victim Witness	Victim Witness 10%	\$ 335.66	\$ 719.96	\$ (384.30)
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
Finance Department	Sales Tax	\$ -	\$ 0.00	\$ -

Clerk's Fees

Clerk of Courts	County Clerk of Courts Fees	\$ 9,142.46		
Clerk of Courts	Bond Forfeitures	\$ 700.00		
Clerk of Courts	Payment Plan Fees	\$ 735.00		
Clerk of Courts	Muni Disposal Fees	\$ 100.00	\$ 10,677.46	\$ 13,968.30
				\$ (3,290.84)
Branch I	Juvenile Ordinances	\$ 88.75	\$ 40.50	\$ 48.25
Sheriff's Dept.	Warrant Fees	\$ 2,937.44	\$ 3,592.04	\$ (654.60)
Sheriff's Dept.	Jail Surcharge	\$ 2,354.60	\$ 2,518.65	\$ (164.05)
Sheriff's Dept.	Blood Test Costs	\$ 154.21	\$ 101.92	\$ 52.29
Sheriff's Dept.	Extradition Costs	\$ 191.92	\$ 424.73	
COC Div. Mediation	Family Counseling Service Fees	\$ 415.00	\$ 605.00	\$ (190.00)
COC Div. Mediation	Family Counseling Reimbursement	\$ 350.00	\$ 295.00	\$ 55.00
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 19.62	\$ 20.20	\$ (0.58)

**COUNTY REVENUE**    \$ 42,777.75    \$ 49,186.40    \$ (6,408.65)

**0700-24241 STATE REVENUES**    \$ 144,070.70    \$ 149,705.93    \$ (5,635.23)

**SUBTOTAL**    \$ 186,848.45    \$ 198,892.33    \$ (12,043.88)

**MUNICIPAL PASS THROUGH REVENUES**    \$ 1,338.70    \$ 924.87    \$ 413.83

**TOTAL REVENUE DISBURSED**    \$ 188,187.15    \$ 199,817.20    \$ (11,630.05)

For the Judicial & Legislative Committee Meeting dated: **1-4-19**  
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	188,187	144,071	42,778	1,339
Dec	161,554	121,016	39,746	792	Dec	-			
	2,409,386	1,808,578	588,547	12,261		2,216,230	1,659,458	544,514	12,258
2017 YEAR TO DATE REVENUE:						2,247,832	1,687,562	548,801	11,469
INCREASE (Decrease)						(31,601)	(28,104)	(4,287)	789

## 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	15	
<b>Suspensions Issued</b>	21	16	20	21	13	19	31	15	13	21	0	
<b>Payment Plans Created</b>	76	66	78	74	98	78	79	95	73	98	60	
<b>Receivables in Payment Plans</b>	6967	6954	7079	7063	7267	7349	7389	7539	7623	7749	7609	
<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	\$71,682
<b># of Payment Plans PIF</b>	53	103	84	77	61	94	71	68	50	68	71	
<b>Fines worked off through Community Service</b>	23	11	8	19	20	36	12	27	18	3	12	
<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	\$2,890	
<b>Collection Agency Payments</b>	\$0	\$0	\$0	\$0	\$87	\$130	\$666	\$907	\$465	\$655	\$963	
<b>Electronic Payments</b>	\$69,884	\$59,761	\$84,018	\$67,466	\$78,325	\$69,555	\$78,440	\$80,144	\$63,342	\$92,928	\$ 81,313	

Wood County Circuit Court  
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)  
For Month Ending 11-30-2018  
Final

12-07-2018  
01:27 pm

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	24788.33	40056.40	24394.00	80817.86	115034.62	167617.04	103986.86	60535.08	46037.15	224966.08	888233.42
Traffic	33515.80	26217.92	17684.88	56529.52	61846.20	84660.46	53851.62	38060.62	24999.63	218283.01	615649.66
Criminal	56150.66	69732.20	55323.51	179170.61	236661.40	477081.27	296865.50	228787.41	127023.77	583299.23	2310095.56
Restitution	8479.66	8342.72	2395.81	19446.16	36078.20	49837.49	47741.75	63208.85	36617.38	301857.10	574005.12
<b>TOTAL</b>	<b>\$ 122,934.45</b>	<b>\$ 144,349.24</b>	<b>\$ 99,798.20</b>	<b>\$ 335,964.15</b>	<b>\$ 449,620.42</b>	<b>\$ 779,196.26</b>	<b>\$ 502,445.73</b>	<b>\$ 390,591.96</b>	<b>\$ 234,677.93</b>	<b>\$ 1,328,405.42</b>	<b>\$ 4,387,983.76</b>

Wood County Circuit Court  
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)  
For Month Ending 11-30-2018  
Final

12-07-2018  
01:23 pm

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	24488.33	36616.40	21714.05	80717.86	109648.48	162744.41	96993.26	57778.52	39294.39	166341.74	796337.44
Traffic	33515.80	26217.92	17684.88	56415.02	61846.20	84660.46	53851.62	38060.62	24999.63	217467.51	614719.66
Criminal	52875.66	56850.20	48032.51	161520.51	198894.45	375192.73	233210.83	171721.35	88130.11	402127.81	1788556.16
Restitution	4964.72	668.48	1860.53	14750.66	11601.33	13647.81	4790.12	19036.47	11702.54	57354.55	140377.21
<b>TOTAL</b>	<b>\$ 115,844.51</b>	<b>\$ 120,353.00</b>	<b>\$ 89,291.97</b>	<b>\$ 313,404.05</b>	<b>\$ 381,990.46</b>	<b>\$ 636,245.41</b>	<b>\$ 388,845.83</b>	<b>\$ 286,596.96</b>	<b>\$ 164,126.67</b>	<b>\$ 843,291.61</b>	<b>\$ 3,339,990.47</b>



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

---

JANUARY 2019

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I will be attending WCA CAP day on January 16<sup>th</sup>. This will be the first opportunity we have to communicate our legislative priorities to legislators. If anyone on the committee would like to go along your help is more than welcome.
- The yearly IRS training has been completed.
- I have started drafting the cooperative agreements and hope to have them completed with signatures by the end of January.
- Supervisors Clendenning, Leichtnam and I attended the Joint Legislative Committee meeting in Mosinee on December 10<sup>th</sup>. I informed the other counties of the funding increase request for child support and asked them to consider sponsoring a resolution supporting the request. So far 24 counties have passed such resolutions and more are in the process of being approved.
- On December 12<sup>th</sup> Supervisor Clendenning and I attended one of Governor Elect Evers budget listening sessions at the Wausau Labor Temple. The event was well attended and everyone was given an opportunity to speak on issues that were of concern to them.
- Nathan Brost and I will be giving a presentation about the child support program to students at Auburndale High School on January 9<sup>th</sup>.
- The agency has been using the new document generation system that was recently rolled out statewide. Vicki Stoflet and Denise Willfahrt will be attending additional training on the system on January 9<sup>th</sup> in Wausau.
- Vicki Stoflet, Nathan Brost and I will be going to Jackson Correctional on January 28<sup>th</sup> to discuss child support related matters with inmates. The event is termed a "Transition Fair". The fair is designed to help inmates that will be released in the near future. Inmates are provided with information on a variety of issues and programs so they will be able to more easily adjust to life once they are no longer incarcerated.
- The payment for the 4<sup>th</sup> quarter will arrive at the end of January.
- The agency continues to do well with all performance measures.
- The current IV-D case count is 3,879



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

---

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
December 2018

1. Opioid Litigation. November 30, 2018, was the day in which our counsel was to submit the plaintiffs' fact sheets and documentation supporting damages. We have received confirmation from counsel's office that Wood County's filing is complete. There are over 1,400 plaintiffs in this case including most Wisconsin counties. The federal district trial court has scheduled a few test cases for trial in 2019.
2. Nitrate Contaminated Water Issues. The DNR, the AGC (Armenia Growers Coalition) and Sue Kunferman on behalf of Wood County have all signed the MOU. Juneau County held off addressing the MOU until their Corporation Counsel, David Lasker, returned from vacation. Meanwhile, by the time you read this, the first letters to the property owners will have gone out advising them of the offer to have their water tested and remedial action taken if contaminated. The AGC is sending the letters on joint Wood/Juneau County letterhead. The impacted residents in the town of Port Edwards will be finally seeing some concrete movement. As county board supervisors, I encourage you to be cautious about what questions you answer from the folks in the agricultural corridor with contaminated water, beyond advising as to the general goal of the County to provide education and to participate in the long-range study of fixing the problem.
3. Liability. Lots of positions in the county require the employee to make judgment calls that could lead to liability for the county. Naturally, my position is one of those. Like many, I do fret about these decisions and recognize that at some point in time we will lose a case because a judge does not agree with my assessment of the law. Over the years, I have become more acclimated to making these decisions but I do have concerns that you, as county board supervisors, might not all understand that even though an attorney may do well assessing a matter, a court may not agree with that assessment and liability may flow. The county has been rather lucky, but luck has a way of balancing out over time.
4. Joan Arnold litigation. Ms. Arnold petitioned to have an administrative hearing officer overturn the County's grant of a Certificate of Completion (COC) to a non-metallic mining operator for the reclamation of a sandstone mine on property she owns. Arnold contended that the reclaimed mine site did not meet the requirements of the reclamation plan or the applicable law. Attorney William Weiland was retained to serve as the hearing examiner. Weiland reviewed the property with the parties and then oversaw a three-day hearing and then a briefing process. Weiland recently issued a 39-page decision concluding that the Land and Water Conservation Department had complied with both the reclamation plan and Wis. Admin. Code NR 135 in granting the COC and, therefore, Joan Arnold's petition was denied. Ms. Arnold has thirty days from her receipt of the decision to apply to the Wood County Circuit Court for a Writ of Certiorari (a review of the record by a circuit court judge).
5. 2018 Budget. An invoice for the services rendered by the Hearing Officer in the Joan Arnold case in the amount of \$15,100 has been received. The amount was higher than hoped for but the hearing, briefing, and decision were all lengthy and complex, so nothing abnormal. As I have verified with the County Board Chair on several occasions, right or wrong, the County is stuck paying this bill in full. Doing so stretches this department's approved expenditures to the limit and maybe a bit beyond but revenues are also up so if there is any account balancing that needs to be done prior to closing the 2018 books, there should be funds within our department budget to do so.
6. Staffing. As you know, this office was given an additional half-time legal secretary this past fall. A

large part of the reason for that was continuing increases in the workload, much of it tied to guardianship type work. As of this writing, two weeks before the end of the year, the number of guardianship cases for 2018 has increased 25% over the caseload from 2017. My thinking is that the reason for the increase is twofold. First, the population is simply aging. Secondly, and more of a factor is, that advance directives that are created to avoid the need for guardianships are not being allowed to do what they are designed to do. In many cases we have advance directives (powers of attorney for finances and health care) that should obviate the need for guardianship and protective placement orders but because the facilities (nursing homes and CBRFs with 16 or more beds) require a court order for placement of any person who may resist staying there, the voluntary recourses advance directives are intended to provide for are simply insufficient and guardianship orders are sought. Anyway, I thought that you would want to hear that the need for the man-hours at issue here is likely to be long term in light of the current legislative and regulatory scheme.





# Wood County

## WISCONSIN

REGISTER OF  
DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**JANUARY 2019**

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

- November 27<sup>th</sup> – Attended Judicial and Legislative committee meeting
- November 27<sup>th</sup> – WRDA Logo Committee conference call
- November 29<sup>th</sup> – Attended Department Head meeting
- November 30<sup>th</sup> – All staff meeting
- December 5<sup>th</sup> – Attended Certified Public Manager course, “Leadership” through UW-Madison in Madison
- December 12<sup>th</sup> – Attended WRDA Legislative committee conference call. We discussed the committees recommended changes to Chapter 703: Condominiums
- The security camera for our vault arrived. Maintenance and IT set up the camera for our office. All ROD staff members are able to view the activity in our vault in real time. This assists with state compliance of monitoring and protecting the vital records in our vault.
- December 18<sup>th</sup> – Attended Wood County board meeting
- Property Fraud Alert flyers were mailed out with tax statements. Thank you to the Towns, Villages and Cities for distributing the flyers. Also, thank you to ROD staff and the Treasurer’s office for disbursing the flyers.

STATE OF WISCONSIN

WOOD COUNTY

DEBRA ANN VANN, individually and as  
SPECIAL ADMINISTRATOR OF THE ESTATE OF  
TREQUELLE TYREKE VANN-MARCOUEX  
731 Fremont Street  
Wisconsin Rapids, WI 54495

RECEIVED  
DEC 11 2018 *gm*

JASMINE CISCA  
610 Wilhorn Road, Lot #23  
Nekoosa, WI 54457

PROCESS SERVER \_\_\_\_\_  
TIME \_\_\_\_\_ AM / PM DATE \_\_\_\_\_  
☐ PERSONAL ☐ SUGGESTION  
☐ POSTED ☐ CORPORATE

MERCEDES MARCOUEX  
731 Fremont Street  
Wisconsin Rapids, WI 54495

SEQUOIA GALES  
731 Fremont Street  
Wisconsin Rapids, WI 54495

*cc: Risk Mgmt  
Corp Counsel  
Sheriff's Dept*

Claimants,

vs.

WOOD COUNTY  
400 Market Street  
Wisconsin Rapids, WI 54495

WOOD COUNTY ADMINISTRATOR  
400 Market Street  
Wisconsin Rapids, WI 54495

WOOD COUNTY SHERIFF THOMAS REICHERT  
400 Market Street  
Wisconsin Rapids, WI 54495

WOOD COUNTY CORPORATION COUNSEL PETER KASTENHOLZ  
400 Market Street  
Wisconsin Rapids, WI 54495

WOOD COUNTY JAIL ADMINISTRATOR  
CAPTAIN THEODORE ASHBECK  
400 Market Street  
Wisconsin Rapids, WI 54495

Respondents.

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NOTICE OF CIRCUMSTANCES OF CLAIM

---

TO: Wood County  
400 Market Street  
Wisconsin Rapids, WI 54495

Wood County Administrator  
400 Market Street  
Wisconsin Rapids, WI 54495

Wood County Sheriff Thomas Reichert  
400 Market Street  
Wisconsin Rapids, WI 54495

Wood County Corporation Counsel Peter Kastenholz  
400 Market Street  
Wisconsin Rapids, WI 54495

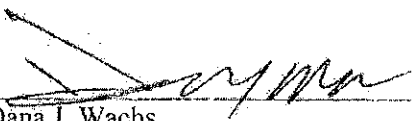
Wood County Jail Administrator Captain Theodore Ashbeck  
400 Market Street  
Wisconsin Rapids, WI 54495

Comes now the Estate of Trequelle Tyreke Vann-Marcoux, as well as Debra Ann Vann, his mother, and his siblings Jasmine Cisca, Mercedes Marcoux, and Sequoia Gales, as and for a notice of circumstances of claim pursuant to Wisconsin Statute §893.80 against Wood County, Wood County Administrator, Wood County Sheriff Thomas Reichert, Wood County Corporation Counsel Peter Kastenholz and Wood County Jail Administrator Captain Theodore Ashbeck for the wrongful death of Mr. Vann-Marcoux. Mr. Vann-Marcoux was injured by the deprivation of his civil rights in that his constitutional rights to procedural due process and substantive due process were violated by the unreasonable and intentional lack of oversight of the conditions, procedures, and environment of his confinement in the Wood County Jail which said deliberate failures led directly to his injury on August 14, 2018 and death on August 19, 2018. Alternatively, the above-named agents were negligent in failing to prevent the injury and death.

The Wood County, Wood County Administrator, Wood County Sheriff Thomas Reichert, Wood County Corporation Counsel Peter Kastenholz and Wood County Jail Administrator Captain Theodore Ashbeck are hereby notified of the circumstances of this claim pursuant to Wis. Stat. § 893.80.

Dated: November 30, 2018.

GINGRAS, CATES & WACHS, LLP



Dana J. Wachs  
State Bar No.: 1009908  
Paul A. Kinne  
State Bar No.: 1021493  
Attorney for Claimants

Address:  
101 Putnam Street  
P.O. Box 390  
Eau Claire, WI 54702-0390  
(715) 839-9500

**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 ONE Respondent per form. Do not name an individual person as Respondent.		
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.

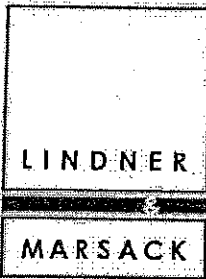
I believe the Respondent discriminated or took action against me because

<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>
<input checked="" type="checkbox"/> I opposed discrimination in the workplace (refer to instruction 2(c) on page 2 of this form)		
<input type="checkbox"/> The Respondent printed or circulated, advertised or published a discriminatory statement	<input type="checkbox"/> 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."



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December 6, 2018

Milwaukee  
411 E. Wisconsin Ave  
Suite 1800  
Milwaukee, WI 53202-4496  
P: 414-273-3910  
F: 414-298-9873

Via Email: [jeff.rayford@dwd.wisconsin.gov](mailto:jeff.rayford@dwd.wisconsin.gov)

[www.lindner-marsack.com](http://www.lindner-marsack.com)

Mr. Jeff M. Rayford  
Equal Rights Officer  
Equal Rights Division  
201 E. Washington Ave., Rm A100  
P.O. Box 8928  
Madison, WI 53708-8928

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Re: *Anne La Chapelle v. County of Wood*  
*ERD Case No. CR201802954*  
*EEOC Case No. 26G201900176C*

Dear Mr. Rayford:

As your file should reflect, we represent Wood County (the "County") with respect to the above-captioned matter. The following is the County's initial position statement in response to the complaint filed by Complainant, Anne La Chapelle ("La Chapelle" or "Complainant"). As set forth more fully below, the County denies all allegations of retaliation, as the Complainant has been treated in a fair, non-discriminatory and non-retaliatory fashion at all times. We ask that the County be given the opportunity to respond to any material issues or allegations that are advanced by La Chapelle during the course of your investigation and that no County representatives are contacted without our prior consent and participation.

#### BACKGROUND

La Chapelle works for the County as a Social Work Access/Intake Supervisor. In this position, La Chapelle is responsible for supervising assigned social service programs and social workers working on such programs to ensure compliance with program objectives, standards, mandates, rules and regulations. La Chapelle oversees the department access, screening, and program assignment within the department by assigning cases, tasks and projects based on client needs and social worker knowledge and capabilities. La Chapelle is also responsible for maintaining oversight of the department's initial response to Child Protective Services and Child Welfare concerns. This involves working with Corporation Counsel, District Attorney, courts, medical care providers, Wisconsin Department of Health and Family Services staff, and many others within the community to direct and plan appropriate action for abuse/neglect, guardianship, protective placements, and alternate care. (Exhibit 1: Job Description).

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While La Chapelle has consistently been recognized for exceeding standards in regard to her job knowledge, she has often struggled with communications and accepting (rather than reacting to) others' opinions. On August 14, 2015, former Family Services Division Administrator Chris Hanten and Human Services Director Kathy Roetter placed La Chapelle on a performance improvement plan ("PIP") as a result of her communication struggles. Supervisors and staff members reported that La Chapelle's poor communication skills were creating a barrier to working effectively as a team, and were undermining the day-to-day operations of the department. Hanten and Roetter notified La Chapelle that she needed to demonstrate a significant change in her communication style or she would be subject to the further disciplinary action. The PIP provided La Chapelle with specific steps to improve her communications. These included: (1) meeting with the Family Ongoing Supervisor to create a plan to facilitate a meeting with the Initial Response and Family Ongoing unit social workers; (2) resolving issues one-on-one with the Family Ongoing Supervisor and remaining respectful and professional at all times during communications; and (3) meeting on September 21, October 19, November 30, 2015, and thereafter on a quarterly basis for at least six months with the Family Ongoing Supervisor, Hanten and Roetter to monitor progress on the plan. Due to the nature of the concerns and the impact on the department, the PIP indicated that it would be monitored throughout 2016. (Exhibit 2: August 2015 PIP).

During the midst of La Chapelle's PIP, on July 1, 2016, Brandon Vruwink was named the new Human Services Director. [REDACTED]

After these complaints were made, Wood County's Human Resource Director, Warren Kraft, reached out to an outside attorney to conduct an investigation into the allegations. Attorney Kevin Terry began his investigation shortly thereafter, meeting with Vruwink, Touray, Hanten, and three other County employees (La Chapelle, Jen Pavloski, and Craig Rasmusen). [REDACTED]

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As Kraft and Rozar did not share details of the investigation with Vruwink, Vruwink was never notified who participated in or gave statements as part of the investigation. Further, as the findings of the investigation were shared only verbally with Kraft, the County never maintained, filed, or received any investigative reports, notes or employee statements from Terry. Vruwink, therefore, had no knowledge that La Chapelle had been interviewed or the nature of the statement La Chapelle provided, and did not have the ability to uncover such statement through informal means.

On December 5, 2016, Vruwink provided La Chapelle with a performance evaluation. Vruwink rated La Chapelle's performance as satisfactory in strategic leadership, supervision/management, budget management, customer service, interpersonal relationships, project management, employee development, and planning, and rated her as exceeding standards in regard to problem solving/decision-making and job knowledge. The evaluation also provided that while Vruwink had a small window to evaluate her, La Chapelle met her goal of engaging in quarterly meetings with the Initial Assessment and Ongoing Supervisor regarding conflict management, re-referrals on open ongoing cases, and case transition processes and that La Chapelle largely completed her goal of participating on the Trauma Informed Care in the Courts subcommittee. As a result of her evaluation, Vruwink approved La Chapelle for a salary increase. (Exhibit 3: 2016 Evaluation).

On November 29, 2017, Vruwink and newly appointed Family Services Division Administrator Elisabeth Ferdon,<sup>1</sup> again provided La Chapelle with a generally positive performance evaluation. Vruwink and Ferdon rated La Chapelle as satisfactory in strategic leadership, budget management, customer service, and employee development, and rated her as exceeding standards in regard to supervision/management, problem solving/decision-making, job knowledge, dependability, initiative, human resource allocation, and compliance with rules and regulations. Similar to the comments made in La Chapelle's former PIP, the evaluation noted that while La Chapelle was extremely knowledgeable and experienced, she "struggled at times with her communication style, especially in meetings with other professionals with whom she ha[d] disagreements." It was further noted that when La Chapelle "becomes frustrated she can take an adversarial stance which has not been helpful in maintaining her working relationships with other professionals." (Exhibit 4: 2017 Evaluation). Although this provided La Chapelle with an area of improvement, because her evaluation

<sup>1</sup> Vruwink was Ferdon's direct supervisor and Ferdon was La Chapelle's direct supervisor.



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was generally positive, Vruwink and Ferdon approved La Chapelle for a salary increase.

After placing La Chapelle on notice of her problematic communication style in her 2017 evaluation, Ferdon attempted to verbally coach La Chapelle, reminding her to maintain a professional communication style. However, despite this informal coaching, issues continued to arise.

In April 2018, several anonymous complaints were voiced that La Chapelle was negatively affecting the organization's effectiveness. As a result, in May 2018, the County initiated an investigation into the Family Services Division. As part of this investigation, Human Resources Director, Kimberly McGrath, met with employees to discuss opportunities for the Family Services and Behavioral Health Services Departments to collaborate, build rapport, and resolve conflicts. During these meetings, employees reported a lack of professionalism, consistency, transparency, and recognition within the department. Further, while many employees reported that La Chapelle was knowledgeable and passionate about her job, they expressed concerns that she was unwilling to listen to others' points of view or discuss situations in hindsight. Further, employees complained that La Chapelle engaged in gossip, told unprofessional and disrespectful jokes, bullied others, was abrupt in her communications, and lacked a consistent management style.

After learning of these comments, in July 2018, Ferdon decided to place La Chapelle on a 60-day PIP (until September 25, 2018) in hopes that a formal coaching plan would help La Chapelle improve. The PIP indicated that La Chapelle had failed to exhibit effective leadership, communication, role modeling and conflict management skills. Accordingly, La Chapelle was to comply with the following steps to improve in her performance: (1) refrain from engaging in gossip about other staff or managers and redirect gossip when observed among staff; (2) refrain from using subordinates as confidants and maintain professional boundaries with staff; (3) communicate directly with management about concerns rather than complaining to others uninvolved with the decision-making; (4) cease using bullying or intimidation tactics, such as unwarranted criticism, differential treatment, gossiping about staff, and using exclusion or social isolation tactics; (5) refrain from using verbal attacks; (6) use healthy conflict management skills in addressing problems with others; (7) complete a training regarding healthy conflict management skills; and (8) role model the cultural values outlined above for staff to create a healthier culture within the Family Services Division and the Human Services Department. (Exhibit 5: July 2018 PIP). Although Ferdon ultimately decided to place La Chapelle on the PIP and established the content of the PIP, Ferdon's decision was approved by Vruwink.

While Ferdon and La Chapelle regularly met to discuss her progress, issues related to La Chapelle's communication style and conflict management skills continued to

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arise. First, La Chapelle displayed poor management skills with one of her subordinate employees, [REDACTED]

[REDACTED]

La Chapelle had also displayed ineffective leadership, inappropriate communications and ineffective conflict management when she raised an issue during a meeting pertaining to a potential OE Management Training initiative. Although, La Chapelle was notified that the initiative was not a proper topic for the meeting and should not be discussed, La Chapelle insisted on discussing the issue and raising concerns among other managers. This directly contravened La Chapelle's third step of the PIP – to communicate directly with management about concerns rather than complaining to others uninvolved with the decision-making. Further, La Chapelle engaged in poor conflict management in a series of email exchanges regarding the denial of an Interstate Compact on the Placement of Children (ICPC) request, which contravened step six of the PIP. While Ferdon expected La Chapelle to engage collaboratively to answer the ICPC email request and/or refer the email to the responsible party, La Chapelle instead brushed it aside, indicating that she was not comfortable providing a response.

As a result of these ongoing issues, on September 25, 2018, Ferdon decided to extend La Chapelle's PIP by an additional 60 days. Ferdon noted that while La Chapelle had made progress by attending conflict management training and working to identify the triggers to her aggressive and defensive responses, Ferdon wanted La Chapelle to continue to focus on improving her leadership, conflict management, and communication skills. (Exhibit 6: Extended PIP).

The following day, La Chapelle discussed the extended PIP with Human Resources Director, McGrath. La Chapelle strongly disagreed with Ferdon's assessment and the extension of the PIP. Specifically, La Chapelle disputed that she had failed to [REDACTED]

[REDACTED] La Chapelle also indicated that she did not know how to [REDACTED]. La Chapelle further disagreed that the comments regarding the OE Management Training and her response to the ICPC request were inappropriate.

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McGrath thereafter reviewed La Chapelle's PIP and the extension of her PIP. After a review, McGrath agreed with Ferdon's decisions. While McGrath attempted to communicate with La Chapelle and provide more clarity regarding the PIPs, La Chapelle continued to aggressively disagree with McGrath. Further, despite the fact that Vruwink was not directly involved in any of her conversations relating to her PIP, La Chapelle indicated to McGrath that she felt the PIP was retaliatory for statements that she had given during the 2016 investigation relating to Vruwink. McGrath explained the non-retaliatory nature of the PIPs, including the origin of the July PIP and the underlying comments that initiated the May 2018 investigation and July 2018 PIP.

However, after approximately one month of communications between McGrath and La Chapelle, La Chapelle continued to disagree with McGrath and Ferdon's assessments. La Chapelle again reiterated to La Chapelle that she believed the PIP and the extended PIP were retaliatory. Accordingly, on or around October 30, 2018, Vruwink recused himself from La Chapelle's assessments and McGrath appointed an impartial/independent Department Head to oversee La Chapelle's PIP. Because La Chapelle complained that the assignment of the independent decision-maker was unfair (as the extended PIP was 50% completed), the County extended the PIP to December 31, 2018. This time period was selected to ensure that La Chapelle would have the full period to improve under the independent Department Head and also still be eligible to receive her annual increase at the close of the year, if she improved.

#### ARGUMENT

La Chapelle asserts that the County has retaliated against her for participating in a 2016 internal investigation by (1) placing her on a performance improvement plan in July 2018; and (2) extending her performance improvement plan in September 2018. However, the facts do not support a claim of retaliation under the Wisconsin Fair Employment Act.

In order to establish a claim of retaliation, a complainant must establish that she: (1) engaged in statutorily protected activity; (2) suffered an adverse action taken by the employer; and (3) a causal connection exists between the two. *Gephart v. Dep. of Corr.*, ERD Case No. CR200404656 (LIRC, Nov. 18, 2009); *Acharya v. Carroll*, 152 Wis. 2d 330, 448 N.W.2d 275 (Ct. App. 1989). Here, La Chapelle cannot establish a causal connection between her 2016 statutorily protected activity and the alleged adverse employment action.

To establish a causal link, "it is an essential element" that the complainant establishes that the decision-maker knew of the complainant's protected activity. *Sabol v. State of Wisconsin*, ERD Case No. CR200400230 (LIRC, April 24, 2014) (speculation that the decision-makers *could* have found information is insufficient). Indeed, in order for a decision-maker to retaliate, he or she must have a belief that

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the complainant engaged in protected activity. If the decision-maker does not have such a belief, he or she cannot be improperly motivated by such a belief in his/her conduct. *Nielsen v. Sports Clips*, ERD Case No. CR200900772 (LIRC, Mar. 28, 2014); *Hanson v. State of Wisconsin*, ERD Case Nos. 200303172 and 200303173 (LIRC June 14, 2005).

Here, La Chapelle cannot establish that the alleged decision-makers had knowledge of her participation in the 2016 investigation or the nature of the statement that she provided. Neither Ferdon, the ultimate decision-maker in regard to La Chapelle's PIPs, nor Vruwink were apprised of the individuals who made statements during the 2016 investigation.<sup>2</sup> Further, Vruwink would have had no reason to suspect that La Chapelle was interviewed or provided a statement. As La Chapelle indicated in the 2016 investigation, Vruwink and La Chapelle never spoke about the alleged inappropriate statements reported in 2016. Additionally, the County never received any documentation, investigative reports, notes, or employee statements from the outside investigator. Accordingly, there is no possibility that Vruwink would have later learned or come across this information. Vruwink, in fact, did not learn that La Chapelle participated in the 2016 investigation until he recused himself and an independent Department Head was assigned to oversee her PIP on October 30, 2018.

While La Chapelle suspects that she is being retaliated against, mere speculation is not enough to sustain a claim of retaliation. *Sabol*, ERD Case No. CR200400230; *Sauzek v. Exxon Coal USA, Inc.*, 202 F.3d 913, 918 (7th Cir. 2000) ("speculation...does not support a reasonable inference of retaliation"). Rather, La Chapelle must affirmatively show that Vruwink was aware or had reason to be aware that she engaged in protected activity. See *Sabol*, ERD Case No. CR00400230. Because she cannot make this showing, her retaliation claim must be dismissed.

Furthermore, irrespective of Vruwink's lack of knowledge, La Chapelle still cannot establish a causal connection between her protected activity and the alleged adverse employment action. La Chapelle engaged in protected activity on September 20, 2016, and did not suffer any alleged retaliation until she was placed on a PIP in July 2018. Such a large gap between a protected activity and the alleged adverse action weakens any inference of retaliation. See *Jajeh v. County of Cook*, 678 F.3d 560, 570 (7th Cir. 2012) (concluding that a five-month gap between complaint of discrimination and adverse employment action did not amount to suspicious timing); *Leonard v. E. Ill. Univ.*, 606 F.3d 428, 432 (7th Cir. 2010) (holding a six-month lag between complaint and failure-to-promote was "too long to infer a link between the two"); *Castro v. DeVry Univ., Inc.*, 786 F.3d 559, 567-68 (7th Cir.

<sup>2</sup> Ferdon began her employment with the County on January 9, 2017, and therefore did not know of the details of the 2016 investigation.

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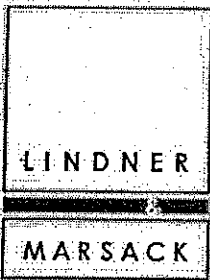
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2015) (seven month gap between comments and adverse employment action was insufficient); *see also Albrechtsen v. Bd. of Regents*, 309 F.3d 433, 437-38 (7th Cir. 2002) ("we regularly sustain summary judgments based on the view that a year's gap between the act and the supposed consequence shows that a causal relation is too unlikely to support a decision by the preponderance of the evidence"); *Everroad v. Scott Truck Systems, Inc.*, 604 F.3d 471, 481 (7th Cir. 2010) (one-year delay too long to establish causation in the absence of other evidence).

More importantly, during the two year period following her protected activity, La Chapelle received generally positive evaluations and two salary increases in December 2016 and again in November 2017. Vruwink was the sole author of La Chapelle's 2016 evaluation and was solely responsible for her 2016 wage increase. In 2017, both Vruwink and Ferdon issued La Chapelle another generally positive evaluation, along with a second wage increase. If Vruwink and/or Ferdon had a retaliatory motive against La Chapelle for her 2016 protected statements, it is nonsensical that they would issue her positive reviews and wage increases only to retaliate two years later. *See e.g., Albrechtsen v. Bd. of Regents*, 309 F.3d 433, 437-38 (7th Cir. 2002) ("If the Department had it in for him all the while, why the promotions and substantial raises that went with them?"). Indeed, pursuant to Wood County's Disciplinary Guidelines, Vruwink and Ferdon had authority to take more severe disciplinary action against La Chapelle, as she had already been placed on a PIP for the same issues. However, Ferdon believed that the PIP would be a more effective approach to assisting La Chapelle improve. Such action intended to help La Chapelle excel in her position cannot be deemed retaliatory. *Cole v. Illinois*, 562 F.3d 812, 816 (7th Cir. 2009) (finding that "the adoption of the improvement plan did not constitute an adverse action" to support a retaliation claim); *Lauth v. Covance, Inc.*, 863 F.3d 708, 717 (7th Cir. 2017) (same).

La Chapelle also cannot establish a causal link between her 2016 protected activity and her PIPs because placement on and extension of the PIP solely resulted from her poor communication and conflict management skills. This was an issue that was addressed with La Chapelle in August 2015 - well before La Chapelle's September 2016 statements. While change of management caused this issue to be overlooked at the end of 2016, it was again formally addressed in La Chapelle's 2017 evaluation. Ferdon thereafter attempted to informally coach La Chapelle. However, when anonymous complaints continued to arise, Ferdon took formal action to address La Chapelle's ongoing and problematic management style. As the County repeatedly addressed La Chapelle's ongoing and problematic communication style, both before and after her protected activity, there can be no inference of retaliatory motive or intent. *See Deb v. Northeastern Ill. Univ.*, 153 F.3d 390, 397 (7th Cir. 1998) (dismissing plaintiff's retaliation claim when employer's discipline occurred both before and after the plaintiff's filing of an EEOC charge and was all part of a single effort to discipline the plaintiff for reoccurring misconduct).



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Finally, while La Chapelle indicates in her complaint that her internal complaints of retaliation have not been investigated by the employer, the facts do not support this contention. After La Chapelle notified McGrath that she believed the PIP was retaliatory, McGrath reviewed and retained oversight over La Chapelle's PIPs. McGrath agreed with Ferdon's decisions and attempted to provide La Chapelle with a neutral opinion. After La Chapelle continued to dispute McGrath and Ferdon's assessments, and again raised the issue of retaliation, McGrath appointed an impartial and independent Department Head to oversee La Chapelle's PIP. Further, in response to La Chapelle's concerns, McGrath gave La Chapelle a full opportunity to improve under the neutral Department Head with consideration of the timeline of her annual wage increase at the close of the year. Thus, the County has gone above and beyond in its efforts to provide La Chapelle with a neutral assessment to assist La Chapelle in improving her ongoing communication and management issues.

Based on the foregoing, the County respectfully requests that a finding of no probable cause be issued and the complaint be dismissed in its entirety. If you have any questions or concerns, please feel free to contact the undersigned.

Very truly yours,

LINDNER & MARSACK, S.C.

A handwritten signature in cursive script, appearing to read "Samantha J. Wood".

Oyvind Wistrom  
Samantha J. Wood

OW/rjh



## **Vacated Constitutional Office Procedure (DRAFT)**

In regards to a mid-term vacancy of a constitutional office, pursuant to Wis. Stat. s. 17.21, Wood County is committed to filling the vacancy in the most fair and ethical manner possible. County constitutional office vacancies will be handled according to this procedure. For purposes of this procedure, a mid-term vacancy occurs when the public office is vacated by the incumbent due to death, resignation, removal, or the cessation of residency from the district of which the incumbent is elected to serve.

### **Wood County Treasurer, County Clerk, or Surveyor during mid-term vacancy:**

- By appointment of the County Board for the remainder of the unexpired term per the following procedure:
  - The oversight Committee Chairperson and/or Vice-Chair directs Human Resources (HR) to post the vacant position per standard process.
    - If the unexpired term of office is less than six months away, the Committee can decide whether to post the vacancy for an appointment or to appoint an Interim Deputy for the remainder of the term. This flexibility will allow the Committee to make an informed decision based on the department's priorities and commitments and the availability/interest of a department Deputy.
  - The oversight Committee Chairperson and Vice-Chair review the applicants and select qualified candidates to invite for interviews.
  - The oversight Committee Chairperson and Vice-Chair, along with HR, select the dates to interview candidates and finalize interview questions. HR will extend interview invitations to candidates.
  - The oversight Committee Chairperson directs the County Clerk's office to post the meeting notice and indicate in the agenda that interviews occur in closed session.
  - Human Resources will notify all County Board Supervisors, via email, of the dates/times of interviews.
  - After all interviews have concluded, based on consensus of the oversight Committee members, an offer of employment will be presented to the final candidate.
  - Wood County Board of Supervisors approves the appointment at their next scheduled meeting.

### **Wood County Sheriff, Coroner, or Register of Deeds during mid-term vacancy:**

- By appointment of the governor for the remainder of the unexpired term

### **Wood County Clerk of Courts during mid-term vacancy:**

- By appointment of the majority of the judges of the Wood County Circuit Court for the remainder of the unexpired term