



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/07/16

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law and Emergency Management Committee on April
13, 2016:**

- 1) Agenda
- 2) Draft minutes from the 03/09/16 & 03/21/16
- 3) Correspondence
- 4) Child Support I, Child Support II, Child Support III and Child Support Administrator Job Descriptions
- 5) Resolutions regarding Child Support Structure
- 6) Purchase Requests



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: April 13, 2016 Time: 4:30 PM

Green Lake County Government Center,

County Board Room, 571 County Rd A, Green Lake WI

Amended** AGENDA

**Committee
Members**

*Gene Thom,
Chairman
Sue Wendt, Vice-
Chair
Debra Schubert
Michael Starshak

Lori Evans, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 03/09/2016 **and 03/21/16
6. Public Comments 3 Min Limit
7. Correspondence
8. Update Child Support Administrator
9. Discuss Staffing in Child Support Office
 - Child Support I, Child Support II, Child Support III, Child Support Administrator
10. Review Job Description/Fill Vacant Positions
11. Purchase Requests
12. Training Request
13. Resolutions/Ordinances
14. Voluntary Unpaid Leave Request
15. Department Related Reports
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
16. UCR Report
17. Budget Adjustments/ New Accounts
18. Monthly Sheriff Reports
19. Expense & Revenue Monthly Reports
20. Monthly Vouchers
21. Consider motion to convene into closed session per:
 - Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is regarding interviews for Child Support Specialist I, Boat Patrol, Part-time Corrections Officer, *Paralegal/Office Manager, an exit interview for Child Support Employee and to approve closed session minutes.
22. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session
23. Lexipol
24. Committee Discussion
 - Future Meeting. Dates: Regular Meeting May 11, 2016 at 4:30 pm
 - Future Agenda items for action & discussion: Adjourn

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Samantha at 4005.

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

March 9, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on March 9, 2016 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom – Chair
Sue Wendt – Vice Chair
Debra Schubert
Michael Starshak

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Marge Bostelmann, County Clerk

Joel Gerth, Corrections Administrator
Gary Podoll, EM Director
Tony Daley, Berlin Journal
Jack Meyers, County Board Chairman
Andrew Christenson, DA

AGENDA

Motion/Second (Schubert/Starshak) to approve the amended agenda. All Ayes.
Motion carried.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Starshak/Wendt) to approve the minutes of the February 10, 2016 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you from an inmate to Officer Dustan Thompson for trying to help him recently.

UPDATE CHILD SUPPORT ADMINISTRATOR

Nothing at this time.

CREATION/DELETION OF POSITIONS – JUDICIAL ASSISTANT/DEPUTY REGISTER IN PROBATE/COURT RECORDS CLERK

An updated job description for the Court Records Clerk was in the packet. The only change was that Full-Time was taken out of the title. *Motion/Second (Wendt/Starshak)* to approve the job description with the change of approval date from January 3, 2013 to March 9, 2016 and forward it on to Personnel. All Ayes. Motion carried.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITIONS

Nothing at this time.

PURCHASE REQUESTS

Request from the Sheriff's Office for the purchase of a laser radar to replace an outdated unit. This purchase is anticipated to be 100% funded by a BOTS grant.
Bids: Laser Technology for \$1,295.00. State Bid.
Account number 16-100-09-52150-810-003.

Motion/Second (Schubert/Wendt) to approve the purchase as presented. All Ayes
Motion carried.

TRAINING REQUESTS

Training requests from the Sheriff for the National Sheriff's conference in Minneapolis in June. *Motion/Second (Schubert/Starshak)* to approve the training requests as submitted and forward it to County Board. All Ayes. Motion carried.

WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

Emergency Management Director Gary Podoll explained the Wisconsin Credentialing and Asset Management System. A copy of the Memorandum of Agreement regarding this was sent out in the packet. *Motion/Second (Starshak/Schubert)* to authorize Marge Bostelmann to sign the Memorandum of Agreement and act as Administrator of the program. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES-RELATING TO THE GREEN LAKE COUNTY EMERGENCY RESPONSE PLAN

Emergency Management Director Gary Podoll explained that the Green Lake County Emergency Response Plan is now complete. The document is available in the County Clerk's Office for viewing. It replaces the Emergency Operations Plan that was approved in 1993. The resolution had some date errors in it that needed to be corrected. *Motion/Second (Starshak/Wendt)* to approve the Emergency Response Plan resolution as corrected and forward it on to the County Board for final action. All Ayes. Motion carried.

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune said that she recently did some presentations at the Berlin Schools Health classes. The students were very interested and appreciated her coming. She stated that it was very rewarding. She also stated that they have been very busy, trying to keep up and putting in a lot of overtime.

Clerk of Courts: No Appearance

Circuit Court/Register in Probate: No Appearance

District Attorney: DA Christenson reported that his office has been busy and they are trying to catch up after the big jury trial. He also assisted in County-wide training at the Sheriff's Office.

Coroner's Office: No Appearance

Emergency Management: EM Director Gary Podoll reported that the Railroad Plan is going well. Working with the Amish has been great. More meetings are planned. He hopes to get the plan completed by summer and have a table top exercise in fall.

Sheriff's Office: The Sheriff reported on two unfounded incidents recently, one regarding an ATV going through the ice on Lake Puckaway and one reporting a suicidal subject with a gun. The Sheriff also reported on SWAT, Crimes against the Elderly, and Instructor Development training that some of his staff were attending.

Chief Deputy Putzke reported that we are assisting Princeton Police Department on a drug related death investigation. He also reported that they are following up on a case where an individual hit the Clerk of Courts sign in front of their office and it fell.

Possible charges and a request for restitution for repairs will likely be requested. He announced that we have been approved for another BOTS grant this year for approximately \$15,000 towards traffic enforcement. He further explained the County-wide training that the DA referred to and expressed his appreciation to the DA for his assistance with that training.

Corrections Administrator Gerth reported that he has two Corrections Officers in intoxilyzer school right now and more going in May.

RR Coordinator Lynn Ryan reported that the scoring for passing the GED testing was lowered to 145 by the State of Wisconsin. This is good news for some of our former inmates as that small change made the difference of them now obtaining their GED. The Committee was interested in the GED test. Lynn said she would bring along a copy of the test for the Committee to review at the next meeting.

COMMITTED FUNDS

Requests for Committed and Restricted funds were either included in the packet or distributed at the meeting. *Motion/Second (Wendt/Schubert)* to approve the Committed and Restricted Funds requests from the Sheriff's Office, DA's Office and Clerk of Courts Office and forward them on to the Finance Committee. All Ayes. Motion carried.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

MONTHLY SHERIFF REPORTS

Motion/Second (Starshak/Wendt) to approve the monthly Sheriff's reports as presented. All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS

Motion/Second (Wendt/Schubert) to approve the monthly Expense and Revenue reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated March 9, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	6,029.68	
District Attorney:	\$	2,032.24	
Coroner:	\$	110.27	
Emergency Management	\$	3,991.11	
Judge-Circuit Court:	\$	5,026.31	
Child Support:	\$	1,352.26	
Sheriff's Office:	\$	57,276.22	
Sheriff's Office:		730.45	Journal Entries for DHHS

Motion/Second (Starshak/Wendt) to approve all of the above claims. All Ayes. Motion carried.

The committee reviewed and signed the monthly claim for the payment dated March 9, 2016 for the following office in the following amount:

Clerk of Courts:	\$	50.00	(For Sue Wendt)
------------------	----	-------	-----------------

Motion/Second (Schubert/Starshak) to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

CLOSED SESSION

Motion/second (Schubert/Starshak) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding employment, compensation and promotion of a Child Support employee and interviews for part-time Master Control Aides. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:18 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Schubert/Starshak) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 5:34 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

It was announced that the committee recommended a rate adjustment for the interim Child Support Administrator and that two Master Control Aide applicants were interviewed and both were found to be acceptable candidates.

LEXIPOL

No Lexipol policies were reviewed. Logistics in disbursing the policies to the committee members was discussed. County Board members now have secure County e-mail addresses. It was determined that the Lexipol policies would be e-mailed to the Committee members. Due to the volume of pages of policy to be reviewed, paper copies will not be provided unless a committee member felt they had a question on a policy and needed a paper copy at the meeting to discuss it. If that should occur, they should e-mail Chief Deputy Putzke and he would provide a paper copy at the meeting.

COMMITTEE DISCUSSION

Disbursement of Committee reports was discussed. Clerk Bostelmann suggested using the County e-mail for that also.

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for April 13, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:38 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

**JOINT PERSONNEL COMMITTEE AND JUDICIAL/LAW ENFORCEMENT
AND EMERGENCY MANAGEMENT COMMITTEE MEETING
March 21, 2016**

The Personnel Committee and Judicial/Law Enforcement and Emergency Management Committee met jointly:

The Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Monday, March 21, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI.

The Judicial/Law Enforcement and Emergency Management Committee was called to order by Chair Gene Thom at 5:30 PM on Monday, March 21, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI.

The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Personnel Committee	Judicial Law Enforcement & Emergency Management
	Joe Gonyo	Gene Thom
	Sue Wendt	Sue Wendt
	Maureen Schweder	Deb Schubert
	Harley Reabe	Mike Starshak
	Paul Schwandt	

Also Present:	Marge Bostelmann, County Clerk	Dawn Klockow, Corporation Counsel
	Joy Waterbury, Supervisor	Jeanne Theune, Child Support
	Lori Evans, Sheriff's Office	

AGENDA

Personnel: *Motion/second (Wendt/Reabe)* to approve the agenda. Motion carried.

JLEEM: *Motion/second (Schubert/Starshak)* to approve the agenda. Motion carried.

Review Job Description/Fill Vacant Position

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Theune gave a statement explaining the County is losing a wonderful employee in Marcia Kleman. She stated Kleman wanted to stay another 4 years but is leaving because she feels a lack of support for the Child Support agency by the County Board. Theune also stated that she has been working 45 to 50 hours per week to keep up with the workload. Theune noted that if the state requirements are not met, the county may lose over \$200,000 in revenue.

Discussion was held on approving two child support I positions because of the staff shortage.

The job description and qualifications were discussed. The starting wage for the employee will be \$16.43, which is pay group 14. The Committee discussed having 2 child support specialist I be hired.

JLEEM: *Motion/second(Schubert/Starshak)* to approve the job description and filling the child support specialist I position. Motion carried.

Motion/second(Starshak/Schubert) to recommend to the Personnel Committee that 2 child support specialist I positions be hired. Motion carried.

ADJOURNMENT

JLEEM: *Motion/second(Starshak/Schubert)* to adjourn at 5:38. Motion carried.

Review Job Description/Fill Vacant Position

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Wendt stated that the Judicial Law Enforcement/Emergency Management Committee recommends 2 child support I positions be hired. Discussion was held. Bostelmann stated that Nan Hanson, county floater position can fill in as needed until someone is hired. Theune stated that would require a security clearance and she will not know if that can be done until next week because the director, who gives the permissions, is unavailable until next Monday. Theune believes a phone tree would be helpful. Bostelmann can set that up at any time without cost.

Personnel:

Motion/second(Reabe/Schweder) to approve the child support I job description. Motion carried.

Discussion was held if a second child support I position should be created because they do not believe they will find anyone qualified for a specialist II position.

Motion/second(Schwandt/) to approve filling the position and in the future explore creating a second child support I position.

Questions arose if creating another position would create a 4th position in the department.

Motion withdrawn.

Motion/second(Schwandt/Schweder) to approve filling the child support specialist I position. Motion carried.

ADJOURNMENT

Personnel: Adjourn at 6:02.

Submitted by,

Marge Bostelmann
County Clerk

Evans, Lori

From: Podoll, Mark
Sent: Friday, April 01, 2016 11:59 AM
To: Evans, Lori
Subject: FW: Thank You - Ed Schuh and Fox River Industries

From: Quade, Adam
Sent: Tuesday, March 29, 2016 3:48 AM
To: Podoll, Mark
Cc: Gerth, Joel; Leahy, Lori; Smith, Mary; Evans, Lori
Subject: Thank You - Ed Schuh and Fox River Industries

Sheriff,

Could something please be read to the County Board at your next meeting please? (Or whichever board this would most apply to.)

Thank you to Ed Schuh and Fox River Industries for once again assisting the Corrections Division in printing out and putting together over 200 new Inmate Handbooks. Mr. Schuh was very helpful and quick to respond with any inquiries we had. Fox River Industries did a great job and was very efficient in completing our order. They have helped us complete this project annually for many years, and are always a great help in doing so.

Very Respectfully,

Adam Quade
Corrections Sergeant
Green Lake County Correctional Facility
571 CTH A, PO Box 586
Green Lake, WI 54941
Ph: (920) 294-4059 Ext. 1135
Fax: (920) 294-4195
aquade@co.green-lake.wi.us

Evans, Lori

From: Putzke, Mark
Sent: Friday, April 01, 2016 8:54 AM
To: Sheriff Office
Cc: dplantz@berlinpd.com; Kevin Block (kblock@berlinpd.com); Mike Ratter (mratter@ci.greenlake.wi.gov); Jason Reysen (jreysen@ci.greenlake.wi.gov); Matt Bargaquast (MBargaquast@cityofprincetonwi.com); William Pflum (wpflum@hotmail.com)
Subject: FW: Thank you

There is no *one person* that makes our GLSO "team" truly successful – this is a group effort. Mr. Spitler (below) also speaks to the City Police and their positive actions.

The Sheriff and I send this to all of you. From the phone call in for help to the patrol that responds, maybe the compassion delivered by our transport team and court services all the way to a Correctional Center that takes the time to listen and work on solutions – all of us should share in Mr. Spitler's comments on who "truly cares" and being contributors to "better long term outcomes".

Keep up the good work.

Sheriff M.P. Podoll
Chief Deputy M.P. Putzke

From: Spitler, Adam
Sent: Friday, April 01, 2016 8:32 AM
To: Podoll, Mark; Putzke, Mark
Cc: Vander Sande, Paul; Van Ness, Linda
Subject: Thank you

Good Morning,

I have had some very positive interactions with officers from around the county recently and would like to bring it to your attention. The officers have been very professional but more meaningful to our efforts from a mental health perspective, almost all of the interactions I have witnessed with clients have been a benefit to the clients we serve. They truly know the people in their respective communities and they have been willing go the extra mile and do whatever it takes to keep them safe. People can tell when officers truly care about them and it is my opinion that has led to better long term outcomes.

If you wouldn't mind passing along my thanks to the various departments around the county I would appreciate it.

Adam Spitler
Mental Health Case Manager
Green Lake County DHHS
Phone: (920) 294-4070
Fax: (920) 294-4139

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD SUPPORT SPECIALIST

DEPARTMENT: CHILD SUPPORT AGENCY

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILD SUPPORT ADMINISTRATOR

SUMMARY: To investigate and manage child support cases.

DUTIES AND RESPONSIBILITIES:

- Telephone
 - Answer & Log telephone calls in writing and in the KIDS computer system
- Locate
 - Location of absent parent(s)
 - Employment of absent parent(s)
 - Information gathering activities to assist in preparation for court
 - Information gathering activities regarding income
 - Information gathering activities regarding health insurance
- Initiate
 - Review information received from IV-A regarding new cases and updates to existing cases, and do the necessary work involved.
 - Send required information to new customers / payers
- Establishment
 - Establish child support orders and health insurance orders by negotiating out of court settlements with attorneys and clients or through court action.
- Review
 - Review and adjust existing child support and health insurance orders, as required by law.
- Enforcement
 - Enforce child support orders obtained between the parties or ordered by the court / family court commissioner.
- Fiscal
 - Analyze KIDS system financial records for accuracy. Identify errors in allocation, distribution, and disbursement of child support payments and take appropriate corrective action.
- Data entry – Case Management and fiscal
 - Court order entry
 - Health Insurance order entry

- Health insurance information entry
- Use the KIDS state wide child support computer system to produce documents and letters. Enter and disposition events, update employment, income and other verified information. Maintain work lists.
- Preparation of legal documents, including, but not limited to: service of process documents, income withholding documents, stipulations and court orders. Some court motions, affidavits, orders to show cause, criminal documents and interstate documents may be involved.
- Suspend Drivers', Recreational and Professional Licenses, as appropriate, after consulting with Administrator
- Seize bank accounts, when appropriate, after consulting with Administrator
- Fiscal, employment, and health insurance information gathering activities to assist in preparation for court.
- Establish working relationships with other County and State agencies, such as the IV-A Department, Probation Officers, Social Workers, Sheriff's Department, Clerk of Court, Circuit Court, District Attorney and private attorneys.
- Monitor cases for payments and take appropriate enforcement actions when necessary.
- Provide health insurance information to customers.
- Retrieve and work daily reports.
- Verification of employment upon receipt of information
- Investigate reports of missing payments
- Reconciliation of child support accounts
- Calculate and prepare arrearage affidavits.
- Receipt and forward over-the-counter and mail-in child support payments
- Prepare and forward Housing Authority income verification requests.
- Prepare and provide child support account statements, upon request
- Prepare vouchers. Order and maintain office supplies
- Create and maintain Excel spreadsheets as needed.
- Scan all documents into the Laserfiche imaging system, as appropriate.
- General Filing. Purge old files, when appropriate. Record actions as required.
- Provide information to general public
- Attend ongoing job-related continuing education training classes. Read and understand all child support related materials provided by the State and Federal Government.
- Assist the State of Wisconsin Bureau of Child Support with projects, upon request.

SKILLS AND ABILITIES:

- A thorough knowledge of modern office practices and procedures
- Ability to obtain information through use of interview techniques

- Knowledge of legal terms and definitions, as well as knowledge of child support laws as they pertain to establishment, collections, court procedures, welfare rules and regulations
- Understanding of investigative techniques and procedure
- Ability to establish and maintain effective working relationships
- Skill in debt investigation and collection
- Ability to relate to people from varied backgrounds
- Ability to obtain cooperation from others in situations of conflicting goals or values
- skill in dealing tactfully, objectively, and effectively with responsible parties in the collection of debts
- Ability to evaluate information and exercise judgment to make recommendations
- Considerable knowledge and skill in computer operation
- Ability to quickly learn and use new computer software programs
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer, printer, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: High School diploma.

EXPERIENCE / JOB KNOWLEDGE: Minimum of 5 years of experience in increasingly responsible positions involving family law, extensive computer usage, investigation and dealing with the public. Experience working independently is preferred

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time is spent typing or keying on the computer while sitting; approximately 20% of the time is spent talking while seated or standing; approximately 20% of the time is spent listening while seated or standing; 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds.

ENVIRONMENTAL DEMANDS: 100% of the child support work is done indoors. About 30% of the time, situations could develop where there is verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities

and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Updated February 5, 2013

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD SUPPORT SPECIALIST II

DEPARTMENT: CHILD SUPPORT AGENCY

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILD SUPPORT ADMINISTRATOR

SUMMARY:

To assist the child support administrator in management of the child support program

DUTIES AND RESPONSIBILITIES:

- Telephone
 - Answer & log telephone calls in writing and in the KIDS computer system
- Locate
 - Location of absent parent(s)
 - Employment of absent parent(s)
 - Information gathering in preparation for court activities
 - Information gathering activities regarding income
 - Information gathering activities regarding health insurance
 - Information gathering using agencies /courts in other states
- Initiate
 - Review information received from IV-A regarding new cases and updates to existing cases, and do the necessary work involved.
 - Send required information to new customers/payers
- Establishment
 - Establish child support orders and health insurance orders by negotiating out of court settlements with attorneys and clients or through court action.
- Review
 - Review and adjust existing child support and health insurance orders, as required by law
- Enforcement
 - Enforce child support orders obtained between the parties or ordered by the court / family court commissioner.
- Fiscal
 - Analyzes KIDS system financial records for accuracy. Identify errors in allocation, distribution, and disbursement of child support payments and takes appropriate corrective action.
- Data entry - Case Management and fiscal
 - Court order entry
 - Health Insurance order entry
 - Health insurance information entry

- Possess an in-depth comprehensive knowledge of the KIDS computer system and other county and state computer systems, including the Internet.
- Preparation of legal documents, including stipulations, orders, interstate forms and documents, motions, affidavits, orders to show cause, service of process documents and income withholding documents, using the KIDS computer system.
- Independently draft contempt pick-up warrants and commitment orders.
- Suspend Drivers', Recreational and Professional Licenses, as appropriate.
- Seize bank accounts, when appropriate.
- Attend civil court hearings to assist Corporation Counsel, as needed.
- Testify at criminal hearings/trials, as needed.
- Fiscal, employment, and health insurance information gathering activities to assist in preparation for court
- Establish working relationships with other County and State agencies, such as the IV-A Department, Probation Officers, Social Workers, Sheriff's Department, Clerk of Court, Circuit Court, District Attorney and private attorneys.
- Provide health insurance information to customers.
- Retrieve and work daily reports.
- Monitor paternity judgments for Vital Statistics purposes.
- Verification of employment upon receipt of information
- Investigate reports of missing payments
- Reconciliation of child support accounts.
- Calculate and prepare arrearage affidavits.
- Receipt and forward over-the-counter and mail-in child support payments.
- Prepare and forward Housing Authority income verification requests.
- Prepare and provide child support account statements, upon request.
- Prepare vouchers.
- Order and maintain office supplies.
- Create and maintain Excel spreadsheets as needed.
- Perform DNA Paternity testing and complete all necessary paperwork, as needed.
- Scan all documents into the Laserfiche imaging system, as appropriate.
- General Filing.
- Provide information to general public.
- Attend ongoing, job-related continuing education training classes. Read and understand all child support related materials provided by the State and Federal
- Assist the State of Wisconsin Bureau of Child Support with projects, upon request.
- Minimal supervision and assignment of work to the Child Support Specialist.

SKILLS AND ABILITIES:

- A thorough knowledge of modern office practices and procedures
- Ability to obtain information through use of interview techniques
- Knowledge of child support laws as they pertain to collections, court procedures, public assistance rules and regulations
- Ability to establish and maintain effective working relationships
- Skill in debt investigation and collection

- Ability to relate to people from varied backgrounds
- Ability to obtain cooperation from others in situations of conflicting goals or values
- Skill in dealing tactfully, objectively, and effectively with responsible parties in the collection of debts
- Ability to evaluate information and exercise judgment to make recommendations and decisions according to office policy
- Knowledge of legal terminology and business math and English
- Considerable knowledge and skill in computer operation
- Ability to educate others in the use of specific computer software
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer and printer, fax machine, instant camera and automobile

QUALIFICATIONS:

EDUCATION: High School diploma.

EXPERIENCE / JOB KNOWLEDGE: Three years' experience as a Child Support Specialist. Must be proficient in the use of the KIDS child support computer system. A minimum of 8 years of experience in increasingly responsible positions involving family law, investigation and dealing with the public. Supervisory experience is preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time is spent typing or keying on the computer while sitting; approximately 20% of the time is spent talking while seated or standing; approximately 20% of the time is spent listening while seated or standing; 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds; 5% of the time is spent reading, writing, or visually observing

ENVIRONMENTAL DEMANDS: 100% of the child support work is done indoors. About 30% of the time, situations could develop where there may be verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves

any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Updated February 5, 2013

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD SUPPORT SPECIALIST III

DEPARTMENT: CHILD SUPPORT AGENCY

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILD SUPPORT ADMINISTRATOR

SUMMARY:

To assist the child support administrator in management of the Child Support program on an advanced level

DUTIES AND RESPONSIBILITIES:

- Investigation:
 - Location of absent parent(s) – interstate and difficult cases
 - Employment of absent parent(s) – interstate and difficult cases
 - Information gathering in preparation for court activities
 - Information gathering activities regarding income
 - Information gathering activities regarding health insurance
 - Information gathering activities using agencies / courts / resources in other states
- Data Entry
- Extensive preparation of legal documents, including stipulations, orders, interstate forms
- and documents, motions, affidavits, and orders to show cause
- Appear in court representing the Child Support Agency
- Assist Administrator in supervision and assignment of work to the Child Support Specialists.
- Assist Administrator in the general operation of the Child Support Agency.
- Provide information to general public

SKILLS AND ABILITIES:

- A thorough knowledge of modern office practices and procedures
- Ability to obtain information through use of interview techniques
- Knowledge of child support laws as they pertain to collections, court procedures, and public assistance rules and regulations
- Ability to establish and maintain effective working relationships
- Skill in debt investigation and collection
- Ability to relate to people from varied backgrounds
- Ability to obtain cooperation from others in situations of conflicting goals or values

- Skill in dealing tactfully, objectively, and effectively with responsible parties in the collection of debts
- Ability to evaluate information and exercise judgment to make recommendations and decisions according to office policy
- Knowledge of legal terminology and business math and English
- Considerable knowledge and skill in computer operation
- Ability to supervise and educate others in the use of specific computer software
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer, printer, fax machine, instant camera and automobile.

QUALIFICATIONS:

EDUCATION: High School diploma

EXPERIENCE / JOB KNOWLEDGE: Five years' experience as a Child Support Specialist II and proficiency in all aspects of the KIDS child support computer system, case management and fiscal, (or any new statewide system that may be introduced). Extensive experience in investigation and dealing with the public, along with extensive experience in supervision is preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time is spent typing or keying on the computer while sitting; approximately 20% of the time is spent talking while seated or standing; approximately 20% of the time is spent listening while seated or standing; 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds; 5% of the time is spent reading, writing, or visually observing

ENVIRONMENTAL DEMANDS: 100% of the child support work is done indoors. About 30% of the time, situations could develop where there is verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Updated February 5, 2013

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD SUPPORT ADMINISTRATOR

DEPARTMENT: CHILD SUPPORT AGENCY

LOCATION: GOVERNMENT CENTER

SUPERVISOR: JUDICIAL / LAW ENFORCEMENT COMMITTEE

SUMMARY:

To manage and direct the child support program in Green Lake County.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE:

- Develop and maintain a child support program plan for Green Lake County, which meets all federal and state laws, rules, regulations and policies
- Contract with the State of Wisconsin for all support related activities in the county
- Coordinate all locate child support agency functions
- Develop office policy and procedures
- Establish a cooperative working relationship with the county IV-A agency and other county and state agencies involved in the child support and paternity program
- Negotiate cooperative agreements with other county agencies, per federal requirements
- Supervise and evaluate other child support staff
- Complete all required administrative reports
- Develop the county budget for the child support program
- Provide public information and education regarding the child support program

CASE MANAGEMENT:

- Paternity determination activities
 - Prepare legal documents
 - Develop procedures for, schedule, and administer genetic testing
- Court related activities
 - Prepare all legal documents
 - Appear and assist the Corporation Counsel at court hearings
- Create and maintain an individual case record system which will meet the requirements as set forth in 45 CRF 303.2
- Work with specialists to determine appropriate enforcement actions
- Prepare documents for referral of criminal non-support cases to the District Attorney's Office; work with the District Attorney's Office in prosecution of criminal case

SKILLS AND ABILITIES:

- A thorough knowledge of child support laws as they pertain to enforcement, paternity establishment, collection hierarchy, and public assistance rules
- knowledge of legal forms and terminology, business mathematics and English investigative skills, supervisory skills
- considerable skill and knowledge in computer use
- knowledge of human behavior with the ability to relate to people from varied backgrounds
- ability to obtain cooperation from others in situations of conflicting goals or values
- ability to evaluate information and exercise judgment to make recommendations and decisions according to office policy and in conformity with the law
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer and printer, fax machine, instant camera and automobile.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field is desired.

EXPERIENCE / JOB KNOWLEDGE: Or equivalent combination of education and 3-5 years management experience with increasing responsibilities relating to family law, investigation, supervision, computerization and business management, preferably in a child support agency setting.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 30% of the time is spent typing or keying on the computer while sitting; approximately 25% of the time is spent talking while seated or standing; approximately 25% of the time is spent listening while seated or standing, 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds; 15% of the time is spent reading, writing, or visually observing.

ENVIRONMENTAL DEMANDS: 100% of the child support work is done indoors. About 30% of the time, situations could develop where there is verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Update February 5, 2013
Terri L. Stellmacher

Governing Committee Rules.

H. Travel, Meal, and Lodging Expenses:

(1) Travel reimbursement is allowed at ~~eighteen~~ (18) cents rate established by County Board per business mile traveled.

BE IT FURTHER RESOLVED, that all other portions of Resolution No. 31-78 is in full force and effect.
Amended

Submitted by: Personnel Committee

s/Wilton Wilsnack, s/Henry Marvin, s/Michael J. Doro,
s/Clyde Gonyo, s/Victor J. Gorr

Roll Call on Resolution No. 43-80, Ayes 15, Nays 5, Absent 1.
Passed and adopted this 17 day of June, 1980.

s/Ted Burdick, County Board Chairman
Attest: s/Edward H. Riggs, County Clerk

Room No. 230-13

RESOLUTION NO. 51-80

Relating to: Establishing a Non-Lapsing Fund

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of June, 1980, does Resolve as follows:

WHEREAS, s. 145.19 establishes a sanitary permit fee to be not less than \$35.00 for private sewage systems, effective July 1, 1980, and

WHEREAS, the County retains \$21.00 of this fee, which is to be retained for administrative use in this program, with an eventual return of \$20.00 from the State for each qualifying sanitary permit, which shall also be retained for administrative use in this program;

BE IT RESOLVED that all sanitary permit fee monies be segregated in a non-lapsing Account No. 56431, Sanitary Permits.

Submitted by: Zoning Committee

s/Conrad Naparalla, s/Herbert Dahlke, s/Martin H. Priebe, s/Merlyn Soda, s/Wilton Wilsnack

Roll Call on Resolution No. 51-80, Ayes 20, Nays 0, Absent 1.
Passed and adopted this 17 day of June 1980.

s/Ted Burdick, County Board Chairman
Attest: s/Edward H. Riggs, County Clerk

Room No. 110-1

RESOLUTION NO. 52-80

Relating to: Request to Participate in Out-of-State Training

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of June, 1980, does resolve as follows:

WHEREAS, Resolution 31-78 amended the Green Lake County Personnel Policies and Procedures "to prohibit travel to areas outside of the State of Wisconsin without written consent of the governing Committee who shall further obtain the consent of

the majority of the Green Lake County Board," and

WHEREAS, the University of Wisconsin-Extension and the Agricultural and Extension Education Committee recognize the importance to Green Lake County of inservice training for professional staff and allow twenty days of professional improvement opportunities per year, and

WHEREAS, Extension Agents are encouraged by the University to attend the National Professional Improvement Conference of their respective agent group, and

WHEREAS, the 4-H and Youth Agent and Home Economist in Green Lake County are both presently serving as officers of their state associations, and

WHEREAS, expenses for professional improvement opportunities are included in their current department budget, and
WHEREAS the Green Lake County Agricultural and Extension Education Committee has approved reimbursement for participation of the 4-H and Youth Agent and the Extension Home Economist at their respective National Professional Improvement Conferences.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors gives its consent for the 4-H and Youth Agent to attend the National 4-H Professional Improvement Conference in Detroit, Michigan, November 2-6 and the Extension Home Economist to attend the National Home Economics Professional Improvement Conference in White Sulpher Springs, West Virginia, November 2-6 and be reimbursed for their expenses.

Rejected

Submitted by: Agricultural and Extension Education Committee — s/Conrad Naparalla, s/Wilton Wilsnack, s/William C. Heinz

Roll Call on Resolution No. 52-80, Ayes 9, Nays 11, Absent 1.
Rejected this 17 day of June, 1980.

s/Ted Burdick, County Board Chairman
Attest: s/Edward H. Riggs, County Clerk

Room No. 150

RESOLUTION NO. 53-80

Relating to: Change in Job Classification for the Green Lake County Child Support Agency

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular monthly meeting begun on the 17th day of June, 1980, does resolve as follows:

WHEREAS the Green Lake County Child Support Agency has one position known as Child Support Investigator.

WHEREAS the Child Support Agency provides valuable services which will be magnified by keeping an experienced individual employed by Green Lake County,

WHEREAS it appears necessary to recognize and

compensate the Child Support Investigator for experience and ability.

WHEREAS the State of Wisconsin Department of Health and Social Services recognizes the classifications of Child Support Worker I and Child Support Worker II (see attached job descriptions),

NOW THEREFORE, BE IT RESOLVED, that the position of Child Support Investigator be eliminated.

BE IT FURTHER RESOLVED that the classifications of Child Support Worker I and Child Support Worker II be established for the Child Support Agency of Green Lake County.

Submitted by: Personnel Committee
s/Wilton Wilsnack, s/Henry Marvin, s/Michael J. Doro,
s/Clyde Gonyo, s/Victor J. Gorr

Roll Call on Resolution No. 53-80, Ayes 13, Nays 7, Absent 1.
Passed and adopted this 17 day of June, 1980.

s/Ted Burdick, County Board Chairman
Attest: s/Edward H. Riggs, County Clerk
Room No. 230

RESOLUTION NO. 57-80

Relating to: Transfer of Funds - Part Time Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17 day of June, 1980, does resolve as follows:

WHEREAS Resolution 66-79 authorizes part time help in the Treasurer's office for a six week period during July and August of 1980 and,

WHEREAS compensation is required for this part time position,

NOW THEREFORE be it resolved that \$690.91 be transferred from the General Fund to Acct. #51541 - County Treasurer's account.

Submitted by: Finance Committee

s/Orrin W. Helmer, s/Richard Quade, s/Norman Pulvermacher, s/Michael J. Doro, s/James E. Schommer

Roll Call on Resolution No. 57-80, Ayes 20, Nays 0, Absent 1.
Passed and adopted this 17 day of June, 1980.

s/Ted Burdick, County Board Chairman
Attest: Edward H. Riggs, County Clerk
Room No. 295

RESOLUTION NO. 58-80

Relating to: Public Depository

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular monthly meeting begun on the 20th day of May, 1980, does resolve as follows:

RESOLVED, that the following banking institutions: Farmers Merchants Bank, Berlin, Green Lake County, Wisconsin;

First National Bank, Berlin, Green Lake County, Wisconsin; Green Lake State Bank, Green Lake, Green Lake County, Wisconsin; Farmers State Bank, Markesan, Green Lake County, Wisconsin; Markesan State Bank, Markesan, Green Lake County, Wisconsin; Farmers-Merchant National Bank, Princeton, Green Lake Co., Wis.; Kingston-Dalton State Bank, Kingston, Green Lake County, Wis.; Ripon Federal Savings & Loan, Markesan, Green Lake Co., Wis.; Mutual Savings & Loan, Berlin, Green Lake County, Wisconsin; Community Savings and Loan, Princeton, Green Lake Co., Wis., qualified as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public moneys coming into the hands of the treasurer, Darlene J. Gehrke, Green Lake County, State of Wisconsin.

RESOLVED FURTHER, that withdrawal or disbursement from any one of the above named depositories shall be by endorsement, written order, or check signed by the persons designated, as provided in Section 66.042 of the Wisconsin Statutes, that in accordance therewith all order checks shall be signed by the following persons:

Edward H. Riggs, Clerk and
Darlene J. Gehrke, Treasurer, and countersigned by
Ted Burdick, County Board Chairman

and so honored.
RESOLVED FURTHER, that in lieu of their personal signature(s), the following facsimile signatures, which have been adopted by them as below shown

Edward H. Riggs, Clerk
Darlene J. Gehrke, Treasurer and
Ted Burdick, County Board Chairman

may be affixed on such order check(s); that any one of the above named depositories shall be fully warranted and protected in making payment on any order check bearing such facsimile(s) notwithstanding that the same may have been placed thereon without the authority of the designated person or persons.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be delivered to each of the above named depositories, and said depositories may rely on this resolution until changed by lawful resolution and a certified copy of such resolution until changed by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above named depositories.

Submitted by: Finance Committee
s/Orrin W. Helmer, s/Richard Quade, s/Norman Pulvermacher, s/Michael J. Doro, s/James E. Schommer

Roll Call on Resolution No. 58-80, Ayes 19, Nays 1, Absent 1.
Passed and adopted this 17 day of June 1980.
s/Ted Burdick, County Board Chairman
Attest: s/Edward H. Riggs, County Clerk
Room No. 295-2

Passed and Adopted this 16th day of January, 1990.
-s-Herbert A. Dahlke, County Board Chairman
-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel
Submitted by: Finance Committee: -s-Arlyn W. Hollander,
Chairman; -s-Robert A. Malchetske; -s-James E. Schommer; -s-Marian
L. Sommerfeld; -s-Laurence W. Trotter, II.
Room 230-1

RESOLUTION NUMBER 5-90
Relating To: Part-Time Employee - Child Support Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of January, 1990, does resolve as follows:

WHEREAS, there remains considerable work to be completed in loading information into the Child Support Data System (CSDS) computer in the Child Support Office; and
WHEREAS, the person hired on a temporary basis to load the information into the Clerk of Courts portion of the system has completed that action, but has also completed twelve weeks of employment with the County;

NOW, THEREFORE BE IT RESOLVED, that the Child Support Office is authorized to extend the employment of the aforementioned individual for a period of up to six more weeks within the next three months to enable completion of this project on a timely basis.

FISCAL NOTES: This employee is paid \$5.00 per hour, with only social security paid by County. Maximum total cost - \$1,130.33, with at least \$879.17 to be reimbursed by the State, a net of \$251.16 cost to County.

Roll Call on Resolution No. 5-90.

Ayes 21, Nays 0, Absent 0, Abstain 0.

Passed and Adopted this 16th day of January, 1990.

-s-Herbert A. Dahlke, County Board Chairman
-s-Raymond F. Stoll, ATTEST, County Clerk
Approved as to Form: -s-John B. Seising, Corporation Counsel
Submitted by: Personnel Committee: -s-Raymond Gregor,
Chairman; -s-Robert A. Malchetske; -s-Raymond Hellenbrand; -s-Susan
M. Labuda; -s-Gene M. Soda.
Room No. 230-2

RESOLUTION NUMBER 6-90

Relating to: Commendation - Stephen J. Szatkowski
The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of January, 1990, does resolve as follows:

WHEREAS, Stephen J. Szatkowski will be retiring from his position as Social Services Director effective February 1, 1990; and,

WHEREAS, Mr. Szatkowski has worked for Green Lake County for 14 years (August 1966 to September 1972 and September 1982 to present); and,

WHEREAS, Mr. Szatkowski worked for the State Department of Health and Social Services as an area administrator for 10 years prior to returning to Green Lake County; and,

WHEREAS, the Green Lake County Board of Supervisors hereby goes on record as recognizing his loyal and dedicated service at both the State and County level;

NOW, THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors in regular session this 16th day of January, nineteen hundred and ninety, does hereby extend to Steve Szatkowski its appreciation and gratitude for service to the people of Green Lake County, and that a copy of this resolution be spread upon the minutes of this meeting and published within the proceedings thereof, and further that the County Clerk is hereby instructed to prepare a suitable copy of this resolution and present it to Stephen J. Szatkowski.

Submitted By: -s-Herbert A. Dahlke; -s-Susan M. Labuda; -s-James E. Schommer; -s-Michael R. Stoddard; -s-Walter Wagner; -s-Joy Rowley; -s-Raymond Gregor; -s-Arlyn W. Hollander; -s-Donald Bartol; -s-Gene M. Soda; -s-Merlyn B. Soda; -s-Robert Malchetske; -s-Henry Marvin; -s-Dick L. Severson; -s-Ortin W. Helmer; -s-Raymond Hellenbrand; -s-Richard M. Dukelow; -s-Joseph Kallas; -s-Marian S. Sommerfeld; -s-Ted Burdick; -s-Laurence W. Trotter, II;
-s-Herbert A. Dahlke, County Board Chairman
-s-Raymond F. Stoll, ATTEST: County Clerk.

RESOLUTION NUMBER 7-90

Relating to: Establishment of Human Services

Department, Board, Director, and Deputy Director

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of January, 1990, does resolve as follows:

WHEREAS, an Ad Hoc Committee was created by the Green Lake County Board of Supervisors to gather information and study the feasibility of consolidating existing Human Services - related Boards, Committees and Departments in Green Lake County; and,

WHEREAS, the Ad Hoc Committee had concluded from its study that a more efficient, coordinated human services system, responsive to the needs of the citizens of Green Lake County, would result from the consolidation of certain departments; and,

WHEREAS, Section 59.06, Wisconsin Statutes, states that a County Board may, by resolution designating the purposes and duties of a committee, authorize the Chairman to appoint any such committee of the County Board;

WHEREAS, upon review of the information gathered by the Ad Hoc Committee, the Social Services Board concurs with the original findings of the study.

Roll Call on Resolution No. 34-90:
 Ayes 19, Nays 2, Absent 0, Abstain 0.
 Passed and Adopted this 17th day of July, 1990.
 -s-Herbert A. Dahlke, County Board Chairman
 -s-Raymond F. Stoll, ATTEST: County Clerk
 Approved as to Form: -s-John B. Selsing, Corporation Counsel
 Submitted by Personnel Committee: -s-Raymond Gregor,
 Chairman; -s-Robert A. Malchetske; -s-Joseph C. Kallas; -s- Gene M.
 Soda; -s-Walter Wagner.
 Room No. 230-2

RESOLUTION NUMBER 35-90

Relating to Reorganization of Child Support Agency

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of July, 1990, does resolve as follows:

WHEREAS, there has been a significant increase in the workload and in the methods of operation since the establishment of the Child Support Agency in 1977; and

WHEREAS, additional requirements continue to be levied on this activity from both the State and Federal level;

NOW, THEREFORE BE IT RESOLVED, that the following structure be established for the Child Support Agency effective January 1, 1991:

CHILD SUPPORT ADMINISTRATOR (currently reflected as Child Support Investigator), a non-Union position as at present, salary rate of Step 1 - \$22,049.65; Step 2 - \$23,088.64; Step 3 - \$24,176.59; Step 4 - \$25,264.54; Step 5 - \$26,401.44, plus fringe benefits, same work schedule as other Courthouse workers, copy of the job description attached;

CHILD SUPPORT SPECIALIST (currently reflected as Account Clerk II) an AFSCME position as at present, salary rate of Step 1 - \$7,451.8; Step 2 - \$7,803.0; Step 3 - \$8,170.6; Step 4 - \$8,538.3; Step 5 - \$8,922.6; fringe benefits and work hours in accordance with current AFSCME agreement, a copy of the job description is attached;

SECRETARY II (a position to be newly created as of January 1, 1991), will be an AFSCME position with wages, hours of work, fringe benefits and conditions of employment in accordance with current AFSCME agreement; salary rate of Step 1 - \$7,034.4; Step 2 - \$7,375.2; Step 3 - \$7,722.7; Step 4 - \$8,070.3; Step 5 - \$8,433.4; a copy of the job description is attached.

LEGAL COUNSEL - PART TIME; to be performed by the Corporation Counsel, with reimbursement from Child Support Funds for \$9,000.00 (\$750.00 per month) of his total salary of \$24,725.69.

FISCAL NOTES: In the past income received by this program from State and Federal reimbursements and performance bonuses has significantly exceeded the costs of operation. It is expected that this

will continue even with the added employee, thus no fiscal impact on the County tax levy should result.

Roll Call on Resolution No. 35-90:
 Ayes 19, Nays 2, Absent 0, Abstain 0.
 Passed and Adopted this 17th day of July, 1990.
 -s-Herbert A. Dahlke, County Board Chairman
 -s-Raymond F. Stoll, ATTEST: County Clerk
 Approved as to Form: -s-John B. Selsing, Corporation Counsel
 Submitted by Personnel Committee: -s-Raymond Gregor,
 Chairman; -s-Robert A. Malchetske; -s-Joseph C. Kallas; -s- Gene M.
 Soda; -s-Walter Wagner.
 Room No. 230-3

RESOLUTION NUMBER 36-90

Relating to Restructuring of Supported Employment Program

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of July, 1990, does resolve as follows:

WHEREAS, the Supported Employment Program (SEP) in Green Lake County has provided valuable training and work experience for many developmentally, emotionally and mentally disabled persons since its inception in 1984; and

WHEREAS, the SEP has heretofore been fully funded by the State Department of Vocational Rehabilitation (DVR); however, effective on January 1, 1991 the County must assume responsibility for 50% of the cost of the Job Coach I position:

NOW, THEREFORE BE IT RESOLVED, that the Position of Job Coach II be reclassified to that of Supported Employment Program Coordinator, effective July 1, 1990, with a pay rate of Step 1 - \$8,910.7; Step 2 - \$9,330.7; Step 3 - \$9,770.4; Step 4 - \$10,210.0; Step 5 - \$10,669.5 for 1990 plus all fringe benefits, 35 hour work week, job description as attached; and

BE IT FURTHER RESOLVED, that the position of Job Coach I remain a half-time (17.5 hours per week) position for the balance of 1990 and that this position be increased to full time (35 hours per week) effective January 1, 1991, with the County to provide half the cost of the salary and benefits at that time.

FISCAL NOTES:

	SEP Coordinator Salary, Jul 1 - Dec 31, 1990	SEP Coordinator Salary, Jan 1 - Dec 31, 1991
Salary	\$8,108.74	17,491.29
FTCA	620.32	1,338.08
Retirement	981.16	2,116.45
Insurances	1,920.00	4,430.00
Salary, Jul 1 - Dec 31, 1990	2,980.39	-
FTCA	228.00	-
Retirement	360.63	-
Insurances	0.00	-
	\$15,199.24	

RESOLUTION NUMBER 48-90

Relating to Rescission of Resolution Number 47-89

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November, 1990, does resolve as follows:

WHEREAS, Resolution Number 47-89, passed and adopted on August 15, 1989, authorized a position of half-time Prevention Specialist effective January 1, 1990; and,

WHEREAS, this position is currently vacant and budgetary constraints dictate that personnel costs be held to the absolute minimum;

NOW, THEREFORE BE IT RESOLVED, that Resolution Number 47-89 and the authority contained therein for the half-time position of Prevention Specialist be rescinded effective with the approval of this solution.

FISCAL NOTES: This action would reduce the 1991 tax levy by 15,078.13.

Roll Call on Resolution No. 48-90:
Ayes 14, Nays 7, Absent 0, Abstain 0.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-Michael R. Stoddard, -s-Donald Bartol, -s-Robert A. Malchetske, -s-Irene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-2

RESOLUTION NUMBER 49-90
Relating to Rescission of Resolutions Number 44-89 and 40-87

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 04th day of November, 1990, does resolve as follows:

WHEREAS, Resolution Number 44-89, passed and adopted on August 15, 1989, authorized a full-time position of Intensive In-Home Therapist with salary the same as for Social Worker I; and

WHEREAS, Resolution Number 40-87, passed and adopted on June 6, 1987, authorized the contracting for services of an Intensive In-Home Therapist for up to 25 hours per month; and

WHEREAS, budgetary constraints dictate that personnel costs be held to the absolute minimum consistent with actual needs;

NOW, THEREFORE BE IT RESOLVED, that Resolution Number 44-89 and the authority contained therein for a full-time position of Intensive In-Home Therapist be rescinded effective January 1, 1991; and, BE IT FURTHER RESOLVED, that Resolution Number 40-87 and the authority contained therein to contract for services of an Intensive In-Home Therapist also be rescinded effective January 1, 1991.

FISCAL NOTES: This action would reduce the 1991 tax levy by \$27,325.47.

Roll Call on Resolution No. 49-90:
Ayes 13, Nays 8, Absent 0, Abstain 0.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-Michael R. Stoddard, -s-Donald Bartol, -s-Gene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-3

RESOLUTION NUMBER 50-90

Relating to Revocation of Resolution Number 34-90

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of November, 1990, does resolve as follows:

WHEREAS, budgetary constraints require that hiring of additional personnel be severely limited;

NOW, THEREFORE BE IT RESOLVED, that Resolution Number 34-90, passed and adopted on July 17, 1990, wherein an additional position of Deputy Sheriff was created effective January 1, 1991 is hereby revoked.

FISCAL NOTES: This action would reduce the 1991 tax levy by about \$42,000 - \$31,000 in salary and benefits, \$8,000 in equipping an additional squad car and \$3,000 for personal equipment.

Roll Call on Resolution No. 50-90:
Ayes 15, Nays 6, Absent 0, Abstain 0.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-James E. Schommer, -s-Michael R. Stoddard, -s-Donald A. Bartol, -s-Robert A. Malchetske, -s-Gene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-4

RESOLUTION NUMBER 51-90

Relating to Amendment of Resolution Number 35-90

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of November, 1990, does resolve as follows:

WHEREAS, budgetary constraints require that hiring of additional personnel be severely limited;

NOW, THEREFORE BE IT RESOLVED, that so much of Resolution Number 35-90, Relating to Reorganization of Child Support Agency, as pertains to the creating of a position of Secretary II effective January 1, 1991, be revoked and the following substituted herefor: Secretary I, a half-time position (17.5 hours per week or a total of 910 hours per year) be created as an AFSCME position, with wages, hours of work, fringe benefits and conditions of employment in accordance with current AFSCME agreement; salary rate of Step 1 - \$6,7468; Step 2 - \$7,0648; Step 3 - \$7,3977; Step 4 - \$7,7306; Step 5 - \$8,0784, with job description as before.

FISCAL NOTES: This action would reduce the 1991 tax levy by \$10,408.56.

Roll Call on Resolution No. 51-90:

Ayes 9, Nays 12, Absent 0, Abstain 0.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-James E. Schommer, -s-Michael R. Stoddard, -s-Donald A. Bartol, -s-Robert A. Malchetske, -s-Gene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-5

RESOLUTION NUMBER 52-90

Relating to Revocation of Resolution Number 32-90
The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of November, 1990, does resolve as follows:

WHEREAS, budgetary constraints require that hiring of additional personnel be severely limited;

NOW, THEREFORE BE IT RESOLVED, that Resolution Number 32-90, passed and adopted on July 17, 1990, wherein an additional position of Laborer in the Highway Department was created effective January 1, 1991 is hereby revoked.

FISCAL NOTES: This action would reduce the 1991 tax levy by \$25,159.23.

Roll Call on Resolution No. 52-90:

Ayes 14, Nays 6, Absent 0, Abstain 1.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-James E. Schommer, -s-Donald A. Bartol, -s-Richard A. Malchetske, -s-Gene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-6

-140-

RESOLUTION NUMBER 53-90

Relating to Revocation of Resolution Number 39-90
The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of November, 1990, does resolve as follows:

WHEREAS, budgetary constraints require that increases in personnel costs be severely limited;

NOW, THEREFORE BE IT RESOLVED, that Resolution Number 39-90, passed and adopted on August 21, 1990, wherein the position of the UW Extension Home Economist is extended from 50% to 80% time effective January 1, 1991 is revoked.

FISCAL NOTES: This action would reduce the 1991 tax levy by \$12,813.

Roll Call on Resolution No. 53-90:

Ayes 13, Nays 8, Absent 0, Abstain 0.

Passed and Adopted this 20th day of November, 1990.

-s-Herbert A. Dahlke, County Board Chairman

-s-Raymond F. Stoll, ATTEST: County Clerk

Approved as to Form: -s-John B. Seising, Corporation Counsel

Submitted by Finance and Personnel: -s-Arlyn W. Hollander, -s-James E. Schommer, -s-Donald A. Bartol, -s-Richard A. Malchetske, -s-Gene M. Soda, -s-Walter Wagner, -s-Joe Kallas

Room No. 230-7

RESOLUTION NUMBER 54-90

Relating to 1991 Budget and Property Tax Levy
The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of November, 1990, does resolve as follows:

WHEREAS, the several departments of Green Lake County Government have prepared estimates of revenues and expenditures for their respective departments for 1991 in coordination with their governing committees, and,

WHEREAS, the Finance Committee of the County Board of Supervisors has reviewed each of these estimates in detail;

NOW, THEREFORE BE IT RESOLVED, that the attached budget for Green Lake County for 1991 is adopted; and,

BE IT FURTHER RESOLVED, that a real property tax of \$4,094,347 be apportioned among the sixteen municipalities of Green Lake County in accordance with ratios provided by the Wisconsin Department of Revenue.

SUMMARY OF REVENUES - 1991

TAXES

General Property Tax Levy	4,094,347
Interest on Postponed & Delinquent Taxes	25,000
Penalty on Postponed & Delinquent Taxes	10,000
Interest on Redemptions	105,000
Penalty on Redemptions	10,000

4,244,347

-141-

Request for Purchase Approval

Item to be purchased: (2) Apple iPhones

Sheriff's Recommendation: US Cellular

Account Name and Number:

Governing Committee: Judicial and Law Enforcement

Governing Committee Approval Date: April 13, 2016

Property and Insurance Approval Date:

Reason for Purchase: The two Sgt. can get their county emails at all times and keep up on day to day office work with Deputies.

Bid Information each: US Cellular \$.1
County cell phone carrier

Request for Purchase Approval

Item to be purchased: (4) Radars

Sheriff's Recommendation: To Purchase them from Stalker Radar

Account Name and Number: 16-100-09-52150-810-003 S&SE Outlay

Governing Committee: Judicial and Law Enforcement

Governing Committee Approval Date: April 13, 2016

Property and Insurance Approval Date: May 2, 2016

Reason for Purchase: Normal replacement of outdated equipment. This is 38% funded under the 2016 BOTS grant.

Bid Information each: Laser Technology \$2,450.00
State Bid



applied concepts, inc.

2609 Technology Dr.
 Plano, TX 75074
 Phone: 972-398-3780
 Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Mgr | Donna Russell
 972-801-4803

QUOTE
189456

Page 1 of 1

Date: 03/29/16

Reg Sales Mgr: | Paul Spano
 972-489-6701

Effective From : 03/29/2016

Valid Through: 06/27/2016

Lead Time: 21 working days

Bill To: Green Lake County Sheriff's Office PO Box 586 Green Lake, WI 54941-0586	Customer ID: p298 Accounts Payable	Ship To: Green Lake County Sheriff's Office 486 Hill St Green Lake, WI 54941-8829	<i>UPS Ground</i> Sergeant Kevin Manning
--	---	--	--

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	806-0022-00	DSR - 2-Antenna Radar System	36	\$2,450.00	\$9,800.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	4	200-0999-00	DSR Enhanced Counting Unit, 1.5 PCB		\$0.00
2	4	200-1000-00	DSR Modular Display		\$0.00
3	8	200-0326-30	DSR KA Antenna		\$0.00
4	4	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch		\$0.00
5	4	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
6	4	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
7	4	200-0243-00	Counting/Display Tall Mount		\$0.00
8	4	200-0244-00	Antenna Dash Mount		\$0.00
9	4	200-0245-00	Antenna Tall Deck Mount		\$0.00
10	4	200-0648-00	Display Sun Shield		\$0.00
11	4	155-2055-04	Antenna Cable, 4 Ft		\$0.00
12	4	155-2055-20	Antenna Cable, 16 Ft		\$0.00
13	4	155-2283-70	CAN/VSS Cable with Voltage Detection		\$0.00
14	4	200-0821-00	DSR Manual Kit		\$0.00
15	4	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
16	4	060-1000-36	36 Month Warranty		\$0.00

Group Total					\$9,800.00
--------------------	--	--	--	--	-------------------

Product	\$2,450.00	Sub-Total:	\$9,800.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms:		Shipping & Handling:	\$0.00
		Total:	\$9,800.00

WI State Contract 01611

001

2015 Dodge Charger & 2017 Tahoe ??