



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/04/16

Amended* Post Date: 02/09/2016

The following documents are included in the packet for the Judicial Law and Emergency Management Committee on February 10, 2016:

- 1) Agenda
- 2) Draft minutes from the 01/13/16 meeting
- 3) Child Support Administrator Job Description
- 4) *4 Points for Child Support Administrator
- 5) 2015 Annual Report Child Support
- 6) *2015 Annual Report Clerk of Court
- 7) 2015 Annual Report Register in Probate
- 8) *2015 Annual Report Coroner
- 9) *2015 Annual Report Emergency Management
- 10) 2015 Annual Report Sheriff's Department



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

***Date: February 10, 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: 01/13/2016
6. Public Comments 3 Min Limit
7. Correspondence
8. Hiring Process
9. Creation/Deletion of Positions
 - Judicial Assistant/Deputy Register in Probate
 - Court Records Clerk/Deputy Clerk of Court
10. Review Job Description/Fill Vacant Positions
 - Child Support Administrator
 - Paralegal/Office Manager
11. Purchase Requests
12. Training Request
13. Resolutions/Ordinances
14. Voluntary Unpaid Leave Request
15. 2015 Annual Reports
16. Department Related Comments
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
17. Budget Adjustments/ New Accounts
18. Monthly Sheriff Reports
19. Expense & Revenue Monthly Reports
20. Monthly Vouchers
21. *Closed Session Per Wis. Stat. §19.85(1); (c) Considering employment, promotions, compensation or performance evaluation data of any public employee over which the

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

governmental body has jurisdiction or exercises responsibility. -
This closed session is related to interviews for Full-time Deputy Sheriff.

22. *Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session
23. Reconvene into open session
24. Lexipol
25. Committee Discussion
 - Future Meeting. Dates: Regular Meeting March 9th, 2016 at 4:30 pm
 - Future Agenda items for action & discussion:
26. 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

January 13, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on January 13, 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:

Dawn Klockow, Corp. Counsel
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Andrew Christenson, DA

Mark Putzke, Chief Deputy
Amanda Thoma, Coroner
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Joy Waterbury, Board Supervisor

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 December 9, 2015 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

Thank you from Ginny Huba to Deputy Dustan Thompson for his assistance in getting Ginny back into her house and seeing to it that she was safe after she locked herself out. She is happy and proud that Green Lake County has such good deputies. She would give him an A+.

Thank you from Fran Grasee to Deputy Dustan Thompson (the nice caring deputy) who gave her a warning for speeding without even waking up the twins who were sleeping in the backseat. She will use her cruise control from now on.

Thank you from MPTC to Sgt. Kiener for providing internship experiences to their students. It is greatly appreciated. The comments from the students are a testament to the professionalism of the Green Lake County Sheriff's Office and its staff.

Letter of appreciation from Lt. Lundin DNR Conservation Warden Supervisor in recognition of some outstanding work and collaboration during an investigation of finding several deer carcasses in one area of the county. The actions and cooperative efforts of Deputy Michael Prachel and Detective Josh Ward were instrumental in developing leads and ultimately solving this high profile case. It is truly the skills, professionalism and cooperation of those deputies that made the arrests possible.

Thank you from Boni Jensen to Chief Deputy Putzke and a Green Lake County Sheriff's Deputy for being kind and helpful in assisting her with removing a raccoon from her property. She was very appreciative.

CREATION/DELETION OF POSITIONS

This was in regard to the Clerk of Courts/Circuit Court position and in the future should be entitled Judicial Assistant/Deputy Register in Probate and Court Records Clerk/Deputy Clerk of Court. The Judge is in Marquette County and was unable to

attend tonight's meeting. Clerk of Court Thoma requested that this matter be placed on the February agenda. The request was approved.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITION – PARALEGAL/OFFICE MANAGER – DA'S OFFICE

DA Christensen was present and requested that no action be taken on this matter at this time and that it also be placed on the February agenda. The Committee granted the request.

RESOLUTIONS/ORDINANCES

None

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

Annual training requests from the Clerk of Circuit Court and the Sheriff were included in the packet. *Motion/Second (Starshak/Schubert)* to approve the requests. All Ayes. Motion carried.

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Thuene appeared on behalf of the Child Support agency and thanked the committee for their support. She stated that they were trying to keep up as best they can. The Cooperative Agreements are done and the Annual Report is almost done.

Clerk of Courts: They are getting ready for a two week jury trial.

Circuit Court/Register in Probate: No Appearance

District Attorney: Everything is good in his office.

Coroner's Office – They had their first Fatality Review Team committee meeting. It was in regard to drownings and it went well. They are working on getting information out to the community regarding how to prevent drownings.

Emergency Management: No appearance

Sheriff's Office: Sheriff Podoll reported that December was very busy, but there were no major incidents. We are gearing up for the new year and are doing a lot of in-house training. We are continuing with the Deputy Sheriff hiring process and are in the interview stage at this time. The two K-9's have arrived and we are utilizing them a lot. The program is going well.

Lynn Ryan, Recidivism Reduction Coordinator distributed a copy of the GED program statistics and pictures and gave the Committee and updated them on the GED program. There have been 31 inmates who, while in custody, have graduated from the program since its inception. It is likely that several others graduated after they were released but numbers are not kept on those individuals. She reported that it does a lot for the inmate's self- image to have the Judge present their GED's and give them words of encouragement. He is very supportive of them. That goes a long way in improving their outlook. We are all appreciative of the important role the Judge has played in the program.

BUDGET ADJUSTMENTS

Lori Evans presented 2 requests for new accounts. One was for establishing a revenue account for the firearms program. It is far more cost effective to buy supplies in bulk. Therefore we purchase large quantities of items and share them with the City Police Departments who reimburse us for the items they use. The amount for this account for 2016 will be \$2,000 and will be on both the revenue and expenditure side of the budget so there will be no fiscal impact.

The other request was to establish a new revenue and expenditure account for an additional grant that the CWDTF has been awarded. The amount for that has not yet been established. It is around \$40,000 and will be the same on both the revenue and expenditure sides, so again there will be no fiscal impact.

Motion/Second (Schubert/Wendt) to approve the creation of the new accounts and send the requests on to Finance. All Ayes. Motion carried

MONTHLY SHERIFF REPORTS

Motion/Second (Wendt/Starshak) to approve the January Monthly Sheriff's Reports. All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS

Motion/Second (Starshak/Wendt) to approve the January Monthly Expense and Revenue Reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated January 13, 2016 for the following offices in the following amounts:

2015 Claims

Child Support:	\$	654.25
Clerk of Circuit Court:	\$	9,992.96
Coroner:	\$	214.00
District Attorney:	\$	992.86
Emergency Management	\$	82.80
Judge-Circuit Court:	\$	15,629.59
Sheriff's Office:	\$	56,746.17
Sheriff's Office – JE for HHS	\$	74.78

2016 Claims

Clerk of Circuit Court:	\$	331.76
Coroner:	\$	50.00
District Attorney:	\$	160.49
Sheriff's Office:	\$	41,162.14

Motion/Second (Schubert/Wendt) to approve all of the above claims; however the claim for CEC from the Circuit Court should be held until the project is completed. All Ayes. Motion carried.

COMMITTEE DISCUSSION

Supervisor Wendt asked what the process is for hiring a new Child Support Administrator. Once applications come back, either the Committee Chairman or his designee are part of the group that reviews the applications. This will be placed on next month's agenda for further discussion. Other agenda items for February should include the Judicial Assistant/Deputy Register in Probate and Court Records Clerk/Deputy Clerk of Court position and the Paralegal/Office Manager position in the DA's Office. Corporation Counsel announced that she would not be at the February meeting and that Dan Sondalle could not attend either. She asked if the committee felt they needed to have a Corp. Counsel representative at the meeting. They did not feel that it was necessary.

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for February 10, 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 (Starshak/Schubert) to adjourn. All Ayes. Motion carried.

Meeting adjourned at 5:18 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

GREEN LAKE COUNTY JOB DESCRIPTION

Updated January 19, 2016

TITLE: CHILD SUPPORT ADMINISTRATOR

DEPARTMENT / UNIT: CHILD SUPPORT AGENCY

LOCATION: GREEN LAKE COUNTY 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 efforts for the child support agency including the use of the CLEAR system and any other available resources
- Develop office policy and procedures specific to the child support program
- Establish a cooperative working relationship with the county IV-A agency (Economic Support) 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, including offering the "What's the Rush" program to all county Middle and High Schools

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 cases

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 of the State Child Support Computer System (KIDS) as well as Word, Excel and Power Point
- 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 used for paternity testing (provided by the DNA testing lab) 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 t or delete from, any section of this document as it deems, in its' judgement, to be proper.

GREEN LAKE COUNTY CHILD SUPPORT ADMINISTRATOR

JOB DESCRIPTION: I have reviewed and updated the job description of the Green Lake County Child Support Administrator, per recommendations by the Personnel Committee. I have reviewed the educational requirements and/or experience requirements, and feel that no changes should be done. I also feel that a 40 hour work week is sufficient to accomplish the tasks of the Child Support Administrator, as long as the office is fully staffed.

JOB DESIGNATION: I am not certain why the Child Support Administrator pay scale is two grades lower than the unit managers in the Health & Human Services Department. The Child Support Administrator position is in Pay Group #9. There are no changes to the duties and responsibilities of the Administrator, and therefore it would not be appropriate for the pay to be in a lower pay group.

NECESSITY: The Child Support program is 66% funded by the State and Federal Government. In addition, the Child Support program earns "incentive" payments from the State for a job well done. It is crucial that the position of the Child Support Administrator be retained in Green Lake County, not only to maintain the existing funding that is being received, but to keep the program running smoothly. Green Lake County has consistently been one of the top performing counties in the State of Wisconsin, as evident by the Certificates of Excellence that are received by the agency nearly every year.

EVALUATION OF EXISTING STAFF: At this time, the Green Lake County Child Support Agency consists of 2.25 positions, with the third full time Administrator position being vacant. There are currently two specialists, of whom one is the acting Interim Administrator, and a 25% Receptionist. The case load for the two specialists consists of 450 cases each. At present time, the Interim Administrator is trying to maintain the 450 cases on her work load, with assistance of the other case worker, as well as perform all of the duties of the Administrator. The only way the majority of the duties of the three positions are being performed at this time is through working daily overtime. It is imperative to get this position filled and restore the office to full staff. This will ensure that the previous level of outstanding performance can be maintained and funding levels will not decrease.

Green Lake County

Child Support Agency

571 County Road A
PO Box 3188
Green Lake WI 54941-3188

TEL: 920/294-4048
FAX: 920/294-4101
TDD: 800/947-3529

2015 ANNUAL REPORT

GREEN LAKE COUNTY CHILD SUPPORT AGENCY

TO: THE HONORABLE BOARD OF SUPERVISORS
GREEN LAKE COUNTY, WISCONSIN

Thank you for this opportunity to present to you the 2015 annual report of the Green Lake County Child Support Agency.

AGENCY PERSONNEL in 2015:

TERRI L. STELLMACHER, Child Support Administrator
MARCIA L. KLEMAN, Child Support Specialist, II
JEANNE M. THEUNE, Child Support Specialist, II
ANGIE SMIT, Receptionist (1/4 time)
DAWN N KLOCKOW, Corporation Counsel

The Child Support Agency is a local Green Lake County operated agency, but is funded with federal, state, and county money, and operates according to state and federal law.

The mission of the Green Lake County Child Support Agency is to ensure that parents provide financial and medical support for their children, and by doing so, increases the economic self-sufficiency of single parent households and reduces taxes by reducing public assistance benefits.

2015 GREEN LAKE COUNTY CHILD SUPPORT PERFORMANCE

978 Child support cases in Green Lake County, as of December 31, 2015 (1,089 includes NIVD Cases, which means cases that have not applied for our services. We have to do the work on these cases, such as sending out wage assignments, but we do not receive any credit for the collections received, when looking at performance standards).

As of December 31, 2015:

CHILD SUPPORT ORDERS:

Green Lake County has 851 cases with a child support order, which is 93.52% of our cases. We rank 16th in the State of Wisconsin for this performance measure.

PATERNITY:

Green Lake County has a paternity establishment rate of 100%.

CURRENT SUPPORT COLLECTED:

Green Lake County collected \$2,222,178.70 in current child support during the child support fiscal year of 10/1/2014 through 9/30/2015. Green Lake County ranks 2nd in the State in the collection of current child support.

COLLECTION OF ARREARS:

During the child support fiscal year of 10/1/2014 through 9/30/2015, Green Lake County had 724 cases with arrears. We were successful in collecting an arrears payment on 595 of those cases, which is 82.18%. That is an increase of 1.47% from the previous fiscal year. Green Lake County is ranked 14th in the State of Wisconsin for this performance measure.

HEALTH INSURANCE OBLIGATIONS ENFORCED:

Green Lake County is ranked 6th in the State of Wisconsin, for enforcement of health insurance obligations at 47.12%.

In 2015, approximately 21 DNA Paternity tests were done in Green Lake County. In 2015, approximately 52 new cases were filed in the Clerk of Court's office, by the Child Support Agency.

In 2015, Green Lake County Child Support Agency reported to the State of Wisconsin, total monthly expenditures of \$265,664.89. The State and Federal Government reimbursed Green Lake County a total of \$229,523.95.

Green Lake County earned incentives of \$9,057.00, by making parents be responsible to add their children to health insurance policies available to them through employment. We also earned \$37,855.00 in general child support performance incentives.

We deeply appreciate the continued support and interest of this County Board of Supervisors. Through our united efforts we continue to meet our commitments to children and families of Green Lake County.

Sincerely,

JEANNE M THEUNE
Interim Administrator
Green Lake County Child Support Agency



Green Lake County Circuit Court

571 CTH A, P.O. Box 3188, Green Lake, WI 54941 (920) 294-4042

MARK T. SLATE

Circuit Court Judge

February 4, 2016

To The Honorable Board of Supervisors
Green Lake County, Wisconsin

I hereby submit the 2015 Annual Report for the Green Lake County Probate Office.

The Probate Office deals with matters under the authority of Chapter 851 of the Wisconsin Statutes, which creates the Office of Register in Probate. Our records date back to 1842.

In addition to probate, this office also maintains files pertaining to:

Chapter 48	Child in Need of Protection and Services
Chapter 51	Emergency Detention
Chapter 54 & 55	Guardianships and Protective Placements
Chapter 938	Juvenile Delinquency & Juvenile in need of Protection and Services

Except for the estate files, all records under the control of the Register in Probate are confidential.

On the attached pages, you will find a break down of each case/file type and, a brief description with the financial impact, if any, to the county.

This completes my report for the year 2015.

Very truly yours,

Samantha S. Calabresa
Register in Probate

ESTATES

In 2015, 57 cases relating to Probate were opened.

- 45 Informal Administrations
- 6 Special Administrations
- 3 Formal Administrations
- 1 Summary Proceeding
- 1 Determination of Decent
- 1 Ancillary Proceeding

As of December 31, 2015 there were 75 open Probate cases.

Probate Fees Collected in 2015: County Share: \$26,122.70

Probate fees consist of Inventory filing fees and copy and/or certification fees. This is an increase of over \$13,467.55 from last year. The main reason being, an estate that's inventory filing fee was \$12,517.18. If you do not include this amount, the 2015 fees would have been \$13,605.52 which is slightly above the average for the last few years.

TESTAMENTARY TRUSTS

Prior to July 1, 2014 Wisconsin State Statutes, required the Courts to monitor testamentary trusts. Testamentary trusts are trusts created in a Last Will and Testament and generally place money aside for a specific purpose. The change in the law now allows parties to decide if they want to have the Court continue to monitor the trust. Judge Slate determined that all trustees as well as the beneficiaries should be notified of the change in the law. Each person was then asked if they would like the Court to continue or discontinue monitoring of the trust. This was done in 2014, with follow-up on all cases in early 2015.

There are currently 11 that the Court will continue to review an Annual Accounting. The oldest is from 1939.

EMERGENCY DETENTIONS

2015 found the following Emergency Detentions:
27 Adult Emergency Detentions
9 Juvenile Emergency Detentions

Financially, Emergency Detentions do not affect this office. In 2012 all cases were referred to the State Public Defender for representation, thus removing the expense of Court Appointed Counsel for the County.

GUARDIANSHIPS

There were 15 adult Guardianships and 1 minor Guardianship filed in 2015.

We continue to hold yearly hearings for persons under Guardianship and Protective Placement as required by law.

Guardians are required to file an Annual Report of the Person each year and most are required to file an Annual Accounting of the person's assets each year.

In 2015 it was decided that the Guardianship files needed to be reviewed and brought up to date. We reviewed all of the Guardianship cases to determine which ones would be appropriate to waive an Annual Accounting and which ones should not. Once that was done, we sent letters to the appropriate Guardians of the Ward and all interested parties to ask if they wanted to waive the Annual Accounting. We received almost all of the waivers back, requesting the Annual Accounting be waived. We held a hearing for all of the Guardianship cases where waivers were requested to see if anyone would object to the waiving of the Annual Accounting. After all the hearings were held and no objections heard, we waived some of the Annual Accountings and sent out a copy of the Order to the Guardian and all interested parties for those cases.

In reviewing all of the cases we found some cases where no Annual Account had been filed in years, although they were required. Some files had notes that the Annual Accounts were waived, although there was no Court Order waiving them. In some cases, an Annual Account was just never filed and no follow-up was done. Other cases, Annual Accounts were being filed, when they were actually previously waived by the Court and not required to be filed.

Although it was time consuming, all Guardianship files are now brought up to date with proper accountings or waivers done in each one.

JUVENILES

ADOPTIONS

In 2015 we had 5 cases in which Adoptions took place.

TERMINATION OF PARENTAL RIGHTS (TPR)

In 2015 there were 10 petitions filed and 5 were granted Terminating Parental Rights. 5 cases are still ongoing in Court. This is a significant increase in the average number of TPR's. Usually, the Court handles only one or two TPR's a year. TPR's are very time consuming for all involved, from Corporation Counsel, Social Services and the Court. Lawyers are appointed for the parents and a Guardian ad Litem is appointed for the child. The parents can request a Jury Trial, which can last for days.

The increase in TPR's has consumed many hours by the Register in Probate, and 2016 is looking to be a continuation of 2015.

CHIPS (Children in Need of Protection and Services)

In 2015, there were 31 petitions filed for children in need of protection and services. Last year there were 33 petitions filed. This has been a significant increase in CHIPS cases as the previous years averaged only 19.

When a CHIPS petition comes in, a GAL is appointed for the child. This is required by statute if the child is under the age of 12. If the child is 12 or older, the Public Defender may also be appointed to represent the child.

If a parent contests the petition, Wisconsin State Statutes do not permit for the State Public Defender to represent them. So they must petition the Court to appoint an attorney. Most parents do not understand the process and it causes delays. If the two parents are not married it is common for a separate attorney to be appointed for each one. This becomes extremely costly to the County.

This year we have put in additional time on collecting money owed to the County for the attorney's appointed in CHIPS cases. We have sent numerous orders for payment and reminders to the parents. We have collected more this year than last year and have developed a system to be more efficient in collections. If no payments are being made the collections will be turned over to Corporation Counsel and they will be enforcing the payments as well. This benefits the County by recouping money spent on attorney fees.

In 2016 we anticipated recouping \$12,000.00 of attorney expenses. (attorney's appointed in CHIPS cases) This is an increase over 2015.

JIPS (Juvenile in Need of Protection and Services)

Last year, we received 7 petitions for Juvenile's in Need of Protection and Services. In 2014 we received only one petition. Once again, this has increased the case load for the Register in Probate.

DELINQUENCY

In 2015 we had 19 petitions filed. Delinquency filings were the same as in 2014.

A Delinquency is a criminal charge being brought against a Juvenile. Charges included: 1st Degree Sexual Assault of Child, Battery, Burglary, Criminal Damage, Disorderly Conduct, Forgery, Other Fraud, Operate Vehicle w/out Consent, Receiving Stolen Property, Theft of Movable Property, and Weapons/ Explosives.

2016 consisted of the following:

#	Name
6	Disorderly Conduct
3	1 st Degree Sexual Assault of Child
2	Theft
1	Weapons/ Explosives
1	Other Fraud
1	Receiving Stolen Property
1	Burglary
1	Operate Vehicle w/out Consent
1	Forgery
1	Criminal Damage
1	Battery

CASELOAD INCREASE FOR 2015 OVER AVERAGE

2015	Average	Type
7	3	JIPS
9	5	Juvenile Emergency Detentions
10	4	Termination of Parental Rights (TPR)
31	21	CHIPS



Green Lake County Clerk of Circuit Court

P.O. Box 3188, 571 County Road A, Green Lake, WI 54941 920-294-4142

AMY S. THOMA

Clerk of Circuit Court

2015 ANNUAL REPORT - CLERK OF CIRCUIT COURT

TO: The Honorable Chairman and Board of Supervisors for Green Lake County.

Please accept this letter as the annual report for the Clerk of Circuit Court's Office.

STAFF

Clerk of Circuit Court - Amy S. Thoma

Deputy Court Records Clerk - Cindy Werch

Deputy Court Records Clerk - Sheri Rahmer

Court Records Clerk - Trina West (hired June 1, 2015)

Court Records Clerk (part-time) - Allison Kavanaugh (hired August 10, 2015)

The office of Clerk of Circuit Court is the custodian of record. Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by statute. A sampling of the responsibilities, but not inclusive, include:

File circuit court cases and provide proper case maintenance of said cases through the Wisconsin Consolidated Courts Automation Program (CCAP). This includes preparation of court notices and distribution; review files as to the status of each case; preparation of court orders/judgments at the direction of the Circuit Court Judge; receipt filing fees, fines/forfeitures, court costs, and various surcharges.

Clerk hearings - swear in all witnesses called to testify; follow through on any court orders/directives given by the Circuit Court Judge; mark all exhibits offered and received into evidence and maintain said exhibits through the appropriate appeal time period.

Jury - annual change in juror lists; summons jurors; prepare vouchers for payment of jurors, bailiffs, and misc. expenses; submit an annual jury analysis pursuant to Wisconsin Supreme Court Rule 73.01.

Miscellaneous responsibilities - accept and process passport applications; file various tax warrants, liens, and satisfactions; monitor for collection reimbursements for Guardians ad Litem and Court Appointed Counsel.

I began my duties as Clerk of Circuit Court on January 5, 2015. This office had been working short staffed for approximately one year before I took office. During that time collections were not being actively pursued. One of my first goals was to bring past due matters up to date. I was able to hire a full-time Court Records Clerk who started on June 1, 2015. Her primary responsibilities are collections and I am happy to report that as of the end of 2015 we are now up to date on the majority of the collections work.

TAX INTERCEPTS

This office continues to collect debts owed via the State of Wisconsin Tax Intercept Program. A total of \$10,056.19 in tax intercept monies were collected in 2015. There were 420 debts turned over for tax intercept with 397 of these debts turned over in the 3rd and 4th quarters, as compared to 23 in the 1st and 2nd quarters when the office was working short staffed.

CREDIT CARD PAYMENTS

An additional change in our office in 2015 was in credit card vendors. This office had previously contracted with Wind River Financial. The County incurred monthly finance charges through this vendor. For example, the County paid \$2,731.33 in finance charges in 2014 and \$1,690.51 through September 2015. We began using GovPayNet in September, which is at no cost, thus a savings to the County.

e-FILE/

Also a change in 2015 was the implementation of eFile through CCAP. By choosing this method of filing, attorneys and their delegees can file documents from the convenience of their home or office, 24 hours a day, 7 days a week, thus saving time to bring the documents to our office or mailing the documents for filing. Once a case is electronically filed, they have access to all electronic case documents and receive immediate confirmation on the cases and documents they file, documents filed by the opposing party, and any documents signed by the court official. There is a \$5.00 fee, per case, to eFile. eFiling is currently available on Family and Small Claims case types and will one day become mandatory for all counties and on all case types. Our office is taking a proactive approach and implemented eFile before it becomes mandatory.

CASES FILED IN 2015

Case Type	2015	2014
Criminal Felony	130	144
Criminal Misdemeanor	281	252
Criminal Traffic	119	121
Traffic	1902	1788
Forfeiture	143	140
Juvenile Ordinance	7	1
Civil	122	133
Complex Forfeiture	2	5
Small Claims	357	382
Family	96	114
Paternity	18	65

PASSPORTS

This office continues to accept passport applications. Staff is required to complete a yearly certification with the National Passport Agency by completing an annual web based training. A total of 170 passport applications were processed in 2015. The processing fee is \$25.00 per application for total revenue of \$4,250.00. However, postage to mail the applications is \$5.75 and there were a total of 106 mailings for a cost of \$609.50.

JURY TRIALS

Six jury trials were held in 2015. Two of these trials were 5 days in length and two were 1 day. A 3 day trial was scheduled but settled one the first day and a 1 day trial was scheduled and also settled that day.

GUARDIAN AD LITEM and COURT APPOINTED ATTORNEY COSTS

Guardian ad Litem are appointed in either family or paternity actions where there is a disagreement between the parents of the child(ren) as to physical custody, legal custody, or periods of placement. An attorney is appointed by the Court to represent the best interest of the child(ren). The cost of the Guardian ad Litem is generally split equally between the parents and re-payment is ordered back to Green Lake County. A Guardian ad Litem was appointed on 22 family/paternity cases in 2015.

Court Appointed Attorneys are appointed to represent defendants on criminal cases. The defendant must first have applied to the Public Defender's Office for representation and have been denied. A Court Appointed Attorney was appointed on 17 cases in 2015.

This office makes every effort to collect these fees. Unfortunately, the reality is that many do not have the financial means to pay for these services. However, beginning this year we will be using the services of Corporation Counsel to further assist in the possible collection of unpaid Guardian ad Litem fees.

Respectfully submitted,



Amy S. Thoma
Clerk of Circuit Court



GREEN LAKE COUNTY OFFICE OF THE CORONER

Amanda Thoma, Coroner

Office: 920-294-4040 ext. 1229

2015 ANNUAL REPORT OFFICE OF THE CORONER

TO: THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS OF GREEN LAKE
COUNTY

It has been a very progressive year for the Coroner's Office. All records have been placed online to ensure accuracy of revenue collected from funeral homes for death certificates and cremation permits, deaths investigated, autopsies performed, and the manner of death determined.

	<i>Total</i>
Deaths for Green Lake County	216
Deaths Investigated	132
Autopsies Performed	7
Death Certificate Revenue	\$4,840.00
Cremation Permits Revenue	\$13,810.00

I appreciate all of the support you have provided the Coroner's Office this past year and look forward to continuing to serve Green Lake County citizens this upcoming year.

Sincerely,

Amanda Thoma
Coroner

2015 EMERGENCY MANAGEMENT ANNUAL REPORT

Director received from the Federal Emergency Management Agency, the Emergency Management Planning Grant (EMPG) for director salary of \$20,097.25.

Director received an \$8,955.98 Emergency Planning & Community Right to know Act (EPCRA) Hazardous Material Grant. Director received a \$7,586.84 EPCRA Hazardous Materials Equipment Grant.

Director completed FEMA course IS-00014b Special Events Contingency Planning. Director also attended and completed Amber Alert Training on June 1-4, 2015 with other personnel from Green Lake County Agencies at the Green Lake Conference Center. Director is a member of the Tri County CART (Child Abduction Response Team). Director attended SIMCOM training on May 6, 2015, which dealt with Interoperability of communications. Director completed the Basic Esponder Course on August 26, 2015. Director updated hazardous material plans for 4 facilities in the county, recorded updates of 38 reporting facilities and 15 Planning facilities.

Director attended the County Fire Chief's Association meetings. Director is working on setting up training for fire departments and other Emergency Responders an Operations Level Hazardous Materials Class. Director assisted with the County Fire Department MABAS system in going on line this past March of 2015.

Director is working with Oshkosh Fire Department to assist us in Hazardous Materials incidents that our County Operations Level Team is unable to handle. They also will be part of our Railroad Emergency Response Plan.

Director has completed all state and federal requirements and has completed the planning calendar for next year.

Director and Sheriff are on a regional WISCOM committee, which deals with statewide communications interoperability and have attended the Regional meetings.

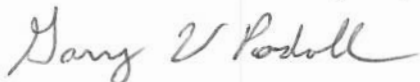
Director setup and attended National Weather Service Tornado Spotters class on April 20, 2015 at the Green Lake County Emergency Operations Center (EOC).

Director held Local Emergency Planning Committee (LEPC) meetings to go over hazardous material updates required by EPCRA and grants, which was completed and approved, by the state. Director is working with LEPC on local hazardous issues, which pertain to Green Lake County. Director and LEPC have been working with the public health on public health planning and also with the Coroner on getting final approval of the County Mass Fatality Plan. The Mass Fatality Plan was Official approved.

Director conducted and attended a Full Scale exercise on September 23rd, which involved a Mass Causality Tornado Disaster at the Green Lake Conference Center. There were over 100 people that participated in the exercise.

Director is working with Sheriff and Dalton Fire Department on the Railroad Emergency Response Plan for the Dalton Area. We have met a number of times with the Amish Community on the plan. It is the hope to have it completed in the spring of 2016. Director completed the County Emergency Response Plan with Emergency Support functions. Plan should be ready for County adoption in 2016. It will match State and Federal Plans. Director is also working on finishing up the template for the municipalities in the county to us as their Emergency Response Plan.

Director was notified and responded to 8 Severe Weather calls and 2 Severe Thunderstorm Warnings that affected Green Lake County. Director responded to a Hazmat spill at Kwick Trip of Berlin and was notified of a number of small Hazardous Materials spills, through the state reporting system, which occurred in Green Lake County. Director is on call 24 hours a day 7 days a week.



Gary V. Podoll, Director
Green Lake County Emergency Management



GREEN LAKE COUNTY SHERIFF'S OFFICE 2015

Sheriff
Mark A. Podoll

Chief Deputy
Mark P. Putzke

Detectives
Chad Holdorf
Patti Crump
Josh Ward

Sergeant
Jeff Kiener
Kevin Manning

Corrections Lieutenant
Joel Gerth

Corrections Administrator
De Anna Lueptow

Communications Administrator
Laura Polcyn

Administrative Assistant
Lori Evans

Patrol

Dustan Thompson
Jason Preuss
Karl Guenther
Mark Trochinski-Retired
Matt Vande Kolk
Scott Cody
Ted Kuklinski
Troy Schroeder
Ray Colhouer
Michael Prachel

LTE Boat Patrol

Michelle Behm
Matt Marchant
Corey Horn
Jesse Tipton
Brandon Henning

Court Services Unit

Steve Huber
Dan Steckbauer
Jesse Tipton
Thomas Guell
Matt Marchant

Recidivism Reduction Aide

Lynn Ryan

Corrections Sergeants

Lori Leahy
Vacant

Corrections

Joshua Denkert
Jessica Walker
Kelli Schueler
Matt Thill
Adam Quade
Ken Weiner
Megan Strahan
Mary Smith
Craig Leinweber
Catherine Cianciola
Tawnii Thompson
Steven Schonscheck
Jesse Tipton-PT
Heidy Reihbandt - PT

Master Control Aide

Jerry Krueger
Tom Nickel
Melissa Smit
Gregg Rasske
Quinn Thompson
Rachel Hietpas
Vacant
Vacant

Communications

Majken Fife
Charlene Novak
Laura Nelson
Rhonda Prill
Sheila Pulice
Dave Cornelius
Susan Streholski
Casandra Kohn
Ben Masters
Christina Hilscher-PT
Samantha Stobbe - PT
Margaret Beuthin - Part-Time

Clerk Matron

Beverly Zick -Retired
Denice Oft
Sara Radloff

Volunteers

Betty Malzhan
Dona Eury
Barbara Rost
Rita Gaylord
Ray Gaylord
Sue Wendt



Green Lake County Sheriff's Office 2007

Sheriff
Mark A. Podoll

Chief Deputy

Mark Putzke

Detectives

Chad Holdorf

Patti Crump

Tim Lueptow

Sergeant

Jeff Kiener

Kevin Manning

Patrol

Amy Mehling
Brady Konkell
Dustan Thompson
Jason Preuss
Joshua Ward
Karl Guenther
Mark Trochinski
Matt Vande Kolk
Scott Cody
Ted Kuklinski
Thomas Guell

LTE Boat Patrol

Jason Reysen
Larry Simon
Sheri Rahmer
Timothy Gerner

Courthouse Security

Troy Schroeder - Part-time

Corrections Administrator
De Anna Lueptow

EMP/COMMUNITY SERVICE

Corrections

Bruce Walker
Jessica Walker
Joel Gerth
Kelli Monsivais
Lind Krause
Liz Pflum
Lori Leahy
Matt Thill
Mike Prachel
Sarah Guenther
Sarah Bender - Part-time
Vacant-Part-time Male Jailer

Communications Adminstrator
Laura Polcyn

Communications

Chris Lyons
Charlene Novak
Dave Meyer
Jessica Schroeder
Laura Nelson
Rhonda Prill
Sheila Pulice
Sheri Rahmer
Susan Arndt
Richard Julien - Part-time
Laura Bell - Part-time
Vacant - Part-time

Administrative Assistant
Lori Evans

Volunteers

Betty Hoffman
Dona Eury
Mary Valenta
Naomi Hilger
Ray Gaylord
Rita Gayllord

Clerk Matron

Beverly Zick
Denice Oft

Secretary One Part-Time

Vacant



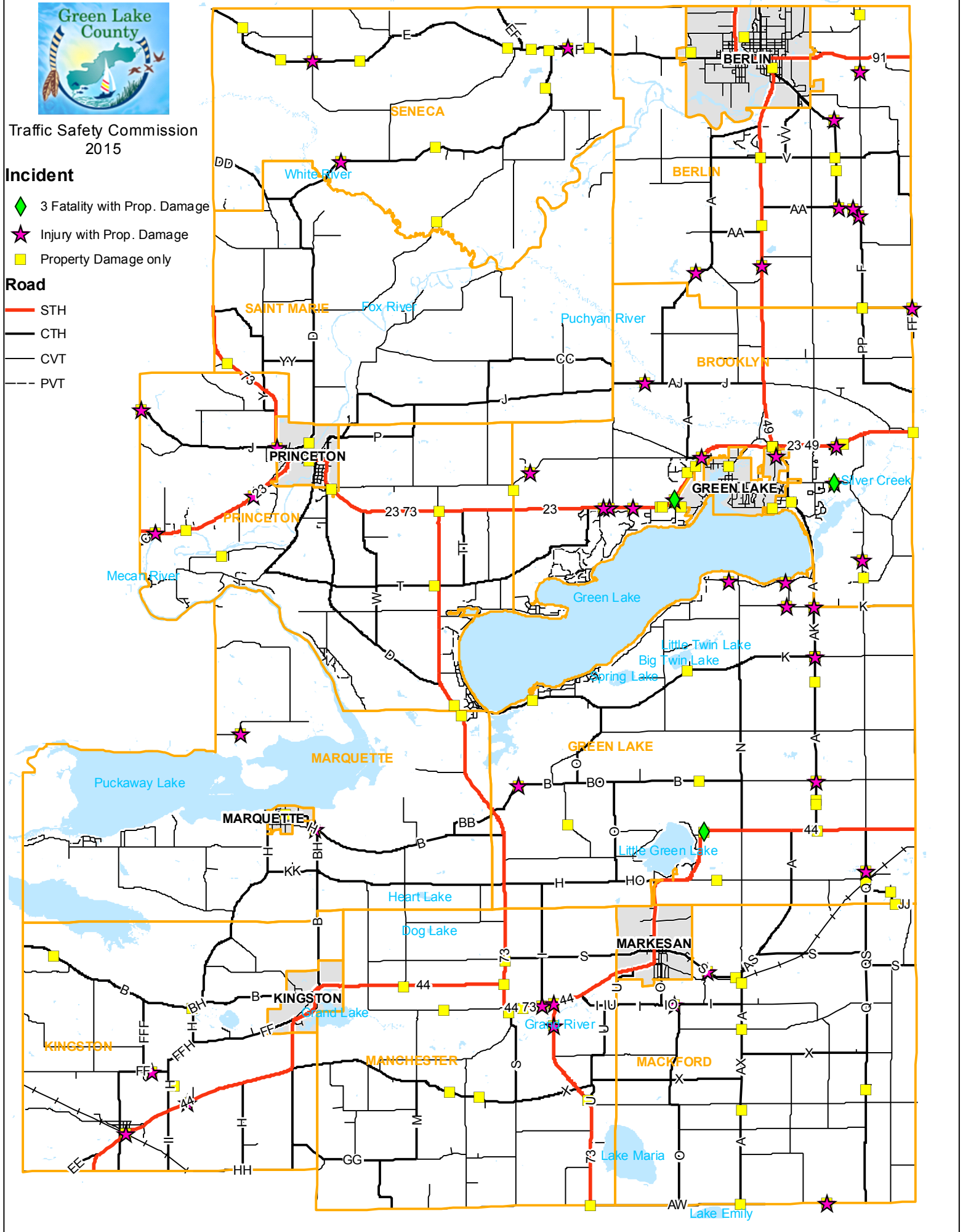
Traffic Safety Commission
2015

Incident

- ◆ 3 Fatality with Prop. Damage
- ★ Injury with Prop. Damage
- Property Damage only

Road

- STH
- CTH
- CVT
- PVT





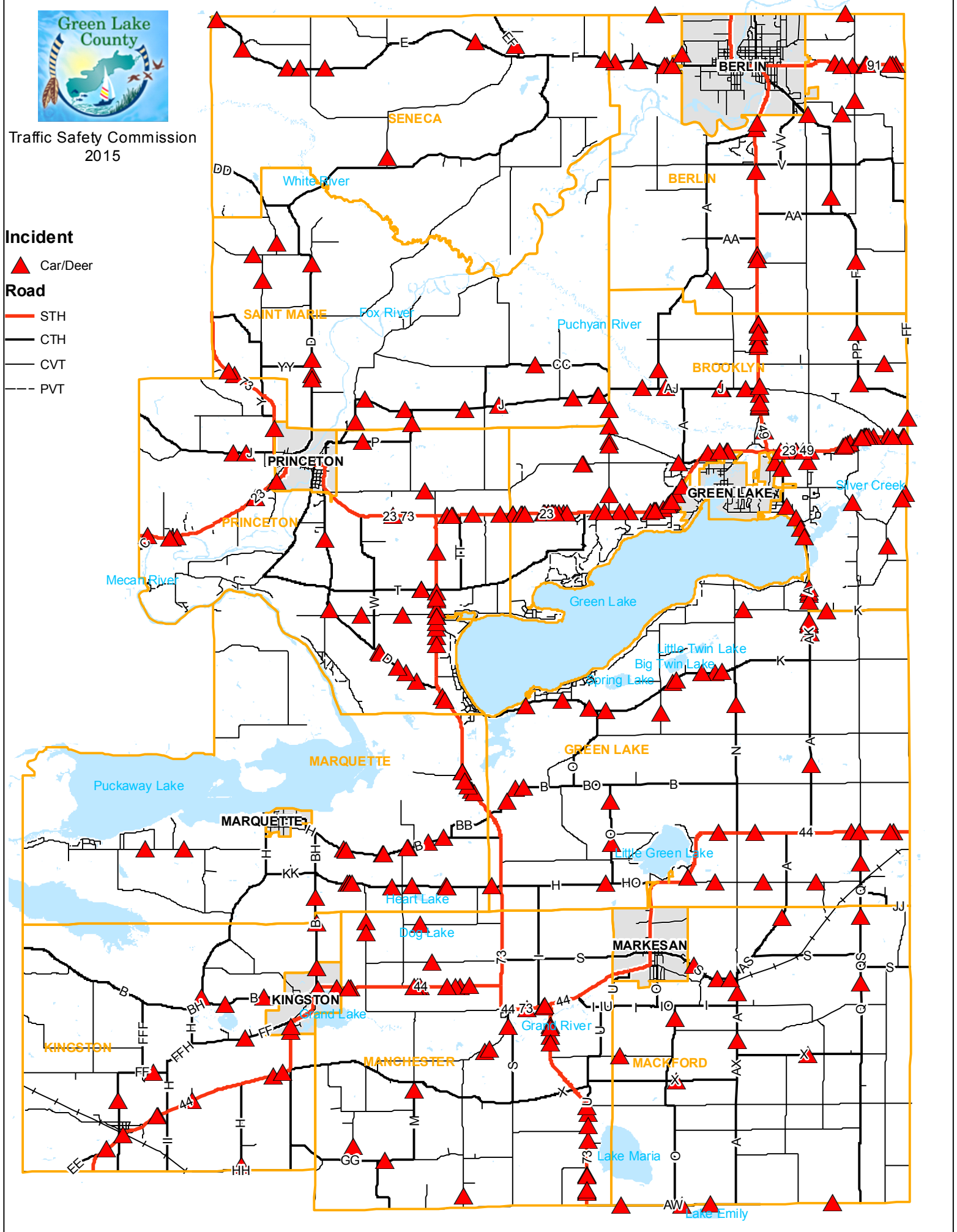
Traffic Safety Commission
2015

Incident

▲ Car/Deer

Road

— STH
— CTH
— CVT
- - - PVT



2015 CITATIONS & WARNINGS

TYPE	CITATIONS	WARNINGS*
341- Vehicle Registration Violations	50	161
343 - License Volations	174	31
344 - Proof Insurance	444	80
346 - Rules of the Road (failure yield/passing)	34	88
346.31 - Turning and Stopping	0	10
346.37 - Traffic Signs, Signal, Markings	1	2
346.44 - Stops, Stopping and Parking	13	50
346.57 - Speeding	614	2288
346.62 - Reckless Driving and OWI	118	1
346.67 - Accidents	11	6
346.87 - Misc. Equip Vio, Weight Limits, Inattentive	122	356
943 - Tresspassing	10	9
947 - Disorderly Conduct	5	0
95 - Animals	7	5
187 - Parks	2	0
125 - Alcohol Beverages	24	0
30 - DNR	35	38
Other	26	1
Boat Launch	145	0
Total	1835	3126

BY LOCATION	CITATIONS	WARNINGS
<u>Townships:</u>		
Berlin	238	471
Brooklyn	589	897
Green Lake	275	421
Kingston	27	47
Mackford	133	212
Manchester	124	321
Marquette	70	153
Princeton	134	266
St. Marie	15	25
Seneca	60	126
<u>City/Village</u>		
Berlin	72	104
Green Lake	45	40
Markesan	7	11
Princeton	20	21
Kingston	8	5
Marquette	2	3
<u>Lakes/River</u>		
Big Green	16	3
Little Green	0	0
Puckaway	0	0
Fox	0	0
Total	1835	3126

*Total Warnings by Violation

2015 GREEN LAKE COUNTY SHERIFF'S OFFICE STATISTICS

CALLS FOR SERVICE

Non Accident Related Calls for Service	3115
Accidents Car Deer	342
Accidents - Car Deer No Officer Sent	35
Accidents - PDO - Not Car Deer	100
Accidents - Injury - Not Car Deer	39
Accidents - Fatalities	3
Hit and Run	4
Total Calls For Service	3638

ACCIDENTS & INCIDENTS BY LOCATION:

City of Berlin	188
City of Green Lake	194
City of Markesan	75
City of Princeton	159
Town of Berlin	246
Town of Brooklyn	647
Town of Green Lake	339
Town of Kingston	154
Town of Mackford	160
Town of Manchester	170
Town of Marquette	126
Town of Princeton	403
Town of St. Marie	82
Town of Seneca	85
Village of Kingston	46
Village of Marquette	58
Green Lake Sheriff's Zone	497
Big Green Lake	7
Lake Puckaway	0
Fox River	2
Little Green Lake	0
TOTAL	3638

Civil Process

Papers Served & Attempts	572
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ARRESTS:

Juvenile Contacts (UCR)

Murder/Manslaughter	0
Sexual Assault, Rape, Sex Offenses	2
Assault/DC	3
Burglary/Robbery	0
Theft	1
Motor Vehicle Theft	1
Vandalism	0
Controlled Substances	1
Family Offense	0
Weapons	0
Fraud/Forgery	0
Stolen Property	0
DUI	0
Alcohol Offenses	1
All Others	2
Total Juvenile Arrests	11

Criminal Arrests Adult (UCR)

Murder/Manslaughter	0
Sexual Assaults, Rape, Sex Offenses	6
Assault/DC	35
Burglary/Robbery	4
Theft	10
Motor Vehicle Theft	1
Vandalism	7
Controlled Substances	65
Family Offense	9
Weapons	2
Fraud/Forgery	29
Stolen Property	0
All Others	155
Total Adult Arrests	323

Value of Property Stolen	155,717
Value of Property Recovered	22,196

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL HUBERS TRANSFERRED
Jan-15	75	5	\$2,083.36	17	58	6169	0	4
Feb-15	64	3	\$1,784.57	12	52	4853	0	2
Mar-15	55	4	\$2,617.61	10	45	4582	0	2
Apr-15	57	6	\$4,157.72	13	44	4398	0	2
May-15	58	10	\$4,192.69	12	46	4555	0	2
Jun-15	54	3	\$2,922.96	9	45	4275	0	2
Jul-15	51	4	\$1,767.89	7	44	4264	0	2
Aug-15	49	4	\$2,117.90	9	40	3780	0	4
Sep-15	49	5	\$3,604.81	10	39	3740	0	2
Oct-15	46	6	\$3,516.83	10	36	3624	0	3
Nov-15	46	10	\$4,799.09	7	39	3616	0	4
Dec-15	43	6	\$3,026.13	7	36	3443	0	3
Totals	647	66	\$36,591.56	123	524	51299	0	32
Average	54	6	\$3,049	10	44	4275	0	3

ADP- Average daily population

Huber- Average number of hubers housed for that month

Huber Income- Amount paid by huber inmates for the month

Female- Average number of females held that month

Lockdown- Average number of male inmates held that month

Meals- Number of meals served that month

EMP- Number of inmates on electronic monitoring

GL Hubers transferred- Number of Green Lake inmates serving their sentence in another county as a huber transfer