



**JUDICIAL/LAW ENFORCEMENT AND EMERGENCY
MANAGEMENT COMMITTEE**

Judicial/Law Enforcement and Emergency Management Committee Meeting Notice

***Date: November 11th, 2015 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: 10/14/15
6. Public Comments 3 Min Limit
7. Appearances
8. Correspondence
9. Discussion of Supervisor Slate's comments made at the September 9th Judicial Law and Emergency Management Committee meeting during public comments
10. Job Descriptions
 - Judge's Office – Register in Probate, Judicial Assistant
11. Filling of Vacancy
 - Child Support Administrator
12. Resolutions/Ordinances
 - Relating to Ordinance amending the Code of Green Lake County Chapter 103 Animals
 - Relating to Creating a Green Lake County Fatality Review Team**
13. Courtroom Upgrades
14. Discussion and Action on Vehicle Use Policy*
15. Purchase Requests
16. Voluntary Unpaid Leave Request
17. Training
18. Department Related Comments
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
19. Budget Adjustments
20. Committed, Restricted and Assigned Funds
21. Monthly Sheriff Reports October and November
22. Expense & Revenue Monthly Reports October and November
23. Jud/Law Packet Contents***
24. Monthly Vouchers
25. Closed Session Per Wis. Stat. §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 an exit interview.*
26. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session*
27. Committee Discussion
 - Future Meeting Dates: Regular Meeting December 9th, 2015 at 4:30 pm
 - Future Agenda items for action & discussion:
28. Adjourn

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



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

October 14, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Secretary Lori Evans at 4:30 PM on October 14, 2015 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 - Absent
Sue Wendt – Vice Chair - Absent
Debra Schubert
Michael Starshak
Vicki Bernhagen - Alternate

Others Present:

Dawn Klockow, Corp. Counsel
Sheriff Mark Podoll
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Judge Slate
Amanda Thoma, Coroner

Joy Waterbury Board Supervisor
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Chief Deputy Mark Putzke
Andrew Christenson, DA
Terry Stellmacher, CSA

ELECTION OF CHAIR PERSON

Corp. Counsel Klockow explained that in the absence of both the Chair and the Vice-Chair, the Secretary was required to call the meeting to order and a Chair person needs to be elected. **Motion/Second (Starshak/Bernhagen)** to appoint Deb Schubert as “Pro-Tem” Chair. All Ayes. Motion carried. Meeting turned over to Pro-Tem Chair Deb Schubert at 4:34pm.

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the September 9, 2015 meeting were read. *Motion/Second (Starshak/Bernhagen)* to approve the minutes as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

Expression of gratitude to Officer Dustan Thompson from Chad Lewandowski for the warning he received due to a lead foot issue recently. He stated that Officer Thompson was very professional and wanted our Department to know that he is proud to have officers like Dustan patrolling and serving our County.

Thank you from Eric Larson to Deputy Schroeder complimenting him on his professionalism and ability to relate to people during a recent traffic stop.

Kudos to all those participating in the Speed Task Force Grant this year from the DOT. Our numbers were impressive.

Unsolicited thank you e-mails from Jefferson Co.; Wood Co.; St. Croix Co.; Kewaunee Co.; Waupaca Co.; Marquette Co.; Eau-Claire Co.; Richland Co.; Dodge Co.; Lafayette Co.; Monroe Co.; Washburn Co.; and Iron Co. to Lori Evans for putting together and hosting the Wisconsin Sheriff's Administrative Professionals meeting in September. This group is an invaluable resource to Sheriff's Administration in Wisconsin.

DISCUSSION OF SUPERVISOR SLATE’S COMMENTS MADE AT THE SEPTEMBER 9TH JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE MEETING DURING PUBLIC COMMENTS

Motion/Second (Starshak/Bernhagen) to defer this matter until the next meeting. All Ayes. Motion carried.

CREATION OF POSTIONS – JUDICIAL ASSISTANT/CLERK OF COURT

Clerk of Circuit Court, Amy Thoma stated that she did not believe that enough time has passed to make a decision on adopting a formal resolution regarding the Judicial Assistant/Clerk of Court combination position. She respectfully requests the Committee to hold off on making that determination. The Committee instructed that a review of this position be placed on the January 2016 agenda.

JOB DESCRIPTIONS – JUDGE’S OFFICE

Judge Slate stated that enclosed in the packet were a cover letter from Corp. Counsel Dawn Klockow regarding the job descriptions for the two positions in his office, along with the a copy of each job description showing the tracked changes. One job description is for the Register in Probate and one is for the Judicial Assistant/Deputy Register in Probate. He stated that both Corp. Counsel and the County Administrator have reviewed and approve of both job descriptions. The Deputy qualifications required are the same as those required for the Legal Assistant/Admin. Assistant in the Office of Corporation Counsel, except for the part requiring a driver’s license. Questions were raised on the Deputy Register in Probate position as to the statement “works up to 1040 hours per year”. *Motion/Second (Starshak/Bernhagen)* to defer this to the next meeting. All Ayes. Motion carried. The Committee requested a clean, non- tracked copy of both of the job descriptions for the next meeting.

FILLING OF VACANCY

Child Support Administrator Vacancy: Child Support Administrator Terry Stellmacher announced that she will be retiring at the end of December 2015. The Committee members were sad to hear that and complimented Terry on the fine job she has done in that office. They asked if she was going to do an exit interview. She said yes, in November or December.

The packet contained a letter from Terry thanking the Committee for the opportunities she received while working for the County and stated that she genuinely enjoyed working for Green Lake County. Her letter also stated that she included justification for filling her position as well as the job description in the packet. She asked that the position be filled and distributed a handout of Reasons to Keep the Child Support Agency as a “Stand Alone” Office along with a Fiscal Note. She noted the high standings her office has in the State receiving the Certificate of

Excellence almost annually and stating that they are ranked number 2 in the State for Collections.

Also included in the packet was a memo from Marge Bostelmann, County Clerk, recommending the Committee wait before making a decision on this matter as Deb Pagel of Schenk is nearly finished with her organizational assessment report which will be addressing the structure of the Child Support Department if a vacancy occurs.

The Committee asked that the County Clerk be asked to place this matter on the next County Board Agenda for informational purposes, to get a feel as to their thoughts on proceeding. She should also be advised that the Committee wishes to move forward as quickly as possible on this so that there is a smooth transition when Terry leaves. The Committee felt that it was important to get someone in and trained while Terry is still available and that the Department Head issue could be addressed at a later date.

Motion/Second (Starshak/Bernhagen) to defer this until after the County Board meeting. All Ayes. Motion carried.

Deputy Sheriff Vacancy: Sheriff Podoll announced that there is a vacant Deputy Sheriff position due to the retirement of Deputy Mark Trochinski. The justification form for filling the position and the job description were enclosed in the packet and have been approved by the County Administrative Coordinator.

Motion/Second (Bernhagen/Starshak) to approve the request and send it on to the Personnel Committee. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

The Animal Ordinance is in draft form. This was to be put on the November meeting agenda. ***Motion/Second (Starshak/Bernhagen)*** to defer this to the November meeting. All Ayes. Motion carried.

Coroner Thoma explained to the Board that State law had been modified to make Coroner fees what they were as of April 15, 2015. Resolution 8-2015 was passed after that date; therefore that resolution needs to be rescinded. ***Motion/Second (Starshak/Bernhagen)*** to approve the Resolution Number 16-2015 to rescind Resolution 8-2015 relating to Increasing Coroner Fees. All Ayes. Motion Carried.

COURTROOM UPGRADES

The Judge is waiting to meet with a party who may be able to assist with Courtroom audio issues. The projector has been installed but is not yet operational. He will bring these matters back to the next meeting.

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

Motion/Second (Starshak/Bernhagen) to approve the training requests that were included in the packet from the Sheriff's Office, Coroner's Office. All Ayes. Motion Carried.

The Child Support Office did not feel that the form the Sheriff's Office used for Training was user friendly so they created a new form for review and use which was presented for approval. The Committee requested information as to how other Committees approve training and what form, if any that they use. This matter should be placed on the November agenda.

DEER PICK-UP

Chief Deputy Putzke reported that the Highway Commissioner is looking at options for picking up deer that are left. After December 1 there could be a new deer pick-up vendor.

DEPARTMENT RELATED COMMENTS

Child Support: Terry once again thanked the Committee for their kind words and support.

Clerk of Courts: Reported that her staff is working out well. She also stated that they just completed a week long jury with an outside Judge and it went well.

Circuit Court/Register in Probate: Nothing else to report

District Attorney: Nothing to Report

Coroner's Office – Reported that they are having review team training tomorrow regarding education and prevention of child deaths. She stated that she has the possibility of two more people that are interested in being appointed as Deputy Coroner's.

Emergency Management: No appearance

Sheriff's Office: The Sheriff stated that he had attended a lot of training since the last meeting.

Chief Deputy Putzke reported that the Speed Task Force program this year was very successful. The DRE program is doing great. Recently there were two DRE stops in one night during the week. Up until now that has been virtually unheard of. He also reported that there have been 5 Drug Overdoses reported in the last 7 days within the Central Wisconsin Drug Task Force area. There were also 2 OWI daytime arrests in the County recently and during one of the recent interdictions there were two drug charges.

He also reported that there have been hunting violations in Dodge Park. Corp. Counsel is reviewing the ordinance. He also reported that the Silver Alert program is serving its purpose well. Recently a Silver Alert was issued in Northeast Wisconsin and the person was stopped in Winnebago County.

The packet was mailed last Wednesday and had not yet arrived at some of the Supervisor's homes. The packets were hand delivered to the Committee members. Mail is now being distributed through Milwaukee. The Clerk's Office is checking into the delays.

BUDGET ADJUSTMENTS

None

MONTHLY SHERIFF REPORTS AND MONTHLY EXPENSE AND REVENUE REPORTS

Motion/Second (Starshak/Bernhagen) to defer action on these until the November meeting. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated October 14, 2015 for the following offices in the following amounts:

Child Support:	\$	1,058.95
Clerk of Circuit Court:	\$	9,129.87
Coroner:	\$	96.90
District Attorney:	\$	14,145.33
Emergency Management	\$	130.00
Judge-Circuit Court:	\$	6,453.42
Sheriff's Office:	\$	91,035.06

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

LEXIPOL

Chief Deputy Putzke e-mailed the following Lexipol policies to the Committee.

- 340 Standards of Conduct
- 401 Mobile Architecture for Communications Handling
- 1032 Fitness for Duty
- 1034 Meal Periods and Breaks
- 1035 Lactation Breaks
- 1036 Payroll Records

Motion/Second (Starshak/Bernhagen) to approve all of the Lexipol Policies. All Ayes, Motion carried.

MOVE INTO CLOSED SESSION

Motion/second (Starshak/Bernhagen) to move into closed session per ss. 19.85(1); (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to interviews for a Full-time Communications Officer.

Roll call vote: Schubert – Aye, Starshak-Aye, Bernhagen – Aye, Three Ayes. No Nays. Motion carried. Moved into closed session at 5:41 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Starshak/Bernhagen) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Bernhagen-Aye. Three Ayes. No Nays. Motion carried. Moved into open session at 5:54 p.m.

Two candidates were interviewed for Full-Time Corrections Officer. Either would be acceptable. The Sheriff will determine which of them is to be hired.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for November 11, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Items to be placed on the agenda are Discussion of Supervisor Slate's comments made at the September 9th Judicial and Emergency Management Committee meeting during public comments, Job Descriptions-Judge's Office – Register in Probate, Judicial Assistant, Filling of Vacancy – Child Support Administrator, Resolutions/Ordinances Relating to Ordinance amending the Code of Green Lake County Chapter 103 Animals, Courtroom Upgrades, Training, Deer Pickup, and October Sheriff Reports and Revenue and Expense Reports. Agenda item for either November or December, closed session – exit interview for Child Support Administrator.

ADJOURN

Motion/Second (Bernhagen/Starshak) to adjourn. All Ayes. Motion carried.
Meeting adjourned at 5:55 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

Committee Members,

Please remember to
Bring your packet from
Last month as there are
a lot of items from that
agenda that were
deferred and not
copied again for this
month's meeting.

Evans, Lori

From: Ryan Andreasen <randreasen@spillman.com>
Sent: Friday, October 30, 2015 12:17 PM
To: Evans, Lori
Subject: Thank You

Lori –

I want to give you a big Thank You for the time you spent recently with individuals from Dodge and Lafayette County. We received an email from Stephanie Hanewll from Lafayette stating your kindness and professionalism during her visit. I personally want to recognize you for your efforts in being a Spillman advocate for us out there in Wisconsin. You have always been so kind to me and the others at Spillman. I really appreciate you helping us out with these accounts. In fact, both Lafayette and Dodge are going to their County board on November 10th for final approval to purchase Spillman.

Thanks Again!

RYAN ANDREASEN | [Spillman Technologies](#) | REGIONAL MANAGER
Toll Free 800.860.8026 ext. 1883 | Cell 801.660.0355 | Fax 801.902.1210
4625 Lake Park Blvd., Salt Lake City, UT 84120
randreasen@spillman.com | www.spillman.com

[Click Here](#) for 10 reasons Spillman is leading the public safety software industry.

Evans, Lori

From: Stephanie Craig-Hanewall <Stephanie.Hanewall@lafayettecountywi.org>
Sent: Thursday, October 29, 2015 2:10 PM
To: Podoll, Mark; dadams@spillman.com
Cc: Reg Gill; Evans, Lori
Subject: Spillman Demonstration by Laurie Evans

Sheriff Podoll and Mr. Adams,

I recently attended an administrative professional training at the Green Lake County Sheriff's Office. I wanted to share with both you, Sheriff Podoll and Mr. Adams (from Spillman) how valuable Laurie Evans' presentation on the Spillman software system was to me and my co-workers. Ms. Evans, (of the Green Lake County Sheriff's Office), had just finished hosting a two-day training event, and no doubt spent countless hours organizing it. She nonetheless added *another hour* to her very long day, demonstrating the Spillman software to myself (Lafayette County), an employee from Dodge County, and a number of other visitors.

She was so excited about Spillman! She demonstrated a wide variety of the software options, provided printouts and fielded many questions from her audience. She offered suggestions on how to "start-up" the system in the least painful way to the staff (having lived through it herself), and was so generous in offering her expertise when (hopefully) our county purchases the system.

I apologize that this letter didn't reach you earlier, but please know I couldn't be more grateful for Laurie's time, attention and knowledge. How lucky Green Lake County is to have such a dedicated, smart and energetic employee and how lucky Spillman is to have such an amazing "volunteer spokesperson" !!

Sincerely,

Steph

Stephanie Craig-Hanewall
Administrative Assistant

Lafayette County Sheriff's Office
P.O. Box 148
138 W. Catherine Street
Darlington, WI 53530

Phone: 608-776-4870

Fax: 608-776-4810

Email: Stephanie.hanewall@lafayettecountywi.org

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GREEN LAKE COUNTY POSITION DESCRIPTION

TITLE: Register in Probate

DEPARTMENT: Register in Probate/~~Circuit Court~~

LOCATION: ~~Green Lake County Government Center~~ Courthouse

REPORTS TO: ~~Circuit Court~~ Judge

POSITION SUMMARY:

Act as a court official in the capacity of Probate Registrar, Register in Probate and Probate Court Commissioner as specified by Wisconsin statutes to ensure effective administration of the probate process ~~and maintenance, to include model record keeping, in accordance of accurate and complete records in accordance with legal requirements.~~

~~The statutory jurisdiction of the Register in Probate includes: probate; testamentary trusts; guardianships (adults and minors); conservatorships; protective placements; and civil mental commitments.~~

~~This position performs all the duties and exercises powers of the Clerk of Juvenile Court as specified by Wisconsin statutes to ensure effective administration of the juvenile code and process, maintains accurate and complete records in accordance with statutory requirements. Juvenile Jurisdiction includes: as it relates to; adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS), juveniles in need of protection or services (JIPS).~~

~~The position requires Administrative duties in budgetary decision making; maintaining all files held within the office, supervise staff and act as court liaison to the County Board, local and state agencies; and, advanced secretarial, administrative and courtroom duties for a Circuit Court Judge.~~

~~This is an independent position with little supervision from the Judge.~~

Attached to this job description:

~~The position of the Register in Probate is defined by Wisconsin State Statute 851.71(1).~~

~~The duties of the Register in Probate are defined by Wisconsin State Statute 851.72.~~

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- Knowledge and understanding of the Wisconsin State Statutes, pertaining to cases held within the office, with the ability to apply the law to cases overseen within the office of the Register in Probate, including knowledge in properly informing citizens, attorneys, law enforcement agents and Judges regarding proper procedures, petitions and time limitations.
- Conduct legal research and provide information and assistance in the preparation and filing of documents and the interpretation of cases and statutes; determines and explains appropriate options and procedures; and examines documents for accuracy, completeness, and validity.
- Authority to: draft and sign any order or certificate for matters authorized by the Judge or orders that fall under the auspices of the Circuit Court Commissioner in probate matters; to make discretionary, independent decisions as an officer of the Court; to allow accounts and approve sufficiency of bonds; to schedule and conduct non-contested probate proceedings; to conduct informal probate hearings; to accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust; to schedule Order to Show Cause hearings; and to appoint Guardian ad Litem and/or Adversary Counsel
- Administer **any** oaths and certify acknowledgements **required by law.**
- Maintain model recordkeeping (per Wisconsin State Statutes) in accepting, filing, and processing the court record for all probate case types, guardianships, protective placements, mental & alcohol commitments, adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS), juveniles in need of protection or services (JIPS), and juvenile ordinance citations per local/state/statutory guidelines
- Record accurate minutes of Probate and Juvenile Court hearings, mark exhibits, calendar events and activities in a timely manner, and serve as custodian of the record in conserving the court proceedings
- Act with integrity as Department Head in all relations with the County Board and other Agencies; prepare financial reports, the budget, and monitor receipts and expenditures, and report to the Judicial Law and Finance Committees
- Oversees financial operations, including billings, drafting of orders, collections of statutory and court ordered financial obligations **and** monitoring collection efforts.
- Responsible for preparing, submitting, and monitoring the office operating budget and the allocation of monies for the Probate and Juvenile Courts
- **Annually** Submit ~~an annual~~ a report to the chief judge of the judicial administrative District the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).
- Submit an annual report of the Office of the Register in Probate to the Supervisors of Green Lake County
- Responsible for drafting and implementation of policy and procedure for the Probate and Juvenile Courts, as well as working closely with the Clerk of Courts, Corporation Counsel, the Department of Human Services, and law enforcement on policy and procedure that overlap the departments
- Supervise probate deputy(s), juvenile court worker, and the Judicial Assistant—including, but not limited to, listing of position, interviewing, hiring recommendation, training, evaluating, disciplinary action, assigning work duties, review/approval of time sheets, expense requests, compensation time, sick leave, vacation leave, etc.
- Upon an appeal, prepare and submit the court record to the Appellate Court per Appellate Court Rules. Maintain an open-door policy. To be accessible, informative and helpful to others—not only as an officer **of the court, but as a representative of the county**
- **File and keep all papers properly deposited unless required to transmit such papers.**
- **Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of**

filing and a reference to where minute records can be found so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.

- Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined.
- Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.
- Perform any administrative duties as the judge directs.
- Perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938.
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.
- Make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing.
- Certify copies of papers, records and judicial proceedings.
- Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by the judge.
- To accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust;
- Perform the duties of the Judicial Assistant as needed.

ESSENTIAL SKILLS & ABILITIES

- Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.
- ~~Knowledge of and ability to use CCAP.~~
- Ability to make discretionary, independent decisions under stressful circumstances. ~~To show self-discipline, initiative, and the ability to work independently without supervision, as well as with other individuals and departments/agencies~~
- To show initiative and the ability to work independently without supervision
- The ability to prioritize duties based upon time limitations, emergency procedures and complexity of cases.
- Ability to clerk numerous hearings within the day and effectively complete model record keeping.
- Possess excellent writing, listening, and communication skills, ~~as there is extensive interaction with not only co-workers, but the general public, emotional individuals, juveniles, parents, school administration, law enforcement, attorneys and Judges.~~
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing
- ~~Considerable~~ Ability to maintain a high level of discretion, confidentiality and integrity; ~~ability to exercise initiative and sound judgment~~
- ~~Ability to maintain log of current state required forms, as well as ability to know which forms are being reviewed for additions, deletions, and changes. To be able to contact the proper committees when there needs to be changes.~~
- Knowledge of accounting principles and maintenance of accurate financial records for court-ordered fees, payment plans, distribution of monies, as well as the filing of judgments and tax

intercepts for the collection of delinquent fees

- Ability to write proposals to the Director of State Courts and CCAP for equipment and modern technology for use in Green Lake County
- Prepare reports to State/Vital Statistics Department on adoptions and termination of parental rights; prepare Annual Report of Actual Costs annually for the Director of State Courts; prepare quarterly reports for the State Public Defender's office
- Ability to independently prepare reports, legal documents and correspondence; ability to use a variety of computer programs and word processing software.
- Ability to type 60 wpm.
- Ability to consistently manage an office efficiently and personnel fairly
- Ability and willingness to assist the public in genealogy inquiries/searches
- Ability to be patient, flexible, creative, and compassionate as a representative of the court and a service provider to the community
- Demonstration of competent skills in the usage of general and unusual office equipment, as well as a willingness to learn and fully utilize the capabilities of the CCAP software in case, reports, and financials
- Willingness to cross train the Judicial Assistant and handle the duties of the Judicial Assistant when necessary
- Keep an alphabetical index for all court records of the Probate and Juvenile Courts
- Serve as notary public
- Learn and fully utilize the capabilities of the CCAP software.
- Ability to train the Judicial Assistant and handle the duties when necessary.

QUALIFICATIONS REQUIRED:

Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

~~Associate degree supplemented by legal coursework and 4-6 years of secretarial experience which include 2 years as a supervisor, 2 years of legal experience or court related experience and 3 years of accounting experience~~ **OR** a combination of education and experience.

~~Continuing education—attend Register in Probate and Juvenile Clerk of Court conferences, participate in training programs offered by the Director of State Courts or Wisconsin Guardianship Association, and any other relevant trainings/seminars~~

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately ~~70~~ **90%** of the time is spent sitting, using near and far vision, hearing, talking and constant fingering for typing and data entry. Standing, walking (to address citizens, attorneys and law enforcement at the counter or courtroom and to retrieve files in active or closed status), kneeling, stooping, and crouching are performed about 30% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include,

but is not limited to, personal computer, printer, calculator, copy machine, fax machine, **dictation equipment** and telephone. ~~Extensive equipment to include, but is not limited to, CCAP personal & high efficiency scanners, CCAP receipt printers, teleconferencing and video equipment, multi media tools.~~

This position description has been prepared to include the Statutorily required position, duties and authorities and 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.

March 2013

The position of the Register in Probate is defined by Wisconsin State Statute 851.71(1).

851.73 Powers of register in Probate.

(1) The register in probate:

(a) May make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing. The order and notice when signed "by the court, ..., register in probate" has the same effect as if signed by the judge.

(b) Has the same powers as clerks of court to certify copies of papers, records and judicial proceedings. Copies certified by registers in probate are receivable in evidence as if certified by clerks of court.

(c) Has the power to administer any oath required by law.

(d) Has, when appointed for this purpose, the powers of deputy clerks as provided in s. 59.40 (1).

(e) Has, when appointed for this purpose, the powers and duties of court reporters and assistant reporters specified in SCR 71.01.

(f) May refuse to accept any paper for filing or recording until the fee prescribed by s. 814.66 or other applicable statute is paid.

(g) Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by a judge assigned probate jurisdiction.

The duties of the Register in Probate are defined by Wisconsin State Statute 851.72.

851.72 Duties of registers in Probate. The register in probate shall:

(1) File and keep all papers properly deposited with him or her unless required to transmit such papers.

(2) Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of filing and a reference to where minute records can be found or to the microfilm or optical disk or electronic file where papers have been stored so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.

(3) Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined. If this information is all included in the court record, the judge may direct that the minute record be no longer kept.

(5) Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.

(6) Perform any other administrative duties as the judge directs.

(7) Except in counties having a population of 500,000 or more, perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938 unless these duties are performed by a person appointed under s. 48.04.

(8) When appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.

(9) In counties having a population of 500,000 or more, the register in probate shall be the department head as to all personnel, procurement, budget and related matters with reference to his or her office as register in probate. The register in probate shall appoint under ss. 63.01 to 63.16 as many deputy clerks as may be authorized by the county board, provided that the appointments shall be approved by the judge which the deputy shall serve. The deputy clerks shall aid the register in probate and deputy registers in probate in the discharge of their duties.

(10) Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.

(11) Annually submit to the chief judge of the judicial administrative district the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Register in Probate

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge

PURPOSE OF POSITION: Acts as a court official in the capacity of Probate Registrar, Register in Probate and Probate Court Commissioner as specified by Wisconsin statutes to ensure effective administration of the probate process, guardianships and civil mental commitments.

Perform the duties of the Clerk of Juvenile Court as specified by Wisconsin statutes as it relates to; adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS) and juveniles in need of protection or services (JIPS).

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- File and keep all papers properly deposited unless required to transmit such papers.
- Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of filing and a reference to where minute records can be found so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.
- Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined.
- Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.
- Perform any administrative duties as the judge directs.
- Perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.
- Annually submit to the chief judge of the judicial administrative district the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).
- Make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is

made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing.

- Certify copies of papers, records and judicial proceedings.
- Administer any oath required by law.
- Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by the judge.
- To accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust;
- Oversees financial operations, including billings, collections of statutory and court ordered financial obligations and monitoring collection efforts.
- Submit an annual report to the Supervisors of Green Lake County
- Perform the duties of the Judicial Assistant as needed.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include personal computer and printer, calculator, copy machine, fax machine, dictation equipment and telephone.

ESSENTIAL SKILLS & ABILITIES

- Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.
- Ability to make discretionary, independent decisions under stressful circumstances.
- To show initiative and the ability to work independently without supervision
- The ability to prioritize duties based upon time limitations, emergency procedures and complexity of cases.
- Ability to clerk numerous hearings and effectively complete model record keeping.
- Possess excellent writing, listening, and communication skills.
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing
- Ability to maintain a high level of discretion, confidentiality and integrity
- Knowledge of accounting principles and maintenance of accurate financial records for court-ordered fees and payment plans, as well as the filing of judgments and tax intercepts for the collection of delinquent fees

- Prepare reports to State/Vital Statistics Department on adoptions and termination of parental rights; prepare Annual Report of Actual Costs annually for the Director of State Courts; prepare quarterly reports for the State Public Defender's office
- Ability to; independently prepare correspondence; use a variety of computer programs and word processing software;
- Ability to type.
- Ability and willingness to assist the public in genealogy inquiries/searches
- Learn and fully utilize the capabilities of the CCAP software.
- Ability to train the Judicial Assistant and handle the duties when necessary

QUALIFICATIONS REQUIRED: Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

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. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any sections of this document as it deems in its judgment to be proper.

July 2015

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Judicial Assistant/Assistant Deputy Register in Probate (works up to 1,040 2080 hours per year)

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge and Register in Probate

PURPOSE OF POSITION: Under general direction, provides office management and advanced secretarial, administrative and courtroom duties for a Circuit Court Judge **and Register in Probate**; ~~performs extensive administrative duties within the court system.~~

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- **Assists in establishing** ~~Establishes~~ proper case management policy; ~~assists the Judge in determining~~ and coordinating case management; assists in office administration for the Court; initiates, develops implements and monitors procedures necessary for case efficiency throughout the system; manages all work flow.
- Maintains complex court calendar involving scheduling of court hearings, trials, conferences, legal appointments, meetings and activities of the Judge.
- Acts as receptionist by answering the telephone, assisting visitors and processing mail; contacts attorneys and parties regarding court dates, appointments and cancellations.
- Types opinions, correspondence and decisions, prepares reports, dispositions, memoranda, agenda, jury instructions, jury verdicts, orders and notices.
- Receives, reviews and may respond to communications from attorneys, judges, government agencies and the public with regard to policies, procedures, rules and decisions.
- Oversees, in coordination with the Register in Probate, Guardian ad Litem appointment system, including contacting physicians and attorneys for their services on facilitating independent evaluations and appointments.
- **Provides inventory control; monitors payment for items.**
- ~~Generates and assists in preparation of the annual budget. Monitors adherence to budget; prepares and monitors purchase requisitions, provides inventory control; monitors and authorizes payment for all court ordered fees including the in-chamber library.~~
- Establishes and sets up video conferencing equipment and prepares schedules for ~~county~~ courts, Sheriff's Departments, Wisconsin prison systems, multiple treatment facilities and other agencies for hearings and video conferences.
- Assists the Register in Probate, as required by assuming the duties of Register in Probate in his/her absence to include preparation for certification of documents,

assisting the public regarding probate procedures, maintaining records of guardianships, terminations of parental rights and adoptions, filing legal paperwork, assisting with verification of annual accounts in guardianship cases and other specific duties as identified by the Register in Probate.

- **If appointed deputy clerk under s.851.75, perform such duties as the clerk of circuit court directs.**
- Performs other related duties as assigned by the Judge.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office equipment to include personal computer and printer, calculator, copy machine, fax machine and telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office terminology, practices and procedures; thorough knowledge of modern office equipment with a high degree of skill and ability to operate appropriately.
- Ability to strategically plan and schedule large volume of cases; ability to assess situations and solve problems, often under stressful circumstances or strict deadlines.
- Skill in composition, spelling and typing; knowledge of legal ~~and medical~~ terminology; ~~ability to take accurate dictation in shorthand or fast notes.~~
- ~~Considerable~~ Ability to maintain a high level of discretion, confidentiality and integrity.
- Ability to exercise initiative and sound judgment. **(bullet added, separated from above)**
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing.
- Ability to independently prepare ~~reports, legal documents and~~ correspondence; ability to use a variety of computer programs and word processing software.
- Ability to type ~~60 wpm.~~ **(bullet added, separated from above)**

- ~~Ability to read and understand Wisconsin Statutes, especially chapters which pertain to the Probate Office.~~
- ~~Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.~~
- Knowledge of **legal case management principles and standards** and ability to use CCAP.
- Skill in the use of teleconferencing and video equipment.

QUALIFICATIONS REQUIRED: ~~Graduation from high school, with vocational/technical secretarial training; legal background helpful; three or more years of relevant experience, or any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.~~ **A minimum of a high school diploma and two years of post-high school education or previous legal office experience required. Education or training as legal assistant or other legal course study desirable OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Three to five years legal office experience preferred.**

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June 2012

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Judicial Assistant/Deputy Register in Probate
(works up to 1,040 hours per year)

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge and Register in Probate

PURPOSE OF POSITION: Under general direction, provides office management and advanced secretarial, administrative and courtroom duties for a Circuit Court Judge and Register in Probate.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- Assists in establishing proper case management policy and coordinating case management; assists in office administration for the Court; initiates, develops implements and monitors procedures necessary for case efficiency throughout the system; manages all work flow.
- Maintains complex court calendar involving scheduling of court hearings, trials, conferences, legal appointments, meetings and activities of the Judge.
- Acts as receptionist by answering the telephone, assisting visitors and processing mail; contacts attorneys and parties regarding court dates, appointments and cancellations.
- Types opinions, correspondence and decisions, prepares reports, dispositions, memoranda, agenda, jury instructions, jury verdicts, orders and notices.
- Receives, reviews and may respond to communications from attorneys, judges, government agencies and the public with regard to policies, procedures, rules and decisions.
- Oversees, in coordination with the Register in Probate, Guardian ad Litem appointment system, including contacting physicians and attorneys for their services on facilitating independent evaluations and appointments.
- Provides inventory control; monitors payment for items.
- Establishes and sets up video conferencing equipment and prepares schedules for courts, Sheriff's Departments, Wisconsin prison systems, multiple treatment facilities and other agencies for hearings and video conferences.
- Assists the Register in Probate, as required by assuming the duties of Register in Probate in his/her absence to include preparation for certification of documents, assisting the public regarding probate procedures, maintaining records of guardianships, terminations of parental rights and adoptions, filing legal paperwork, assisting with verification of annual accounts in guardianship cases and other specific duties.
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Performs other related duties as assigned by the Judge.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include personal computer and printer, calculator, copy machine, fax machine, dictation equipment and telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office terminology, practices and procedures; thorough knowledge of modern office equipment with a high degree of skill and ability to operate appropriately.
- Ability to strategically plan and schedule large volume of cases; ability to assess situations and solve problems, often under strict deadlines.
- Skill in composition, spelling and typing; knowledge of legal terminology;
- Ability to maintain a high level of discretion, confidentiality and integrity;
- Ability to exercise initiative and sound judgment.
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing.
- Ability to independently prepare correspondence; ability to use a variety of computer programs and word processing software;
- Ability to type.
- Knowledge of legal case management principles and standards and ability to use CCAP.
- Skill in the use of teleconferencing and video equipment.

QUALIFICATIONS REQUIRED: Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

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. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any sections of this document as it deems in its judgment to be proper.

October 14, 2015

REASONS TO KEEP THE CHILD SUPPORT AGENCY AS A “STAND ALONE” OFFICE:

GOVERNANCE / ORGANIZATIONAL STRUCTURE: How is the leadership approach and organizational structure appropriate for the child support program? Governance would relate to consistent management, cohesive policies, support for the program, guidance, process and decisions, and communication.

PROGRAM OBJECTIVES: The Child Support program is an establishment and enforcement / collection program, (more than a social/human service agency). The issues of human services and child support are very different. The Human Services Department grants public assistance benefits. The Child Support Agency goal is to get customers off public assistance benefits.

PERFORMANCE/ACCOUNTABILITY: The State program measures county performance in four federal targeted areas: Establishment of Paternities, Establishment of Child Support Orders, Collections of Current Child Support Due**, and Collection of Past Child Support Due (Arrears). These are basically considered the four most important measures in determining the success of the child support program. Department of Children and Families provides funding to counties based upon county performance for each of the four measures. The amount of funding/incentives for a particular measure is based upon federal and state targets.

SUPERVISION: Oversight of the day to day operation is extremely important. There are numerous reports and worklists to work every day, compliance with federal regulations and timelines, as well as state statutes and Bureau of Child Support policies and procedures. There is a need for backup for areas of the program, not just court actions, but entering court orders, and financial responsibilities. Will the supervision of the Child Support staff be done by an individual knowledgeable about the program?

CUSTOMER SERVICE: Customer service for child support can be difficult and complex. A large portion of child support participants have no contact with Human Services. Example: Child Support Specialists with caseload of 450 cases, have to actually satisfy 900 people – both the payee and the payer. Many times interference is opposed by both. Child Support can be a highly emotionally charged program.

*****Green Lake County ranks 2nd in the State of Wisconsin, for collecting current child support.***

October 14, 2015

CHILD SUPPORT AGENCY – Fiscal Note:

2014 Actual Expenses:

Including Salaries and

Office Expenditures: \$ 248,757.28

Fees paid to State for Services: \$ 2,892.46
(tax intercept & locate services)

Total: **\$ 251,649.74**

2014 Revenue:

Salaries & Office Expenditures: \$ 187,735.04

Incentive and GRP Funding Earned: \$ 81,501.33

Direct Reimbursements from Payers: \$ 3,670.05
(for cost debts)

Total: **\$ 272,906.42**

2014 Net Revenue to Green Lake County

Earned by the Child Support Agency: \$ 21,256.68

DRAFT

Recommendations regarding Child Support Administrator from Deb Pagel, Schenck:

While not directly part of our assessment we feel it appropriate to comment on some of the organizational structure items we became aware of. As the County has turn over at the leadership level within the various offices and departments we recommend an evaluation be done to assess the opportunity to create efficiencies and possibly consolidate and move reporting relationships to different departments. There are departments that have an administrator or lead position that only has a few positions reporting to them. An example of this would be the Child Support Agency. We are not suggesting that the administrator position be eliminated but if vacated the structure and reporting relationships should be evaluated to assess overall operating efficiencies for the County.



RESOLUTION NO.

Relating to Creating a Green Lake County Fatality Review Team

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of December, 2015, does resolve as follows:

WHEREAS, many Wisconsin children die each year from preventable deaths; and

WHEREAS, for every one child that dies significantly more are treated in emergency rooms and hospitalized for serious injuries; and

WHEREAS, local Child Death Review Teams provide the opportunity to review the circumstances and risk factors surrounding the death of a child or other reported deaths, to identify trends and assist in prevention strategies to decrease the chances of further deaths or serious injuries; and

WHEREAS, local Child Death Review Teams allow each county to review deaths in a timely manner through an established system involving local agencies and community members who are familiar with the facts of the case; and

WHEREAS, local Child Death Review Teams are encouraged to use the National Center for Child Death Review’s guidelines and review process to ensure consistency and continuity of information gathering; and

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County County Board of Supervisors acknowledges and recognizes the formation of a Death Review Team for Green Lake County that will include membership from law enforcement agencies, health and human services, area school district representatives, and the district attorney and will be led by Green Lake County Coroner’s Office.

Fiscal Note: None

Roll Call on Resolution No. – 2015

Submitted by Judicial/Law Enforcement & Emergency Management Committee

Aye____, Nay___, Absent___, Abstain___

Passed & Adopted/Rejected this _____ day of _____, 2015

Gene Thom

Sue Wendt

County Board Chairman

Attest: County Clerk
Approved as to Form:

Debra Schubert

Corporation Counsel

Michael Starshak

**PERSONNEL COMMITTEE MEETING
December 18, 2014**

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, December 18, 2014 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: Joe Gonyo
Sue Wendt
Maureen Schweder
Harley Reabe
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk
Amy Brooks, Highway Commissioner
Phil Robinson, Deputy Director HHS
Scott Weir, Maintenance
Diane Meulemans, Corporation Counsel
Sheriff Podoll
LeRoy Dissing, HHS Director
Tony Daley, Berlin Journal

AGENDA

Motion/second (Reabe/Wendt) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of November 20th and December 11th as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS – None

FILL VACANT POSITIONS

Dual Diagnosis Clinical Therapist: Dissing explained a person in the Clinical Services Unit has moved to another position within the County. Dissing explained the duties, salary and the position description of the vacated position. Dissing explained the ability for billable services with this position. The HHS board is requesting that the position be filled.

Motion/second(Wendt/Schwandt) to approve filling the Dual Diagnosis Clinical Therapist. Motion carried.

INCREASE MEAL SITE MANAGER WEEKLY HOURS - HHS

Dissing explained that HHS has two meal site managers. They are currently working 3 hours per day 4 days a week and the job basically requires 4 hours per day. They can offset the increase hours by donations.

Motion/second(Reabe/Schwandt) to approve the increase in hours for the meal site managers. Motion carried.

VOLUNTARY UNPAID LEAVE – None

VEHICLE USAGE POLICY

- Use of County Vehicle: Schwandt stated that the Highway Committee wants the Personnel Committee to revisit their decision from last month because the superintendent is on call more than just every other week. Reabe stated that all county employees should be treated consistently. Meulemans stated that it

may be more in line to have the requirement to take a truck home be the response time rather than the County line. Discussion was held. Employees who take trucks home work in:

- Maintenance
- Highway
- Sheriff's Department

Discussion was held; Meulemans proposed changing the policy to state "response time" rather than county line.

Motion/second(Schwandt/Reabe) to approve changing the policy to "An employee may take a County vehicle to his/her home if he/she resides within the required response time as set by his/her Department Head and governing committee in accordance with his/her job description". Discussion held.

Motion/second(Wendt/Schwandt) to amend the motion to include: An employee "on call" may take..... Roll call vote; 4 ayes, 1 nay (Gonyo), motion to amend is carried.

Vote on motion as amended, 4 ayes, 1 nay (Gonyo), motion carried.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$3,029.68

Motion/second(Reabe/Wendt) to approve the vouchers. Motion carried.

CLERK'S REPORT – None

MOVE INTO CLOSED SESSION

Motion/second (Reabe/Wendt) to move into closed session per Wis. Stat. § 19.82(1) to meet for the purpose of collective bargaining under subch. I, IV, V, or VI of Ch.111;

- Wis. Stat. § 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session related to bargaining – WPPA .
- Wis. Stat. § 19.85(1) (b) Considering concerns raised about a public employee and potential investigation into employee action;
- . Wis. Stat. § 19.85(1) (c)considering performance evaluation data over any public employee over which the governmental body has jurisdiction or exercises responsibility; and
- Wis. Stat. § 19.85(1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – This closed session relates to a potential internal investigation.

Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Wendt/Reabe) to reconvene into open session. Roll call vote: 5 ayes, 0 nays. Motion carried

The Committee negotiated with WPPA.

Training Request from: Amanda Thoma, Coroner

Committee Meeting Date: _____

Training Title	Person Attending	Cost	Date(s) of Training	Location	Additional Costs	Explanation of Training
Child Death Investigations	Amanda Thoma	\$65	December 9, 2015	Madison	Meals & Mileage	Techniques on investigating child deaths as well as techniques in dealing with sensitive investigations.

2014 requested for 2015

SECTION 1 – GENERAL FUND COMMITTED FUNDS

<u>Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>
Judicial Law		
Radio Infrastructure Maintenance	Radio Infrastructure	Tax levy
Clerk of Courts Jury Expense	Unexpected jury expenses	Tax levy
DA Symposium	DA Symposium expenses	Balance of registration fees
DA Computer Forensic Examiner Training	Training/equipment for Forensic Examiner	LE agency contribution
Expert Witness	Payment to prosecution experts	Tax levy
Prosecution Services	Expenses for special prosecutors intern payments	Tax levy
Circuit Ct Ctroom Upgrade	Courtroom upgrades	Tax levy
Boat, Snowmobile, ATV Related	Purchase new boat, snowmobile and ATV	Grant & Tax levy
Squads/Squad Equipment and Officer Equipment	Purchase new squads & equipment	Tax levy
Taser Donations	Purchase replacement Tasers	Donations
Defibrillator Outlay	Purchase supplies and replacements –Defibs	Donations
CTU Replacement Vehicle & Equip	Replace CTU vehicle & equipment	Property Seizure
Emergency Medical Dispatching	Purchase & maintain EMD program materials	Donations
Anti-Drug Program	Replace undercover vehicles & body wire	Tax levy/donations
General Salaries	Emergency Situations	Tax levy
Staff Development	Offset MCA & other training costs	Tax levy
Jail Capital Equipment, Repair and Maintenance, Salaries, Small items of equipment, Radio and Jail Maintenance Contracts	Upgrade & replace Sheriff's Office & Jail Equipment	Tax levy

Inmate Meals	Inmate meal costs	Tax levy
Juvenile Board	Juvenile Board	Tax levy
Inmate Recidivism Reduction Program Donations, Excess Board Revenue & Balance of Board Exp.	Inmate education, counseling & programs	Donations
Crime Prevention Programs & K9 Donations	Program funding (K-9, Triad, County Fair, Safety Day, Crime Stoppers, LIFE)	Donations
Vehicle Maintenance	Vehicle Maintenance	Tax levy
Storage and Towing	Storage and Towing	Tax levy



Green Lake County Clerk of Circuit Court

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

AMY S. THOMA
Clerk of Circuit Court

October 30, 2015

Judicial Law Enforcement & Emergency Mgt. Committee
Attn: Gene Thom, Chairman
Green Lake, WI 54941

RE: Committed Funds Carryover

Dear Chairman Thom:

I am respectfully requesting the following committed funds be carried over from the 2015 budget to the 2016 budget for this office:

Jury	\$20,000.00	15-101-02-51220-999-002
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There is currently a two week criminal jury trial scheduled to begin at the end of January 2016. I believe it will be necessary to carry these funds over.

Thank you for your consideration.

Very truly yours,

Amy S. Thoma
Clerk of Circuit Court

ast



**OFFICE OF THE DISTRICT ATTORNEY
GREEN LAKE COUNTY**

571 County Road A
Post Office Box 3188
Green Lake, WI 54941
Phone: (920) 294-4046
Fax: (920) 294-4150

ANDREW J. CHRISTENSON
District Attorney

LISA M. VANDENBRANDEN
Assistant District Attorney

LINDA L. JESKO
Paralegal/Office Manager

MITZI S. PUTZKE
Legal Clerk

LYNN T. DUTCHER
Victim/Witness Program Coordinator

November 4, 2015

Angie Petruske
Green Lake County Clerk's Office
P.O. Box 3188
Green Lake, WI 54941

Re: Committed Funds – District Attorney's Office

Dear Angie:

I have reviewed the resolution 26-2014 and the accounts listed in the resolution for the District Attorney's Office. The committed funds accounts have not changed and we ask the following accounts, once again, be added to this year's resolution.

DA Symposium
DA Computer Forensic Examiner Training
Expert Witness
Prosecution Services

The only addition we would like to make would be to the Revenue Source for the DA Computer Forensic Examiner Training account. We would now like that to read LE agency contributions and donations from lockouts.

If you have any questions please contact me at your convenience.

Sincerely,


Andrew J. Christenson
District Attorney

AJC/llj



Green Lake County
571 County Road A · PO Box 586 · Green Lake, WI 54941-0586
Ph. 920-294-4000 · Fax. 920-294-3850

November 3, 2015

Judicial/Law Enforcement Committee
571 County Road A
Green Lake, WI 54941

Re: Committed Funds

Dear Committee Members,

With this letter I would like to request that a Committed Fund (carryover) be established for our Canine program.

Thank you for your assistance in this matter.

Sincerely,

Mark A. Podoll
Green Lake County Sheriff

Sheriff Mark A. Podoll

Direct Claims Report by Dept

Object No/Object	Account Desc	Description	Vendor Name	Payment Amount
1100 - 301	ICAC Expenses	BALANCE ON DVD RECORDER	ACCURATE CONTROLS	\$31.61
1100 - 999	Carryover ICAC	DVR RECORDER - INTERVIEWS	ACCURATE CONTROLS	\$570.86
1700 - 240	Repair & Maintenance Services	HARDDRIVE - INNOVISIT	ACCURATE CONTROLS	\$468.02
1700 - 344	Janitorial Supplies	LAUNDRY DETERGENTS - JAIL	AVIANDS	\$506.84
1700 - 335	Meals	10/03/15 thru 10/09/15 INMATE MEALS	AVIANDS	\$2,477.06
1700 - 335	Meals	10/10/15 THRU 10/16/15 INMATE MEALS	AVIANDS	\$2,442.64
1700 - 335	Meals	10/17/15 THRU 10/23/15 INMATE MEALS	AVIANDS	\$2,468.43
1100 - 346	Clothing & Uniforms	BOOTS-51	CODY SCOTT	\$69.99
1700 - 300	Prisoner Medical	DEC.INMATE MEDICAL SERVICES	CORRECTIONAL HEALTHCARE CO INC	\$9,679.08
1120 - 350	Repair & Maintenance	REMOVE BOAT LIFT	COVE MARINE	\$75.00
1715 - 232	Facilitators	OCTOBER GROUP AND INDIVIDUAL SERVIC	DAVE GALLUP FOUNDATION	\$4,770.00
1100 - 244	Psychological/Written Testing	CANDIDATE EVALS	FICO JAMES M PHD	\$600.00
1100 - 352	Vehicle Maintenance	FIRE EXTINGUISHER INSPECTION	FIRE & SAFETY EQUIPMENT INC	\$139.50
1100 - 352	Vehicle Maintenance	LOF-1651	GAGNE FORD MERCURY	\$28.43
1715 - 369	Miscellaneous Supplies	TRAINING - CRYSTAL STEPHANIE - RRF	GREEN LAKE COUNTY HHS	\$394.97
1100 - 351	Fuel	OCT SQUAD GAS	GREEN LAKE COUNTY TREASURER	\$5,207.85
1100 - 352	Vehicle Maintenance	LOF-9945	JJ KUSTOM AUTO CARE INC	\$33.98
1100 - 352	Vehicle Maintenance	LOF-1556	JJ KUSTOM AUTO CARE INC	\$34.70
1720 - 310	Office Supplies	TRAINING SUPPLIES	JT FOODS INC	\$22.00
1100 - 369	Miscellaneous Expenses	SCREWS	KITZ & PFEIL	\$0.80
1100 - 369	Miscellaneous Expenses	TOOL CABINET/CASTERS	MENARDS	\$503.65
1100 - 352	Vehicle Maintenance	LOF, AF, R BRAKE PADS-1464	MIKE'S PAYLESS AUTO REPAIR	\$227.79
1100 - 352	Vehicle Maintenance	LOF, PLUGS, FF-1464	MIKE'S PAYLESS AUTO REPAIR	\$261.46
1100 - 352	Vehicle Maintenance	TOWING-SHIFT CABLE - 80DU	MIKE'S PAYLESS AUTO REPAIR	\$262.15
1100 - 352	Vehicle Maintenance	LOF,WIPERS-1464	MIKE'S PAYLESS AUTO REPAIR	\$71.81
1100 - 352	Vehicle Maintenance	LOF, F. PADS, TURN ROTORS - 1464	MIKE'S PAYLESS AUTO REPAIR	\$234.47
1100 - 352	Vehicle Maintenance	LOFR, EXTRA OIL-1843	MIKE'S PAYLESS AUTO REPAIR	\$71.75
1120 - 350	Repair & Maintenance	2006 Boat Trailer Registration	REGISTRATION FEE TRUST	\$37.50
1120 - 350	Repair & Maintenance	WINTERIZE 2013 MERC	SHORELINE BOAT CENTER	\$322.49
1100 - 352	Vehicle Maintenance	MT/BAL 4 TIRES -1161	SONDALLE FORD LINCOLN MERCURY	\$659.00
1100 - 352	Vehicle Maintenance	LOF,LCAT CONV.,ALIGN-1161	SONDALLE FORD LINCOLN MERCURY	\$982.23
1100 - 352	Vehicle Maintenance	LOFR, REPLAIC AIRBAG CLOCK SPRING-9	SONDALLE FORD LINCOLN MERCURY	\$439.07
1100 - 370	Investigative Items	OCT. SEARCHES	TRANSUNION RISK & ALTERNATIVE	\$15.00
1100 - 370	Investigative Items	204397146 Cell - SO	US CELLULAR	\$20.00
1110 - 305	Emergency Dispatch Services	204397146 Cell - SO	US CELLULAR	\$10.00

DRAFT

Report Date 11/04/15 11:00 AM

GREEN LAKE COUNTY

Page No 2

Effective Dates 10/17/15 - 11/13/15

Dept No 09

Direct Claims Report by Dept

FMEXP01A

126 - 369	Local	212357769 Cell SO	US CELLULAR	\$236.90
1700 - 314	Small Items of Equipment	204397146 Cell - SO	US CELLULAR	\$10.00
1700 - 357	Commissary Expenses	INMATE SUPPLIES	WALMART COMMUNITY	\$51.84
Total Bills:				\$34,438.87

DRAFT

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
02 Clerk of Courts					
15-100-02-43511-000-000 Court Support	17,375.00	.00	17,424.00	-49.00	100.28
15-100-02-43512-000-000 Interpreter Reimbursement	800.00	454.20	1,299.76	-499.76	162.47
15-100-02-45110-000-000 County Forfeitures	58,000.00	7,012.64	41,762.09	16,237.91	72.00
15-100-02-45120-000-000 County Share - State Fines	20,000.00	3,080.43	14,566.28	5,433.72	72.83
15-100-02-45121-000-000 Co. Share Fines - Non-Traffic	1,500.00	261.28	931.43	568.57	62.10
15-100-02-45123-000-000 Clerk of Courts Costs & Fees	40,000.00	4,087.37	26,022.48	13,977.52	65.06
15-100-02-45124-000-000 Guardian ad Litem Payment	7,000.00	.00	8,798.50	-1,798.50	125.69
15-100-02-45126-000-000 GAL Reimbursements	18,000.00	1,906.62	14,107.54	3,892.46	78.38
15-100-02-45126-126-000 Court Appointed Attorney Reimbursement	5,000.00	78.23	3,747.36	1,252.64	74.95
15-100-02-45128-000-000 Ignition Interlock Surcharge	1,500.00	505.81	1,916.31	-416.31	127.75
15-100-02-45128-000-001 Muni Ignition Interlock Surcharge	.00	42.20	350.00	-350.00	.00
15-100-02-46142-000-000 Child Support Revenue	350.00	60.00	270.00	80.00	77.14
15-100-02-46144-000-000 Jury Fees	600.00	144.00	684.00	-84.00	114.00
15-100-02-46900-000-000 State Aid - Child Support Program	1,500.00	625.97	1,587.80	-87.80	105.85
02 Clerk of Courts	171,625.00	18,258.75	133,467.55	38,157.45	77.77

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
05 Probate					
15-100-05-43511-000-000 Court Support	34,900.00	.00	34,851.00	49.00	99.86
15-100-05-45124-000-000 Guardian ad Litem Payment	7,000.00	.00	8,798.50	-1,798.50	125.69
15-100-05-45126-000-000 Adult GAL Reimbursement	7,000.00	291.86	4,113.35	2,886.65	58.76
15-100-05-46143-000-000 Register in Probate Fees	10,500.00	1,612.13	23,655.32	-13,155.32	225.29
15-100-05-46146-000-000 Drug Court Grant	.00	.00	2,912.00	-2,912.00	.00
05 Probate	59,400.00	1,903.99	74,330.17	-14,930.17	125.13

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
09 Law Enforcement					
15-100-09-43520-000-000 Buoy Revenue	250.00	.00	.00	250.00	.00
15-100-09-43521-000-000 State Aid - Water Patrol	24,381.00	.00	18,665.21	5,715.79	76.56
15-100-09-43522-000-000 State Aid - Snowmobile Law Enf	1,000.00	.00	.00	1,000.00	.00
15-100-09-43523-000-000 State Aid - Sheriff's Trng.	8,900.00	.00	5,920.00	2,980.00	66.52
15-100-09-43525-000-000 State Aid - BOTS	9,000.00	9,370.04	9,370.04	-370.04	104.11
15-100-09-45190-000-000 Parking Ticket Fees	2,000.00	50.00	3,185.00	-1,185.00	159.25
15-100-09-46209-000-000 Business and Home Alarm Fees	3,000.00	200.00	2,200.00	800.00	73.33
15-100-09-46210-000-000 Sheriff's Fees	25,094.61	1,483.55	12,891.84	12,202.77	51.37
15-100-09-46211-000-000 Law Enforcement Revenue	4,100.00	247.99	4,987.11	-887.11	121.64
15-100-09-46213-000-000 Prisoner Board Revenue	50,858.00	1,440.88	29,023.44	21,834.56	57.07
15-100-09-46214-000-000 Reimbursement for Juvenile Board	12,500.00	.00	6,463.37	6,036.63	51.71
15-100-09-46217-000-000 Incentive Revenues Soc Sec Admn	1,600.00	.00	3,200.00	-1,600.00	200.00
15-100-09-46218-000-000 Reimbursement for Jail Medical	2,875.00	603.79	6,372.25	-3,497.25	221.64
15-100-09-46219-000-000 Jail Phone	22,000.00	3,157.65	28,752.37	-6,752.37	130.69
15-100-09-46222-000-000 Programs to Fund OT	600.00	677.61	2,145.68	-1,545.68	357.61
15-100-09-46223-000-000 Jail Blood Draw	1,400.00	238.52	865.18	534.82	61.80
15-100-09-46224-000-000 Inmate Commissary	7,000.00	1,376.42	10,946.75	-3,946.75	156.38
15-100-09-46226-000-000 DOC Grant Program	150,000.00	11,039.50	119,995.11	30,004.89	80.00
15-100-09-46227-000-000 Recidivism Reduction Donations	50.00	.00	105.27	-55.27	210.54
15-100-09-46229-524-000 Donations Revenue	.00	.00	643.59	-643.59	.00
15-100-09-46230-000-000 Fingerprinting	100.00	.00	60.00	40.00	60.00
15-100-09-46232-000-000 Leads Online	.00	.00	1,277.19	-1,277.19	.00
15-100-09-46235-000-000 Drug Test Fees	450.00	40.00	518.75	-68.75	115.28
15-100-09-46240-000-000 Huber Law Maintenance	23,000.00	3,604.81	26,039.81	-3,039.81	113.22

For 10/01/15 - 10/31/15

Revenue Summary Report

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Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
09 Law Enforcement					
15-100-09-46250-000-000 Crime Prevention Program	4,100.00	1,871.28	8,695.55	-4,595.55	212.09
15-100-09-46251-000-000 Asset Forfeiture	1,940.00	.00	.00	1,940.00	.00
15-100-09-46251-000-001 CWDTF Grant Funds	91,326.00	10,992.16	48,341.16	42,984.84	52.93
15-100-09-46900-000-000 State Aid - LE Child Support Program	2,000.00	668.74	1,794.02	205.98	89.70
15-100-09-48326-000-000 Sale of Equipment	12,000.00	.00	3,100.00	8,900.00	25.83
15-100-09-48500-000-000 Canine	300.00	507.00	21,052.00	-20,752.00	7017.33
15-100-09-49201-000-000 Jail Assessment	20,000.00	2,343.94	13,878.80	6,121.20	69.39
09 Law Enforcement	481,824.61	49,913.88	390,489.49	91,335.12	81.04

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
18 Emergency Government					
15-100-18-43524-000-000 State Aid-Emerg. Gov't	16,500.00	.00	8,428.95	8,071.05	51.08
15-100-18-43527-000-000 State Aid-EPCRA	8,942.01	.00	4,694.50	4,247.51	52.50
15-100-18-46915-000-000 Terrorism Consequence Mgt Preparedness	4,858.00	.00	.00	4,858.00	.00
18 Emergency Government	30,300.01	.00	13,123.45	17,176.56	43.31

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
100 General Fund					
19 Coroner					
15-100-19-46132-000-000 Cremation Fee	10,000.00	600.00	10,510.00	-510.00	105.10
15-100-19-46134-000-000 Death Certificate Signing	5,440.00	200.00	3,760.00	1,680.00	69.12
15-100-19-46135-000-000 Disinternment Permits	200.00	.00	.00	200.00	.00
19 Coroner	15,640.00	800.00	14,270.00	1,370.00	91.24
100 General Fund	758,789.62	70,876.62	625,680.66	133,108.96	82.46

For 10/01/15 - 10/31/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

REV LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
15 YEAR 3					
206 Child Support Program					
16 Child Support Program					
15-206-16-41110-000-000 General Property Taxes	21,747.55	.00	21,747.55	.00	100.00
15-206-16-43510-000-000 State Aid - Child Support Program	236,895.90	40,414.64	158,112.58	78,783.32	66.74
15-206-16-46641-000-000 Blood Tests	2,000.00	46.50	1,467.83	532.17	73.39
15-206-16-46644-000-000 Miscellaneous Reimbursements	1,500.00	170.93	2,551.25	-1,051.25	170.08
16 Child Support Program	262,143.45	40,632.07	183,879.21	78,264.24	70.14
206 Child Support Program	262,143.45	40,632.07	183,879.21	78,264.24	70.14
15 YEAR 3	1,020,933.07	111,508.69	809,559.87	211,373.20	79.30

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
02 Clerk of Courts						
46109 Mediation Services						
15-100-02-46109-000-000 Mediation Services - Reimbursement	.00	.00	-46.66	-228.51	228.51	.00
15-100-02-46109-000-001 Mediation Services - Clerk of Courts	.00	.00	-300.00	-1,575.00	1,575.00	.00
46109 Mediation Services	.00	.00	-346.66	-1,803.51	1,803.51	.00

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
02 Clerk of Courts						
51220 Clerk of Court's						
15-100-02-51220-110-000	Salaries	197,270.84	.00	20,547.48	153,661.22	43,609.62 77.89
15-100-02-51220-125-000	Overtime	500.00	.00	.00	.00	500.00 .00
15-100-02-51220-151-000	Social Security	15,129.47	.00	1,551.34	12,279.92	2,849.55 81.17
15-100-02-51220-153-000	Ret. Employer Share	12,731.39	.00	1,320.90	9,145.39	3,586.00 71.83
15-100-02-51220-154-000	Health Insurance	52,864.80	.00	2,139.00	23,098.70	29,766.10 43.69
15-100-02-51220-155-000	Life Insurance	407.56	.00	19.68	201.74	205.82 49.50
15-100-02-51220-194-000	Bailiffs	2,000.00	.00	381.20	1,507.92	492.08 75.40
15-100-02-51220-195-000	Finance Charges	1,750.00	.00	168.54	1,690.51	59.49 96.60
15-100-02-51220-196-000	Jury Expense & Commissioners	12,540.00	.00	4,949.04	10,845.14	1,694.86 86.48
15-100-02-51220-197-000	Witness Fees	900.00	.00	228.00	562.20	337.80 62.47
15-100-02-51220-198-000	Interpreter	2,000.00	.00	.00	2,368.80	-368.80 118.44
15-100-02-51220-204-000	Court Appointed Attorney	12,000.00	.00	.00	5,100.85	6,899.15 42.51
15-100-02-51220-207-000	Transcripts	2,000.00	.00	134.00	968.52	1,031.48 48.43
15-100-02-51220-208-000	Court Commissioner Expense	500.00	.00	.00	.00	500.00 .00
15-100-02-51220-212-000	Guardian ad Litem Expenses	30,000.00	.00	2,251.67	22,030.16	7,969.84 73.43
15-100-02-51220-218-000	Service of Process	100.00	.00	.00	.00	100.00 .00
15-100-02-51220-250-000	Medical	3,500.00	.00	.00	4,735.00	-1,235.00 135.29
15-100-02-51220-286-000	Condemnation Commission	50.00	.00	.00	.00	50.00 .00
15-100-02-51220-310-000	Office Supplies	1,050.00	84.60	.00	221.89	743.51 29.19
15-100-02-51220-324-000	Member Dues	125.00	.00	.00	125.00	.00 100.00
15-100-02-51220-325-000	Registrations & Conventions	650.00	164.00	.00	450.00	36.00 94.46
15-100-02-51220-327-000	Law Books	2,500.00	.00	112.39	2,163.85	336.15 86.55
15-100-02-51220-330-000	Travel	700.00	.00	66.70	473.80	226.20 67.69
51220 Clerk of Court's		351,269.06	248.60	33,869.94	251,630.61	99,389.85 71.71
02 Clerk of Courts		351,269.06	248.60	33,523.28	249,827.10	101,193.36 71.19

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
05 Probate						
51230 Circuit Court - Probate						
15-100-05-51230-110-000 Salaries	89,585.60	.00	7,393.20	56,747.93	32,837.67	63.34
15-100-05-51230-151-000 Social Security	6,853.30	.00	561.69	4,184.81	2,668.49	61.06
15-100-05-51230-153-000 Ret. Employer Share	6,091.82	.00	502.74	3,314.48	2,777.34	54.41
15-100-05-51230-154-000 Health Insurance	40,204.80	.00	588.80	5,212.10	34,992.70	12.96
15-100-05-51230-155-000 Life Insurance	224.92	.00	2.81	26.44	198.48	11.76
15-100-05-51230-212-000 Attorney Fees & GAL	32,500.00	.00	3,866.90	34,219.54	-1,719.54	105.29
15-100-05-51230-215-001 Family Court Commissioner	30,000.00	.00	2,500.00	22,500.00	7,500.00	75.00
15-100-05-51230-219-000 Consultants	.00	.00	.00	3,000.00	-3,000.00	.00
15-100-05-51230-310-000 Supplies	1,500.00	309.97	38.84	982.65	207.38	86.17
15-100-05-51230-325-000 Registrations & Conventions	1,650.00	.00	64.00	998.25	651.75	60.50
51230 Circuit Court - Probate	208,610.44	309.97	15,518.98	131,186.20	77,114.27	63.03

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
05 Probate						
51235 Drug Court						
15-100-05-51235-325-000 Conference	.00	.00	2,812.00	2,812.00	-2,812.00	.00
51235 Drug Court	.00	.00	2,812.00	2,812.00	-2,812.00	.00
05 Probate	208,610.44	309.97	18,330.98	133,998.20	74,302.27	64.38

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52100 Sheriff						
15-100-09-52100-110-000	Salaries	1,217,411.62	.00	182,243.62	1,023,032.53	194,379.09 84.03
15-100-09-52100-123-000	Shift Differential	5,481.02	.00	575.60	3,992.31	1,488.71 72.84
15-100-09-52100-124-000	Holiday Worked Pay	18,714.51	.00	2,470.25	10,164.40	8,550.11 54.31
15-100-09-52100-125-000	Overtime	94,755.82	.00	14,856.59	104,573.21	-9,817.39 110.36
15-100-09-52100-151-000	Social Security	102,231.77	.00	15,122.65	89,639.16	12,592.61 87.68
15-100-09-52100-152-000	Ret. Employee Share Pd by Co	33,566.56	.00	3,901.19	29,007.74	4,558.82 86.42
15-100-09-52100-153-000	Ret. Employer Share	114,292.15	.00	13,705.28	100,499.00	13,793.15 87.93
15-100-09-52100-154-000	Health Insurance	307,767.84	.00	16,759.64	223,391.65	84,376.19 72.58
15-100-09-52100-155-000	Life Insurance	2,245.80	.00	216.48	2,040.08	205.72 90.84
15-100-09-52100-161-000	Income Continuation	2,097.24	.00	180.97	1,948.39	148.85 92.90
15-100-09-52100-200-000	Emergency Assistance/Interpreter	582.00	.00	.00	105.00	477.00 18.04
15-100-09-52100-244-000	Psychological/Written Testing	6,000.00	.00	1,226.49	4,292.49	1,707.51 71.54
15-100-09-52100-301-000	ICAC Expenses	.00	.00	31.61	31.61	-31.61 .00
15-100-09-52100-306-000	Firearms Program	7,790.00	73.98	843.46	1,982.67	5,733.35 26.40
15-100-09-52100-307-000	Staff Development-Education	9,640.00	.00	574.00	9,893.00	-253.00 102.62
15-100-09-52100-310-000	Office Supplies	1,391.50	95.61	51.28	658.87	637.02 54.22
15-100-09-52100-323-000	Advertising	97.00	.00	.00	.00	97.00 .00
15-100-09-52100-324-000	Member Dues	1,100.00	.00	15.00	881.00	219.00 80.09
15-100-09-52100-325-000	Registrations & Conventions	25.00	.00	.00	.00	25.00 .00
15-100-09-52100-329-000	Other Publications/Subscriptions	600.00	.00	25.45	515.64	84.36 85.94
15-100-09-52100-330-000	Travel	6,850.00	704.00	651.02	5,952.49	193.51 97.18
15-100-09-52100-346-000	Clothing & Uniforms	9,968.00	.00	1,013.79	4,771.23	5,196.77 47.87
15-100-09-52100-351-000	Fuel	90,000.00	.00	5,877.30	52,198.07	37,801.93 58.00
15-100-09-52100-352-000	Vehicle Maintenance	32,153.56	.00	6,927.43	26,858.80	5,294.76 83.53
15-100-09-52100-358-000	Refund of Sheriff Fees	1,000.00	.00	60.00	812.41	187.59 81.24
15-100-09-52100-369-000	Miscellaneous Expenses	1,455.00	.00	.00	846.65	608.35 58.19
15-100-09-52100-370-000	Investigative Items	2,640.75	360.60	21.50	2,053.28	226.87 91.41
15-100-09-52100-402-000	OSHA/Emergency Medical Supplies	.00	.00	.00	225.79	-225.79 .00
15-100-09-52100-403-000	DAAT/CERT/CTU Supplies	970.00	.00	.00	970.00	.00 100.00
15-100-09-52100-404-000	Storage and Towing	970.00	.00	.00	123.20	846.80 12.70
15-100-09-52100-405-000	Special Investigations	485.00	.00	.00	-280.00	765.00 -57.73
15-100-09-52100-406-000	Building Security	97.00	.00	.00	.00	97.00 .00
15-100-09-52100-810-000	Capital Equipment	582.00	.00	.00	.00	582.00 .00
52100 Sheriff		2,072,961.14	1,234.19	267,350.60	1,701,180.67	370,546.28 82.12

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52110 Police Radio						
15-100-09-52110-110-000 Salaries	537,708.80	.00	57,151.75	414,210.65	123,498.15	77.03
15-100-09-52110-123-000 Shift Differential	3,800.00	.00	359.20	2,279.57	1,520.43	59.99
15-100-09-52110-124-000 Holiday Worked Pay	.00	.00	.00	2,854.10	-2,854.10	.00
15-100-09-52110-125-000 Overtime / Holiday Worked Pay	67,025.39	.00	8,609.47	46,219.40	20,805.99	68.96
15-100-09-52110-151-000 Social Security	46,552.87	.00	4,936.71	36,414.76	10,138.11	78.22
15-100-09-52110-152-000 Ret. Employee Share Pd by Co	.00	.00	2.32	20.96	-20.96	.00
15-100-09-52110-153-000 Ret. Employer Share	37,763.75	.00	4,344.04	30,862.64	6,901.11	81.73
15-100-09-52110-154-000 Health Insurance	139,245.60	.00	11,656.40	119,712.60	19,533.00	85.97
15-100-09-52110-155-000 Life Insurance	583.44	.00	69.17	591.88	-8.44	101.45
15-100-09-52110-206-000 Maintenance Contracts	18,000.00	.00	.00	15,498.00	2,502.00	86.10
15-100-09-52110-305-000 Emergency Dispatch Services	2,200.00	1,349.85	24.06	597.14	253.01	88.50
15-100-09-52110-330-000 Travel	145.50	.00	.00	.00	145.50	.00
15-100-09-52110-331-000 Code Red	8,645.00	.00	.00	8,645.00	.00	100.00
15-100-09-52110-810-000 Capital Equipment	5,000.00	.00	.00	4,965.00	35.00	99.30
52110 Police Radio	866,670.35	1,349.85	87,153.12	682,871.70	182,448.80	78.95

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52120 Water Safety Patrol						
15-100-09-52120-350-000 Repair & Maintenance	3,395.00	.00	.00	897.82	2,497.18	26.45
15-100-09-52120-351-000 Fuel	1,964.25	.00	601.23	1,376.94	587.31	70.10
15-100-09-52120-810-000 Capital Equipment	485.00	.00	.00	.00	485.00	.00
15-100-09-52120-810-002 Buoy Repair	485.00	.00	.00	1,113.48	-628.48	**
52120 Water Safety Patrol	6,329.25	.00	601.23	3,388.24	2,941.01	53.53

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52126 Anti Drug Task Force Other						
15-100-09-52126-339-000 Asset Forfeiture	1,940.00	.00	.00	.00	1,940.00	.00
15-100-09-52126-369-000 Local	4,656.00	.00	310.00	1,243.75	3,412.25	26.71
52126 Anti Drug Task Force Other	6,596.00	.00	310.00	1,243.75	5,352.25	18.86

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52127						
15-100-09-52127-209-000 Contracted Services	40,715.52	.00	.00	6,063.01	34,652.51	14.89
15-100-09-52127-217-000 Administrative Fees	3,774.48	.00	.00	1,303.11	2,471.37	34.52
15-100-09-52127-340-000 Investigative Items	43,491.00	.00	.00	28,792.16	14,698.84	66.20
15-100-09-52127-340-001 GLSO Investigative Items	3,345.00	.00	.00	200.00	3,145.00	5.98
52127	91,326.00	.00	.00	36,358.28	54,967.72	39.81

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52130 Snowmobile/ATV Safety						
15-100-09-52130-350-000 Repair & Maintenance	388.00	.00	.00	5.00	383.00	1.29
15-100-09-52130-351-000 Fuel	97.00	.00	.00	.00	97.00	.00
15-100-09-52130-800-000 Capital Outlay	97.00	.00	.00	.00	97.00	.00
52130 Snowmobile/ATV Safety	582.00	.00	.00	5.00	577.00	.86

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52150 Sheriff Outlay						
15-100-09-52150-810-001 Boat Outlay	3,000.00	.00	.00	.00	3,000.00	.00
15-100-09-52150-810-002 Snowmobile-ATV	400.00	.00	.00	.00	400.00	.00
15-100-09-52150-810-003 Squad-Equipment	127,584.10	37,836.00	15,282.70	62,008.98	27,739.12	78.26
52150 Sheriff Outlay	130,984.10	37,836.00	15,282.70	62,008.98	31,139.12	76.23

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52700 Jail						
15-100-09-52700-110-000	Salaries	863,305.54	.00	103,757.76	693,700.40	169,605.14 80.35
15-100-09-52700-123-000	Shift Differential/FTO	3,000.00	.00	497.20	2,374.00	626.00 79.13
15-100-09-52700-124-000	Holiday Worked Pay	.00	.00	.00	4,036.05	-4,036.05 .00
15-100-09-52700-125-000	Overtime / Holiday Worked Pay	56,323.62	.00	5,340.02	10,655.31	45,668.31 18.92
15-100-09-52700-151-000	Social Security	70,581.13	.00	8,274.49	56,252.79	14,328.34 79.70
15-100-09-52700-153-000	Ret. Employer Share	57,926.11	.00	6,854.82	44,861.64	13,064.47 77.45
15-100-09-52700-154-000	Health Insurance	176,225.28	.00	14,126.60	149,219.42	27,005.86 84.68
15-100-09-52700-155-000	Life Insurance	1,274.20	.00	111.09	1,037.55	236.65 81.43
15-100-09-52700-206-000	Maintenance Contracts	970.00	.00	.00	.00	970.00 .00
15-100-09-52700-240-000	Repair & Maintenance Services	14,628.57	.00	663.05	904.43	13,724.14 6.18
15-100-09-52700-248-000	Juvenile Prisoner Board	14,000.00	.00	.00	530.00	13,470.00 3.79
15-100-09-52700-288-000	Adult Prisoner Board	4,850.00	.00	1,690.00	5,729.90	-879.90 118.14
15-100-09-52700-300-000	Prisoner Medical	123,000.00	.00	10,302.85	100,031.81	22,968.19 81.33
15-100-09-52700-304-000	Blood Draw	1,552.00	.00	340.00	2,183.90	-631.90 140.72
15-100-09-52700-305-000	Drug Test	600.00	.00	.00	772.50	-172.50 128.75
15-100-09-52700-310-000	Office Supplies	770.00	.00	117.50	117.50	652.50 15.26
15-100-09-52700-314-000	Small Items of Equipment	2,880.00	.00	10.00	281.50	2,598.50 9.77
15-100-09-52700-330-000	Travel	97.00	.00	.00	.00	97.00 .00
15-100-09-52700-335-000	Meals	140,000.00	.00	12,372.43	100,915.44	39,084.56 72.08
15-100-09-52700-344-000	Janitorial Supplies	10,000.00	.00	465.83	8,488.33	1,511.67 84.88
15-100-09-52700-356-000	Jail Phones	9,700.00	.00	1,691.85	21,643.33	-11,943.33 **
15-100-09-52700-357-000	Commissary Expenses	5,820.00	.00	31.89	3,452.66	2,367.34 59.32
15-100-09-52700-402-000	OSHA/Jail	4,880.00	.00	.00	4,572.47	307.53 93.70
15-100-09-52700-810-000	Capital Equipment	19,000.00	.00	.00	.00	19,000.00 .00
15-100-09-52700-810-001	Jail Assessment	20,000.00	.00	.00	.00	20,000.00 .00
52700 Jail		1,601,383.45	.00	166,647.38	1,211,760.93	389,622.52 75.67

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52715 WI DOC Grant Program						
15-100-09-52715-110-000	Salaries	79,064.44	.00	3,943.20	19,544.15	59,520.29 24.72
15-100-09-52715-151-000	Social Security	6,048.43	.00	291.33	1,617.00	4,431.43 26.73
15-100-09-52715-153-000	Ret. Employer Share	5,376.38	.00	268.14	1,481.22	3,895.16 27.55
15-100-09-52715-154-000	Health Insurance	15,631.20	.00	1,550.20	9,562.29	6,068.91 61.17
15-100-09-52715-155-000	Life Insurance	65.16	.00	2.88	31.45	33.71 48.27
15-100-09-52715-215-000	MPTC Contractural Services	18,500.00	.00	.00	6,243.49	12,256.51 33.75
15-100-09-52715-232-000	Facilitators	22,246.06	.00	7,883.28	73,666.51	-51,420.45 **
15-100-09-52715-369-000	Miscellaneous Supplies	3,068.33	.00	.00	16,022.03	-12,953.70 **
52715 WI DOC Grant Program		150,000.00	.00	13,939.03	128,168.14	21,831.86 85.45

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
09 Law Enforcement						
52720 Crime Prevention Program						
15-100-09-52720-310-000 Office Supplies	4,850.00	.00	136.70	3,890.11	959.89	80.21
15-100-09-52720-369-000 Canine	1,867.00	.00	2,942.00	15,678.86	-13,811.86	**
52720 Crime Prevention Program	6,717.00	.00	3,078.70	19,568.97	-12,851.97	**
09 Law Enforcement	4,933,549.29	40,420.04	554,362.76	3,846,554.66	1,046,574.59	78.79

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
18 Emergency Government						
52810 Emergency Government						
15-100-18-52810-110-000 Salaries	29,211.00	.00	3,370.50	23,588.56	5,622.44	80.75
15-100-18-52810-151-000 Social Security	2,234.64	.00	257.85	1,889.27	345.37	84.54
15-100-18-52810-153-000 Ret. Employer Share	1,986.35	.00	229.20	1,679.34	307.01	84.54
15-100-18-52810-155-000 Life Insurance	168.48	.00	11.54	113.84	54.64	67.57
15-100-18-52810-206-000 Radio Maintenance Contract	2,750.00	.00	.00	1,900.00	850.00	69.09
15-100-18-52810-225-000 Telephone	1,000.00	.00	25.79	263.76	736.24	26.38
15-100-18-52810-310-000 Office Supplies	300.00	.00	.00	.00	300.00	.00
15-100-18-52810-311-000 Postage	100.00	.00	.00	.00	100.00	.00
15-100-18-52810-321-000 Seminars	200.00	.00	.00	.00	200.00	.00
15-100-18-52810-324-000 Member Dues	140.00	.00	.00	130.00	10.00	92.86
15-100-18-52810-330-000 Travel	1,000.00	.00	.00	790.62	209.38	79.06
15-100-18-52810-810-000 Capital Equipment	1,423.00	.00	.00	3,000.00	-1,577.00	**
15-100-18-52810-810-001 Equipment reimb to City of Berlin	5,000.00	.00	.00	.00	5,000.00	.00
52810 Emergency Government	45,513.47	.00	3,894.88	33,355.39	12,158.08	73.29

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
18 Emergency Government						
52811 SARA						
15-100-18-52811-110-000 Salaries	7,321.00	.00	844.77	5,913.39	1,407.61	80.77
15-100-18-52811-151-000 Social Security	560.06	.00	64.62	473.88	86.18	84.61
15-100-18-52811-153-000 Ret. Employer Share	512.47	.00	57.45	421.30	91.17	82.21
15-100-18-52811-155-000 Life Insurance	.00	.00	2.89	28.51	-28.51	.00
15-100-18-52811-310-000 Office Supplies	401.00	.00	.00	65.98	335.02	16.45
15-100-18-52811-311-000 Postage	150.00	.00	.00	.00	150.00	.00
52811 SARA	8,944.53	.00	969.73	6,903.06	2,041.47	77.18

GREEN LAKE COUNTY

For 10/01/15 - 10/31/15

Expenditure Summary Report

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Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
18 Emergency Government						
52812 Terrorism Consequence Management						
15-100-18-52812-206-000 Contract - Hazmat Team	3,600.00	.00	.00	3,600.00	.00	100.00
15-100-18-52812-810-000 Capital Equipment	4,858.00	.00	.00	4,858.00	.00	100.00
52812 Terrorism Consequence Management	8,458.00	.00	.00	8,458.00	.00	100.00
18 Emergency Government	62,916.00	.00	4,864.61	48,716.45	14,199.55	77.43

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
100 General Fund						
19 Coroner						
51250 Coroner						
15-100-19-51250-110-000 Salaries	9,244.62	.00	1,108.65	7,755.27	1,489.35	83.89
15-100-19-51250-115-000 Compensation	10,199.00	.00	650.00	5,730.00	4,469.00	56.18
15-100-19-51250-151-000 Social Security	1,166.21	.00	211.80	1,640.63	-474.42	140.68
15-100-19-51250-153-000 Ret. Employer Share	1,181.46	.00	.00	115.67	1,065.79	9.79
15-100-19-51250-225-000 Telephone	600.00	.00	50.32	468.04	131.96	78.01
15-100-19-51250-253-000 Autopsies	18,000.00	.00	.00	15,244.47	2,755.53	84.69
15-100-19-51250-254-000 Cremation Permits	4,400.00	.00	750.00	4,620.00	-220.00	105.00
15-100-19-51250-310-000 Office Supplies	500.00	.00	.00	721.57	-221.57	144.31
15-100-19-51250-314-000 Small Items of Equipment	500.00	.00	.00	1,756.16	-1,256.16	**
15-100-19-51250-321-000 Seminars	3,000.00	214.00	250.00	838.00	1,948.00	35.07
15-100-19-51250-330-000 Travel	1,700.00	.00	189.75	1,705.04	-5.04	100.30
15-100-19-51250-347-000 Medical Supplies	1,100.00	.00	46.20	624.78	475.22	56.80
15-100-19-51250-412-000 Death Certificates	1,500.00	.00	260.00	2,455.00	-955.00	163.67
15-100-19-51250-413-000 Disinternments	100.00	.00	.00	.00	100.00	.00
51250 Coroner	53,191.29	214.00	3,516.72	43,674.63	9,302.66	82.51
19 Coroner	53,191.29	214.00	3,516.72	43,674.63	9,302.66	82.51
100 General Fund	5,609,536.08	41,192.61	614,598.35	4,322,771.04	1,245,572.43	77.80

For 10/01/15 - 10/31/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

LAW ENFORCEMENT COMMITTEE

EXP LAW ENFORCEMENT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
15 YEAR 3						
206 Child Support Program						
16 Child Support Program						
51330 Child Support Program						
15-206-16-51330-110-000 Salaries	161,324.80	.00	18,614.40	130,154.49	31,170.31	80.68
15-206-16-51330-125-000 Overtime	1,000.00	.00	.00	.00	1,000.00	.00
15-206-16-51330-151-000 Social Security	12,417.85	.00	1,397.30	10,161.01	2,256.84	81.83
15-206-16-51330-153-000 Ret. Employer Share	11,038.09	.00	1,265.76	9,265.77	1,772.32	83.94
15-206-16-51330-154-000 Health Insurance	51,919.20	.00	3,920.36	44,078.60	7,840.60	84.90
15-206-16-51330-155-000 Life Insurance	548.51	.00	50.52	481.15	67.36	87.72
15-206-16-51330-218-000 Service of Process	7,000.00	.00	374.75	4,563.60	2,436.40	65.19
15-206-16-51330-225-000 Telephone	300.00	.00	.00	195.69	104.31	65.23
15-206-16-51330-251-000 Blood Tests	3,000.00	.00	168.00	998.50	2,001.50	33.28
15-206-16-51330-262-000 Administrative Costs-Tax Intercepts	850.00	.00	.00	525.00	325.00	61.76
15-206-16-51330-310-000 Office Supplies	2,000.00	.00	.00	1,744.93	255.07	87.25
15-206-16-51330-311-000 Postage	4,000.00	.00	.00	3,123.28	876.72	78.08
15-206-16-51330-314-000 Laserfiche Annual Maintenance	2,895.00	.00	.00	5,307.50	-2,412.50	183.33
15-206-16-51330-330-000 Travel-Training	2,700.00	50.00	164.00	1,223.30	1,426.70	47.16
15-206-16-51330-348-000 Books and Supplies	150.00	.00	.00	144.70	5.30	96.47
15-206-16-51330-407-000 Special Prosecutor	1,000.00	.00	.00	.00	1,000.00	.00
51330 Child Support Program	262,143.45	50.00	25,955.09	211,967.52	50,125.93	80.88
16 Child Support Program	262,143.45	50.00	25,955.09	211,967.52	50,125.93	80.88
206 Child Support Program	262,143.45	50.00	25,955.09	211,967.52	50,125.93	80.88
15 YEAR 3	5,871,679.53	41,242.61	640,553.44	4,534,738.56	1,295,698.36	77.93