



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: June 8, 2016 Time: 4:30 PM

Green Lake County Government Center,

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

Amended AGENDA*

**Committee
Members**

*Michael Starshak,
Chairman*

*Larry Jenkins, Vice-
Chair*

Sue Wendt

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 05/11/16
6. Public Comments 3 Min Limit
7. Correspondence
8. ~~Update Child Support Administrator~~ *Review and Discussion of the Child Support Agency
9. *County Personnel Committee Action to Combine Child Support with Economic Support
10. *Family Court Commissioner Review of Testamentary Trust
11. Review Job Description/Fill Vacant Positions
12. Purchase Requests
13. Resolutions/Ordinances
 - LTE Recidivism Reduction Aide Position Extension
14. Voluntary Unpaid Leave Request
15. Department Related Reports
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
16. Budget Adjustments/ New Accounts
17. Monthly Sheriff Reports
18. Expense & Revenue Monthly Reports
19. Monthly Vouchers
20. Lexipol
21. Committee Discussion
 - Future Meeting. Dates: Regular Meeting July 13, 2016 at 4:30 pm
 - Future Agenda items for action & discussion: Adjourn

*stricken from the original agenda

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

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



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

May 11, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 4:30 PM on May 11, 2016 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Michael Starshak – Chair
Larry Jenkins – Vice Chair
Sue Wendt

Vicki Bernhagen - Alternate

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Dawn Klockow, Corp. Counsel
Amy Thoma, Clerk of Courts

Joel Gerth, Corrections Administrator
Judge Slate
Tony Daley, Berlin Journal
Amanda Thoma, Coroner
Andrew Christenson, DA
Gary Podoll, EM Director
Joy Waterbury, County Board Member

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

AGENDA

Motion/Second (Wendt/Jenkins) to approve the amended agenda. All Ayes. Motion carried.

MINUTES

Motion/Second (Jenkins/Wendt) to approve the minutes of the April 13, 2016 Judicial/Law Enforcement meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Letter of Congratulations from the Director of the WI Dept. of Children and Families to Jeanne Theune for receiving the Federal Fiscal Year 2015 Certificate of Excellence Award.

Thank you from Sherry Millette of the Berlin School District to Jeanne Theune for her presentation at the health classes. She appreciated the great information that Jeanne shared.

Thank you from the Roy Creek Ramblers 4-H group for the recent K-9 demonstration that was presented recently by Deputy Mike Prachel.

Thank you to Lori Evans from Stephanie Craig-Hanewall from the Lafayette County Sheriff's Office for the wealth of information she has shared with the WI Sheriff's Administrative Professional group. She thanked her for her dedication to both her employer and the Law Enforcement world in general.

Note from Jeff Peterson expressing how impressed he was with how Deputy Vande Kolk responded to his recent boat theft complaint. He stated Deputy Vande Kolk was understanding and knowledgeable and went above and beyond by checking on other boats to be sure they weren't tampered with.

Thank you to Deputy Thompson from Tanya Witthun for making a very good impression on her son on a recent traffic stop for speeding for which her son received a warning. Deputy Thompson called Tanya and informed her of the situation for which she was very grateful. Her son had been considering a law enforcement career and this contact with law enforcement has left a long lasting and positive impression on him.

UPDATE CHILD SUPPORT ADMINISTRATOR

Jeanne Theune reported that at the last Personnel Committee meeting, Chairman Gonyo made it perfectly clear that he wants the Child Support Office under the direction of the Dept. of Health and Human Services. He wants comparables for the next Personnel

Committee meeting. Jeanne has talked to Marge about this and Marge and Jeanne will be working together to get that information assembled.

REVIEW OF JOB DESCRIPTIONS

Legal Clerk in the DA's Office: There has always been one Legal Clerk in the District Attorney's Office. In 2005 the position was reevaluated and a pay raise given due to the length of time and increase in experience the person accrued. There was no change in the job description. Therefore the job description for the Legal Clerk position is still from 2000. A new job description was distributed along with the four part need for the position form. The position would be at pay group 13.

Motion/Second (Wendt/Jenkins) to approve the job description and four part form and to post for the position once it has been approved by Personnel. All Ayes. Motion carried.

Child Support Specialist II: There is no current opening for this position in the Child Support Office, but the job description for the Child Support Specialist II was read and discussed. **Motion/Second (Wendt/Jenkins)** to approve the job description and send it on to Personnel. All Ayes. Motion carried.

PURCHASE REQUESTS

Request from the Sheriff's Office for the purchase of a 2016 Ram 1500 Crew Cab Pick-up from Ewald Automotive on the State Bid for \$28,095.00. This is to replace a van style squad that will become the transport van as the transport van has nearly 200,000 miles on it. Account Number 16-100-09-52150-810-003.

Request from the Sheriff's Office for the purchase of a 2016 Ford Transit Cargo Van for the SWAT Program from Ewald Automotive on the State bid for \$34,517.00. Vehicle replacement for a very old unit. Account Number 16-100-09-52150-810-003.

Request from the Sheriff's Office for the purchase of one Tactical Bullet Proof Vest from Advantage Police Supply for \$1,390.00. The other bid was from Body Armor Outlet for \$1,698.99. Replacement for old Armor. Account Number 16-100-09-52150-810-003.

Motion/Second (Jenkins/Wendt) to approve the purchases as presented. All Ayes
Motion carried.

RESOLUTIONS/ORDINANCES

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune reported that Jessica Walker has started as a full time Child Support Specialist and is doing well. She is catching on quickly. They were able to get her into the recent training session. Terri Stellmacher has come back as an LTE for the summer. The office did have a complaint filed against them with the Governor's Office by a custodial parent saying she was not adequately served. The issue has been satisfactorily resolved.

Clerk of Courts: Amy Thoma reported that all is going well in her office.

Circuit Court/Register in Probate: The Judge reported that there is nothing new to report, everything is going well in his office.

District Attorney: DA Christensen reported that there is nothing new to report in his office.

Coroner's Office: Amanda Thoma reported that there has been an increase in the number of deaths being reported, most of them being elderly. They are having more autopsies recently as there are more unexplained deaths.

Emergency Management: Gary Podoll reported that he has met with the Amish and the Town of Kingston regarding the Railroad plan. Those meetings have been very well received. The Amish were very appreciative that they are being included in the plan. There will be a few more community meetings. Gary is hoping to implement the plan by early fall. Since the Committee is new, he asked the members how often they would like him to appear. The consensus was that he should come quarterly unless something special comes up.

Sheriff's Office: Corrections Administrator Gerth reported that there is still a staff shortage, but things are improving. One officer will be returning ½ time soon after being out for surgery and should be able to go back to work full-time in a month or so. A female Corrections Officer has just been hired to a full-time position; however another full-time female Corrections Officer will be off on maternity leave starting in the mid-summer, as well as one part-time female MCA. The other full-time male Corrections Officer that had surgery is expected to return in August.

Lynn Ryan, RR Program Coordinator reported that she filled in for Bob Dore when he was on vacation for the outside Therapeutic Community (TC) group. It was a very good experience for her. She related that this group formed while the people were in custody and is basically an aftercare program once they were released. Group size is increasing and now includes general public who had or are working diligently on behavior modification. She passed out a flyer to the Committee about the TC groups. She also reported on the progress that the County has had in establishing a Narcotics Anonymous support group in Berlin. This program has been proven to be very beneficial to many.

Supervisor Jenkins reported on his recent tour of the Sheriff's Office and Correctional Facility. He was very impressed with the facility, staff and programs.

Chief Deputy Putzke reported that the program for turning in unwanted RX and OTC drugs has been a great success. To date we have disposed of over 260 pounds of raw drugs. This program gets the drugs out of circulation, keeps them out of the ground water and stops people from taking meds inappropriately.

He also reported that the Bureau of Transportation Safety (BOTS) grant has been received and implemented this year.

Sheriff Podoll reported the recently we did 3 K-9 demonstrations in one week. The Committee felt that was very good public relations and a great learning tool for the community, especially the children that saw the 4-H demos.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

MONTHLY SHERIFF REPORTS

The monthly Sheriff's reports were approved as presented. The Committee liked the new format, however they would like to see the cases sorted by the type of contact and they would still like to get the full jail report. They were pleased with the more condensed version of the report.

EXPENSE AND REVENUE MONTHLY REPORTS

The monthly Expense and Revenue reports were discussed. *Motion/Second (Wendt/Jenkins)* to approve the reports as presented. All Ayes Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated May 11, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	4,884.55
District Attorney:	\$	181.27
Coroner:	\$	739.46
Emergency Management	\$	0
Judge-Circuit Court:	\$	4,027.03
Child Support:	\$	368.49
Sheriff's Office:	\$	61,456.85

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

The committee reviewed and signed the monthly claim for the payment dated May 11 2016 for the following office in the following amount:

Clerk of Courts: \$ 45.00 (For Sue Wendt)

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

CLOSED SESSION

There was no closed session needed for this meeting.

LEXIPOL

Chairman Starshak and Chief Deputy Putzke gave a presentation on Lexipol Policy past and future.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for June 8, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items to include Child Support update.

ADJOURN

Motion/Second (Wendt/Jenkins) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

Scott Walker
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3300

May 18, 2016

Ms. Lynn Ryan and Ms. Lori Evans
Green Lake County Sheriff's Office
PO Box 586
Green Lake, WI 54941

Dear Ms. Ryan and Ms. Evans,

I want to thank you for working with Holly Audley to put forward a program description and proposed budget requesting Reentry Purchase of Service (appropriation 111) and/or Becky Young Community Corrections Recidivism Reduction (appropriation 112) dollars for the Green Lake County Recidivism Reduction Program. I am pleased to inform you, after careful review by the Reentry Executive Team (RET), we will be funding your program in FY17 in the amount of \$50,000 from appropriation 111 and \$100,000 from appropriation 112. This is a total of \$150,000 for FY17.

You will be required to submit timely monthly expenditure reports (invoices) to Teresa Peterson. We appreciate how you have been very responsive to us with your invoices. Please be aware RET will review expenditures and after the first quarter, if actual expenditures are below the estimated projections, you may be asked to reduce your Purchase Order so that we can reallocate funds to programs that were not funded at this time due to limited funding. RET is committed to reallocating unspent dollars earlier in the fiscal year; this is why your quarterly fiscal estimates are so important. If you have any questions or concerns about these funds and our expectations, please feel free to contact myself and copy in Teresa Peterson, who tracks this information for Reentry. During the first six months of FY17, the Reentry Unit will work closely with you to ensure the consistent collection of outcome measures according the program logic model.

Best of luck with your program. Please keep in mind that the over-arching goal for these funds is recidivism reduction.

Sincerely,

A handwritten signature in cursive script that reads 'Silvia R. Jackson'.

Silvia Jackson, Ph.D.
Reentry Director

CC: Holly Audley
Kristine Palmer



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Scott Walker, Governor
Cathy Stepp, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

March 25, 2016

Kevin Manning
PO Box 586
Green Lake WI 54941

Subject: 2015 Water Safety Patrol Reimbursement

Dear Patrol Representative:

I am pleased to forward to your department the enclosed final reimbursement in the amount of \$18,544.27 for law enforcement services provided by your Boat Enforcement Patrol for the period January 1, 2015 to December 31, 2015.

Your claim was carefully audited and may have been adjusted to add or delete items, correct mathematical errors, etc.

When claims are reduced to meet Department standards or specific purchases are denied, municipalities have the right to appeal this reduction. For judicial review of a decision pursuant to ss. 227.52 and 227.53, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the DNR as the respondent. To request a contested case hearing pursuant to s. 227.42, Wis. Stats., you have 30 days after the decision is served by the Department, to serve a petition for hearing on the Secretary of the DNR. The filing of a request for a contested case is not a prerequisite for judicial review and does not extend the 30-day period of filing a petition for judicial review.

Your work to ensure the safety of all Wisconsin citizens and tourists who enjoy our waterways by boat is appreciated. On behalf of the Department of Natural Resources, thank you for your outstanding partnership.

Sincerely,

Roy Zellmer
Boating Law Administrator
Recreational Enforcement and Education Program
Bureau of Law Enforcement

Green Lake Co - Green Lake Co SO



Serving Adams, Hancock, Marquette & Waushara Counties
 Attention: Amanda Kujala, Health Promotion Coordinator
 209 S. Ste Marie St, PO Box 621
 Wausau, WI 54982



02 1P
 0000876401 MAY 23 2016
 MAILED FROM ZIP CODE 54982

Mark Ditzko

Mark -

Sylvia Repenckus

Cheryl

John &

Carol Greenhouse

Windy Runn

Jean Wenig

DeWenig

Gene Byrnes

Audie Baefen

Bill Winter

Robert Hoff

Thank you so much for taking the time to talk to us about community safety and fall prevention. Everyone was grateful to have you hear and talk to the participants of stepping on in Berlin

Thank you,

Amanda & Monica



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

May 9, 2016

Michael Starshak, Chair
Judicial Law Enforcement and Emergency Management Committee
Green Lake County
Green Lake, WI 54941

Re: Child Support Agency

Dear Chairman Starshak,

You asked me to address three issues relating to information provided by Child Support employees to the County Board and the JLEEM Committee. The first was the statement that the Child Support Agency (CSA) "brings in revenue to the County, in excess of our budget, which keeps us off the county levy". The County has provided levy to the Child Support Agency since 2007. Please see the attached budget pages. I have also provided the audit pages for the Child Support fund balance from 2008 showing a negative balance until 2013, which shows a positive balance of \$1,511.

The second issue relates to the number of hours being worked by staff since Monday, January 4, 2016. Statements were made to the JLEEM Committee that CSA employees were working 45 to 50 hours/week. I have provided a summary of hours with the time sheets attached from January 1 to April 14, 2016, which is the most current time sheet on file. The report indicated:

1. The Interim Administrator has worked 598.73 hours in 15 weeks, with 40.5 hours of overtime paid and 70 of paid time off for holiday, personal days, vacation and sick time.
2. The Specialist II worked 507.5 hours in 13 weeks, with 24.25 hours of overtime paid and 44 hours of paid time off for holiday, sick time and personal days.

Please note the employees are eligible for all the time that has been taken off.

The third issue is CSA staffing. At the meeting of JLEEM and Personnel Committee on March 21, 2016, I offered to have Nan Hansen, Secretary/Float Part Time, work in the CSA until staff could be hired to fill in for Marcia Kleman, who was retiring. Jeanne Theune, Interim Administrator stated that she did not believe Hansen could receive security clearance and Theune would have to wait until the Regional Manager was available to discuss the security clearance and approval for staffing. I received the attached emails, on March 17, 2016 from Theune stating "there are issues of security clearance and confidentially" and "believe having Angie Smit work additional hours in CSA is more appropriate to address the staff shortage". The second email is addressed to Nan Hansen from Theune stating that "We have extreme security clearance and confidentially in our office and I don't believe I can get clearance for you through the State in this capacity."

On Friday, April 8, 2016, the Child Support office had a note on the door stating the office was closed due to staff shortage and to go to the Clerk of Courts office to make payments. Because the office was closed, I requested a security clearance for Nan Hanson for the Child Support office on Monday April 10th from Shelby Jenson, who is the security officer for the Child Support Agency. The security clearance was provided for Hanson on April 12, 2016, two days later. Nan has taken on line training but has not been asked to work in Child Support nor did Theune try to get Hanson signed up for state training when the new employee Jessica Walker attended the multi-day state training in Madison. I believe had the request for security for Hanson been made on March 22, 2016, she could have been trained by staff prior to Kleman leaving on March 31, 2016, and that the office could have been open on April 8, 2016.

Please let me know if you need any additional information.

Sincerely,



Margaret Bostelmann
County Clerk/Admin Coordinator

8007

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2005 ACTUAL	2006 BUDGET	6 MO YTD	2006 EST YR END	2007 APPROVED
07-206-16-51330-000-000	Child Support Program	0.00	0.00	0.00	0.00	0.00
07-206-16-51330-110-000	Salaries	141,301.06	149,967.00	74,104.66	149,967.00	152,303.23
07-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	0.00	1,000.00
07-206-16-51330-151-000	Social Security	10,443.99	11,549.00	5,500.33	11,549.00	11,727.70
07-206-16-51330-152-000	Ret. Employer Share	8,336.62	9,058.00	4,447.94	9,058.00	9,198.19
07-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,195.35	8,907.00	4,372.22	8,907.00	7,051.95
07-206-16-51330-154-000	Health Insurance	48,456.88	57,283.00	28,640.76	57,283.00	57,281.52
07-206-16-51330-155-000	Life Insurance	420.97	445.00	227.83	445.00	507.36
07-206-16-51330-218-000	Service of Process	9,196.15	9,000.00	2,787.64	8,000.00	8,000.00
07-206-16-51330-225-000	Telephone	1,001.16	800.00	278.47	600.00	600.00
07-206-16-51330-251-000	Blood Tests	4,065.00	7,000.00	1,440.00	5,000.00	5,000.00
07-206-16-51330-262-000	Administrative Costs-Tax Intercepts	422.00	500.00	309.50	500.00	500.00
07-206-16-51330-310-000	Office Supplies	1,751.51	2,000.00	981.46	2,000.00	2,000.00
07-206-16-51330-311-000	Postage	4,030.09	4,000.00	1,473.10	4,000.00	4,000.00
07-206-16-51330-314-000	Small Items of Equipment	0.00	350.00	0.00	350.00	350.00
07-206-16-51330-330-000	Travel-Training	1,703.71	1,800.00	768.98	1,800.00	2,000.00
07-206-16-51330-348-000	Books and Supplies	88.43	100.00	93.16	100.00	100.00
07-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
07-206-16-51330-810-000	Capital Equipment	198.12	1,000.00	0.00	1,000.00	1,000.00
		239,611.04	265,759.00	125,426.05	261,559.00	263,619.95

Total Proposed Budget: 2005 244,502.00 2006 265,759.00 2007 263,619.95
 Total Offsetting Revenues: 244,502.00 265,759.00 250,712.00
 Total from County Tax Levy: 0.00 0.00 12,907.95
 Increase (Decrease) 0.00 0.00 12,907.95
 810-Capital Equipment: Office Furniture/Equipment

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

DEPARTMENT: CHILD SUPPORT AGENCY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2006 ACTUAL	2007 BUDGET	6 MO YTD	2007 EST YR END	2008 APPROVED
08-206-16-51330-110-000	Salaries	149,748.96	158,586.25	79,114.57	158,586.25	162,559.28
08-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
08-206-16-51330-151-000	Social Security	11,121.18	12,208.35	5,867.74	12,208.35	12,512.28
08-206-16-51330-152-000	Ret. Employer Share	8,988.61	9,575.18	3,627.28	9,575.18	9,813.56
08-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,835.12	7,340.97	4,734.87	7,340.97	7,523.73
08-206-16-51330-154-000	Health Insurance	57,281.52	54,582.96	27,291.48	54,582.96	64,772.32
08-206-16-51330-155-000	Life Insurance	481.51	507.36	256.35	507.36	539.40
08-206-16-51330-218-000	Service of Process	7,204.60	8,000.00	4,210.03	9,000.00	9,000.00
08-206-16-51330-225-000	Telephone	594.97	600.00	308.36	600.00	600.00
08-206-16-51330-251-000	Blood Tests	4,770.00	5,000.00	1,890.00	4,000.00	4,000.00
08-206-16-51330-262-000	Administrative Costs-Tax Intercepts	369.50	500.00	404.22	500.00	500.00
08-206-16-51330-310-000	Office Supplies	1,915.51	2,000.00	1,041.89	2,085.00	2,450.00
08-206-16-51330-311-000	Postage	3,284.67	4,000.00	2,148.24	4,300.00	4,300.00
08-206-16-51330-314-000	Small Items of Equipment	0.00	350.00	0.00	350.00	0.00
08-206-16-51330-330-000	Travel-Training	2,128.07	2,000.00	584.10	2,000.00	2,000.00
08-206-16-51330-348-000	Books and Supplies	134.56	100.00	0.00	100.00	100.00
08-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
08-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
		<u>256,858.78</u>	<u>268,351.07</u>	<u>131,479.13</u>	<u>268,736.07</u>	<u>283,670.57</u>

Total Proposed Budget: 2006 265,759.00 2007 263,619.95 2008 283,670.57
 Total Offsetting Revenues: 265,759.00 250,715.00 256,188.00
 Total from County Tax Levy: 0.00 12,904.95 27,482.57
 Increase (Decrease) 0.00 12,904.95 14,577.62
810-Capital Equipment - File Cabinets, Emergency Replacement of Equipment

BUDGET REQUEST - 2009

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2007	2008	6 MO YTD	2008	2009
		ACTUAL	BUDGET		EST YR END	APPROVED
09-206-16-51330-110-000	Salaries	162,720.09	162,559.28	72,742.88	162,559.28	157,233.64
09-206-16-51330-125-000	Overtime	0.00	1,000.00	303.03	1,000.00	1,000.00
09-206-16-51330-151-000	Social Security	12,076.34	12,512.28	5,448.24	12,512.28	12,104.87
09-206-16-51330-152-000	Ret. Employer Share	7,473.19	9,813.56	3,307.98	9,813.56	9,335.78
09-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,751.23	7,523.73	4,314.63	7,523.73	7,120.51
09-206-16-51330-154-000	Health Insurance	55,098.74	64,772.32	29,293.47	64,772.32	68,484.64
09-206-16-51330-155-000	Life Insurance	526.05	539.40	188.55	539.40	223.20
09-206-16-51330-218-000	Service of Process	8,490.15	9,000.00	3,308.32	9,000.00	8,500.00
09-206-16-51330-225-000	Telephone	226.72	600.00	120.18	600.00	500.00
09-206-16-51330-251-000	Blood Tests	4,190.00	4,000.00	1,950.00	4,000.00	4,000.00
09-206-16-51330-262-000	Administrative Costs-Tax Intercepts	409.22	500.00	260.00	500.00	500.00
09-206-16-51330-310-000	Office Supplies	1,910.99	2,450.00	454.73	2,450.00	2,000.00
09-206-16-51330-311-000	Postage	4,133.30	4,300.00	1,492.91	4,300.00	3,900.00
09-206-16-51330-314-000	Small Items of Equipment	0.00	0.00	139.99	0.00	0.00
09-206-16-51330-330-000	Travel-Training	1,248.47	2,000.00	984.37	2,000.00	2,000.00
09-206-16-51330-348-000	Books and Supplies	0.00	100.00	51.75	100.00	100.00
09-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
09-206-16-51330-810-000	Capital Equipment	2,279.82	1,000.00	0.00	1,000.00	1,000.00
		<u>270,534.31</u>	<u>283,670.57</u>	<u>124,361.03</u>	<u>283,670.57</u>	<u>279,002.64</u>

Total Proposed Budget:	2007	2008	2009
Total Offsetting Revenues:	263,619.95	283,670.57	279,002.64
Total from County Tax Levy:	250,715.00	256,188.00	254,750.00
Increase (Decrease)	12,904.95	27,482.57	24,252.64
	12,904.95	14,577.62	(3,229.93)

810-Capital Equipment - File Cabinets, Emergency Replacement of Equipment

BUDGET REQUEST - 2010

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 BUDGET	6 MO YTD	2009 EST YR END	2010 APPROVED
00-206-16-51330-110-000	Salaries	154,425.90	157,233.64	74,770.24	157,233.64	141,581.64
00-206-16-51330-125-000	Overtime	303.03	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-151-000	Social Security	11,547.66	12,104.87	5,529.97	12,104.87	10,907.50
00-206-16-51330-152-000	Ret. Employer Share	7,060.19	7,120.51	3,364.72	7,120.51	6,843.92
00-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,210.29	9,335.78	4,411.56	9,335.78	8,840.06
00-206-16-51330-154-000	Health Insurance	63,989.01	68,484.64	30,509.94	68,484.64	61,054.58
00-206-16-51330-155-000	Life Insurance	300.15	223.20	118.50	223.20	323.28
00-206-16-51330-218-000	Service of Process	7,283.03	8,500.00	2,736.37	8,500.00	8,300.00
00-206-16-51330-225-000	Telephone	231.27	500.00	52.41	500.00	300.00
00-206-16-51330-251-000	Blood Tests	4,135.08	4,000.00	1,178.00	4,000.00	4,000.00
00-206-16-51330-262-000	Administrative Costs-Tax Intercepts	310.50	500.00	180.00	500.00	500.00
00-206-16-51330-310-000	Office Supplies	1,705.18	2,000.00	810.52	2,000.00	2,000.00
00-206-16-51330-311-000	Postage	3,770.74	3,900.00	1,624.09	3,900.00	3,900.00
00-206-16-51330-314-000	Small Items of Equipment	139.99	0.00	0.00	0.00	0.00
00-206-16-51330-330-000	Travel-Training	1,588.96	2,000.00	541.69	2,000.00	2,000.00
00-206-16-51330-348-000	Books and Supplies	51.75	100.00	46.58	100.00	100.00
00-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-349-000	ARRA Fund Expenditures	0.00	0.00	0.00	0.00	46,379.00
		266,052.73	279,002.64	125,874.59	279,002.64	300,029.98
		2008	2009	2010		
	Total Proposed Budget:	283,670.57	279,002.64	300,029.98		
	Total Offsetting Revenues:	256,188.00	254,750.00	278,179.00		
	Total from County Tax Levy:	27,482.57	24,252.64	21,850.98		
	Increase (Decrease)	14,577.62	(3,229.93)	(2,401.66)		

BUDGET REQUEST - 2012

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

DEPARTMENT: CHILD SUPPORT AGENCY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2011		6 MO YTD	2011		2012
		ACTUAL	BUDGET		EST YR END	APPROVED	
12-206-16-51330-110-000	Salaries	149,338.17	153,349.93	76,228.32	153,349.93	143,864.40	
12-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00	
12-206-16-51330-151-000	Social Security	11,140.56	11,807.77	5,700.91	11,807.77	11,082.13	
12-206-16-51330-152-000	Ret. Employer Share	7,166.66	7,871.85	3,886.16	7,871.85	8,547.00	
12-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,256.90	10,032.75	4,952.92	10,032.75	4,825.44	
12-206-16-51330-154-000	Health Insurance	54,280.99	60,536.78	35,760.23	60,536.78	53,792.88	
12-206-16-51330-155-000	Life Insurance	371.16	405.36	201.94	405.36	384.60	
12-206-16-51330-218-000	Service of Process	4,566.94	7,200.00	2,343.01	7,200.00	6,000.00	
12-206-16-51330-225-000	Telephone	35.93	300.00	35.51	300.00	300.00	
12-206-16-51330-251-000	Blood Tests	2,304.00	3,800.00	1,262.00	3,800.00	3,400.00	
12-206-16-51330-262-000	Administrative Costs-Tax Intercepts	278.00	500.00	210.00	500.00	500.00	
12-206-16-51330-310-000	Office Supplies	2,648.49	2,300.00	483.86	2,300.00	2,000.00	
12-206-16-51330-311-000	Postage	3,693.32	3,900.00	2,075.78	3,900.00	4,000.00	
12-206-16-51330-314-000	Laserfiche Annual Maintenance	0.00	0.00	0.00	0.00	1,700.00	
12-206-16-51330-330-000	Travel-Training	979.71	2,000.00	749.38	2,000.00	2,000.00	
12-206-16-51330-348-000	Books and Supplies	100.00	100.00	54.59	100.00	100.00	
12-206-16-51330-349-000	ARRA Fund Expenditures	34,400.51	0.00	0.00	0.00	0.00	
12-206-16-51330-407-000	Special Prosecutor	210.00	1,000.00	0.00	1,000.00	1,000.00	
12-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	750.00	1,000.00	1,000.00	
		280,771.34	267,104.44	134,694.61	267,104.44	245,496.45	

	2010	2011	2012
Total Proposed Budget:	300,129.98	267,104.44	245,496.45
Total Offsetting Revenues:	278,179.00	240,536.92	223,624.77
Total from County Tax Levy:	21,850.98	26,567.52	21,871.68
Increase (Decrease)	(2,401.66)	4,716.54	(4,695.84)

BUDGET REQUEST - 2013

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

DEPARTMENT: CHILD SUPPORT AGENCY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2011	2012	6 MO YTD	2012	2013
		ACTUAL	BUDGET		EST YR END	APPROVED
13-206-16-51330-110-000	Salaries	149,309.65	143,864.40	67,590.58	143,864.40	144,800.40
13-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
13-206-16-51330-151-000	Social Security	11,188.98	11,082.13	5,058.54	11,082.13	11,153.73
13-206-16-51330-152-000	Ret. Employer Share	6,394.97	8,547.00	2,203.92	8,547.00	0.00
13-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,525.20	4,825.44	3,980.66	4,825.44	55,944.59
13-206-16-51330-154-000	Health Insurance	60,369.57	53,792.88	28,396.44	53,792.88	393.00
13-206-16-51330-155-000	Life Insurance	395.23	384.60	193.00	384.60	6,000.00
13-206-16-51330-218-000	Service of Process	3,939.85	6,000.00	3,044.44	6,000.00	300.00
13-206-16-51330-225-000	Telephone	178.74	300.00	0.00	300.00	3,000.00
13-206-16-51330-251-000	Blood Tests	2,942.00	3,400.00	861.00	3,400.00	850.00
13-206-16-51330-262-000	Administrative Costs-Tax Intercepts	255.00	500.00	254.00	500.00	2,000.00
13-206-16-51330-310-000	Office Supplies	1,556.05	2,000.00	346.25	2,000.00	4,000.00
13-206-16-51330-311-000	Postage	3,758.08	4,000.00	2,010.54	4,000.00	1,700.00
13-206-16-51330-314-000	Laserfiche Annual Maintenance	0.00	1,700.00	0.00	1,700.00	2,000.00
13-206-16-51330-330-000	Travel-Training	1,624.77	2,000.00	633.04	2,000.00	150.00
13-206-16-51330-348-000	Books and Supplies	54.59	100.00	56.41	100.00	1,000.00
13-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
13-206-16-51330-810-000	Capital Equipment	750.00	1,000.00	0.00	1,000.00	1,000.00
		252,242.68	245,496.45	114,628.82	245,496.45	244,987.44

Total Proposed Budget: 2011 267,104.44
 Total Offsetting Revenues: 240,536.92
 Total from County Tax Levy: 26,567.52
 Increase (Decrease) 4,716.54

BUDGET REQUEST - 2014

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

DEPARTMENT: CHILD SUPPORT AGENCY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2012		2013		2013		2014	
		ACTUAL	BUDGET	6 MO YTD	EST YR END	APPROVED			
14-206-16-51330-110-000	Salaries	141,694.20	144,800.40	66,610.20	144,800.40	155,200.16			
14-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00			
14-206-16-51330-151-000	Social Security	10,191.79	11,153.73	5,408.87	11,153.73	11,949.31			
14-206-16-51330-152-000	Ret. Employer Share	4,480.74	9,695.72	5,048.05	9,695.72	10,934.02			
14-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,025.22	0.00	0.00	0.00	0.00			
14-206-16-51330-154-000	Health Insurance	53,972.20	55,944.59	29,472.36	55,944.59	68,688.28			
14-206-16-51330-155-000	Life Insurance	389.50	393.00	196.42	393.00	392.65			
14-206-16-51330-218-000	Service of Process	6,277.79	6,000.00	3,064.45	6,000.00	7,000.00			
14-206-16-51330-219-000	Telephone	232.18	300.00	132.84	300.00	300.00			
14-206-16-51330-225-000	Blood Tests	2,301.00	3,000.00	700.00	3,000.00	3,000.00			
14-206-16-51330-251-000	Administrative Costs-Tax Intercepts	269.00	850.00	665.00	850.00	850.00			
14-206-16-51330-262-000	Office Supplies	1,057.08	2,000.00	331.86	2,000.00	2,000.00			
14-206-16-51330-310-000	Postage	3,756.40	4,000.00	2,102.61	4,000.00	4,000.00			
14-206-16-51330-311-000	Laserfiche Annual Maintenance	0.00	1,700.00	412.34	1,700.00	2,895.00			
14-206-16-51330-314-000	Travel-Training	1,524.12	2,000.00	345.91	2,000.00	2,700.00			
14-206-16-51330-330-000	Books and Supplies	56.41	150.00	133.69	150.00	150.00			
14-206-16-51330-348-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00			
14-206-16-51330-407-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	0.00			
14-206-16-51330-810-000		234,227.63	244,987.44	114,624.60	244,987.44	272,059.42			

Total Proposed Budget:
 Total Offsetting Revenues:
 Total from County Tax Levy:
 Increase (Decrease)

2012	2013	2014
245,496.45	244,987.44	272,059.42
223,524.77	223,524.77	240,395.90
21,971.68	21,462.67	31,663.52
4,595.84	(509.01)	10,200.85

BUDGET REQUEST - 2016

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

DEPARTMENT: CHILD SUPPORT AGENCY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2014	2015	6 MO YTD	2015	2016
		ACTUAL	BUDGET		EST YR END	APPROVED
16-206-16-51330-110-000	Salaries	152,602.50	161,324.80	80,456.21	161,324.80	144,752.40
16-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
16-206-16-51330-151-000	Social Security	11,795.65	12,417.85	5,997.05	12,417.85	11,150.06
16-206-16-51330-153-000	Ret. Employer Share	11,099.96	11,038.09	5,470.96	11,038.09	9,619.66
16-206-16-51330-154-000	Health Insurance	54,571.50	51,919.20	28,397.16	51,919.20	37,604.53
16-206-16-51330-155-000	Life Insurance	486.37	548.51	279.07	548.52	302.04
16-206-16-51330-218-000	Service of Process	7,558.80	7,000.00	1,912.95	7,000.00	7,000.00
16-206-16-51330-225-000	Telephone	199.81	300.00	58.55	300.00	300.00
16-206-16-51330-251-000	Blood Tests	2,718.25	3,000.00	470.50	3,000.00	3,000.00
16-206-16-51330-262-000	Administrative Costs-Tax Intercepts	475.18	850.00	180.00	850.00	850.00
16-206-16-51330-310-000	Office Supplies	1,191.87	2,000.00	1,284.28	2,000.00	2,000.00
16-206-16-51330-311-000	Postage	4,492.56	4,000.00	2,208.85	4,000.00	4,000.00
16-206-16-51330-314-000	Laserfiche Annual Maintenance	482.50	2,895.00	2,412.50	2,895.00	2,895.00
16-206-16-51330-330-000	Travel-Training	1,009.98	2,700.00	572.82	2,700.00	2,700.00
16-206-16-51330-348-000	Books and Supplies	72.35	150.00	72.35	150.00	150.00
16-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
		<u>248,757.28</u>	<u>262,143.45</u>	<u>129,773.25</u>	<u>262,143.46</u>	<u>228,323.69</u>

Total Proposed Budget: **2014** 272,059.42 **2015** 262,143.45 **2016** 228,323.69
 Total Offsetting Revenues: 240,395.90 240,395.90 214,152.98
 Total from County Tax Levy: 31,663.52 21,747.55 14,170.71
 Increase (Decrease) 10,200.85 (9,915.97) (7,576.84)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2008
(With Summarized Financial Information for December 31, 2007)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2008	2007
Revenues					
Taxes	\$ -	\$ 51,686	\$ -	\$ 51,686	\$ 48,986
Intergovernmental	225,118	284,861	-	509,979	509,385
Public charges for services	6,222	68,483	-	74,705	76,264
Miscellaneous	-	1,251	-	1,251	1,579
Total Revenues	231,340	406,281	-	637,621	636,214
Expenditures					
Current					
Health and human services	266,054	403,120	-	669,174	691,036
Debt service					
Principal	-	-	-	-	75,809
Interest and fiscal charges	-	-	-	-	231
Total Expenditures	266,054	403,120	-	669,174	767,076
Excess of Revenues Over (Under) Expenditures	(34,714)	3,161	-	(31,553)	(130,862)
Other Financing Sources					
Transfers in	-	-	-	-	-
Net Change in Fund Balances	(34,714)	3,161	-	(31,553)	(130,862)
Fund Balances (Deficits) - January 1	(50,027)	(2,630)	(5,940)	(58,597)	72,265
Fund Balances (Deficits) - December 31	\$ (84,741)	\$ 531	\$ (5,940)	\$ (90,150)	\$ (58,597)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2009
(With Summarized Financial Information for December 31, 2008)

	Special Revenue Funds			Total	
	Child Support	Commission on Aging	Debt Service Fund	2009	2008
Revenues					
Taxes	\$ -	\$ 98,753	\$ 220,428	\$ 319,181	\$ 51,686
Intergovernmental	227,941	301,500	-	529,441	509,979
Public charges for services	4,217	78,941	-	83,158	74,705
Miscellaneous	-	2,532	16,165	18,697	1,251
Total Revenues	232,158	481,726	236,593	950,477	637,621
Expenditures					
Current					
Health and human services	254,529	422,920	-	677,449	669,174
Debt service					
Interest and fiscal charges	-	-	220,428	220,428	-
Total Expenditures	254,529	422,920	220,428	897,877	669,174
Net Change in Fund Balances	(22,371)	58,806	16,165	52,600	(31,553)
Fund Balances (Deficits) - January 1	(84,741)	531	(5,940)	(90,150)	(58,597)
Fund Balances (Deficits) - December 31	\$ (107,112)	\$ 59,337	\$ 10,225	\$ (37,550)	\$ (90,150)

GREEN LAKE COUNTY, WISCONSIN
 Combining Statement of Revenues, Expenditures and Changes in Fund Balances
 Nonmajor Governmental Funds
 For the Year Ended December 31, 2010
 (With Summarized Financial Information for December 31, 2009)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2010	2009
Revenues					
Taxes	\$ -	\$ 89,408	\$ 272,755	\$ 362,163	\$ 319,181
Intergovernmental	263,580	281,468	-	545,048	529,441
Public charges for services	4,433	85,975	-	90,408	83,158
Miscellaneous	-	132	-	132	18,697
Total Revenues	268,013	456,983	272,755	997,751	950,477
Expenditures					
Current					
Health and human services	280,772	408,667	-	689,439	677,449
Debt service					
Principal	-	-	217,695	217,695	-
Interest and fiscal charges	-	-	55,060	55,060	220,428
Total Expenditures	280,772	408,667	272,755	962,194	897,877
Net Change in Fund Balances	(12,759)	48,316	-	35,557	52,600
Fund Balances (Deficits) - January 1	(107,112)	59,337	10,225	(37,550)	(90,150)
Fund Balances (Deficits) - December 31	\$ (119,871)	\$ 107,653	\$ 10,225	\$ (1,993)	\$ (37,550)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2011
(With Summarized Financial Information for the December 31, 2010)

	Special Revenue Funds			Total	
	Child Support	Commission on Aging	Debt Service Fund	2011	2010
Revenues					
Taxes	\$ 26,567	\$ 101,349	\$ 272,755	\$ 400,671	\$ 362,163
Intergovernmental	211,037	291,027	-	502,064	545,048
Public charges for services	4,982	77,859	-	82,841	90,408
Miscellaneous	73	-	-	73	132
Total Revenues	242,659	470,235	272,755	985,649	997,751
Expenditures					
Current					
Health and human services	252,242	408,146	-	660,388	689,439
Debt service					
Principal	-	-	183,551	183,551	217,695
Interest and fiscal charges	-	-	89,205	89,205	55,060
Total Expenditures	252,242	408,146	272,756	933,144	962,194
Excess of Revenues Over (Under) Expenditures	(9,583)	62,089	(1)	52,505	35,557
Other Financing Sources					
Transfers in	73,587	-	-	73,587	-
Net Change in Fund Balances	64,004	62,089	(1)	126,092	35,557
Fund Balances (Deficits) - January 1	(119,871)	107,653	10,225	(1,993)	(37,550)
Fund Balances (Deficits) - December 31	\$ (55,867)	\$ 169,742	\$ 10,224	\$ 124,099	\$ (1,993)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2012
(With Summarized Financial Information for the December 31, 2011)

	Special Revenue Funds			Total	
	Child Support	Commission on Aging	Debt Service Fund	2012	2011
Revenues					
Taxes	\$ 21,872	\$ 105,198	\$ 272,755	\$ 399,825	\$ 400,671
Intergovernmental	226,293	294,737	-	521,030	502,064
Public charges for services	3,796	86,703	-	90,499	82,841
Miscellaneous	-	-	-	-	73
Total Revenues	251,961	486,638	272,755	1,011,354	985,649
Expenditures					
Current					
Health and human services	234,253	418,565	-	652,818	660,388
Debt service					
Principal	-	-	191,589	191,589	183,551
Interest and fiscal charges	-	-	81,166	81,166	89,205
Total Expenditures	234,253	418,565	272,755	925,573	933,144
Excess of Revenues Over Expenditures	17,708	68,073	-	85,781	52,505
Other Financing Sources					
Transfers in	-	-	-	-	73,587
Net Change in Fund Balances	17,708	68,073	-	85,781	126,092
Fund Balances (Deficits) - January 1	(55,867)	169,742	10,224	124,099	(1,993)
Fund Balances (Deficits) - December 31	\$ (38,159)	\$ 237,815	\$ 10,224	\$ 209,880	\$ 124,099

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2013
(With Summarized Financial Information for the December 31, 2012)

	Special Revenue Funds		General Debt Service Fund	Total	
	Child Support	Commission on Aging		2013	2012
Revenues					
Taxes	\$ 21,463	\$ 114,954	\$ 272,755	\$ 409,172	\$ 399,825
Intergovernmental	265,358	296,055	-	561,413	521,030
Public charges for services	5,267	88,416	-	93,683	90,499
Total Revenues	292,088	499,425	272,755	1,064,268	1,011,354
Expenditures					
Current					
Health and human services	252,418	471,878	-	724,296	652,818
Debt service					
Principal	-	-	1,607,164	1,607,164	191,589
Interest and fiscal charges	-	-	101,534	101,534	81,166
Total Expenditures	252,418	471,878	1,708,698	2,432,994	925,573
Excess of Revenues Over (Under) Expenditures	39,670	27,547	(1,435,943)	(1,368,726)	85,781
Other Financing Sources					
Long-term debt issued	-	-	1,435,000	1,435,000	-
Net Change in Fund Balances	39,670	27,547	(943)	66,274	85,781
Fund Balances (Deficits) - January 1	(38,159)	237,815	10,224	209,880	124,099
Fund Balances (Deficits) - December 31	\$ 1,511	\$ 265,362	\$ 9,281	\$ 276,154	\$ 209,880

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2014
(With summarized financial information as of December 31, 2013)

	Special Revenue Funds			Total	
	Child Support	Commission on Aging	General Debt Service Fund	2014	2013
Revenues					
Taxes	\$ 31,664	\$ 124,708	\$ 257,949	\$ 414,321	\$ 409,172
Intergovernmental	241,261	277,023	-	518,284	561,413
Public charges for services	3,670	85,279	-	88,949	93,683
Total Revenues	276,595	487,010	257,949	1,021,554	1,064,268
Expenditures					
Current					
Health and human services	254,868	478,072	-	732,940	724,296
Debt service					
Principal	-	-	220,000	220,000	1,607,164
Interest and fiscal charges	-	-	12,429	12,429	101,534
Total Expenditures	254,868	478,072	232,429	965,369	2,432,994
Excess of Revenues Over (Under) Expenditures	21,727	8,938	25,520	56,185	(1,368,726)
Other Financing Sources					
Long-term debt issued	-	-	-	-	1,435,000
Net Change in Fund Balances	21,727	8,938	25,520	56,185	66,274
Fund Balances - January 1	1,511	265,362	9,281	276,154	209,880
Fund Balances - December 31	\$ 23,238	\$ 274,300	\$ 34,801	\$ 332,339	\$ 276,154

Child Support hours worked:

Interin Administrator:

Dates	Hours worked	Overtime	Hours off	Explanation
1/1/2016 to 1/7/2016	32		8	Holiday
1/8/2016 to 1.21.2016	76.5	2	8	Vacation
1/22/2016 to 2/4/2016	86.75	6.75	0	
2/5/2016 to 2/18/2016	80.25	3	9.5	8 -Personal and 1.5 - vacation
2/19/2016 to 3/3/2016	71.5	4	15.5	Sick time
3/4/2016 to 3/17/2016	96	16	0	
3/18/2016 to 3/31/2016	67	0	24	8 - vac, 8 - personal 8 -sick
4/1/2016 to 4/14/2016	88.75	8.75	5	Sick time
Total	598.75	40.5	70	

Specialist II

Dates	Hours worked	Overtime	Hours off	Explanation
1/1/2016 to 1/7/2016	29.5	0	10.5	8 -Holiday 2.5 six
1/8/2016 to 1.21.2016	83.5	3.5	0	
1/22/2016 to 2/4/2016	84.5	4.5	0	
2/5/2016 to 2/18/2016	69.25	4	16	Sick time
2/19/2016 to 3/3/2016	77.75	3.25	8	Personal
3/4/2016 to 3/17/2016	75	1	9.5	8 -Personal and 1.5 Sick
3/18/2016 to 3/31/2016	88	8	0	
Total	507.5	24.25	44	

GREEN LAKE COUNTY TIME SHEET

Employee Name: Marcia L. Klemm

Employee Signature: Marcia L. Klemm

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: James W. Stearns

Pay Period Beginning: 12/25/2015



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes	
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay			
Fri 12/25					0.00	8.00	0.00										8.00	Christmas holiday
Sat 12/26					0.00	0.00	0.00										0.00	
Sun 12/27					0.00	0.00	0.00										0.00	
Mon 12/28					0.00	8.00	0.00										8.00	
Tue 12/29	12:30				4.00	8.00	0.00			4.00							4.00	
Wed 12/30	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Thu 12/31					0.00	8.00	0.00			8.00							8.00	New Years Eve holiday
Week Total					12.00	40.00	0.00			16.00	0.00	12.00	0.00	0.00	0.00	0.00	28.00	
Fri 1/1					0.00	8.00	0.00			8.00							8.00	New Years Day holiday
Sat 1/2					0.00	0.00	0.00										0.00	
Sun 1/3					0.00	0.00	0.00										0.00	
Mon 1/4	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Tue 1/5	11:00				5.50	8.00	0.00										2.50	
Wed 1/6	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Thu 1/7	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Week Total					29.50	40.00	0.00			8.00	0.00	12.00	2.50	0.00	0.00	0.00	10.50	
Pay Period Total					41.50	80.00	0.00			24.00	0.00	24.00	2.50	0.00	0.00	0.00	38.50	

Hours Worked: 41.50
 Regular Hours to be Paid: 80.00
 Overtime to be Paid: 9.00

Flex Used: 0.00
 Flex Accrued: 0.00
 Running Total Flex: 0.00

Comp Used: 0.00
 Comp Accrued: 0.00
 Running Total Comp: 0.00

*Must work 40 hours in week to be eligible

118 = 1679.68

GREEN LAKE COUNTY TIME SHEET

Employee Name: Marcia L. Keman

Employee Signature: *Marcia L. Keman*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *James W. Sheline*

Pay Period: 1/8/2016
Beginning: 1/8/2016



Date	Use Military Time						Use Hours							Other Time Total	Notes		
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank			Funeral Leave	Leave w/o Pay
Fri 1/8	8:00	12:00	12:30	16:30	8.00	8.00	0.00									0.00	
Sat 1/9					0.00	0.00	0.00									0.00	
Sun 1/10					0.00	0.00	0.00									0.00	
Mon 1/11	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Tue 1/12	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Wed 1/13	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Thu 1/14	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Week Total					41.00	41.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri 1/15	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Sat 1/16					0.00	0.00	0.00									0.00	
Sun 1/17					0.00	0.00	0.00									0.00	
Mon 1/18	7:30	12:00	12:15	16:30	8.75	8.75	0.00									0.00	
Tue 1/19	8:00	12:15	12:30	16:30	8.25	8.25	0.00									0.00	
Wed 1/20	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Thu 1/21	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					42.50	42.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay Period Total					83.50	83.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hours Worked	83.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	88.00	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	3.50	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 116.78

GREEN LAKE COUNTY TIME SHEET

Employee Name: Marcia L. Kiernan

Employee Signature: Marcia L. Kiernan

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jamelle Kiernan

Pay Period Beginning: 2/5/2016



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes					
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay							
Fri 2/5	7:45	12:00	12:30	16:30	8.25	8.25	0.00															
Sat 2/6					0.00	0.00	0.00															
Sun 2/7					0.00	0.00	0.00															
Mon 2/8	7:30	12:00	12:30	16:30	8.50	8.50	0.00															
Tue 2/9					0.00	8.00	0.00					8.00										
Wed 2/10					0.00	8.00	0.00					8.00										
Thu 2/11	7:30	12:00	12:30	16:30	8.50	8.50	0.00															
Week Total					25.25	41.25	0.00		0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00				16.00		
Fri 2/12	7:30	12:00	12:30	16:30	8.50	8.50	0.00															
Sat 2/13					0.00	0.00	0.00															
Sun 2/14					0.00	0.00	0.00															
Mon 2/15	7:15	12:00	12:15	16:30	9.00	9.00	0.00															
Tue 2/16	7:30	12:00	12:30	16:30	8.50	8.50	0.00															
Wed 2/17	7:30	12:00	12:30	17:30	9.50	9.50	0.00															
Thu 2/18	7:30	12:00	12:30	16:30	8.50	8.50	0.00															
Week Total					44.00	44.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					16.00	
Pay Period Total					69.25	85.25	0.00		0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00					16.00	

Hours Worked	69.25	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	84.25	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	4.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 126.41

GREEN LAKE COUNTY TIME SHEET

Employee Name: MARCIA L KLEMAN

Employee Signature: *Marcia L. Kleman*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *James H. Klevor*

Pay Period Beginning: 3/4/2016



Date	Use Military Time				Use Hours								Notes				
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave		Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total
Fri 3/4					0.00	8.00	0.00				8.00 ✓					8.00	
Sat 3/5					0.00	0.00	0.00									0.00	
Sun 3/6					0.00	0.00	0.00									0.00	
Mon 3/7	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Tue 3/8	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Wed 3/9	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Thu 3/10	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					34.00	42.00	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	
Fri 3/11	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Sat 3/12					0.00	0.00	0.00									0.00	
Sun 3/13					0.00	0.00	0.00									0.00	
Mon 3/14	8:30			16:30	8.00	8.50	0.00				0.50 ✓					0.50	
Tue 3/15	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 3/16	9:00	12:00	12:30	16:30	7.00	8.00	0.00				1.00 ✓					1.00	
Thu 3/17	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					41.00	42.50	0.00		0.00	0.00	0.00	1.50	0.00	0.00	0.00	1.50	
Pay Period Total					75.00	84.50	0.00		0.00	0.00	8.00	1.50	0.00	0.00	0.00	9.50	

Hours Worked	75.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	83.50	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	1.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

GREEN LAKE COUNTY TIME SHEET

Name: Marcia L. Kieran

Employee Signature: Marcia L. Kieran

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: James M. Moore

Pay Period Beginning: 3/26/2016



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes				
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay						
Fr 3/18	7:30	12:00	12:30	16:30	8.50	8.50	0.00														
Sat 3/19					0.00	0.00	0.00														
Sun 3/20					0.00	0.00	0.00														
Mon 3/21	7:30	12:00	12:30	16:30	8.50	8.50	0.00														
Tue 3/22	7:30	12:00	12:30	16:30	8.50	8.50	0.00														
Wed 3/23	7:30			16:30	9.00	9.00	0.00														
Thu 3/24	7:30			16:30	9.00	9.00	0.00														
Week Total					43.50	43.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fr 3/25	7:30			16:30	9.00	9.00	0.00														
Sat 3/26					0.00	0.00	0.00														
Sun 3/27					0.00	0.00	0.00														
Mon 3/28	7:30	12:00	12:30	16:30	8.50	8.50	0.00														
Tue 3/29	7:15	12:15	12:30	16:30	9.00	9.00	0.00														
Wed 3/30	7:15	12:00	12:30	17:00	9.25	9.25	0.00														
Thu 3/31	7:15	12:00	12:30	16:30	8.75	8.75	0.00														
Week Total					44.50	44.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pay Period Total					88.00	88.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours Worked	88.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	8.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 253.20

GREEN LAKE COUNTY TIME SHEET



Employee Name: Jeanne M Theune

Employee Signature: Jeanne M Theune

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M Theune

Pay Period Beginning: 12/25/2015

Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes		
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay				
Fri 12/25					0.00	8.00	0.00			8.00								8.00	
Sat 12/26					0.00	0.00	0.00											0.00	
Sun 12/27					0.00	0.00	0.00											0.00	
Mon 12/28	8:00	12:30	13:00	16:30	8.00	8.00	0.00											0.00	
Tue 12/29	8:00	12:30	13:00	16:30	8.00	8.00	0.00											0.00	
Wed 12/30	8:00	12:30	13:00	16:30	8.00	8.00	0.00											0.00	
Thu 12/31					0.00	8.00	0.00			8.00								8.00	
Week Total					24.00	40.00	0.00			16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	
Fri 1/1					0.00	8.00	0.00			8.00								8.00	
Sat 1/2					0.00	0.00	0.00											0.00	
Sun 1/3					0.00	0.00	0.00											0.00	
Mon 1/4	8:00	12:30	13:00	16:30	8.00	8.00	0.00											0.00	
Tue 1/5	8:00	12:30	13:00	17:30	9.00	8.00	1.00	Accrue Flex										0.00	
Wed 1/6	8:00	12:30	13:00	16:30	8.00	8.00	0.00											0.00	
Thu 1/7	9:00	11:30	12:00	16:30	7.00	8.00	-1.00	Use Flex/Comp		8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Week Total					32.00	40.00	0.00			24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	
Pay Period Total					56.00	80.00	0.00			24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	

Hours Worked	56.00	Flex Used	-1.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	1.00	Comp Accrued	0.00
*Overtime to be Paid	9.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

110 = 1641.60

GREEN LAKE COUNTY TIME SHEET

Employee Name: JEANNE M THEUNE

Employee Signature: _____

I certify that the below is true and corrected the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: _____

Pay Period Beginning: 1/8/2016



Date	Use Military Time				Use Hours								Other Time Total	Notes			
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave			Sick Bank	Funeral Leave	Leave w/o Pay
Fri 1/8	8:00			16:30	8.50	8.50	0.00									0.00	
Sat 1/9					0.00	0.00	0.00									0.00	
Sun 1/10					0.00	0.00	0.00									0.00	
Mon 1/11	8:00			16:30	8.50	8.50	0.00									0.00	
Tue 1/12	8:00			16:30	8.50	8.50	0.00									0.00	
Wed 1/13	8:00			16:30	8.50	8.50	0.00									0.00	
Thu 1/14	8:00			16:00	8.00	8.50	0.00				0.50					0.50	
Week Total					42.00	42.50	0.00		0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50	
Fri 1/15	8:00			16:30	8.50	8.50	0.00									0.00	
Sat 1/16					0.00	0.00	0.00									0.00	
Sun 1/17					0.00	0.00	0.00									0.00	
Mon 1/18					0.00	0.00	0.00		8.00							8.00	
Tue 1/19	8:00			16:45	8.75	8.75	0.00									0.00	
Wed 1/20	8:00			16:30	8.50	8.50	0.00									0.00	
Thu 1/21	7:45			16:30	8.75	8.75	0.00									0.00	
Week Total					34.50	42.50	0.00		0.00	8.00	0.00	0.50	0.00	0.00	0.00	0.00	8.00
Pay Period Total					76.50	85.00	0.00		0.00	8.00	0.00	0.50	0.00	0.00	0.00	0.50	8.50

Hours Worked	76.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	83.00	Flex Accrued	0.00	Comp Accrued	0.00
*Overtime to be Paid	2.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

3 x 20.02 = 61.96 (regular)

110 = 61.86
 (OT) 125 = 61.96
 123.72

GREEN LAKE COUNTY
TIME SHEET

Employee Name: Jeanne M Thorne
 Employee Signature: Jeanne M Thorne
 Supervisor Signature: Jeanne M Thorne
 Pay Period Beginning: 1/22/2016



Date	Use Military Time				Use Hours								Other Time Total	Notes			
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave			Sick Bank	Funeral Leave	Leave w/o Pay
Fri 1/22	7:30	11:30	12:00	16:30	8.50	8.50	0.00									0.00	
Sat 1/23					0.00	0.00	0.00									0.00	
Sun 1/24					0.00	0.00	0.00									0.00	
Mon 1/25	7:30			16:30	9.00	9.00	0.00									0.00	
Tue 1/26	8:00			16:30	8.50	8.50	0.00									0.00	
Wed 1/27	7:45			16:30	8.75	8.75	0.00									0.00	
Thu 1/28	7:30			15:30	8.00	8.00	0.00									0.00	
Week Total					42.75	42.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri 1/29	7:30			16:30	9.00	9.00	0.00									0.00	
Sat 1/30					0.00	0.00	0.00									0.00	
Sun 1/31					0.00	0.00	0.00									0.00	
Mon 2/1	7:30			15:30	8.00	8.00	0.00									0.00	
Tue 2/2	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 2/3	7:30			16:30	9.00	9.00	0.00									0.00	
Thu 2/4	7:30			16:30	9.00	9.00	0.00									0.00	
Week Total					44.00	44.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay Period Total					86.75	86.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hours Worked: 86.75
 Regular Hours to be Paid: 86.75
 Overtime to be Paid: 6.75
 Flex Used: 0.00
 Flex Accrued: 0.00
 Running Total Flex: 0.00
 Comp Used: 0.00
 Comp Accrued: 0.00
 Running Total Comp: 0.00
 *Must work 40 hours in week to be eligible

125-208.79

GREEN LAKE COUNTY TIME SHEET



Employee Name: Jeanne Theune

Employee Signature: Jeanne Theune

Verify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne Theune

Pay Period Beginning: 2/5/2016

Date	Time In	Time Out	Use Military Time				Use Hours							Other Time Total	Notes		
			Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank			Funeral Leave	Leave w/o Pay
Fri 2/5	7:30	16:30			9.00	9.00	0.00									0.00	
Sat 2/6					0.00	0.00	0.00									0.00	
Sun 2/7					0.00	0.00	0.00									0.00	
Mon 2/8	7:30	16:30			9.00	9.00	0.00									0.00	
Tue 2/9	7:30	16:30			9.00	9.00	0.00									0.00	
Wed 2/10	7:30	17:00			9.50	9.50	0.00									0.00	
Thu 2/11	7:15	13:45			6.50	8.00	0.00		1.50							1.50	
Week Total					43.00	44.50	0.00		1.50	0.00	0.00	0.00	0.00	0.00		1.50	
Fri 2/12	7:30	16:30			9.00	9.00	0.00									0.00	
Sat 2/13					0.00	0.00	0.00									0.00	
Sun 2/14					0.00	0.00	0.00									0.00	
Mon 2/15					0.00	8.00	0.00		8.00							8.00	
Tue 2/16	7:30	16:30			9.00	9.00	0.00									0.00	
Wed 2/17	7:30	17:45			10.25	10.25	0.00									0.00	
Thu 2/18	7:30	16:30			9.00	9.00	0.00									0.00	
Week Total					37.25	45.25	0.00		0.00	0.00	0.00	0.00	0.00	0.00		8.00	
Pay Period Total					80.25	89.75	0.00		1.50	8.00	0.00	0.00	0.00	0.00		9.50	

Hours Worked	80.25	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	86.25	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	3.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 92.79

**GREEN LAKE COUNTY
TIME SHEET**

Employee Name:

Jeanne M Theure

Employee Signature:

Jeanne M Theure

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature:

Jeanne M Theure

Pay Period Beginning:

2/19/2016



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Use Hours				Other Time Total	Notes		
	Time In	Time Out	Time In	Time Out								Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay				
Fri 2/19	7:30			16:30	9.00	9.00	0.00												
Sat 2/20					0.00	0.00	0.00												
Sun 2/21					0.00	0.00	0.00												
Mon 2/22	7:15			16:30	9.25	9.25	0.00												
Tue 2/23	9:15			16:45	7.50	8.00	0.00							0.50					
Wed 2/24	7:30			16:30	9.00	9.00	0.00												
Thu 2/25	7:15			16:30	9.25	9.25	0.00												
Week Total					44.00	44.50	0.00		0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50			
Fri 2/26	7:15			14:15	7.00	8.00	0.00					1.00				1.00			
Sat 2/27					0.00	0.00	0.00									0.00			
Sun 2/28					0.00	0.00	0.00									0.00			
Mon 2/29	7:15			9:15	2.00	8.00	0.00					6.00				6.00			
Tue 3/1					0.00	8.00	0.00					8.00				8.00			
Wed 3/2	7:15			16:30	9.25	9.25	0.00									0.00			
Thu 3/3	7:15			16:30	9.25	9.25	0.00									0.00			
Week Total					27.50	42.50	0.00		0.00	0.00	0.00	15.00	0.00	0.00	0.00	15.00			
Pay Period Total					71.50	87.00	0.00		0.00	0.00	0.00	15.50	0.00	0.00	0.00	15.50			

Hours Worked	74.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	82.00	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	4.00	Running Total Flex	0.00	Running Total Comp	0.00

(3 + 6.75 = 9.75) plus pay from DS (16)

110 = 201.05
125 = 123.72
324.77

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Leanne M Theune

Employee Signature: *Leanne M Theune*
I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanette Ste...*

Pay Period Beginning: 3/4/2016



Date	Use Military Time				Use Hours								Notes				
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave		Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total
Fri 3/4	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/5					0.00	0.00	0.00									0.00	
Sun 3/6					0.00	0.00	0.00									0.00	
Mon 3/7	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/8	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/9	7:15			17:30	10.25	10.25	0.00									0.00	
Thu 3/10	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					47.25	47.25	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fri 3/11	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/12					0.00	0.00	0.00									0.00	
Sun 3/13					0.00	0.00	0.00									0.00	
Mon 3/14	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/15	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/16	7:15			19:00	11.75	11.75	0.00									0.00	
Thu 3/17	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					48.75	48.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pay Period Total					96.00	96.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours Worked	96.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	96.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	16.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

GREEN LAKE COUNTY
TIME SHEET



COPY

Employee Name: Jeanne M Theune
 Employee Signature: Jeanne M Theune
 Supervisor Signature: Jeanne M Theune
 Pay Period Beginning: 3/18/2016

Date	Use Military Time				Use Hours										Other Time Total	Notes	
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave			Leave w/o Pay
Fri 3/18	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/19					0.00	0.00	0.00									0.00	
Sun 3/20					0.00	0.00	0.00									0.00	
Mon 3/21	7:15			18:15	11.00	11.00	0.00									0.00	
Tue 3/22	7:15			16:30	9.25	9.25	0.00				8.00					0.00	
Wed 3/23					0.00	8.00	0.00				8.00					8.00	
Thu 3/24					0.00	8.00	0.00				8.00					8.00	
Week Total					29.50	45.50	0.00		0.00	8.00	8.00	8.00	0.00	0.00	0.00	16.00	
Fri 3/25					0.00	8.00	0.00			8.00						8.00	
Sat 3/26					0.00	0.00	0.00									0.00	
Sun 3/27					0.00	0.00	0.00									0.00	
Mon 3/28	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/29	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/30	7:00			16:30	9.50	9.50	0.00									0.00	
Thu 3/31	7:00			16:30	9.50	9.50	0.00									0.00	
Week Total					37.50	45.50	0.00		0.00	8.00	8.00	8.00	0.00	0.00	0.00	8.00	
Pay Period Total					67.00	91.00	0.00		0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00	

Hours Worked: 67.00
 Regular Hours to be Paid: 91.00
 *Overtime to be Paid: 0.00
 Flex Used: 0.00 Comp Used: 0.00
 Flex Accrued: 0.00 *Comp Accrued: 0.00
 Running Total Flex: 0.00 Running Total Comp: 0.00

*Must work 40 hours in week to be eligible

(straight time) 125 = 248.82

GREEN LAKE COUNTY
TIME SHEET

Employee Name: Jeane M Theune

Employee Signature: *Jeane M Theune*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Scott De*

Pay Period Beginning: 4/1/2016

COPY



Date	Use Military Time				Use Hours							Other Time Total	Notes				
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day			Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay
Fri 4/1	7:00			16:30	9.50	9.50	0.00									0.00	
Sat 4/2					0.00	0.00	0.00									0.00	
Sun 4/3					0.00	0.00	0.00									0.00	
Mon 4/4	7:00			17:00	10.00	10.00	0.00									0.00	
Tue 4/5	7:00			17:00	10.00	10.00	0.00									0.00	
Wed 4/6	7:00			17:30	10.50	10.50	0.00									0.00	
Thu 4/7	8:00			16:30	8.50	8.50	0.00									0.00	
Week Total					48.50	48.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
Fri 4/8	8:00			16:30	8.50	8.50	0.00									0.00	
Sat 4/9					0.00	0.00	0.00									0.00	
Sun 4/10					0.00	0.00	0.00									0.00	
Mon 4/11	7:30			16:30	9.00	9.00	0.00									0.00	
Tue 4/12	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 4/13	7:30			18:15	10.75	10.75	0.00									0.00	
Thu 4/14	7:30			10:30	3.00	8.00	0.00					5.00				5.00	
Week Total					40.25	45.25	0.00		0.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00	
Pay Period Total					88.75	93.75	0.00		0.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00	

Hours Worked	88.75	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	85.00	Flex Accrued	0.00	Comp Accrued	0.00
Overtime to be Paid	8.75	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

110 = 113.10
125 = 296.90
410.00

Bostelmann, Marge

From: Theune, Jeanne
Sent: Thursday, March 17, 2016 3:37 PM
To: Bostelmann, Marge

Marge,

Marcia and I sat down and discussed what we feel would be the most feasible answer to helping in our office and we both feel it would be best to see if Angie could come up here a couple of hours per day rather than Nan. Please don't think I have anything against Nan as I don't. But what we do is extremely specialized and centers around our computer system which she doesn't know. Also, there is the issue of security clearance and confidentiality. Marcia and I both feel if we could show Angie all of the data entry that has to be done in our child support system, that would help immensely because I wouldn't have to take the time to do that. I'm not sure what Dawn's work load is for Angie but I know she can always work on Dawn's things up here as well. And Angie is already answering the phones and is familiar with our cases. Unfortunately, it takes a lot of time to learn anything in this office-it's taken me years to get the knowledge of all of the aspects of the program. And the State is no longer doing the training they used to offer that I took when I started in here. It's a very sad situation but I will do whatever I have to in order to keep the office running as best as I can. But I really do feel that the best option for us with the least amount of training would be Angie. I'm not sure what your thoughts are on this...Please let me know.

Thank you.

JEANNE M THEUNE
GREEN LAKE COUNTY CHILD SUPPORT
(920) 294-4048

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Hanson, Nan

From: Hanson, Nan
Sent: Monday, March 21, 2016 8:30 AM
To: Theune, Jeanne
Subject: RE: how can I help?

Not a problem. If you find I can help out, just let me know.

Have a good day.
Nan

From: Theune, Jeanne
Sent: Monday, March 21, 2016 8:28 AM
To: Hanson, Nan
Subject: RE: how can I help?

Hi Nan,

I sent an email to Marge on Friday regarding this. Unfortunately, I don't think there is anything I can have you do. We have extreme security clearance and confidentiality in our office and I don't believe I can get clearance for you through the State in this capacity. Marcia and I sat down and talked about this and we feel the only person who really could help in our office is Angie since she already has the security clearance and has access to our system. We spoke to her on Friday and have worked out that she can come up a couple of hours a day to do data entry for us which will take a lot of time consuming stuff off my plate. Other than that, she is already answering our phones so I think that we should be ok. I really appreciate you wanting to help us out. It's just that what we do is so specialized and the State requires such a high level of confidentiality, it's difficult to have anyone come in and help without them being familiar with our computer system and having clearance. If there is anything I can come up with that I do feel could be of help, I will certainly let you know.

Thank you.

JEANNE M THEUNE
GREEN LAKE COUNTY CHILD SUPPORT
(920) 294-4048

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From: Hanson, Nan
Sent: Monday, March 21, 2016 8:23 AM
To: Theune, Jeanne
Subject: how can I help?

Jeanne –

Marge talked with my last week that your office will be short staffed for a period of time. She asked that I contact you this week to see how I might be of assistance to you.

So, if there is a time we could talk, just let me know. I should be available to talk whenever it works in your schedule.

Thanks,
Nan Hanson

Bostelmann, Marge

From: Jensen, Shelby
Sent: Tuesday, April 12, 2016 2:44 PM
To: Bostelmann, Marge
Subject: FW: CARES, KIDS, Extranet, EOS and CWW Access for Nan Hanson

Nan has security clearance

From: McDaniel, Patricia A - DCF [mailto:Patricia.McDaniel@wisconsin.gov]
Sent: Tuesday, April 12, 2016 2:28 PM
To: Hanson, Nan
Cc: Jensen, Shelby
Subject: CARES, KIDS, Extranet, EOS and CWW Access for Nan Hanson

Nan,

You have been granted access to CARES, EOS and KIDS. Your ID is **XGL119**. For your initial password please contact the DCF Help Desk toll free at 1-855-264-6323. **Please reference ticket 706711 when you call.**

You have been given access to the production Cares Worker Web (CWW).
<https://cares.wisconsin.gov/>

You created a Web Access Management System (**WAMS**) **Logon ID** and **WAMS** password. You entered your work e-mail address, a secret question and secret answer for making changes to your WAMS account information, including password changes. Only you can change your WAMS password using the account recovery process below.

If you type your WAMS password incorrectly three times, your WAMS Logon ID will be locked and you must go to <http://on.wisconsin.gov> and follow the account recovery instructions to unlock the ID. If you forget your password you must also go to <http://on.wisconsin.gov> and follow the account recovery instructions to obtain a new password. DCF Security cannot reset your WAMS password. The DWD service desk cannot reset your WAMS password. <http://on.wisconsin.gov> is the site where you self-registered to create your WAMS ID and password.

1. Click on account recovery and enter your WAMS ID or your valid work e-mail address.
2. WAMS will send you an e-mail instructing you to click on a enclosed web link. The link will reveal your secret question. You must answer the Secret Question exactly as it was originally entered and click **Submit**. If the Secret Answer is entered correctly, a Password Change page is displayed and you will create a new WAMS password (7-20 characters that must be a combination of letters and either numbers or special characters). If you cannot answer the question successfully please call DOA Service Desk at 608-264-9383 for assistance changing your WAMS password.
3. If you successfully change your password, you will receive an e-mail confirming that the password on your account has been changed. This is a security measure to alert you that your password has been changed. If you get this message and you didn't change your WAMS password, please call DHS Security immediately.
4. Close your browser and open up the CWW page and sign on using your WAMS ID and new password.

You have been given access to SharePoint for Child Support Work Web. Access to Sharepoint uses your WIEXT ID/password for authentication. The following information pertains to your WIEXT ID. Please retain for future reference.

You created a DWD/Wisconsin Logon ID (WIEXT) **Logon ID** and password. You entered your work e-mail address, a secret question and secret answer for making changes to your WIEXT account information, including password changes. If you type your WIEXT password incorrectly three times, your WIEXT Logon ID will be locked and you must go to <https://www.dwd.state.wi.us/accountmanagement/> and follow the account recovery instructions to unlock the ID.

If you forget your password you must also go to <https://www.dwd.state.wi.us/accountmanagement/> and follow the account recovery instructions to obtain a new password. DCF Security cannot reset your WIEXT password. The DWD service desk cannot reset your WIEXT password.

<https://www.dwd.state.wi.us/accountmanagement/> is the site where you self-registered to create your WIEXT ID and password.

The DWD Service Desk can assist you if you have problems with your WIEXT ID, their number is 608-266-7252.

State of Wisconsin

DCF Security

Department of Children and Families

201 East Washington Avenue

Madison, WI 53703

T: 608.264.6323 option 2

E: dcfsecurity@wisconsin.gov

Child Support Information Prepared by Green Lake County Child Support

- All of the counties in the State that are currently under the umbrella of Health and Human Services still maintain the same structure of an Administrator/Director/Manager (whatever that specific county calls the department head) and workers underneath them. Only one county has only a lead worker. However, we cannot bill for maximum funding without a working administrator. Under the current structure, we can receive maximum funding of 66% reimbursement of all expenses for the program, which includes salaries and benefits, from the State and Federal Government as well as incentive money and RMS money.
- If we are put under Health and Human Services, and maintain 3 child support workers with no working administrator, we will not be able to get full funding. There is a separate billing line on our monthly CORE reports for the administrator. At the current time, we are not able to bill for an administrator, which by using the wage study hourly wage if the administrator position was filled, is costing us \$2,700.00 per month. That doesn't include the benefits. With the benefits added, it is closer to \$3,000.00 per month we are losing.
- Adding part of the department head from human services to our budget will not be able to be recouped unless that person is doing child support work, per my regional director. With the office running under 3 people sufficiently, there would not be a reason for the economic department head to be doing 100% child support work. Thus we add money to our budget, but can only bill for time spent on child support work so we would not get the full amount of expenses recouped from the State and Federal Government.
- If we are put under Corporation Counsel, we would have to eliminate the current cooperative agreement we currently have with that office which bills a flat \$750.00 per month for Corporation Counsel services. Of that, Corporation Counsel receives \$495.00 per month back which goes into their funds. Under Corporation Counsel we would have to bill strictly on the hours worked in child support at the current hourly wage of the

Child Support Information Prepared by Green Lake County Child Support

Corporation Counsel. At this time, it averages about 3.5 hours per month. That would mean we would only be billing for approximately \$156.45 per month for services, of which Corporation Counsel would only receive \$103.26 back. This would be a loss to our agency as well as to Corporation Counsel. Also, in January, it was proposed that our part time secretary would be eliminated and our phone calls would be answered by the human services secretary. This would add to the Corporation Counsels budget and would be a great loss for our department as the current secretary has access to our KIDS system and is able to maneuver in the system enough to field questions. The secretary at human services would not be able to do that. So I feel we would need to leave her as a quarter time employee in Child Support. Also, at this time, we can recoup 66% of her salary and benefits for the 25% of her time she is working in child support. If her full salary and benefits are added to the Corporation Counsel budget, none of it would be recouped.

- The current scenarios are using the current wages of all of the staff. There would likely be an increase in hourly pay for either the Corporation Counsel or Economic Support Head to take on the responsibility of overseeing the Child Support Agency. Thus the budget for those two scenarios would be higher.
- There are currently only 11 counties who have their child support agency under the corporation counsel and only 19 who are under health and human services. The other 41 counties are stand alone agencies.
- Per the Federal policies, we are to have sufficient staff to carry out mandated child support services. If there would be an audit and it shows that an agency is not complying with providing all of the mandated services and it is determined that the reason for not complying was due to insufficient staff, the federal government and state can take away our funding. Currently, we have been understaffed for over 4 months. If this is to continue for a long period of time, we risk losing all funding and the

Child Support Information Prepared by Green Lake County Child Support

county would have to make up for that funding as it is mandated that each county provide a child support agency and child support services.

County Structure Prepared by Green Lake County Child Support

Counties Under Corporation Counsel

Structure

Columbia

Administrator/workers

Dane

Managers/supervisors/workers

Eau Claire

Dept Head/Manager/workers

LaCrosse

Director/Supervisor/workers

Langlade

Corp is Director/Office coord/workers

Ozaukee

Director/workers

Polk

Asst Corp is Director/workers

Racine

Director/supervisors/workers

Washington

Deputy count atty/workers

Waukesha

Director/supervisors/workers

Waupaca

Asst Corp Counsel/workers

County Structure Prepared by Green Lake County Child Support

Counties Under Human Services

Structure

Ashland	Administrator/Workers
Buffalo	Director/workers
Calumet	Manager/workers
Jackson	Manager/workers
Juneau	Manager/workers
Kenosha	Several Managers/Supervisors/workers
Lincoln	Lead worker
Marathon	Manager/Supervisor/workers
Marquette	Manager/worker
Oneida	Supervisor/workers
Outagamie	Several managers/workers
Pepin	Coordinator (only 1 worker office)
Pierce	Manager/workers
Portage	Coordinator/Supervisor/workers
Rusk	Director/workers
Sheboygan	Director/Supervisor/workers
Vilas	Director/workers
Walworth	Supervisor/workers
Washburn	Director/workers

Child Support Comparables
Prepared by Green Lake County Child Support

POSITION TITLE- 2015 STRUCTURE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin	Pay Group 9	31.71	2080	65,956.80	5,045.70	4,353.15			75,355.64
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt				1,000.00	76.50				1,142.50
TOTAL:				163,432.40	12,502.58	10,786.54			186,721.52

NEW DEPT HEAD HIRED
STAND ALONE AGENCY

REPORTING TO
JUD/LAW OR
COUNTY

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
TOTALS:				135,891.60	10,472.20	9,034.84			156,398.66

SAVINGS:

27,540.80 2,030.38 1,751.70 30,322.86

Child Support Comparables
Prepared by Green Lake County Child Support

SPECIALIST II MOVES UP
TO
DEPT. HEAD-STAND
ALONE

REPORTING TO
JUD/LAW OR
COUNTY
ADMINISTRATOR

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
TOTALS:				127,176.40	9805.49	8,459.64			146,441.54

SAVINGS: **36,256.00** **2697.09** **2,326.90** **40,279.98**

COMBINE WITH CORP
COUNSEL

LEAD WORKER ADDED
10% CHILD SUPPORT
WORK BY DEPT HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Corp Counsel	Pay Group 1	44.70	208	9,297.60	711.26	613.64			10,622.20
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
TOTALS:				139,947.60	10,782.48	9,302.54			161,032.32

SAVINGS: **23,484.40** **1,720.10.10** **1,484.00** **25,682.20**

Child Support Comparables
Prepared by Green Lake County Child Support

COMBINE WITH HUMAN
SERVICES

LEAD WORKER ADDED
NON WORKING DEPT
HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer	H-INS	L-INS	TOTAL
Economic Support Mgr	Pay Group 7	32.74	208	6,809.92	520.96	449.45		7,780.33
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61		50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71		49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51		39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07		11,079.97
Overtime Child Spt					76.50	66.00		1,142.50
TOTALS:				137,459.92	10592.18	9,138.35		158,190.45
SAVINGS:				25,972.48	1,910.40	1,648.19		28,531.07

COUNTY CHILD SUPPORT STRUCTURE
Prepared by Green Lake County Child Support

COLUMBIA COUNTY

Corporation Counsel

Administrator

WORKER								
--------	--------	--------	--------	--------	--------	--------	--------	--------

WAUSHARA COUNTY

DIRECTOR

WORKER

WORKER

WORKER

ASHLAND COUNTY

HUMAN SERVICES

ADMINISTRATOR

WORKER	WORKER	WORKER	WORKER	WORKER	WORKER
--------	--------	--------	--------	--------	--------

**CALUMET COUNTY
DEPARTMENT OF HUMAN SERVICES**

Mary M. Kennedy, Director

Courthouse
206 Court Street
Chilton, WI 53014-1198
(920) 849-1400
(920) 989-2700 from Appleton

Crisis Line (920) 849-9317
Crisis Line (920) 832-4646
Fax (920) 849-1468

E-mail: humansvc@co.calumet.wi.us

June 2004

Advantages of a Child Support/Human Services merger

Merging the Child Support and Economic Support units would realize advantages to the consumers we serve as well as the county operational structure.

An Economic Support/Child Support unit would create a seamless delivery system for the consumer. This could mean less trips to the office for the consumers, but more importantly the consumers would be getting a clearer message from each worker regarding the expectations of each function. This advantage will be realized more over time as each of the employees begins to gain an understanding of each other's goals, processes, regulations and limitations.

Since the beginning of W-2 we have employed a Social Worker II directly in the ES unit to help the clients overcome many barriers. By incorporating the two functions, each has learned about the other's role. This has helped the ES worker understand the confines of the State statutes for children and families and it has given the Social Worker a basic understanding of the ES programs that she can convey to the clients she works with. I envision this same process with Child Support and ES. This over a short time will be a huge benefit to the clients. Each unit currently operates in their areas and has a small amount of information regarding the other unit. This will change when we are co-located, share management philosophies, and realize that we indeed share many cases.

The work program piece of Child Support(Children's First) can easily be blended in with our current W-2/FSET work program.

Being structured in the Human Services Department will allow the Child Support Specialists to gain access to the experts in Child Protection, Family Services and Mental Health much more readily. This will also allow them to learn about how each unit works and the customer's they serve.

The county would realize benefits to this merge as well. Currently there would be cost savings by switching some costs charged off to ES at 50% Federal/State match to the 75% Federal/State match of Child Support. Efficiencies are also expected with the merge in clerical, secretarial and clerk duties.



**CALUMET COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Courthouse, 206 Court Street, Chilton, WI 53014

Jeremy Kral, Director

Human Services

Phone: (920) 849-1400
Fax: (920) 849-1468

From Appleton: (920) 989-2700

**Public Health
Home Health and Hospice**

Phone: (920) 849-1432
Fax: (920) 849-1476

Crisis Line: (920) 849-9317; (920) 832-4646

**Aging & Disability
Resource Center**

Phone: (920) 849-1451
Fax: (920) 849-1635

Website: www.co.calumet.wi.us

Child Support

Phone: (920) 849-1454
Fax: (920) 849-1484

5/17/2016 – brief summary of Calumet County’s Child Support structure and funding:

All higher level Administration not direct charged – in AMSO – that includes Director and Deputy, Financial Staff, etc.

ES/CS Manager direct charged to IVD child support, IM, Daycare and LIHEAP based on time study.

CS Lead Worker – direct charged all to IVD. When I started as CS/ES Manager my strength was all ES. Had to hire a Lead with strength in CS. Mitch Birkey, the current CS/ES Manager also has background in ES. Having a Lead Worker gives us the flexibility of asking them to take on some “projects” to determine what some reports mean in terms of performance, they take on a larger responsibility to ensuring CS continues to perform well and is expected to bring things to my attention that I may not catch because of my lack of expertise in the day to day details of CS.

CS Specialists – direct charged all to IVD – except for the small nonIVD % required by the State RMS.

CS Secretary- direct charged to IVD and IM as they also cover the front reception walk ins – which are both IM and CS.

CS Financial Clerk – not enough CS duties to keep her fulltime. She is also does financials for HHS. Because of that she is now included in AMSO.

Corporation Counsel – Does time logs and we charge part of CC and Secretary.

Clerk of Courts – Does time logs and we charge part of one Clerk

Family Court Commission – We use court records and charge part of his time.

We have found a huge benefit to being co-located – IM staff and CS staff are all in one area. They work together very well. It is obviously financial more sound to be able to split the Manager into two funding sources and be able to combine it into one person. But it is a difficult task as a joint Manager. We do rely heavily on our ES Lead Worker. Some things get “lost” - Both programs require a lot of report interpretation, performance monitoring, etc. With ES consortium requirements it is more of a struggle (in my opinion) to manage it all. The consortia work takes a lot of time.

Calumet County
Dept. of Health and Human Services
Organizational Chart Proposed for 2015

Date Revised 11-19-15 by BEM; Print Date: May 20, 2016
 *Contracted Service Provider; **Part-time
 ^Volunteer Position
 (M:\secretary\bm\organizational charts\)

Health & Human Services Board

 Mary Schwalenberg, Chair
 Merlin Gentz Jerry Koenig
 Dave LaShay Triicia Lorenz
 James Stecker Elroy Schreiner
 Kevin Weinberger Jeff Yelton

Administrator

 Todd Romenesko

Director

 Jeremy Kral

Home Health/Hospice

 Elizabeth Propson, Supervisor
 **Sharon Adamski, Aide **Rebecca Beaudry, Aide
 **Holly Glaubig, Aide **Cindy Hakkert, Aide
 **Katie Schmitz, Aide **Amber Broome, Aide
 **Mary Krause Aide (Casual) **Kim Popp, Aide (Casual)
 **Vacant, Aide (Casual)
 **Sandra Blatz, RN **Karen Doerr, RN
 **Amanda VanHaren, RN **Suzanne Schussler, RN
 **HeidiHalfmann, RN **Faye Wollersheim, RN
 **Angela Schuelke, RN **Delia Salm, RN (Casual)
 **Tamra Koehler, RN (Casual) **Christine Davidson, RN (Casual)
 ^^Gary Lynch, Hospice Chaplain ^^Barb Kopitzke, Hospice Chaplain
 **Kristin Bushman, Hospice Social Wkr (Casual)
 ^^Dr. Deb Schultz, Hospice Medical Director

Public Health

 Debra Fleming-Wagner, PH RN
 Wanda Rieth, PH RN
 Constance Schaefer, PH RN
 Amber Bastian, PH RN
 Catherine Ellis, PH RN
 **Ellen Raddatz, Housekeeping Aide (Supp. Emp)

Health Division Manager/ Health Officer

 Bonnie Kolbe

Deputy Director

 Lynn Brenner

ADRC Regional Coordinator

 Darlene Kramer

Linda Schwobe, Supervisor

WIC

 **Jennifer Colla, Nutritionist (.65)
 **Barbara Schaefer, BF Coord/Tech (.9)
 **Veronica Utschig, Bilingual Nutrition Ed (Casual) (.1)
 **Melanie Thurber, BF Peer Counselor (Casual)(.05)
 **Emily Burg, BF Peer Counselor (Casual) (.05)
 **Khara Krueger, Nutrition Educator (.2)

Business Division

 Bonnie Mallmann, Supervisor
 Shelly Tyson, Program Assistant
 Holly Talamanco, Secretary (.5)
 Nicole Vetting, Secretary
 Sandy Popp, Secretary
 Paula Walsh, Secretary
 **Helen Kratz, Office Assistant (22.5 hrs)
 **Spencer Clavers, Office Assistant (7.5 hrs)
 Lynn Merino, Secretary
 Melissa Suttner, Secretary
 **Shari Holterman, Secretary (.8)
 ** Paula Piper, Secretary (.8)

Financial Division

 Jane Behnke, Manager
 Mary Boldt, Accountant
 Lisa Reichert, Accounting Technician
 Sheila VanderHeiden, Accounting Technician
 Pam Wielgosh, Accounting Technician
 **Tatum Schuler, Accounting Technician (.6)
 Deb Bladow, Account Clerk
 Kris Leverenz, Child Support Clerk

Economic Support/W2/Child Support Division

 Mitch Birkey, Manager
 Jodi Kautzer, ES Resource Specialist
 Kristy Ruebl, ES Resource Specialist
 Sarah Sweere, ES Resource Specialist
 Karla Bartel, ES Resource Specialist
 Jennifer Schmidkofer, ES Resource Specialist
 **Ann Knaus, ES Resource Specialist (.85)
 Sue Nagel, ES/CS Lead Worker
 Mary DeKeyser, CS Specialist
 **Tina Kobriger, CS Specialist (.75)
 Holly Talamanco, Secretary (.5)
 Melissa Forstner, Secretary

Kristi Leclair, Manager

Behavioral Health Unit

 Vacant, Supervisor
 Dawn Dohr, BH Therapist
 Tim Fale, BH Therapist
 Kevin Sheier, BH Therapist
 Shannon Teska, BH Therapist
 Dennis Fischer, BH Therapist
 Megan Schmitt, BH Therapist
 Vacant, HS Prof
 Kristin Klotz, HS Prof
 Laurissa Schisel, HS Prof
 Lynn Margenau, CSP Nurse
 *John Holzschuh, Peer Helper
 *Dr. Jose Alba, Psychiatrist
 *Dr. Jagdish Dave, Psychiatrist
 *Dr. Indu Dave, Psychiatrist
 *Dr. Sangita Patel, Psychiatrist
 *Frank Cummings, Ph.D, Psychologist

Family Service Unit

 Beverly Shellenberger, Supervisor
 Mary Masar, HS Prof
 Danielle Rausch, HS Prof
 Aaron Lakey, HS Prof
 Susan Sorenson, HS Prof
 Becky Hietpas, HS Prof
 Cha Lee, HS Prof
 Kari Ly, HS Prof
 Courtney Hocks, HS Prof
 **Kris Hanson, HS Prof (.8)
 Julie Hintz, HS Worker
 Samantha Jo Dock, HS Prof

Child Welfare

 Carlyn Clark, Supervisor
 Chu Lee-Yang, HS Prof
 Andrea Cary, HS Prof
 Morgan Kiesow, HS Prof
 Danielle Burich, HS Prof

Felicia Shaw, Manager

Long Term Support Unit

 Jessica Kempf, HS Prof
 Lisa Emmer-Wodack, HS Prof
 Crystal Weber, HS Prof
 Wendy Olejniczak, HS Prof
 Vacant, HS Prof
 Pat Miller, HS Worker
 **Kim Hopp, HS Prof (Casual)
 **Pat Fenn, HS Prof (Casual)

Birth - Three

 Tanya Schmidt, EC/EEN Teacher
 Amy Kramp, HS Prof
 Michelle Auchue, OT
 Margaret Smith, PT
 **Vacant, ST (.6)
 Nandhini Muthiah, ST

Information & Assistance

 Kristin Bushman, HS Prof
 Linda Spitzer, HS Prof
 Nicole Pangburn, HS Prof
 Leigha Broeren, HS Prof

Aging Disability Resource Center

 Joann Dewhurst, Supervisor
 Kathy Groeschel, Elderly Ben. Spec./Vol Coord
 Dale McAllister, Transportation Coordinator
 Janet Gebhart, HS Worker (ADRC Asst).
 *Jenny Guarisco, Disability Ben. Specialist
 *Nancy Krueger, Health & Wellness Coordinator
 *Khara Krueger – Registered Dietician
 **Dianne Luchterhand, Meal Site Manager
 **Linda Loewe, Meal Site Manager
 **Laura Fritschka, Meal Site Manager
 **Mary Propson, Meal Site Manager
 **Larry Van Frachen, Meal Site Manager
 **Jean Van Frachen, Meal Site Manager
 **Cheryl Rietveld, Meal Site Mgr. (Casual)
 **Virginia Satzer, Meal Site Mgr. (Casual)
 **Ann Arbuckle, Meal Site Manager (Casual)
 **Mary Schwartz, Meal Site Mgr (Casual)
 **Jeanne Klotz, Van Driver
 **Mark Salm, Van Driver
 **Patricia Jensen, Van Driver
 **Al Kempf, Van Driver (Casual)
 **John Hocks, Van Driver (Casual)
 **Lawrence Buck, Van Driver (Casual)

Assessment of Incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department

Introduction and Background Information:

Previously the Sheboygan County Child Support Agency reported to the Sheboygan County Human Services Board (predecessor of the Health & Human Services Committee) and was part of the then Sheboygan County Human Services Department. In late 1990 County Ordinances 20 and 21 (1990/1991) created a standalone Child Support Department which reported to the Law Committee. In reviewing readily available information, there are currently at least sixteen counties throughout the State who have their Child Support Agency reporting to their county Human Services or Health and Humans Services Committees and this includes thirteen Child Support Agencies whose operations and staff are incorporated into their county's Health and Human Services Departments.

As noted in both the 2012 and 2013 Sheboygan County Child Support Agency Annual reports, the current Child Support Director has been assessing the role of the Child Support Director's position, and the possibility of incorporating the Child Support Agency into the Health & Human Services Department for the past two years. As outlined below, incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department would improve administrative effectiveness and efficiency, enhance customer service, and further streamline the county's organizational structure and business operations.

Mission Alignment:

When considering organizational changes, the compatibility of the mission of each entity, as well as the ability of the combined entity to improve efficiency, customer service, and outcomes are important considerations. There is currently considerable mission alignment between the Child Support Agency and the Health and Human Services Department in general, and the Economic Support Division in particular. Incorporating the Child Support Agency into the Health and Human Department should allow the combined entity to provide enhanced customer service, and improve both organizational effectiveness and efficiency.

The Sheboygan County Health & Human Services Department and the Sheboygan County Child Support Agency work with many mutual low income families to provide both financial support, and also to improve the general well-being of families through their efforts. In particular, the Economic Support Division of the Health & Human Services Department works closely with the Child Support Agency in that many of our cases are held in common, the State computer systems of both agencies are interlinked and staff in each agency have access to both computer systems, the staff of both agencies often communicate with each other to resolve computer discrepancies and obtain accurate household and financial information for mutual cases.

The primary focus of the Child Support Agency is to ensure that non-custodial parents are held responsible to provide adequate financial support for their children. Adequate and consistent financial support through Child Support payments helps to strengthen families and lessens their reliance on the financial assistance programs administered by the Economic Support Division. Stronger families usually need fewer of the Health and Human Services Departments other intensive services such as AODA counseling, mental health counseling, and child welfare services. The focus of the Economic Support Division is to provide a basic level of financial assistance to ensure financial stability for the family which also strengthens the family and provides a basic level of wellbeing for the children. Many times both the custodial parents, and non-custodial parent, are customers of the Economic Support Division. Both agencies focus on enhancing employment opportunities for the parents which consequently strengthens the family and reduces their need for additional government assistance.

The Economic Support Division and the Child Support Agency currently cooperatively operate the Children First program which places non-custodial parents with extensive barriers to employment into an intensive sixteen week job search program to enhance their potential for employment and future ability to pay their Child Support obligations. Having the Economic Support Division and Child Support Agency operating as one entity will strengthen our administration of the Children First program which will lead to enhanced customer services, increased referrals, and additional State revenues to support the Children First program in Sheboygan County.

Both the Child Support Agency, and the Economic Support Division, have responsibility for ensuring payment for certain medical expenses (lying in costs) or access to medical coverage through Medicaid, Badger Care Plus and/or the Federal Marketplace for subsidized insurance. Whether direct payment for medical expenses is provided through a Child Support order, or Badger Care Plus is accessed to cover medical expenses, the family's ability to meet their medical needs is improved. Improving the family's financial situation tends to strengthen the family and typically reduces their need for more intensive counseling services provided by the Health & Human Services Department.

To summarize the mission alignment of the Child Support Agency and the Economic Support Division, we both work to improve the financial situation of families, we both work to facilitate employment for parents, we both work to provide resources to strengthen families, and the results of our work minimize a families need for more intensive and expensive counseling services typically provided by the Health and Human Services Department.

Financial Implications:

We expect that the incorporation of the Child Support Agency into the Sheboygan County Health and Human Services Department will result in positive financial benefits for Sheboygan County. A preliminary assessment of the financial benefits has determined that the combined entity will save at least \$35,000 to \$65,000 annually in county tax levy. This tax levy savings will be generated by the ability to allocate certain *existing* departmental personnel and overhead expenses to Child Support funding which has higher marginal rates of reimbursement than current funding sources.

By assigning oversight of the Child Support Agency to the existing Economic Support Manager, it will not be necessary to fill the current Child Support Directors position when he retires in January 2015. This will allow us to obtain 100% Child Support funding reimbursement for certain *existing* Health & Human Services Department personnel and allocated overhead expenses using the normal department wide FTE allocation process. Additional expenses allocated to the Health and Human Services Departments Child Support FTE's, that are above and beyond the current Child Support Directors expense, will be reimbursed by Child Support funding at either the 100% or 66% reimbursement rate dependent on the total level of expenses.

In addition, an ongoing assessment of the potential for shared support staffing, and a further assessment of how interdepartmental expenses may be allocated to Child Support funding may result in a finding of greater tax levy savings through the incorporation of the Child Support Agency into the Sheboygan County Health & Human Services Department.

.Future Enhancements:

The incorporation of the Child Support Agency into the Economic Support Division of the Health and Human Services Department will strengthen both programs and create opportunities for enhanced customer services. To date both the Child Support Agency and the Economic Support Division have done very well in meeting or exceeding State performance standards.

In keeping with the Child Support Agency's early intervention program, we will develop strategies to ensure more non-custodial parents start consistently paying their Child Support obligations from the beginning. Outcomes driven enhancements based on family strengthening and the concepts of behavioral economics will be explored to promote more consistent payments by non-custodial parents. These additional efforts will in no way hinder the Child Support enforcement process; rather they will be designed to increase child support payments thus generating more successful financial outcomes for families and the Child Support Agency. Generally speaking, individualized family strengthening activities provide additional financial resources to the family, reduce the families' dependence on financial assistance programs provided by the Economic Support Division, and minimize the need for more extensive and intensive counseling services provided by the Health and Human Services Department. Non-custodial parents with stronger family relationships also tend to pay more of their Child Support obligations more consistently.

The Health and Human Services Departments considerable resources for addressing behavioral and mental health issues, AODA concerns, and child welfare issues will provide additional support to the Child Support staff with a more immediate and responsive connection. Similarly, incorporating the Child Support staff into the Economic Support Division will provide access to more immediate assistance in addressing medical coverage and other financial assistance issues. Being located at the Job Center, the Economic Support Division has quick access to multiple employment assistance programs and the developed relationships with partners to ensure that Child Support staff will easily be able to access these resources. Cross training about resources and referrals will assist all staff in the Economic Support Division, including the Child Support staff, with identifying and appropriately using these additional

resources. These efforts will enhance customer services and help to support the early intervention program.

We will build upon the progress of the Child Support Agency best practices workgroup, and the customer service training recently completed by all Child Support staff, to ensure that consistent and professional customer service is a primary goal of the entire Child Support team. Improved interactions between staff and customers will help in the further implementation of the early intervention program.

To summarize the potential for future enhancements, we plan to build upon the existing strengths of the Child Support team, cross train to provide more immediate access to additional resources, use innovative strategies to promote family strengthening activity which leads to additional and more consistent Child Support payments, continue vigorous Child Support enforcement activity and promote a customer service culture within the entire combined Economic Support Division. .

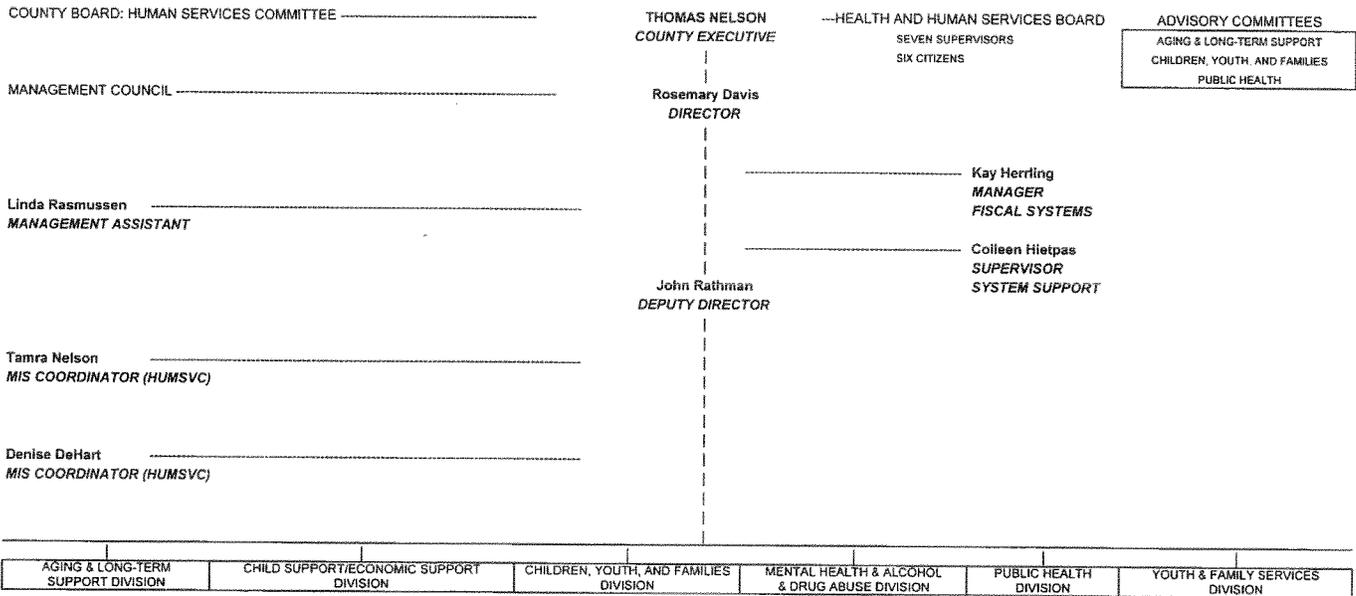
Conclusions:

Incorporating the Sheboygan County Child Support Agency into the Economic Support Division of the Sheboygan County Health and Human Services Department will provide enhanced customer service, more staff flexibility, capability and cross training, improved organizational management and effectiveness, increased efficiency and reduced county tax levy.

**OUTAGAMIE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

MANAGEMENT/PROGRAM STRUCTURE

5/1/2016



CHILD SUPPORT/ECONOMIC SUPPORT

Amy Roland, Manager

CHILD SUPPORT

NAME	TITLE
Traycee England	Assistant Corp Counsel
Dawn Shaha	Assistant Corp Counsel (50%)
Beth Tremf	Supervisor
Jill Wojahn	Child Support Specialist
Jennifer Vanden Berg	Child Support Specialist
Kim Schroeder	Child Support Specialist
Terry Ann Trickle	Supervisor
Jennifer Klapka	Child Support Specialist
Kevin Nikolai	Child Support Specialist
Robin O'Reilly	Child Support Specialist
Ross Wells	Child Support Specialist
Dianne Reznichuk	Clerk Typist III
Linda Lueke	Clerk Typist III
Nancy Collar	Account Clerk II
Rhonda Steingraber	Account Clerk II (Job Share)
Craig Stewart Ellyson	Supervisor
Craig Mallett	Child Support Specialist
Christine Kohlbeck	Child Support Specialist
Christopher Brooks	Child Support Specialist
Mathew Young	Child Support Specialist
Danielle Guyette	Clerk Typist III
Pat Janssen	Account Clerk II (Job Share)
Barb Perry	Account Clerk II
Linda Ver Kuilen	Clerk Typist III

ECONOMIC SUPPORT UNIT I

NAME	TITLE
Vicki Schrimp	Supervisor
Sandy Hurtado	Staff Development Specialist
W-2/Economic Support Programs	
Mary Maynard	Economic Support Spec. Lead
Evelyn Deininger	Economic Support Specialist II
Angela Dempewolf	Economic Support Specialist II
Lisa Watkins	Economic Support Specialist II
Heidi Nelson	Economic Support Specialist II
Elvira Lamers	Economic Support Specialist II
Xee Yang	Economic Support Specialist II
May Tong Vang	Economic Support Specialist II
Lisa Halverson	Economic Support Specialist II
Stephanie Stoffregen	Economic Support Specialist II
Tina Franks	Economic Support Specialist I (II)
Cindy Renwick	Economic Support Specialist I (II)
Rhonda Elliott	Economic Support Specialist I (II)
Ryan Bush	Economic Support Specialist I (II)
Amy Lemerand	Economic Support Specialist I (II)
Ryan Jensen	Economic Support Specialist I (II)

ECONOMIC SUPPORT UNIT II

NAME	TITLE
Amy Piotter	Supervisor
Kelly McCarthy	Staff Development Specialist
Kha Varig	Staff Development Specialist
W-2/Economic Support Programs	
Laura Benzschawel-Parsley	Economic Support Spec. Lead
Yvette Milheiser	Economic Support Specialist II
Alicia Grube	Economic Support Specialist II
Melissa Riley	Economic Support Specialist II
Heather Turba	Economic Support Specialist II**
Charity Rudolph Herron	Economic Support Specialist II
Jennifer Hanson	Economic Support Specialist II
Jessica Golding	Economic Support Specialist II
Leslie Helton	Economic Support Specialist I (II)
Kathy Vang	Economic Support Specialist II
Ashley Beffa	Economic Support Specialist II
Jessica Seipel	Economic Support Specialist I (II)
Amy Gonzalez	Economic Support Specialist I (II)
Jenelle Seidl	Economic Support Specialist I (II)
Kerri Gustavus	Economic Support Specialist I (II)

Fraud Investigation/Collections Coordinator

Deborah DeBruin Fraud Investigator

**Sunset Position
An Additional 5 Economic Support Specialist Positions
are also Sunset

FISCAL SYSTEMS

Kay Herring, Manager

FISCAL SYSTEMS

NAME	TITLE
Judy Rich	Accountant
Susan Hurley	Supervisor Accounting Systems
Sherry Thompson	Account Clerk III
Jill Carlson	Account Clerk III
Bonnie Krupka	Billing Clerk
Susan Ulige	Billing Clerk
Kathleen Hoffman	Human Services Specialist III (PT)
Claire Hegner	Account Clerk I
Janet Schmidt	Supervisor Accounting Systems
Barb Manscho	Contract Technician
Toni Lehman	Human Services Specialist III
Gail Swieczynski	Program Assistant
Teresa Brookman	Program Assistant**

**Sunset Position

SYSTEM SUPPORT

SYSTEM SUPPORT

NAME	TITLE
Colleen Hietpas	Supervisor: System Support
Administration	
LaVonne Hohn	Clerk Typist III
Administrative Services	
Laura Smith	Administrative Assistant
Karen Milkey	Administrative Assistant
ADRC	
Maureen Granger	Clerk Typist III
Toni Hoh	Clerk Typist III
Lisa Kiledonk	Clerk Typist III
Megan Hurley	Clerk Typist III
Brianna Ferake	Clerk Typist III
Public Health	
Serena Davis	Senior Clerk Typist
Peggy Hartfiel	Senior Clerk Typist (PT)
Kathleen Grassman	Senior Clerk Typist
Nicole Cody	Office Supervisor
Mental Health Services	
Vicki Van Vreesbe	Senior Clerk Typist
Cathy Schultz	Senior Clerk Typist (PT)
Gwen Safranski	Senior Clerk Typist
Cathy Rosner	Senior Clerk Typist
Regina Schneider	Senior Clerk Typist
Sara Tess	Senior Clerk Typist
Barbara Mangold	Senior Clerk Typist
Heather Delicks	Senior Clerk Typist (PT)
Colleen Spischi	Senior Clerk Typist

SYSTEM SUPPORT

NAME	TITLE
Jennifer Herrick	Office Supervisor
Children, Youth, and Families	
Nicole Tremi	Secretary
Elizabeth Shide	Clerk Typist III
Laura Hendrix	Clerk Typist III
Brooke Propp	Clerk Typist III
Allison Barber	Clerk Typist III
Youth & Family Services	
Patricia Frassetto	Secretary
Sarah Cleven	Clerk Typist III
Tracy Bork	Clerk Typist III (PT)
Maggie Rasmussen	Clerk Typist III
Beth Tremi	Supervisor
Economic Support	
Norma DeGroot	Clerk Typist III (PT)
Amy Verkuilen	Clerk Typist III
Kaycee Champasak	Clerk Typist III
Ronna Herminath	Clerk Typist III
Cassandra Gross	Clerk Typist III
Ashley Breyer	Clerk Typist III

Beth Tremi

STANDARD COOPERATIVE AGREEMENT

THIS AGREEMENT is entered into between the Outagamie County County Board of Supervisors or the child support agency (CSA) designated by the county board under Wis. Stat. §. 59.53(5), and the Outagamie County Clerk of Courts. This agreement is required by the State/Agency Contract for Child Support and is intended to provide support for the Child Support Agency in carrying out the functions of the IV-D program under Wis. Stats. §§ 49.22 and 59.53(5) and section 454(33) of the Federal Social Security Act related to establishing paternity, establishing and enforcing support obligations, collecting and distributing support payments, establishing and enforcing medical support obligations, locating absent parents, and reporting. This agreement also provides for state and federal reimbursement of allowable administrative costs incurred by the Cooperative Agency.

A. EFFECTIVE DATES (45 CFR 303.107(f))

This agreement is in effect January 1, 2016 through December 31, 2016. Amendments to this agreement may be made upon the written concurrence of all parties. This agreement may be terminated by any party upon 30 days written notice to the other parties of intent to terminate. This agreement shall be renewed annually upon written agreement of all parties.

B. COMPLIANCE (45 CFR 303.107(c))

The Cooperative Agency agrees to conform to Title IV-D of the Social Security Act; the Code of Federal Regulations (CFR) governing the Child Support Enforcement Program; and other applicable Wisconsin state statutes, federal regulations and administrative rules governing the child support program. The Cooperative Agency also agrees to cooperate with the CSA and to comply with the provisions of State/County Child Support Contract. The Cooperative Agency agrees to comply with any state or federally approved corrective action plans.

C. RECORDS AND REPORTING REQUIREMENTS (45 CFR 303.107(e))

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

Pursuant to 45 CFR 303.2 (c), *Establishment of cases and maintenance of case records*, cooperative agency staff with Kids Information Data System (KIDS) update access shall appropriately document case activity. For cooperative agency staff that does not have KIDS update access, the child support agency shall ensure that IV-D case activity is recorded by the CSA staff. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in KIDS by the CSA or the cooperating agency.

Case records that are held or maintained by the Cooperative Agency must be maintained pursuant to the requirements under 45 CFR 303.2(c) and referenced by a note in KIDS. The note must identify the nature of the records and the specific location of the records.

D. **CONFIDENTIALITY** (Wis. Stats. §§. 49.22 (2m)(a) and 49.83)

The CSA will provide the Cooperative Agency with all available information necessary to perform the tasks under this agreement. The information received from the CSA shall be used exclusively for the performance of its functions as described in this agreement. The Cooperative Agency will be responsible for safeguarding this information and may disclose information only in the administration of the programs under Wis. Stat. §49.22 (2m). The Cooperative Agency may not disclose information concerning applicants and recipients of IV-D services for any purpose not connected with the administration of the programs. Any person violating this section may be fined pursuant to Wis. Stat. §. 49.83.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state law and the penalties for violating confidentiality.

E. **PROTECTION OF KIDS DATA: PROTECTION AGAINST UNAUTHORIZED ACCESS OR DISCLOSURE** (Wis. Stat. §§. 49.83 and 49.22(2m)(a))

The Cooperative Agency agrees to comply with the following measures to protect confidentiality of KIDS information and to protect child support case information against unauthorized access or disclosure:

Only authorized Cooperative Agency employees shall be given access to KIDS. Said access shall be limited to the access levels necessary to perform job duties specified under this agreement.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state and federal law.

Child support case information and KIDS data shall be used only to the extent necessary to administer child support cases and the child support enforcement program, and shall not be used for any other purposes, and may not be re-released to any other organization or agency.

KIDS information shall be stored in a place physically secure from access by unauthorized persons in conformance with the Department of Children and Families (DCF), Division of Family and Economic Security (DFES) policy regarding computer security. The policy is found in the Division of Family Supports (DFS) Security Manual, Appendices 4, 5 and 6. The manual is on the Workweb at <https://workweb.dwd.state.wi.us/dfs/manuals/security/pdf/cover.pdf>

The Cooperative Agency shall attest that all personnel with access to KIDS information will adhere to the policies and procedures of DCF and state statutes regarding confidentiality and computer access that are referenced in Appendices 4, 5 and 6 of the DFS Security Manual. This includes, but is not limited to, completing a DCF-2093 Request for Access form for each person who ends employment with the Cooperative Agency who had access to KIDS, and for each person no longer requiring access to KIDS. The child support agency director or designee may periodically review each staff person's access to KIDS to ensure that the level of access is consistent with their job duties.

F. FAMILY VIOLENCE INDICATOR (Wis. Stat §§ 49.22(12) and 454 (26) of the Social Security Act.)

Pursuant to Wisconsin statute and federal law, a child support agency may not release information about the whereabouts of a person, if the person seeking information is subject to a temporary restraining order or injunction with respect to the person about whom the information is sought, or if the child support agency has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a participant privacy indicator in KIDS.

KIDS data includes information about all case participants, including persons with privacy protection. The Cooperative Agency will explain the sensitive nature of the privacy protection indicator to all agency personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted or otherwise shared, without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. MONITORING AND CORRECTIVE ACTION (45 CFR 304.20(b)(1)(ii))

The Cooperative Agency's performance, as set forth in this agreement, may be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the agreement. The CSA may develop corrective action plans as necessary to avoid fiscal sanctions which may result if the Cooperative Agency does not meet its obligation under this agreement. The Cooperative Agency must notify the CSA of conditions that have caused or may hinder its ability to meet its obligations under this agreement. The Cooperative Agency will help develop corrective action plans and comply with them.

H. FFP REIMBURSEMENT FOR CHILD SUPPORT ACTIVITIES (45 CFR 304.21)

The Cooperative Agency agrees to comply with the provisions of 45 CFR 304.21, federal financial participation, in the costs of cooperative arrangements, as a condition for federal financial participation (FFP). The Cooperative Agency may be reimbursed for administrative expenses incurred by the Cooperative Agency as a result of the activities performed under this Agreement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The CSA shall send written notification to the Cooperative Agency as soon as the CSA is officially notified of a proposed change in the reimbursement rate for administrative expenses.

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. Cooperate with the Outagamie County Child Support Agency in providing report of all filing fees retained by the Outagamie County Clerk of Courts.
2. Upon request, provide the CSA with copies or certified copies of court documents, including: temporary orders, judgments, modifications to orders, and interim disbursement orders for IV-D and Non IV-D cases for each action that comes related to setting and/or modifying child support, maintenance or property settlements payable through the SDU.
3. Provide staff to attend court sessions and make proper minutes pertaining to paternity, child support establishment, child support modifications, and/or enforcement hearings.
4. Ensure equal opportunity and equal access in service delivery – by arranging for interpreters in court, or translation and interpretation services when needed, and providing reasonable accommodations or aids for people with disabilities.
5. In the event that the Family Court Commissioner does not do so, provide a court reporter to attend court sessions and make proper minutes pertaining to paternity, child support establishment, child support modifications, and/or enforcement hearings.
6. Upon docketing an appropriately completed pro se motion for a revision of the child support order submitted by a IV-D case participant, notify the CSA of the date of filing and the date of hearing.
7. Each employee in the Clerk of Court's office will be bonded in the amount of \$250,000.
8. Initiate family, paternity, and UIFSA actions creating the court records documentation in accordance with Wisconsin Statute 59/39 (1).

9. Codify and enter all paper filings into the record maintaining the security of confidential material.
10. File court papers into the appropriate case file jackets in cooperation with the Deputy Court Clerks.
11. Assure the security of confidential records.
12. Plan for the retention and destruction, both in short and long term, of case files in compliance with adopted record keeping standards and the rules of the Supreme Court.
13. Submit court-ordered bond payments to the State Disbursement Unit (SDU) with payment coupon obtained from the Outagamie County Child Support Agency.
14. Assure that all provided IV-D services are conducted in an efficient and cost containing manner in order that the county IV-D program can maintain the maximum incentive rate.
15. Provide access to or a copy of the Confidential Petition Addendum (CPA) containing the social security numbers (SSN) of case participants to the CSA to assist the CSA in setting up non-IVD case on the KIDS system pursuant to Wis. Stat. 767.215.(5) and 59.40 (2)(p).
16. Comply with Civil Rights Compliance Standards for agencies that deliver services under contract with or sub contracts/cooperative agreements with the Department of Children and Families,

The CSA will:

1. File appropriate legal court papers to initiate and/or update court case records.
2. Review and process properly documented request for the IV-D reimbursement.
3. Provide State IV-D manual material, updated program instructions, and notice of any training seminars.
4. Complete vital statistics forms for Paternity Judgments. Prepare and submit paternity adjudication forms together with appropriate filing fees within 20 days of judgment.
5. Review and process life of case refunds when a large collection is received over a short period of time.

The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affects the delivery of service by the agreement.

Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives listed in B.1., the State Bureau of Child Support will guide the Cooperative Agency.

Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

**Attachment 2:
Method of Determining Costs
Outagamie County Clerk of Courts**

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Beth Treml, Child Support Agency, Department of Health and Human Services for review and approval. The expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services. The appropriate percentage (based on the time study) will be applied to the reported costs to determine the FFP portion and to submit the CORE report.

2. Time Study

The Clerk of Courts will do a time study to determine the percent to of IV-D and Non IV-D costs. The time study will be done once a year (annually) for a full month. During the time study month, the Clerk of Courts will run a CCAP (Consolidated Court Automation Programs) report of child support related activity. This report includes case identifiers (Court Case Number and corresponding names). At the end of the time study month, this report will then be given to the Child Support Agency. Child Support staff will determine which cases are IV-D and which are NIV-D. The percentage of each will then be applied to the total hours of Child Support activity reported monthly by the Clerk of Courts.

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

CORPORATION COUNSEL DUTIES (Required for reimbursement of services)

The County and CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

Provide legal representation and consultation services for the following activities: Establishment, enforcement, and modification of child support obligations; legal establishment of paternity; establishment and enforcement of reciprocal support orders with other states; establishment and enforcement of medical support orders.

Provide legal representation at all Temporary Hearings, Pretrial Conferences and Final Hearings for Divorces involving Public Assistance.

Prepare pleadings, including summons, petitions, orders to show cause, motions, etc. for scheduled IV-D court hearings. Prepare court orders, temporary orders, and judgments. Utilize appropriate KIDS documents.

Assist in paternity determinations on all cases referred by the Child Support Agency or others.

Prepare and answer correspondence from attorneys and/or other interested persons regarding various legal and factual issues of cases, including negotiating settlements, support orders and stipulations.

Maintain records and verification of claims for reimbursement as required for State and Federal audits.

KIDS data entry – appropriately disposition court hearings and create a KIDS Case Event to document all contacts and case actions taken by the Cooperative Agency.

Attend, if available, training sessions provided by the County Child Support Agency the Bureau of Child Support (BCS) and/or the Wisconsin Child Support Enforcement Association (WCSEA).

Provide minutes and updates from meetings, trainings, committees, conferences, etc. that are related to policy and management of the Child Support Agency including WCSEA and NCSEA meetings and conferences.

Obtain prior approval from the Department of Children and Families (DCF) attorney for a compromise of support arrearages owed to the state.

Draft interim orders.

Negotiate settlement agreements.

Ensure equal opportunity and equal access in service delivery – assist the CSA and the courts in identifying the need for translation and interpretation services and the need for the provision of reasonable accommodations or aids for people with disabilities.

If the attorney assigned to the child support case is absent or unavailable, the corporation counsel shall provide another attorney to appear for the CSA. So that all court calendar days made available to the CSA are used.

Notify the DCF attorney of any appearance on behalf of the State in any appeal involving a IV-D case.

CORPORATION COUNSEL STANDARDS OF PERFORMANCE

A maximum of (4) cases per hour will be scheduled for court during the child support court schedule. It is expected the Cooperative Agency will conduct these hearings during the allotted time period.

Prepare court orders within (30) days following the hearing.

Review and sign the draft IV-D court orders within (30) working days.

Meet all timeframes for taking legal actions and establishing and enforcing orders as set forth in the federal regulations and state policies to the extent possible.

Cooperate with the CSA to meet federal timeframes for IV-D services:

Within 90 calendar days of locating the alleged father or noncustodial parent, establish paternity and establish an order for support or complete service of process necessary to commence proceedings.

For cases in which service of process is necessary, establish paternity and establish an order for support:

- within six months in 75% of the cases, and
- within twelve months in 90% of the cases,

From the date of service of process.

Within 180 calendar days of receiving a request for review or locating the non-requesting parent, review and adjust the order or determine that the order should not be adjusted.

Comply with the Civil Rights Compliance standards for agencies that deliver services under contract with or sub-contracts/cooperative agreements with the Department of Workforce Development.

Adhere to the software and hardware requirements as outlined in the State/County Child Support Contract.

**Attachment 2:
Method of Determining Costs
Outagamie County Corporation Counsel**

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support by the 5th day of the month following the month in which the activities occurred. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Ms. Amy Roland, Child Support Manager Department of Health and Human Services. Expense reports shall be sent by the 5th day of the month following the month in which services were provided to the Child Support Agency.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

FCC

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. Paternity proceedings, including: presiding at first appearances and preliminary hearings, deciding whether paternity cases should proceed to trial and approval of settlement agreements for non-contested cases. Paternity will be adjudicated in all cases within one year of service of process if the child is over the age of six months, paternity will be established within one year of the child's six month birthday. Caseload of approximately 15 cases to be heard each week. Resources allocated include 144 hours annually for the Family Court Commissioner and 144 hours annually for a Court Reporter.
2. Support hearings, including: presiding at hearings under Wisconsin Statutes 767.08, hearings for income assignments and tax intercept and post judgment hearings to modify support and medical support liability. All cases will be heard, and an Order entered, within 90 days of the filing of the Summons, Petition, and Order to Show Cause. Caseload of approximately 15 cases each week. Resources allocated include 312 hours annually for the Family Court Commissioner.
3. Order immediate income withholding in every case in which a support order is entered or make appropriate finding of irreparable harm.
4. Whenever an order of support is issued which deviates from the percentage standard, The FCC will include in the order and state on the record:
 - a. The reason that use of the percent standard would be unfair to the child or the party.
 - b. The amount of support that would be required under the percent standard.
 - c. How the order deviates from the standard
 - d. Reasons for the amount of modification and,
 - e. The basis for the modification.

5. At temporary order hearings, refer to the CSA for IV-D services and forward orders to the CSA within 24 hours of the hearings.
6. Whenever a child support order is entered or revised in a IV-D case, express the terms of said order as a fixed dollar amount, rather than a percentage of income.
7. Submit request for IV-D time reimbursement by the fifth calendar day of the month immediately following the month of service hours. Reimbursement requests shall be forwarded to Traycee England.
8. Submit annual budget projections by June 15 for the following year. The budget will be reviewed and approved by the CSA.

9. Follow all security directions and procedures on State hardware and software (including using KIDS) in the FCC office as specified in Article 3.7 of the State/Agency Child Support Contract.
10. Assure financial orders are compatible with KIDS Court Order entry by including in the order a calendar begin date. If past support is ordered, clearly designate said amount as past support.
11. Enter an order for health insurance coverage and provisions regarding responsibility for uninsured medical bills in all IV-D cases involving minor children.
12. Maintain court files in the manner prescribed by law and the State Office of Courts.
13. Adjourn any court proceedings in which the IV-D Agency is a part to that action and has not been properly notified.
14. Cooperate in the development of expedited procedures for the establishment of paternity and child support orders as required by State and Federal regulations.
15. Provide court reporter to attend court sessions and make proper minutes pertaining to Paternity.
16. Order medical support in 100% of cases involving minor children.
17. Upon request of a party, provide the party with written information and a pro se packet that sets forth procedures for modifying child support awards.
18. Meet regularly (as needed) with the Child Support Director regarding policy and procedural issues.

Family Court Commissioner Standards of Performance

The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of service by the agreement.

Upon CSA approval of a corrective action plan, take immediate steps to correct any deficient performance.

Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives, the State Bureau of Child Support will guide the Cooperative Agency.

Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

**Attachment 2:
Method of Determining Costs
Outagamie County
Family Court Commissioner**

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Traycee England, Child Support Attorney for review and approval. Expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. Execution of Warrants

Enter into the NCIC, Enforcer, TIME and other appropriate systems all child support warrants, which have the required identifiers.

Check the records for out-standing child support warrants when an arrest is made for any reason.

With due diligence, execute bench warrants, and orders for arrest or commitment in IV-D cases. If there are questions about the validity of said orders or the identity of the party, contact the CSA immediately.
2. Locate Services

Respond to CSA requests for location information by accessing available resources such as Crime Information Bureau and out-of-county and out-of-state law enforcement agents.
3. Security Services

Each month, and upon request, provide security service to the CSA related to court proceedings while in the justice center or in Courtroom H.

Escort respondents who are in custody to hearings scheduled by the CSA and arrange for transportation of persons arrested in other counties.
4. Other Services

Provide access to the jail records management system through confidentiality agreements.

Meet, as needed, with the CS Manager and/or Supervisors regarding policy and procedural issues.

The CSA will:

1. Submit to the Cooperative Agency file-stamped copies of warrants and statistical data that are necessary for the entry into the computer/CIB system and for subsequent arrests.
2. Provide the Cooperative Agency with any applicable program information and instructions.
4. Review and process properly documented requests for IV-D reimbursement.
4. Forward to the Cooperative Agency, within 15 calendar days, a response to the acceptability of any proposed corrective action plans.

Performance Standards:

1. Monthly, a report will be submitted to Beth Treml, Outagamie County Child Support agency indicating expenses incurred by the Cooperative Agency. This report will show the date, warrant number, individual's name, date of birth, hours spent, meals and miles (meals and mileage shall not exceed the rates established by the Outagamie County Board). No reimbursement will be requested for the person arrested.
2. The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of service by the agreement.
3. Upon CSA approval of a corrective action plan, take immediate steps to correct any deficient performance.
4. Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives listed in B.1., the State Bureau of Child Support will guide the Cooperative Agency.
5. Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

**Attachment 2:
Method of Determining Costs
Outagamie County Sheriff's Department**

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports shall be sent to Beth Treml, Child Support Attorney for review and approval. Expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

PERSONNEL COMMITTEE MEETING

May 26, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, May 26, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Sue Wendt
Paul Schwandt (5:31)
Robert Lyon

Absent: Robert Schweder

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Sheriff Podoll
Lori Evans, Sheriff's Office
Shelby Jensen, Economic Support Unit
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel
Larry Jenkins, Supervisor
Mark Putzke, Chief Deputy
Jeanne Theune, Child Support
Andrew Christenson
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Lyon/Wendt) to approve the minutes of April 28, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Legal Clerk – Job Description change. Christenson presented the job description and the need for the position to be filled.

Motion/second(Schwandt/Lyon) to approve the updated job description and filling the Legal Clerk position in the District Attorney's office. Motion carried.

HEALTH DEPARTMENT SUMMER INTERN

Traci Soda explained the summer intern position which is funded by the Preparedness Grant.

Motion/second(Wendt/Schwandt) to approve the summer intern position in the Health Department. Motion carried.

ANALYSIS TO PUT CHILD SUPPORT UNDER HEALTH AND HUMAN SERVICES

Information was distributed to the Committee from Green Lake County Child Support Agency, Calumet County, Sheboygan County and Outagamie County. The committee reviewed the information. Discussion was held. Jeanne Theune and Shelby Jensen presented information and answered questions. Supervisor Jenkins stated that based on the need of the 3rd position the department should stay alone. Harley Reabe stated that based on efficiencies and cost it should be combined with the Economic Support Unit. Discussion held.

Motion/second(Schwandt/Gonyo) for Corporation Counsel and the Clerk to draft a resolution to be sent to County Board to combine the Child Support Agency with the Economic Support Unit under Health and Human Services. Motion carried, 3 ayes, 1 nay (Wendt),

The committee will have a special meeting at 5:30 PM, June 21st prior to County Board meeting to approve the resolution.

SOIL CONSERVATION POSITION RE- CLASSIFICATION

Gunderson stated that the employee who recently resigned did so mainly because the new position was close to where she lived, but she also gave the reason that employees in Green Lake County are not able to advance within the Land Conservation Department. The Land Conservation Committee is proposing that the department be made up of three soil conservation positions a 1, 2, and 3. Gunderson stated that to move up from a Soil Conservationist 1 position to the 2nd and 3rd position the employee would have to be in the position a specific number of years and have USDA and Wisconsin DATCP “job approval” of at least 50% or 75% of the design of best management practices. These are measurable criteria.

Motion/second(Wendt/Schwandt) to approve the job descriptions and new structure for the Land Conservation Department. Motion carried.

60 DAY REVIEW – LAND CONSERVATION LTE

The LTE position was reviewed by the Committee. Gunderson explained that the LTE position will end as soon as a permanent employee is hired which should be within the next 2 weeks.

Motion/second(Schwandt/Lyon) approve the continuation of the LTE position. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

UPDATE WAGE CLASSIFICATION STUDY

Bostelmann presented a proposal from WIPFLI to update the wage classification study which was completed in 2013. WIPFLI will update 20 benchmark positions. Bostelmann stated she would like to meet with department heads to determine the benchmarks. Discussion was held. The Committee is in favor of the update and requested the job benchmark positions be presented at next month’s meeting.

MONTHLY VOUCHERS – None

LOSS CONTROL POLICIES

Three policies were presented to the committee from Loss Control; Career Shadow, Communication Policy and Near Miss Policy. The policies were discussed by the Committee.

Motion/second(Schwandt/Wendt) to send to the policies to the County Board as appendices to the Personnel Policies & Procedures Manual. Motion carried.

CLERK’S REPORT

HRA Policy Change

Bostelmann requested approval for three changes to the County HRA Policy:

1. Close the account after 5 years if inactivity for past employees regardless of the amount left in the balance.
2. Close the account after 1 year of inactivity for past employees with a balance of \$25.00 or less in the account.
3. Close the account of any current or former employee that are deceased and have no surviving dependents that can use the funds.

Motion/second(Lyon/Schwandt) to approve the changes to the HRA Policy. Motion carried.

Employee Recognition Policy

Bostelmann provided information on employee recognition policies from other counties. Discussion was held. Suggestions were made to recognize employment anniversaries and birthdays; provide a certificate of recognition for employee at 5 year increments beginning with 5 years of service; provide gift cards at five year increments starting at 10 years of service. A plaque will be provided to retiring employees of 20 years or more. Recognitions will be presented each year at the April County Board meeting. Bostelmann will provide a policy at the next meeting.

COMMITTEE DISCUSSION

- Future meeting date: Special meeting: June 21, 2016 at 5:30 PM. Regular meeting: June 23, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 6:57 PM.

Submitted by,

Marge Bostelmann
County Clerk

RESOLUTION NO. __-2016

Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health and Human Services

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016, does resolve as follows:

WHEREAS, the position of Child Support Administrator is currently vacant; and,

Roll Call on Resolution No. __-2016 Submitted by Personnel Committee
Aye __, Nay __, Absent __, Abstain __ _____
Joe Gonyo, Chair

Passed & Adopted/Rejected this 21st day of June, 2016 _____
Paul Schwandt

County Board Chair Robert Lyon

Attest: County Clerk Robert Schweder
Approved as to form:

Sue Wendt

Corporation Counsel Submitted by Health & Human Services Board

Joe Gonyo, Chair

Nick Toney

Brian Floeter

John Gende

Harley Reabe

Candace Smith

Richard Trochinski

WHEREAS, the Schenck Report dated November 23, 2015, recommended that when a department head leaves a department that the County evaluate the opportunity to create efficiencies and possible consolidation of departments; and,

WHEREAS, information has been gathered and studied on the economics and efficiencies of combining the Child Support Agency with the Economic Support Unit in the Department of Health and Human Services; and,

WHEREAS, it would be advantageous to combine the Child Support Agency with the Economic Support Unit for purposes of cost savings, cross-training, and improved constituent services.

NOW BE IT RESOLVED, that the Child Support Agency shall be combined with the Economic Support Unit under the Department of Health and Human Services.



Green Lake County Circuit Court

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

MARK T. SLATE
Circuit Court Judge

June 1, 2016

Judicial Law Enforcement Committee

RE: Testamentary Trusts

Dear Committee Members:

As you may be aware Wisconsin Law changed recently with regards to Testamentary Trusts. Previously, all trusts created in a Last Will and Testament had to be overseen by the Probate Court during the term of that trust. These trusts, created after a person died, were also required to file an Annual Accounting every year which was also reviewed by the Register in Probate.

Wisconsin recently changed its law allowing Testamentary Trusts to not have to file an Annual Account unless an interested party requests to do so. The Register in Probate had previously overseen dozens of Testamentary Trusts, the oldest one dating back to 1939. The last few years the Register in Probate, after having the change in the law, contacted all of the Testamentary Trustees, Beneficiaries and other interested parties. Many, but not all, Testamentary Trusts had their Annual Accountings waived by the parties. However, there are still approximately 12 Testamentary Trust in which the waivers were not done and they continue to have an Annual Account filed with the Register in Probate.

In reviewing these trusts I have noticed that there had been no detailed accounting or contacting of the Beneficiaries, or of the Trustees to insure that the intent of the Trust is still being carried out by the person who created it. As an example, in the Maude Card Library Trust Fund a trust was created for the sole purpose of purchasing non-fiction and reference books for Markesan Public Library. This trust has been going on now for over 50 years. Although an Annual Accounting has been filed every year, no one has contacted, to the Court's knowledge, ever, the Beneficiary, in this case the Markesan Public Library to make sure they were using those funds pursuant to the wishes of the benefactor.

There are other trusts in which the Beneficiaries are either to young, or spendthrifts, and money was placed under the control of a Trustee for benefit of a person.

The smallest trusts consist of only \$11,064.40 whereas the largest one consists of over \$5 million. Some of these trusts are set to end upon the death of a certain person and some are to run in perpetuity.

I am suggesting to the committee that we have the Circuit Court Commissioner, Henry Conti, do an investigation of the remaining trusts. He would talk to both the Trustees and the Beneficiaries to make sure that the Benefactor's wishes are still being fulfilled and whether or not it remains economical and viable to continue these trusts. He would also make sure that the parties are carrying out what was

the Benefactor's original intent of the trust. This would necessitate him reviewing the trusts files and having correspondence with both the Trustees, Beneficiaries and any other interested parties. In some cases it would require him to go and talk directly with the parties.

Mr. Conti has agreed to undertake this position. I am proposing we pay him up to \$1,200.00 to contact the parties in these Testamentary Trusts and report back to the Court the viability of these trusts along with whether or not they are still fulfilling their original intent.

I propose to pay this from the half time Judicial Assistant position. The budget currently has a budgeted 50% judicial position which is being filled by Trina West who also works 50% for the Clerk of Courts office. She has been keeping track of her time and spends only a minimal amount in her Deputy Register in Probate position.

The Clerk of Court's budget has one full time clerk position but has only filled it 50% with Trina West. I am proposing, with the Clerk of Court, that we pay her proportionally from each budget. That is, if it is determined she is working 90% for the Clerk of Courts office and 10% for the Deputy Register in Probate position that 90% of the cost of the position comes from the Clerk of Court's budget and 10% will come from the Circuit Court budget. This would be done by her keeping track on her timesheet of the amount of hours she spend in each position and the payroll department deducting the equivalent amount from each budget.

If this is done there will be more than ample money under the part-time position in which to pay for this additional under taking by the Circuit Court Commissioner.

I would ask that this be placed on the agenda for June so it may be further discussed at the committee meeting.

Very truly yours,



Mark T. Slate
Circuit Court Judge

MTS/ssc

Resolution Number

Relating to the Extension of a LTE Recidivism Reduction Aide in the Corrections Division of the Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of June 2016 resolve as follows:

WHEREAS, in July, 2010, a Becky Young fund award from the State of Wisconsin, Department of Corrections was awarded to the Green Lake County Sheriff's Office to develop a program to reduce inmate recidivism by inmates held in the Green Lake County Correctional Facility and/or on probation or parole in Green Lake County, and

WHEREAS, a subsequent award for the time period of July 1, 2016 through June 30, 2017 has been received to continue this program, and

WHEREAS, an LTE Recidivism Reduction Aide (RRA) has been employed in this award position since September 16, 2010 and continuance of this position is essential to the program, and

WHEREAS, 100% funding for this LTE position is included in the aforementioned award.

NOW THEREFORE BE IT RESOLVED that the position of LTE Recidivism Reduction Aide be extended in the Green Lake County Sheriff's Office through June 30, 2017.

BE IT FURTHER RESOLVED THAT the rate of pay for this position will be \$16.59 per hour for 2080 hours per year. The only benefits for this position are those that are required by law.

Fiscal Impact: None

Roll Call on Resolution No. Submitted by Judicial and Law Enforcement Committee

Aye __, Nay __, Absent __, Abstain __

Passed and Adopted/Rejected
This 21st day of June 2016

Michael Starshak, Chairman

County Board Chairman

Larry Jenkins, Vice-Chairman

Attest: County Clerk
Approved as to form:

Sue Wendt

Corporation Counsel



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

**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of May 2016**

Deputy contacts for this month	689
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Types of Contacts this month	Number of Contacts
Agency Assist, Mutual Aid	37
Car/Deer Accident	29
911 Follow-up	27
Medical Emergency	21
Citizen Assist	18
Adult Transport	16
Traffic Misc.	14
PD - Traffic Accident w/Damage	13
K-9 Assist	12
OWI Alcohol/Drugs	12
Alarm	11
Drugs - Controlled Substance Problem	11
Fire	10
Lockout	10
Animal Problem	9
Records Check	9
Welfare Check	9
Suspicious Person/Circumstance	8
Vandalism	7
PI - Traffic Accident, w/Injuries	6
Traffic Hazard	6
K-9 Person Charged	5
Traffic Offense	5
Wanted Person	5
Disturbance	4
Information Report	4
Juvenile Transport	4
Miscellaneous	4

Sheriff Mark A. Podoll



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

Types of Contacts this month continued

Citizen Dispute	3
Custodial Interference	3
Fraud	3
Drugged Driving	3
Theft	3
Child Abuse or Neglect	2
Dead Body	2
Disorderly Conduct	2
Harassment	2
Check on Huber Inmate	2
K-9 School Search	2
Lost Property	2
Noise Complaint	2
Probation Violation	2
Time System Entry	2
Alcohol Offense	1
ATV Complaint	1
Burglary	1
Court Disturbance	1
Domestic Situation	1
Gas Drive- Off	1
House Check	1
Internal Invest	1
K-9 Presentation	1
Litter/Pollution/Public Health	1
Open Door	1
Prisoner Escort to Court	1
Property Damage	1
Scam	1
Sex Assault	1
Sex Offender Registration	1
Threatening	1
Traffic Patrol Requested	1
Trespassing	1
Violation of Court Orders	1



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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of May 2016**

Deputy contacts for this month	689
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Types of Contacts this month	Number of Contacts
911 Follow-up	27
Adult Transport	16
Agency Assist, Mutual Aid	37
Alarm	11
Alcohol Offense	1
Animal Problem	9
ATV Complaint	1
Burglary	1
Car/Deer Accident	29
Child Abuse or Neglect	2
Citizen Assist	18
Citizen Dispute	3
Court Disturbance	1
Custodial Interference	3
Dead Body	2
Disorderly Conduct	2
Disturbance	4
Domestic Situation	1
Drugs - Controlled Substance Problem	11
Fire	10
Fraud	3
Gas Drive- Off	1
Harassment	2
House Check	1
Check on Huber Inmate	2
Information Report	4
Internal Invest	1
Juvenile Transport	4
K-9 School Search	2
K-9 Assist	12
K-9 Person Charged	5
K-9 Presentation	1
Litter/Pollution/Public Health	1
Lockout	10
Lost Property	2

Sheriff Mark A. Podoll



Green Lake County
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Types of Contacts this month continued

Medical Emergency	21
Miscellaneous	4
Noise Complaint	2
Open Door	1
OWI Alcohol/Drugs	12
Drugged Driving	3
PD - Traffic Accident w/Damage	13
PI - Traffic Accident, w/Injuries	6
Prisoner Escort to Court	1
Probation Violation	2
Property Damage	1
Records Check	9
Scam	1
Sex Assault	1
Sex Offender Registration	1
Suspicious Person/Circumstance	8
Theft	3
Threatening	1
Time System Entry	2
Traffic Patrol Requested	1
Traffic Hazard	6
Traffic Misc.	14
Traffic Offense	5
Trespassing	1
Vandalism	7
Violation of Court Orders	1
Wanted Person	5
Welfare Check	9

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL HUBERS TRANSFERRED
Jan-16	53	8	\$3,381.60	7	40	4142	0	0
Feb-16	58	9	\$4,541.44	8	42	4258	0	1
Mar-16	55	9	\$7,387.38	9	42	4015	0	1
Apr-16	54	8	\$5,838.59	9	46	4192	1	0
May-16	47	9	\$5,473.99	10	38	3867	0	2
Jun-16								
Jul-16								
Aug-16								
Sep-16								
Oct-16								
Nov-16								
Dec-16								
Totals	267	43	\$26,623.00	43	208	20474	1	4
Average	53.4	8.6	\$5,324.6	8.6	41.6	4094.8	0.2	0.8

ADP- Average daily population

Huber- Average number of hubers housed for that month

Huber Income- Amount paid by huber inmates for the month

Female- Average number of females held that month

Lockdown- Average number of male inmates held that month

Meals- Number of meals served that month

EMP- Number of inmates on electronic monitoring

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



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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of May 2016
 Correctional Facility**

Average Daily Population in the Jail for this month	53
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	18
Obstructing	12
Drug related	8
Assault	6
Disorderly Conduct	5
ES Sanctions	4
Traffic Offense	4
DUI	2
Homicide	2
Warrants	2
Weapons Offense	2
Destruction of Property	1
Sentenced	1
Threatening	1
Sex Offense	0

Sheriff Mark A. Podoll



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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of May 2016
 Correctional Facility**

Average Daily Population in the Jail for this month	53
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Assault	6
Destruction of Property	1
Disorderly Conduct	5
Drug related	8
DUI	2
ES Sanctions	4
Homicide	2
Obstructing	12
Probation/Parole	18
Sentenced	1
Sex Offense	0
Threatening	1
Traffic Offense	4
Warrants	2
Weapons Offense	2

Sheriff Mark A. Podoll