



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/03/16

Amended* Post Date: 03/07/16

**The following documents are included in the packet for the
Judicial Law Committee on March 9, 2016:**

- 1) *Amended Agenda
- 2) Draft minutes from the 02/10/16 meeting
- 3) Correspondence
- 4) Court Record's Clerk Job Description strikeout and corrected
- 5) Wisconsin Credentialing and Asset Management System
Memorandum of Agreement
- 6) Memorandum regarding the Resolutions Relating to the Green Lake
County Emergency Response Plan
- 7) Resolution Relating to the Green Lake County Emergency Response
Plan
- 8) Committed Funds for Clerk of Courts
- 9) *Committed Funds DA



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: March 9, 2016 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended** AGENDA

Committee Members

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

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 02/10/2016
6. Public Comments 3 Min Limit
7. Correspondence
8. Update Child Support Administrator
9. Creation/Deletion of Positions
 - Judicial Assistant/Deputy Register in Probate/ Court Records Clerk
10. Review Job Description/Fill Vacant Positions
11. Purchase Requests
12. Training Request
 - National Sheriff's Association
13. *Wisconsin Credentialing and Asset Management System Memorandum of Agreement
14. Resolutions/Ordinances
 - Relating to the Green Lake County Emergency Response Plan (the document is available in the County Clerk's office for viewing)
15. Voluntary Unpaid Leave Request
16. Department Related Comments
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
17. Committed Funds
18. Budget Adjustments/ New Accounts
19. Monthly Sheriff Reports
20. Expense & Revenue Monthly Reports
21. Monthly Vouchers
22. Lexipol
23. Consider motion to convene into closed session per:
 - Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is regarding employment, compensation and promotion of a Child Support employee and **interviews for Master Control Aide.
24. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session
25. Committee Discussion
 - Future Meeting. Dates: Regular Meeting April 13, 2016 at 4:30 pm
 - Future Agenda items for action & discussion: Adjourn

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

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



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

February 10, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on February 10, 2016 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

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

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Andrew Christenson, DA
Judge Slate

Joel Gerth, Corrections Administrator
Amanda Thoma, Coroner
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Joy Waterbury, Board Supervisor
Marge Bostelmann, County Clerk
Board Chair, Jack Meyers

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Starshak/Wendt) to approve the minutes of the January 13, 2016 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

None

HIRING PROCESS

Clerk Bostelmann distributed a copy of section IV of the County Administrative Policy Manual regarding Recruitment and Hiring with areas highlighted regarding filling a vacancy involving a Department Head. She gave the committee a short overview of the various steps involved in the hiring process.

CREATION/DELETION OF POSITIONS

Judge Slate reported that the job description for the Judicial Assistant/Deputy Register in Probate already says up to 2080 hours per year. The job description for the Court Records Clerk/Deputy Clerk of Court positions needs to be updated to say up to 2080 hours per year.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITIONS

Child Support Administrator - The four part necessity of position form and the job description dated January 19, 2016 were included in the packet. This is being sent back to Jud/Law from the Personnel Committee as the job description that was presented to Personnel hadn't been updated since 2013. Jeanne Theune, Interim Child Support Administrator distributed a further updated job description upon the request of Supervisor Wendt which deleted the words **is desired** from the Qualifications, Education section of the job description from the sentence Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field is desired. Discussion was held as to whether or not this would disqualify current employees from qualifying for that position. Clerk Bostelmann indicated that under Qualifications/Experience/Job Knowledge it indicates-or equivalent combination of

education and 3-5 years management experience. The Committee asked if Terry Stellmacher had either of those qualifications and the response was that she did not. The Committee asked who had the final say on who was hired. Clerk Marge Bostelmann indicated that the Jud/Law Committee in conjunction with the Administrative Coordinator would interview applicants and determine the final candidate. The Clerk informed the Jud/Law Committee that they would have the final say on which candidate was chosen. Marge went on record stating that job descriptions should be created based on the position and not on the person. **Motion/Second (Wendt/Starshak)** to approve the Child Support Administrator as distributed at the meeting today and forward it on to Personnel. All Ayes. Motion carried.

Paralegal/Office Manager - DA Christenson stated that the job description that he distributed in December remained unchanged. The Committee questioned the absence of a four part position review form. Clerk Bostelmann indicated that since it wasn't a Department Head position it was not required. **Motion/Second (Starshak/Wendt)** to approve the Paralegal/Office Manager job description for the DA's Office as presented in December, 2015 and forward it on to the Personnel Committee. All Ayes. Motion carried.

PURCHASE REQUESTS

None

TRAINING REQUESTS

Training requests from the Coroner, Register in Probate, and Child Support were included in the packet. Sheriff Podoll gave a verbal listing of the trainings for some of his staff. **Motion/Second (Schubert/Wendt)** to approve the training requests as submitted. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

2015 Annual Reports

Annual reports from Child Support, Sheriff's Office, Clerk of Circuit Court, Coroner's Office, and Emergency Management were discussed. They were either included in the packet or were available on the website.

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune reported that she is putting in 9 hour days and Marcia is putting in 8.5 hour days to try to keep up but they are still falling behind.

Clerk of Courts: The double homicide jury went for 6 days instead of 10 days. It went very smoothly. The bailiff's, Sue Wendt, Lyle Plagenz and Betty and Arnie Malzhan did a great job.

Circuit Court/Register in Probate: The Judge reiterated that the Jury went very well. He said that there was very good cooperation between the Sheriff's Office, Clerk of Courts Office and his office and he voiced his appreciation of that. He stated that 95% of the court room audio problems have been fixed at a cost less than previously estimated. Chairman Thom explained that the reason for this is that when the initial wiring was put in it was clearly labeled. The Judge explained that with that savings he will be getting wireless microphones for the courtroom which they learned are very much needed.

District Attorney: DA Christenson reported that the Courtroom technology worked very well for the Jury trial. His expenses will be higher for this month due to the Jury trial.

Coroner's Office: Coroner Thoma reported that the \$107 that was charged for lodging at the Oct. 1, 2015 conference was the government rate for that facility.

Emergency Management: No appearance.

Sheriff's Office: Sheriff Podoll reported that the Emergency Management Rail Road plan is going well. He and Gary will be meeting with the Amish on Friday to go over it. A lot has been happening in the Legislature the last two weeks. For years Sheriffs have not been receiving the full \$40.00 per day per P & P inmate housed. Legislation unanimously passed Committee and goes on to the floor to rectify that problem. The Sheriff stated that he brought in extra patrol for the anticipated snow storm. A planning meeting was held between all entities that might be affected by the storm. The Highway Department had agreed to plow out any road where emergency services might be needed. The storm did not develop to the extent that it was predicted. There were a lot of slide-offs, but that was about it.

The new squad has arrived and will be assigned to Sgt. Kiener.

Chief Deputy Putzke reported on the ATV that went through Big Green, everything turned out alright. He also reported about a possible lost fisherman out on the poor ice on Big Green during the snowstorm. We were unable to see out onto the lake so the Officer used his PA and siren to attract the fisherman's attention. The fisherman came to shore and reported that due to the cold his battery on his cell phone did not work. His family was notified and the fisherman after being cautioned went back out on the ice. Lynn Ryan, Recidivism Reduction Coordinator reported that the RR Program has resumed the storybook project. There have been 98 stories created since the inception of

the program. Students from Ripon College volunteer their time for this project as well as to tutor inmates. We have had 60 college student volunteers in the last 6 years. Corrections Administrator Joel Gerth reported that due to the Therapeutic Community project in the RR program he has seen more progress by the inmates in the last year and one half than he has seen in his 26 year career with the Sheriff's Office. The progress by the inmates has grown by leaps and bounds. He finds it very gratifying. He gave two examples of inmates who were recently released. One sought out the officers who arrested him and apologized. He went on the Berlin Community website and offered free services to the elderly and/or needy for snow removal during and after the big snowstorm. He received nearly 30 posts regarding his positive actions and appreciation for all of his efforts. Another inmate gave 400 hours of community service back to the community, has been sober for over a year, got a job and purchased a vehicle to be able to transport his family to work, school and appointments. In consideration of his progress, his change in demeanor and actions through cooperation from the DA and Court he was sentenced to time served and probation, rather than to prison or a longer jail sentence. CA Gerth commended the Court and DA for their assistance with the program. They play an intricate part in the success of the program.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

MONTHLY SHERIFF REPORTS

Were reviewed and discussed.

EXPENSE AND REVENUE MONTHLY REPORTS

Were reviewed and discussed.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated February 10, 2016 for the following offices in the following amounts:

2015

Clerk of Circuit Court:	\$	3,363.57
Emergency Management	\$	13.73
Judge-Circuit Court:	\$	636.83
Sheriff's Office:	\$	46,189.42

2016

Child Support:	\$	863.16
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Clerk of Circuit Court:	\$	8,990.40
Coroner:	\$	0
District Attorney:	\$	10,622.97
Emergency Management	\$	0
Judge-Circuit Court:	\$	4,839.24
Sheriff's Office:	\$	88,792.17
Sheriff's Office – W2W	\$	440.00

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

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

Clerk of Courts:	\$	50.00	(For Sue Wendt)
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Motion/Second (Schubert/Starshak) to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

CLOSED SESSION

Motion/second (Starshak/Schubert) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is related to interviews for full-time Deputy Sheriff. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:31 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Wendt/Starshak) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 5:48 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

It was announced that one candidate was interviewed for the Sheriff's Office Deputy Sheriff position. The committee approved that the candidate should continue on to the next step in the hiring process.

LEXIPOL

None

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for March 9, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

DRAFT

Putzke, Mark

From: Putzke, Mark
Sent: Friday, January 29, 2016 2:52 PM
To: Thompson, Dustan
Cc: Podoll, Mark
Subject: FW: Inmate Request Slip to You

Will be placed in your personnel file.

Mark P. Putzke
Chief Deputy Sheriff
Green Lake County Sheriff's Office

From: Quade, Adam
Sent: Thursday, January 28, 2016 11:20 PM
To: Thompson, Dustan
Cc: Sheriff - Corrections
Subject: Inmate Request Slip to You

Dusty:

Inmate James Warriner placed the following request for you tonight:

“I would like to tell Dusty Thompson thanks for trying to help me last weekend.”

Passing it along to you.

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

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COURT RECORDS CLERK – FULLTIME UP TO 2080 HOURS

DEPARTMENT: CLERK OF CIRCUIT COURT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLERK OF CIRCUIT COURT

SUMMARY:

Prepares and maintains records for the Circuit Court and does related work, as required. The is a highly responsible and fast-paced clerical position involving the preparation of records and reports for trial and performing a variety of clerical related tasks necessary to ensure that court proceedings operate efficiently. Knowledge of court practices and procedures is highly desirable and incumbents must know, or quickly learn and retain, procedures of the court. The employee in this class is expected to exercise independent judgment and initiative. Work is performed under the general supervision of the Clerk of Circuit Court

DUTIES AND RESPONSIBILITIES:

- File court cases of all case types in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.
- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil and criminal action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.

- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Accept and process passport applications. Undergo annual re-certification as required by the U.S. Department of State.
- Work with the Child Support Agency in providing current and up-to-date information regarding family/child support orders.
- Scanning of court documents into the CCAP system.
- Receipt court ordered debts and filing fees into the CCAP system.
- Exhibit management.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

SKILLS AND ABILITIES:

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to classify, compute, and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices, motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .
- Good knowledge of court proceedings.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

QUALIFICATIONS:

EDUCATION: High School diploma is required. Advanced business training/classes is highly desirable.

EXPERIENCE / JOB KNOWLEDGE: One to three years of office clerical experience is required. Knowledge of computers. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

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

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

January 3, 2013

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COURT RECORDS CLERK – UP TO 2080 HOURS

DEPARTMENT: CLERK OF CIRCUIT COURT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLERK OF CIRCUIT COURT

SUMMARY:

Prepares and maintains records for the Circuit Court and does related work, as required. The is a highly responsible and fast-paced clerical position involving the preparation of records and reports for trial and performing a variety of clerical related tasks necessary to ensure that court proceedings operate efficiently. Knowledge of court practices and procedures is highly desirable and incumbents must know, or quickly learn and retain, procedures of the court. The employee in this class is expected to exercise independent judgment and initiative. Work is performed under the general supervision of the Clerk of Circuit Court

DUTIES AND RESPONSIBILITIES:

- File court cases of all case types in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.
- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil and criminal action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.

- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Accept and process passport applications. Undergo annual re-certification as required by the U.S. Department of State.
- Work with the Child Support Agency in providing current and up-to-date information regarding family/child support orders.
- Scanning of court documents into the CCAP system.
- Receipt court ordered debts and filing fees into the CCAP system.
- Exhibit management.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

SKILLS AND ABILITIES:

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to classify, compute, and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices, motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .
- Good knowledge of court proceedings.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

QUALIFICATIONS:

EDUCATION: High School diploma is required. Advanced business training/classes is highly desirable.

EXPERIENCE / JOB KNOWLEDGE: One to three years of office clerical experience is required. Knowledge of computers. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

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

January 3, 2013



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

DATE: February 26, 2016

TO: Green Lake County Judicial/Law Enforcement and Emergency Management Committee

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Wisconsin Credentialing and Asset Management System Memorandum of Agreement

A few months ago I came to the Committee and talked about Green Lake County use of the State Wide Credentialing System. We were awarded the Grant and you approved getting the equipment, which we now have. I have attended training on how the system works and what are the steps to take to get the system up and running in Green Lake County.

The next step is to have are County agree to and sign the Wisconsin Credentialing and Asset Management System Memorandum of Agreement. After that is done the state will come and help set up the system and train people in its use. There are a large number of agencies that have talked about the need for a uniform ID System. The use of the state system will now make us part of a system that will be used state wide. I will administrate the program.

Please, if you have any questions you can contact me at 920-290-2275.

Sincerely,

Gary V. Podoll
Emergency Management Director
Green Lake County

Wisconsin Credentialing and Asset Management System

Memorandum of Agreement

This document is a Memorandum of Agreement (MOA) between the State of Wisconsin, Wisconsin Emergency Management and the County/Agency of _____ as it specifically relates to the Credentialing Project, also known as the Wisconsin Credentialing and Asset Management System (WI-CAMS).

1. **PARTIES.** The parties to this memorandum are the State of Wisconsin, Wisconsin Emergency Management (WEM) and the County/Agency of _____. Parties understand that the WI-CAMS is a voluntary system and can be terminated with proper notice by either party and the return of equipment and supplies issued.
2. **AUTHORITY.** This acknowledgement is authorized under the provisions of Wisconsin Statute 66.0301.
3. **PURPOSE.** The purpose of this MOU is to establish a statewide credentialing system. This MOU further establishes system responsibilities of the parties and an understanding of the shared costs of producing and issuing individual and asset identification/qualification cards for prevention, protection, mitigation, response and recovery operations in Wisconsin. The WI-CAMS will also be utilized for systematic intra- and interstate, and Emergency Management Assistance Compact (EMAC) deployments of Wisconsin's emergency management resources.
4. **WI-CAMS LEXICON.** The following definitions apply to the WI-CAMS and this MOU:
 - A. **Applicant:** is the individual responder to an emergency in the State of Wisconsin that is issued an identification/qualification card. All Applicants shall have a sponsoring agency
 - B. **Sponsor:** is a sponsoring agency that responds to emergencies in the State of Wisconsin and is registered in WI-CAMS.
 - C. **Registrar:** is the agent maintaining the WI-CAMS software and internet connectivity; the registrar reserves the right to revoke the participation of an Applicant, Sponsor or Issuing Agent.

D. **Issuing Agent:** is the agent that prints identification/qualification cards from the WI-CAMS.

5. **RESPONSIBILITIES OF THE PARTIES.** To establish system “trust” as defined in the Federal Information Processing Standard 201 (FIPS 201), the following are required of the identification/qualification card issuing agents (Issuing Agent) and the State of Wisconsin, Emergency Management (Registrar) of the WI-CAMS:

A. Sponsor Responsibility:

1. To validate Applicant qualifications and maintain “trusted” security of the information in the WI-CAMS, at no time will the Applicant be permitted to enter their own information.
2. County or Agency-level sponsors will be responsible for all information entered into the WI-CAMS for their individual agency. Information entered may be subject to audit.
2. Qualifications enter will comply with the National Incident Management System (NIMS) or State of Wisconsin-approved job titles. Currently, the NIMS Advisory Group reviews and identifies state job titles.
3. At no time will private or medical information be registered on the Applicants data base record. Private and medical information includes, but is not limited to, Social Security numbers, driver’s license number, account numbers, blood type, allergies, medications, etc. In the WI-CAMS Resource Manager data base record, only the “Person” and the “Qualifications” tab will be filled out.

B. Registrar Responsibility:

1. Maintain the on-line data base on a 24/7/365 basis with reasonable exception for maintenance outages and outages beyond the control of WEM.
2. Only one login and password will be issued to the authority-in-charge of the Sponsoring agency. Applicants will not be issued login and passwords.
3. Will audit hologram-to-card printed ratio in the WI-CAMS count, and issuance of holograms will be based on that count.

C. Issuing Agent Responsibility:

1. Card revocation must be registered in WI-CAMS within 18 hours.
2. County-level Issuing Agents will only issue identification/qualification cards to the agency authority-in-charge, who is responsible for card distribution to the Applicant and notifying the Issuing Agent of revocation within 18 hours.

3. Agency-level Issuing Agents will directly be responsible for card distribution to the Applicant and registering the revocation within 18 hours.

6. **PRINTING OF CARDS.** Either party will be authorized to print identification/qualification cards using WI-CAMS; however the individual County/Agency will be restricted to editing records and printing the Identification/qualification cards of the applicants and sponsors within their jurisdiction. Permission to edit records and print cards of another jurisdiction will be by written permission of the County/Agency responsible for the other jurisdiction.

7. **COST SHARE.** Parties agree to the following cost share arrangement:

A. WI-CAMS Costs.

1. Will maintain the Resource Manager and the state connection to the InterTrax Exchange server for the WI-CAMS.
2. As funding permits, one WI-CAMS reader/writer device will be issued to each County. Agency-level issuing Agents will not receive the reader/writer device.
3. As funding permits, one WI-CAMS printing key will be issued to each authorized Issuing Agent.
4. Authorized Issuing Agents will be provided the tamper-proof WEM hologram.

B. Partner Costs.

1. Purchase and maintenance of identification/qualification card printers, including, but not limited to the cost of color printing ribbons, maintenance supplies and printer repairs.
2. The cost of blank cards, display supplies and postage.
3. Costs associated with field application or deployment of identification/qualification cards, including but not limited to, Command software or Command boards, personal digital assistant card readers and software, on-location scanners, and RapidTag printers and supplies.

8. PRIVACY OF INFORMATION

Web Resource Manager Web (WRM) contains personal information on individuals whose information is stored in it. The use of this information is strictly for Emergency Management purposes inside the state of Wisconsin. By entering into this system, you agree to not release any

personal information to include, but not limited to: names, home addresses, telephone numbers, or personal information outside of Web Resource Manager (WRM) without prior written approval of WEM. In addition personal information may be exempt from public release under the Wisconsin Open Records Law (Wis. Stat. § 19.31-19.39).

Requests for information on this system from any outside entity should be forwarded to WEM for its consideration. Questions on this policy should be directed to (wempio@wisconsin.gov) or telephone (608-242-3232). Any violation of this policy may subject you to the loss of use of this system.

Signature (Sponsor or Issuer)

Date

Name (Please print)

Title



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

DATE: February 26, 2016

TO: Green Lake County Judicial/Law Enforcement and Emergency Management Committee

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Green Lake County Emergency Response Plan

The Green Lake County Emergency Response Plan is completed. The Plan is a very large document and in the Green Lake County Clerk's Office for your review. This plan breaks down the duties of County agencies in different emergency situations. All agencies that are in the plan and have helped develop it have a copy of the plan. The Green Lake County Emergency Response Plan replaces the Green Lake County Emergency Operations Plan, which was approved in 1993. The Green Lake County Emergency Response Plan coincides with the new Wisconsin Emergency Response Plan and also the Federal Plan. I am requesting that the Committee approve the plan and send it on to the County Board for final action.

If you have any questions you can phone me on my cell 920-290-2275.

Sincerely,

Gary V. Podoll
Emergency Management Director
Green Lake County

RESOLUTION NUMBER -2016

Relating to the Green Lake County Emergency Management Response Plan

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of February, 2016, does resolve as follows:

WHEREAS, Section 323.13 (1)(b), of the *Wisconsin Statutes*, requires the Adjutant General of the Wisconsin Department of Military Affairs to develop and adopt a state plan of emergency management for the security of persons and property, subject to approval by the Governor of the State of Wisconsin; and,

WHEREAS, Section 323.14 (1)(a)(1), of the *Wisconsin Statutes*, requires the County Board of Supervisors of each Wisconsin County to develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management required by Section 323.13(1)(b), of the *Wisconsin Statutes*; and,

WHEREAS, the Adjutant General has developed and adopted a state plan of emergency management for the security of persons and property, entitled the *Wisconsin Emergency Response Plan*, and Governor Scott Walker approved the *Wisconsin Emergency Response Plan* on November 14, 2011; and,

All of which is respectfully submitted this ___ day of _____, 2016.

Roll Call on Resolution No. -2015

Submitted by Judicial and Law Enforcement Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th day of August 2015.

Gene Thom, Chairman

County Board Chairman

Sue Wendt, Vice-Chair

ATTEST: County Clerk
Approve as to Form:

Michael Starshak

Corporation Counsel

Debra Schubert

WHEREAS, the Director of the Green Lake County Emergency Management Department, on behalf of the Green Lake County Board of Supervisors, has developed an emergency management plan and program; and,

WHEREAS, the Director of the Green Lake County Emergency Management Department has entitled the emergency plan and program that he has developed on behalf of the Green Lake County Board of Supervisors, the *Green Lake County Emergency Response Plan*; and,

WHEREAS, a copy of the *Green lake County Emergency Response Plan* is on file in the

Office of the Green Lake County Clerk, and may be reviewed there during normal business hours; and,

WHEREAS, the *Green Lake County Emergency Response Plan* is compatible with the *Wisconsin Emergency Response Plan*; and,

WHEREAS, the Green Lake County Judicial/Law Enforcement and Emergency Management Committee recommends that the Green Lake County Board of Supervisors adopt the *Green Lake County Emergency Response Plan* as the official emergency management plan and program for Green Lake County;

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors hereby adopts the Green Lake County Emergency Response Plan as the official emergency management plan and program for Green Lake County; and,

BE IT FURTHER RESOLVED, that Resolution 53-93 is hereby rescinded and Resolution -2016 replaces Resolution 53-93.

BE IT FURTHER RESOLVED, that the Green Lake County Clerk is hereby authorized and directed to transmit a certified copy of this Resolution to the East Central Regional Director of the Division of Wisconsin Emergency Management and to the Administrator of the Division of Wisconsin Emergency Management.

March 3, 2016

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

RE: Committed Funds Carryover

Dear Chairman Thom:

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

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

Thank you for your consideration.

Very truly yours,

Amy S. Thoma
Clerk of Circuit Court



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

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

ANDREW J. CHRISTENSON
District Attorney

LISA M. VANDENBRANDEN
Assistant District Attorney

MITZI S. PUTZKE
Legal Clerk II

LYNN T. DUTCHER
Victim/Witness Program Coordinator

March 4, 2016

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

Re: Committed/Carryover Funds into 2016

Dear Committee Members:

I respectfully request that the following amounts be carried over into the district attorney's office accounts for 2016. For each account listed, the carryover amounts are indicated, except for the carryover expert witness account which includes carryover and unspent expert witness expenses from 2015.

15-101-03-51310-999-000 Carryover Expert Witness	\$ 10,478.76
15-101-03-51310-999-002 Carryover DA Symposium	1,060.90
15-101-03-51310-999-003 Carryover Computer Forensic Examiner	10,097.42
15-101-03-51310-999-004 Carryover VINE	10,000.00
15-101-03-51310-999-005 Carryover Prosecution Services	4,027.47
Total	\$ 35,664.55

Thank you.

Sincerely,

Andrew J. Christenson
District Attorney