

JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: Friday, June 7, 2019

TIME: 9:00 a.m.

LOCATION: Room 115, Wood County Courthouse

1. Call meeting to order.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes of previous meeting.
4. Review for approval the vouchers and monthly reports of departments the committee oversees.
5. Review any claims and notices of injury against the County, as necessary.
6. Review any Dog License Fund claims.
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Groundwater Group.
 - b. Medicaid expansion.
8. Discuss Criminal Justice Task Force Coordinator position.
9. Courthouse security committee update.
10. Review of County Board Rules.
 - a. Resolution on reformation of committees commencing 2020
 - b. Rule on the role of a Committee Chair.
11. Consideration of agenda items for next meeting.
12. Set date and time of next meeting.
13. Adjourn.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 3, 2019
 TIME: 8:30 a.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 10:45 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
 Kenneth Curry, Jake Hahn, Brad Hamilton (excused
 at 10 a.m.)
 OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 8:30 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. The minutes for the April 5 and 16, 2019, meetings were reviewed. The Chair declared the minutes approved upon there being no objections to them.
4. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Hamilton, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.

The Committee Chair and Corporation Counsel will put together a draft rule that addresses the role of a committee chair. Materials related to the topic will be included in the packet for the next meeting.

5. Discussion on legislative bill regarding number of judges in Wood County. The proposed legislation requesting new judges for 12 counties around the state was discussed and it was worth noting that Wood County is not on the list. Apparently, there is no longer a high need for an additional judge in Wood County. The Committee expressed appreciation for the judges and the family court commissioner in increasing efficiency in their operations.
6. Out-of-state travel for Child Support Director. Moved by Hamilton, seconded by Hahn, to approve out-of-state travel for the Child Support Director to attend the National Child Support Enforcement Association Leadership Symposium in Minnesota. All ayes.
7. The Committee reviewed the claims of Bob Schreiner and John Wilke. These claims will be provided to the county board.
8. There were no new animal claims against the County.

9. The Committee reviewed correspondence and legislative issues.

Amy Sue Vruwink of Representative Kind's office gave an update on federal legislation that pertains to Wood County. The Committee determined to refer consideration of Medicaid expansion to the Health & Human Services (HHS) Committee and would like to have HHS prepare a resolution on this matter that the Judicial & Legislative Committee would then like to see and consider.

- a. Report of Citizens Groundwater Group.
Supervisor Leichtnam gave an oral report on the Groundwater Group's last meeting. See attached minutes of the Group's April 15, 2019, meeting.
 - b. Resolution on overweight vehicle forfeitures. Moved by Hamilton, seconded by Leichtnam, to approve the resolution supporting changing the law to allocate all of the overweight vehicle forfeitures to the counties. All ayes.
 - c. Polk County resolution on sentencing guidelines. No action taken.
10. Criminal Justice Task Force Coordinator position. Chairman Clendenning will confer with Judge Potter and Clerk of Court Joosten on their suggestions on how to proceed.
11. Courthouse security committee update. The security committee will be meeting on May 6 to address numerous issues. Maintenance Supervisor Van Tassel advised that work is being done to implement the security operations changes soon.
12. County Board rules.
- a. Reformation of committees commencing 2020. Chairman Clendenning shared his revised proposal for restructuring the county board committees. The Committee discussed the proposal and expressed the following positions:
 - Support a 5-person Executive/Operations Committee.
 - Place economic development with Planning & Zoning with consideration of having it broken out into an ad hoc or a sub-committee.

Moved by Leichtnam, seconded by Hahn, to present a revised draft to the county board. All ayes.

- b. Communication from Chair Machon on committee activities.
The Committee Chair will follow up with the County Board
Chair to discuss the communication.

13. Agenda items for the June 7, 2019, meeting:
- County Board rules.
 - Medicaid Expansion.
 - Role of a Committee Chair.
14. The next committee meeting will be June 7, 2019, at 9 a.m.
15. Meeting adjourned without objection by the Chairperson at
10:45 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

Judicial & Legislative Committee Meeting

Date: May 3 2019

[illegible]

Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: MAY 2019

For the range of vouchers: 03190019 - 03190029

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|--------------------------------------|--------------------------------|------------|-------------------|------|
| 03190019 | BURGIN ASIA | TRANSCRIPT FEE 18CF353 | 03/10/2019 | \$27.30 | |
| 03190020 | MATTHEW BENDER & COMPANY | PAGE ON WILLS 2019 SUPPLEMENT | 05/14/2019 | \$369.51 | |
| 03190021 | RIVER CITY PROCESS SERVERS | PROCESS SERVICE 17GN78 | 04/27/2019 | \$43.00 | |
| 03190022 | THOMSON REUTERS-WEST PUBLISHING CORP | WI STAT 35-40 300-339 851-884 | 05/04/2019 | \$1,524.00 | |
| 03190023 | COLLINS KIMBERLY | TRANSCRIPT FEE 18CF234 | 03/27/2019 | \$56.00 | |
| 03190024 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF577 | 03/27/2019 | \$32.00 | |
| 03190025 | COLLINS KIMBERLY | TRANSCRIPT FEES 18CF417, 485 | 03/29/2019 | \$40.00 | |
| 03190026 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF51 | 04/30/2019 | \$46.00 | |
| 03190027 | COLLINS KIMBERLY | TRANSCRIPT FEE 18CF250 | 04/30/2019 | \$44.00 | |
| 03190028 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF03 | 05/08/2019 | \$28.00 | |
| 03190029 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF429 18CF615 | 05/08/2019 | \$34.00 | |
| Grand Total: | | | | \$2,243.81 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: MAY 2019

For the range of vouchers: 04190020 - 04190027

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|---------------------|--------------------------------|------------|-----------------|------|
| 04190020 | SWITS LTD | INTERPRETER SERVICES | 05/14/2019 | \$154.50 | |
| 04190021 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF329, 466 | 05/08/2019 | \$30.00 | |
| 04190022 | COLLINS KIMBERLY | TRANSCRIPT FEE 17CF450 | 05/08/2019 | \$46.00 | |
| 04190023 | PETERSON MICHELLE L | TRANSCRIPT FEE 18CF512 18CM140 | 04/30/2019 | \$42.00 | |
| 04190024 | PETERSON MICHELLE L | TRANSCRIPT FEE 17CF36 | 05/08/2019 | \$46.00 | |
| 04190025 | PETERSON MICHELLE L | TRANSCRIPT FEE 14CF151 14CF311 | 05/15/2019 | \$66.00 | |
| 04190026 | ZAMOW DENISE | TRANSCRIPT FEE 17CF558 | 04/25/2019 | \$60.00 | |
| 04190027 | ZAMOW DENISE | TRANSCRIPT FEE 18CF280 | 04/25/2019 | \$22.00 | |
| Grand Total: | | | | \$466.50 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: MAY 2019

For the range of vouchers: 05190034 - 05190099

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|---------------------------------|--------------------------------|------------|--------------------|------|
| 05190034 | ATTIC CORRECTIONAL SERVICES INC | DRUG COURT STAFF & REVENUE | 05/02/2019 | \$6,063.16 | P |
| 05190035 | ATTIC CORRECTIONAL SERVICES INC | DRUG COURT STAFF ENHANCED | 05/02/2019 | \$1,833.33 | P |
| 05190036 | CORDANT HEALTH SOLUTIONS | DRUG TESTING | 04/30/2019 | \$3,164.55 | P |
| 05190037 | RUEHL BETH | REIMB WATCP CONFERENCE EXPENSE | 05/09/2019 | \$113.19 | P |
| 05190038 | SWITS LTD | INTERPRETER FEES | 05/14/2019 | \$780.50 | |
| 05190039 | SWITS LTD | INTERPRETER FEES | 05/14/2019 | \$225.00 | |
| 05190040 | PETERSON MICHELLE L | TRANSCRIPT FEE 17CF593 18CF154 | 05/02/2019 | \$50.00 | |
| 05190041 | PETERSON MICHELLE L | TRANSCRIPT FEE 18CF521 18CT314 | 05/08/2019 | \$30.00 | |
| 05190042 | ZAMOW DENISE | TRANSCRIPT FEES | 05/20/2019 | \$30.00 | |
| 05190043 | ZAMOW DENISE | TRANSCRIPT FEE 16CF598 | 05/20/2019 | \$28.00 | |
| Grand Total: | | | | \$12,317.73 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 05/2019

For the range of vouchers: 02190033 - 02190041

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|----------------------------|-------------------------------|------------|-------------------|------|
| 02190033 | WOODTRUST BANK | PAYOFF AGCY CREDIT CARD-HOTEL | 04/29/2019 | \$82.00 | P |
| 02190034 | WI DEPT OF ADMINISTRATION | DCF/DWD-BADGERNET-REPLACE CHK | 04/29/2019 | \$1,759.32 | P |
| 02190035 | LANCASTER COUNTY SHERIFF | 1-PROCESS OF SERVICE FEE | 05/21/2019 | \$25.00 | P |
| 02190036 | CW SOLUTIONS LLC | EFILING/SCAN EMP COST | 05/29/2019 | \$1,548.68 | |
| 02190037 | DNA DIAGNOSTICS CENTER | 23-IND. GENETIC TESTS | 05/29/2019 | \$536.00 | |
| 02190038 | LEGAL LOGISTICS LLC | 19-PROCESS OF SERVICE FEES | 05/29/2019 | \$1,055.00 | |
| 02190039 | RIVER CITY PROCESS SERVERS | 25-PROCESS OF SERVICE FEES | 05/29/2019 | \$890.00 | |
| 02190040 | WEILAND LEGAL SERVICES | SUB. CORP COUNSEL FEE | 05/29/2019 | \$100.00 | |
| 02190041 | WI DEPT OF JUSTICE | 11-STAFF FINGERPRINT-CHARGES | 05/29/2019 | \$310.75 | |
| Grand Total: | | | | \$6,306.75 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: MAY 2019

For the range of vouchers: 07190805 - 07190901

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|--|---------------------------|------------|------------|------|
| 07190805 | JOOSTEN CINDY | 5 yr ann cake - C Smith | 04/09/2019 | \$29.98 | P |
| 07190806 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN38 | 04/18/2019 | \$500.00 | P |
| 07190807 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN39 | 04/10/2019 | \$500.00 | P |
| 07190808 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN42 | 04/22/2019 | \$500.00 | P |
| 07190809 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN26 | 04/18/2019 | \$500.00 | P |
| 07190810 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19ME54 | 04/18/2019 | \$540.00 | P |
| 07190811 | BENDER & BENDER | Atty Fee - 18CM693 | 04/11/2019 | \$283.17 | P |
| 07190812 | BENDER & BENDER | Atty Fee - 18CM732 | 04/17/2019 | \$218.97 | P |
| 07190813 | CARMICHAEL & QUARTEMONT S C | Atty Fee - 17GN13 | 03/31/2019 | \$143.50 | P |
| 07190814 | PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC | Med Exam - 19ME54 | 04/19/2019 | \$845.00 | P |
| 07190815 | PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC | Med Exam - 17ME120 | 04/17/2019 | \$650.00 | P |
| 07190816 | DAVID R WINEMILLER PHD LLC | Med Exam - 17GN67 | 04/02/2019 | \$500.00 | P |
| 07190817 | GEBERT LAW OFFICE | Atty Fee - 96GN22 | 04/05/2019 | \$98.00 | P |
| 07190818 | GEBERT LAW OFFICE | Atty Fee - 87GN228 | 04/05/2019 | \$98.00 | P |
| 07190819 | GEBERT LAW OFFICE | Atty Fee - 89GN247 | 04/05/2019 | \$98.00 | P |
| 07190820 | GEBERT LAW OFFICE | Atty Fee - 19GN29 | 04/18/2019 | \$98.00 | P |
| 07190821 | HILL & WALCZAK ATTYS | Atty Fee - 86GN212 | 04/08/2019 | \$140.00 | P |
| 07190822 | HILL & WALCZAK ATTYS | Atty Fee - 19JC30 - 34 | 04/08/2019 | \$693.00 | P |
| 07190823 | HILL & WALCZAK ATTYS | Atty Fee - 16GN22 | 04/15/2019 | \$276.50 | P |
| 07190824 | HILL & WALCZAK ATTYS | Atty Fee - 12GN18 | 04/15/2019 | \$287.00 | P |
| 07190825 | NASH LAW GROUP | Atty Fee - 19CM139 | 04/17/2019 | \$203.37 | P |
| 07190826 | CLARK LAURA | Dist 9 Mtg Expenses | 04/26/2019 | \$128.84 | P |
| 07190827 | WEYMOUTH RICHARD D | FCC Services - April 2019 | 04/30/2019 | \$4,166.66 | P |
| 07190828 | DR STRESS & ASSOCIATES LLC | Med Exam - 18CF269 | 11/28/2018 | \$3,500.00 | P |
| 07190829 | GEBERT LAW OFFICE | Atty Fee - 18JC48 | 04/24/2019 | \$77.00 | P |
| 07190830 | GORSKI & WITTMAN SC | Atty Fee - 19GN24 | 04/13/2019 | \$282.70 | P |
| 07190831 | GORSKI & WITTMAN SC | Atty Fee - 13GN62 | 04/24/2019 | \$165.41 | P |
| 07190832 | GORSKI & WITTMAN SC | Atty Fee - 19GN30 | 04/07/2019 | \$289.70 | P |
| 07190833 | GORSKI & WITTMAN SC | Atty Fee - 17GN67 | 04/13/2019 | \$198.70 | P |
| 07190834 | GORSKI & WITTMAN SC | Atty Fee - 17GN67 | 04/13/2019 | \$119.00 | P |

Committee Report - County of Wood

CLERK OF CIRCUIT COURT - MAY 2019

07190805 - 07190901

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|--|--------------------------------|------------|------------|------|
| 07190835 | MCPST MANAGEMENT CORPORATION | Med Exam - 18CF80 et al | 04/13/2019 | \$2,800.00 | P |
| 07190836 | SCHMIDT & GRACE | Atty Fee - 18CF453 | 04/29/2019 | \$1,670.61 | P |
| 07190837 | WEILAND LEGAL SERVICES | Atty Fee - 19CT48 | 04/25/2019 | \$217.00 | P |
| 07190838 | WEILAND LEGAL SERVICES | Atty Fee - 83GN12 | 04/23/2019 | \$70.00 | P |
| 07190839 | WEILAND LEGAL SERVICES | Atty Fee - 18GN28 | 04/24/2019 | \$287.00 | P |
| 07190840 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN40 | 04/30/2019 | \$500.00 | P |
| 07190841 | BRATCHER LAW OFFICE LLC | Atty Fee - 99GN54 | 05/02/2019 | \$194.75 | P |
| 07190842 | CARMICHAEL & QUARTEMONT S C | Atty Fee - 16GN29 | 04/30/2019 | \$115.50 | P |
| 07190843 | FLEXSTAFF | Contracted Clerical Services | 04/10/2019 | \$360.76 | P |
| 07190844 | FLEXSTAFF | Contracted Clerical Services | 04/17/2019 | \$353.17 | P |
| 07190845 | FLEXSTAFF | Contracted Clerical Services | 04/24/2019 | \$353.17 | P |
| 07190846 | FLEXSTAFF | Contracted Clerical Services | 05/01/2019 | \$353.17 | P |
| 07190847 | GEBERT LAW OFFICE | Mediation Services- April 2019 | 05/02/2019 | \$1,800.00 | P |
| 07190848 | GEBERT LAW OFFICE | Atty Fee - 16GN33 | 05/03/2019 | \$98.00 | P |
| 07190849 | GEBERT LAW OFFICE | Atty Fee - 11GN15 | 05/04/2019 | \$98.00 | P |
| 07190850 | GEBERT LAW OFFICE | Atty Fee - 07GN39 | 05/04/2019 | \$98.00 | P |
| 07190851 | GEBERT LAW OFFICE | Atty Fee - 03GN74 | 05/04/2019 | \$98.00 | P |
| 07190852 | GEBERT LAW OFFICE | Atty Fee - 18GN45 | 05/04/2019 | \$98.00 | P |
| 07190853 | GEBERT LAW OFFICE | Atty Fee - 88GN214 | 05/04/2019 | \$98.00 | P |
| 07190854 | GORSKI KENNETH | Crt Cmmsnr Svcs - April 19 | 05/08/2019 | \$1,250.00 | P |
| 07190855 | GORSKI & WITTMAN SC | Atty Fee - 19GN31 | 04/25/2019 | \$252.21 | P |
| 07190856 | GORSKI & WITTMAN SC | Atty Fee - 19GN38 | 04/25/2019 | \$239.35 | P |
| 07190857 | GORSKI & WITTMAN SC | Atty Fee - 18GN30 | 05/02/2019 | \$141.72 | P |
| 07190858 | HILL & WALCZAK ATTYS | Mediation Svcs - April 2019 | 05/02/2019 | \$100.00 | P |
| 07190859 | HILL & WALCZAK ATTYS | Atty Fee - 19JC41 | 04/30/2019 | \$525.00 | P |
| 07190860 | HILL & WALCZAK ATTYS | Atty Fee - 17JC27 & 28 | 04/30/2019 | \$462.00 | P |
| 07190861 | HILL & WALCZAK ATTYS | Atty Fee - 19JG06 | 04/29/2019 | \$245.00 | P |
| 07190862 | SLATTERY TRAVIS LAW OFFICE | Atty Fee - 18CF656 | 05/01/2019 | \$490.00 | P |
| 07190863 | SLATTERY TRAVIS LAW OFFICE | Atty Fee - 14GN34 | 05/01/2019 | \$161.00 | P |
| 07190864 | TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS | Person Search SDC-Apr 2019 | 05/01/2019 | \$62.40 | P |
| 07190865 | GORSKI & WITTMAN SC | Atty Fee - 92GN25 | 05/02/2019 | \$126.00 | P |
| 07190866 | GORSKI & WITTMAN SC | Atty Fee - 18GN24 | 05/05/2019 | \$126.00 | P |
| 07190867 | GORSKI & WITTMAN SC | Atty Fee - 89GN216 | 05/03/2019 | \$126.00 | P |
| 07190868 | WEILAND LEGAL SERVICES | Atty Fee - 19GN26 | 05/07/2019 | \$203.00 | P |
| 07190869 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | Med Exam - 19GN44 | 05/08/2019 | \$500.00 | P |
| 07190870 | GEBERT LAW OFFICE | Atty Fee - 12GN85 | 05/08/2019 | \$175.00 | P |
| 07190871 | GEBERT LAW OFFICE | Atty Fee - 19GN28 | 05/13/2019 | \$105.00 | P |
| 07190872 | GEBERT LAW OFFICE | Atty Fee - 19GN42 | 05/13/2019 | \$126.00 | P |
| 07190873 | NASH LAW GROUP | Atty Fee - 19JC21 & 22 | 05/09/2019 | \$56.00 | P |
| 07190874 | NASH LAW GROUP | Atty Fee - 18JC64 - 67 | 05/09/2019 | \$7.00 | P |
| 07190875 | NASH LAW GROUP | Atty Fee - 18JC107 & 108 | 05/09/2019 | \$14.00 | P |
| 07190876 | NASH LAW GROUP | Atty Fee - 17JC77 & 78 | 05/09/2019 | \$7.00 | P |

Committee Report - County of Wood

CLERK OF CIRCUIT COURT - MAY 2019

07190805 - 07190901

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|--|---------------------------------|------------|--------------------|------|
| 07190877 | NASH LAW GROUP | Atty Fee - 19CF15 | 05/13/2019 | \$569.28 | P |
| 07190878 | NASH LAW GROUP | Atty fee - 16JC53,54 & 17JC02 | 05/09/2019 | \$14.00 | P |
| 07190879 | NASH LAW GROUP | Atty Fee - 17JC47 & 48 | 05/09/2019 | \$35.00 | P |
| 07190880 | NASH LAW GROUP | Atty Fee - 19CM65 | 05/09/2019 | \$295.43 | P |
| 07190881 | MAILFINANCE | Lease Payment Mar-Jun 19 | 05/05/2019 | \$372.87 | P |
| 07190882 | SCHMIDT & GRACE | Atty Fee - 17CM524 | 05/08/2019 | \$819.00 | P |
| 07190883 | STEVNING-ROE LAW FIRM LLC | Atty Fee - 16GN07 | 05/08/2019 | \$107.69 | P |
| 07190884 | STEVNING-ROE LAW FIRM LLC | Atty Fee - 87GN212 | 05/08/2019 | \$70.00 | P |
| 07190885 | WEILAND LEGAL SERVICES | Atty Fee - 81GN205 | 05/13/2019 | \$70.00 | P |
| 07190886 | WEILAND LEGAL SERVICES | Atty Fee - 06GN37 | 05/13/2019 | \$70.00 | P |
| 07190887 | WEILAND LEGAL SERVICES | Atty Fee - 19GN39 | 05/09/2019 | \$210.00 | P |
| 07190888 | WEST PAYMENT CENTER | LL Internet Access - April 2019 | 05/01/2019 | \$1,402.50 | P |
| 07190889 | ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC | MEd Exam - 19GN43 | 05/16/2019 | \$500.00 | P |
| 07190890 | HILL & WALCZAK ATTYS | Atty Fee - 18JC41 | 05/21/2019 | \$269.50 | P |
| 07190891 | HILL & WALCZAK ATTYS | Atty Fee - 19JC38 | 05/21/2019 | \$637.00 | P |
| 07190892 | HILL & WALCZAK ATTYS | Atty Fee - 19JG11 | 05/21/2019 | \$357.00 | P |
| 07190893 | HILL & WALCZAK ATTYS | Atty Fee - 17JC23 | 05/20/2019 | \$406.00 | P |
| 07190894 | HILL & WALCZAK ATTYS | Atty Fee - 19JC39,40 & 50 | 05/20/2019 | \$693.00 | P |
| 07190895 | HILL & WALCZAK ATTYS | Atty Fee - 19JG4 & 5 | 05/21/2019 | \$322.00 | P |
| 07190896 | LAWTON & LAWTON SC | Atty Fee - 18GN37 | 05/10/2019 | \$196.00 | P |
| 07190897 | LLOYD PETER C LLC | Atty Fee - 19CF44 | 05/17/2019 | \$1,148.23 | P |
| 07190898 | NASH LAW GROUP | Atty Fee - 18GN69 | 05/20/2019 | \$1,155.00 | P |
| 07190899 | NASH LAW GROUP | Atty Fee - 19JC44 | 05/16/2019 | \$241.50 | P |
| 07190900 | SLATTERY TRAVIS LAW OFFICE | Atty Fee - 18CF684 | 05/20/2019 | \$938.00 | P |
| 07190901 | WEILAND LEGAL SERVICES | Atty Fee - 17GN33 | 05/13/2019 | \$70.00 | P |
| Grand Total: | | | | \$42,262.31 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: May 2019

For the range of vouchers: 09190006 - 09190009

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|------------------------|------------------------|------------|-----------------|------|
| 09190006 | STATE BAR OF WISCONSIN | 2020 bar dues | 05/29/2019 | \$480.55 | |
| 09190007 | STATE BAR OF WISCONSIN | Wis Civil Procedure | 05/02/2019 | \$76.02 | |
| 09190008 | STATE BAR OF WISCONSIN | Wis Public Records | 05/23/2019 | \$103.80 | |
| 09190009 | STATE BAR OF WISCONSIN | Advising Older Clients | 05/14/2019 | \$76.02 | |
| Grand Total: | | | | \$736.39 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: MAY 2019

For the range of vouchers: 11190003 - 11190003

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|---------------------|----------------------------|------------|----------------|------|
| 11190003 | PETERSON MICHELLE L | TRANSCRIPTS 18TR1412, 1413 | 05/03/2019 | \$19.00 | P |
| Grand Total: | | | | \$19.00 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: MAY 2019

For the range of vouchers: 24190018 - 24190020

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|-------------------------|-----------------------------|------------|-------------------|------|
| 24190018 | KAMINSKI DEBRA | MILEAGE TO/FROM WAUSHARA CO | 04/24/2019 | \$46.40 | P |
| 24190019 | PFC PRODUCTS INC | BIRTH CERTIFICATE FOLDERS | 05/09/2019 | \$742.92 | P |
| 24190020 | FIDLAR TECHNOLOGIES INC | APRIL LAREDO USAGE | 05/16/2019 | \$275.81 | P |
| Grand Total: | | | | \$1,065.13 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: MAY 2019

For the range of vouchers: 32190004 - 32190004

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|------------------------------|--------------------------------|------------|-----------------|------|
| 32190004 | FOX VALLEY TECHNICAL COLLEGE | SERVING VICTIMS CONFERENCE REG | 05/20/2019 | \$125.00 | |
| Grand Total: | | | | \$125.00 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

JUNE 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On May 7th I was in Madison for legislative meetings as we continue to work on a funding increase from the state.
- We received a letter from Andre Small the Wisconsin Bureau of Child Support Director commending the agency for receiving the Federal Fiscal Year 2018 Certificate of Excellence Award.
- Agency staff met with members of Forward Service Corporation (FSC) to learn more about the services they can offer the customers we serve. A work group has been formed to continue discussions with FSC to develop a stronger collaboration with them.
- On May 21st I was in Madison to testify in support of AB-166 which is the Administrative Paternity Legislation we have been working on.
- On May 22nd Shannon Lobner was in Madison for the WiKids documents workgroup.
- Agency staff attended the Wisconsin Child Support Enforcement Association's spring trainings in Neillsville and Appleton.
- I will be attending the Joint Legislative Committee meeting in Mosinee on June 10th.
- The April performance numbers are in and we are on track to meet and exceed all four Federal Performance measures.
- The current IV-D case count is 3,920



P.O. Box 7935
Madison, WI 53708-8916

Governor Tony Evers
Secretary Emilie Amundson

Division of Family and Economic Security
Bureau of Child Support

April 29, 2019

Brent Vruwink, Director
Wood County Child Support Agency
400 Market St
PO BOX 8095
Wisconsin Rapids WI 54495

Dear Mr. Vruwink:

Congratulations to the Wood County Child Support Agency for receiving the **Federal Fiscal Year 2018 Certificate of Excellence Award**.

The Wood County Child Support Agency demonstrated excellence in all four-performance measures: Paternity Establishment, Court Order Establishment, Current Support Collections and Arrears Case Reductions. The benchmarks used were:

- Paternity Establishment Rate: 90% or greater
- Court Order Establishment Rate: 80% or greater
- Collection Rate on Current Support: 80% or greater
- Arrears Case Collections Rate: 80% or greater

Your agency was one of seventeen child support agencies honored with this award during the 2019 BCS Directors' Dialogue on April 11.

Congratulations on this exceptional accomplishment. On behalf of Wisconsin's children, thank you for a job well done!

Sincerely,

A handwritten signature in black ink, appearing to read "André Small".

André Small
Director

cc: Douglas Machon, Chairperson
Amy Vannieuwenhoven, BRO Regional CS Coordinator

**CLERK OF COURT COLLECTED
COUNTY REVENUES
FOR THE MONTH OF APRIL 30, 2019**

| Which Dept. Receives Revenue | Account Title | Current Month Totals | Previous Month Totals | Difference |
|--|---------------------------------|-------------------------|--------------------------|----------------------|
| Clerk of Courts | County Forfeitures | \$ 6,951.73 | \$ 10,214.16 | \$ (3,262.43) |
| Clerk of Courts | Occupational Lic Fee Due Co | \$ 80.00 | \$ 40.00 | \$ 40.00 |
| Clerk of Courts | County Share State Fines | \$ 12,729.28 | \$ 8,748.94 | \$ 3,980.34 |
| Clerk of Courts | Attorney Fees | \$ 2,552.86 | \$ 3,016.36 | \$ (463.50) |
| Clerk of Courts | Interest (from A/C # 2299-851) | \$ 23.37 | \$ 20.43 | \$ 2.94 |
| Clerk's Fees | | | | |
| Clerk of Courts | Clerk of Courts Fees | \$ 11,008.24 | \$ 10,257.26 | \$ 750.98 |
| Clerk of Courts | Bond Forfeitures | \$ 1,150.00 | \$ 1,450.00 | \$ (300.00) |
| Clerk of Courts | Payment Plan Fees | \$ 1,025.00 | \$ 1,025.00 | \$ - |
| Clerk of Courts | Muni Disposal Fees | \$ 25.00 | \$ 65.00 | \$ (40.00) |
| COC Div. Mediation | Family Counseling Service Fees | \$ 470.00 | \$ 680.00 | \$ (210.00) |
| COC Div. Mediation | Family Counseling Reimbursement | \$ 420.00 | \$ 865.55 | \$ (445.55) |
| Subtotal of Clerk of Courts Revenue | | \$ 36,435.48 | \$ 36,382.70 | \$ 52.78 |
| Branch I | Juvenile Legal Fees | \$ 205.12 | \$ 184.50 | \$ 20.62 |
| District Attorney | District Attorney Witness Fees | \$ - | \$ - | \$ - |
| District Attorney | District Attorney Service | \$ 14.41 | \$ 44.78 | \$ (30.37) |
| District Attorney | District Attorney 10% | \$ 1,031.52 | \$ 432.90 | \$ 598.62 |
| Victim Witness | Victim Witness 10% | \$ 1,031.51 | \$ 432.90 | \$ 598.61 |
| Human Services | Custody Study Fees | \$ - | \$ - | \$ - |
| Human Services | Driver Improvement Surcharge | \$ 4,253.03 | \$ 6,090.75 | \$ (1,837.72) |
| Sheriff's Dept. | Warrant Fees | \$ 2,632.55 | \$ 3,065.99 | \$ (433.44) |
| Sheriff's Dept. | Jail Surcharge | \$ 2,543.89 | \$ 2,793.80 | \$ (249.91) |
| Sheriff's Dept. | Blood Tests | \$ 92.30 | \$ 185.18 | \$ (92.88) |
| Sheriff's Dept. | Extradition Costs | \$ 107.36 | \$ 164.88 | \$ (57.52) |
| Finance Dept | Sales Tax | \$ - | \$ - | \$ - |
| COUNTY REVENUE | | \$ 48,347.17 | \$ 49,778.38 | \$ (1,431.21) |
| 0700-24241 STATE REVENUES | | \$ 139,172.29 | \$ 142,536.40 | \$ (3,364.11) |
| SUBTOTAL | | \$ 187,519.46 | \$ 192,314.78 | \$ (4,795.32) |
| Municipal Pass Through Revenues | | \$ 1,493.40 | \$ 1,983.87 | \$ (490.47) |
| TOTAL | | \$ 189,012.86 | \$ 194,298.65 | \$ (5,285.79) |

For the Judicial & Legislative Committee Meeting dated: June 7, 2019
Prepared by Cindy L. Joosten, Clerk of Circuit Court

ANNUAL REVENUE COMPARISON

| 2018 | | | | | 2019 | | | | |
|----------------------------|-----------|-----------|---------|--------|------|----------|----------|----------|-------|
| | Total | State | County | Muni | | Total | State | County | Muni |
| Jan | 202,024 | 152,601 | 49,083 | 339 | Jan | 179,852 | 136,758 | 42,461 | 633 |
| Feb | 213,995 | 156,381 | 56,060 | 1,554 | Feb | 212,467 | 158,150 | 52,379 | 1,939 |
| Mar | 200,318 | 147,209 | 51,352 | 1,756 | Mar | 194,299 | 142,536 | 49,778 | 1,984 |
| Apr | 216,658 | 157,104 | 58,444 | 1,110 | Apr | 189,013 | 139,172 | 48,347 | 1,493 |
| May | 206,201 | 151,893 | 53,396 | 912 | May | - | | | |
| Jun | 191,610 | 143,283 | 47,584 | 742 | Jun | - | | | |
| Jul | 195,758 | 149,266 | 45,605 | 887 | Jul | - | | | |
| Aug | 225,595 | 175,731 | 48,846 | 1,017 | Aug | - | | | |
| Sep | 176,068 | 132,213 | 42,179 | 1,676 | Sep | - | | | |
| Oct | 199,817 | 149,706 | 49,186 | 925 | Oct | - | | | |
| Nov | 188,187 | 144,071 | 42,778 | 1,339 | Nov | - | | | |
| Dec | 176,356 | 135,413 | 39,447 | 1,496 | Dec | - | | | |
| | | | | | | | | | |
| | 2,392,586 | 1,794,871 | 583,961 | 13,754 | | 775,631 | 576,616 | 192,965 | 6,049 |
| | | | | | | | | | |
| 2018 YEAR TO DATE REVENUE: | | | | | | 832,994 | 613,296 | 214,939 | 4,759 |
| | | | | | | | | | |
| INCREASE (Decrease) | | | | | | (57,364) | (36,679) | (21,974) | 1,289 |

COLLECTION ACTIVITY SUMMARY FOR 2019

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|----------|----------|-----------|----------|----------|-----|-----|-----|-----|-----|-----|-----|
| Warrants Issued | 84 | 78 | 65 | 68 | | | | | | | | |
| Suspensions Issued | 27 | 5 | 26 | 17 | | | | | | | | |
| Payment Plans Created | 73 | 70 | 75 | 75 | | | | | | | | |
| Receivables in Payment Plans | 7633 | 7592 | 7583 | 7596 | | | | | | | | |
| Payment Plans Due | \$73,847 | \$70,303 | \$66,774 | \$64,327 | \$67,816 | | | | | | | |
| # of Payment Plans PIF | 66 | 93 | 93 | 74 | | | | | | | | |
| Fines worked off through Community Service | 24 | 28 | 15 | 12 | | | | | | | | |
| \$ Worked off through Community Service | \$11,962 | \$11,711 | \$6,332 | \$4,089 | | | | | | | | |
| State Debt Collection Agency Payments | \$577 | \$1,915 | \$2,829 | \$2,534 | | | | | | | | |
| Electronic Payments | \$86,974 | \$89,769 | \$127,966 | \$82,845 | | | | | | | | |

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)
For Month Ending 04-30-2019
Final

05-09-2019
12:10 pm

| Account | 0-1 Month | 1-2 Months | 2-3 Months | 3-6 Months | 6-12 Months | 1-2 Years | 2-3 Years | 3-4 Years | 4-5 Years | Over 5 Years | Total |
|--------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| Fees | 30550.75 | 20195.72 | 24528.95 | 65247.73 | 126409.64 | 164422.35 | 117864.26 | 67652.40 | 51275.20 | 207723.30 | 875870.30 |
| Traffic | 20669.81 | 16241.45 | 15460.83 | 34859.58 | 66408.81 | 79555.92 | 58834.35 | 40713.90 | 25224.61 | 212816.91 | 570786.17 |
| Criminal | 68676.54 | 39707.91 | 49607.98 | 149380.56 | 280095.49 | 419326.35 | 315289.31 | 226864.09 | 136637.42 | 574463.37 | 2260049.02 |
| Restitution | 23430.77 | 4788.13 | 1543.60 | 14476.62 | 32883.03 | 48753.70 | 59678.43 | 42381.12 | 54103.26 | 286333.46 | 568372.12 |
| TOTAL | \$ 143,327.87 | \$ 80,933.21 | \$ 91,141.36 | \$ 263,964.49 | \$ 505,796.97 | \$ 712,058.32 | \$ 551,666.35 | \$ 377,611.51 | \$ 267,240.49 | \$ 1,281,337.04 | \$ 4,275,077.61 |

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)
For Month Ending 04-30-2019
Final

05-09-2019
12:19 pm

| Account | 0-1 Month | 1-2 Months | 2-3 Months | 3-6 Months | 6-12 Months | 1-2 Years | 2-3 Years | 3-4 Years | 4-5 Years | Over 5 Years | Total |
|--------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Fees | 29543.65 | 20017.72 | 24406.95 | 64719.73 | 120043.06 | 156383.30 | 114297.19 | 65126.24 | 43635.94 | 155824.53 | 793998.31 |
| Traffic | 20669.81 | 16241.45 | 15460.83 | 34859.58 | 66294.31 | 79555.92 | 58834.35 | 40713.90 | 25224.61 | 212001.41 | 569856.17 |
| Criminal | 65132.54 | 29052.91 | 43983.98 | 125911.56 | 239789.69 | 325514.88 | 259444.76 | 161040.98 | 101454.12 | 400678.65 | 1752004.07 |
| Restitution | 1660.24 | 97.60 | 1400.06 | 11371.73 | 16329.15 | 17521.11 | 7725.81 | 2866.46 | 25875.25 | 54626.36 | 139473.77 |
| TOTAL | \$ 117,006.24 | \$ 65,409.68 | \$ 85,251.82 | \$ 236,862.60 | \$ 442,456.21 | \$ 578,975.21 | \$ 440,302.11 | \$ 269,747.58 | \$ 196,189.92 | \$ 823,130.95 | \$ 3,255,332.32 |



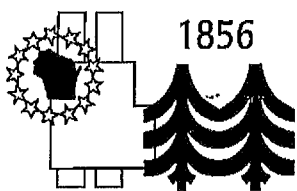
Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
May 2019

1. Ch. 51 Residency Determinations. Wisconsin law provides that the county where a person is detained for reasons of emergency mental health treatment is responsible for financing the first 72 hours (plus weekends and holidays falling within that time frame) of treatment. Thereafter the county of residence of the subject/patient is responsible for inpatient and outpatient treatment expenses. These costs can be substantial and for inpatient services start above \$1,000 per day. Sometimes private and public benefits cover some of the costs and sometimes not. Periodically it is difficult to ascertain a subject's county of residence as the subject may be transient and the primary criteria for determining residence is the intent of the subject, which can be problematic to ascertain when the subject is not lucid. These cases arise a few times a year and when they do Human Services uses this office to push hard against Wood County being found the county of residence/financial responsibility when such a fight is appropriate. Other counties do the same. Over the past year and a half a battle has been going on with respect to such a case and we were recently notified that another county has finally accepted financial responsibility based upon the results of administrative and judicial proceedings. The facts of a given case are what they are and you can't control them, ergo some of these folks will be the financial responsibility of Wood County and some not. When the facts are iffy or do not lead to a clear conclusion, as in this case, it is a relief to find success. I bring this to your attention for several reasons; first it feels good to share successful results and secondly to make mention that there are the arcane kinds of matters that we deal with that have significant financial repercussions to the county and take considerable time on my part.
2. Workload. With budgeting season approaching I have been giving consideration to the staff level here and I don't see a need to continue to fund the legal secretary position at 2 FTEs as we are managing fine at the current 1.5 FTE level we are scheduling at and plan to have the extra .5 FTE funding simply return to the general fund for 2019. With respect to lawyer staffing, it is simultaneously easy and difficult for me to accurately assess this. It is easy in the sense that as your in-house counsel I know what needs to be done and think that it is getting done adequately and so everything is hunky-dory. It is difficult in that I may be too close to what is going on to be able to dispassionately recognize areas of shortcomings and need. That is where you folks come into play. Part of your role is to verify that my work meets your standards and that other county staff are timely getting the quality of work from me that they need. Anyway, from my perspective at least, I don't see a need for additional legal staff and don't plan on budgeting for any.
3. Supervisor Training. So often county board supervisors will comment about being new and, therefore, not in a position to comment on some matter or the other or not being aware of procedural options for some issue before a committee or the board. To some extent this is natural as there is a learning curve for any job, but I ponder if we do enough to assist new supervisors and what could be improved upon. I understand that the training put on for newly elected supervisors by the WCA and UW Extension is pretty good but it doesn't delve into local procedures and practices. I brought the issue before the department heads at a recent meeting and the group seemed a bit queasy about weighing in on this topic. It isn't clear that this committee has been granted jurisdiction over this area but since you oversee the county board rules, it seemed that you would be an appropriate entity to give some consideration to making recommendations to improve what we currently have.
4. The Role of a Committee Chair. At last month's meeting the committee directed that I share some old memos pertaining to the role of a committee chair and to put together a draft rule the committee could work from in setting up a bit of a position description for this role. To that end, I have attached a draft rule and some old memos that address the topic.



Wood County WISCONSIN

CORPORATION COUNSEL OFFICE

Peter A. Kastenholz

Corporation Counsel

MEMORANDUM

TO: Wood County Board Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: October 15, 1996

RE: The Role of a Supervisor-As a Committee Chairperson

In Wisconsin, county boards in general, and particularly those not lead by an administrator or an executive, are governmental entities that place tremendous reliance on the committee and the committee structure. For it is within the committees that data is analyzed and policy decisions are either made on the spot or are developed into recommendations to the entire county board. Those recommendations are then typically adopted by the county board.

In a previous memorandum, the role of a supervisor as a committee member was discussed. That memorandum utilized material adapted from an article by Dr. Arthur W. Bromage, Professor of Political Science, University of Michigan, which appeared in The Municipality, October 1975, pp. 206-207. This memorandum reviews the second part of Professor Bromage's article, which has been incorporated into the League of Wisconsin Municipalities' Handbook for Wisconsin Municipal Officials, and which has been further modified by this writer to address the role of a supervisor as a committee chairperson in Wood County.

DUTIES AS A CHAIRPERSON

'As chairperson, you are thrust into the toughest committee job. You must take the initiative on many matters. You must spend more time with the department head(s) in developing the agenda and pre-digesting the business. You must guide the committee to ensure decisions, without cutting off discussion. You must try to keep personalities at a minimum. You may have to take the "rap" in the newspapers when the committee either formulates controversial policy or fails to develop policy.

A smart chairperson takes a chair which commands the group without being ostentatious about it. Although the chairperson does not bang a gavel, he or she lets the group know when they are in session. The chairperson forewarns them if they have a long agenda, and tries to keep the discussion and the decisions continuing without being dictatorial. The chairperson slows down for a bad intersection in policy, and suggests that a heavy-weight decision be postponed, when appropriate, until the next meeting.

A chairperson must sense when the group has become too tired or too argumentative to reach a decision. He or she may properly suggest a recess or an adjourned session. The chairperson will not worry a committee with a problem when no one has accumulated any facts or ideas for a solution. He or she may, under these circumstances, merely state the problem and indicate when it will come up for discussion.

Finally, if he or she wishes to live long and prosper, a chairperson will not misrepresent committee positions before the board. On a split committee opinion, the chairperson must frankly state the position of the majority, but suggest that a minority is to be heard. On some occasions, he or she may have to represent a majority report with which he or she does not agree. Having paved the way for the committee majority, he or she is entitled to give his personal decision and why.

The Committee system is one system.'

In making this last statement, "the committee system is one system", Professor Bromage has said quite a bit in those few words. One meaning that I draw from this statement is that committees, as lead by their chairpersons, must work cooperatively. This entails recognizing the scope of responsibilities of the various committees so that one committee is not invading the purview of another committee.

Of course, this is easier said than done, especially in light of the fact that many policy issues involve the domain of several committees. This situation is further aggravated by time restraints and the inherently cumbersome nature of the committee system.

One last point that should be considered by a committee chairperson in particular, is the level of responsibility the committee will leave to its managers (department heads and others). There will always be tension between different levels of authority, including committees and department heads, as to who will exercise what power. I do not possess the expertise to give advice as to what is appropriate in this realm, I only suggest to keep the issue in mind: how much authority will be exercised by the department heads and how much will be handled by the committee.



Wood County

WISCONSIN

CORPORATION COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

TO: Wood County Board Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel *PAK*

DATE: November 14, 2006

RE: The Role of a Committee Chairperson #2

Ten years ago last month, a memorandum was presented to the County Board; it was entitled: "The Role of a Supervisor – As a Committee Chairperson." That memorandum concluded with the following observation:

One last point that should be considered by a committee chairperson in particular is the level of responsibility the committee will leave to its managers (department heads and others). There will always be tension between different levels of authority, including committees and department heads, as to who will exercise what power. I do not possess the expertise to give advice as to what is appropriate in this realm, I only suggest to keep the issue in mind: how much authority will be exercised by the department heads and how much will be handled by the committee.

Recently, the specific issue arose as to who controls the contents of a committee's agenda – the committee chair or the department head? Generally speaking, I am asked to opine with some frequency on the authority of a committee chair verses the committee itself. My responses are based upon our "County Board Rules" and Robert's Rules of Order, along with some common sense.

At this time, I would like to spend some time going beyond the communication and relationship issues that were emphasized in the 1996 memo, and give focus to where the authority lies within the committee structure. These precepts not only form the core to the advice I give in this area, but they constitute the building blocks of the system within which we work.

First, we have the committee.¹ The authority of the committee comes from the statutes or directly from the county board.² In most instances the county board chair appoints the committee chair.³ The committee chair has the authority to call committee meetings⁴ as does the

¹ Committee, as that term is used herein, includes governmental subunits called commissions, boards, etc., and generally refers to a "standing committee" verses a "special committee."

² Where that authority emanates does not impact this discussion.

³ Likewise, who appoints the committee chair is irrelevant; see County Board Rule 40 A.

⁴ County Board Rule 20.

committee. A committee chair has no authority to cancel a meeting called by the committee at a previous meeting. The committee chair may postpone a meeting scheduled by the committee if all of the committee members agree in advance.⁵ Likewise, committee members may not cancel a meeting scheduled by the chair, except via consensus or by arranging to not have enough members present, a quorum, such that a meeting cannot be held.⁶

Similarly, both a committee chair and a committee control a committee's agenda. If a committee collectively determines to place a topic on an agenda, the committee chair cannot override that decision. Otherwise, a chair will decide, usually in conjunction with a department head, what is and is not included on an agenda.

A committee chair's primary responsibility is running the committee's meetings. Unless specifically authorized by the committee itself or the County Board's Rules, the committee chair has no additional authority to:

- receive per diems for meetings with the department head or staff. Certainly a committee chair, other committee members and other county board members can request to meet with staff for appropriate reasons, but no compensation for said meetings are permitted without authorization.
- set policy of the committee or the department. Although it is common and probably wise for a department head to forewarn a committee chair of a major policy decision that must be made before the next regularly scheduled meeting, the committee chair is no more than "the first among equals" and the chair's role in such a discussion should be to ascertain if the policy decision is of such a magnitude or political sensitivity as to necessitate a special committee meeting for the committee to consider it. The chair's role here is not to give tentative approval to the policy (and forego a special meeting) or tentative disapproval (and call a special meeting).⁷
- conduct performance reviews and appraisals of the department head and report these to the Human Resource Department. A department head reports to a committee, not to an individual. Thus, no member of a committee, including a chair, has the authority to report on behalf of the committee to any entity regarding the actions of staff unless pre-approved by the committee.⁸
- review and amend a draft budget (or any other policy) with the department head prior to the presentation of the draft budget to the entire committee membership. Certainly, it is permissible for the chair and other committee members to individually share their

⁵ It is not a violation of the Open Meetings Law, Wis. Stats. sections 19.81 – 19.88, for committee members to discuss when and where to meet as the limited discussion of these topics alone does not constitute a "meeting" as defined in section 19.82(2), stats.

⁶ In those instances where a committee cannot proceed with a meeting due to a lack of a quorum, those supervisors who do show up are not authorized a per diem under the current rules. Per County Board Rule 5, unexcused absences for a committee meeting result in a \$20 reduction in the supervisor's pay for that month.

⁷ A department head may not "survey" a committee on an issue as that would constitute a "walking quorum" which violates the Open Meetings law.

⁸ A committee chair has an affirmative obligation to make clear when he/she is and is not speaking on behalf of the committee when communicating officially regarding matters within the committee's purview.

thoughts with a department head on matters of concern on a draft budget. It is not okay, however, absent the pre-authorization of the committee, for a committee chair (or other committee member) to be involved in providing assistance in preparing a budget draft. In those few instances where the committee feels this is appropriate, then it needs to convey that authority by passing a motion that is recorded in the committee's minutes.

When committee chairs and department heads are selected, leadership qualities are usually an important facet of why they are chosen. These people tend to possess a strong sense of purpose and initiative. The committee system's democratic nature tends to stymie the individualism in these leadership qualities of committee chairs. The committee system is clearly built on a team work approach. If a committee has the insight and collective strength of character to recognize the strengths and weaknesses of its members to allocate responsibilities accordingly, everyone benefits. Without that type of delegation of authority by the committee, each committee member (including the chair) shares "joint and several" authority over all matters within the committee's jurisdiction.

c: Department Heads



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel *PAK*

DATE: November 10, 2015

RE: Rights and Authority of Supervisors

Periodically I am contacted by a county board supervisor to answer questions about the authority of a supervisor as a committee member in relation to a committee chair and a department head. I have done several memorandums over the years pertaining to the authority of a committee, where it comes from, and how it can be passed on to others. Recently I have been asked questions about this topic and I answered them. Now I come across a memo from a while back that addresses the issue in an interesting context that I thought would be worthwhile to share with everyone. This is particularly an important read for committee chairs lest you assume you have more power than you do and are embarrassed when the point is made publically.

On December 6, 2000, you stopped by my office to discuss some problems you were experiencing as a member of the Planning & Zoning Committee. One of your concerns had to do with access, prior to a committee meeting, to documents to be discussed at a committee meeting. You requested that I put my comments in writing and to disseminate them to certain persons. This memorandum is a follow-up to that request.

In discussing your rights to access records, principally of the Planning & Zoning department, we reviewed briefly your rights and that of any other person under the public records law, Wisconsin Statute section 19.21, et seq. You stated a preference to avoid utilizing the public records law and the potential for litigation that its use implies.

I appreciate that.

You suggested that as the vice-chairperson of the committee you had a right and a responsibility to be prepared for each committee meeting and that this necessitated your viewing in advance of the meeting documents to be discussed at the meeting.

Apparently you have requested copies of such documents in the past from the department head and the department head has turned down your request at the direction of the committee chairperson. The committee chair has since allowed that if documents are to be sent to one committee member, they be sent to all committee members.

There are a number of problems with the initial picture you portray. First, as a supervisor and particularly as a committee member (but even as a member of the public) you have a right, a legal right, to receive upon request in advance of a committee meeting a copy of documents that will be disseminated, discussed, or referred to at the meeting. No one, not a department head, a committee chairperson, a county board chairperson or even a county executive, can deny or impede such a request. Fees for such copies can and typically are charged for the public but they should not be charged of a supervisor, unless so directed by the department head or the committee.

The second problem with this scenario is the authority that the committee chairperson was evidently attempting to exercise. A committee chairperson is responsible for running (maintaining order) at the committee meeting. In doing so, a good chairperson will maintain a higher level of communication with the department(s) he or she oversees and, therefore, will typically be more knowledgeable about the matters brought before the committee. Usually a committee chairperson sets the agenda, but a committee may delegate that authority otherwise.

The higher level of contact between a committee chairperson and a department head and staff does not in and of itself give the chairperson any specific control or authority greater than that of another committee member, another supervisor or even the general public! If a committee chairperson has any authority over department staff (other than setting the agenda), it is only by means of a motion contained in the minutes of the committee.

The county board conveys authority to a committee as a group, not as individuals. The committee conveys its authority by means of job descriptions and meetings, whereby motions are made, seconded and approved by a majority vote. A committee may authorize its chair to perform certain functions, such as an annual performance evaluation on a department head. This type of matter may tend to cause a department head to ingratiate him

or herself to the committee chair over other committee members and to committee members over other supervisors. However, when push comes to shove, a committee chair or other committee members has no independent control or authority over a department head or staff person unless that authority has been conveyed via motion contained in written committee minutes.

Please recognize that these comments are not intended to be critical of the department head or the committee chair. Department heads often give great deference to the wishes of an oversight committee chair and vice-versa. This would seem to be a natural development in such a relationship. However, when, as here, push comes to shove, the department head cannot simply abide by unauthorized directives of a committee chair.

As with any county board supervisor, I avail to you my services in making sure that you are able to perform your responsibilities as a supervisor in a legal manner. I cannot direct a supervisor or department head what to do or what not to do. I can only give them advice on what is and is not legal and why. I can, however, assist in advising you and others as to the "chain of command" and communicating with the entities that do not exercise control over a given issue.



Wood County

WISCONSIN

REGISTER OF
DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JUNE 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. Attended Judicial and Legislative committee meeting on May 3rd
2. Attended PRIA Webinar: Remote Notarization on May 9th
3. I hosted the WRDA District 7 meeting in Wisconsin Rapids on May 15th
4. We worked with the Sheriff's department to provide vital records for their investigation. Thank you for your approval of this process.
5. Rita Eichsteadt and Deb Killian attended the county required Civil Rights Training on May 21st
6. Angela Breunig attended the employee feedback meeting on May 22nd
7. I am invited to attend and work the Marshfield Mayor's breakfast on May 31st. I will be serving eggs and hope to see you there!
8. I will be attending WRDA conference June 5th – 7th in Minocqua.

VICTIM WITNESS SERVICES REPORT

Michele Newman, Coordinator

April 26th to May 29th 2019

Victims/Witnesses Served:

96 Victims or Witnesses made direct contact with via phone

13 Victims or Witnesses Met in person

1 (4 requested) Victims assisted with preparation of Crime Victim Compensation Application

86 Initial contact packet information sent

26 No Contact order information

10 No prosecutions notification

65 Victims or Witnesses were Notified of all hearings

12 Victims or Witnesses were Notified of Plea Agreement/Sentencing

65 Victims or Witnesses Notified of Disposition on closed cases

17 Victims or Witnesses Notified of Sentencing after Revocation

35 Victims had Restitutions Requested

11 Victims requested to make Victim Impact Statements or to speak at sentencing

20 Victims Registered with VOICE/Vine service

2 Victims notified of Appeals court proceedings

Total Services, notes/events = **407** Total unique parties = **259**

Restitution:

Totaled: **\$43,011.27**

Amount for citizens = **\$ 2,956.43**

Amount for businesses = **\$731.85**

Amount for Wood County or State agencies = **\$39,322.99**

Trainings/Meetings/Other:

Intern from UWEC started 5/28/19- Summer intern from UW Eau Claire started May 28 and will be with VW until August 31th.

Financial Elder Abuse & White Collar Crime Seminar April 29th

SART team meeting May 8th

Department Heads Meeting May 15th

Wisconsin Victim Witness Professionals Annual Meeting/Conference May 15th -17th.

Wood County Board Restructure

The Wood County Board will elect every two years at the organizational meeting both a County Board Chair and Vice Chair. The County Board Chair will also serve as the County Administrative Coordinator. The County Board Vice Chair will be the Chairperson of the Operations Committee.

The Executive Committee will no longer exist. The Executive Committee over time has come to serve as the oversight committee of the other standing committees thus giving members of the Executive Committee more formal and informal power. Good Government cannot exist without a true balance of power. The board will be comprised of 6 standing committees.

1. Operations- The committee will oversee the County Treasurer, Finance Department, County Clerk, Information Technology Department and the Human Resources Department.
2. Health and Human Services- The committee will oversee the Health Department, Human Services Department and Veterans Department.
3. Highway, Infrastructure and Recreational Committee- The committee will oversee the Highway Department, Risk Management Department, Maintenance Department, Public Property and Parks/Forestry Department.
4. Conservation, Planning, Zoning and Education- The committee will oversee the Land and Water Conservation Department, UW Extension, Surveyor, the Planning/Zoning Department and Economic Development.
5. Judicial and Legislative- The committee will oversee Corporation Counsel, Child Support, Clerk of Courts, Register of Deeds, Victim Witness, District Attorney, Circuit Court Branches 1, 2 and 3, the Family Court Commissioner and the Register in Probate.
6. Public Safety- The committee will oversee all departments relating to public safety.

All members of each committee will be appointed by the County Board Chair with confirmation by the County Board. The committees will elect their own committee chair. The county board will be the governing authority over all the oversight committees. All decisions made by the standing committees will go directly to the county board for approval (no approval of another committee is necessary).

There will be no limit as to how many standing committees a supervisor can be appointed to, but all supervisors must have at least one appointment to a standing committee. A Supervisor will only be allowed to chair one standing committee.

County Board Rule 4 [current language appears in regular font and proposed additions are in red/bold text]

Authority of County Board **and Committee** Chairs

- A.1. The County Board Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the board.
- 2. The County Board Chairperson may appoint a board member or members to represent the interests of Wood County at any meeting within the state.
- 3. Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson’s judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

B. Chairpersons of committees, commissions and boards of the county (hereafter, committees) shall have the following authority:

- 1). With respect to the agenda of the committee, the committee Chair shall:**
 - a) Include on the agenda referrals made by the County Board.**
 - b) Include on the agenda matters the committee directed to be placed there.**
 - c) Include on the agenda matters referred to the Chair by department heads as the Chair deems appropriate. It is proper for the Chair to communicate with department heads over such matters and to ascertain the issues that will be presented to the committee for decisions.**
 - d) Include on the agenda matters brought to the Chairs attention by other supervisors, staff and members of the public that the Chair feels should come before the committee.**
- 2) The Committee Chair shall run the committee meetings, this includes:**
 - a) Calling the meeting to order at the appropriate time and with the presence of a quorum.**
 - b) To announce the matters to be addressed by the committee.**
 - c) To state motions made, seek and participate in discussion and then have the committee vote on matters before it. The Chair shall then announce the results of the vote. The Chair may, if there are not objections, state matters the committee has come to consensus on without a vote such that the matters may be contained in the minutes.**

- d) Preserving order and decorum, and deciding all questions of order, subject to an appeal to the committee.
- e) To adjourn the meeting when appropriate by motion or upon directive of the Chair if there are no objections.

3) The Committee Chair shall be familiar with the positions of the committee with respect to matters the committee has addressed and be prepared to explain the pros and cons of such matters at county board meetings.

C. Chairpersons of committees do not have authority to take the following actions unless granted to them by the committee and reflected in the minutes of the committee:

- 1) Speak to the news media or take other formal action on behalf of the committee.
- 2) Conduct a formal evaluation of a department head or implement discipline of a department head.
- 3) Direct a department head (or their staff) on actions that they will or should take.
- 4) Approve or disapprove of policy proposals.
- 5) Approve or disapprove of expenditures by a department.