

JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, June 4, 2021

TIME: 9 a.m.

LOCATION: Safety Conference Room 105A, 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 any claims and notices of injury against the County, as necessary.
5. Review any Dog License Fee Fund claims.
6. Review for approval the vouchers and monthly reports of departments the committee oversees.
7. WCA resolutions deadline.
8. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Groundwater Group.
 - b. Polk County Resolution, re: Creation of Community Based Inpatient & Outpatient Substance Abuse Treatment Facilities.
 - c. Polk County Resolution, re: Increase Funding for Drug Crime Prosecution
 - d. Polk County Resolution, re: Create State Substance Abuse Database
9. Review of County Board Rules.
 - a. Resolution on Rule 12, re: speaking at meetings by non-supervisors.
 - b. Discuss special orders of business at county board meetings.
10. Administrative Coordinator position description.
11. Attendance at meetings.
12. Consideration of agenda items for next meeting.
13. Set date and time of next meeting.
14. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 187 095 2717

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m68dfa7206f56eecbe161762667f8313e>

Meeting number (access code): 187 095 2717

Meeting password: JL0604

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 7, 2021
 TIME: 9:00 a.m.
 PLACE: Room 114, Wood County Courthouse
 TIME ADJOURNED: 11:14 a.m.
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,
 Kenneth Curry, Ed Wagner, Joseph Zurfluh
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order. The Chair pointed out the meeting is no longer being recorded.
2. Public comments. None.
3. The minutes for the April 1, 2021, meeting were reviewed. There being no objections, the minutes were deemed approved by the Chair.
4. The Committee reviewed the claim of Abby and Kevin Hoffman. This claim will be provided to the county board.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. **Moved by Zurfluh, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.**

Discussion had on a position description for the Administrative Coordinator. The Committee will set the matter for discussion at its next meeting and will work with Human Resources Director McGrath on this.

7. The Committee reviewed correspondence and legislative issues.
 - a. Report of Citizens Groundwater Group. Supervisor Leichtnam hit the high points of the group's April 19 meeting where Professor George Kraft spoke. Kraft explained that the data is available but the political will or resolve has not been present to do what obviously needs to be done in protecting groundwater from nitrogen contamination. The next meeting will be Monday, May 17.
 - b. Eau Claire County resolution, re: Strengthen hate crime statutes. **Moved by Leichtnam, seconded by Zurfluh, to present a resolution to the county board similar to the Eau Claire County resolution. All ayes.**

- c. Washington County resolution, re: Increase in criminal/ordinance surcharge. No action taken.
 - d. Washington County resolution, re: Duplicate copies of transcripts for search warrants. No action taken.
 - e. Green Lake County resolution, re: Wildlife damage program changes. Moved by Wagner, seconded by Leichtnam, to co-sponsor a resolution with the CEED committee to oppose a legislative effort to remove the Wildlife Damage Abatement Program from the county and transfer the responsibility to the DNR. All ayes.
 - f. Wood County Census and Redistricting. Chairman Pliml explained the problem being addressed by the WCA and municipalities in Wisconsin on dealing with the delayed promulgation of census data and when redistricting should be addressed. Practically speaking, there will be insufficient time to perform the redistricting process in time for the filing of nomination papers this fall. Moved by Curry, seconded by Clendenning, to extend the completion time frame of redistricting until 2022. Motion to table by Clendenning. No second. 2 ayes, 3 nays, Motion lost.
8. County Board rules.
- a. Rule 12, speaking at meetings by non-supervisors
Olivia Chasteen, resident of Pittsville, expressed concern over giving the board the ability to forgo public comments. Committee directed Corporation Counsel to prepare another rewrite of Rule 12 and present same at the next meeting.
 - b. Rule 30, number of per diems allowed annually for county board supervisors attending meetings. Chairman Clendenning wants to change the current rule that limits the meetings a supervisor can attend to 125 meetings per year by increasing it by 15. No action taken.
9. Use of County logo.
Moved by Wagner, seconded by Curry, that non-county use of the county logo must be approved by a county committee.
Moved by Clendenning, seconded by Zurfluh, to eliminate committee and insert Corporation Counsel. All ayes on motion to amend.
Motion as amended approved unanimously.

10. Number of supervisors, per diems, and salary for next term of office. **Moved by Wagner, seconded by Zurfluh, to leave the salaries and per diems as they are. All ayes.**
11. Mask mandate. Supervisor Clendenning expressed concern over the automatic cancelling of the County's mask mandate when the state's mandate expired by court order. Resident Tim Zanders spoke in favor of the County imposing a mask mandate in the county.
Moved by Leichtnam, seconded by Clendenning, to re-impose the County's mask mandates in County buildings. Discussion had. 4 ayes; Supervisor Curry voted no.
12. ADRC proposal to have a separate meal site in Wausau for Hmongs. Jonette Arms, ADRC Director, explained that ethnic-oriented dining sites are not unusual and help to draw minority populations to the meal program. Arms explained that there was only one Hmong elderly person who went to a meal site in 2019. She explained that the Hmong have a different palate preference and are very underserved. This is not an attempt to segregate but rather to serve those in need. Others felt this is not encouraging the unifying of the different cultures that is very much needed.
13. Attendance at meetings.
Moved by Zurfluh, seconded by Wagner, to grant Leichtnam a per diem for attending the Drug Task Force meeting. All ayes.
Moved by Zurfluh, seconded by Leichtnam, to grant Clendenning a per diem for attendance at the State legislature's regional Finance Committee meeting. All ayes.
14. Agenda items for the June 2021 meeting:
 - Administrative Coordinator Position Description
 - Rewrite of County Board Rule #12
15. The next committee meeting will be June 4, 2021, at 9 a.m.
16. At 11 a.m., pursuant to Wis. Stat. s. 19.85(1)(c), **moved by Zurfluh, seconded by Leichtnam, to go into closed session to discuss Criminal Justice Coordinator completing probationary period. All ayes.**
17. At 11:14 a.m., **moved by Wagner, seconded by Leichtnam, to return to open session. All ayes.**
18. Meeting adjourned without objection by the Chairperson at 11:14 a.m.

Minutes taken by Peter Kastenholz.

Judicial & Legislative Committee Meeting

Date: May 7, 2021

[illegible]

Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: MAY 2021

For the range of vouchers: 03210031 - 03210033

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03210031	SWITS LTD	INTERPRETER FEES	05/13/2021	\$68.50	
03210032	COLLINS KIMBERLY	TRANSCRIPT FEE 20CF336	04/20/2021	\$40.00	
03210033	COLLINS KIMBERLY	TRANSCRIPT FEE 20CF205	04/20/2021	\$18.00	
Grand Total:				\$126.50	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: MAY 2021

For the range of vouchers: 04210018 - 04210020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04210018	LENTZ KIM	TRANSCRIPT FEES	05/03/2021	\$32.00	
04210019	SWITS LTD	INTERPRETER FEE 20CT436	03/31/2021	\$76.00	
04210020	SWITS LTD	INTERPRETER FEES	05/13/2021	\$107.00	
Grand Total:				\$215.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Report

County of Wood

Report of claims for: BRANCH 3

For the period of: MAY 2021

For the range of vouchers: 05210026 - 05210026

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05210026	SWITS LTD	INTERPRETER FEES	05/13/2021	\$229.00	P
Grand Total:				\$229.00	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: MAY 2021

For the range of vouchers: 02210030 - 02210038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02210030	CW SOLUTIONS LLC	ELEVATE/A&V PROGRAM COSTS	05/26/2021	\$33,435.40	
02210031	DNA DIAGNOSTICS CENTER	6-IND. GENETIC TESTS	05/26/2021	\$144.00	
02210032	LEGAL LOGISTICS LLC	23-PROCESS OF SERVICE FEES	05/26/2021	\$1,360.00	
02210033	OFFICE DEPOT	OFFICE SUPPLIES	05/26/2021	\$22.54	
02210034	OFFICE DEPOT	OFFICE SUPPLIES	05/26/2021	\$11.22	
02210035	RIVER CITY PROCESS SERVERS	30-PROCESS OF SERVICE FEES	05/26/2021	\$1,250.00	
02210036	WI DEPT OF ADMINISTRATION	CSA/DHSS-SHARED MANAGED ROUTER	05/26/2021	\$75.00	
02210037	SWITS LTD	3-INTERPRETER FEES	05/26/2021	\$96.00	
02210038	WAUPACA COUNTY SHERIFF'S DEPT	1-PROCESS OF SERVICE FEE	05/26/2021	\$75.00	
Grand Total:				\$36,469.16	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: MAY

For the range of vouchers: 07210270 - 07210353

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210270	WEYMOUTH RICHARD D	Court Commissioner -April 2021	04/28/2021	\$5,416.66	P
07210271	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21GN24	04/14/2021	\$500.00	P
07210272	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	MEd Exam - 21ME52	04/16/2021	\$345.00	P
07210273	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME56	04/19/2021	\$495.00	P
07210274	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME55	04/21/2021	\$540.00	P
07210275	BENSON STEVEN A PH D LLC	Med Exam - 20CM551	04/16/2021	\$2,688.00	P
07210276	CARMICHAEL & QUARTEMONT S C	Atty Fee - 17GN13	03/31/2021	\$140.00	P
07210277	CARMICHAEL & QUARTEMONT S C	Atty Fee - 16GN29	03/31/2021	\$115.50	P
07210278	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	MEd Exam - 20ME171	04/14/2021	\$600.00	P
07210279	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME56	04/19/2021	\$800.00	P
07210280	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME52	04/16/2021	\$650.00	P
07210281	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME55	04/21/2021	\$845.00	P
07210282	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME166	04/21/2021	\$795.00	P
07210283	ECKER TIMOTHY A	Witness Fee - 20TR639	04/14/2021	\$26.44	P
07210284	GEBERT LAW OFFICE	Atty Fee - 20CM586	04/21/2021	\$1,693.43	P
07210285	GEBERT LAW OFFICE	Atty Fee - 20CT262 & 378	04/21/2021	\$343.17	P
07210286	GEBERT LAW OFFICE	Atty Fee - 20CT434	04/21/2021	\$192.90	P
07210287	GEBERT LAW OFFICE	Atty Fee - 21JC06 IHC	04/22/2021	\$420.00	P
07210288	GEBERT LAW OFFICE	Atty Fee - 20CM506	04/23/2021	\$650.00	P
07210289	GEBERT LAW OFFICE	Atty Fee - 89GN247	04/23/2021	\$140.00	P
07210290	GEBERT LAW OFFICE	Atty Fee - 96GN22	04/23/2021	\$140.00	P
07210291	GEBERT LAW OFFICE	Atty Fee - 87GN228	04/23/2021	\$140.00	P
07210292	GEBERT LAW OFFICE	Atty Fee - 21CM05	04/22/2021	\$531.85	P
07210293	GEBERT LAW OFFICE	Atty Fee - 20CT411	04/22/2021	\$322.90	P
07210294	GORSKI & WITTMAN SC	Atty Fee - 20GN18	04/11/2021	\$170.00	P
07210295	HILL & WALCZAK ATTYS	Atty Fee - 21JC11 OHC	04/26/2021	\$485.00	P
07210296	HODGE DESIAH	Witness Fee - 20CM192	04/16/2021	\$16.44	P
07210297	NASH LAW GROUP	Atty fee - 20CF20 & 626	04/06/2021	\$586.61	P
07210298	NASH LAW GROUP	Atty Fee - 21TP6 & 7 OHC	04/14/2021	\$150.00	P

CLERK OF CIRCUIT COURT - MAY

07210270 - 07210353

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210299	NASH LAW GROUP	Atty Fee - 20CF587 et al	04/21/2021	\$439.77	P
07210300	NOONAN ARENDT LLP	Atty Fee - 20FA328	03/30/2021	\$1,625.00	P
07210301	PATRICK JAMES	Witness Fees - 20TR639	04/14/2021	\$26.56	P
07210302	SORENSEN RYAN C	Witness Fee - 20CM289	03/09/2021	\$19.52	P
07210303	STAPLES ADVANTAGE	Office Supplies	04/15/2021	\$43.71	P
07210304	STAPLES ADVANTAGE	Staples Credit - 3464792288	12/18/2020	(\$6.36)	P
07210305	WCCCA	Summer 21 Conf Registration	04/19/2021	\$135.00	P
07210306	WEILAND LEGAL SERVICES	Atty Fee - 21GN25	04/15/2021	\$300.00	P
07210307	WEILAND LEGAL SERVICES	Atty Fee - 20GN26	04/21/2021	\$288.00	P
07210308	WEILAND LEGAL SERVICES	Atty Fee - 21GN27	04/21/2021	\$240.00	P
07210309	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME37	03/11/2021	\$195.00	P
07210310	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME168	04/27/2021	\$790.00	P
07210311	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21GN32	04/28/2021	\$800.00	P
07210312	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME169	04/28/2021	\$845.00	P
07210313	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME186	04/28/2021	\$845.00	P
07210314	GEBERT LAW OFFICE	Mediation Services April 2021	05/03/2021	\$575.00	P
07210315	GEBERT LAW OFFICE	Atty Fee - 10GN11	04/23/2021	\$140.00	P
07210316	GEBERT LAW OFFICE	Atty Fee - 20CF393	05/04/2021	\$562.37	P
07210317	GEBERT LAW OFFICE	Atty Fee - 21CM108	05/04/2021	\$1,017.39	P
07210318	HILL & WALCZAK ATTYS	Atty Fee - 21GN01	04/26/2021	\$1,250.00	P
07210319	HILL & WALCZAK ATTYS	Atty Fee - 20JC17 OHC	04/26/2021	\$450.00	P
07210320	HILL & WALCZAK ATTYS	Atty Fee - 19JG28 IHC	04/26/2021	\$500.00	P
07210321	HILL & WALCZAK ATTYS	Atty fee - 20JC141 & 142 OHC	04/28/2021	\$540.00	P
07210322	HILL & WALCZAK ATTYS	Atty Fee - 20JC79 OHC	04/28/2021	\$280.00	P
07210323	HILL & WALCZAK ATTYS	Atty Fee - 20TP20 OHC	04/28/2021	\$510.00	P
07210324	HILL & WALCZAK ATTYS	Atty Fee - 20TP20 OHC	04/28/2021	\$825.00	P
07210325	HILL & WALCZAK ATTYS	Atty Fee - 21JC10	04/28/2021	\$830.00	P
07210326	LLOYD PETER C LLC	Atty Fee - 20JC151 & 152	04/22/2021	\$540.00	P
07210327	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search SDC April 2021	05/01/2021	\$81.30	P
07210328	WEILAND LEGAL SERVICES	Atty Fee - 20CT505	04/29/2021	\$644.75	P
07210329	AMAZON CAPITAL SERVICES	Office Supplies	05/04/2021	\$33.92	P
07210330	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	MEd Exam - 21GN35	05/03/2021	\$500.00	P
07210331	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 20CM633	05/11/2021	\$842.13	P
07210332	BRATCHER LAW OFFICE LLC	Atty Fee - 99GN54	05/10/2021	\$166.37	P
07210333	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN56	05/05/2021	\$600.00	P
07210334	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20GN01	05/06/2021	\$925.00	P
07210335	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med exam - 20ME179	05/06/2021	\$845.00	P
07210336	FREEDOM COUNSELING	Med Exam - 21ME35	05/01/2021	\$495.00	P

CLERK OF CIRCUIT COURT - MAY

07210270 - 07210353

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210337	HILL & WALCZAK ATTYS	Atty Fee - 20JC80 OHC	05/04/2021	\$410.00	P
07210338	HILL & WALCZAK ATTYS	Atty Fee - 20TP18 & 19 OHC	05/04/2021	\$690.00	P
07210339	HILL & WALCZAK ATTYS	Atty Fee - 20GN33	05/05/2021	\$330.00	P
07210340	HILL & WALCZAK ATTYS	Atty Fee - 12GN18	05/05/2021	\$315.00	P
07210341	NASH LAW GROUP	Atty Fee - 20CF700	04/28/2021	\$369.48	P
07210342	QUADIENT LEASING USA INC	Lease Payment Mar-Jun 2021	05/05/2021	\$372.87	P
07210343	OATES HAYLEY	Witness Fee - 19CF506	04/30/2021	\$25.72	P
07210344	RICHARDS-BRIA LAW OFFICE LLC	Atty Fee - 18GN37	05/03/2021	\$232.90	P
07210345	SCHMITT WILLIAM A PHD LLC	Med Exam - 15CI01	05/07/2021	\$3,100.00	P
07210346	SCHEIDER MARY KAY	Witness Fee - 19CF506	04/30/2021	\$31.52	P
07210347	SMITH KAYLA N	Witness Fee - 20CF405	05/05/2021	\$36.24	P
07210348	STEVNING-ROE LAW FIRM LLC	Atty Fee - 16GN07	05/06/2021	\$80.00	P
07210349	WEILAND LEGAL SERVICES	Atty Fee - 06GN37	05/06/2021	\$100.00	P
07210350	WEILAND LEGAL SERVICES	Atty Fee - 21GN31	05/07/2021	\$300.00	P
07210351	WEILAND LEGAL SERVICES	Atty Fee - 18GN56	05/07/2021	\$280.00	P
07210352	WEST PAYMENT CENTER	LL Internet Access April 2021	05/01/2021	\$1,502.07	P
07210353	WRIGHT HALEY B ATTORNEY	Atty Fee - 12GN20	05/04/2021	\$230.00	P
Grand Total:				\$48,084.13	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: May 2021

For the range of vouchers: 09210011 - 09210014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09210011	US BANK	Muni Atty Conf Reg & Hotel	05/18/2021	\$513.88	
09210012	STATE BAR OF WISCONSIN	Wis Civil Procedure	05/20/2021	\$200.70	
09210013	STATE BAR OF WISCONSIN	Wis Public Records	05/07/2021	\$58.50	
09210014	STATE BAR OF WISCONSIN	2022 Wis Bar Dues	05/25/2021	\$504.00	
Grand Total:				\$1,277.08	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: CRIMINAL JUSTICE COORDINATOR

For the period of: MAY 2021

For the range of vouchers: 35210012 - 35210015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
35210012	CORDANT HEALTH SOLUTIONS	URINE TESTS	04/30/2021	\$3,350.70	P
35210013	MCELROY MATTHEW	REIMB FOR CONFERENCE HOTEL	05/24/2021	\$82.00	
35210014	COLONIAL SCIENTIFIC INC	EXAM GLOVES	05/13/2021	\$260.40	
35210015	US BANK	LODGING FOR CONFERENCE	05/18/2021	\$328.00	
Grand Total:				\$4,021.10	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: MAY 2021

For the range of vouchers: 11210014 - 11210014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11210014	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/07/2021	\$57.94	P
Grand Total:				\$57.94	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: MAY 2021

For the range of vouchers: 24210010 - 24210012

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24210010	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/16/2021	\$40.37	
24210011	FIDLAR TECHNOLOGIES INC	LAREDO USAGE APRIL 2021	05/17/2021	\$1,680.08	
24210012	WI REGISTER OF DEEDS ASSOCIATION	WRDA SUMMER MEETING - RINGER	05/18/2021	\$50.00	
Grand Total:				\$1,770.45	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

JUNE 2021

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I continue to advocate for increased Child Support funding in the next State Budget. I met virtually with Senator Felzkowski's staff on May 10th, I met virtually with Sarah Diedrick-Kasdorf from WCA on May 13th and with Senator Testin on May 26th. I will continue to push forward until we get a signed budget.
- I have attached a letter I received from the Wisconsin Department of Children and Families congratulating the agency for receiving the Federal Fiscal Year 2020 Certificate of Excellence Award.
- I attended the WCSEA meeting on May 5th.
- I attended the DFES Intergenerational Poverty Initiative Work Group Meeting on May 17th.
- I attended the Department Head Meeting on May 26th.
- I will be presenting at the WCA Annual Conference on September 28th. The presentation is titled "Child Support: Services, Funding and Impacts on Counties".
- We are on target to meet all four performance measures at this time.
- The current IV-D case count is 3,653.



May 7, 2021

Brent Vruwink, Director
Wood County Child Support Agency
811 Hardin Street
Waupaca, WI 54981-2081

Dear Mr. Vruwink:

Congratulations to the Wood County Child Support Agency for receiving the Federal Fiscal Year 2020 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 18 child support agencies honored this year with this award.

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

Sincerely,

Debra L. Barnes
Director

cc: Lance Pliml, County Board Chairperson
Amy Vannieuwenhoven, BRO Regional CS Coordinator

Clerk of Courts Departmentwide

Report run on 5/18/2021

	Actual	2020 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
43512 State Aid-Courts	\$29,741.50	\$59,000.00	(\$29,258.50)	(49.59%)
43513 State Aid - Courts IV-E Reimb Grant	2,433.60	20,000.00	(17,566.40)	(87.83%)
43514 State Aid-Court Support Services		88,678.00	(88,678.00)	(100.00%)
Total Intergovernmental	32,175.10	167,678.00	(135,502.90)	(80.81%)
Fines, Forfeits and Penalties				
45115 County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
45120 County Share of State Fines and Forfeitures	41,312.47	130,000.00	(88,687.53)	(68.22%)
45130 County Forfeitures Revenue	33,266.14	94,000.00	(60,733.86)	(64.61%)
Total Fines, Forfeits and Penalties	74,618.61	224,200.00	(149,581.39)	(66.72%)
Public Charges for Services				
46140 Court Fees	53,372.44	150,000.00	(96,627.56)	(64.42%)
46141 Court Fees and Costs-Marriage Counseling	2,845.00	6,000.00	(3,155.00)	(52.58%)
46142 Attonrye and GAL Reimbursement	34,282.45	46,500.00	(12,217.55)	(26.27%)
46143 Interpreter Reimbursement	2,257.50	7,927.00	(5,669.50)	(71.52%)
Total Public Charges for Services	92,757.39	210,427.00	(117,669.61)	(55.92%)
Interdepartmental Charges for Services				
47410 Dept Charges-Family Court Commissioner	92.40	2,000.00	(1,907.60)	(95.38%)
47411 Dept Charges-Clerk of Courts	1,495.22	9,000.00	(7,504.78)	(83.39%)
Total Interdepartmental Charges	1,587.62	11,000.00	(9,412.38)	(85.57%)
Total Intergovernmental Charges for Services	1,587.62	11,000.00	(9,412.38)	(85.57%)
Miscellaneous				
48117 Interest-Clerk of Courts	131.67	300.00	(168.33)	(56.11%)
Total Miscellaneous	131.67	300.00	(168.33)	(56.11%)
TOTAL REVENUES	201,270.39	613,605.00	(412,334.61)	(67.20%)
EXPENDITURES				
General Government				
51217 Clerk of Courts-Divorce Mediation	5,400.00	25,000.00	19,600.00	78.40%
51220 Family Court Commissioner	21,855.76	65,600.00	43,744.24	66.68%
51221 Clerk of Courts	424,458.91	1,579,453.61	1,154,994.70	73.13%
Total General Government	451,714.67	1,670,053.61	1,218,338.94	72.95%
TOTAL EXPENDITURES	451,714.67	1,670,053.61	1,218,338.94	72.95%
NET INCOME (LOSS) *	(250,444.28)	(1,056,448.61)	806,004.33	(76.29%)

This Report was generated on May 18, 2021 and includes April revenue.

The majority of revenue account variances should be at (66.7%) or more.

The majority of expense account variances should be at 66.7% or more.

For the Judicial & Legislative Committee Meeting dated: June 4, 2021

Prepared by Cindy Joosten Clerk of Circuit Court

CLERK OF CIRCUIT COURT

ANNUAL REVENUE COMPARISON

	Total	2020 State	County	Muni		Total	2021 State	County	Muni
Jan	223,004	159,574	62,197	1,233	Jan	172,499	124,524	46,601	1,374
Feb	202,972	138,950	62,508	1,514	Feb	164,031	110,559	52,476	997
Mar	214,998	158,928	53,740	2,331	Mar	214,278	155,788	57,175	1,316
Apr	121,789	85,475	35,406	908	Apr	199,414	141,811	55,865	1,738
May	135,285	99,861	33,945	1,478	May	-			
Jun	174,646	127,001	45,414	2,231	Jun	-			
Jul	177,742	128,952	47,700	1,090	Jul	-			
Aug	159,374	117,125	40,928	1,321	Aug	-			
Sep	165,998	118,786	46,345	868	Sep	-			
Oct	172,766	115,614	56,065	1,087	Oct	-			
Nov	157,744	115,522	40,672	1,550	Nov	-			
Dec	144,297	98,769	43,680	1,848	Dec	-			
	2,050,616	1,464,556	568,602	17,458		750,221	# 532,682	212,117	5,423
2020 YEAR TO DATE REVENUE:						762,763	# 542,926	213,851	5,986
INCREASE (Decrease)						(12,541)	(10,244)	(1,735)	(562)



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholtz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE June 2021

Budget Work Group. The group met once and will be meeting again in early June. The focus of this subcommittee of the department heads is to identify options and their consequences in addressing fiscal shortfalls (and windfalls), both current and future. The thought being to better utilize the brain power employed by the county in giving input on matters of fiscal concern since these financial matters end up impacting all of the departments. The group will be helping to identify viable options to fiscal problems and the consequences, both positive and negative, to exercising the options. The group, like the department head group it is a subunit of, is not a policy-making entity.

American Rescue Plan Act (ARPA). If you have not already familiarized yourself with the ARPA acronym, you should. The county has already received the first of two 7 million dollar tranches of ARPA funds from the federal government. The question is what we can use the funds for. The U.S. Treasury Department has issued a lengthy report as well as a summary of the report that gives preliminary guidance on how the funds can be used. So far, the limitations on spending the money have been very strict (as is the underlying law itself) and the uses allowed don't lend themselves well to the type of work done by county governments. To that end, many of us department heads will be working diligently with NACO, the WCA, and our respective associations to ascertain legitimate ways for the county to spend the funds such that the committees and the board are fully aware of its options.



Wood County WISCONSIN

CRIMINAL JUSTICE
COORDINATOR

June 2021

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator Janelle Krueger

General Department

Our team continues to grow and learn focusing on training and allocating appropriate amounts of time to case management and data needs. My team is currently working through a group training on Motivational Interviewing, which will enhance our ability via case management to increase motivation and support the success of our clients.

Key Highlights/Needs

- **Space** – Ryan and Maribeth continue to share a workspace and conversations have been had between myself and Sheriff Becker regarding the additional office at the end of the hall. This may become an option later this summer.
- **TAD** – We continue to work on getting historic data in an effort to be prepared to submit our competitive grant application later this year. In this grant application I hope to include dollars for housing and transportation supports which have been an ongoing barrier for our participants. In addition, I hope to work collaboratively with community treatment providers to enhance access to care for participants.
- **Collaboration** – I continue to work toward an understanding of how things have been done historically and where we are at as a system in our readiness to discuss what or how things may look in the future. The Drug Court program has created four workgroups to begin reviewing our program and how we align with best practice standards. These workgroups including focusing on data, the team structure, the referral/admittance/and termination policies, as well as rewards and sanctions.
- **Drug Court Programming** – Our Seeking Safety group continues to meet. This curriculum is one of several evidence based manualized groups that are evidenced within the justice population. I am working on training Ryan and Maribeth on this as well as a new curriculum called Getting it Right and some other workbook/interactive journaling programs.

Meetings Attended

- 5/3/21 Drug Court Business
- 5/3/21 Drug Court Staffing
- 5/3/21 Drug Court
- 5/7/21 Legislative Listening Session WATCP – TAD
- 5/8/21 Seeking Safety Group
- 5/10/21 Drug Court Staffing
- 5/10/21 Drug Court
- 5/11/21 Oxford House Board
- 5/13/21 Jail Study Adhoc Committee
- 5/14/21 County Board Presentation Prep
- 5/17/21 Drug Court Staffing
- 5/17/21 Drug Court
- 5/17/21 Client Care Coordination JF

- 5/17/21 Board Presentation Meeting
- 5/17/21 Board Collaboration
- 5/18/21 County Board Presentation
- 5/18/21 Employee Supervision
- 5/18/21 Client Care Coordination JF
- 5/18/21 Collaboration with TBR
- 5/19/21 Client Care Coordination JF
- 5/19/21 Client Care Coordination & Transportation JF
- 5/20/21 Coordination with Sheriff Becker
- 5/21/21 Client Care Coordination JF
- 5/22/21 Seeking Safety Group
- 5/24/21 Client Care Coordination JF & JK
- 5/24/21 Drug Court Staffing
- 5/24/21 Client Care Coordination DS
- 5/25/21 Rewards/Sanction & Termination Workgroup
- 5/25/21 VA Diversion Collaboration Meeting
- 5/26/21 DIMS Demo & Conversation
- 5/26/21 Department Head Meeting
- 5/26/21 Team Structure Workgroup
- 5/26/21 Jail Adhoc Committee Town Hall
- 5/27/21 Options Lab Conversation
- 5/27/21 Drug Court Sustainability
- 5/27/21 HS Outpatient Clinic Staffing

VICTIM WITNESS SERVICES REPORT

Michele Newman, Coordinator
January 1, 2021 to April 30, 2021

Victims/Witnesses Served:

816 Victims or Witnesses made contact with via phone

79 Victims or Witnesses met with in person

5 Victims assisted with preparation of Crime Victim Compensation Application

420 Initial contact packet information sent

6 No contact order information

67 No prosecutions notification

284 Victims or Witnesses were notified of all hearings

35 Victims or Witnesses were notified of plea agreement/sentencing

76 Victims or Witnesses notified of disposition on closed cases

20 Victims or Witnesses notified of sentencing after revocation

47 Victims with restitution requested

49 Victim Impact Statements

- Victims registered with NOTIS/Vine service – Victims now register for NOTIS services with the State Office of Crime Victim at the state level. This detail will now be for Vine Link only.

5 Victims notified of appeals court proceedings

Total services/events // Total unique parties = **1905 // 841**

Trainings/Meetings/Other:

January 15th meeting with Clerk of Courts staff regarding restitution collection

January 25th Zoom meeting with state Victim Witness members

March 9th Zoom Meeting with Nela Kalic, Outreach Director, Marsy's Law Wisconsin

April 12th Zoom Meeting VW Quarterly Meeting

VICTIM WITNESS SERVICES REPORT

Michele Newman, Coordinator

May 1, 2021 to May 25, 2021

Victims/Witnesses Served:

124 Victims or Witnesses made contact with via phone

11 Victims or Witnesses met with in person

1 Victims assisted with preparation of Crime Victim Compensation Application

89 Initial contact packet information sent

2 No contact order information

8 No prosecutions notification

41 Victims or Witnesses were notified of all hearings

11 Victims or Witnesses were notified of plea agreement/sentencing

20 Victims or Witnesses notified of disposition on closed cases

1 Victims or Witnesses notified of sentencing after revocation

10 Victims with restitution requested

12 Victim Impact Statements

20 - Victims registered with NOTIS/Vine service – Victims now register for NOTIS services with the State Office of Crime Victim at the state level. This detail will now be for Vine Link only.

0 Victims notified of appeals court proceedings

Total services/events // Total unique parties = **315 // 228**

Trainings/Meetings/Other: none

MEMORANDUM

TO: County Board Chairs, Executives, and Administrators

FROM: Mark D. O'Connell, Executive Director

DATE: April 12, 2021

SUBJECT: 2021 WCA Annual Business Meeting Resolutions
Deadline for Submission: 4:30 p.m. on June 28, 2021

The WCA Annual Conference will be held from September 26-28, 2021 in La Crosse County. I look forward to seeing you there.

Each year, counties have the opportunity to submit resolutions for consideration at the Annual Business Meeting, held in conjunction with the WCA Annual Conference. Resolutions adopted at the Annual Business Meeting become part of the WCA Platform.

The WCA Constitution requires all resolutions be submitted to the WCA executive director no later than 90 days prior to the Annual Business Meeting. Therefore, **all resolutions must be submitted to the WCA office no later than 4:30 p.m. on Monday, June 28, 2021** to be considered at the 2021 Annual Business Meeting. All resolutions submitted by the deadline will be referred to the appropriate steering committee, as well as the WCA Resolutions Committee, prior to action at the Annual Business Meeting.

Please keep the following in mind when submitting resolutions for the Annual Business Meeting:

1. All resolutions submitted must be adopted by your full county board (please send an official copy for verification purposes).
2. Any resolution submitted must be on a matter of public policy.
3. **Resolutions must be submitted with a cover memo indicating that the resolutions are submitted for consideration at the Annual Business Meeting.**
4. Resolutions may be submitted in any one of the following ways:
 - Mailed to the WCA office: 22 E. Mifflin Street, Suite 900, Madison, WI 53703
 - Faxed to 608.663.7189
 - Emailed to voss@wicounties.org

WCA Resolutions Memo

April 12, 2021

Page 2

5. If possible, please also email a Microsoft Word or text version of the resolutions to the WCA office. This will allow for a quicker processing/turnaround time on our end, as WCA staff will not need to retype each resolution. You will still need to send an official copy of each resolution so staff can verify action on the resolution was taken by the full county board.
6. Once the WCA office receives your resolutions, a confirmation notice will be sent to the county clerk. If you do not receive a confirmation notice by June 30, 2021, please contact the WCA office to ensure your county's resolutions were received.

All resolutions received by the deadline will be considered at the Annual Business Meeting. The Annual Business Meeting is scheduled to take place on Sunday, September 26, 2021.

If you have any questions regarding the resolutions process, please do not hesitate to contact Sarah Diedrick-Kasdorf at the WCA office (608.663.7188 or diedrick@wicounties.org).

cc: WCA Board of Directors
County Clerks

ROLL CALL Board Members	Aye	Nay	Exc.
Olson	X		
Route	X		
Warndahl	X		
Nelson (Chairperson)	X		
LaBlanc	X		
Ruck	X		
Prichard	X		
Kelly	X		
O'Connell	X		
Middleton	X		
Luke (2 nd Vice Chair)	X		
Duncanson	X		
Arcand	X		
Bonneprise (Vice Chair)	X		
Demulling	X		

BOARD ACTION

Vote Required: _____

Motion to Approve Adopted ☒ X

1st Arcand Defeated ☐

2nd Kelly

Yes: 15 No: 0 Exc: 0

Reviewed by:

Mala F. Malone, Corp. Counsel

Reviewed by:

Vince Netherlands, Administrator

Reviewed by:

[Signature], Finance

FISCAL & LEGAL IMPACT:

There is no fiscal impact as this is a lobbying resolution only.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 18th day of May, 2021 by the Polk County Board of Supervisors.

Lisa R. Ross

Lisa Ross
County Clerk, Polk County

Committee Executive Committee

- ☐ Recommended
- ☐ Not Recommended
- ☒ Neutral

Resolution No. 27-21

Resolution Authorizing the Lobbying of the Wisconsin State Legislature to Create Community-based Inpatient and Outpatient Substance Abuse Treatment Facilities

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the County of Polk has been deeply impacted by the effects of substance abuse, especially methamphetamine, both economically and socially; and

WHEREAS, substance abuse has led to increased crime, poverty, child abuse, domestic violence and other social ills which have led to a reduction in the quality of life of the citizens of Polk County; and

WHEREAS, the Polk County Government has identified substance abuse reduction and prevention as the top priority of the Board of Supervisors; and

WHEREAS, the Polk County Government has invested significant resources such as staff positions and funding in programs to reduce substance abuse through methods such as enforcement, prevention and treatment; and

WHEREAS, the substances abused such as methamphetamine create both physiological and psychological addictions which require inpatient and expert treatment in order to recover from the addiction; and

WHEREAS, there is an identifiable need for treatment facilities and beds in the Northwestern region of Wisconsin which specialize in the recovery of methamphetamine and other substance abuse addictions; and

WHEREAS, the County of Polk does not have resources sufficient to create or help create those types of treatment facilities and beds; and

WHEREAS, it is common that those persons most in need of substance abuse treatment do not have the financial resources or insurance coverage to access those facilities themselves;

NOW, THEREFORE, BE IT RESOLVED, the County of Polk hereby urges the legislature of the State of Wisconsin to appropriate funding to create community based inpatient and outpatient treatment options to treat the addiction of substance abuse in the State of Wisconsin and at the local level.

SUBMITTED BY:

[Signature]

ROLL CALL Board Members	Aye	Nay	Exc.
Olson	X		
Route	X		
Warndahl	X		
Nelson (Chairperson)	X		
LaBlanc	X		
Ruck	X		
Prichard	X		
Kelly	X		
O'Connell	X		
Middleton	X		
Luke (2 nd Vice Chair)	X		
Duncanson	X		
Arcand	X		
Bonneprise (Vice Chair)	X		
Demulling	X		

BOARD ACTION

Vote Required: _____

Motion to Approve Adopted ☒ X

1st Arcand Defeated ☐

2nd Kelly

Yes: 15 No: 0 Exc: 0

Reviewed by:

Mala F. Malone, Corp. Counsel

Reviewed by:

Vernor Netherland, Administrator

Reviewed by:

Chad W., Finance

FISCAL & LEGAL IMPACT:

There is no fiscal impact as this is a lobbying resolution only.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 18th day of May, 2021 by the Polk County Board of Supervisors.

Lisa R. Ross

Lisa Ross
County Clerk, Polk County

Committee Executive Committee

- ☐ Recommended
- ☐ Not Recommended
- ☒ Neutral

Resolution No. 28-21

Resolution Authorizing the Lobbying of the Wisconsin State Legislature to Increase Funding to the Attorney General for Drug Crime Prosecution

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the County of Polk has been deeply impacted by the effects of substance abuse, especially methamphetamine, both economically and socially; and

WHEREAS, substance abuse has led to increased crime, poverty, child abuse, domestic violence and other social ills which have led to a reduction in the quality of life of the citizens of Polk County; and

WHEREAS, the Polk County Government has identified substance abuse reduction and prevention as the top priority of the Board of Supervisors; and

WHEREAS, the Polk County Government has invested significant resources such as staff positions and funding in programs to reduce substance abuse through methods such as enforcement, prevention and treatment; and

WHEREAS, the growing number of narcotics related crimes have put a significant strain on the local justice system; and

WHEREAS, Polk County is in very close proximity to the Minneapolis-St Paul metropolitan area which is a known hub for narcotics trafficking and distribution and local law enforcement has identified this region as the source for the illicit substances in this county; and

WHEREAS, there is an identifiable need for additional prosecutorial support to the Northwestern Wisconsin region for the specific targeting of narcotics related crimes; and

WHEREAS, Polk County does not have resources sufficient to adequately prosecute the large number of narcotics related charges being brought by law enforcement; and

WHEREAS, the Special Prosecutor program of the Attorney General's Office has been a very effective and welcome addition to the effort to combat these crimes; and

WHEREAS, additional Special Prosecutors focused on narcotics related crimes are in great need in the Northwestern Wisconsin region;

NOW, THEREFORE, BE IT RESOLVED, the County of Polk hereby urges the legislature of the State of Wisconsin to appropriate additional funding to create additional Special Prosecutor positions with the Office of the Wisconsin Attorney General specifically assigned to the prosecution of narcotics related crimes.

SUBMITTED BY:

Chad W.

ROLL CALL Board Members	Aye	Nay	Exc.
Olson	X		
Route	X		
Warndahl	X		
Nelson (Chairperson)	X		
LaBlanc	X		
Ruck	X		
Prichard	X		
Kelly	X		
O'Connell	X		
Middleton	X		
Luke (2 nd Vice Chair)	X		
Duncanson	X		
Arcand	X		
Bonneprise (Vice Chair)	X		
Demulling	X		

BOARD ACTION

Vote Required: _____

Motion to Approve Adopted ☒

1st Arcand Defeated ☐

2nd Kelly

Yes: 15 No: 0 Exc.: 0

Reviewed by:

Mala T. Malone, Corp. Counsel

Reviewed by:

Vince Mathisland, Administrator

Reviewed by:

[Signature], Finance

FISCAL & LEGAL IMPACT:

No fiscal impact as this is only a lobbying resolution

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 18th day of May, 2021 by the Polk County Board of Supervisors.

Lisa R. Ross

Lisa Ross
County Clerk, Polk County

Committee Executive Committee

- ☐ Recommended
☐ Not Recommended
☒ Neutral

Resolution No. 26-21

Resolution Authorizing the Lobbying of the Wisconsin State Legislature to Create a State Substance Abuse Database

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the County of Polk has been deeply impacted by the effects of substance abuse, especially methamphetamine, both economically and socially; and

WHEREAS, substance abuse has led to increased crime, poverty, child abuse, domestic violence and other social ills which have led to a reduction in the quality of life of the citizens of Polk County; and

WHEREAS, the substances abused such as methamphetamine are not sourced from within Polk County, but are imported from locations outside the County; and

WHEREAS, the Polk County Government has identified substance abuse reduction and prevention as the top priority of the Board of Supervisors; and

WHEREAS, the Polk County Government has invested significant resources such as staff positions and funding in programs to reduce substance abuse through methods such as enforcement, prevention and treatment; and

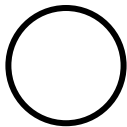
WHEREAS, there is a clearly identifiable need to measure and assess the issue of substance abuse as well as the impact of the resources being expended to combat the issue; and

WHEREAS, the expertise and resources for collecting and quantifying such data is not within the abilities of an individual county such as Polk, but better undertaken by an entity such as the State of Wisconsin;

NOW, THEREFORE, BE IT RESOLVED, the County of Polk hereby urges the legislature of the State of Wisconsin to appropriate funding to create a system for collecting, tracking and publishing real-time and historical data to help in the assessment and reduction of substance abuse in the State of Wisconsin and at the local level. The data collected and shared be include arrest activity, charging activity, court dispositions and sentencing and recidivism as well as trends in drug activity and related crimes.

SUBMITTED BY:

[Signature]



RESOLUTION#

Introduced by Judicial and Legislative Committee
Page 1 of 3

ITEM# 5-
DATE June 15, 2021
Effective Date June 15, 2021

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

LAD

INTENT & SYNOPSIS: To update County Board Rule #12 entitled: "Speaking at Meetings by Non-Supervisors," to address video participation at meetings and to clarify current practice for the benefit of members of the public.

FISCAL NOTE: None.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, Rule 12 of the “Rules and Committees of the Wood County Board of Supervisors” was reviewed by the Judicial and Legislative Committee in light of current practices and the desire to address meetings conducted in full or part by video and how citizens need to comport themselves at all County meetings, and

WHEREAS, the Committee feels it is important that citizens be allowed to voice their concerns on the policies, both existing and proposed, of the County, in an effective way, and

WHEREAS, oversight committees and the County Board have been conducting meetings that allow for participation via video and telephonic means, and

WHEREAS, it isn’t plausible for the chairpersons who run meetings to allow non-supervisor video and telephonic participants to be recognized and speak at such meetings due to the difficulty in ascertaining who wants to speak and controlling the meetings during such presentations, and

WHEREAS, the Judicial and Legislative Committee has studied the matter and recommends the following changes to Rule 12 so as to better enable chairpersons to run meetings and non-supervisors to know how to effectively participate in those meetings:

RULE 12 – Speaking at Meetings by Non-Supervisors

A. Individuals or groups wishing to inform the County Board on matters are encouraged to express their views. No report or communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A statement offering an explanation or justification for or against an issue should accompany any correspondence directed to the Board.

B. Consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting shall be authorized by the Chairperson. ~~and scheduled by the County Clerk if the request is received in advance of the meeting.~~

~~If the request is not so timely made, then consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting may be requested of the Chairperson by any Board member. If there is an objection, an affirmative majority vote by the supervisors present will grant the permission to speak.~~

{ }

BILL CLENNENNING (Chair)

BILL LEICHTNAM

KENNETH CURRY

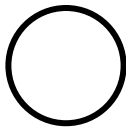
ED WAGNER

JOSEPH ZURFLUH

Adopted by the County Board of Wood County, this _____ day of _____ 20 _____ .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Judicial and Legislative Committee
Page 2 of 3

C. Committees shall open part of their meetings for the public to speak to issues. Committees may also hold public hearings on issues of importance. Committees may also be required by statute or direction of the full Board of Supervisors to hold public hearings.

D. When the public participates in a meeting or hearing conducted by the Board or a committee, the following rules will apply.

1. Public comments are restricted to residents of the county unless the Board/committee approves in advance waiving this restriction.

~~1. 2.~~ The Chairperson by consensus or the Board/committee by vote may set time limits for public comments per individual. The Chairperson ~~or the committee~~ may also set a time limit on the public comments portion of the agenda. The Chairperson may appoint a timekeeper. Time limits may be extended by consensus or vote of the Board/committee. The Chairperson, subject to consent of the Board/committee, may set forth guidelines for speakers to comply with.

~~2. 3.~~ Board/committee members are not required to participate in discussion or answer questions from individuals during public comments. In general, they are to use public comments to gather information or gauge public opinion. However, Board/committee members may answer, comment, or ask questions if they choose.

~~3. 4.~~ Comments or questions by Board/committee members will not count against allotted time given for public comment.

~~4. 5.~~ The Chairperson ~~or committee~~ will not tolerate abusive language or disruptive behavior. The Chairperson, for abusiveness or disruptive behavior, may terminate an individual's public comments. The Chairperson has the authority to call a short recess in disorderly situations.

~~5. 6.~~ "Public comments" as an agenda item may be closed at any time by a motion and majority vote of the Board/committee.

~~6. 7.~~ An individual speaking under public comments or at a hearing shall provide his or her name and address. The individual is permitted to speak ~~to the agenda~~ once per meeting unless the Board/committee grants permission.

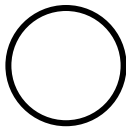
8. Unless arranged with the Chairperson in advance, public comments require personal attendance by the speaker. If a person desiring to make a public comment is unable to attend a meeting in person, they may submit a written statement to the Chairperson or a Board/committee member in advance of the meeting and the written statement can then be read at the meeting, subject to the same rules applicable to those speaking in person. Such written comments to the Board/committee do not become a part of a record nor are they to be included in the committee's minutes unless specifically directed by the committee via motion made and passed.

9. Health and safety concerns may result in the inability to apply this rule in part or full measure.

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Adopted by the County Board of Wood County, this _____ day of _____ 20 _____ .

County Clerk County Board Chairman



RESOLUTION# _____

Introduced by Judicial and Legislative Committee
Page 3 of 3

10. When the Board or a committee is presented with a controversial issue or in any instance where there are a large number of residents who are likely to want to provide public comment, the Chairperson is encouraged to prepare in advance for the public comment session. This may include arranging with law enforcement to be present and reviewing in advance with law enforcement what is and is not acceptable behavior and what the Chairperson’s expectations are. The Chairperson should be prepared to give a short presentation on how public comments work in advance of opening the floor for public comments. This presentation may include the following: “We thank the citizens of Wood County for their participation in the democratic process. If you have not already done so, please sign in and when it is your turn to speak, identify yourself and follow the rules of civil discourse, which include:

- Listening quietly and not interrupting others’ remarks.
- Refraining from derogatory comments, inappropriate gesturing, or applause.
- Staying within the time limits provided.
- Making use of a group spokesperson and not repeating what has already been said.
- You are encouraged to read from a signed, prepared text, which can be shared with the Board or committee.

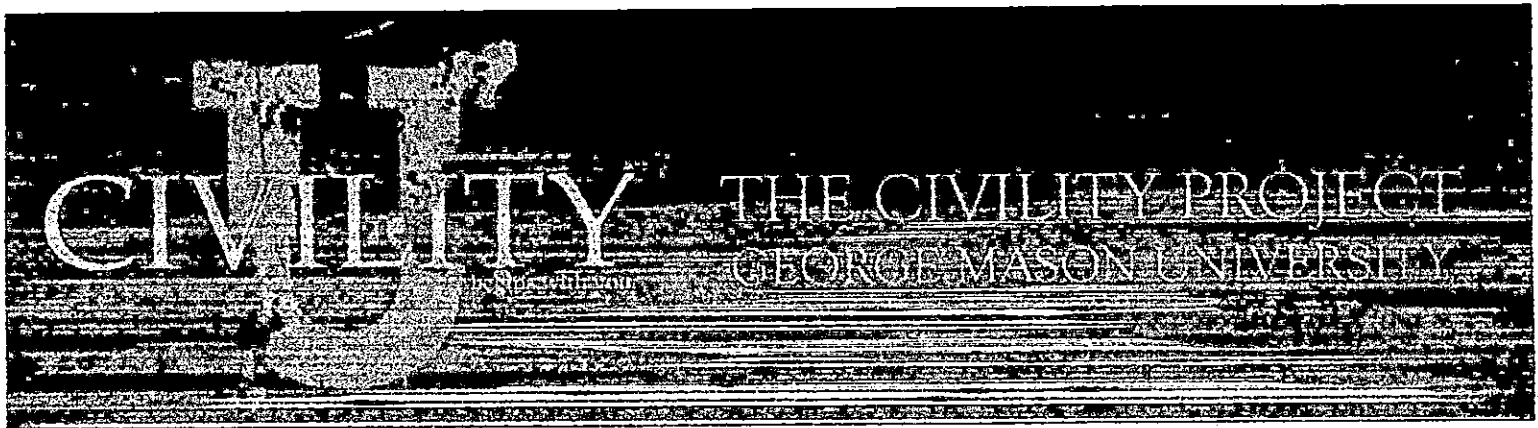
NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record as accepting and implementing the updated Rule 12 of the “Rules and Committees of the Wood County Board of Supervisors” as set forth above.

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The Civility Project at Mason

Civility begins with you.

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Tools of Civility

9 TOOLS OF CIVILITY

(Source: [Speak Your Peace](#))



It's not what you say.
It's how you say it.

Pay Attention: Be aware and attend to the world and the people around you

- Be informed about what is occurring in our community
- Focus on the issue — on what the person is saying
- Consider the whole picture; issues are connected
- Open your mind to new perspectives; strive for objectivity

Listen: Focus on others in order to better understand their points of view

- Seek to understand; hear what is said
- Ask effective questions
- Respect the person and his/her view through your words and body language
- Give thoughtful attention; avoid distractions such as: your emotion, multi-tasking or formulating a response instead of listening

Be Inclusive: Welcome all groups of citizens working for the greater good of the community

- Know the community system in order to be inclusive (social, economic, environmental, technical, etc.)
- Intentionally and sincerely invite diverse perspectives
- Seek participation; take responsibility; include yourself!
- Use common language; avoid jargon

Don't Gossip: And don't accept when others choose to do so

- Go to the source for the facts; validate the information
- Communicate with respect and a positive intent; own what you say; be accountable
- Model integrity and mutual respect; set a good example for others
- Honor those who are not present

Show Respect: Honor other people and their opinions, especially in the midst of a disagreement

- Value the person; appreciate his/her contributions; experiences, passion, culture, norms and values
- Use questions to clarify
- Value ideas that are brought to the table
- Demonstrate positive body language

Seek Common Ground: Look for opportunities to agree; don't contradict just to do so

- Rise above emotions; focus on the issues
- Build relationships; make a connection
- Work toward mutual trust

Repair Damaged Relationships: Be sincere; apologize and forgive

- Take responsibility for your actions and words
- Accept an apology
- Practice forgiveness; let go of the past

Use Constructive Language: Be mindful of the words you choose

- Address conflict with the intent of resolution
- When disagreeing, stick to the issues and don't make a personal attack
- Learn from others' perspectives and feedback

Take Responsibility: Practice accountability in language and actions.

- Take ownership; use "I" statements
- Don't shift responsibility and blame onto others
- Be trustworthy
- Tell the truth

Source: Speak Your Peace. Owned by the community. Supported by Community Foundation of Greater Southwood County. Copyright 2008.



Position Description DRAFT

Name:		Department:	County Board
Position Title:	Administrative Coordinator	Pay Grade:	FSLA: E N/A
Reports To:	Operations Committee	Job Classification:	Administrative Coordinator
Last Revision Date:	December 2018	Job Code:	

GENERAL FUNCTION

The County Administrative Coordinator is responsible for supervising and coordinating the “day-to-day” administrative and management operations of Wood County, and performing other duties included, but not limited to those listed below, which are not otherwise vested by law in boards or commissions or in other elected officers pursuant to Wis. Stat 59.03 and 59.19 and the rules and committees of the Wood County Board of Supervisors. This individual shall at all times be fully accountable to the Operations Committee, in the fulfillment of these duties.

SUPERVISES

Indirectly supervises all County functions. Does not have direct reports.

RESPONSIBILITIES

Administrative Duties

Coordinates administrative and management functions for all County departments:

- Evaluates all programs and assists oversight committees in determining if these programs are efficient and cost effective, and their current and long-range impact on the County. Makes recommendations to committees on operational and administrative issues.
- Monitors compliance with all applicable policies, procedures, resolutions, and programs set forth by any government agency to ensure they are implemented across all departments.
- Consults and collaborates with Department Heads. May conduct regular staff meetings with all Department Heads.
- Acts as mediator between County departments on issues, problems, and disputes. Facilitates communication among departments, committees, and County Board Supervisors.
- Attends all County Board meetings. Is available for other Wood County committee meetings and attends as needed.
- In the event of an emergency, has authority to close all nonessential County buildings and facilities, and notify the appropriate departments and news agencies.

Finance Duties

- Prepares the annual budget parameters letter, subject to the review and approval by the Operations Committee, and provides the Finance Director with budget priorities to ensure consistency with the County's overall policies, goals, and objectives.
- Works with the Operations Committee in monitoring the approved budget versus expenses and revenues on an ongoing basis and recommends adjustments as necessary.
- Works with the Operations Committee in reviewing the quarterly and annual reports provided by the Finance Director and may be asked to comment on the state of the County's fiscal condition.

Human Resources Duties

- Assists oversight committees and Human Resources in the interview process and selection of Department Heads.
- Makes recommendations to committees on the adoption of new or revised policies as may be deemed necessary for the welfare of the community or the improvement of administrative services.
- Recommends developmental or corrective actions for Department Heads, as appropriate.
- Participates with applicable oversight committees in Department Head evaluations and goal setting.

Strategic Planning Duties

- Works with the Operations Committee to develop a long-range vision and objectives for the County.
- Analyzes and recommends a County organizational structure to facilitate efficient and effective delivery of services to the public. Revises as necessary (includes program development).
- Works with the Operations Committee to conduct strategic planning.
- Coordinates the development of the County's major projects, capital improvement plans, and initiatives. Oversees the implementation of such plans.
- Provides direction for all County departments' long-range planning.

Intergovernmental and Public Relations Duties

- Remains informed of all pending and existing legislation that affects or may affect county government.
- Reviews and makes any necessary recommendations on any proposed resolutions or ordinances prior to presentation to the County Board.
- Solicits and represents the County Board's position on state and federal issues and other legislative matters.
- Along with Corporation Counsel, serves as an advisor during negotiations for intergovernmental contracts on behalf of the County.
- Serves as the spokesperson for the County and represents the County's interest at legislative meetings, hearings, and other events. Promotes Wood County and portrays it to the public in as positive of a light as possible.
- Develops and maintains effective community relations, ensuring timely responses to citizen inquiries.
- Works with the Vice Chair in Committee and Board appointments.

EXPERIENCE, TRAINING, QUALIFICATIONS

Current term Elected Board Supervisor who is the successful candidate by majority vote of the County Board of Supervisors to hold this 2-year term. Must be and remain a Wood County resident and a Wood County Board Supervisor.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine. Preferred skills and abilities include the knowledge of applicable federal, state and local law; knowledge of funding resources, including governmental and other grant availability and procedures; demonstrated ability to develop, recommend, and implement effective plans and programs, and objectively evaluate progress towards goals and timetables.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

This position requires the ability to regularly spend long hours sitting and using office equipment and computers. The position requires regularly moving from sitting to standing positions effortlessly. There is a low frequency of lifting heavy objects as well as bending, carrying, and/or reaching to maintain files. This position has a high frequency of working on repetitive tasks, such as typing, which requires the use of hands and fingers to control computer equipment. This position requires excellent communication skills including the ability to speak clearly and understand the speech of another person. Public speaking and/or presentations may be required occasionally. Strong written skills are required. Use of near and far vision is required. This position requires meeting with clients in various settings and may involve regular car travel to attend meetings, meet with clients, or attend conferences.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. 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 right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or 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.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date