

JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, June 5, 2020

TIME: 9:00 a.m.

LOCATION: IT Conference Room #205, 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.
 - a. Corporation Counsel memorandum "Collections – TRIP."
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Groundwater Group.
8. Review of County Board Rules.
 - a. Scope of responsibility of Property Committee.
 - b. Duties of second vice chairperson
9. Criminal Justice Coordinator Committee update.
 - a. Position description of Coordinator.
10. Attendance at meetings.
11. Consideration of agenda items for next meeting.
12. Set date and time of next meeting.
13. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 963 481 702

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mb7eef0a1ae61af009898ebcd2386b568>

Meeting number (access code): 963 481 702

Meeting password: JL0605

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 8, 2020
 TIME: 9:30 a.m.
 PLACE: Room 114, Wood County Courthouse
 TIME ADJOURNED: 11:05 a.m.
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,
 Kenneth Curry, Ed Wagner, Joseph Zurfluh
 OTHERS PRESENT: Peter Kastenholz. See attached list.
 By AV: Adam Fischer, Lance Pliml, Jason Hausler,
 Lisa Keller, Cindy Joosten.

1. At 9:36 a.m., the meeting was called to order.
2. Public comments. None.
3. The minutes for the April 3 and 28, 2020, meetings were reviewed. There being no objections, the minutes were deemed approved by the Chair. Chairman Clendenning explained that cat licensing was left off the agenda per the Corporation Counsel's advice that the County is not in a position of authority to establish such a regulation.
4. The Committee reviewed the claim of Zachary Mohler. This claim will be provided to the county board.
5. There were no new animal claims against the County.
6. Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Wagner, to approve the reports and payment of department vouchers. All ayes.
7. The Committee reviewed correspondence and legislative issues. Moved by Wagner, seconded by Curry, to forward a copy of the resolution directing a countywide advisory referendum on creation of nonpartisan legislative redistricting and the voting results to the governor, the county's state legislative representatives, and the WCA via the County Clerk. All ayes.
 - a. Report of Citizens Groundwater Group.
 The March meeting was cancelled. The May meeting may be conducted virtually, possibly utilizing Zoom.
 - b. WEXA Membership. Sub-group of Wisconsin Counties Association (WCA) that oversees University of Wisconsin-Extension. Chairman Pliml will gather more information on this. Pliml later reported that the WCA would simply be serving as the fiscal agent of the Wisconsin Extension offices' association (WEXA).

- c. Eau Claire County resolution on refugees living in the state. No action taken.
- 8. County Board rules.
Discussion on rule establishing duties of the second vice chairperson. Chairman Clendenning asked the committee to think about possible rule changes.
- 9. Criminal Justice Coordinator Committee update. A revised position description has been prepared by Human Resources. Committee Chair Fischer gave an oral update on the work being done. Possible location of the coordinator in the old sheriff's office was mentioned.
- 10. Attendance at meetings. No specific meeting updates given, but the committee discussed the importance and obligation of supervisors who attend non-committee meetings to report on the results of the meetings.
- 11. Child Support using the old offices of Victim/Witness - room 112, was discussed. Brent Vruwink explained his office would temporarily be using the old offices of Victim/Witness.
- 12. Agenda items for the June 2020 meeting:
 - Scope of responsibility of Property Committee.
 - Duties of second vice chairperson.
- 13. The next committee meeting will be June 5, 2020, at 9 a.m.
- 14. Meeting adjourned without objection by the Chairperson at 11:05 a.m.

Minutes taken by Peter Kastenholz.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 19, 2020
 TIME: 9:00 a.m.
 PLACE: County Board Room, Wood County Courthouse
 TIME ADJOURNED: 9:05 a.m.
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,
 Kenneth Curry, Ed Wagner, Joseph Zurfluh
 OTHERS PRESENT: Peter Kastenholz

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None.
3. Resolution on results of advisory referendum was discussed.
Moved by Wagner, seconded by Zurfluh, to approve the resolution that directs the County Clerk to present to the elected state officials the results of the referendum supporting nonpartisan legislative redistricting. All ayes.
4. Meeting adjourned without objection by the Chairperson at 9:05 a.m.

Minutes taken by Peter Kastenholz.

Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: MAY 2020

For the range of vouchers: 03200032 - 03200037

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03200032	MATTHEW BENDER & COMPANY	PAGE ON WILLS 2020 SUPPLEMENT	05/12/2020	\$397.59	
03200033	STAPLES ADVANTAGE	CALCULATOR ROLLS, ENVELOPES	04/28/2020	\$14.93	
03200034	STAPLES ADVANTAGE	CLIPS, ENVELOPES	05/09/2020	\$21.25	
03200035	SWITS LTD	INTERPRETER FEES 19CT316	03/25/2020	\$600.00	
03200036	THOMSON REUTERS-WEST PUBLISHING CORP	WIS STAT 401.001	05/04/2020	\$1,752.00	
03200037	ZAMOW DENISE	TRANSCRIPT FEE 18CF150	05/05/2020	\$36.00	
Grand Total:				\$2,821.77	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: MAY 2020

For the range of vouchers: 04200013 - 04200013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04200013	DELUXE	2021 CALENDAR	05/01/2020	\$121.11	P
Grand Total:				\$121.11	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: MAY 2020

For the range of vouchers: 05200033 - 05200044

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05200033	COLONIAL SCIENTIFIC INC	SUPPLIES	04/23/2020	\$165.00	P
05200034	CORDANT HEALTH SOLUTIONS	DRUG TESTING	04/30/2020	\$3,361.65	P
05200035	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF & REVENUE	05/04/2020	\$6,789.20	P
05200036	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF ENHANCED	05/04/2020	\$1,833.33	P
05200037	ZAMOW DENISE	TRANSCRIPT FEE 18CT468	05/04/2020	\$20.00	P
05200038	ZAMOW DENISE	TRANSCRIPT FEE 17CT160	05/04/2020	\$22.00	P
05200039	ZAMOW DENISE	TRANSCRIPT FEE 17CF460	05/05/2020	\$36.00	P
05200040	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/06/2020	\$104.56	P
05200041	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/07/2020	\$5.49	
05200042	PETERSON MICHELLE L	TRANSCRIPT FEE 19CM29	05/20/2020	\$32.00	
05200043	ZAMOW DENISE	TRANSCRIPT FEE 16CF609	05/06/2020	\$34.00	
05200044	ZAMOW DENISE	TRANSCRIPT FEE 16CF647,17CF139	05/19/2020	\$54.00	
Grand Total:				\$12,457.23	

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 2020

For the range of vouchers: 02200038 - 02200040

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02200038	CW SOLUTIONS LLC	ELEVATE/A&V/SCAN-PROGRAM COSTS	05/26/2020	\$4,457.83	
02200039	OFFICE DEPOT	OFFICE SUPPLIES	05/26/2020	\$9.78	
02200040	SWITS LTD	INTERPRETING FEES	05/26/2020	\$62.00	
Grand Total:				\$4,529.61	

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 2020

For the range of vouchers: 07200275 - 07200344

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200275	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME62	04/15/2020	\$390.00	P
07200276	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19JM217	02/06/2020	\$790.00	P
07200277	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20GN24	04/14/2020	\$500.00	P
07200278	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 20CV121	04/07/2020	\$270.00	P
07200279	BRATCHER LAW OFFICE LLC	Atty Fee - 18GN79	04/15/2020	\$676.28	P
07200280	CAMPELL HUNTER SHUNETTE ATTY	Atty Fee - 19CM626	04/16/2020	\$454.68	P
07200281	CAMPELL HUNTER SHUNETTE ATTY	Atty Fee - 19CT433	04/16/2020	\$456.78	P
07200282	CARMICHAEL & QUARTEMONT S C	Atty Fee - 16GN29	03/31/2020	\$115.50	P
07200283	CARMICHAEL & QUARTEMONT S C	Atty Fee - 17GN13	03/31/2020	\$112.00	P
07200284	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME165	04/13/2020	\$575.00	P
07200285	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME171	04/21/2020	\$650.00	P
07200286	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19GN21	04/14/2020	\$795.00	P
07200287	FLEXSTAFF	Contracted Clerical Services	03/11/2020	\$353.17	P
07200288	FLEXSTAFF	Contracted Clerical Services	04/15/2020	\$353.17	P
07200289	GALLI MICHAEL PHD	Med Exam - 20GN01	04/20/2020	\$685.00	P
07200290	GEBERT LAW OFFICE	Atty Fee - 10GN11	04/09/2020	\$140.00	P
07200291	GEBERT LAW OFFICE	Atty Fee - 15GN15	04/20/2020	\$80.00	P
07200292	GEBERT LAW OFFICE	Atty Fee - 12GN74	04/20/2020	\$201.00	P
07200293	GEBERT LAW OFFICE	Atty Fee - 19PA78	04/20/2020	\$110.00	P
07200294	HILL & WALCZAK ATTYS	Atty Fee - 20GN02	04/07/2020	\$1,100.00	P
07200295	DM STAMPS & SPECIALTIES	Stamp Pad Replacement	04/17/2020	\$18.37	P
07200296	NASH LAW GROUP	Atty Fee - 18GN35	03/27/2020	\$80.00	P
07200297	NASH LAW GROUP	Atty Fee - 14GN20	03/27/2020	\$80.00	P
07200298	NASH LAW GROUP	Atty Fee - 19JC81 - 83	04/13/2020	\$140.00	P
07200299	NASH LAW GROUP	Atty Fee - 20JC14 & 15	04/17/2020	\$230.00	P
07200300	NASH LAW GROUP	Atty Fee - 19JC44	04/17/2020	\$50.00	P
07200301	NASH LAW GROUP	Atty Fee - 20JC58 & 59	04/17/2020	\$175.00	P
07200302	SLATTERY TRAVIS LAW OFFICE	Atty Fee - 20JC47	04/03/2020	\$200.00	P
07200303	STAPLES ADVANTAGE	Off Supp - Pens COVID 19	04/16/2020	\$15.87	P
07200304	STAPLES ADVANTAGE	Off Supp - Bulb	04/21/2020	\$5.07	P

CLERK OF CIRCUIT COURT - MAY 2020

07200275 - 07200344

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200305	WEILAND LEGAL SERVICES	Atty Fee - 20GN10	04/15/2020	\$180.00	P
07200306	WEILAND LEGAL SERVICES	Atty Fee - 20GN12	04/15/2020	\$230.00	P
07200307	WEYMOUTH RICHARD D	FCC Services - April 2020	04/30/2020	\$4,166.66	P
07200308	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME66	04/21/2020	\$195.00	P
07200309	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME70	05/06/2020	\$390.00	P
07200310	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20GN18	05/06/2020	\$500.00	P
07200311	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME66	04/27/2020	\$845.00	P
07200312	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 19CF300/314/515	03/04/2020	\$1,370.98	P
07200313	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME186	05/06/2020	\$845.00	P
07200314	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME70	05/06/2020	\$995.00	P
07200315	FREEDOM COUNSELING	Med Exam - 20ME65	04/16/2020	\$495.00	P
07200316	GEBERT LAW OFFICE	Mediation Srvc - April 2020	05/01/2020	\$1,675.00	P
07200317	HILL & WALCZAK ATTYS	Mediation Srvc - April 2020	05/01/2020	\$50.00	P
07200318	HILL & WALCZAK ATTYS	Atty Fee - 97GN90	04/29/2020	\$660.00	P
07200319	HILL & WALCZAK ATTYS	Atty Fee - 20JC61 - 63	04/29/2020	\$1,200.00	P
07200320	HILL & WALCZAK ATTYS	Atty Fee - 20JC17	03/18/2020	\$810.00	P
07200321	HILL & WALCZAK ATTYS	Atty Fee - 20TP7 & 8	04/29/2020	\$735.00	P
07200322	HILL & WALCZAK ATTYS	Atty Fee - 18JC12	02/11/2020	\$570.00	P
07200323	MCHS - FRANCISCAN HEALTHCARE CLINIC	Med Exam - 20ME65	04/21/2020	\$233.55	P
07200324	NASH LAW GROUP	Atty Fee - 19CM588 & 709	04/17/2020	\$792.50	P
07200325	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search SDC-Mar & Apr	05/01/2020	\$100.00	P
07200326	WEILAND LEGAL SERVICES	Atty Fee - 20GN07	03/12/2020	\$450.00	P
07200327	WEILAND LEGAL SERVICES	Atty Fee - 18GN23	03/12/2020	\$240.00	P
07200328	WEILAND LEGAL SERVICES	Atty Fee - 20GN20	05/03/2020	\$230.00	P
07200329	WEST PAYMENT CENTER	LL Interent Access April 2020	04/30/2020	\$1,430.55	P
07200330	WOOD COUNTY REGISTER IN PROBATE	Probate Filing Fee - Stublaski	05/07/2020	\$3.00	P
07200331	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME29	03/10/2020	\$800.00	P
07200332	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20GN33	05/08/2020	\$500.00	P
07200333	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME72	05/11/2020	\$195.00	P
07200334	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME72	05/11/2020	\$650.00	P
07200335	GORSKI KENNETH	Court Commssnr Srvc-April 2020	05/11/2020	\$1,250.00	P
07200336	GORSKI & WITTMAN SC	Atty Fee - 20GN22	05/15/2020	\$280.00	P
07200337	LLOYD PETER C LLC	Atty Fee - 18JC57-59 & 122	05/13/2020	\$170.00	P
07200338	QUADIENT LEASING USA INC	Lease Payment 3/6/20-6/5/20	05/05/2020	\$372.87	P
07200339	PREVEA HEALTH INC	Med Exam - 20ME41	04/30/2020	\$1,060.00	P
07200340	SLATTERY TRAVIS LAW OFFICE	Atty Fee - 20TP03	05/07/2020	\$370.00	P
07200341	SLATTERY TRAVIS LAW OFFICE	Atty Fee - 20JC53	05/08/2020	\$230.00	P
07200342	STAPLES ADVANTAGE	Office Supplies	05/12/2020	\$13.75	P

CLERK OF CIRCUIT COURT - MAY 2020

07200275 - 07200344

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200343	STAPLES ADVANTAGE	Office Supplies	05/12/2020	\$13.75	P
07200344	WCCCA	UWGB COC Class	05/15/2020	\$30.00	P
Grand Total:				\$35,129.50	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: May 202

For the range of vouchers: 09200014 - 09200015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09200014	STATE BAR OF WISCONSIN	Employment Law	05/26/2020	\$76.02	
09200015	STATE BAR OF WISCONSIN	state bar dues 2021	05/11/2020	\$479.90	
Grand Total:				\$555.92	

Signatures

Committee Chair: _____
Committee Member: _____
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Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: MAY 2020

For the range of vouchers: 11200013 - 11200013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11200013	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/19/2020	\$67.74	P
Grand Total:				\$67.74	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: MAY 2020

For the range of vouchers: 24200017 - 24200017

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24200017	FIDLAR TECHNOLOGIES INC	LAREDO USAGE APRIL 2020	05/15/2020	\$1,608.51	
Grand Total:				\$1,608.51	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: MAY 2020

For the range of vouchers: 32200007 - 32200007

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32200007	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/20/2020	\$190.72	
Grand Total:				\$190.72	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
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Committee Member: _____



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

JUNE 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Interviews were conducted to fill the vacant Elevate Case Manager Position. We were able to identify a candidate and they will start employment with the Elevate Program on June 22nd. The Elevate Program is going to be even more critical as we help our customers navigate a job market that has evolved as a result of the COVID-19 pandemic.
- Case Manager Nicole Stelzer submitted her resignation effective June 1st. We have begun recruitment to fill the position.
- We have been fielding many calls relating to stimulus checks being intercepted for past due child support. We have also been dealing with unemployment issues. The state unemployment and the federal unemployment that was authorized as part of the CARES Act are dispersed as two separate payments which caused some payers to double pay their child support. When unemployment received the child support income withholding order they withheld the correct weekly amount of child support but they withheld it from both checks which resulted in an overpayment. The issue has now been resolved but it did create several angry customers.
- Agency staff will return to working on site effective June 1st. We still will allow some remote work but a majority of our work will be on site unless we get a directive to do otherwise. We are taking all the necessary precautions to protect staff as well as the customers we are charged to serve.
- On May 21st I attended the WCSEA meeting which was conducted virtually.
- On May 26th I met with representatives from Carlson Dettmann about the Classification and Compensation Study.
- I will be attending the Joint Legislative Committee meeting in Mosinee on June 8th.
- The April performance numbers are in and we are doing well considering the COVID-19 pandemic. At this point I am optimistic we will be able to meet all four Federal Performance measures.
- The current IV-D case count is 3,852

**CLERK OF COURT COLLECTED
COUNTY REVENUES
FOR THE MONTH ENDING APRIL 30, 2020**

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 5,176.64	\$ 9,021.05	\$ (3,844.41)
Clerk of Courts	Occupational Lic Fee Due Co	\$ -	\$ -	\$ -
Clerk of Courts	County Share State Fines	\$ 9,147.51	\$ 11,808.47	\$ (2,660.96)
Clerk of Courts	Attorney Fees	\$ 2,680.85	\$ 3,525.67	\$ (844.82)
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 31.74	\$ 32.06	\$ (0.32)
Clerk's Fees				
Clerk of Courts	Clerk of Courts Fees	\$ 5,495.25	\$ 10,061.32	\$ (4,566.07)
Clerk of Courts	Bond Forfeitures	\$ 1,350.00	\$ 3,450.00	\$ (2,100.00)
Clerk of Courts	Payment Plan Fees	\$ 680.00	\$ 1,065.00	\$ (385.00)
Clerk of Courts	Muni Disposal Fees	\$ 5.00	\$ 105.00	\$ (100.00)
COC Div. Mediation	Family Counseling Service Fees	\$ 340.00	\$ 675.00	\$ (335.00)
COC Div. Mediation	Family Counseling Reimbursement	\$ 1,104.00	\$ 263.00	\$ 841.00
Subtotal of Clerk of Courts Revenue		\$ 26,010.99	\$ 40,006.57	\$ (13,995.58)
Branch I	Juvenile Legal Fees	\$ 111.24	\$ 395.01	\$ (283.77)
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
District Attorney	District Attorney Service	\$ 29.44	\$ 16.25	\$ 13.19
District Attorney	District Attorney 10%	\$ 319.40	\$ 1,014.17	\$ (694.77)
Victim Witness	Victim Witness 10%	\$ 319.39	\$ 1,014.16	\$ (694.77)
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Human Services	Driver Improvement Surcharge	\$ 4,196.56	\$ 5,608.97	\$ (1,412.41)
Sheriff's Dept.	Warrant Fees	\$ 2,363.87	\$ 2,469.16	\$ (105.29)
Sheriff's Dept.	Jail Surcharge	\$ 1,443.35	\$ 2,781.68	\$ (1,338.33)
Sheriff's Dept.	Blood Tests	\$ 143.06	\$ 131.94	\$ 11.12
Sheriff's Dept.	Extradition Costs	\$ 468.98	\$ 301.66	\$ 167.32
Finance Dept	Sales Tax	\$ -	\$ -	\$ -
Subtotal of Revenue Collected for Other Departments		\$ 9,395.29	\$ 13,733.00	\$ (4,337.71)
COUNTY REVENUE		\$ 35,406.28	\$ 53,739.57	\$ (18,333.29)
0700-24241 STATE REVENUES		\$ 85,474.63	\$ 158,927.58	\$ (73,452.95)
SUBTOTAL		\$ 120,880.91	\$ 212,667.15	\$ (91,786.24)
Municipal Pass Through Revenues		\$ 908.32	\$ 2,330.51	\$ (1,422.19)
TOTAL		\$ 121,789.23	\$ 214,997.66	\$ (93,208.43)

For the Judicial & Legislative Committee Meeting dated: June 5, 2020
Prepared by Cindy Joosten Clerk of Circuit Court

ANNUAL REVENUE COMPARISON

2019					2020				
	Total	State	County	Muni		Total	State	County	Muni
Jan	179,852	136,758	42,461	633	Jan	223,004	159,574	62,197	1,233
Feb	212,467	158,150	52,379	1,939	Feb	202,972	138,950	62,508	1,514
Mar	194,299	142,536	49,778	1,984	Mar	214,998	158,928	53,740	2,331
Apr	189,013	139,172	48,347	1,493	Apr	121,789	85,475	35,406	908
May	185,776	140,207	44,153	1,417	May	-			
Jun	210,035	156,223	51,320	2,492	Jun	-			
Jul	193,788	143,500	48,455	1,833	Jul	-			
Aug	187,702	139,549	47,035	1,118	Aug	-			
Sep	194,335	147,992	44,695	1,648	Sep	-			
Oct	207,441	155,176	49,993	2,272	Oct	-			
Nov	171,413	126,828	43,058	1,527	Nov	-			
Dec	171,484	126,066	43,902	1,516	Dec	-			
	2,297,606	1,712,157	565,576	19,872		762,763	542,926	213,851	5,986
2019 YEAR TO DATE REVENUE:						775,631	576,616	192,965	6,049
INCREASE (Decrease)						(12,868)	(33,690)	20,886	(63)

COLLECTION ACTIVITY SUMMARY FOR 2020

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Ytd
Warrants Issued	40	74	46	112									272
Suspensions Issued	18	8	10	13									49
Payment Plans Created	75	65	76	52									268
Receivables in Payment Plans	8367	8471	7645	8359									
Payment Plans Due	\$66,772	\$67,716	\$65,977	\$67,325	\$67,632								
# of Payment Plans PIF	89	110	93	94									386
Fines worked off through Community Service	9	9	0	10									28
\$ Worked off through Community Service	\$2,269	\$3,337	\$0	\$11,498									\$0
State Debt Collection Agency Payments	\$2,054	\$2,605	\$5,703	\$1,676									\$12,038
Electronic Payments	\$89,613	\$87,472	\$99,361	\$68,898									\$345,344

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)
For Month Ending 04-30-2020
Final

05-11-2020
04:24 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	29420.39	32260.28	28420.73	79674.30	127287.81	170072.64	105294.40	88202.16	56740.48	193623.90	910997.09
Traffic	4087.20	19096.80	16126.77	34619.96	82683.43	71265.68	48932.63	46998.80	34297.39	194828.14	552936.80
Criminal	49548.12	73649.69	72578.42	159534.47	240984.47	387142.13	277942.79	216455.05	174486.93	556320.80	2208642.87
Restitution	7911.00	11700.38	10595.32	20900.09	63282.73	57568.34	34521.82	38257.50	32635.63	300958.74	578331.55
TOTAL	\$ 90,966.71	\$ 136,707.15	\$ 127,721.24	\$ 294,728.82	\$ 514,238.44	\$ 686,048.79	\$ 466,691.64	\$ 389,913.51	\$ 298,160.43	\$ 1,245,731.58	\$ 4,250,908.31

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)
For Month Ending 04-30-2020
Final

05-11-2020
04:27 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	29367.19	32112.28	26968.73	79510.90	120211.81	162181.44	98817.97	86346.09	54647.77	143845.31	834009.49
Traffic	4087.20	19096.80	16126.77	34619.96	82683.43	71151.18	48932.63	46998.80	34297.39	194690.64	552684.80
Criminal	40188.12	67132.69	58653.42	143038.47	213130.31	316515.78	202018.53	178119.58	122120.96	398300.82	1739218.68
Restitution	924.90	10986.07	4485.26	9290.36	38476.76	21508.30	10355.91	4023.51	1748.48	69046.97	170846.52
TOTAL	\$ 74,567.41	\$ 129,327.84	\$ 106,234.18	\$ 266,459.69	\$ 454,502.31	\$ 571,356.70	\$ 360,125.04	\$ 315,487.98	\$ 212,814.60	\$ 805,883.74	\$ 3,296,759.49

County of Wood
Clerk of Courts Departmentwide
For the Five Months Ending Sunday, May 31, 2020

	Actual	2020 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
State Aid-Courts:				
Clerk of Courts - State Aid-Courts	29,692.75	59,000.00	(29,307.25)	(49.67%)
Total State Aid-Courts	29,692.75	59,000.00	(29,307.25)	(49.67%)
State Aid-Court Support Services:				
Clerk of Courts - State Aid-Court Support Services		75,775.00	(75,775.00)	(100.00%)
Total State Aid-Court Support Services		75,775.00	(75,775.00)	(100.00%)
Total Intergovernmental:				
Clerk of Courts - Total Intergovernmental	29,692.75	134,775.00	(105,082.25)	(77.97%)
Total Total Intergovernmental	29,692.75	134,775.00	(105,082.25)	(77.97%)
Fines, Forfeits and Penalties				
County Share of Occupational Driver:				
Clerk of Courts - County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
Total County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
County Share of State Fines and Forfeitures:				
Clerk of Courts - County Share of State Fines and Forfeitures	42,359.62	130,000.00	(87,640.38)	(67.42%)
Total County Share of State Fines and Forfeitures	42,359.62	130,000.00	(87,640.38)	(67.42%)
County Forfeitures Revenue:				
Clerk of Courts - County Forfeitures Revenue	31,363.95	94,000.00	(62,636.05)	(66.63%)
Total County Forfeitures Revenue	31,363.95	94,000.00	(62,636.05)	(66.63%)
Total Fines, Forfeits and Penalties:				
Clerk of Courts - Total Fines, Forfeits and Penalties	73,763.57	224,200.00	(150,436.43)	(67.10%)
Total Total Fines, Forfeits and Penalties	73,763.57	224,200.00	(150,436.43)	(67.10%)
Public Charges for Services				
Court Fees:				
Clerk of Courts - Court Fees	72,448.73	150,000.00	(77,551.27)	(51.70%)
Total Court Fees	72,448.73	150,000.00	(77,551.27)	(51.70%)
Court Fees and Costs-Marriage Counseling:				
Clerk of Courts-Child Custody Mediation - Court Fees and Costs-Marriage Counseling	2,130.00	5,000.00	(2,870.00)	(57.40%)
Total Court Fees and Costs-Marriage Counseling	2,130.00	5,000.00	(2,870.00)	(57.40%)
Court/Juvenile:				
Clerk of Courts - Court/Juvenile	14,315.88	22,000.00	(7,684.12)	(34.93%)
Total Court/Juvenile	14,315.88	22,000.00	(7,684.12)	(34.93%)
Other Professional Reimbursements:				
Clerk of Courts-Child Custody Mediation - Other Professional Reimbursements	2,500.50	7,000.00	(4,499.50)	(64.28%)
Clerk of Courts - Other Professional Reimbursements	868.50		868.50	0.00%
Total Other Professional Reimbursements	3,369.00	7,000.00	(3,631.00)	(51.87%)
Total Public Charges for Services:				
Clerk of Courts-Child Custody Mediation - Total Public Charges for Services	4,630.50	12,000.00	(7,369.50)	(61.41%)
Clerk of Courts - Total Public Charges for Services	87,633.11	172,000.00	(84,366.89)	(49.05%)
Total Total Public Charges for Services	92,263.61	184,000.00	(91,736.39)	(49.86%)
Interdepartmental Charges for Services				

County of Wood
Clerk of Courts Departmentwide
For the Five Months Ending Sunday, May 31, 2020

	Actual	2020 Budget	Variance	Variance %
Dept Charges-Hlth Benefits & Other:				
Family Court Commissioner - Dept Charges-Hlth Benefits & Other	261.49	2,000.00	(1,738.51)	(86.93%)
Total Dept Charges-Hlth Benefits & Other	261.49	2,000.00	(1,738.51)	(86.93%)
Dept Charges-Purchasing:				
Clerk of Courts - Dept Charges-Purchasing	1,219.31	9,000.00	(7,780.69)	(86.45%)
Total Dept Charges-Purchasing	1,219.31	9,000.00	(7,780.69)	(86.45%)
Total Interdepartmental Charges:				
Clerk of Courts - Total Interdepartmental Charges	1,219.31	9,000.00	(7,780.69)	(86.45%)
Family Court Commissioner - Total Interdepartmental Charges	261.49	2,000.00	(1,738.51)	(86.93%)
Total Total Interdepartmental Charges	1,480.80	11,000.00	(9,519.20)	(86.54%)
Total Intergovernmental Charges for Services:				
Clerk of Courts - Total Intergovernmental Charges for Services	1,219.31	9,000.00	(7,780.69)	(86.45%)
Family Court Commissioner - Total Intergovernmental Charges for Services	261.49	2,000.00	(1,738.51)	(86.93%)
Total Total Intergovernmental Charges for Services	1,480.80	11,000.00	(9,519.20)	(86.54%)
Miscellaneous				
Interest-Clerk of Courts:				
Clerk of Courts - Interest-Clerk of Courts	115.01	250.00	(134.99)	(54.00%)
Total Interest-Clerk of Courts	115.01	250.00	(134.99)	(54.00%)
Total Miscellaneous:				
Clerk of Courts - Total Miscellaneous	115.01	250.00	(134.99)	(54.00%)
Total Total Miscellaneous	115.01	250.00	(134.99)	(54.00%)
TOTAL REVENUES:				
Clerk of Courts-Child Custody Mediation - TOTAL REVENUES	4,630.50	12,000.00	(7,369.50)	(61.41%)
Clerk of Courts - TOTAL REVENUES	192,423.75	540,225.00	(347,801.25)	(64.38%)
Family Court Commissioner - TOTAL REVENUES	261.49	2,000.00	(1,738.51)	(86.93%)
Total TOTAL REVENUES	197,315.74	554,225.00	(356,909.26)	(64.40%)
EXPENDITURES				
General Government				
Clerk of Courts-Divorce Mediation:				
Clerk of Courts-Child Custody Mediation - Clerk of Courts-Divorce Mediation	8,250.00	25,000.00	16,750.00	67.00%
Total Clerk of Courts-Divorce Mediation	8,250.00	25,000.00	16,750.00	67.00%
Family Court Commissioner:				
Family Court Commissioner - Family Court Commissioner	21,666.64	65,600.00	43,933.36	66.97%
Total Family Court Commissioner	21,666.64	65,600.00	43,933.36	66.97%
Clerk of Courts :				
Clerk of Courts - Clerk of Courts	458,168.63	1,513,161.98	1,054,993.35	69.72%
Total Clerk of Courts	458,168.63	1,513,161.98	1,054,993.35	69.72%
Total General Government:				
Clerk of Courts-Child Custody Mediation - Total General Government	8,250.00	25,000.00	16,750.00	67.00%
Clerk of Courts - Total General Government	458,168.63	1,513,161.98	1,054,993.35	69.72%
Family Court Commissioner - Total General Government	21,666.64	65,600.00	43,933.36	66.97%
Total Total General Government	488,085.27	1,603,761.98	1,115,676.71	69.57%

County of Wood
Clerk of Courts Departmentwide
For the Five Months Ending Sunday, May 31, 2020

	Actual	2020 Budget	Variance	Variance %
TOTAL EXPENDITURES:				
Clerk of Courts-Child Custody Mediation - TOTAL EXPENDITURES	8,250.00	25,000.00	16,750.00	67.00%
Clerk of Courts - TOTAL EXPENDITURES	458,168.63	1,513,161.98	1,054,993.35	69.72%
Family Court Commissioner - TOTAL EXPENDITURES	21,666.64	65,600.00	43,933.36	66.97%
Total TOTAL EXPENDITURES	488,085.27	1,603,761.98	1,115,676.71	69.57%
NET INCOME (LOSS) *:				
Clerk of Courts-Child Custody Mediation - NET INCOME (LOSS) *	(3,619.50)	(13,000.00)	9,380.50	(72.16%)
Clerk of Courts - NET INCOME (LOSS) *	(265,744.88)	(972,936.98)	707,192.10	(72.69%)
Family Court Commissioner - NET INCOME (LOSS) *	(21,405.15)	(63,600.00)	42,194.85	(66.34%)
Total NET INCOME (LOSS) *	(290,769.53)	(1,049,536.98)	758,767.45	(72.30%)



Wood County WISCONSIN

**CORPORATION
COUNSEL OFFICE**

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE May 2020

Residential Options Committee. The committee met recently and approved a final report to the state and the court identifying a property as one that is suitable for placement of the subject of the proceedings and for which arrangements have been made to lease the property to the state for the subject's supervised release placement. The county's role in locating the placement ends the committee's actions until the next court referral is made.

Reichert v. Wood County. Subsequent to the county board approving a resolution authorizing settlement of the case a Stipulation and Order for Dismissal was prepared and is being circulated. The stipulation makes clear that this is a global settlement and the case is being dismissed on the merits. It is worth noting that the stipulation does not contain a confidentiality agreement as it is important for everyone to know that although the county settled for nuisance value of \$3,000, that amount is unlikely to cover the attorney fees and costs incurred by Reichert in the case, and therefore, it is not a profitable venture to pursue non-meritorious actions against the county.

Saratoga Solar Farm. Savion's representative has asked that they be able to put their engineer in direct contact with the county's Communications Engineer (Erik Engel) to address the concern that the inverters at the solar farm may cause problems with future enhancements to our radio system. Presumably, the engineers will be in contact with each other shortly if they haven't been already. This office does receive notices from the PSC as to its actions in dealing with Savion's petition to construct and operate a solar array. If anyone has an interest in accessing these documents, please let me know.

Board of Adjustment Appeal Hearing. This office will be assisting the Planning and Zoning Department in its presentation of its objections to the grant of variances to Floodplain and Shoreland Zoning Ordinance requirements. The case may then be further appealed to circuit court.

AGC MOU. As a part of the Memorandum of Understanding Wood and Juneau Counties entered into with the Agricultural Growers Coalition (large farmers in the Wood County town of Port Edwards and Juneau County town of Armenia), the AGC stated it would provide and fund water testing and remediation efforts for nitrogen contaminated groundwater (bottled water and filtration systems). At a recent quarterly meeting, the AGC gave an update on those efforts and neither county expressed any dissatisfaction. Also at the meeting, the DNR expressed satisfaction that the DNR-led 2-year groundwater hydrogeology study on the current and future distribution of nitrogen in the identified agricultural corridor has commenced. The two UW Madison researchers overseeing the study talked about its scope. The DNR and AGC continue to commit to evenly splitting the approximate \$280,000 cost of the study. The AGC talked about a litigation related study taking place now on well contamination, which will be available through the AGC members to the counties. No discussion was had on the second study identified in the MOU, that being a farmer-led analysis on the agricultural impacts on groundwater. The next telephonic meeting has been set for August 26 at 10 a.m.



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JUNE 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. I attended the Operations Committee meeting on May 5th.
2. I attended the Department Head meeting via Webex on May 5th.
3. On May 6th, I attended a WRDA Legislative committee Webex training call. We are preparing for new leadership on the legislative committee.
4. I attended the PRIA Local meeting via Webex on May 7th. Remote and electronic notary was the main focus of this meeting.
5. On May 8th, I attended the Judicial and Legislative committee meeting.
6. On May 13th, along with Land Information Coordinator/GIS, Paul Bernard, I attended a Webex demo with Pro-West & Associates. The demo highlighted enhancements for searching.
7. I attended a webinar on May 15th with Fidler and fellow WI Register of Deeds' regarding office reopening strategies and policies.
8. The Register of Deeds office opened to the public on May 18th.
9. The Fidler Symposium conference was cancelled this month due to Covid-19. Fidler was able to organize some sessions via Webex. I attended: May 18th – Keynote speakers presentation; May 20th – Government & Social Media; May 21st – eNotarization & eCertification; May 22nd – The Effects of Privacy Redaction.
10. On May 19th, via Webex, I attended the Operations committee meeting, Judicial and Legislative committee meeting and Wood County Board meeting.
11. This month I was elected to the Wisconsin Register of Deeds Association Executive Team. I am very excited for this new opportunity and to serve in this capacity.
12. On May 28th, I attended a Webex meeting with Patrick Glynn from Carlson Dettmann regarding the Classification and Compensation study.

VICTIM WITNESS SERVICES REPORT

Michele Newman, Coordinator

March 25th to May 26th, 2020

Victims/Witnesses Served:

377 Victims or Witnesses made contact with via phone

4 Victims or Witnesses met with in person

6 Victims assisted with preparation of Crime Victim Compensation Application

287 Initial contact packet information sent

6 No contact order information

37 No prosecutions notification

186 Victims or Witnesses were notified of all hearings

2 Victims or Witnesses were notified of plea agreement/sentencing

52 Victims or Witnesses notified of disposition on closed cases

11 Victims or Witnesses notified of sentencing after revocation

39 Victims with restitution requested

11 Victims registered with NOTIS/Vine service

0 Victims notified of appeals court proceedings

1111 Total services/events // Total unique parties = **566**

Restitution:

Totaled: \$ **57,462.89**

Amount for citizens = \$ 29802.55

Amount for businesses = \$ 27660.34

Amount for Wood County or State agencies = \$ 0

Trainings/Meetings/Other: Webinar on Marcy's Law

DRAFT

MEMORANDUM

TO: Wood County Board of Supervisors and County Staff
FROM: Peter Kastenholz, Corporation Counsel
RE: Collections – TRIP
DATE: June 20, 2020

There are a number of ways to collect a debt owed to the County. Well-known methods include small claims actions, regular civil litigation, setoffs, and refusal to grant a license or permit to a person or entity that owes money to the County. Less well known is the TRIP process. TRIP is an acronym for the Tax Refund Interception Program and is the focus of this memo.

Prior to addressing the TRIP program, let's cover some of the pros and cons attendant to the other collection methods.

Small claims is a less formal process for commencing litigation against a person or entity that either owes money to the County or who has violated one of the County ordinances. There is a \$10,000 cap for a small claims action to recover money, but there is no such monetary limitation on small claims code violation matters (sometimes attorneys think otherwise but the County has already succeeded at the Court of Appeals on that issue). It costs about \$100 to file a small claims action and in recent years our courts have changed their operating procedures, and therefore, personal service of the defendant is required as opposed to the old practice of simply having the Clerk of Courts mail the pleadings if the defendant resides in the county. Trials are held in front of a court commissioner and are recorded as opposed to transcribed and re-trials can be had in a circuit court. The small claims process is a good one and is user friendly but is at times too expensive and time consuming when dealing with claims of a few hundred dollars or less.

Regular civil litigation, sometimes called the long-form complaint process, is the procedure one may think of when contemplating a lawsuit. Typically, the claim is for \$10,000 or more and involves an attorney drafting up a complaint containing all of the relevant allegations that is then served on the defendant. Normally an attorney represents the plaintiff and may represent the defendant as well. The process will take many months at a minimum and will often entail one or more type of discovery, such as interrogatories, requests to admit, and depositions. The method is time consuming and tends to be labor intensive.

A setoff is where both parties owe the other and so party #1 advises party #2 that they will take credit against their debt to party #2 what party #2 owes to them. Normally there is no specific statutory authority to take a setoff, but in practice, if one party sues the other, the second party will countersue the first one for the amount owed to them by the first party.

Cities, villages, and towns grant many permits and licenses often associated with construction or a business license, such as for the sale of alcoholic beverages. State laws, local ordinances, and just past practice will often result in the refusal of these municipalities to grant an application for a permit or licensure unless and until the past due amount has been paid in full. Outside of a few departments, the County is not heavily into the permitting process. Those departments may be in a position to deny an application if the applicant owes funds to the County, but it is a case-by-case analysis. More generally, this office has advised numerous departments that a debt for an old record request can serve as a basis for denying a new request if handled properly.

The TRIP process is based off of Wis. Stat. s. 71.935, entitled: Setoffs for municipalities and counties. The state-run program allows a county to certify to the TRIP program a debt owed to the county if the county has obtained a judgment for the debt or if the county has given the debtor reasonable notice and the opportunity to be heard with regard to the debt. Some departments like the Clerk of Courts and Sheriff's Department certify their own debts; others use the Corporation Counsel's office to do so. There are several forms for this process that are available on the County's intranet site, under Corporation Counsel forms, to assist County staff in getting a debt certified. Once certified, the state will withhold funds owed by the state to the debtor for income tax returns and apply those funds to the debt owed to the County. There are a number of other types of debts that individuals and companies may owe that will take priority over the recovery made by the County. These include debts owed to the state and federal governments as well as child support arrearages.

Advantages to the TRIP process include a less cumbersome and time-intensive means of collecting a debt. It may take many years for the debt to be paid in full, but there are no additional processes involved in collecting on a judgment compared to what might be needed in a small claims or regular civil litigation process, such as garnishments or executions. There are no costs to using the TRIP program and as long as the debt exceeds \$20 and is owed to the County, the debt is eligible for the program.

If you have questions about using the TRIP program or any other debt collection matter, please feel free to contact the Corporation Counsel's office.

Lisa Downs

From: Peter Kastenholtz
Sent: Monday, May 11, 2020 8:22 AM
To: Bill Clendenning
Cc: Lisa Downs
Subject: FW: Public Property Committee
Attachments: scan_tminer_2020-05-11-06-16-14.pdf

Hi Bill. Below and attached are what Trent came up with in regards to the historical responsibilities of the Public Property Committee. By copy hereof I will ask Lisa to include the email and attachment in the packet for the J&L Committee's next meeting. Peter

From: Trent Miner <tminer@co.wood.wi.us>
Sent: Monday, May 11, 2020 8:15 AM
To: Peter Kastenholtz <pkastenholtz@co.wood.wi.us>
Subject: Public Property Committee

Hi Peter - - -

I've gone perusing through all the documentation I have down here in relation to the duties of the old Public Property Committee. The best I could find was Resolution 68-4-11, which is attached. This resolution defined the committee, and made it a standing committee. It also mandated the chair of the Finance Committee be a member of it.

Prior to 1968, there were a number of resolutions, dating back to 1957, that were introduced by a Public Property Committee, but they were not formally a standing committee until the 1968 resolution. Not sure if pre-1968, if that Public Property Committee came out of the new courthouse building project or not.

Since 1968, I have looked for any rule changes, etc., that would have amended the 1968 resolution, and I don't see anything.

There had to be a rule change in there somewhere, because I don't remember Jerry Nash (former Finance Committee chair) being on the Public Property while I was on county board. Maybe it was one of those things that were just forgotten about as time went on.

Anyway, this is what I found out.

If you have any other questions, or can think of anything else I might be missing, let me know.

Trent Miner
County Clerk
Wood County Courthouse
P.O. Box 8095
Wisconsin Rapids, WI 54495-8095
Phone: 715-421-8460
Email: tminer@co.wood.wi.us

RESOLUTION-11

Introduced by Special Rules Committee Date April 16, 1968

BE IT RESOLVED, that, pursuant to motion adopted April 16, 1968,
the County Boards rules be amended as recommended by the Special Rules
Committee as follows:

Rule 7 (10) Amend the first paragraph to read: PUBLIC PROPERTY
& INSURANCE, consisting of the chairman of the finance & budget committee
and four other members of the board appointed by the chairman, shall
have general charge of the court house, jail and all construction work
at county institutions and all other property connected therewith,
both real and personal, examine and pass upon all bills and claims
connected therewith and furnish to the board annually, a complete
inventory of all said property, real and personal, showing the location
thereof.

FURTHER RESOLVED, that this amendment shall be in force and
effect immediately upon its adoption. THIS IS A STANDING RULE.

Signed

Robert W. Johnson

Chairman

Leonard D. Thompson

James Smith

John Parker

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Wednesday, May 27, 2020
TIME: 1:00 p.m.
PLACE: Wood County Courthouse-Room 114
Wisconsin Rapids, WI

PRESENT: Adam Fischer, Bill Clendenning, Bill Leichtnam, Mary Solheim, and Shawn Becker; Brad Hamilton appeared via video conferencing; Brent Vruwink appeared via telephone and in-person

OTHERS PRESENT: (for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van Tassel and Lisa Keller

1. The meeting was called to order at 1:00 p.m. by Chairman Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. **A motion was made by Clendenning and seconded by Leichtnam to approve the minutes from the May 6, 2020 meeting. All voted aye, motion carried.**
5. Chairman Fischer informed the committee that the current contracted Drug Court Coordinator was unable to be present at this meeting due to scheduling conflicts, but will be invited to a future meeting to provide the committee with an overview and summary of the existing drug court process and to answer questions that the committee may have.
6. Mary Solheim, Human Services Deputy Director, provided an overview to the committee about the meeting she and Sheriff Shawn Becker had with Circuit Court Judge Brazeau today. Based on the meeting, Judge Brazeau continues to seem interested in the establishment of a Youth Mental Health Court, but has requested that additional data be gathered and that further discussions take place to identify court needs and differences in existing Juvenile Court and proposed Youth Mental Health Court. Solheim and Becker will continue to meet with Judge Brazeau and report updates at future committee meetings.
7. Reuben Van Tassel, Maintenance Director, informed the committee that the office space for the Criminal Justice Coordinator that was previously identified and located on the second floor of the courthouse across from the Sheriff's Department reception area, is available for use when needed. Rental costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:14 p.m.

The timeline of office relocation for the current contracted Drug Court Coordinator was discussed by the committee. **A motion was made by Vruwink and seconded by Hamilton to have the Drug Court Coordinator moved to the new location on or before July 1, 2020. All voted aye, motion carried.**

8. A copy of the revised Criminal Justice Coordinator job description and recruitment timeline were included with the packet for the meeting. Kim McGrath, Human Resources Director, had highlighted the changes made to the job description based on the previous meeting and also informed the committee that second interviews were incorporated into the timeline. Discussion took place concerning who will be involved with the interview process, application review, establishment of interview questions and members that should be included on the interview panel.

Sheriff Becker attended the meeting in person at 1:33 p.m.

9. Chairman Fischer provided the committee with an update from the May 8, 2020 Judicial and Legislative committee and indicated that there was limited feedback from those committee members on the status of the Criminal Justice Coordinator position and not many questions. The Judicial and Legislative committee will need to address the Criminal Justice Coordinator subcommittee changes that are included in the job description at their next meeting on June 5, 2020.

Vruwink attended the meeting in person at 1:44 p.m.

10. Discussion took place on the establishment of the foundational framework for the Criminal Justice Coordinator position and how to best proceed within the next two months, prior to recruitment. **A motion was made by Leichtnam, and seconded by Hamilton, to commission Mary Solheim to formulate and set position oriented foundational principals to review at a future meeting. All voted aye, motion carried.**
11. Meeting schedules and dates were discussed. The next scheduled meeting will be on June 24, 2020 at 1:00 in Room 114. The committee would like to establish regular meetings on the 4th Wednesday of the month. Sheriff Becker will contact the current contracted Drug Court Coordinator to assess availability for future meetings.
12. Chairman Fischer declared the meeting adjourned at 2:16 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.

WOOD COUNTY

CRIMINAL JUSTICE COORDINATOR

DRAFT

Name:		Department:	Criminal Justice
Position Title:	Criminal Justice Coordinator	Pay Grade: 10	FSLA: E
Reports To:	TBD	Job Classification:	Criminal Justice Coordinator
Date:	May 2020	Job Code:	TBD

GENERAL FUNCTION

The Criminal Justice Coordinator provides oversight and coordination of various diversion programs, including the Wood County Drug Court and Youth Mental Health Court. The Coordinator is also responsible for case management, grant writing, program development, and criminal justice system research. This position manages the contract for the Drug Court Coordinator.

SUPERVISES

No direct supervisory responsibility. This position oversees one contracted position of Drug Court Coordinator.

RESPONSIBILITIES

1. Develops and coordinates the planning, implementation, and oversight of Wood County's Criminal Justice initiatives and programs, including current and future/potential diversion courts.
 - a. Works collaboratively and cooperatively with all stakeholders (including law enforcement, judges, district attorneys, clerk of courts, jail administration, victim advocates, criminal defense lawyers, human services, mental health and AODA providers, county board members and committees, and interested citizens) to make recommendations and provide information regarding the criminal justice programs in Wood County.
 - b. Coordinates development of a strategic work plan, policies, and procedures that are updated periodically. Monitors those plans, policies, and procedures and provides suggestions for modifications as needed.
 - c. Implements goals, priorities, work plans, programs and organizational structures of the Criminal Justice Program by working collaboratively with stakeholders at varying levels.
 - d. Recommends changes and improvements to criminal justice practices and procedures in Wood County, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.

- e. Obtains and analyzes data and information on existing Wood County criminal and juvenile justice programs, including alternatives to incarceration programs.
 - f. Recommends programmatic, policy, procedural or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.
 - g. Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for successful implementation of the criminal justice program's strategic initiatives.
 - h. Researches and analyzes critical issues identified and recommends and develops documentation, policies, procedures, and materials in accordance with best practices.
 - i. Develops program collaboration performance measures and evaluation standards for the criminal justice programs.
 - j. Prepares operational and statistical reports to support recommendations.
 - k. Promotes, evaluates, and facilitates consumer and stakeholder involvement.
 - l. Makes oral and written presentations to the **Criminal Justice Subcommittee**, the Judicial & Legislative Committee, other County Board committees if requested, and the community.
2. Provides case management services to Youth Mental Health Court participants.
 - a. Meets with program participants at least bi-weekly depending on needs.
 - b. Assesses participant needs and refers them to appropriate community resources.
 - c. Tracks participant progress and prepares regular reports for the Youth Mental Health Court Team.
 - d. Presents with optimism and subscribes to the belief every participant has value and deserves an opportunity to succeed.
 3. Researches and defines other Diversion Courts that would benefit Wood County residents, with a focus on veterans, mental health, and OWI courts as well as pretrial incarceration programs.
 4. Manages the contract for the Drug Court Coordinator (contracted position) with selected vendor.
 - a. Participates in discussions with stakeholders and makes recommendations regarding the contract terms and annual renewal of the contract.
 - b. Provides regular communication, guidance, and feedback to the Drug Court Coordinator and participates in collaborative discussions to improve the programs and services.
 5. Provides professional consultation to the **Criminal Justice Subcommittee** and other governing committees and subcommittees as necessary.

- a. Assists the committee chairperson and members with the development and posting of agendas, meeting minutes and other correspondence.
 - b. Attends all relevant meetings.
 - c. Ensures compliance with Open Meetings and Open Records Laws.
 - d. Represents the committee, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars.
6. Acts as a community and department liaison and collaborates with governmental, judicial and private agencies to coordinate services and assist in the resolution of problems, questions or requests related to services provided.
7. Administers the criminal justice program's fiscal operations and reporting systems:
 - a. Oversees the record-keeping procedures of the criminal justice programs, ensuring accurate and timely fiscal reporting.
 - b. Prepares, monitors and justifies division budget.
 - c. Monitors performance measures to assure receipt of the highest levels of performance-based funding.
 - d. Assists programs in preparation and coordination of annual budget documents and requests, including analysis of program revenue and expenditure data and projections.
8. Directs the preparation and negotiation of request for federal, state and private grants:
 - a. Researches funding options and prepares and submits grants in a timely fashion.
 - b. Coordinates grant preparation and submission among requesting County departments.
9. Receives and forwards complaints and other types of disputes regarding program services to appropriate parties.
10. Performs other related duties as required or assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

A Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field is required. Two to three year's experience, or a combination of experience, in related fields of criminal justice, social work, counseling, sociology or psychology. Possession of a valid driver's license, as well as a licensed and insured automobile are required as a condition of employment, or transportation immediately available to candidate. Basic everyday living skills, including the ability to understand and follow directions (such as court procedures and protocol, statutory requirements, etc.), and reading and writing is necessary. Ability to communicate orally and in writing with individuals and groups. Ability to maintain confidentiality.

Knowledge of criminology and the criminal justice system that includes law enforcement, prosecution, courts, corrections, and the community is preferred.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Over seventy-five percent (75%) of the time is spent sitting, talking and hearing. Fifty percent (50%) of the time is spent using near vision and low fingering. Approximately twenty-five percent (25%) is spent using far vision and low carrying (files). Standing, walking, climbing using legs and feet (ascending or descending steps, stairs) comprises about ten percent (10%) of the time. In unusual or non-routine situations there could be stooping, kneeling, crouching, bending/twisting, reaching, low and medium lifting, low and medium pushing/pulling, and/or risk of physical attack/injury from clientele.

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

Reviewed and approved by the Human
Resources Department

Date