

## JUDICIAL & LEGISLATIVE COMMITTEE

**DATE: Friday, September 4, 2020**

**TIME: 9:00 a.m.**

**LOCATION: Room 114, 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. Review 2021 budgets of the departments overseen by the Committee. Listed in alphabetical order
  - Branch I
  - Branch II
  - Branch III
  - Child Support
  - Clerk of Courts/Family Court Commissioner
  - Corporation Counsel
  - District Attorney
  - Register of Deeds
  - Victim/Witness
8. Discuss Child Support space needs.
9.
  - a. Discuss legal fees of guardianship case.
  - b. Discussion negotiations with Savion.
10. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
  - a. Report of Citizens Groundwater Group.
  - b. Joint Legislative Committee meetings in Mosinee.
  - c. Update on joint meeting with Health & Human Services re: Ch 48 matters.
11. Review of County Board Rules.
  - a. Duties of second vice chairperson report.
  - b. Necessity to notice closed sessions.
12. Criminal Justice Coordinator Committee update.
13. Attendance at meetings.
14. Consideration of agenda items for next meeting.
15. Set date and time of next meeting.
16. Adjourn.

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 146 577 2627

**Join by WebEx App or Web**

<https://woodcountyywi.webex.com/woodcountyywi/j.php?MTID=m3974cbc1e7d4144acc6125d4e0cc909a>

Meeting number (access code): 146 577 2627

Meeting password: JL0904

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 7, 2020  
 TIME: 9:00 a.m.  
 PLACE: Room 114, Wood County Courthouse  
 TIME ADJOURNED: 11:00 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
 Kenneth Curry, Ed Wagner  
 MEMBERS EXCUSED: Joseph Zurfluh  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:10 a.m., the meeting was called to order. (It took a while to get the audio on the AV system working.)
2. Public comments. None.
3. The minutes for the July 10, 2020, meeting were reviewed. There was one change, that being the Drug Court Coordinator had to move and not the Criminal Justice Coordinator. **Moved by Wagner, seconded by Curry, to approve the minutes as amended. All ayes.**
4. The Committee reviewed the claims of Ron Feit and Michelle Gilbank. These claims will be provided to the county board.
5. There was one new animal claim against the County. **Moved by Curry, seconded by Clendenning, to pay \$380 to South Wood County Human Society for the quarantine of a cat owned by Joseph Reignier. All ayes.**
6. Committee reviewed monthly voucher and department reports of the departments it oversees. **Moved by Curry, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.**
  - a. Corporation Counsel memorandum entitled "Contracts: Indemnification Provisions" was approved by the Committee and will be forwarded to the county board.
7. The Committee reviewed correspondence and legislative issues.
  - a. Report of Citizens Groundwater Group. Supervisor Leichtnam advised there have been no meetings for five months due to the coronavirus but they will be meeting this month.
8. County Board rules.
  - a. Duties of second vice-chairperson. Supervisor Leichtnam commented that if we have a second vice-chairperson, that he/she should have duties attendant to the position.

Leichtnam gave ideas such as liaison to different entities; doesn't feel the position should just be a placeholder. Discussion had. Suggestion made to see what duties other counties give to their second vice-chairperson. County Board Chair Pliml advised he would discuss the topic with the first and second vice-chairpersons and this Committee Chair.

**Moved by Wagner, seconded by Leichtnam, to have the second vice-chairperson research the duties of a second vice-chairperson throughout the state. All ayes.**

9. Criminal Justice Coordinator Committee update.  
There is a meeting next week to review applications.
10. Attendance at meetings. No specific requests to attend a meeting were made.
11. Jail Study. Discussion had on why Venture Architects was used. It was explained that Venture had done the general space needs study for the County and so they had a lot of the raw data and were much less expensive than competitors were. Also, Venture is the pre-eminent jail architectural firm in the state. General discussion had on the need for a new jail and it was explained that the current numbers are artificial and do not represent the current needs of the community for a jail.
12. Agenda items for the September 2020 meeting:
  - Review continued need for Rules 42 and 43.
  - Review 2021 budgets for departments overseen by the Committee.
13. The next committee meeting will be September 4, 2020, at 9 a.m. This will be both the budget and regular meeting.
14. The Committee toured the District Attorney's new office space. The Committee was impressed with the work done by the Facilities Manager.
15. Meeting adjourned without objection by the Chairperson at 11:00 a.m.

Minutes taken by Peter Kastenholz.



# Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: AUGUST 2020

For the range of vouchers: 03200045 - 03200050

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03200045	MENDEZ JOHN	TRANSLATING ASSIST 6/25/20	06/25/2020	\$300.00	
03200046	LEGAL DIRECTORIES PUBLISHING CO	2020 WI BLUE BOOK	07/01/2020	\$49.75	
03200047	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF458,19CM833	08/06/2020	\$24.00	
03200048	COLLINS KIMBERLY	TRANSCRIPT FEE 19CF253,312,630	08/10/2020	\$40.00	
03200049	COLLINS KIMBERLY	TRANSCRIPT FEE 19CF501	08/11/2020	\$42.00	
03200050	COLLINS KIMBERLY	TRANSCRIPT FEE 16CF470	08/11/2020	\$32.00	
<b>Grand Total:</b>				<b>\$487.75</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: AUGUST 2020

For the range of vouchers: 04200027 - 04200030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04200027	LEGAL DIRECTORIES PUBLISHING CO	2020 WI LEGAL DIRECTORY	08/12/2020	\$49.75	P
04200028	PETERSON MICHELLE L	TRANSCRIPT FEE 19CF188	07/23/2020	\$122.00	
04200029	PETERSON MICHELLE L	TRANSCRIPT FEE 17CF555	07/30/2020	\$44.00	
04200030	SWITS LTD	INTERPRETER FEES	08/19/2020	\$152.00	
<b>Grand Total:</b>				<b>\$367.75</b>	

## Signatures

Committee Chair:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: BRANCH 3 / DRUG COURT

For the period of: AUGUST 2020

For the range of vouchers: 05200059 - 05200064

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05200059	STAPLES ADVANTAGE	TONER	07/30/2020	\$93.98	P
05200060	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF & REVENUE	08/06/2020	\$5,859.20	P
05200061	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF ENHANCED	08/06/2020	\$1,833.33	P
05200062	CORDANT HEALTH SOLUTIONS	DRUG TESTING	07/31/2020	\$3,685.95	P
05200063	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/15/2020	\$28.84	
05200064	PETERSON MICHELLE L	TRANSCRIPT FEES	08/13/2020	\$62.00	
<b>Grand Total:</b>				<b>\$11,563.30</b>	

### Signatures

Committee Chair:

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Committee Member:

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# Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 08/2020

For the range of vouchers: 02200054 - 02200060

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02200054	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/17/2020	\$135.60	P
02200055	CW SOLUTIONS LLC	ELEVATE/A&V-PROGRAM COSTS-SCAN	08/20/2020	\$13,729.38	
02200056	DNA DIAGNOSTICS CENTER	19-IND. GENETIC TESTS	08/20/2020	\$471.00	
02200057	LEGAL LOGISTICS LLC	15-PROCESS OF SERVICE FEES	08/20/2020	\$850.00	
02200058	OFFICE DEPOT	OFFICE SUPPLIES & STAMPS	08/20/2020	\$297.56	
02200059	RIVER CITY PROCESS SERVERS	2-PROCESS OF SERVICE FEES	08/20/2020	\$80.00	
02200060	WOODTRUST BANK	AGENCY CHECKS-2 BOXES	08/20/2020	\$34.50	
<b>Grand Total:</b>				<b>\$15,598.04</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: AUGUST 2020

For the range of vouchers: 07200483 - 07200553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200483	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME108	07/22/2020	\$345.00	P
07200484	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 18GN28	07/23/2020	\$750.00	P
07200485	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME108	07/21/2020	\$575.00	P
07200486	GABRON CHRISTINE A	Atty Fee - 19GN36	07/17/2020	\$192.00	P
07200487	HILL & WALCZAK ATTYS	Atty Fee - 19JC63	07/22/2020	\$460.00	P
07200488	HILL & WALCZAK ATTYS	Atty Fee - 20JC101	07/22/2020	\$510.00	P
07200489	HILL & WALCZAK ATTYS	Atty Fee - 19JC62	07/22/2020	\$420.00	P
07200490	HILL & WALCZAK ATTYS	Atty Fee - 20JC47	07/22/2020	\$990.00	P
07200491	HILL & WALCZAK ATTYS	Atty Fee - 20JG06	07/22/2020	\$320.00	P
07200492	HILL & WALCZAK ATTYS	Atty Fee - 19JC70	07/22/2020	\$260.00	P
07200493	HILL & WALCZAK ATTYS	Atty Fee - 20CV181	07/22/2020	\$420.00	P
07200494	HILL & WALCZAK ATTYS	Atty Fee - 20JC76	07/22/2020	\$880.00	P
07200495	HILL & WALCZAK ATTYS	Atty Fee - 19GN67	07/22/2020	\$922.00	P
07200496	HILL & WALCZAK ATTYS	Atty Fee - 20JC94	07/22/2020	\$530.00	P
07200497	HILL & WALCZAK ATTYS	Atty Fee - 20JC100	07/23/2020	\$730.00	P
07200498	NASH LAW GROUP	Atty Fee - 14JC10 & 11	07/16/2020	\$445.00	P
07200499	NASH LAW GROUP	Atty Fee - 19CF383 & 643	07/21/2020	\$775.41	P
07200500	NASH LAW GROUP	Atty Fee - 15GN26	07/22/2020	\$219.00	P
07200501	NASH LAW GROUP	Atty Fee - 20CV178	07/23/2020	\$155.00	P
07200502	NASH LAW GROUP	Atty Fee - 19JC62	07/23/2020	\$125.00	P
07200503	WEILAND LEGAL SERVICES	Atty Fee - 20GN53	07/21/2020	\$100.00	P
07200504	WEILAND LEGAL SERVICES	Atty Fee - 19GN65	07/23/2020	\$100.00	P
07200505	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME110	07/24/2020	\$395.00	P
07200506	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME109	07/27/2020	\$195.00	P
07200507	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20JM90	07/28/2020	\$690.00	P
07200508	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20JM114	07/30/2020	\$690.00	P
07200509	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 03GN54	07/28/2020	\$70.00	P
07200510	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME110	07/23/2020	\$700.00	P
07200511	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME109	07/27/2000	\$700.00	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - AUGUST  
2020

07200483 - 07200553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200512	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20JM90	07/28/2020	\$995.00	P
07200513	FYSTROM AMELIA ANN PHD	Med Exam - 20ME69	07/28/2020	\$625.00	P
07200514	GORSKI & WITTMAN SC	Atty Fee - 20GN50	08/04/2020	\$377.37	P
07200515	GORSKI & WITTMAN SC	Atty Fee - 20GN41	08/05/2020	\$240.00	P
07200516	HILL & WALCZAK ATTYS	Atty Fee - 20JI01	07/22/2020	\$590.00	P
07200517	HILL & WALCZAK ATTYS	Atty Fee - 20JC91 & 92	07/23/2020	\$870.00	P
07200518	HILL & WALCZAK ATTYS	Atty Fee - 20JC97 & 98	07/27/2020	\$680.00	P
07200519	MUSUNURU J R MD	Med Exam - 20JM114	07/27/2020	\$420.00	P
07200520	NASH LAW GROUP	Atty Fee - 19CM719	07/23/2020	\$840.00	P
07200521	NASH LAW GROUP	Atty Fee - 18CM317 & 18CF327	07/29/2020	\$1,467.23	P
07200522	SCHMIEGE LAW OFFICE	Atty Fee - 81GN205	07/20/2020	\$220.00	P
07200523	STAPLES ADVANTAGE	Office Supplies	07/31/2020	\$11.31	P
07200524	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Sreach for SDC-July 20	08/01/2020	\$56.40	P
07200525	WEILAND LEGAL SERVICES	Atty Fee - 20CF100	07/23/2020	\$819.50	P
07200526	WEILAND LEGAL SERVICES	Atty Fee - 19CT491	07/25/2020	\$382.40	P
07200527	WEILAND LEGAL SERVICES	Atty Fee - 20GN48	07/26/2020	\$300.00	P
07200528	WEILAND LEGAL SERVICES	Atty Fee - 20GN45	07/30/2020	\$300.00	P
07200529	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20GN32	04/29/2020	\$500.00	P
07200530	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME116	08/04/2020	\$690.00	P
07200531	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 15ME114	08/04/2020	\$770.00	P
07200532	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 17ME13	08/05/2020	\$795.00	P
07200533	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME116	08/05/2020	\$845.00	P
07200534	GEBERT LAW OFFICE	Mediation Services - July 2020	08/05/2020	\$1,925.00	P
07200535	GEBERT LAW OFFICE	Atty Fee - 07GN16	08/05/2020	\$140.00	P
07200536	GEBERT LAW OFFICE	Atty Fee - 14GN37	08/05/2020	\$140.00	P
07200537	GEBERT LAW OFFICE	Atty Fee - 14GN12	08/05/2020	\$140.00	P
07200538	GEBERT LAW OFFICE	Atty Fee - 07GN39	08/05/2020	\$140.00	P
07200539	GEBERT LAW OFFICE	Atty Fee - 12GN85	08/05/2020	\$140.00	P
07200540	GEBERT LAW OFFICE	Atty Fee - 03GN74	08/05/2020	\$140.00	P
07200541	GEBERT LAW OFFICE	Atty Fee - 02GN55	08/05/2020	\$140.00	P
07200542	GEBERT LAW OFFICE	Atty Fee - 88GN201	08/05/2020	\$140.00	P
07200543	GEBERT LAW OFFICE	Atty Fee - 88GN214	08/05/2020	\$140.00	P
07200544	GEBERT LAW OFFICE	Atty Fee - 18GN45	08/05/2020	\$140.00	P
07200545	GORSKI KENNETH	Court Commr Services July 2020	08/12/2020	\$1,250.00	P
07200546	GORSKI & WITTMAN SC	Atty Fee - 98GN60	08/06/2020	\$206.50	P
07200547	GORSKI & WITTMAN SC	Atty Fee - 11GN07	08/06/2020	\$226.18	P
07200548	NASH LAW GROUP	Atty Fee - 19CT425 & 426	02/21/2020	\$591.86	P
07200549	NASH LAW GROUP	Atty Fee - 19CF805	05/26/2020	\$949.48	P
07200550	NASH LAW GROUP	Atty Fee - 16JG20	08/10/2020	\$130.00	P
07200551	QUADIENT LEASING USA INC	Lease Payment	08/05/2020	\$372.87	P

Committee Report - County of Wood

CLERK OF CIRCUIT COURT - AUGUST  
2020

07200483 - 07200553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200552	SERSCH THERESE	Med Exam - 20GN23	08/12/2020	\$306.33	P
07200553	WEST PAYMENT CENTER	LL Internet Access July 2020	08/01/2020	\$1,430.55	P
<b>Grand Total:</b>				<b>\$35,246.39</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: August 2020

For the range of vouchers: 09200032 - 09200033

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09200032	LEGAL DIRECTORIES PUBLISHING CO	2020 Wisconsin Legal Directory	08/21/2020	\$49.75	
09200033	US BANK	League of WI Municipalities	08/06/2020	\$150.00	
<b>Grand Total:</b>				<b>\$199.75</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: AUGUST 2020

For the range of vouchers: 11200027 - 11200031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11200027	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/01/2020	\$52.33	P
11200028	UW LAW SCHOOL	WI JI-CRIMINAL PUBLICATION	08/13/2020	\$99.00	
11200029	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/25/2020	\$24.25	
11200030	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/25/2020	\$17.70	
11200031	PARAGON DEVELOPMENT SYSTEMS INC	COMPUTER EQUIPMENT	07/22/2020	\$676.38	
<b>Grand Total:</b>				<b>\$869.66</b>	

## Signatures

Committee Chair:

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Committee Member:

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# Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: AUGUST 2020

For the range of vouchers: 24200027 - 24200029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24200027	PRIA (Property Records Industry Assoc)	PRIA MEMBERSHIP - RINGER	08/13/2020	\$60.00	P
24200028	FIDLAR TECHNOLOGIES INC	LAREDO JULY 2020	08/15/2020	\$1,655.23	
24200029	US BANK	PAYOFF DEPT P-CARD	08/17/2020	\$8.44	
<b>Grand Total:</b>				<b>\$1,723.67</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

**Committee Report**

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: AUGUST 2020

For the range of vouchers: 32200008 - 32200009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32200008	PARAGON DEVELOPMENT SYSTEMS INC	VW LAPTOP	08/26/2020	\$48.00	
32200009	PARAGON DEVELOPMENT SYSTEMS INC	VW LAPTOP	08/26/2020	\$1,197.00	
<b>Grand Total:</b>				<b>\$1,245.00</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

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**SEPTEMBER 2020**

**MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

Prepared by Child Support Director Brent Vruwink

- I have completed the 2021 Child Support Budget. The 2021 budget calls for less county investment in the program than we requested in the 2020 budget. The agency is committed to providing outstanding service to the public at the same time being conscious of every tax dollar spent.
- We received a letter from the Wisconsin Department of Children and Families congratulating the agency for receiving the Federal Fiscal Year 2019 Certificate of Excellence. In addition to the letter we received a plaque recognizing the accomplishment.
- I continue to stay in contact with DCF, WCA and WCSEA in regards to the state budget. Earlier this year I drafted a funding request on behalf of WCSEA. The request is a 4 Million annual increase in State GPR for county child support agencies. The WCA Health and Human Services Steering Committee approved the request and has agreed to advocate on our behalf. The COVID-19 pandemic has significantly complicated the state budget picture and makes the request even more challenging.
- I attended the Department Head Meeting on August 25<sup>th</sup>.
- I attended the Criminal Justice Adhoc Committee meetings on August 12<sup>th</sup> and August 26<sup>th</sup>.
- I would like to permanently maintain the old Victim Witness space. I am looking for approval from the Judicial and Legislative committee to do so. I do not expect an increase in rent as we would give up conference room 115. If you so approve, the Facilities Manager will take the request to the Property & Information Technology Committee for consideration.
- Agency performance is still holding steady as we embark on the last month of the Federal Fiscal Year.
- The current IV-D case count is 3,814.

**Clerk of Courts Departmentwide**  
For the Seven Months Ending Friday, July 31, 2020

		Actual	2020 Budget	Variance	Variance %
<b>REVENUES</b>					
Intergovernmental Revenues					
43512	State Aid-Courts	\$59,434.25	\$59,000.00	\$434.25	0.74%
43514	State Aid-Court Support Services	88,678.00	75,775.00	12,903.00	17.03%
43515	State Aid-Court Child Custody Mediation	1,446.01		1,446.01	0.00%
	<b>Total Intergovernmental</b>	<b>149,558.26</b>	<b>134,775.00</b>	<b>14,783.26</b>	<b>10.97%</b>
Fines, Forfeits and Penalties					
45115	County Share of Occupational Driver	80.00	200.00	(120.00)	(60.00%)
45120	County Share of State Fines and Forfeitures	71,060.16	130,000.00	(58,939.84)	(45.34%)
45130	County Forfeitures Revenue	50,339.22	94,000.00	(43,660.78)	(46.45%)
	<b>Total Fines, Forfeits and Penalties</b>	<b>121,479.38</b>	<b>224,200.00</b>	<b>(102,720.62)</b>	<b>(45.82%)</b>
Public Charges for Services					
46140	Court Fees	102,110.45	150,000.00	(47,889.55)	(31.93%)
46141	Court Fees and Costs-Marriage Counseling	3,820.00	5,000.00	(1,180.00)	(23.60%)
46142	Court/Juvenile	28,526.27	22,000.00	6,526.27	29.66%
46143	Other Professional Reimbursements	5,909.50	7,000.00	(1,090.50)	(15.58%)
	<b>Total Public Charges for Services</b>	<b>140,366.22</b>	<b>184,000.00</b>	<b>(43,633.78)</b>	<b>(23.71%)</b>
Interdepartmental Charges for Services					
47410	Dept Charges-Hlth Benefits & Other	892.58	2,000.00	(1,107.42)	(55.37%)
47411	Dept Charges-Purchasing	4,639.59	9,000.00	(4,360.41)	(48.45%)
	<b>Total Interdepartmental Charges</b>	<b>5,532.17</b>	<b>11,000.00</b>	<b>(5,467.83)</b>	<b>(49.71%)</b>
	<b>Total Intergovernmental Charges for Services</b>	<b>5,532.17</b>	<b>11,000.00</b>	<b>(5,467.83)</b>	<b>(49.71%)</b>
Miscellaneous					
48117	Interest-Clerk of Courts	217.95	250.00	(32.05)	(12.82%)
	<b>Total Miscellaneous</b>	<b>217.95</b>	<b>250.00</b>	<b>(32.05)</b>	<b>(12.82%)</b>
	<b>TOTAL REVENUES</b>	<b>417,153.98</b>	<b>554,225.00</b>	<b>(137,071.02)</b>	<b>(24.73%)</b>
<b>EXPENDITURES</b>					
General Government					
51217	Clerk of Courts-Divorce Mediation	13,200.00	25,000.00	11,800.00	47.20%
51220	Family Court Commissioner	37,916.62	65,600.00	27,683.38	42.20%
51221	Clerk of Courts	801,079.33	1,513,161.98	712,082.65	47.06%
	<b>Total General Government</b>	<b>852,195.95</b>	<b>1,603,761.98</b>	<b>751,566.03</b>	<b>46.86%</b>
	<b>TOTAL EXPENDITURES</b>	<b>852,195.95</b>	<b>1,603,761.98</b>	<b>751,566.03</b>	<b>46.86%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(435,041.97)</b>	<b>(1,049,536.98)</b>	<b>614,495.01</b>	<b>(58.55%)</b>

This Report was generated on August 20, 2020 and includes July revenue.

The majority of revenue account Variances should be at 41.7% or less.  
The majority of expense account Variances should be at 41.7% or more.

For the Judicial & Legislative Committee Meeting dated: September 4, 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	135,285	99,861	33,945	1,478
Jun	210,035	156,223	51,320	2,492	Jun	174,646	127,001	45,414	2,231
Jul	193,788	143,500	48,455	1,833	Jul	177,742	128,952	47,700	1,090
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		1,250,436	898,741	340,911	10,785
	2019 YEAR TO DATE REVENUE:				1,365,230	#	1,016,545	336,894	11,791
	INCREASE (Decrease)				(114,794)		(117,805)	4,017	(1,006)



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
August 2020

Saratoga Solar Farm. Savion and its counsel have been working with me to finalize a draft of the developers and operations agreement for the 150 MW solar array in the town of Saratoga. Internally, I have been working with Supervisor Leichtnam on addressing some environmental concerns in a way that won't kill the deal and have been keeping the committee chair, the Operations Committee chair, and the county board chair all updated as the negotiations progress.

Chapter 48 Case. The Human Services Department was looking into whether it made sense to have the Corporation Counsel's office take over the handling of the Ch. 48 cases (CHIPS and TPRs) from the District Attorney's office. County Board Chair Pliml scheduled a meeting with DA Lambert, HS Deputy Director Solheim, and myself to discuss the pros and cons of such a move and concluded at the end of the meeting such a change wasn't justified at this time. Pliml advised he would report back to the Health & Human Services and Judicial & Legislative committee chairs his findings so that they could determine how to move forward. Meanwhile it now appears the two committees are going to meet to confer on the topic.

Office Space. It seems that there is not a likely need for adding additional staff to the department in the near term so I have notified Facilities Manager Van Tassel that he can proceed on the renovations. The new office suite will be configured such that we could add one and maybe even two staff without needing additional renovations.

Wood County v. MACU. This is the case where the county sued Members Advantage Credit Union for not honoring two letters of credit it had issued that covered four contracts. Court ordered mediation was held recently and as a result thereof MACU offered to settle our claim of \$53,000 for \$26,000. At the direction of the Highway Infrastructure & Recreation Committee, the county counteroffered MACU's settlement proposal and MACU accepted the \$35,000 counteroffer. I have prepared the settlement documents and the case will be formally finalized shortly.

Legal Fees in a Guardianship Case. The law provides that if the petitioner in a guardianship action loses the case after a hearing, then the petitioner must pay the attorney fees for the subject of the proceeding. This doesn't happen very often but recently in a pending guardianship case, the proposed ward's counsel obtained an independent psychological evaluation stating that the subject was still competent to exercise her rights. There were a lot of facets to the case but after reviewing this second doctor's report, I met with my client and the subject's daughter and advised I could not meet the burden of proof in the case so we ought to move to dismiss the case. They acquiesced and opposing counsel agreed to put a stipulation on the record that the case would be dismissed. We did so. Opposing counsel then demanded the county pay his legal fees and we refused, contending no hearing on the case took place. There was no case law on point or even from which we could reasonably extrapolate from so the court addressed the issue of whether or not the dismissal on the record constituted a "hearing" as that term is used in the specific statute. The court determined that the dismissal was a hearing and, therefore, ordered the county to pay the subject's \$5,500 legal bill. I advised opposing counsel I would likely appeal if they wouldn't agree to a lower amount. They responded that they would accept \$3,500 as full and final payment. If the county does appeal and win, we owe nothing. If the county does appeal and lose, we not only owe the \$5,500 but the additional legal fees incurred by opposing counsel to handle the appeal, which I estimate to be about \$3,000. I will be discussing this proposed settlement with the committee.



# Wood County

## WISCONSIN

**REGISTER OF  
DEEDS OFFICE**

*Tiffany R. Ringer*  
Register of Deeds

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**SEPTEMBER 2020**

### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

1. Fidlar Technologies completed the Laredo Connect upgrade. Wood County was one of the first in the state selected for the upgrade. In addition to off-site searching, Laredo Connect allows business partners to view real-time escrow balances and their accounts throughout the state all in one place. Soon, this software will accept payment for Laredo subscriptions and escrow deposits.
2. On August 12<sup>th</sup>, all staff attended training sessions on Avid updates and improvements with Fidlar.
3. All staff attended training on Laredo Connect on August 17<sup>th</sup> with Fidlar.
4. I attended the County Board meeting via WebEx on August 18<sup>th</sup>.
5. I attended the Operations Committee meeting via WebEx on August 18<sup>th</sup>.
6. Angela Breunig and I began training on Laredo Admin with Fidlar on August 18<sup>th</sup>. We will be scheduling another follow up session in the near future.
7. On August 20<sup>th</sup>, I attended the WRDA executive board meeting via zoom.
8. I attended the department head meeting on August 25<sup>th</sup> via WebEx.
9. I attended the Fidlar User Group Zoom meeting on August 27<sup>th</sup>.
10. I will be attending the WRDA District 7 meeting on September 3<sup>rd</sup>.

**VICTIM WITNESS SERVICES REPORT**

Michele Newman, Coordinator

July 29, to August 25, 2020

**Victims/Witnesses Served:**

**168** Victims or Witnesses made contact with via phone

**28** Victims or Witnesses met with in person

**1** Victims assisted with preparation of Crime Victim Compensation Application

**119** Initial contact packet information sent

**0** No contact order information

**25** No prosecutions notification

**121** Victims or Witnesses were notified of all hearings

**54** Victims or Witnesses were notified of plea agreement/sentencing

**54** Victims or Witnesses notified of disposition on closed cases

**6** Victims or Witnesses notified of sentencing after revocation

**22** Victims with restitution requested

**5** Victims registered with NOTIS/Vine service

**0** Victims notified of appeals court proceedings

**616** Total services/events // Total unique parties = **350**

**Restitution:**

Totaled: **\$ 92,986.20**

Amount for citizens = \$ 72,330.81

Amount for businesses = \$ 20,500.00

Amount for Wood County or State agencies = \$ 160.39

**Trainings/Meetings/Other:** Marsy's Law training on Zoom, Protect (software) online training

## **REGISTER IN PROBATE/JUVENILE COURT**

### **MISSION STATEMENT**

The Register in Probate/Juvenile Court office maintains records and performs statutory functions pertaining to Formal and Informal Probate, Trusts, Adult and Juvenile Guardianships, Adult and Juvenile Mental Commitments, Juvenile Delinquencies, Children in Need of Protection and Services, Juveniles in Need of Protection and Services, Adult and Juvenile Adoptions and Terminations of Parental Rights. This office files and maintains all documentation statutorily required for the official court record including collecting statutory court fees. The collective goal is to support the operation of the Courts and provide superior justice related services to all case participants and the general public.

## **CIRCUIT COURT BRANCH 1**

### **MISSION STATEMENT**

The mission statement of all Wisconsin Circuit Courts is found in the Wisconsin Statutes and may be included as part of the Wood County budget for Circuit Court Branch 1.

#### Section 753.03 Jurisdiction of Circuit Courts

The Circuit Courts have the general jurisdiction prescribed for them by Article VII of the Constitution and have power to issue all writs, process and commissions provided in Article VII of the Constitution or by the statutes, or which may be necessary to the due execution of the powers vested in them. The Circuit Courts have power to hear and determine, within their respective circuits, all civil and criminal actions and proceedings unless exclusive jurisdiction is given to some other court; and they have all the powers, according to the usages of courts of law and equity, necessary to the full and complete jurisdiction of the causes and parties and the full and complete administration of justice, and to carry into effect their judgments, orders and other determinations, subject to review by the Court of Appeals or the Supreme Court as provided by law. The courts and the judges thereof have power to award all such writs, process and commissions, throughout the State, returnable in the proper county.

## **PROGRAMS/SERVICES – REGISTER IN PROBATE/JUVENILE COURT**

This includes the services of :

- Examining all documents for compliance with statutory filing requirements, initiating, certifying and assembling documents and files.
- Clerking all proceedings for case types filed in the probate/juvenile office which involves administering oaths, marking exhibits, scheduling hearings, preparing minutes and entering information on CCAP for each case file.
- Administering Informal Probate pursuant to statutory requirements.
- Reviewing guardianship and trust annual accounts every year pursuant to Statute and monitoring timelines.
- Scheduling hearings, mailing notices and performing calendar management.
- Collecting statutory filing and certification fees.
- Preparing and submitting reports to the Chief Judge, Clerk of Courts, Bureau of Vital Statistics, Adoption Records Program and Crime Information Bureau.
- Performing administrative duties as the Judges direct.
- Providing quality information and assistance in the preparation and filing of documents in these cases to the public in a courteous and efficient manner.

## **PROGRAMS/SERVICES – CIRCUIT COURT BRANCH 1**

Circuit Court Branch 1 is responsible for the timely and efficient caseload management of one-third of all assigned civil, family, criminal, traffic, forfeiture, mental, probate, guardianship, juvenile, adoption, small claims, out of county and any other miscellaneous cases as assigned.

# Function Budget with Notes

0301-51212 - Circuit Court Branch I

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2021 Budget
<b>Expense</b>			
<b>100 - Personnel Services</b>			
101 - Waqes-Permanent			203,362
107 - Sick Leave			10,584
108 - Vacation			10,500
109 - Holiday			8,772
120 - FICA			17,841
130 - Health Insurance			77,443
132 - Post Employment Benefits			3,938
133 - Vision Insurance			226
140 - Life Insurance			58
151 - Retirement			15,742
160 - Worker's Compensation			443
172 - Training / Conference / CPE	Circuit Court Branch I Training/Conference/CPE		385
<b>Total 100 - Personnel Services</b>			<b>349,293</b>
<b>200 - Contractual Services</b>			
218 - Prof Serv-Witness Fees	Circuit Court Branch I Workers Compensation		750
219 - Prof Serv-Other	Circuit Court Branch I Interpreter	1,400	
219 - Prof Serv-Other	Circuit Court Branch I Transcripts	2,400	
			3,800
221 - Utility Service-Cellphone / Telep	Circuit Court Branch I Witness Fees		2,500
230 - R/M Serv-PC Replacement	Circuit Court Branch I Telephone		35
243 - R/M Serv Other-Equipment	Circuit Court Branch I Repair and Maintenance-Equi		400
291 - Contractual Services-Other	Circuit Court Branch I Other Contractual		1,000
<b>Total 200 - Contractual Services</b>			<b>8,485</b>
<b>300 - Supplies and Expense</b>			
311 - Office Supplies	Circuit Court Branch I Office Supplies		6,500
312 - Copy Expense	Circuit Court Branch I Copy Expense		1,250
313 - Postage	Circuit Court Branch I Postage		3,400
328 - Dues	Circuit Court Branch I Dues & Subscriptions		8,200
331 - Mileage	Circuit Court Branch I Mileage		800
332 - Meals	Circuit Court Branch II Meals		360
333 - Lodging / Hotels	Circuit Court Branch I Lodging / Hotels		1,200
336 - Parking	Circuit Court Branch I Parking		-
<b>Total 300 - Supplies and Expense</b>			<b>21,710</b>
<b>500 - Fixed Charaes</b>			
511 - Insurance-Liability	Circuit Court Branch I Insurance-Liability		1,864
531 - Rent-Interdepartment	Circuit Court Branch I Interdepartment Rent - Offices	26,112	

# Function Budget with Notes

0301-51212 - Circuit Court Branch I

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2021 Budget
531 - Rent-Interdepartment	Circuit Court Branch I Interdepartment Rent - Courtroom	<u>15,670</u>	<u>41,782</u>
<b>Total 500 - Fixed Charges</b>			<b>43,646</b>
<b>Total Expense</b>			<b>423,134</b>
<b>Net Total</b>			<b><u>(423,134)</u></b>



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>03 - Branch I</b>					
<b>0301 - Branch I</b>					
<u>Expense / Expenditure</u>					
0301-51212 - Circuit Court Branch I					
100 - Personnel Services	349,293	+0.10%	348,952	209,461	0
200 - Contractual Services	8,485	+9.13%	7,775	3,004	7,835
300 - Supplies and Expense	21,710	0.00%	21,710	8,444	14,000
500 - Fixed Charges	43,646	+0.17%	43,573	29,049	43,573
0301-51212 - Circuit Court Branch I Total	<b>423,134</b>	<b>+0.27%</b>	<b>422,010</b>	<b>249,957</b>	<b>65,408</b>
Expense / Expenditure Total	<b>423,134</b>	<b>+0.27%</b>	<b>422,010</b>	<b>249,957</b>	<b>65,408</b>
<u>Revenue / Funding Source</u>					
0301-43512 - State Grants-Courts					
43 - Intergovernmental Revenues	59,483	+0.06%	59,450	59,434	59,386
0301-43512 - State Grants-Courts Total	<b>59,483</b>	<b>+0.06%</b>	<b>59,450</b>	<b>59,434</b>	<b>59,386</b>
0301-45110 - Juvenile Ordinances					
45 - Fines, Forfeits and Penalties	1,700	0.00%	1,700	1,320	1,700
0301-45110 - Juvenile Ordinances Total	<b>1,700</b>	<b>0.00%</b>	<b>1,700</b>	<b>1,320</b>	<b>1,700</b>
0301-46143 - Public Charges-Interpreter Reimbursement					
46 - Public Charges for Services	1,915	+120.62%	868	1,826	868
0301-46143 - Public Charges-Interpreter Reimbursement Total	<b>1,915</b>	<b>+120.62%</b>	<b>868</b>	<b>1,826</b>	<b>868</b>
0301-46144 - Court Fees & Costs-Branch I					
46 - Public Charges for Services	28,600	0.00%	28,600	15,477	22,000
0301-46144 - Court Fees & Costs-Branch I Total	<b>28,600</b>	<b>0.00%</b>	<b>28,600</b>	<b>15,477</b>	<b>22,000</b>
Revenue / Funding Source Total	<b>91,698</b>	<b>+1.19%</b>	<b>90,618</b>	<b>78,058</b>	<b>83,954</b>
<b>0301 - Branch I Total</b>	<b>331,436</b>	<b>+0.01%</b>	<b>331,392</b>	<b>171,899</b>	<b>(18,546)</b>
<b>03 - Branch I Total</b>	<b>331,436</b>	<b>+0.01%</b>	<b>331,392</b>	<b>171,899</b>	<b>(18,546)</b>



# Department Operating Budget Summary

<b>Department: 03 - Branch I</b>	<b>2021 Budget Summary</b>			
	0301 - Branch I	2021 Total	Change %	2020 Budget
<b>Expense / Expenditure</b>				
100 - Personnel Services	349,293	<b>349,293</b>	+0.10%	348,952
200 - Contractual Services	8,485	<b>8,485</b>	+9.13%	7,775
300 - Supplies and Expense	21,710	<b>21,710</b>	0.00%	21,710
500 - Fixed Charges	43,646	<b>43,646</b>	+0.17%	43,573
Total Operating Expenditures	423,134	<b>423,134</b>	+0.27%	422,010
<b>Expense / Expenditure Total</b>				
	423,134	<b>423,134</b>	+0.27%	422,010
<b>Revenue / Funding Source</b>				
43 - Intergovernmental Revenues	(59,483)	<b>(59,483)</b>	+0.06%	(59,450)
45 - Fines, Forfeits and Penalties	(1,700)	<b>(1,700)</b>	0.00%	(1,700)
46 - Public Charges for Services	(30,515)	<b>(30,515)</b>	+3.55%	(29,468)
Total Operating Expenditures	(91,698)	<b>(91,698)</b>	+1.19%	(90,618)
<b>Revenue / Funding Source Total</b>				
	(91,698)	<b>(91,698)</b>	+1.19%	(90,618)
<b>03 - Branch I Tax Levy</b>	<b>331,436</b>	<b>331,436</b>	+0.01%	331,392

<b>Department: 03 - Branch I</b>	<b>2020 Budget Summary</b>	
	0301 - Branch I	2020 Budget
<b>Expense / Expenditure</b>		
100 - Personnel Services	348,952	<b>348,952</b>
200 - Contractual Services	7,775	<b>7,775</b>
300 - Supplies and Expense	21,710	<b>21,710</b>
500 - Fixed Charges	43,573	<b>43,573</b>
Total Operating Expenditures	422,010	<b>422,010</b>
<b>Expense / Expenditure Total</b>		
	422,010	<b>422,010</b>
<b>Revenue / Funding Source</b>		
43 - Intergovernmental Revenues	(59,450)	<b>(59,450)</b>
45 - Fines, Forfeits and Penalties	(1,700)	<b>(1,700)</b>
46 - Public Charges for Services	(29,468)	<b>(29,468)</b>
Total Operating Expenditures	(90,618)	<b>(90,618)</b>
<b>Revenue / Funding Source Total</b>		
	(90,618)	<b>(90,618)</b>
<b>03 - Branch I Total</b>	<b>331,392</b>	<b>331,392</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
03 - Branch I						
0301 - Branch I						
0301-43512 - State Grants-Courts						
101-0301-43512-???-000	43-000 - Intergovernmental Revenues	(59,483)	(59,450)	(33)	+0.06%	Per State of Wisconsin
0301-45110 - Juvenile Ordinances						
101-0301-45110-???-000	45-000 - Fines, Forfeits and Penalties	(1,700)	(1,700)	0	0.00%	
0301-46143 - Public Charges-Interpreter Reimbursement						
101-0301-46143-???-000	46-000 - Public Charges for Services	(1,915)	(868)	(1,047)	+120.62%	Per State of Wisconsin
0301-46144 - Court Fees & Costs-Branch I						
101-0301-46144-???-000	46-000 - Public Charges for Services	(28,600)	(28,600)	0	0.00%	
0301-51212 - Circuit Court Branch I						
101-0301-51212-???-101	101 - Wages-Permanent	203,362	199,779	3,582	+1.79%	
101-0301-51212-???-107	107 - Sick Leave	10,584	10,303	281	+2.73%	
101-0301-51212-???-108	108 - Vacation	10,500	8,541	1,959	+22.93%	
101-0301-51212-???-109	109 - Holiday	8,772	8,656	116	+1.34%	
101-0301-51212-???-110	110 - Floating Holiday	0	0	0	0.00%	Unexpected Funeral Leave
101-0301-51212-???-120	120 - FICA	17,841	17,387	454	+2.61%	
101-0301-51212-???-130	130 - Health Insurance	77,443	83,249	(5,806)	-6.97%	
101-0301-51212-???-132	132 - Post Employment Benefits	3,938	4,546	(608)	-13.38%	
101-0301-51212-???-133	133 - Vision Insurance	226	252	(26)	-10.33%	
101-0301-51212-???-140	140 - Life Insurance	58	58	0	0.00%	
101-0301-51212-???-151	151 - Retirement	15,742	15,341	401	+2.61%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-0301-51212-???-160	160 - Worker's Compensation	443	455	(11)	-2.52%	
101-0301-51212-???-172	172 - Training / Conference / CPE	385	385	0	0.00%	All 2020 Conferences Canceled
101-0301-51212-???-218	218 - Prof Serv-Witness Fees	750	750	0	0.00%	
101-0301-51212-???-219	219 - Prof Serv-Other	3,800	3,200	600	+18.75%	<i>Transcripts + Interpreters</i>
101-0301-51212-???-221	221 - Utility Service-Cellphone / Telephone	2,500	2,390	110	+4.60%	>Phone Appearances < In-Person
101-0301-51212-???-230	230 - R/M Serv-PC Replacement	35	35	0	0.00%	
101-0301-51212-???-243	243 - R/M Serv Other-Equipment	400	400	0	0.00%	
101-0301-51212-???-291	291 - Contractual Services-Other	1,000	1,000	0	0.00%	
101-0301-51212-???-311	311 - Office Supplies	6,500	6,500	0	0.00%	
101-0301-51212-???-312	312 - Copy Expense	1,250	1,250	0	0.00%	
101-0301-51212-???-313	313 - Postage	3,400	3,400	0	0.00%	
101-0301-51212-???-328	328 - Dues	8,200	8,200	0	0.00%	
101-0301-51212-???-331	331 - Mileage	800	800	0	0.00%	
101-0301-51212-???-332	332 - Meals	360	360	0	0.00%	
101-0301-51212-???-333	333 - Lodging / Hotels	1,200	1,200	0	0.00%	
101-0301-51212-???-336	336 - Parking	0	0	0	0.00%	
101-0301-51212-???-511	511 - Insurance-Liability	1,864	1,791	73	+4.08%	
101-0301-51212-???-531	531 - Rent-Interdepartment	41,782	41,782	0	0.00%	
<b>Total 03 - Branch I</b>		<b>331,436</b>	<b>331,392</b>	<b>44</b>	<b>+0.01%</b>	



# Wood County

## WISCONSIN

CIRCUIT COURT  
BRANCH 3

*Todd P. Wolf*  
CIRCUIT COURT JUDGE

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## **MISSION STATEMENT**

The mission statement of all Wisconsin Circuit Courts is found in the Wisconsin Statutes and may be included as part of the Wood County budget for Circuit Court Branch 3.

Sec. 753.03 Jurisdiction of Circuit Courts.

The Circuit Courts have the general jurisdiction prescribed for them by Article VII of the Constitution and have power to issue all writs, process and commissions provided in Article VII of the Constitution or by the statutes, or which may be necessary to the due execution of the powers vested in them. The Circuit Courts have power to hear and determine, within their respective circuits, all civil and criminal actions and proceedings unless exclusive jurisdiction is given to some other court; and they have all the powers, according to the usages of courts of law and equity, necessary to the full and complete jurisdiction of the causes and parties and the full and complete administration of justice, and to carry into effect their judgments, orders and other determinations, subject to review by the Court of Appeals or the Supreme Court as provided by law. The courts and the judges thereof have power to award all such writs, process and commissions, throughout the State, returnable in the proper county.



# Wood County

## WISCONSIN

CIRCUIT COURT  
BRANCH 3

*Todd P. Wolf*  
CIRCUIT COURT JUDGE

---

### **STATEMENT OF PROGRAMS AND SERVICES -CIRCUIT COURT BRANCH 3-**

Circuit Court Branch 3 is responsible for the timely and efficient caseload management of one-third of all assigned civil, family, criminal, traffic, forfeiture, mental, probate, juvenile, small claims, out of county and any other miscellaneous cases as assigned.

# **Wood County Adult Drug Treatment Court**

## **MISSION**

Wood County Adult Drug Treatment Court is a cost-effective and efficient judicial model, which is designed to bridge the gap between treatment and the criminal justice system helping drug offenders break the cycle of drug use and reducing related costs.

This model will optimize the opportunity for sobriety for offenders while enhancing the well being of the individual, family, and community through a holistic approach.

Drug Court is a coordinated effort of the judiciary, the prosecution and defense bar, probation, law enforcement, mental health, social service and treatment communities to aggressively intervene and break the cycle of drug and alcohol abuse. It is an alternative to the less effective intervention of punishment and incarceration. Drug Court seeks long-term results rather than short-term solutions, while enlisting the aid of the private sector. In this blending of systems, the drug court participant will undergo a regimen of substance abuse treatment, case management, frequent drug testing, and if indicated, mental health services, while reporting to regularly scheduled status hearings before a judge with specialized training in the drug court model. Drug courts may also coordinate job skill training, family/group counseling and other life-skill enhancement services.

**It is the most important criminal justice innovation in the last century!!!**

## **Statistics**

There are currently 1,183 drug courts in operation in the US with over 500 in the planning stages, including Wood County's.

We have known for a long time that 75-80% of all persons incarcerated in jails and prisons in the country have an alcohol/drug abuse component to their list of other problems. This is consistent with the daily observations of the Wood County court personnel. We know that the cost of incarceration in the state prison system approaches \$28,000 per year while effective treatment can be provided at a fraction of that cost.

We know that the recidivism rate among drug court eligible offenders exceeds 50% within a year. According to a study released by the National Institute of Justice in 2003 of 17,000 drug court graduates nationwide, only 16.4% had been rearrested and charged with a felony.

In the New York State drug court system the re-conviction rate among 2,135 graduates from six of the state's drug courts was, on the average, 29% lower (47% to 13%) over three years than the rate for the same types of offenders who did not enter drug court.

In Chester county Pennsylvania, drug court graduates had a rearrest rate of 5.4%, versus a 21.5% rearrest rate among the control group

Dallas, Texas had a 15.6% rearrest rate for graduates versus a 48.7% rearrest rate for the control group.

## **Drug Courts Save Money**

Washington State: average drug court participant produces \$6,779 in benefits that stem from the estimated 13% reduction in recidivism.

New York: estimates \$254 million in incarceration costs by diverting 18,000 non-violent drug offenders into treatment.

California: 425,014 jail days were avoided, with an averted cost of approximately \$26 million.

Multnomah County, Oregon: estimate for every dollar spent on drug court, taxpayers saved 10 dollars. A follow-up study by the national Justice Institute showed that when costs were compared between "doing business as usual" and the drug court model, the drug court savings was an average of \$2,328.89 per year per participant. When victimization costs were accounted for, the average savings increased to \$3,596.92 per client or a savings of \$1,521,471 per year.

Dallas, Texas: for every dollar spent of drug court, a \$9.43 in tax dollar savings was realized over a 40-month period.

## **Wood County Adult Drug Treatment Court**

In 2004 ten members of what is now known as the Drug Court Team attended 9 days of training in various locations throughout the country. This included key concepts in the operation of a drug court such as incentives and sanctions, eligibility criteria, drug testing procedures, confidentiality issues and visits to operating drug courts. In addition we visited Dane County and LaCrosse County to view the operation of those courts. Hundreds of man-hours have been spent developing our program. A pilot program will begin on October 25, 2004 with about 5 participants. We expect to be in full operation no later than July of 2005 with approximately 30 participants at any one time. The program is a minimum of one year with graduated phases, each phase having requirements of decreasing intensity until graduation. A drug court coordinator, who will report weekly to the court on the status of an individual, monitors the requirements of the program. A system of incentives and sanctions will be used to encourage continued participation and compliance with the requirements of the program.

The program is tough, rigorous, and involves frequent drug testing and appearances before the judge. The judge will be actively involved in all phases of the participant's progress. If a person can be successfully treated on probation or on their own, they will probably not be candidates for drug court. Graduation will require completing all requirements of each phase including 6 months of absolute sobriety and preparation of an after care plan. Graduation day is a big event with relatives invited and is often attended by the arresting officer.

## **What do we need?**

We need this committee to forge an interactive link between the Drug Court Team, participants and the community. This may be done in a variety of ways. We can't do it alone.

### **Help**

- Assistance to locate housing, transportation, food, clothing, personal and housing supplies, links to recreational activities, arts, and faith community, assistance in identifying existing groups within the community who are will to have participants become involved in non-drinking/non-drug related activities, etc.

### **Money**

- Printing, supplies, travel and training, housing assistance, tuition assistance, transportation assistance.

### **Resources**

- Community service opportunities, legal assistance, medical and dental intervention, rewards to be used as incentives for the program, educational opportunities, job training, job placement, resume preparation, interview training, clothing appropriate for job search, volunteer opportunities for drug court participants, identify employers who are willing to work with participants.

### **Political Support**

- Advice and guidance, political intervention, champions of Wood County Adult Drug Treatment Court, funding opportunities, grant research and writing specialists.

### **Community Awareness**

- Opportunities to bring the drug court program to the community, service clubs (Elks, Rotary, Kiwanis, Optimists, etc.), radio, print media, television, and non-profit program fund sources.

# Function Budget with Notes

0501-43512 - State Grants-Courts

Report data returned based on the user's security permissions.

<b>Objects</b>	<b>Comments</b>	<b>Object Subtotals</b>	<b>2021 Budget</b>
<b>Revenue</b>			
<b>43 - Intergovernmental Revenues</b>			
43-000 - Intergovernmental Revenues	State Grants-Courts		59,483
<b>Total 43 - Intergovernmental Revenues</b>			<b>59,483</b>
<b>Total Revenue</b>			<b>59,483</b>
<b>Net Total</b>			<b>59,483</b>

# Function Budget with Notes

0501-46143 - Public Charges-Interpreter Reimbursement

Report data returned based on the user's security permissions.

<b>Objects</b>	<b>Comments</b>	<b>Object Subtotals</b>	<b>2021 Budget</b>
<b>Revenue</b>			
<b>46 - Public Charaes for Services</b>			
46-000 - Public Charqes for Services			1,916
<b>Total 46 - Public Charges for Services</b>			<b>1,916</b>
<b>Total Revenue</b>			
			<b>1,916</b>
<b>Net Total</b>			
			<b>1,916</b>

# Function Budget with Notes

0501-47210 - Branch III

Report data returned based on the user's security permissions.

<b>Objects</b>	<b>Comments</b>	<b>Object Subtotals</b>	<b>2021 Budget</b>
<b>Revenue</b>			
<b>47 - Intergovernmental Charges for</b>			
47-000 - Intergovernmental Charges f	State Chgs-Interpreter Reimbursement		700
<b>Total 47 - Intergovernmental</b>			<b>700</b>
<b>Charges for Services</b>			
<b>Total Revenue</b>			<b>700</b>
<b>Net Total</b>			<b>700</b>

# Function Budget with Notes

0501-51214 - Circuit Court Branch III

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2021 Budget
<b>Expense</b>			
<b>100 - Personnel Services</b>			
101 - Wages-Permanent			42,945
107 - Sick Leave			2,196
108 - Vacation			1,817
109 - Holiday			1,820
120 - FICA			3,732
130 - Health Insurance			17,171
132 - Post Employment Benefits			906
133 - Vision Insurance			95
140 - Life Insurance			16
151 - Retirement			3,293
160 - Worker's Compensation			93
172 - Training / Conference / CPE	Circuit Court Branch III Training/Conference/CPE		-
<b>Total 100 - Personnel Services</b>			<b>74,083</b>
<b>200 - Contractual Services</b>			
214 - Prof Serv-Printing	Circuit Court Branch III Prof Services-Printing		150
219 - Prof Serv-Other	Circuit Court Branch III Interpreters	3,500	
219 - Prof Serv-Other	Circuit Court Branch III Other Prof Services	1,500	
			5,000
221 - Utility Service-Cellphone / Telep	Circuit Court Branch III Telephone		1,400
<b>Total 200 - Contractual Services</b>			<b>6,550</b>
<b>300 - Supplies and Expense</b>			
311 - Office Supplies	Circuit Court Branch III Office Supplies		1,500
312 - Copy Expense	Circuit Court Branch III Copy Expense		600
313 - Postage	Circuit Court Branch III Postage		825
325 - Dues & Subscriptions	Circuit Court Branch III Dues & Subscriptions		2,500
331 - Mileage	Circuit Court Branch III Mileage		-
332 - Meals	Circuit Court Branch III Meals		-
333 - Lodging / Hotels	Circuit Court Branch III Lodging / Hotels		-
336 - Parking	Circuit Court Branch III Parking		-
<b>Total 300 - Supplies and Expense</b>			<b>5,425</b>
<b>500 - Fixed Charaes</b>			
511 - Insurance-Liability	Circuit Court Branch III Insurance-Liability		1,771
531 - Rent-Interdepartment	Circuit Court Branch III Interdepartment Rent		39,480
<b>Total 500 - Fixed Charges</b>			<b>41,251</b>
<b>Total Expense</b>			<b>127,309</b>
<b>Net Total</b>			<b>(127,309)</b>

# Function Budget with Notes

0502-43512 - State Grants-Courts

Report data returned based on the user's security permissions.

<b>Objects</b>	<b>Comments</b>	<b>Object Subtotals</b>	<b>2021 Budget</b>
<b>Revenue</b>			
<b>43 - Intergovernmental Revenues</b>			
43-000 - Intergovernmental Revenues	Adult Drug Treatment State Aid-BRANCH III-Drug Cou		140,000
<b>Total 43 - Intergovernmental Revenues</b>			<b>140,000</b>
<b>Total Revenue</b>			<b>140,000</b>
<b>Net Total</b>			<b>140,000</b>

# Function Budget with Notes

0502-46146 - Court Fees & Costs-Branch III

Report data returned based on the user's security permissions.

<b>Objects</b>	<b>Comments</b>	<b>Object Subtotals</b>	<b>2021 Budget</b>
<b>Revenue</b>			
<b>46 - Public Charaes for Services</b>			
46-000 - Public Charges for Services	Public Charges for Services-Drug Court		12,000
<b>Total 46 - Public Charges for Services</b>			<b>12,000</b>
<b>Total Revenue</b>			<b>12,000</b>
<b>Net Total</b>			<b>12,000</b>

# Function Budget with Notes

0502-51215 - Drug Court-Branch III

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2021 Budget
<b>Expense</b>			
<b>100 - Personnel Services</b>			
172 - Training / Conference / CPE			2,000
<b>Total 100 - Personnel Services</b>			<b>2,000</b>
<b>200 - Contractual Services</b>			
218 - Prof Serv-Witness Fees	Adult Drug Treatment-Human Services		68,000
219 - Prof Serv-Other	Adult Drug Treatment Court-Other Professional	86,870	
219 - Prof Serv-Other	Drug Court Enhancement-Prof Svcs	22,000	
			108,870
221 - Utility Service-Cellphone / Telep	Adult Drug Treatment Court Telephone-BRANCH III-Dr	250	
221 - Utility Service-Cellphone / Telep	Drug Court Enhancement-Telephone	220	
			470
230 - R/M Serv-PC Replacement	GG-BRANCH 3-Drug Court- PC Replacement		620
<b>Total 200 - Contractual Services</b>			<b>177,960</b>
<b>300 - Supplies and Expense</b>			
311 - Office Supplies	Adult Drug Treatment Court Office Supplies-BRANCH		-
331 - Mileage	Adult Drug Treatment Court Meetings & Travel-BRANC		500
332 - Meals			500
333 - Lodging / Hotels			2,000
341 - Operating Supplies & Expense	Adult Drug Treatment Court-Supplies		36,800
<b>Total 300 - Supplies and Expense</b>			<b>39,800</b>
<b>500 - Fixed Charges</b>			
531 - Rent-Interdepartment	Adult Drug Treatment Court Interdepartmental Rent-		3,168
<b>Total 500 - Fixed Charges</b>			<b>3,168</b>
<b>Total Expense</b>			<b>222,928</b>
<b>Net Total</b>			<b>(222,928)</b>

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2021  
 Budget Line Year 2021  
 Department or Sub-Department 05 - Branch III

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
05 - Branch III				48,778	25,374	-	74,152	2,176	-	1.05
<b>Grand Total</b>				<b>48,778</b>	<b>25,374</b>	<b>-</b>	<b>74,152</b>	<b>2,176</b>	<b>-</b>	<b>1.05</b>



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>05 - Branch III</b>					
<b>0501 - Branch III</b>					
<u>Expense / Expenditure</u>					
0501-51214 - Circuit Court Branch III					
100 - Personnel Services	74,083	+0.28%	73,878	43,563	
200 - Contractual Services	6,550	0.00%	6,550	1,932	4,200
300 - Supplies and Expense	5,425	0.00%	5,425	2,189	5,075
500 - Fixed Charges	41,251	+0.15%	41,190	27,460	41,190
0501-51214 - Circuit Court Branch III Total	<b>127,309</b>	<b>+0.21%</b>	<b>127,043</b>	<b>75,145</b>	<b>50,465</b>
Expense / Expenditure Total	<b>127,309</b>	<b>+0.21%</b>	<b>127,043</b>	<b>75,145</b>	<b>50,465</b>
<u>Revenue / Funding Source</u>					
0501-43512 - State Grants-Courts					
43 - Intergovernmental Revenues	59,483	+0.06%	59,450	59,434	59,434
0501-43512 - State Grants-Courts Total	<b>59,483</b>	<b>+0.06%</b>	<b>59,450</b>	<b>59,434</b>	<b>59,434</b>
0501-46143 - Public Charges-Interpreter Reimbursement					
46 - Public Charges for Services	1,916	0.00%	0	1,826	1,826
0501-46143 - Public Charges-Interpreter Reimbursement Total	<b>1,916</b>	<b>0.00%</b>	<b>0</b>	<b>1,826</b>	<b>1,826</b>
0501-47210 - Branch III					
47 - Intergovernmental Charges for Services	700	0.00%	700	0	
0501-47210 - Branch III Total	<b>700</b>	<b>0.00%</b>	<b>700</b>	<b>0</b>	
Revenue / Funding Source Total	<b>62,099</b>	<b>+3.24%</b>	<b>60,150</b>	<b>61,260</b>	<b>61,260</b>
<b>0501 - Branch III Total</b>	<b>65,211</b>	<b>-2.51%</b>	<b>66,893</b>	<b>13,884</b>	<b>(10,795)</b>
<b>0502 - Branch III-Drug Court</b>					
<u>Expense / Expenditure</u>					
0502-51215 - Drug Court-Branch III					
100 - Personnel Services	2,000	0.00%	2,000	0	2,000
200 - Contractual Services	177,960	0.00%	177,960	107,289	178,015
300 - Supplies and Expense	39,800	0.00%	39,800	21,739	37,000
500 - Fixed Charges	3,168	0.00%	3,168	2,112	3,168
0502-51215 - Drug Court-Branch III Total	<b>222,928</b>	<b>0.00%</b>	<b>222,928</b>	<b>131,140</b>	<b>220,183</b>
Expense / Expenditure Total	<b>222,928</b>	<b>0.00%</b>	<b>222,928</b>	<b>131,140</b>	<b>220,183</b>
<u>Revenue / Funding Source</u>					
0502-43512 - State Grants-Courts					
43 - Intergovernmental Revenues	140,000	0.00%	140,000	100,365	140,000
0502-43512 - State Grants-Courts Total	<b>140,000</b>	<b>0.00%</b>	<b>140,000</b>	<b>100,365</b>	<b>140,000</b>
0502-46146 - Court Fees & Costs-Branch III					
46 - Public Charges for Services	12,000	0.00%	12,000	6,294	12,000
0502-46146 - Court Fees & Costs-Branch III Total	<b>12,000</b>	<b>0.00%</b>	<b>12,000</b>	<b>6,294</b>	<b>12,000</b>
0502-47310 - Intergov Charges Drug Court					



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
47 - Intergovernmental Charges for Services	0	0.00%	0	0	
0502-47310 - Intergov Charges Drug Court Total	0	0.00%	0	0	
Revenue / Funding Source Total	152,000	0.00%	152,000	106,659	152,000
<b>0502 - Branch III-Drug Court Total</b>	<b>70,928</b>	<b>0.00%</b>	<b>70,928</b>	<b>24,482</b>	<b>68,183</b>
<b>05 - Branch III Total</b>	<b>136,139</b>	<b>-1.22%</b>	<b>137,821</b>	<b>38,366</b>	<b>57,388</b>



# Department Operating Budget Summary

Department: 05 - Branch III	2021 Budget Summary				
	0501 - Branch III	0502 - Branch III- Drug Court	2021 Total	Change %	2020 Budget
Expense / Expenditure					
100 - Personnel Services	74,083	2,000	<b>76,083</b>	+0.27%	75,878
200 - Contractual Services	6,550	177,960	<b>184,510</b>	0.00%	184,510
300 - Supplies and Expense	5,425	39,800	<b>45,225</b>	0.00%	45,225
500 - Fixed Charges	41,251	3,168	<b>44,419</b>	+0.14%	44,358
Total Operating Expenditures	127,309	222,928	<b>350,237</b>	+0.08%	349,971
Expense / Expenditure Total	127,309	222,928	<b>350,237</b>	+0.08%	349,971
Revenue / Funding Source					
43 - Intergovernmental Revenues	(59,483)	(140,000)	<b>(199,483)</b>	+0.02%	(199,450)
46 - Public Charges for Services	(1,916)	(12,000)	<b>(13,916)</b>	+15.96%	(12,000)
47 - Intergovernmental Charges for Services	(700)	0	<b>(700)</b>	0.00%	(700)
Total Operating Expenditures	(62,099)	(152,000)	<b>(214,099)</b>	+0.92%	(212,150)
Revenue / Funding Source Total	(62,099)	(152,000)	<b>(214,099)</b>	+0.92%	(212,150)
<b>05 - Branch III Tax Levy</b>	<b>65,211</b>	<b>70,928</b>	<b>136,139</b>	-1.22%	137,821



# Department Operating Budget Summary

<b>Department: 05 - Branch III</b>	<b>2020 Budget Summary</b>		
	0501 - Branch III	0502 - Branch III- Drug Court	<b>2020 Budget</b>
Expense / Expenditure			
100 - Personnel Services	73,878	2,000	<b>75,878</b>
200 - Contractual Services	6,550	177,960	<b>184,510</b>
300 - Supplies and Expense	5,425	39,800	<b>45,225</b>
500 - Fixed Charges	41,190	3,168	<b>44,358</b>
Total Operating Expenditures	127,043	222,928	<b>349,971</b>
Expense / Expenditure Total	127,043	222,928	<b>349,971</b>
Revenue / Funding Source			
43 - Intergovernmental Revenues	(59,450)	(140,000)	<b>(199,450)</b>
46 - Public Charges for Services	0	(12,000)	<b>(12,000)</b>
47 - Intergovernmental Charges for Services	(700)	0	<b>(700)</b>
Total Operating Expenditures	(60,150)	(152,000)	<b>(212,150)</b>
Revenue / Funding Source Total	(60,150)	(152,000)	<b>(212,150)</b>
<b>05 - Branch III Total</b>	<b>66,893</b>	<b>70,928</b>	<b>137,821</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference	
				Amount	%
05 - Branch III					
0501 - Branch III					
0501-43512 - State Grants-Courts					
101-0501-43512-???-000	43-000 - Intergovernmental Revenues	(59,483)	(59,450)	(33)	+0.06%
0501-46143 - Public Charges-Interpreter Reimbursement					
101-0501-46143-???-000	46-000 - Public Charges for Services	(1,916)	0	(1,916)	0.00%
0501-47210 - Branch III					
101-0501-47210-???-000	47-000 - Intergovernmental Charges for Services	(700)	(700)	0	0.00%
0501-51214 - Circuit Court Branch III					
101-0501-51214-???-101	101 - Wages-Permanent	42,945	41,790	1,155	+2.76%
101-0501-51214-???-107	107 - Sick Leave	2,196	2,136	60	+2.81%
101-0501-51214-???-108	108 - Vacation	1,817	1,768	49	+2.80%
101-0501-51214-???-109	109 - Holiday	1,820	1,768	51	+2.91%
101-0501-51214-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%
101-0501-51214-???-120	120 - FICA	3,732	3,631	101	+2.77%
101-0501-51214-???-130	130 - Health Insurance	17,171	18,458	(1,287)	-6.97%
101-0501-51214-???-132	132 - Post Employment Benefits	906	949	(43)	-4.52%
101-0501-51214-???-133	133 - Vision Insurance	95	62	32	+52.08%
101-0501-51214-???-140	140 - Life Insurance	16	16	0	0.00%
101-0501-51214-???-151	151 - Retirement	3,293	3,204	89	+2.77%
101-0501-51214-???-160	160 - Worker's Compensation	93	95	(2)	-2.37%
101-0501-51214-???-172	172 - Training / Conference / CPE	0	0	0	0.00%



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference	
				Amount	%
101-0501-51214-???-214	214 - Prof Serv-Printing	150	150	0	0.00%
101-0501-51214-???-219	219 - Prof Serv-Other	5,000	5,000	0	0.00%
101-0501-51214-???-221	221 - Utility Service-Cellphone / Telephone	1,400	1,400	0	0.00%
101-0501-51214-???-230	230 - R/M Serv-PC Replacement	0	0	0	0.00%
101-0501-51214-???-243	243 - R/M Serv Other-Equipment	0	0	0	0.00%
101-0501-51214-???-311	311 - Office Supplies	1,500	1,500	0	0.00%
101-0501-51214-???-312	312 - Copy Expense	600	600	0	0.00%
101-0501-51214-???-313	313 - Postage	825	825	0	0.00%
101-0501-51214-???-325	325 - Dues & Subscriptions	2,500	2,500	0	0.00%
101-0501-51214-???-331	331 - Mileage	0	0	0	0.00%
101-0501-51214-???-332	332 - Meals	0	0	0	0.00%
101-0501-51214-???-333	333 - Lodging / Hotels	0	0	0	0.00%
101-0501-51214-???-336	336 - Parking	0	0	0	0.00%
101-0501-51214-???-511	511 - Insurance-Liability	1,771	1,710	61	+3.57%
101-0501-51214-???-531	531 - Rent-Interdepartment	39,480	39,480	0	0.00%
0502 - Branch III-Drug Court					
0502-43512 - State Grants-Courts					
101-0502-43512-???-000	43-000 - Intergovernmental Revenues	(140,000)	(140,000)	0	0.00%
0502-46146 - Court Fees & Costs-Branch III					
101-0502-46146-???-000	46-000 - Public Charges for Services	(12,000)	(12,000)	0	0.00%



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference	
				Amount	%
0502-47310 - Intergov Charges Drug Court					
101-0502-47310-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%
0502-51215 - Drug Court-Branch III					
101-0502-51215-???-172	172 - Training / Conference / CPE	2,000	2,000	0	0.00%
101-0502-51215-???-218	218 - Prof Serv-Witness Fees	68,000	68,000	0	0.00%
101-0502-51215-???-219	219 - Prof Serv-Other	108,870	108,870	0	0.00%
101-0502-51215-???-221	221 - Utility Service-Cellphone / Telephone	470	470	0	0.00%
101-0502-51215-???-230	230 - R/M Serv-PC Replacement	620	620	0	0.00%
101-0502-51215-???-311	311 - Office Supplies	0	0	0	0.00%
101-0502-51215-???-331	331 - Mileage	500	500	0	0.00%
101-0502-51215-???-332	332 - Meals	500	500	0	0.00%
101-0502-51215-???-333	333 - Lodging / Hotels	2,000	2,000	0	0.00%
101-0502-51215-???-341	341 - Operating Supplies & Expense	36,800	36,800	0	0.00%
101-0502-51215-???-531	531 - Rent-Interdepartment	3,168	3,168	0	0.00%
<b>Total 05 - Branch III</b>		<b>136,139</b>	<b>137,821</b>	<b>(1,682)</b>	<b>-1.22%</b>

# Wood County Child Support Program

## Mission Statement

*“As a team of child support professionals, our commitment is to enhance the well-being of the children and families we serve.”*

# **Wood County Child Support Program Statement of Programs and Services**

The child support enforcement (or Title IV-D) program is operated through the cooperative efforts of federal, state and local government. The program is designed to: Establish paternity on behalf of children, whose parents were not married to each other at the time of the child's birth; establish court orders obligating parents to pay child support and provide health care for their children, including health insurance coverage; collect support payments including child support and family support; take administrative and legal actions necessary to enforce a support order when parents fail to pay the support they have been ordered to pay; find parents who are not paying support and locate their income and assets; and when necessary, to establish or enforce a child support order.

The Bureau of Child Support oversees administration of the IV-D program. The program is operated locally by counties or tribal child support agencies. The IV-D program encourages parental responsibility and offers social, economic and medical benefits to families. By helping parents establish paternity and obtain legal orders for payment of child support, the program benefits not only the children and families who are directly affected, but the general public as well. Some of the tangible benefits include: financial security for children, advantages from establishing paternity, reduced public assistance costs and reduced health care costs.

## **Federal Laws and Regulations**

The child support program is authorized by federal law, and is operated in accordance with federal and state laws and regulations. At the federal level, the Social Security Act provides the authority to operate a child support program. Title IV-D assigns responsibility for overseeing the child support program to the federal government, and primary responsibility for operating the program to the states. Federal standards for operating the program, which all states must follow, are documented in the Code of Federal Regulations, Sections 300 to 399. This clarifies federal laws and explains how those laws are to be implemented. The CFR has the same force of authority as the law it is written to implement. For this reason, all state and local agencies operating the IV-D program must comply with the regulations.

In Wisconsin, ss 49.22, Wis. Stats., provides the administrative authority to operate a program to establish paternity, collect child support, and handle related matters. Chapters 767 and 769 cover requirements for handling legal and administrative actions. Administrative rules published in the Wisconsin Administrative Code have the force of law. Three important state administrative rules directly relate to the program. DCF 150 governs setting child support payment amounts; DCF 151 relates to certain aspects of paternity establishment, DCF 152 deals with administration of the program. County child support enforcement agencies must follow both state and federal laws and regulations. For this reason, great care is taken to ensure that all state laws and policies related to child support enforcement are consistent and compatible with federal requirements.

## **Funding Sources**

The program is funded with a combination of federal, state and local dollars. Counties are responsible for covering any costs of operating the program that are not covered by state or federal funding. If state and federal funding is not sufficient to operate the child support program, the child support agencies must rely on their county boards to appropriate funding to their budgets.

***Administrative Cost Reimbursement:*** Federal administrative cost reimbursement is the principal source of funds for the child support program. Reimbursement is not limited to administrative costs, but covers all costs of managing and operating the program, including providing services. The reimbursement rate for most administrative costs is currently 66%. When submitting administrative cost claims, certain revenues and reimbursements must be subtracted from total costs to arrive at the next reimbursable amount. Program application fees and collections made on reimbursed costs, such as genetic testing must be subtracted from any administrative cost claims.

***Federal Incentive Payments:*** Federal Incentive monies are allocated to States based upon their performance in four performance measures. The performance measures are Current Child Support Collection Rate, Paternity Establishment Rate, Court Order Establishment Rate and Federal Arrears Collection Rate. The State of Wisconsin then distributes the money to the counties based upon their performance. Federal incentive payments are not eligible for the 66% reimbursement so they must be subtracted out before costs can be submitted.

***State General Purpose Revenue:*** This block of money is distributed to the counties from the State of Wisconsin. It is allocated to the counties from the State based on performance and efficiency. State GPR was allocated as a way to make up for revenue cuts that were created by the Deficit Reduction Act of 2005. The Deficit Reduction Act reduced funding to the counties by not allowing Federal Incentive monies to be eligible for the 66% reimbursement. If the Federal Incentive monies become eligible for the 66% reimbursement in the future due to a law change the state GPR will no longer be available. State GPR is eligible for the 66% reimbursement

***Medical Support Incentives:*** Under federal regulations, the state agency responsible for administering Medicaid must pay incentives to child support agencies for medical support collections. The incentive payments equal 15% of any MA costs that are recovered from a non-custodial parent. The medical support incentives are paid to the child support agency responsible for collection. All medical support incentive payments must be reinvested in the child support program and are not eligible for 66% federal reimbursement. The revenue is treated like program revenue for budgeting purposes.

***Program Revenues:*** All child support program revenues must be reported to the Office of Child Support Enforcement and must be used to offset the state's administrative costs for the IV-D program. The revenues are reported to the Office of Child Support Enforcement quarterly. County program income revenue that must be reported includes application fees, genetic testing fees, and out-of-state extradition costs. State program revenue that must be reported includes contingency fees on collections made through

federal and state tax intercepts and the interstate collections program, fees charged to tribes under purchase of service agreements, interest on accounts held by the Support Collections Trust Fund, unclaimed funds and the annual receipt and disbursement fee for IV-D cases.

**County levy:** When all other funding sources have been exhausted the Child Support Program will need County levy to make up the shortfall in revenue to appropriately fund the program.

### **Impact of the Child Support Program on other Programs**

**Taxpayer Savings:** Child support collections reduce welfare costs. Child support collected for children helps to keep families independent of public assistance and thereby avoids added public assistance costs paid by taxpayers.

**Human Services Revenue:** The Child Support Agency collects support from parents who have children in out of home placement such as foster care or juvenile detention. The money is then distributed to Human Services to offset the cost of the out of home placement.

**Cooperative Agreements:** The Child Support Agency enters into cooperative agreements with other county departments and reimburses them for 66% of their costs for their time. Although the Child Support Agency does not pay the whole 100% of the cooperative agency's time, the other agencies are doing duties they otherwise would have to do anyway without reimbursement. This leads to a direct benefit to the county. Without the Child Support Agency these departments would see reduced funding.

### **Impact of program expenditure cuts on program revenues**

As mentioned earlier for every dollar spent the child support program gets 66% back from the federal government. If we reduce expenditures by \$100.00 we only save \$34.00 which is the 34% that we do not get reimbursed for. In order to see any real savings in our budget we would have to make significant cuts to expenses. If we wanted to save \$20,000.00 in county levy we would need to cut \$58,823.56 in expenses.



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>02 - Child Support</b>					
<b>0201 - Child Support</b>					
<u>Expense / Expenditure</u>					
0201-51330 - Child Support					
100 - Personnel Services	869,709	-1.28%	880,998	519,415	863,814
101 - Wages-Permanent	499,191	-0.96%	504,048	301,468	548,596
107 - Sick Leave	27,110	+0.67%	26,928	9,572	8,652
108 - Vacation	45,101	+20.05%	37,570	22,664	14,331
109 - Holiday	22,468	+0.03%	22,462	10,161	7,911
110 - Funeral/Jury/Other	0	0.00%	0	513	513
119 - In or Out Call Pay	0	0.00%	0	0	0
120 - FICA	45,431	+0.48%	45,212	24,975	42,097
130 - Health Insurance	176,857	-6.76%	189,677	119,426	189,677
132 - Post Employment Benefits	10,331	-12.60%	11,820	6,373	10,600
133 - Vision Insurance	415	-30.96%	601	218	500
140 - Life Insurance	90	-13.98%	105	49	105
151 - Retirement	40,086	+0.48%	39,893	23,160	39,500
160 - Worker's Compensation	1,128	-4.54%	1,182	688	1,182
172 - Training / Conference / CPE	1,500	0.00%	1,500	150	150
200 - Contractual Services	88,255	-7.67%	95,585	41,798	94,585
211 - Prof Serv-Legal	33,000	0.00%	33,000	13,478	33,000
214 - Prof Serv-Printing	1,600	0.00%	1,600	712	1,600
217 - Prof Serv-Medical	10,000	+53.85%	6,500	2,583	5,500
219 - Prof Serv-Other	34,000	-24.61%	45,100	19,024	45,100
221 - Utility Service-Cellphone / Telephone	5,500	0.00%	5,500	2,967	5,500
230 - R/M Serv-PC Replacement	4,155	+6.95%	3,885	3,034	3,885
237 - R/M Serv-Interdept Softwr Supt	0	0.00%	0	0	
300 - Supplies and Expense	36,880	-1.06%	37,275	9,876	25,523
311 - Office Supplies	8,500	0.00%	8,500	2,890	6,500
312 - Copy Expense	3,800	0.00%	3,800	1,107	3,200
313 - Postage	13,000	0.00%	13,000	4,769	10,000
324 - Advertising	600	0.00%	600	0	450
325 - Dues & Subscriptions	500	0.00%	500	200	400
327 - Computer Supplies	2,655	-12.95%	3,050	0	2,948
331 - Mileage	5,000	0.00%	5,000	505	1,000
332 - Meals	700	0.00%	700	108	200
333 - Lodging / Hotels	1,600	0.00%	1,600	293	400



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
336 - Parking	150	0.00%	150	4	50
340 - Operating Supplies & Expense	375	0.00%	375	0	375
500 - Fixed Charges	39,521	+0.86%	39,185	26,123	39,185
511 - Insurance-Liability	3,773	+9.78%	3,437	2,291	3,437
531 - Rent-Interdepartment	35,748	0.00%	35,748	23,832	35,748
0201-51330 - Child Support Total	<b>1,034,365</b>	<b>-1.77%</b>	<b>1,053,043</b>	<b>597,213</b>	<b>1,023,107</b>
Expense / Expenditure Total	<b>1,034,365</b>	<b>-1.77%</b>	<b>1,053,043</b>	<b>597,213</b>	<b>1,023,107</b>
<u>Revenue / Funding Source</u>					
0201-41110 - General Property Taxes -Child Support					
41 - Taxes	0	-100.00%	105,232	70,155	74,354
41-000 - Taxes	0	-100.00%	105,232	70,155	74,354
0201-41110 - General Property Taxes - Child Support Total	<b>0</b>	<b>-100.00%</b>	<b>105,232</b>	<b>70,155</b>	<b>74,354</b>
0201-43568 - State Aid-Child Support					
43 - Intergovernmental Revenues	928,733	-0.35%	931,981	529,072	931,981
43-000 - Intergovernmental Revenues	928,733	-0.35%	931,981	529,072	931,981
0201-43568 - State Aid-Child Support Total	<b>928,733</b>	<b>-0.35%</b>	<b>931,981</b>	<b>529,072</b>	<b>931,981</b>
0201-46621 - Child Support Genetic Tests					
46 - Public Charges for Services	4,500	+20.00%	3,750	3,193	4,200
46-000 - Public Charges for Services	4,500	+20.00%	3,750	3,193	4,200
0201-46621 - Child Support Genetic Tests Total	<b>4,500</b>	<b>+20.00%</b>	<b>3,750</b>	<b>3,193</b>	<b>4,200</b>
0201-46623 - Child Support Filing Fees					
46 - Public Charges for Services	50	-37.50%	80	51	51
46-000 - Public Charges for Services	50	-37.50%	80	51	51
0201-46623 - Child Support Filing Fees Total	<b>50</b>	<b>-37.50%</b>	<b>80</b>	<b>51</b>	<b>51</b>
0201-46624 - Child Support Service Fees					
46 - Public Charges for Services	11,500	-4.17%	12,000	8,551	11,500
46-000 - Public Charges for Services	11,500	-4.17%	12,000	8,551	11,500
0201-46624 - Child Support Service Fees Total	<b>11,500</b>	<b>-4.17%</b>	<b>12,000</b>	<b>8,551</b>	<b>11,500</b>
0201-46625 - Public Charges-Extradition					
46 - Public Charges for Services	0	0.00%	0	0	
46-000 - Public Charges for Services	0	0.00%	0	0	
0201-46625 - Public Charges-Extradition Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Revenue / Funding Source Total	<b>944,783</b>	<b>-10.28%</b>	<b>1,053,043</b>	<b>611,022</b>	<b>1,022,086</b>
<b>0201 - Child Support Total</b>	<b>89,582</b>	<b>-</b>	<b>0</b>	<b>(13,809)</b>	<b>1,021</b>
		<b>379263078.0</b>			
		<b>3%</b>			



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>0202 - Child Support - 5 County</b>					
<u>Expense / Expenditure</u>					
0202-51333 - Child Support - 5 County					
100 - Personnel Services	6,000	-33.19%	8,981	437	2,441
101 - Wages-Permanent	0	-100.00%	1,825	0	0
107 - Sick Leave	0	-100.00%	101	0	
108 - Vacation	0	-100.00%	167	0	
109 - Holiday	0	-100.00%	84	0	
120 - FICA	0	-100.00%	167	0	
130 - Health Insurance	0	-100.00%	441	277	441
132 - Post Employment Benefits	0	-100.00%	44	0	
133 - Vision Insurance	0	-100.00%	2	0	
140 - Life Insurance	0	-100.00%	0	0	
151 - Retirement	0	-100.00%	147	0	
160 - Worker's Compensation	0	-100.00%	4	0	
172 - Training / Conference / CPE	6,000	0.00%	6,000	160	2,000
200 - Contractual Services	188,156	+15.65%	162,694	87,506	155,588
219 - Prof Serv-Other	187,436	+15.21%	162,694	87,506	155,588
221 - Utility Service-Cellphone / Telephone	720	0.00%	0	0	0
300 - Supplies and Expense	10,800	+86.21%	5,800	10,087	10,492
311 - Office Supplies	5,500	+1000.00%	500	8,308	7,606
331 - Mileage	3,000	0.00%	3,000	1,293	2,000
332 - Meals	600	0.00%	600	0	200
333 - Lodging / Hotels	1,500	0.00%	1,500	486	486
336 - Parking	200	0.00%	200	0	200
0202-51333 - Child Support - 5 County Total	<b>204,956</b>	<b>+15.48%</b>	<b>177,475</b>	<b>98,031</b>	<b>168,521</b>
Expense / Expenditure Total	<b>204,956</b>	<b>+15.48%</b>	<b>177,475</b>	<b>98,031</b>	<b>168,521</b>
<u>Revenue / Funding Source</u>					
0202-43568 - State Aid-Child Support 5 County					
43 - Intergovernmental Revenues	204,956	+15.48%	177,475	0	177,475
43-000 - Intergovernmental Revenues	204,956	+15.48%	177,475	0	177,475
0202-43568 - State Aid-Child Support 5 County Total	<b>204,956</b>	<b>+15.48%</b>	<b>177,475</b>	<b>0</b>	<b>177,475</b>
Revenue / Funding Source Total	<b>204,956</b>	<b>+15.48%</b>	<b>177,475</b>	<b>0</b>	<b>177,475</b>
<b>0202 - Child Support - 5 County Total</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>98,031</b>	<b>(8,954)</b>
<b>02 - Child Support Total</b>	<b>89,582</b>	<b>+28090811.07%</b>	<b>0</b>	<b>84,222</b>	<b>(7,933)</b>



# Department Operating Budget Summary

<b>Department: 02 - Child Support</b>	<b>2021 Budget Summary</b>				
	0201 - Child Support	0202 - Child Support - 5 County	2021 Total	Change %	2020 Budget
Expense / Expenditure					
100 - Personnel Services	869,709	6,000	<b>875,709</b>	-1.60%	889,979
200 - Contractual Services	88,255	188,156	<b>276,411</b>	+7.02%	258,279
300 - Supplies and Expense	36,880	10,800	<b>47,680</b>	+10.69%	43,075
500 - Fixed Charges	39,521		<b>39,521</b>	+0.86%	39,185
Total Operating Expenditures	1,034,365	204,956	<b>1,239,321</b>	+0.72%	1,230,518
Expense / Expenditure Total	1,034,365	204,956	<b>1,239,321</b>	+0.72%	1,230,518
Revenue / Funding Source					
41 - Taxes	0		<b>0</b>	-100.00%	(105,232)
43 - Intergovernmental Revenues	(928,733)	(204,956)	<b>(1,133,689)</b>	+2.18%	(1,109,456)
46 - Public Charges for Services	(16,050)		<b>(16,050)</b>	+1.39%	(15,830)
Total Operating Expenditures	(944,783)	(204,956)	<b>(1,149,739)</b>	-6.56%	(1,230,518)
Revenue / Funding Source Total	(944,783)	(204,956)	<b>(1,149,739)</b>	-6.56%	(1,230,518)
<b>02 - Child Support Tax Levy</b>	<b>89,582</b>	<b>0</b>	<b>89,582</b>	+28090811.07%	<b>0</b>



# Department Operating Budget Summary

<b>Department: 02 - Child Support</b>	<b>2020 Budget Summary</b>		
	0201 - Child Support	0202 - Child Support - 5 County	2020 Budget
Expense / Expenditure			
100 - Personnel Services	880,998	8,981	<b>889,979</b>
200 - Contractual Services	95,585	162,694	<b>258,279</b>
300 - Supplies and Expense	37,275	5,800	<b>43,075</b>
500 - Fixed Charges	39,185		<b>39,185</b>
Total Operating Expenditures	1,053,043	177,475	<b>1,230,518</b>
Expense / Expenditure Total	1,053,043	177,475	<b>1,230,518</b>
Revenue / Funding Source			
41 - Taxes	(105,232)		<b>(105,232)</b>
43 - Intergovernmental Revenues	(931,981)	(177,475)	<b>(1,109,456)</b>
46 - Public Charges for Services	(15,830)		<b>(15,830)</b>
Total Operating Expenditures	(1,053,043)	(177,475)	<b>(1,230,518)</b>
Revenue / Funding Source Total	(1,053,043)	(177,475)	<b>(1,230,518)</b>
<b>02 - Child Support Total</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
02 - Child Support						
0201 - Child Support						
0201-41110 - General Property Taxes -Child Support						
230-0201-41110-???-000	41-000 - Taxes	0	(105,232)	105,232	-100.00%	
0201-43568 - State Aid-Child Support						
230-0201-43568-???-000	43-000 - Intergovernmental Revenues	(928,733)	(931,981)	3,247	-0.35%	
0201-46621 - Child Support Genetic Tests						
230-0201-46621-???-000	46-000 - Public Charges for Services	(4,500)	(3,750)	(750)	+20.00%	anticipated increase in revenue-admin. paternity implementation
0201-46623 - Child Support Filing Fees						
230-0201-46623-???-000	46-000 - Public Charges for Services	(50)	(80)	30	-37.50%	decrease in estimated revenues
0201-46624 - Child Support Service Fees						
230-0201-46624-???-000	46-000 - Public Charges for Services	(11,500)	(12,000)	500	-4.17%	
0201-46625 - Public Charges-Extradition						
230-0201-46625-???-000	46-000 - Public Charges for Services	0	0	0	0.00%	
0201-51330 - Child Support						
230-0201-51330-???-101	101 - Wages-Permanent	499,191	504,048	(4,857)	-0.96%	
230-0201-51330-???-107	107 - Sick Leave	27,110	26,928	182	+0.67%	
230-0201-51330-???-108	108 - Vacation	45,101	37,570	7,531	+20.05%	line # and reporting changes
230-0201-51330-???-109	109 - Holiday	22,468	22,462	6	+0.03%	
230-0201-51330-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
230-0201-51330-???-119	119 - In or Out Call Pay	0	0	0	0.00%	
230-0201-51330-???-120	120 - FICA	45,431	45,212	219	+0.48%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
230-0201-51330-???-130	130 - Health Insurance	176,857	189,677	(12,820)	-6.76%	
230-0201-51330-???-132	132 - Post Employment Benefits	10,331	11,820	(1,489)	-12.60%	change in costs/staffing changes
230-0201-51330-???-133	133 - Vision Insurance	415	601	(186)	-30.96%	change in costs
230-0201-51330-???-140	140 - Life Insurance	90	105	(15)	-13.98%	change in costs
230-0201-51330-???-151	151 - Retirement	40,086	39,893	193	+0.48%	
230-0201-51330-???-160	160 - Worker's Compensation	1,128	1,182	(54)	-4.54%	
230-0201-51330-???-172	172 - Training / Conference / CPE	1,500	1,500	0	0.00%	
230-0201-51330-???-211	211 - Prof Serv-Legal	33,000	33,000	0	0.00%	
230-0201-51330-???-214	214 - Prof Serv-Printing	1,600	1,600	0	0.00%	
230-0201-51330-???-217	217 - Prof Serv-Medical	10,000	6,500	3,500	+53.85%	implementation of admin. paternity process
230-0201-51330-???-219	219 - Prof Serv-Other	34,000	45,100	(11,100)	-24.61%	elimination of contracted scanning position with cw solutions
230-0201-51330-???-221	221 - Utility Service-Cellphone / Telephone	5,500	5,500	0	0.00%	
230-0201-51330-???-230	230 - R/M Serv-PC Replacement	4,155	3,885	270	+6.95%	
230-0201-51330-???-237	237 - R/M Serv-Interdept Softwr Supt	0	0	0	0.00%	
230-0201-51330-???-311	311 - Office Supplies	8,500	8,500	0	0.00%	
230-0201-51330-???-312	312 - Copy Expense	3,800	3,800	0	0.00%	
230-0201-51330-???-313	313 - Postage	13,000	13,000	0	0.00%	
230-0201-51330-???-324	324 - Advertising	600	600	0	0.00%	
230-0201-51330-???-325	325 - Dues & Subscriptions	500	500	0	0.00%	
230-0201-51330-???-327	327 - Computer Supplies	2,655	3,050	(395)	-12.95%	increase of county users for Laserfiche system; cost decrease for each dept.
230-0201-51330-???-331	331 - Mileage	5,000	5,000	0	0.00%	
230-0201-51330-???-332	332 - Meals	700	700	0	0.00%	
230-0201-51330-???-333	333 - Lodging / Hotels	1,600	1,600	0	0.00%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
230-0201-51330-???-336	336 - Parking	150	150	0	0.00%	
230-0201-51330-???-340	340 - Operating Supplies & Expense	375	375	0	0.00%	
230-0201-51330-???-511	511 - Insurance-Liability	3,773	3,437	336	+9.78%	
230-0201-51330-???-531	531 - Rent-Interdepartment	35,748	35,748	0	0.00%	
0202 - Child Support - 5 County						
0202-43568 - State Aid-Child Support 5 County						
230-0202-43568-???-000	43-000 - Intergovernmental Revenues	(204,956)	(177,475)	(27,481)	+15.48%	increase in estimated revenue
0202-51333 - Child Support - 5 County						
230-0202-51333-???-101	101 - Wages-Permanent	0	1,825	(1,825)	-100.00%	CS employee costs not being pro-rated to 5 county project for 2021
230-0202-51333-???-107	107 - Sick Leave	0	101	(101)	-100.00%	
230-0202-51333-???-108	108 - Vacation	0	167	(167)	-100.00%	
230-0202-51333-???-109	109 - Holiday	0	84	(84)	-100.00%	
230-0202-51333-???-120	120 - FICA	0	167	(167)	-100.00%	
230-0202-51333-???-130	130 - Health Insurance	0	441	(441)	-100.00%	
230-0202-51333-???-132	132 - Post Employment Benefits	0	44	(44)	-100.00%	
230-0202-51333-???-133	133 - Vision Insurance	0	2	(2)	-100.00%	
230-0202-51333-???-140	140 - Life Insurance	0	0	0	-100.00%	
230-0202-51333-???-151	151 - Retirement	0	147	(147)	-100.00%	
230-0202-51333-???-160	160 - Worker's Compensation	0	4	(4)	-100.00%	
230-0202-51333-???-172	172 - Training / Conference / CPE	6,000	6,000	0	0.00%	
230-0202-51333-???-219	219 - Prof Serv-Other	187,436	162,694	24,742	+15.21%	added subacct of 30,000.00 for A&V state monies



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
230-0202-51333-???-221	221 - Utility Service-Cellphone / Telephone	720	0	720	0.00%	
230-0202-51333-???-311	311 - Office Supplies	5,500	500	5,000	+1000.00 %	5 county program increase in costs
230-0202-51333-???-331	331 - Mileage	3,000	3,000	0	0.00%	
230-0202-51333-???-332	332 - Meals	600	600	0	0.00%	
230-0202-51333-???-333	333 - Lodging / Hotels	1,500	1,500	0	0.00%	
230-0202-51333-???-336	336 - Parking	200	200	0	0.00%	
<b>Total 02 - Child Support</b>		<b>89,582</b>	<b>0</b>	<b>89,582</b>	<b>+2809081 1.07%</b>	

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2021  
 Budget Line Year 2021  
 Department or Sub-Department 0201 - Child Support

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
02 - Child Support										
0201 - Child Support										
0201-51330 - Child Support										
(Unassigned)										
1501-Child Support Dir (1501-10775)-BRENT VRUWINK (10775)	Grade 13	Step 11	100.00	89,024	31,175	-	120,199	2,080	-	1.00
1502-Case Wrkr (1502-10804)-DENISE WILLFAHRT (10804)	Grade 7	Step 11	96.88	55,130	25,133	-	80,263	2,015	-	0.97
1504-Case Worker (1504-10714)-KRISTINE STATZ (10714)	Grade 7	Step 11	100.00	56,909	25,935	-	82,844	2,080	-	1.00
1504-Case Worker (1504-10724)-VICKI STOFLET (10724)	Grade 7	Step 11	100.00	56,909	25,847	-	82,756	2,080	-	1.00
1504-Case Worker (1504-11968)-EMILY PEARCY (11968)	Grade 7	Step 8	96.88	51,443	24,448	-	75,891	2,015	-	0.97
1504-Case Worker (1504-12326)-JENNA ARNOLD (12326)	Grade 7	Step 4	96.88	46,587	23,660	-	70,247	2,015	-	0.97
1504-Case Worker (1504-12527)-MCKENZIE KELNHOFER (12527)	Grade 7	Step 2	96.88	44,088	23,246	-	67,334	2,015	-	0.97
1504-Case Worker (1504-12831)-MEGHAN MILLER (12831)	Grade 7	Step 2	96.88	44,088	22,347	-	66,435	2,015	-	0.97
1506-Admin Serv 4 (1506-12929)-JENA MILLARD (12929)	Grade 4	Step 3	96.88	33,227	20,834	-	54,062	2,015	-	0.97
Total (Unassigned)				477,406	222,625	-	700,031	18,330	-	8.82
Fiscal										
1509-Acctng Supervisor (1509-10502)-SHANNON LOBNER (10502)	Grade 9	Step 11	100.00	67,621	27,624	-	95,245	2,080	-	1.00
1510-Accounting Serv 6 (1510-10771)-LISA VOIGHT (10771)	Grade 6	Step 10	96.88	48,844	24,090	-	72,933	2,015	-	0.97
Total Fiscal				116,464	51,714	-	168,179	4,095	-	1.97
Total 0201-51330 - Child Support				593,870	274,339	-	868,209	22,425	-	10.79
Total 0201 - Child Support				593,870	274,339	-	868,209	22,425	-	10.79
Total 02 - Child Support				593,870	274,339	-	868,209	22,425	-	10.79
<b>Grand Total</b>				<b>593,870</b>	<b>274,339</b>	<b>-</b>	<b>868,209</b>	<b>22,425</b>	<b>-</b>	<b>10.79</b>



# Department Operating Budget Summary

2021 Budget Summary				
<b>Department: 09 - Corporation Counsel</b>	0901 - Corporation Counsel	2021 Total	Change %	2020 Budget
<b>Expense / Expenditure</b>				
100 - Personnel Services	287,685	<b>287,685</b>	-1.13%	290,977
200 - Contractual Services	8,895	<b>8,895</b>	+1.25%	8,785
300 - Supplies and Expense	8,700	<b>8,700</b>	-0.17%	8,715
500 - Fixed Charges	12,101	<b>12,101</b>	+43.97%	8,405
Total Operating Expenditures	317,381	<b>317,381</b>	+0.16%	316,882
<b>Expense / Expenditure Total</b>				
	317,381	<b>317,381</b>	+0.16%	316,882
<b>Revenue / Funding Source</b>				
46 - Public Charges for Services	(6,500)	<b>(6,500)</b>	+30.00%	(5,000)
47 - Intergovernmental Charges for Services	(10,000)	<b>(10,000)</b>	-9.09%	(11,000)
Total Operating Expenditures	(16,500)	<b>(16,500)</b>	+3.13%	(16,000)
<b>Revenue / Funding Source Total</b>				
	(16,500)	<b>(16,500)</b>	+3.13%	(16,000)
<b>09 - Corporation Counsel Tax Levy</b>	<b>300,881</b>	<b>300,881</b>	0.00%	300,882



# Department Operating Budget Summary

<b>Department: 09 - Corporation Counsel</b>	<b>2020 Budget Summary</b>	
	<b>0901 - Corporation Counsel</b>	<b>2020 Budget</b>
<b>Expense / Expenditure</b>		
100 - Personnel Services	290,977	<b>290,977</b>
200 - Contractual Services	8,785	<b>8,785</b>
300 - Supplies and Expense	8,715	<b>8,715</b>
500 - Fixed Charges	8,405	<b>8,405</b>
Total Operating Expenditures	316,882	<b>316,882</b>
<b>Expense / Expenditure Total</b>	<b>316,882</b>	<b>316,882</b>
<b>Revenue / Funding Source</b>		
46 - Public Charges for Services	(5,000)	<b>(5,000)</b>
47 - Intergovernmental Charges for Services	(11,000)	<b>(11,000)</b>
Total Operating Expenditures	(16,000)	<b>(16,000)</b>
<b>Revenue / Funding Source Total</b>	<b>(16,000)</b>	<b>(16,000)</b>
<b>09 - Corporation Counsel Total</b>	<b>300,882</b>	<b>300,882</b>



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>09 - Corporation Counsel</b>					
<b>0901 - Corporation Counsel</b>					
<u>Expense / Expenditure</u>					
0901-51320 - Corporation Counsel					
100 - Personnel Services	287,685	-1.13%	290,977	164,130	270,773
200 - Contractual Services	8,895	+1.25%	8,785	3,135	8,235
300 - Supplies and Expense	8,700	-0.17%	8,715	4,773	8,210
500 - Fixed Charges	12,101	+43.97%	8,405	5,603	8,405
0901-51320 - Corporation Counsel Total	<b>317,381</b>	<b>+0.16%</b>	<b>316,882</b>	<b>177,641</b>	<b>295,623</b>
Expense / Expenditure Total	<b>317,381</b>	<b>+0.16%</b>	<b>316,882</b>	<b>177,641</b>	<b>295,623</b>
<u>Revenue / Funding Source</u>					
0901-46140 - Public Charges-Court Fees					
46 - Public Charges for Services	6,500	+30.00%	5,000	8,500	9,000
0901-46140 - Public Charges-Court Fees Total	<b>6,500</b>	<b>+30.00%</b>	<b>5,000</b>	<b>8,500</b>	<b>9,000</b>
0901-47413 - Local Dept Charges-Gen Govt					
47 - Intergovernmental Charges for Services	10,000	-9.09%	11,000	5,642	9,000
0901-47413 - Local Dept Charges-Gen Govt Total	<b>10,000</b>	<b>-9.09%</b>	<b>11,000</b>	<b>5,642</b>	<b>9,000</b>
Revenue / Funding Source Total	<b>16,500</b>	<b>+3.13%</b>	<b>16,000</b>	<b>14,142</b>	<b>18,000</b>
<b>0901 - Corporation Counsel Total</b>	<b>300,881</b>	<b>0.00%</b>	<b>300,882</b>	<b>163,500</b>	<b>277,623</b>
<b>09 - Corporation Counsel Total</b>	<b>300,881</b>	<b>0.00%</b>	<b>300,882</b>	<b>163,500</b>	<b>277,623</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
09 - Corporation Counsel						
0901 - Corporation Counsel						
0901-46140 - Public Charges-Court Fees						
101-0901-46140-???-000	46-000 - Public Charges for Services	(6,500)	(5,000)	(1,500)	+30.00%	increased GN fees
0901-47413 - Local Dept Charges-Gen Govt						
101-0901-47413-???-000	47-000 - Intergovernmental Charges for Services	(10,000)	(11,000)	1,000	-9.09%	
0901-51320 - Corporation Counsel						
101-0901-51320-???-101	101 - Wages-Permanent	176,259	177,043	(784)	-0.44%	
101-0901-51320-???-107	107 - Sick Leave	8,999	8,913	86	+0.97%	
101-0901-51320-???-108	108 - Vacation	20,969	20,678	292	+1.41%	
101-0901-51320-???-109	109 - Holiday	7,458	7,404	55	+0.74%	
101-0901-51320-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-0901-51320-???-120	120 - FICA	16,347	16,374	(27)	-0.16%	
101-0901-51320-???-130	130 - Health Insurance	40,486	43,521	(3,035)	-6.97%	
101-0901-51320-???-132	132 - Post Employment Benefits	4,274	4,281	(7)	-0.16%	
101-0901-51320-???-133	133 - Vision Insurance	55	110	(55)	-50.00%	Set by Finance
101-0901-51320-???-140	140 - Life Insurance	15	15	0	0.00%	
101-0901-51320-???-151	151 - Retirement	11,966	11,760	206	+1.76%	
101-0901-51320-???-160	160 - Worker's Compensation	406	428	(22)	-5.16%	
101-0901-51320-???-172	172 - Training / Conference / CPE	450	450	0	0.00%	
101-0901-51320-???-211	211 - Prof Serv-Legal	7,000	7,000	0	0.00%	
101-0901-51320-???-214	214 - Prof Serv-Printing	200	200	0	0.00%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-0901-51320-???-221	221 - Utility Service-Cellphone / Telephone	1,050	1,000	50	+5.00%	
101-0901-51320-???-230	230 - R/M Serv-PC Replacement	645	585	60	+10.26%	costs set by IT
101-0901-51320-???-311	311 - Office Supplies	1,000	1,000	0	0.00%	
101-0901-51320-???-312	312 - Copy Expense	425	590	(165)	-27.97%	Rhyme contract
101-0901-51320-???-313	313 - Postage	1,050	1,000	50	+5.00%	
101-0901-51320-???-321	321 - Publications	200	200	0	0.00%	
101-0901-51320-???-322	322 - Educational Materials	4,600	4,500	100	+2.22%	
101-0901-51320-???-328	328 - Dues	625	625	0	0.00%	
101-0901-51320-???-331	331 - Mileage	300	300	0	0.00%	
101-0901-51320-???-332	332 - Meals	50	50	0	0.00%	
101-0901-51320-???-333	333 - Lodging / Hotels	450	450	0	0.00%	
101-0901-51320-???-336	336 - Parking	0	0	0	0.00%	
101-0901-51320-???-511	511 - Insurance-Liability	1,421	1,409	12	+0.85%	
101-0901-51320-???-531	531 - Rent-Interdepartment	10,680	6,996	3,684	+52.66%	Increased office space
<b>Total 09 - Corporation Counsel</b>		<b>300,881</b>	<b>300,882</b>	<b>0</b>	<b>0.00%</b>	

## CORPORATION COUNSEL

### MISSION

Providing civil legal services to Wood County.

GOAL 1: Provide general legal services to departments, committees, and the county board.

#### Activities

- Draft and review contracts, leases, ordinances & resolutions.
- Draft and review case pleadings and communications.
- Develop and disseminate legal opinions.

GOAL 2: Prosecute ordinance violations.

#### Activities

- Assist departments in pre-litigation negotiations.
- Prosecute ordinance violations referred by departments.
- Pursue compliance of court orders (collection of forfeitures).

GOAL 3: Represent the county in commitment proceedings.

#### Activities

- Prosecute mental and alcohol commitments.
- Pursue guardianships and protective placements.

GOAL 4: Represent the Child Support Agency.

#### Activities

- Assist in developing and maintaining litigation related policies.
- Draft, review, and revise legal pleadings.
- Represent the Child Support agency in court.

GOAL 5: Provide in-house counsel services.

#### Activities

- Update departments on changes in the laws and their impacts.
- Advise and represent departments in administrative proceedings.
- Respond to department/staff inquiries on the application of the laws.
- Oversee compliance with the ADA, open meetings law, public records law, HIPAA, etc.
- Serve as parliamentarian.

### PROGRAMS & SERVICES

The Corporation Counsel's office is an internal servicing department that addresses the civil legal needs of the County Board, County committees, and departments; it does not directly serve the public. The office is responsible for representing the County in all civil legal proceedings, in actions both by and against the County. It assists in the preparation and review of contracts, leases, and other types of legal agreements. Additionally, the office handles mental and alcohol commitments, guardianships and protective placements for the indigent, and civil child support proceedings.



# Department Operating Budget Summary

2021 Budget Summary						
<u>Department: 07 - Clerk of Courts</u>	0702 - Clerk Of Courts-Divorce Mediation	0703 - Clerk Of Courts	0704 - Clerk Of Courts-Family Court	2021 Total	Change %	2020 Budget
Expense / Expenditure						
100 - Personnel Services		864,911		<b>864,911</b>	-0.47%	869,023
200 - Contractual Services		631,740	65,600	<b>697,340</b>	+13.97%	611,840
300 - Supplies and Expense	25,000	30,785		<b>55,785</b>	+0.76%	55,365
500 - Fixed Charges		68,073		<b>68,073</b>	+0.80%	67,534
Total Operating Expenditures	25,000	1,595,509	65,600	<b>1,686,109</b>	+5.13%	1,603,762
Expense / Expenditure Total	25,000	1,595,509	65,600	<b>1,686,109</b>	+5.13%	1,603,762
Revenue / Funding Source						
43 - Intergovernmental Revenues		(147,678)		<b>(147,678)</b>	+9.57%	(134,775)
45 - Fines, Forfeits and Penalties		(224,200)		<b>(224,200)</b>	0.00%	(224,200)
46 - Public Charges for Services	(12,100)	(198,327)		<b>(210,427)</b>	+14.36%	(184,000)
47 - Intergovernmental Charges for		(9,000)	(2,000)	<b>(11,000)</b>	0.00%	(11,000)
48 - Miscellaneous Revenues		(300)		<b>(300)</b>	+20.00%	(250)
Total Operating Expenditures	(12,100)	(579,505)	(2,000)	<b>(593,605)</b>	+7.11%	(554,225)
Revenue / Funding Source Total	(12,100)	(579,505)	(2,000)	<b>(593,605)</b>	+7.11%	(554,225)
<b>07 - Clerk of Courts Tax Levy</b>	<b>12,900</b>	<b>1,016,004</b>	<b>63,600</b>	<b>1,092,504</b>	+4.09%	1,049,537

2020 Budget Summary				
<u>Department: 07 - Clerk of Courts</u>	0702 - Clerk Of Courts-Divorce Mediation	0703 - Clerk Of Courts	0704 - Clerk Of Courts-Family Court	2020 Budget
Expense / Expenditure				
100 - Personnel Services		869,023		<b>869,023</b>
200 - Contractual Services		546,240	65,600	<b>611,840</b>
300 - Supplies and Expense	25,000	30,365		<b>55,365</b>
500 - Fixed Charges		67,534		<b>67,534</b>
Total Operating Expenditures	25,000	1,513,162	65,600	<b>1,603,762</b>
Expense / Expenditure Total	25,000	1,513,162	65,600	<b>1,603,762</b>
Revenue / Funding Source				
43 - Intergovernmental Revenues		(134,775)		<b>(134,775)</b>
45 - Fines, Forfeits and Penalties		(224,200)		<b>(224,200)</b>
46 - Public Charges for Services	(12,000)	(172,000)		<b>(184,000)</b>
47 - Intergovernmental Charges for		(9,000)	(2,000)	<b>(11,000)</b>
48 - Miscellaneous Revenues		(250)		<b>(250)</b>
Total Operating Expenditures	(12,000)	(540,225)	(2,000)	<b>(554,225)</b>
Revenue / Funding Source Total	(12,000)	(540,225)	(2,000)	<b>(554,225)</b>
<b>07 - Clerk of Courts Total</b>	<b>13,000</b>	<b>972,937</b>	<b>63,600</b>	<b>1,049,537</b>



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>07 - Clerk of Courts</b>					
<b>0702 - Clerk Of Courts-Divorce Mediation</b>					
<u>Expense / Expenditure</u>					
0702-51217 - Divorce Mediation Expense					
300 - Supplies and Expense	25,000	0.00%	25,000	13,200	25,000
0702-51217 - Divorce Mediation Expense Total	<b>25,000</b>	<b>0.00%</b>	<b>25,000</b>	<b>13,200</b>	<b>25,000</b>
Expense / Expenditure Total	<b>25,000</b>	<b>0.00%</b>	<b>25,000</b>	<b>13,200</b>	<b>25,000</b>
<u>Revenue / Funding Source</u>					
0702-46141 - Public Charges - Family Counseling Filing Fees					
46 - Public Charges for Services	6,000	+20.00%	5,000	3,230	6,050
0702-46141 - Public Charges - Family Counseling Filing Fees Total	<b>6,000</b>	<b>+20.00%</b>	<b>5,000</b>	<b>3,230</b>	<b>6,050</b>
0702-46143 - Public Charges - Court Ordered Mediation Fee Payments					
46 - Public Charges for Services	6,100	-12.86%	7,000	3,404	6,100
0702-46143 - Public Charges - Court Ordered Mediation Fee Payments Total	<b>6,100</b>	<b>-12.86%</b>	<b>7,000</b>	<b>3,404</b>	<b>6,100</b>
Revenue / Funding Source Total	<b>12,100</b>	<b>+0.83%</b>	<b>12,000</b>	<b>6,634</b>	<b>12,150</b>
<b>0702 - Clerk Of Courts-Divorce Mediation Total</b>	<b>12,900</b>	<b>-0.77%</b>	<b>13,000</b>	<b>6,567</b>	<b>12,850</b>
<b>0703 - Clerk Of Courts</b>					
<u>Expense / Expenditure</u>					
0703-51221 - Clerk of Courts					
100 - Personnel Services	864,911	-0.47%	869,023	517,329	840,430
101 - Wages-Permanent	483,511	-2.79%	497,400	285,640	508,318
107 - Sick Leave	25,476	+24.68%	20,433	12,819	13,000
108 - Vacation	49,196	+39.83%	35,184	22,625	16,220
109 - Holiday	21,115	+24.45%	16,966	8,290	6,449
110 - Floating Holiday	0	0.00%	0	8,556	7,100
115 - Overtime	2,181	+5.60%	2,066	0	200
119 - In or Out Call Pay	0	0.00%	0	0	
120 - FICA	44,325	+1.29%	43,762	23,237	38,675
130 - Health Insurance	188,002	-6.97%	202,097	127,246	202,097
132 - Post Employment Benefits	10,238	-4.70%	10,743	5,161	8,827
133 - Vision Insurance	574	0.00%	574	328	530
140 - Life Insurance	136	-10.00%	151	79	127
151 - Retirement	38,510	+1.54%	37,926	22,606	37,568
156 - Unemployment Compensation	80	0.00%	80	0	80
160 - Worker's Compensation	1,317	-5.40%	1,392	711	1,179
172 - Training / Conference / CPE	250	0.00%	250	30	60
200 - Contractual Services	631,740	+15.65%	546,240	226,264	529,084



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
211 - Prof Serv-Legal	338,750	+6.61%	317,750	121,811	280,457
212 - Prof Serv-Accounting	0	0.00%	0	0	0
214 - Prof Serv-Printing	4,200	+0.48%	4,180	3,420	3,584
215 - Prof Serv-Other	0	0.00%	0	0	
217 - Prof Serv-Medical	229,000	+43.13%	160,000	87,265	199,303
218 - Prof Serv-Witness Fees	2,500	0.00%	2,500	206	1,000
219 - Prof Serv-Other	51,000	+1.29%	50,350	6,684	33,230
221 - Utility Service-Cellphone / Telephone	5,500	+10.00%	5,000	2,771	5,500
230 - R/M Serv-PC Replacement	640	+106.45%	310	207	310
233 - R/M Serv-Equipment	150	0.00%	150	0	
291 - Contractual Services-Other	0	-100.00%	6,000	3,900	5,700
300 - Supplies and Expense	30,785	+1.38%	30,365	11,365	25,771
311 - Office Supplies	7,000	0.00%	7,000	2,876	9,594
312 - Copy Expense	1,800	-28.00%	2,500	484	1,350
313 - Postage	12,500	+1.63%	12,300	3,972	8,000
321 - Publications	6,900	+15.00%	6,000	3,691	6,485
325 - Dues & Subscriptions	125	0.00%	125	125	125
331 - Mileage	1,570	0.00%	1,570	79	79
332 - Meals	170	0.00%	170	56	56
333 - Lodging / Hotels	720	+2.86%	700	82	82
336 - Parking	0	0.00%	0	0	
340 - Operating Supplies & Expense	0	0.00%	0	0	
500 - Fixed Charges	68,073	+0.80%	67,534	45,141	67,526
511 - Insurance-Liability	5,241	+11.46%	4,702	3,135	4,702
531 - Rent-Interdepartment	61,332	0.00%	61,332	40,888	61,332
535 - Leases-Equipment	1,500	0.00%	1,500	1,119	1,492
0703-51221 - Clerk of Courts Total	<b>1,595,509</b>	<b>+5.44%</b>	<b>1,513,162</b>	<b>800,099</b>	<b>1,462,811</b>
Expense / Expenditure Total	<b>1,595,509</b>	<b>+5.44%</b>	<b>1,513,162</b>	<b>800,099</b>	<b>1,462,811</b>
<u>Revenue / Funding Source</u>					
0703-43512 - State Grant - Circuit Court Support Payment					
43 - Intergovernmental Revenues	59,000	0.00%	59,000	59,434	59,435
0703-43512 - State Grant - Circuit Court Support Payment Total	<b>59,000</b>	<b>0.00%</b>	<b>59,000</b>	<b>59,434</b>	<b>59,435</b>
0703-43514 - State Aid - for Guardian Ad Litem					
43 - Intergovernmental Revenues	88,678	+17.03%	75,775	88,678	88,678
0703-43514 - State Aid - for Guardian Ad Litem Total	<b>88,678</b>	<b>+17.03%</b>	<b>75,775</b>	<b>88,678</b>	<b>88,678</b>
0703-45115 - County Share of Occup Driver					



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
45 - Fines, Forfeits and Penalties	200	0.00%	200	40	120
0703-45115 - County Share of Occup Driver Total	<b>200</b>	<b>0.00%</b>	<b>200</b>	<b>40</b>	<b>120</b>
0703-45120 - Co Share of St Fines & Forfeit					
45 - Fines, Forfeits and Penalties	130,000	0.00%	130,000	62,549	121,223
0703-45120 - Co Share of St Fines & Forfeit Total	<b>130,000</b>	<b>0.00%</b>	<b>130,000</b>	<b>62,549</b>	<b>121,223</b>
0703-45130 - County Fines & Forfeit					
43 - Intergovernmental Revenues	0	0.00%	0	0	
45 - Fines, Forfeits and Penalties	94,000	0.00%	94,000	44,550	73,550
0703-45130 - County Fines & Forfeit Total	<b>94,000</b>	<b>0.00%</b>	<b>94,000</b>	<b>44,550</b>	<b>73,550</b>
0703-46140 - Bond Forfeiture Revenue					
46 - Public Charges for Services	150,000	0.00%	150,000	88,979	150,000
0703-46140 - Bond Forfeiture Revenue Total	<b>150,000</b>	<b>0.00%</b>	<b>150,000</b>	<b>88,979</b>	<b>150,000</b>
0703-46142 - Attorney and GAL Reimbursements					
46 - Public Charges for Services	46,500	+111.36%	22,000	21,105	40,820
0703-46142 - Attorney and GAL Reimbursements Total	<b>46,500</b>	<b>+111.36%</b>	<b>22,000</b>	<b>21,105</b>	<b>40,820</b>
0703-46143 - State Aid - for Interpreters					
46 - Public Charges for Services	1,827	0.00%	0	1,826	1,827
0703-46143 - State Aid - for Interpreters Total	<b>1,827</b>	<b>0.00%</b>	<b>0</b>	<b>1,826</b>	<b>1,827</b>
0703-47411 - Child Support Reimbursement					
47 - Intergovernmental Charges for Services	9,000	0.00%	9,000	4,640	8,500
0703-47411 - Child Support Reimbursement Total	<b>9,000</b>	<b>0.00%</b>	<b>9,000</b>	<b>4,640</b>	<b>8,500</b>
0703-48117 - Interest-Clerk of Courts					
48 - Miscellaneous Revenues	300	+20.00%	250	180	360
0703-48117 - Interest-Clerk of Courts Total	<b>300</b>	<b>+20.00%</b>	<b>250</b>	<b>180</b>	<b>360</b>
Revenue / Funding Source Total	<b>579,505</b>	<b>+7.27%</b>	<b>540,225</b>	<b>371,980</b>	<b>544,513</b>
<b>0703 - Clerk Of Courts Total</b>	<b>1,016,004</b>	<b>+4.43%</b>	<b>972,937</b>	<b>428,119</b>	<b>918,298</b>
<b>0704 - Clerk Of Courts-Family Court</b>					
<u>Expense / Expenditure</u>					
0704-51220 - Family Court Commissioner					
200 - Contractual Services	65,600	0.00%	65,600	37,917	65,600
0704-51220 - Family Court Commissioner Total	<b>65,600</b>	<b>0.00%</b>	<b>65,600</b>	<b>37,917</b>	<b>65,600</b>
Expense / Expenditure Total	<b>65,600</b>	<b>0.00%</b>	<b>65,600</b>	<b>37,917</b>	<b>65,600</b>
<u>Revenue / Funding Source</u>					
0704-47410 - Child Support Reimbursement for FCC					
47 - Intergovernmental Charges for Services	2,000	0.00%	2,000	893	2,600



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
0704-47410 - Child Support Reimbursement for FCC Total	2,000	0.00%	2,000	893	2,600
Revenue / Funding Source Total	2,000	0.00%	2,000	893	2,600
<b>0704 - Clerk Of Courts-Family Court Total</b>	<b>63,600</b>	<b>0.00%</b>	<b>63,600</b>	<b>37,024</b>	<b>63,000</b>
<b>07 - Clerk of Courts Total</b>	<b>1,092,504</b>	<b>+4.09%</b>	<b>1,049,537</b>	<b>471,709</b>	<b>994,148</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
07 - Clerk of Courts						
0702 - Clerk Of Courts-Divorce Mediation						
0702-46141 - Public Charges - Family Counseling Filing Fees						
101-0702-46141-???-000	46-000 - Public Charges for Services	(6,000)	(5,000)	(1,000)	+20.00%	Relying on 2020 estimate for 2021 budget. Amounts trend lower in 4th quarter.
0702-46143 - Public Charges - Court Ordered Mediation Fee Payments						
101-0702-46143-???-000	46-000 - Public Charges for Services	(6,100)	(7,000)	900	-12.86%	Relying on 2020 estimate for 2021 budget.
0702-51217 - Divorce Mediation Expense						
101-0702-51217-???-341	341 - Operating Supplies & Expense	25,000	25,000	0	0.00%	
0703 - Clerk Of Courts						
0703-43512 - State Grant - Circuit Court Support Payment						
101-0703-43512-???-000	43-000 - Intergovernmental Revenues	(59,000)	(59,000)	0	0.00%	
0703-43514 - State Aid - for Guardian Ad Litem						
101-0703-43514-???-000	43-000 - Intergovernmental Revenues	(88,678)	(75,775)	(12,903)	+17.03%	State increase GAL funding
0703-45115 - County Share of Occup Driver						
101-0703-45115-???-000	45-000 - Fines, Forfeits and Penalties	(200)	(200)	0	0.00%	
0703-45120 - Co Share of St Fines & Forfeit						
101-0703-45120-???-000	45-000 - Fines, Forfeits and Penalties	(130,000)	(130,000)	0	0.00%	2021 Budget relying on 2019 "normal"



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
0703-45130 - County Fines & Forfeit						
101-0703-45130-???-000	43-000 - Intergovernmental Revenues	0	0	0	0.00%	
101-0703-45130-???-000	45-000 - Fines, Forfeits and Penalties	(94,000)	(94,000)	0	0.00%	2020 estimate calculation: total rev Jan-Jun + 6 mo at COVID-19 three mo (Apr-Jun) average. 2021 Budget amount relying on 2019 "normal".
0703-46140 - Bond Forfeiture Revenue						
101-0703-46140-???-000	46-000 - Public Charges for Services	(150,000)	(150,000)	0	0.00%	\$26,000 extra Bail bond for Jan-Mar. Relying on 2019 "normal" for 2021 budget.
0703-46142 - Attorney and GAL Reimbursements						
101-0703-46142-???-000	46-000 - Public Charges for Services	(46,500)	(22,000)	(24,500)	+111.36%	Relying on 2019 "normal" for AttyF or \$28,500 and \$1,500 mo for GAL. GAL 1/20-5/20 was <\$450, 6/20 \$2,300 and 7/30 \$5,000
0703-46143 - State Aid - for Interpreters						
101-0703-46143-???-000	46-000 - Public Charges for Services	(1,827)	0	(1,827)	0.00%	First year for budgeting State Interpreter funding
0703-47411 - Child Support Reimbursement						
101-0703-47411-???-000	47-000 - Intergovernmental Charges for Services	(9,000)	(9,000)	0	0.00%	
0703-48117 - Interest-Clerk of Courts						
101-0703-48117-???-000	48-000 - Miscellaneous Revenues	(300)	(250)	(50)	+20.00%	2021 budget set halfway between 2020 budget and 2021 estimate.
0703-51221 - Clerk of Courts						
101-0703-51221-???-101	101 - Wages-Permanent	483,511	497,400	(13,889)	-2.79%	
101-0703-51221-???-107	107 - Sick Leave	25,476	20,433	5,044	+24.68%	Calculated by finance
101-0703-51221-???-108	108 - Vacation	49,196	35,184	14,012	+39.83%	Calculated by finance
101-0703-51221-???-109	109 - Holiday	21,115	16,966	4,149	+24.45%	Calculated by finance
101-0703-51221-???-110	110 - Floating Holiday	0	0	0	0.00%	
101-0703-51221-???-115	115 - Overtime	2,181	2,066	116	+5.60%	
101-0703-51221-???-119	119 - In or Out Call Pay	0	0	0	0.00%	
101-0703-51221-???-120	120 - FICA	44,325	43,762	563	+1.29%	



## Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-0703-51221-???-130	130 - Health Insurance	188,002	202,097	(14,095)	-6.97%	Based on \$15,899 per 2015 hr FTE
101-0703-51221-???-132	132 - Post Employment Benefits	10,238	10,743	(505)	-4.70%	
101-0703-51221-???-133	133 - Vision Insurance	574	574	0	0.00%	
101-0703-51221-???-140	140 - Life Insurance	136	151	(15)	-10.00%	
101-0703-51221-???-151	151 - Retirement	38,510	37,926	584	+1.54%	
101-0703-51221-???-156	156 - Unemployment Compensation	80	80	0	0.00%	
101-0703-51221-???-160	160 - Worker's Compensation	1,317	1,392	(75)	-5.40%	
101-0703-51221-???-172	172 - Training / Conference / CPE	250	250	0	0.00%	
101-0703-51221-???-211	211 - Prof Serv-Legal	338,750	317,750	21,000	+6.61%	004-211 Juvenile cases filed by 7/30/20 equaled all 2019 filings. HS procedures changed. Approx. 1/3 of invoices usually rec'd by June 30th each year.
101-0703-51221-???-212	212 - Prof Serv-Accounting	0	0	0	0.00%	
101-0703-51221-???-214	214 - Prof Serv-Printing	4,200	4,180	20	+0.48%	
101-0703-51221-???-215	215 - Prof Serv-Other	0	0	0	0.00%	
101-0703-51221-???-217	217 - Prof Serv-Medical	229,000	160,000	69,000	+43.13%	Paid by statute.
101-0703-51221-???-218	218 - Prof Serv-Witness Fees	2,500	2,500	0	0.00%	
101-0703-51221-???-219	219 - Prof Serv-Other	51,000	50,350	650	+1.29%	
101-0703-51221-???-221	221 - Utility Service-Cellphone / Telephone	5,500	5,000	500	+10.00%	Raise to meet 2020 estimate
101-0703-51221-???-230	230 - R/M Serv-PC Replacement	640	310	330	+106.45%	2nd laptop purchased for office.
101-0703-51221-???-233	233 - R/M Serv-Equipment	150	150	0	0.00%	
101-0703-51221-???-291	291 - Contractual Services-Other	0	6,000	(6,000)	-100.00%	Scanning is 99% complete
101-0703-51221-???-311	311 - Office Supplies	7,000	7,000	0	0.00%	
101-0703-51221-???-312	312 - Copy Expense	1,800	2,500	(700)	-28.00%	Budget is lower due to changes in county copy contract.
101-0703-51221-???-313	313 - Postage	12,500	12,300	200	+1.63%	



## Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-0703-51221-???-321	321 - Publications	6,900	6,000	900	+15.00%	New 3 year contract with WestLaw. 5% increase each June.
101-0703-51221-???-325	325 - Dues & Subscriptions	125	125	0	0.00%	
101-0703-51221-???-331	331 - Mileage	1,570	1,570	0	0.00%	
101-0703-51221-???-332	332 - Meals	170	170	0	0.00%	
101-0703-51221-???-333	333 - Lodging / Hotels	720	700	20	+2.86%	
101-0703-51221-???-336	336 - Parking	0	0	0	0.00%	
101-0703-51221-???-340	340 - Operating Supplies & Expense	0	0	0	0.00%	
101-0703-51221-???-511	511 - Insurance-Liability	5,241	4,702	539	+11.46%	Determined by the county.
101-0703-51221-???-531	531 - Rent-Interdepartment	61,332	61,332	0	0.00%	
101-0703-51221-???-535	535 - Leases-Equipment	1,500	1,500	0	0.00%	
0704 - Clerk Of Courts-Family Court						
0704-47410 - Child Support Reimbursement for FCC						
101-0704-47410-???-000	47-000 - Intergovernmental Charges for Services	(2,000)	(2,000)	0	0.00%	
0704-51220 - Family Court Commissioner						
101-0704-51220-???-211	211 - Prof Serv-Legal	50,000	50,000	0	0.00%	
101-0704-51220-???-216	216 - Prof Serv-Intern & Temp Employ	15,000	15,000	0	0.00%	
101-0704-51220-???-221	221 - Utility Service-Cellphone / Telephone	600	600	0	0.00%	
<b>Total 07 - Clerk of Courts</b>		<b>1,092,504</b>	<b>1,049,537</b>	<b>42,967</b>	<b>+4.09%</b>	

Custom

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2021  
 Budget Line Year 2021  
 Department or Sub-Department 0703 - Clerk Of Courts

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
07 - Clerk of Courts										
0703 - Clerk Of Courts										
0703-51221 - Clerk of Courts										
(Unassigned)										
1201-Clerk of Courts (1201-10408)-CINDY JOOSTEN (10408)	Grade 12	Step 11	96.88	81,063	29,403	-	110,466	2,015	-	0.97
1202-Dep Clerk of Courts (1202-10233)-LAURA CLARK (10233)	Grade 8	Step 10	96.88	58,979	25,787	17	84,783	2,015	-	0.97
1206-Admin Services 4 (1206-12916)-ELIZABETH GAIER (12916)	Grade 4	Step 3	96.88	33,227	20,817	-	54,045	2,015	-	0.97
1219A-Admin Services 6 (1219A-10201)-JANEL TEPP (10201)	Grade 6	Step 8	96.88	46,627	23,708	-	70,335	2,015	-	0.97
Total (Unassigned)				219,897	99,715	17	319,628	8,060	-	3.88
Administrative Services										
1203A - Admin Services 6 (1203A-10131)-JACQUELINE ARNOL	Grade 6	Step 9	96.88	47,715	23,912	13	71,641	2,015	-	0.97
1203A - Admin Services 6 (1203A-10289)-JACALYN EVENSON-	Grade 6	Step 9	96.88	47,715	23,855	13	71,583	2,015	-	0.97
1203A - Admin Services 6 (1203A-10789)-KIM WEILER (10789)	Grade 6	Step 9	96.88	47,715	23,912	13	71,641	2,015	-	0.97
1203A - Admin Services 6 (1203A-10833)-VICKI ZIEGAHN (1083	Grade 6	Step 9	96.88	47,715	23,912	13	71,641	2,015	-	0.97
1203A - Admin Services 6 (1203A-11979)-CHARLENE SMITH (1	Grade 6	Step 3	96.88	41,046	22,779	12	63,836	2,015	-	0.97
1207-Admin Services 3 (1207-12703)-SHARON MEULENBELT (1	Grade 3	Step 4	80.00	25,393	16,850	-	42,243	1,664	-	0.80
1210A - Admin Services 6 (1210A-11948)-MELISSA KLOOS (119	Grade 6	Step 5	96.88	43,262	23,186	12	66,460	2,015	-	0.97
1218-Admin Services 6 (1218-10680)-KATHLEEN SCHUTZ (1068	Grade 6	Step 11	96.88	49,952	24,262	14	74,228	2,015	-	0.97
Total Administrative Services				350,513	182,668	92	533,273	15,769	-	7.59
Non FTE Count										
1215-Bailiff (1215-10384)-DAVID HOKS (10384)		Salaried	100.00	-	-	1	1	2,080	-	1.00
1215-Bailiff (1215-10384)-DAVID HOKS (10384)		Salaried	100.00	2,588	266	1	2,855	2,080	-	1.00
1215-Bailiff (1215-10460)-KATHLEEN KROLL (10460)		Salaried	100.00	-	-	-	-	2,080	-	1.00
1215-Bailiff (1215-10460)-KATHLEEN KROLL (10460)		Salaried	100.00	854	88	-	942	2,080	-	1.00
1215-Bailiff (1215-10490)-CARL LEMKE (10490)		Salaried	100.00	-	-	1	1	2,080	-	1.00
1215-Bailiff (1215-10490)-CARL LEMKE (10490)		Salaried	100.00	3,106	319	1	3,426	2,080	-	1.00
1215-Bailiff (1215-10661)-THOMAS SACHS (10661)		Salaried	100.00	-	-	-	-	2,080	-	1.00
1215-Bailiff (1215-10661)-THOMAS SACHS (10661)		Salaried	100.00	1,304	134	-	1,439	2,080	-	1.00

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2021  
 Budget Line Year 2021  
 Department or Sub-Department 0703 - Clerk Of Courts

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
1215-Bailiff (1215-10848)-JEAN DROLLINGER-PANKO (10848)		Salaried	100.00	-	-	-	-	2,080	-	1.00
1215-Bailiff (1215-10848)-JEAN DROLLINGER-PANKO (10848)		Salaried	100.00	1,035	106	-	1,142	2,080	-	1.00
Total Non FTE Count				8,888	915	5	9,808	20,800	-	10.00
Total 0703-51221 - Clerk of Courts				579,298	283,297	114	862,709	44,629	-	21.47
Total 0703 - Clerk Of Courts				579,298	283,297	114	862,709	44,629	-	21.47
Total 07 - Clerk of Courts				579,298	283,297	114	862,709	44,629	-	21.47
<b>Grand Total</b>				<b>579,298</b>	<b>283,297</b>	<b>114</b>	<b>862,709</b>	<b>44,629</b>	<b>-</b>	<b>21.47</b>

# CLERK OF CIRCUIT COURT

## MISSION STATEMENT

The role of Wisconsin's court system is to protect individuals' rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent, and effective.

The mission of the Wood County Clerk of Circuit Court is to coordinate and manage the business and financial operations of the Wood County Clerk of Circuit Courts Office and to provide courteous, proficient and professional services to all internal and external customers.

The Clerk of Court's Office is the official record keeper for matters brought before the Wood County Circuit Court. The office receives and disburses bail, fines, forfeitures, fees, and restitution as provided for by state statute or upon order of the court and supports and assists other county and state agencies through the coordination of services and the collection and reporting of case related information.

### PROGRAMS/SERVICES

The duties of the Clerk of Circuit Court's Office, as prescribed by state statute and established through local procedure, include the following services:

- ▶ Case management and event tracking
- ▶ Juror management
- ▶ Records management
- ▶ Case related financial services
- ▶ Operations and budget planning
- ▶ Calendar Management/scheduling
- ▶ Facility planning
- ▶ Courtroom operation support



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
24 - Register of Deeds						
2401 - Register Of Deeds						
2401-41230 - Real Estate Transfer Fees						
101-2401-41230-???-000	41-000 - Taxes	(142,000)	(142,000)	0	0.00%	
2401-46130 - Register of Deeds Fees						
101-2401-46130-???-000	46-000 - Public Charges for Services	(262,000)	(262,000)	0	0.00%	
2401-46131 - ROD Laredo Tapestry						
101-2401-46131-???-000	46-000 - Public Charges for Services	(47,000)	(47,000)	0	0.00%	
2401-48100 - Interest						
101-2401-48100-???-000	48-000 - Miscellaneous Revenues	(20)	(20)	0	0.00%	
2401-51710 - Register of Deeds						
101-2401-51710-???-101	101 - Wages-Permanent	203,394	218,184	(14,790)	-6.78%	two deputy positions filled with new employees
101-2401-51710-???-107	107 - Sick Leave	10,706	7,752	2,954	+38.11%	
101-2401-51710-???-108	108 - Vacation	14,858	15,773	(916)	-5.80%	
101-2401-51710-???-109	109 - Holiday	8,873	6,418	2,454	+38.24%	
101-2401-51710-???-119	119 - In or Out Call Pay	0	0	0	0.00%	
101-2401-51710-???-120	120 - FICA	18,194	18,982	(788)	-4.15%	
101-2401-51710-???-130	130 - Health Insurance	79,495	85,455	(5,960)	-6.97%	
101-2401-51710-???-132	132 - Post Employment Benefits	4,038	4,963	(925)	-18.64%	
101-2401-51710-???-133	133 - Vision Insurance	120	152	(32)	-21.26%	
101-2401-51710-???-140	140 - Life Insurance	15	45	(30)	-66.67%	
101-2401-51710-???-151	151 - Retirement	16,054	16,749	(695)	-4.15%	
101-2401-51710-???-160	160 - Worker's Compensation	452	496	(44)	-8.94%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-2401-51710-???-172	172 - Training / Conference / CPE	2,450	2,450	0	0.00%	
101-2401-51710-???-214	214 - Prof Serv-Printing	300	300	0	0.00%	
101-2401-51710-???-219	219 - Prof Serv-Other	61,000	61,000	0	0.00%	
101-2401-51710-???-221	221 - Utility Service-Cellphone / Telephone	1,908	1,908	0	0.00%	
101-2401-51710-???-230	230 - R/M Serv-PC Replacement	2,305	1,825	480	+26.30%	
101-2401-51710-???-311	311 - Office Supplies	4,500	4,500	0	0.00%	
101-2401-51710-???-312	312 - Copy Expense	600	600	0	0.00%	
101-2401-51710-???-313	313 - Postage	2,800	2,800	0	0.00%	
101-2401-51710-???-328	328 - Dues	185	185	0	0.00%	
101-2401-51710-???-331	331 - Mileage	1,850	1,850	0	0.00%	in-person meetings changed to virtual due to covid restrictions
101-2401-51710-???-332	332 - Meals	0	0	0	0.00%	
101-2401-51710-???-333	333 - Lodging / Hotels	1,500	1,500	0	0.00%	in-person meetings changed to virtual
101-2401-51710-???-336	336 - Parking	0	0	0	0.00%	
101-2401-51710-???-340	340 - Operating Supplies & Expense	300	300	0	0.00%	
101-2401-51710-???-511	511 - Insurance-Liability	2,061	1,961	100	+5.10%	
101-2401-51710-???-531	531 - Rent-Interdepartment	22,887	22,887	0	0.00%	
2402 - Register Of Deeds-Redaction						
2402-46130 - Register of Deeds Redaction						
101-2402-46130-???-000	46-000 - Public Charges for Services	0	0	0	0.00%	
2402-51711 - Reg of Deeds Redaction						
101-2402-51711-???-101	101 - Wages-Permanent	0	0	0	0.00%	
101-2402-51711-???-120	120 - FICA	0	0	0	0.00%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-2402-51711-???-130	130 - Health Insurance	0	0	0	0.00%	
101-2402-51711-???-132	132 - Post Employment Benefits	0	0	0	0.00%	
101-2402-51711-???-133	133 - Vision Insurance	0	0	0	0.00%	
101-2402-51711-???-140	140 - Life Insurance	0	0	0	0.00%	
101-2402-51711-???-151	151 - Retirement	0	0	0	0.00%	
101-2402-51711-???-160	160 - Worker's Compensation	0	0	0	0.00%	
101-2402-51711-???-219	219 - Prof Serv-Other	5,300	15,800	(10,500)	-66.46%	
<b>Total 24 - Register of Deeds</b>		<b>15,124</b>	<b>43,815</b>	<b>(28,691)</b>	<b>-65.48%</b>	



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>24 - Register of Deeds</b>					
<b>2401 - Register Of Deeds</b>					
<u>Expense / Expenditure</u>					
2401-51710 - Register of Deeds					
100 - Personnel Services	358,648	-4.97%	377,419	233,397	319,291
200 - Contractual Services	65,513	+0.74%	65,033	54,049	65,033
300 - Supplies and Expense	11,735	0.00%	11,735	4,736	8,835
500 - Fixed Charges	24,948	+0.40%	24,848	16,565	24,848
2401-51710 - Register of Deeds Total	<b>460,844</b>	<b>-3.80%</b>	<b>479,035</b>	<b>308,748</b>	<b>418,007</b>
Expense / Expenditure Total	<b>460,844</b>	<b>-3.80%</b>	<b>479,035</b>	<b>308,748</b>	<b>418,007</b>
<u>Revenue / Funding Source</u>					
2401-41230 - Real Estate Transfer Fees					
41 - Taxes	142,000	0.00%	142,000	78,597	142,000
2401-41230 - Real Estate Transfer Fees Total	<b>142,000</b>	<b>0.00%</b>	<b>142,000</b>	<b>78,597</b>	<b>142,000</b>
2401-46130 - Register of Deeds Fees					
46 - Public Charges for Services	262,000	0.00%	262,000	204,640	262,000
2401-46130 - Register of Deeds Fees Total	<b>262,000</b>	<b>0.00%</b>	<b>262,000</b>	<b>204,640</b>	<b>262,000</b>
2401-46131 - ROD Laredo Tapestry					
46 - Public Charges for Services	47,000	0.00%	47,000	6,656	
2401-46131 - ROD Laredo Tapestry Total	<b>47,000</b>	<b>0.00%</b>	<b>47,000</b>	<b>6,656</b>	
2401-48100 - Interest					
48 - Miscellaneous Revenues	20	0.00%	20	6	
2401-48100 - Interest Total	<b>20</b>	<b>0.00%</b>	<b>20</b>	<b>6</b>	
Revenue / Funding Source Total	<b>451,020</b>	<b>0.00%</b>	<b>451,020</b>	<b>289,899</b>	<b>404,000</b>
<b>2401 - Register Of Deeds Total</b>	<b>9,824</b>	<b>-64.93%</b>	<b>28,015</b>	<b>18,849</b>	<b>14,007</b>
<b>2402 - Register Of Deeds-Redaction</b>					
<u>Expense / Expenditure</u>					
2402-51711 - Reg of Deeds Redaction					
100 - Personnel Services	0	0.00%	0	0	
200 - Contractual Services	5,300	-66.46%	15,800	8,289	10,500
2402-51711 - Reg of Deeds Redaction Total	<b>5,300</b>	<b>-66.46%</b>	<b>15,800</b>	<b>8,289</b>	<b>10,500</b>
Expense / Expenditure Total	<b>5,300</b>	<b>-66.46%</b>	<b>15,800</b>	<b>8,289</b>	<b>10,500</b>
<u>Revenue / Funding Source</u>					
2402-46130 - Register of Deeds Redaction					
46 - Public Charges for Services	0	0.00%	0	0	
2402-46130 - Register of Deeds Redaction Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Revenue / Funding Source Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
<b>2402 - Register Of Deeds-Redaction Total</b>	<b>5,300</b>	<b>-66.46%</b>	<b>15,800</b>	<b>8,289</b>	<b>10,500</b>



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

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	<b>2021 Budget</b>	<b>% Change</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2020 Estimate</b>
<b>24 - Register of Deeds Total</b>	<b>15,124</b>	<b>-65.48%</b>	<b>43,815</b>	<b>27,139</b>	<b>24,507</b>

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# Department Operating Budget Summary

2021 Budget Summary					
<b>Department: 24 - Register of Deeds</b>	2401 - Register Of Deeds	2402 - Register Of Deeds-Redaction	<b>2021 Total</b>	<b>Change %</b>	<b>2020 Budget</b>
<b>Expense / Expenditure</b>					
100 - Personnel Services	358,648	0	<b>358,648</b>	-4.97%	377,419
200 - Contractual Services	65,513	5,300	<b>70,813</b>	-12.40%	80,833
300 - Supplies and Expense	11,735		<b>11,735</b>	0.00%	11,735
500 - Fixed Charges	24,948		<b>24,948</b>	+0.40%	24,848
Total Operating Expenditures	460,844	5,300	<b>466,144</b>	-5.80%	494,835
<b>Expense / Expenditure Total</b>					
	460,844	5,300	<b>466,144</b>	-5.80%	494,835
<b>Revenue / Funding Source</b>					
41 - Taxes	(142,000)		<b>(142,000)</b>	0.00%	(142,000)
46 - Public Charges for Services	(309,000)	0	<b>(309,000)</b>	0.00%	(309,000)
48 - Miscellaneous Revenues	(20)		<b>(20)</b>	0.00%	(20)
Total Operating Expenditures	(451,020)	0	<b>(451,020)</b>	0.00%	(451,020)
<b>Revenue / Funding Source Total</b>					
	(451,020)	0	<b>(451,020)</b>	0.00%	(451,020)
<b>24 - Register of Deeds Tax Levy</b>	<b>9,824</b>	<b>5,300</b>	<b>15,124</b>	-65.48%	43,815



# Department Operating Budget Summary

<b>Department: 24 - Register of Deeds</b>	<b>2020 Budget Summary</b>		
	2401 - Register Of Deeds	2402 - Register Of Deeds-Redaction	<b>2020 Budget</b>
Expense / Expenditure			
100 - Personnel Services	377,419	0	<b>377,419</b>
200 - Contractual Services	65,033	15,800	<b>80,833</b>
300 - Supplies and Expense	11,735		<b>11,735</b>
500 - Fixed Charges	24,848		<b>24,848</b>
Total Operating Expenditures	479,035	15,800	<b>494,835</b>
Expense / Expenditure Total	479,035	15,800	<b>494,835</b>
Revenue / Funding Source			
41 - Taxes	(142,000)		<b>(142,000)</b>
46 - Public Charges for Services	(309,000)	0	<b>(309,000)</b>
48 - Miscellaneous Revenues	(20)		<b>(20)</b>
Total Operating Expenditures	(451,020)	0	<b>(451,020)</b>
Revenue / Funding Source Total	(451,020)	0	<b>(451,020)</b>
<b>24 - Register of Deeds Total</b>	<b>28,015</b>	<b>15,800</b>	<b>43,815</b>

# VICTIM WITNESS SERVICES

## Statement of Departmental Programs and Services Budget Year 2020

### MISSION STATEMENT

The Wood County Victim Witness Services Program strives to provide support and guidance to all victims and witnesses of crime.

*The mission* of the Victim Witness Services Program is to provide victims and witnesses of crime in Wood County information related to their rights as victims and provide assistance in exercising those rights. The State Constitution under Statute Chapter 950 enumerates 57 individual rights that ensure and assure that victims and witnesses are treated with *fairness, dignity and respect* throughout their experience with the criminal justice system.

The Victim Witness Services Program will also provide information on support services in Wood County, assistance with restitution and/or victim compensation, notification of court hearings and help with understanding the criminal justice system, completing a Victim Impact Statement, and much more.

The Victim Witness Services Program is here to assure that victims and witness are treated with *fairness, dignity, right to privacy and respect*.

### PROGRAMS and SERVICES

❖ *Victim/Witnesses Rights*: Expanded with adoption of Marsy's Law May 2020

Victims and Witnesses of crimes in Wood County are best served when they have full knowledge of their rights and are encouraged to engage with the Justice System. It is the role of this office to reach out to victims and furnish that information and be a gateway for them to engage. With the passage of Marsy's Law victim rights "vest" at the time of the crime and have been expanded in some areas. Some of the rights constitutionally granted to victims are:

- The right to be treated with dignity, respect, courtesy, sensitivity, and fairness.
- The right to privacy.
- The right to meaningful and timely notification of charges and court hearings.
- The right upon request to attend all proceedings and to be heard in any proceeding during which a right of the victim is implicated.
- The right to reasonable protection from the accused throughout the criminal and juvenile justice process
- The right to request HIV or STD's testing for the defendant.
- The right to a speedy disposition of the criminal case and to timely disposition free from unreasonable delays
- The right to confer with the District Attorney office at any time during the criminal process.
- The right to full restitution or compensation as provided by laws
- The right to provide a Victim Impact Statement at the time of sentencing.

- The right to not have their personal identifiers used or disclosed for a purpose unrelated to official responsibilities.
- The right to timely notice about all rights granted under this constitutional amendment and all other rights, privileges, or protections of the victim provided by law, including how such rights, privileges, or protections are enforced.

With the new law this office has made changes to the information victims receive. We are also working on ways to reach out to victims sooner to inform them of their rights as soon as possible. The Victim Witness Services Program recognizes the unique position victims and witnesses have in the Judicial system. Their active participation affects all citizens in Wood County through the conviction of criminals and enforcement of laws. Being a victim of a crime is scary enough, navigating the justice system should not be seen as “daunting”. The Victim Witness Services Program is here to help individuals and families navigate and engage in the Judicial process.

### ❖ *Court Hearings:*

The Judicial system can move quickly through hearings. It is the job of Victim Witness Services to make sure victims are informed of hearings. This often means calling victims at the last minute to inform them of changes and inform the courts of their wishes. It is the responsibility of the Victim Witness Services office to make sure the following rights are services are provided to victims and subpoenaed witnesses for court hearings:

- The right to notification of criminal charges.
- The right to be heard if victims’ rights are implicated
- The right to request notice of all court proceedings in adult and juvenile proceedings.
- The right to confer with prosecution.
- The right to have their interests considered in any continuances that are granted.
- The right to request accompaniment in attending a hearing.
- The right to a safe waiting area separate from the defense witnesses.
- The right to employer intercession to avoid loss of employment or other sanctions.
- The right to a witness fee if subpoenaed by the State to testify.
- The right to protection from harm and threats regarding the prosecution of the case.
- Assistance in preparing for and during court appearances, especially with testifying.
- The right to inform the judge of how the crime has affected them and what they would like to see for a sentence – a Victim Impact Statement – made at the time of sentencing

In order to ensure these rights Victim Witness Services Program must receive the appropriate information from the victims / witnesses in a timely manner to effectively communicate to victims and witnesses and assist in exercising these rights. Marsy’s Law requires notices are both reasonable and timely, if not then a new hearing is requested. Support from all members of the judicial system and county stakeholders is essential.

### ❖ *Financial Assistance:*

Victim Witness Services Program collects restitution information to be included with the District Attorney’s file to be considered at disposition of the case. This often requires the collection, compilation, and distribution of documentation of the claim. For many victims / witnesses restitution is their main

concern. Being awarded restitution and receiving monetary remuneration from the offender helps with their healing and feelings of a successful case. Many Victim / Witnesses offices in Wisconsin have staff devoted just to restitution because of the amount of work it takes and how important it is to victims. In addition to restitution, when appropriate victims are also given information and assistance in completing applications for state Crime Victim Compensation funds. Additionally, if a separate Restitution Hearing is required Victim Witness Services will prepare documents for the court and attend with the victims. Victim Witness Services will also assist when asked, in the return of personal property being held as evidence by the sheriff's office.

\*No funds are collected or distributed by the Victim Witness Services Program.

### ❖ *State and Community Referrals:*

Victim Witness Services Program makes referrals to other criminal justice service providers as well as community sources of assistance, including domestic abuse programs, sexual assault programs, shelters, counseling resources and support groups. This office has a strong relationship with The Family Center, Inc., here in Wisconsin Rapids and knowledge of agencies in surrounding areas. Additional agencies this office works with closely are: local law enforcement agencies, State Department of Justice, Office of Crime Victim Services, Safe at Home program, Department of Corrections and other Victim Witness offices. Referrals are made to appropriate community agencies as needs arise.

### ❖ *Post-Conviction Services:*

When conviction results in a prison term victims are provided with information on the services provided through the Department of Corrections. Victims are supplied with the appropriate registration materials and information. If an appeal is indicated, victims are provided with information regarding the appellate services available and when indicated services are provided directly. If restitution is reduced to a civil judgment as the result of a revocation of supervision, victims are notified. Notification as to registration for notice of escape or release is also provided.

### ❖ *General Duties:*

Victim Witness Services Program carries out duties assigned by the District Attorney's office as required. Much of the time in this office is spent in direct service of victims either by attended hearings, contact by phone, reading and researching, completing reports and correspondence. Many hours are also spent in completing both State and County budget reports. As the coordinator I also attend several meetings a month, and continue to attend trainings and webinars to improve my knowledge.

### ❖ *Service Requirements:*

Services outlined above are required per Wisconsin State Statutes Chapter 950 and indicate that in each county, the county board is responsible for the provision of services under this section. The county may seek reimbursement for services provided from the Department of Justice for not more than 90% of the costs incurred in providing those services. Reimbursement forms are completed by the Victim Witness office every six months. The rate is determined by the Department of Justice and can fluctuate per

reporting period. The reimbursement rate for the period January – June 2020 is 42.5%. This is a significant decrease from previous years. The decrease in funding available has been tied to the effects of Covid -19 on the state’s economy as reimbursement funding comes from State and County fees and surcharges collected. Reimbursement may be suspended or terminated if the county fails to comply with the required duties. Additionally, the county could be the subject of a complaint of a violation of crime victims’ rights to the Crime Victim Rights Board which could result in a private or public reprimand, or forfeiture, or report and recommendation.

### ❖ *Services Provided:*

A synopsis of services provided from January 1<sup>st</sup> to August 25, 2020:

- 1006 Initial Contact letters sent / 2760 total mailed communications
- 4592 Total Services Provided
- 152 meetings with Victims or Witnesses

There has been a small decline in the number of face-to-face meetings with victims because of Covid 19.

## **2020 NARRATIVE**

There have been a lot of changes in VictimWitness Services this past year. The biggest change is the new location. Thanks to the support of some key board members our office was moved the last week of January 2020 to the second floor. The new location provides more room for meeting with victims and improved access to the third floor courtrooms and district attorney’s office. This office has also increased victim access while importantly improving privacy and security. Other changes came when Sue McCarthy announced her retirement. Sue brought with her institutional knowledge that was invaluable and she is dearly missed by many. New to VictimWitness is Monica Waltenberry, she has jumped right into serving victims and witnesses with professionalism and excellence.

With Covid 19 Victim Witness Services has had to adapted to victims calling more for services and court appearances. Jury Trials have been suspended since March but will start again in September, we foresee a very busy fourth quarter as the courts attempted to make up for lost time.

One of the goals from last year was to decrease the amount of paper used, with more people using email and other electronic means of communication I hope to see a reduction in paper usage and an increase in budget savings.

At the first of the year the Judges gave Victim Witness the approval to change how we handle cases that involve domestic abuse charges. Many victims of domestic violence do not want the court imposed no contact orders and reach out to VictimWitness to get that changed. To increase victim safety and provide the judges with some sense that victims understand the precarious situation they are in, starting this fall in order to remove the no contact victims must meet with a Domestic Violence advocate from the Family Center to complete a safety plan. They also will learn more about the cycle of violence and the effects violence has the their family and the community. This has increase collaboration with local advocacy centers and hopefully improved victim safety.

Another area of change is in training. Because of Covid 19 all face to face trainings and conferences have been cancelled. Rather than just take the year off I reached out to VictimWitness coordinators from bordering counties and formed the “central Wisconsin workgroup” this informal group provides an avenue to learn from each other. Because of our demographics we face many of the same issues and can lean on each other for support and knowledge. We are also doing much more via online trainings and instruction. Many of these are offered by the state and all have been free.

While we are in the midst of a global pandemic many of the “normal” functions of the VictimWitness office have been postponed or have had to be adapted. These challenges have increased our fierce devotion to providing victims superior support. While the rest of their lives maybe in turmoil, we are doing our best to provide a sense of security.

During these uncertain times VictimWitness Services is doing everything possible to reduce or maintain costs. Last year I referenced the possibility of increasing the size of this office to accommodate the increase in the number of attorneys in the DA’s office. It is recommend by state to have one full time Victim Witness coordinator or specialist to every three attorneys. Currently the DA’s office has five attorneys with one vacancy. While our responsibilities have increased with more attorneys handling more case and Marsy’s law, for now we will continue to do our best with two staff members.

As always, VictimWitness Services are dedicated to providing services, information, assistance, support and guidance to all Victims / Witnesses of crime in Wood County.

Sincerely, Michele Newman, MS,

Coordinator



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<b>32 - Victim Witness</b>					
<b>3201 - Victim Witness</b>					
<u>Expense / Expenditure</u>					
3201-51315 - Victim Witness Program					
100 - Personnel Services	134,074	-6.79%	143,840	87,620	137,057
200 - Contractual Services	1,375	0.00%	1,375	534	1,375
300 - Supplies and Expense	4,895	0.00%	4,895	1,094	2,480
500 - Fixed Charges	4,614	+1.94%	4,526	3,017	3,330
3201-51315 - Victim Witness Program Total	<b>144,958</b>	<b>-6.26%</b>	<b>154,636</b>	<b>92,266</b>	<b>144,242</b>
Expense / Expenditure Total	<b>144,958</b>	<b>-6.26%</b>	<b>154,636</b>	<b>92,266</b>	<b>144,242</b>
<u>Revenue / Funding Source</u>					
3201-43511 - State Aid-Victim Witness					
43 - Intergovernmental Revenues	74,000	0.00%	74,000	29,246	
3201-43511 - State Aid-Victim Witness Total	<b>74,000</b>	<b>0.00%</b>	<b>74,000</b>	<b>29,246</b>	
3201-45120 - Co Share of St Fines & Forfeit					
45 - Fines, Forfeits and Penalties	10,000	0.00%	10,000	5,972	
3201-45120 - Co Share of St Fines & Forfeit Total	<b>10,000</b>	<b>0.00%</b>	<b>10,000</b>	<b>5,972</b>	
Revenue / Funding Source Total	<b>84,000</b>	<b>0.00%</b>	<b>84,000</b>	<b>35,218</b>	
<b>3201 - Victim Witness Total</b>	<b>60,958</b>	<b>-13.70%</b>	<b>70,636</b>	<b>57,047</b>	<b>144,242</b>
<b>3202 - Victim Witness-Task Force</b>					
<u>Expense / Expenditure</u>					
3202-51316 - Victim Witness Task Force					
200 - Contractual Services	0	0.00%	0	0	
300 - Supplies and Expense	0	0.00%	0	0	
3202-51316 - Victim Witness Task Force Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Expense / Expenditure Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
<u>Revenue / Funding Source</u>					
3202-43210 - Victim Witness State Aid					
43 - Intergovernmental Revenues	0	0.00%	0	0	
3202-43210 - Victim Witness State Aid Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Revenue / Funding Source Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
<b>3202 - Victim Witness-Task Force Total</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
<b>32 - Victim Witness Total</b>	<b>60,958</b>	<b>-13.70%</b>	<b>70,636</b>	<b>57,047</b>	<b>144,242</b>



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
32 - Victim Witness						
3201 - Victim Witness						
3201-43511 - State Aid-Victim Witness						
101-3201-43511-???-000	43-000 - Intergovernmental Revenues	(74,000)	(74,000)	0	0.00%	
3201-45120 - Co Share of St Fines & Forfeit						
101-3201-45120-???-000	45-000 - Fines, Forfeits and Penalties	(10,000)	(10,000)	0	0.00%	
3201-51315 - Victim Witness Program						
101-3201-51315-???-101	101 - Wages-Permanent	77,366	79,085	(1,719)	-2.17%	
101-3201-51315-???-107	107 - Sick Leave	3,956	4,209	(254)	-6.02%	
101-3201-51315-???-108	108 - Vacation	3,274	6,757	(3,483)	-51.54%	
101-3201-51315-???-109	109 - Holiday	3,278	3,485	(207)	-5.93%	
101-3201-51315-???-120	120 - FICA	6,722	7,156	(433)	-6.05%	
101-3201-51315-???-130	130 - Health Insurance	31,798	34,182	(2,384)	-6.97%	
101-3201-51315-???-132	132 - Post Employment Benefits	1,019	1,871	(852)	-45.54%	
101-3201-51315-???-133	133 - Vision Insurance	32	65	(32)	-50.00%	
101-3201-51315-???-140	140 - Life Insurance	30	30	0	0.00%	
101-3201-51315-???-151	151 - Retirement	5,932	6,314	(382)	-6.05%	
101-3201-51315-???-160	160 - Worker's Compensation	167	187	(20)	-10.75%	
101-3201-51315-???-172	172 - Training / Conference / CPE	500	500	0	0.00%	No in person training in 2020
101-3201-51315-???-214	214 - Prof Serv-Printing	650	650	0	0.00%	
101-3201-51315-???-221	221 - Utility Service-Cellphone / Telephone	625	625	0	0.00%	
101-3201-51315-???-243	243 - R/M Serv Other-Equipment	100	100	0	0.00%	



# Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-3201-51315-???-311	311 - Office Supplies	785	785	0	0.00%	less use of paper, general office supplies this year
101-3201-51315-???-312	312 - Copy Expense	10	10	0	0.00%	less use of shared copier
101-3201-51315-???-313	313 - Postage	2,000	2,000	0	0.00%	more emails, fewer letters
101-3201-51315-???-331	331 - Mileage	1,200	1,200	0	0.00%	No travel in 2020
101-3201-51315-???-332	332 - Meals	150	150	0	0.00%	No Travel in 2020
101-3201-51315-???-333	333 - Lodging / Hotels	600	600	0	0.00%	No travel in 2020
101-3201-51315-???-340	340 - Operating Supplies & Expense	150	150	0	0.00%	
101-3201-51315-???-511	511 - Insurance-Liability	1,174	1,196	(22)	-1.84%	
101-3201-51315-???-531	531 - Rent-Interdepartment	3,440	3,330	110	+3.30%	
3202 - Victim Witness-Task Force						
3202-43210 - Victim Witness State Aid						
101-3202-43210-???-000	43-000 - Intergovernmental Revenues	0	0	0	0.00%	
3202-51316 - Victim Witness Task Force						
101-3202-51316-???-219	219 - Prof Serv-Other	0	0	0	0.00%	
101-3202-51316-???-340	340 - Operating Supplies & Expense	0	0	0	0.00%	
<b>Total 32 - Victim Witness</b>		<b>60,958</b>	<b>70,636</b>	<b>(9,678)</b>	<b>-13.70%</b>	

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, August 12, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

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

**OTHERS PRESENT:** (for part or all of the meeting in person, telephone or video conference): Kim McGrath, Shannon Lobner, and Lisa Keller

1. The meeting was called to order at 1:01 p.m. by Vice-Chairman Clendenning.
2. A quorum was declared.
3. There were no public comments.
4. **A motion was made by Hamilton and seconded by Leichtnam to approve the minutes from the July 22, 2020 meeting. All voted aye, motion carried.**
5. Pursuant to Wisconsin State Stat. 19.85(1)(c) and with no objections from the committee, Vice-Chairman Clendenning declared the meeting in closed session at 1:03 p.m. to review the job applications for the Criminal Justice Coordinator position. Present in closed session were Clendenning, Leichtnam, Vruwink, Solheim, Hamilton, Becker, McGrath, Lobner, Keller and Fischer.  
  
**A motion was made by Clendenning and seconded by Hamilton, to return to open session. All voted aye, motion carried. The meeting returned to open session at 2:11 p.m.**
6. The next meeting will be Wednesday, September 9, 2020 for position interviews.
7. Vice-Chairman Clendenning adjourned the meeting at 2:14 p.m.

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

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, August 26, 2020  
**TIME:** 2:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

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

**OTHERS PRESENT:** (for part or all of the meeting in-person, telephone or video conference): Kim McGrath, Shannon Lobner, Lance Pliml, Brandon Vruwink and Lisa Keller

1. The meeting was called to order at 2:00 p.m. by Chairman Fischer
2. A quorum was declared.
3. There were no public comments.
4. **A motion was made by Hamilton and seconded by Leichtnam to approve the minutes from the August 12, 2020 meeting. All voted aye, motion carried.**
5. Discussion took place by the committee on alternatives to having a Youth Mental Health Diversion Program versus a Youth Mental Health Court and if this is an avenue that the committee would like to continue to research. Discussion ensued and based on committee member responses, it is the consensus of the committee to complete the hiring process of the Criminal Justice Coordinator and then have the committee and the Criminal Justice Coordinator continue to develop and research treatment diversion programs, with further discussions with Human Services and the District Attorney's office. Due to the poor quality of sound on the video-conferencing, confirmation was needed to ensure that Hamilton heard the discussion that had taken place, and he confirmed that he had.
6. Information on the TAP grant, funding resources and timelines were presented and discussed by the committee. A copy of Wood County Human Services Director, Brandon Vruwink's, e-mail response was distributed at the meeting and is attached with the minutes for this meeting. **A motion was made by Clendenning and seconded by Hamilton, to contact the Human Services Department and have them look into and further pursue the grant proposal.** Further discussion ensued and the committee determined that Human Services could express intent to apply for the grant, within the time constraints, and further work on the proposal once the Criminal Justice Coordinator is hired. **All voted aye, motion carried unanimously.**

7. Fischer asked the committee if they would like to go into closed session, pursuant to Wisconsin State Stat. 19.85(1)(c) to review additional job applications and qualifications for the Criminal Justice Coordinator position. **Roll call vote was taken to go into closed session with Leichtnam voting no; Clendenning voting no; Fischer voting yes; Becker voting yes; Vruwink voting no; Hamilton voting no; and Solheim voting no. Vote did not pass so the committee remained in open session.** Discussion ensued about the consideration of applications that were received after the job posting deadline for the Criminal Justice Coordinator position. The consensus of the committee was to proceed with the interviewing date and candidates that were selected at the last meeting.
8. Next steps of the committee and future agenda items will include:
  - Finalize interview questions for the Criminal Justice Coordinator interviews
  - Interviewing of candidates for the Criminal Justice Coordinator Position
  - Research and Establishment of Youth Mental Health Diversion Programs
9. The next committee meeting will be on **Wednesday, September 9, 2020** at 8:30 a.m. in Room 114 of the Wood County Courthouse.
10. Chairman Fischer adjourned the meeting at 2:40 p.m.

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

## **Brent Vruwink**

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**From:** Brandon Vruwink  
**Sent:** Wednesday, August 26, 2020 11:56 AM  
**To:** Brent Vruwink; Mary Solheim  
**Cc:** Adam Fischer  
**Subject:** RE: TAP Grant

Hi Everyone,

I have spent some time reviewing the grant details. I agree, per the requirements, Wood County Human Services is the only county entity who can apply for this grant. It would take some time for me to think about the grant before I can answer whether we would have the capacity to apply. I use the word capacity because it would require a significant time commitment to put together a quality grant application. I would guess it would take between 80 to 100 hours of work to develop a solid grant proposal. I would not be willing to rush the grant process as time is needed to create a strong and effective program.

I do have some concerns about whether the county can pull the key stakeholders together in a timely fashion. In addition, can everyone come together and be supportive of the programming? The grant specifically outlines the collaboration between the DA, Community Corrections, Jails, Law Enforcement, and the Courts. As the CJCC has worked to develop programming, it has been a challenge to identify programming with widespread support. If the CJCC believes they can bring the stakeholders together, that will go a long way in making this grant application possible.

I understand the CJCC is working through the interview process for hiring a Coordinator. I don't know who you are considering but will offer some unsolicited advice if you consider treatment grants. It would be best if you were looking for someone who has experience in providing treatment services or has provided case management services. The person should have the ability to step in if needed to provide support to those in the program. This does not mean they have to be a licensed treatment professional, but they must have the ability to make connections, be empathetic and supportive.

If Wood County Human Services applies for this grant, we are putting our reputation on the line with the Department of Health Services. We have applied for and been awarded grants from DHS that are in the millions of dollars. I would not put a grant together that I did not believe would have the necessary support. Also, since WCHSD would be the grant recipient, we would be responsible for handling the fiscal and program oversight. The grant will require that.

I will be honest that time is of concern to me. Typically in grants like this, I am very involved in the grant writing process. Working through the budget right now takes a great deal of my time.

Those are my initial thoughts; I need some more time to consider this and obviously would appreciate hearing more from the CJCC on what their wishes/thoughts are as they consider moving forward. Please don't mistake my apprehension as an unwillingness to be supportive. I have a strong interest in providing more support to those in our community that need treatment. In particular, I am very supportive of offering those involved with the Criminal Justice system more support. However, to make this work, it will take the support of all of the stakeholders.

Thank you for reaching out!

Brandon

**From:** Brent Vruwink <bvrwink@co.wood.wi.us>  
**Sent:** Wednesday, August 26, 2020 11:13 AM  
**To:** Brandon Vruwink <bkrwink@co.wood.wi.us>; Mary Solheim <msolheim@co.wood.wi.us>