

**NOTICE OF MEETING**  
**HUMAN RESOURCES COMMITTEE**

**February 27, 2020 – 3:30 PM**

Administration Building  
508 New York Avenue  
Sheboygan WI 53081  
Conference Room 302

**Agenda**

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Human Resources Committee – Regular Meeting – January 23, 2020

Review and Approve Vouchers

Correspondence and Other Issues

Transportation Director Greg Schnell

- Consideration of Salary Equity Increases for Certain Employees

Rocky Knoll Administrator Kayla Clinton

- Consideration of Hiring above Midpoint for Environmental Services Worker
- Consideration of Sign-on Bonuses for Nursing Positions

Sheriff Cory Roeseler and Inspector Chad Broeren

- Consideration of Change in Table of Organization to include Vacant Position Request for Support Services Coordinator

Health and Human Services Director Matthew Strittmater

- Consideration of Hiring Senior Administrative Specialist Above the Midpoint
- Consideration of Temporary Upgrade of Community Engagement Supervisor to Health Officer Contingent upon Health and Human Services Committee Approval

County Administrator Adam Payne

- Consideration of Appointment of Human Resources Director Dennis Miller
- Consideration of Equity Adjustment for Finance Director
- Consideration of Benefits Consultant RFP
- Consideration of Elected Officials Salaries Report
- Consideration of Ordinance to Change Chapter 47 to Reflect Change in Certain Elected Officials Salaries

Corporation Counsel Crystal Fieber

- Year to Date Budget Review
- Review of Summary of Previous Months Activities and Hours
- Review of Claims and Litigation Report

Human Resources Manager Penny Elsner

- Human Resources Department Updates

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Penny Elsner, Phone: 459.6481

Recording Secretary

Edward Procek

Committee Chairperson

NOTE: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner, 920.459.6481 prior to the meeting so that accommodations may be arranged.

## **SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES**

Administration Building  
508 New York Avenue - Room 302  
Sheboygan WI 53081

**January 23, 2020**

**Called to Order: 3:30 PM**

**Adjourned: 4:23 PM**

**MEMBERS PRESENT:** Chair Ed Procek, Vice Chair Charlie Conrardy, Secretary Roger TeStroete, Members Fran Damp and Michael Ogea

**OTHERS PRESENT:** IT Director Christopher Lewinski, Health and Human Services Director Matthew Strittmater, Rocky Knoll Administrator Kayla Clinton, Supervisor Vernon Koch, Staff Accountant Jeremy Fredericks and Transportation Superintendent Bryan Olson,

Chairperson Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairperson Procek confirmed the meeting was posted January 22, 2020 at 12:20 PM, in compliance with the open meeting law.

A motion to approve the minutes of December 4, 2019 as presented was made by Supervisor Conrardy. Supervisor Damp seconded the motion. Motion carried unanimously.

On behalf of Transportation Director Greg Schnell, Transportation Superintendent Bryan Olson requested approval for the Vacant Position Request for a Limited Term Employee (LTE). A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

IT Director Christopher Lewinski requested approval for a change in Table of Organization. A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

IT Director Christopher Lewinski requested approval for the Vacant Position Request for the Administrative Clerk. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for the Vacant Position Request for a Limited Term Employee (LTE). A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for the Vacant Position Request for the Public Health Manager. A motion was made by Supervisor Damp granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for the Vacant Position Request for a Senior Accountant. A motion was made by Supervisor Ogea granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request for a Limited Term Employee (LTE). A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for a Table of Organization Change to include the Vacant Position Request for a part time Administrative Clerk, Project Coordinator and Assistant Administrator. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Page 2

Thursday, January 23, 2020

Human Resources Manager Penny Elsner reviewed the Human Resources Department activities with the Committee.

A motion to approve the vouchers as presented was made by Supervisor Conrardy. Supervisor Damp seconded the motion. Motion carried with Supervisor Ogea voting "NAY."

A motion was made by Supervisor Conrardy for Chairman Procek and Supervisor Damp to claim per diem for their attendance at the interview sessions for the Human Resources Director. Supervisor TeStroete seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor Conrardy. Supervisor Damp seconded the motion. Motion carried unanimously with adjournment at 4:23 PM.

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Penny Elsner  
Recording Secretary

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Roger TeStroete  
Secretary



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## Memorandum

**TO:** Human Resources Committee members

**FROM:** Kayla Clinton, Rocky Knoll Administrator *Kne*

**DATE:** February 27, 2020

**SUBJECT:** Consideration of Sign on Bonuses for Certified Nursing Assistants and Registered Nurses

Rocky Knoll's five star quality rating is in jeopardy due to three full-time open Registered Nurse (RN) positions for the 2nd and 3rd shifts and 10 full-time Certified Nursing Assistant (CNA) positions (three on 1<sup>st</sup> shift, four on 2<sup>nd</sup> shift and three on 3<sup>rd</sup> shift). RN and CNA to resident ratios is one of the components used in the quality rating. We currently have a five star rating for staffing, with a very narrow margin sliding towards four stars. In order to maintain and improve our quality of care for our residents, we need to fill these open positions.

The first proposal is to offer a \$1,000 sign on bonus for three RNs accepting full-time positions on 2<sup>nd</sup> and 3<sup>rd</sup> shift. This would amount to \$3,000 in expenses. The Health Care Committee has approved a \$500 bonus after 6 months of employment with the remaining \$500 to be paid out at the first anniversary date.

The second proposal is to offer a \$1000 sign on bonus for four CNAs accepting full-time positions on 2<sup>nd</sup> shift and 3 CNAs on 3<sup>rd</sup> shift. This would amount to \$7,000 in expenses. The Health Care Committee has approved a \$500 bonus after 6 months of employment with the remaining \$500 to be paid out at the first anniversary date.

The third proposal is to offer a \$250 sign on bonus for three CNAs accepting full-time positions on 1<sup>st</sup> shift. This would amount to \$750 in expenses. The Health Care Committee has approved a \$250 bonus to be paid out at the first anniversary date.

In total, the three proposals would amount to \$13,304. The proceeds for which will be covered by the reduced need to pay CNAs and Nurses overtime and CNA agency costs to fill the current open positions due to staffing shortages.

Thank you for your consideration.

# REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Sheriff</b>	<b>Date:</b>
<b>Effective Date of Change:</b>	<b>04/01/2020</b>

*It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.*

## TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	<i>CURRENT</i>			<i>PROPOSED</i>		
	FT	PT	FTE	FT	PT	FTE
Administrative Assistant/Secretary II	6	0	0	5	0	0
Support Services Coordinator	0	0	0	1	0	0
TOTALS						

## NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

The Support Services Coordinator will reduce the workload of the Support Services Administrator by taking over some tasks and provide supervision in the absence of the Support Services Administrator.

## BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Support Services Coordinator	\$53,487.00	\$71,172.00	Cost savings from elimination of Administrative Assistant position and savings with the position being vacant for 2 months which is \$11,624. Annual cost for eliminated Administrative Assistant position was \$69,475.

## RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

Due to a vacancy in our Administrative Assistant positions, we are requesting a change to our Table of Organization by replacing an Administrative Assistant position with a Support Services Coordinator for several reasons. The Support Services Administrator is currently overtasked and there is not a viable option internally to reduce the workload. Secondly, we have no succession plan when the Support Services Administrator eventually retires. Lastly, we have no supervision in the Support Services Division when the Support Services Administrator is off.

## ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

## ACTION TAKEN

Department Head Determination:

Date: 2-17-2000

☒ Approved

Signature: \_\_\_\_\_

☐ Denied

Liaison Committee Action:

☒ Approved

☐ Denied

Date: 7-20-2020

Committee Chair: Vern Karl

Human Resources Committee:

☐ Approved

☐ Denied

Date: \_\_\_\_\_

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

*Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.*





## Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 2/20/2020

**To:** Law Committee Members

**From:** Sheriff Cory Roeseler & Inspector Chad Broeren

**Position Request:**

**Position:** Support Services Coordinator

**Reason for Vacancy:** An Administrative Assistant position is vacant due to a retirement. We are looking to increase the responsibility (supervisory) and workload of the position.

**Justification:**

Due to a vacancy in our Administrative Assistant positions, we are requesting a change to our Table of Organization by replacing an Administrative Assistant position with a Support Services Coordinator for several reasons. The Support Services Administrator is currently overtasked and there is not a viable option internally to reduce the workload. Secondly, we have no succession plan when the Support Services Administrator eventually retires. Lastly, we have no supervision in the Support Services Division when the Support Services Administrator is off.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds:

We will utilize the monies saved by the position being unfilled for two months which will total (with benefits) \$11,624.00 to off-set the wage increase.

We will be seeking approval from the Finance Committee to provide additional budgetary funding for these positions. See below for costs.

**Costs:**

**The annual costs associated with the position (current year's wage & benefit rates):**

Wages	Benefits	Total
\$42,640.00	\$28,532	\$71,172.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.

08/2015



# SHEBOYGAN COUNTY

*Division of Public Health  
Health and Human Services Department*



## Proposal for Interim Public Health Officer

Wisconsin State Statutes, Chapter 251 and Administrative Code DHS 140, discuss the local health officer qualifications and duties. Due to the need to cover the Health Officer position during the period of time before a permanent Health Officer is named, I would like to make the following recommendation.

Starrlene Grossman, our current Community Engagement Supervisor, possesses the skills and knowledge to serve as the Interim Health Officer. Starrlene is a full-time employee (s. 251.02 (2) (c) 1) and meets the educational level requirements for a Level II or III local health department (ss. 251.06 (1) (b and c)). Starrlene is a Registered Nurse and graduated in 2019 with a Master in Public Health from the University of Minnesota. In addition, Starrlene meets the requirement of three years of experience in administrative roles in a local health department as required in the previous statutes. Starrlene has been with Sheboygan County Health and Human Services, Division of Public Health since 2013 and has been a supervisor since August 2016.

Starrlene possesses the knowledge and experience to conduct the required services listed under DHS140.04. This Administrative Code describes the following areas that the Health Officer needs to be able to provide leadership for developing and maintaining the public health system in Sheboygan County:

- Surveillance and investigation
- Communicable disease control
- Other disease prevention
- Emergency preparedness and response
- Health promotion
- Human health hazard control
- Policy and planning
- Leadership and organizational competencies
- Public health nursing services

I believe that Starrlene possesses the skills and expertise to serve as the Interim Health Officer. Starrlene has demonstrated her commitment to serving the needs of the community. She is a valued member of the leadership team within the Division of Public Health and Health and Human Services. I would strongly recommend that Starrlene hold the position of Interim Public Health Officer.

Respectfully submitted,

Diane Liebenthal RN, MS  
Division of Public Health Manager/ Health Officer



# Benefits Consultant RFP Summary

Draft

- RFP released on 12/16/2019
- RFP deadline – 1:30 PM 01/29/2020
- 5 responses received from 14 inquiries

Company	ABRC – Kimberly WI	AON – Green Bay WI	Gallagher – Brookfield WI	M3 – DePere WI	NIS – Brookfield WI
<b>Number of Staff Directly Assigned to Sheboygan County</b>	3 Primary Account Team 16 Other Team Members 394 Employees	2 Primary Account Team 1 to be added based on need 100 Employees	2 Primary Account Team 3 Local Service Team 8 Other Team Members 30,000 Employees	2 Primary Account Team 6 Other Team Members 300+ Employees	3 Primary Account Team 2 Other Team Members 110 Employees
<b>References</b>	<ul style="list-style-type: none"> <li>• Waupaca County</li> <li>• Fond du Lac County</li> <li>• Calumet County</li> </ul>	As courtesy and protection to their clients; will provide if chosen as a finalist	<ul style="list-style-type: none"> <li>• City of Milwaukee</li> <li>• Lutheran Social Services</li> <li>• County of Muskegon</li> </ul>	<ul style="list-style-type: none"> <li>• Manitowoc County</li> <li>• Green Bay Area Public Schools</li> <li>• Door Kewaunee School District Cooperative</li> </ul>	<ul style="list-style-type: none"> <li>• Mukwonago School District</li> <li>• Slinger School District</li> <li>• Shawano School District</li> <li>• Waukesha County</li> <li>• Sheboygan Area School District (?)</li> </ul>
<b>Broker Fees</b>	<ul style="list-style-type: none"> <li>• \$36,000 annually medical plan consulting fee – 2 year contract term</li> <li>• \$0.50 per employee per month dental plan consulting fee – built into the administration fee</li> <li>• Voluntary Vision 8% and Voluntary Disability 15% (annual premium). The commissions do not have a direct cost impact to the County. Aggregate is approximately \$20,000 annually.</li> </ul>	<ul style="list-style-type: none"> <li>• \$110,000 annually - 3 year term</li> <li>• For years 2 and 3 – amount will be increased by 3% per year</li> <li>• Fees based on the following: <ul style="list-style-type: none"> <li>○ Complexity of the needs/plans involved</li> <li>○ Variety of mix of the Aon Team of professionals assembled to serve the client</li> <li>○ Any additional organization resources that contribute to our</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• \$71,928 annually (based on 666 active participants)</li> <li>• \$9.00 Per Employee Per Month (only employees that participate on plan)</li> </ul>	<ul style="list-style-type: none"> <li>• \$115,000 annually for medical, commission on the ancillary lines – 2 year rate guarantee</li> </ul>	<ul style="list-style-type: none"> <li>• \$73,840 annually (billed quarterly) plus carrier commissions on non-medical lines of business – 2 year agreement</li> </ul>

		service delivery <ul style="list-style-type: none"> <li>○ Scope of services agreed to between Aon and client</li> </ul>			
<b>Costs Include</b>	<ul style="list-style-type: none"> <li>• <u>Basics</u> <ul style="list-style-type: none"> <li>○ Create and Maintain strategic plan</li> <li>○ Manage RFP process and negotiate best pricing</li> <li>○ Perform risk assessments</li> <li>○ Facilitate day to day work flow between organization and insurance carrier</li> <li>○ Support the County and the employee's questions</li> </ul> </li> <li>• <u>Employee Communication</u> <ul style="list-style-type: none"> <li>○ Customized employee summaries and packets (i.e. Focus on Benefits)</li> <li>○ Onsite employee meetings</li> <li>○ Web-based employee presentations</li> <li>○ Health Plan Selector tool</li> <li>○ Consumer Toolkit</li> <li>○ Employee Access website</li> <li>○ Total</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Strategy and Design Consulting</li> <li>• Benchmarking</li> <li>• Cost Projections</li> <li>• Actuarial Services</li> <li>• Renewals, Plan Selection, and Broker Services</li> <li>• Vendor Management</li> <li>• Compliance Services</li> <li>• Prescription Drug Consulting</li> <li>• Health Management &amp; Wellness</li> <li>• Communication</li> <li>• Absence Management Consulting</li> <li>• Data Warehousing</li> <li>• Financial Audits and Operational Assessments</li> <li>• Mergers and Acquisitions and Aon M&amp;A and Transaction Solutions</li> <li>• 5500 Filings</li> <li>• Middle Market Experience</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal Analysis</li> <li>• Periodic Plan Financial Reports: (Frequency to be mutually agreed upon)</li> <li>• Annual Financial Reports (end of Year Accounting)</li> <li>• Employee Education Programs</li> <li>• Carrier Marketing and Negotiations, as Directed by Client</li> <li>• Legislative and Corporate Compliance Support</li> <li>• Communication Materials</li> <li>• Benefit Administration Assessment</li> <li>• Market Benchmarking Studies</li> <li>• Benefit Plan Design (or Redesign)</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Innovative Solutions</u> <ul style="list-style-type: none"> <li>○ Direct Provider Contracts for Services</li> <li>○ Review of Referenced Based Pricing Solutions</li> <li>○ Unique Medical and Pharmacy Plan Designs</li> <li>○ Health Care and Pharmacy Tourism</li> <li>○ Strategic Partnership with Providers and Health Plans</li> <li>○ Cooperatives</li> </ul> </li> <li>• Population Health Management Approach</li> <li>• Technology Resources</li> <li>• M3 Connect and HRConnection</li> <li>• MyM3</li> <li>• Email Communications</li> <li>• WEBINAR/Seminar Educational Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Plan Analysis</u> <ul style="list-style-type: none"> <li>○ Initial Claim Analysis</li> <li>○ Funding Assessment</li> <li>○ Retiree Evaluation</li> <li>○ Strategic Plan</li> </ul> </li> <li>• <u>Service Modules</u> <ul style="list-style-type: none"> <li>○ Communication Plan</li> <li>○ Wellness Planning</li> <li>○ Insurance Committee</li> <li>○ Compliance</li> <li>○ Enrollment</li> <li>○ Bidding and Renewal</li> </ul> </li> <li>• Annual Review on all plans - results available ninety days prior to renewal effective date</li> </ul>

Compensation  
Statements

- Employee surveys
- Analytics
  - Benchmarking
  - Claims data software – reporting package
  - Decision support software
- Healthcare Reform
  - Impact studies
  - HCR Implementation Guide
  - ACA Reporting Guide
  - Documents
  - Updates
- Compliance
  - HR Hotline – Expense Waived
  - HR360 – Expense Waived
  - 5500 – Filing document assembly
  - ERISA, HIPAA, Medicare Part D, etc.
- Wellness
  - Customized solution
  - Biometric strategic planning and implementation
  - Wellness campaigns, newsletters and posters
- Other

	○ HR and Technology Consulting Services				
Client Service Plan Outlined	✓ Annual	✓ For first month	Not provided in RFP	✓ Annual	✓ Annual
Public/Private Comparable	✓	✓	✓	✓	Exclusively Public Employee Focused



R5510512

County of Sheboygan  
 Variance Analysis by Company  
 As of 12/31/2019

1/27/2020 11:29:50

Page - 2

SC1082

Corporation Counsel

Budget Current Period	%	Actual Current Period	%	Variance Current Period	%	Description	Budget Year to Date	%	Actual Year to Date	%	Variance Year-to-Date	%
						530000 Operating Expenses						
						531000 Purchased Services						
						531100 Professional Service						
18,827.00	68.2	43,590.26	83.0	24,763.26-	131.5	531205 Legal	225,933.00	68.2	251,256.26	70.2	25,323.26-	11.2
18,827.00	68.2	43,590.26	83.0	24,763.26-	131.5	531100 Professional Service	225,933.00	68.2	251,256.26	70.2	25,323.26-	11.2
18,827.00	68.2	43,590.26	83.0	24,763.26-	131.5	531000 Purchased Services	225,933.00	68.2	251,256.26	70.2	25,323.26-	11.2
						532000 Repair & Maintenance						
						532200 Maintenance of Equi						
						533000 General Operating						
						533100 Advertising and Pri						
						533200 Travel and Meals						
50.00	.2			50.00	100.0	533205 Mileage - Employee	50.00		316.10	.1	266.10-	532.2
						533215 Meals - Employee			21.48		21.48-	
300.00	1.1			300.00	100.0	533220 Lodging - Employee	300.00	.1	186.14	.1	113.86	38.0
						533235 Commercial Trans.			7.00		7.00-	
750.00	2.7			750.00	100.0	533245 Seminars and Train	750.00	.2	300.00	.1	450.00	60.0
1,100.00	4.0			1,100.00	100.0	533200 Travel and Meals	1,100.00	.3	830.72	.2	269.28	24.5
						533300 Dues						
125.00	.5			125.00	100.0	533305 Membership Dues	625.00	.2	706.00	.2	81.00-	13.0
						533450 Fees & Permits						
25.00	.1	60.00	.1	35.00-	140.0	533470 Filing Fees	300.00	.1	380.00	.1	80.00-	26.7
25.00	.1	60.00	.1	35.00-	140.0	533450 Fees & Permits	300.00	.1	380.00	.1	80.00-	26.7
						533500 General Supplies						
						533700 Office Supplies						
						533725 Postage			.47		.47-	
						533700 Office Supplies			.47		.47-	
						533870 Books & Periodicals						
108.00	.4	110.74	.2	2.74-	2.5	533875 Subscriptions	1,303.00	.4	1,328.88	.4	25.88-	2.0
108.00	.4	110.74	.2	2.74-	2.5	533870 Books & Periodicals	1,303.00	.4	1,328.88	.4	25.88-	2.0
1,358.00	4.9	170.74	.3	1,187.26	87.4	533000 General Operating	3,328.00	1.0	3,246.07	.9	81.93	2.5
						535000 Bad Debt Expense						
20,185.00	73.1	43,761.00	83.4	23,576.00-	116.8	530000 Operating Expenses	229,261.00	69.2	254,502.33	71.2	25,241.33-	11.0



## CORPORATION COUNSEL - Monthly Hours Breakdown - December 2019

Attorney	Admin/ General	Airport	Building Services	Child Support	Clerk/ Courts	Corp Counsel	County Admin	County Board	County Clerk	District Attorney	Family Court Com	Finance
CH Fieber		7.1			0.7	2.0	3.0	7.0				7.6
PA Dirkse												
MJ Bauer												
JP Mueller												
OM Bauer												3.3
HC Humke				4.9								
<b>TOTALS</b>	0.0	7.1	0.0	4.9	0.7	2.0	3.0	7.0	0.0	0.0	0.0	10.9
<b>YTD Subtotals</b>	0.0	83.7	26.3	23.5	28.3	82.7	82.9	125.0	7.0	1.2	0.0	94.6

Attorney	HHS Dept.	Human Resources	IT	Museum/ Taylor Hill	Planning/ Conserv	Register Deeds	Rocky Knoll	Sheriff/ Coroner	Trans- portation	Treasurer/ Real Prop	UW System	Veterans' Svcs
CH Fieber	15.6	21.7	2.8		5.3		20.8	2.3	4.8	2.5		
PA Dirkse	0.2							5.7				
MJ Bauer	27.0											
JP Mueller							5.0					
OM Bauer	15.0	0.4			1.0			7.2				
HC Humke												
<b>TOTALS</b>	57.8	22.1	2.8	0.0	6.3	0.0	25.8	15.2	4.8	2.5	0.0	0.0
<b>YTD Subtotals</b>	491.9	99.8	28.9	2.5	134.5	5.1	107.5	149.1	70.3	63.8	6.8	4.3

Attorney	HHSD CHIPS	HHSD TPRs										Attorney Totals
CH Fieber												103.1
PA Dirkse												5.9
MJ Bauer												27.0
JP Mueller												5.0
OM Bauer												26.9
HC Humke												4.9
GD Scaife	20.3	89.6										109.9
												0.0
												0.0
<b>TOTALS</b>	20.3	89.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	282.7
<b>YTD Subtotals</b>	20.3	113.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1851.8

## CORPORATION COUNSEL - Monthly Hours Breakdown - January 2020

Attorney	Admin/ General	Airport	Building Services	Child Support	Clerk/ Courts	Corp Counsel	County Admin	County Board	County Clerk	District Attorney	Family Court Com	Finance
CH Fieber		2.5			2.6	2.6	6.8	8.4				21.4
PA Dirkse												
MJ Bauer												
JP Mueller												
OM Bauer												
HC Humke												
<b>TOTALS</b>	0.0	2.5	0.0	0.0	2.6	2.6	6.8	8.4	0.0	0.0	0.0	21.4
<b>YTD Subtotals</b>	0.0	2.5	0.0	0.0	2.6	2.6	6.8	8.4	0.0	0.0	0.0	21.4

Attorney	HHS Dept.	Human Resources	IT	Museum/ Taylor Hill	Planning/ Conserv	Register Deeds	Rocky Knoll	SCEDC	Sheriff ME	Trans- portation	Treasurer/ Real Prop	UW System
CH Fieber	13.7	13.4	3.8		12.4		9.1	6.9	2.8	5.1	1.8	
PA Dirkse						0.4			6.5			
MJ Bauer	14.5											
JP Mueller							1.5					
OM Bauer	22.8	13.6			1.3				3.5		4.7	
HC Humke	1.6											
<b>TOTALS</b>	52.6	27.0	3.8	0.0	13.7	0.4	10.6	6.9	12.8	5.1	6.5	0.0
<b>YTD Subtotals</b>	52.6	27.0	3.8	0.0	13.7	0.4	10.6	6.9	12.8	5.1	6.5	0.0

Attorney	Veterans' Services			HHSD CHIPS	HHSD TPRs							Attorney Totals
CH Fieber	6.4											119.6
PA Dirkse												6.9
MJ Bauer												14.5
JP Mueller												1.5
OM Bauer												45.9
HC Humke												1.6
GD Scaife				180.0	36.0							216.0
												0.0
												0.0
<b>TOTALS</b>	6.4	0.0	0.0	180.0	36.0	0.0	0.0	0.0	0.0	0.0	0.0	405.9
<b>YTD Subtotals</b>	6.4	0.0	0.0	180.0	36.0	0.0	0.0	0.0	0.0	0.0	0.0	405.9