

Notice of Public Meeting
Tuesday, August 16, 2022
9:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

Door County Government Center
County Board/Chambers Room (C102), 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Child Support, Corporation Counsel, County Administrator, County Clerk, Human Resources, Technology Services, Transportation, and Veteran's Services

AGENDA:

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of the July 19, 2022 Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. New Business (Review / Action)
 - ◆ **County Administrator**
 - ◆ Building Hours Discussion/update
 - ◆ Transportation Program Update
 - ◆ **Human Resources**
 - ◆ Resolution 2022 - Library Reclassification of Administrative Assistant 3 & Technical Services
 - ◆ Personnel Transaction Report – Review & Approve
8. Sustainability Matters to be Considered
9. Legislative Matters to be Considered
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
11. Next Meeting Date(s)
 - Tuesday, September 20, 2022 – 9:00 a.m.
12. Adjourn

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:

Please click the link below to join:

<https://us02web.zoom.us/j/88697639866?pwd=djZraFpVSkxDb2JldzZxWdN3QkhnZz09>

Webinar/Meeting ID: 886 9763 9866

Passcode: 684171

Or by Phone:

Dial:1-312-626-6799

Deviation from Order Shown May Occur

MINUTES
Tuesday, July 19, 2022

ADMINISTRATIVE
COMMITTEE

*Door County Government Center
County Board/Chambers Room (C102), 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Corporation Counsel, County Administrator, County Clerk, Human Resources, Technology Services, Transportation, and Veteran's Services

PUBLIC HEARING FOR Service Change for the Door County Public Transit System

The Tuesday, July 19, 2022 Public Hearing was called to order at 9:00 a.m. by Chairman David Lienau at the Door County Government Center.

Roll Call

Members present: David Lienau, Daniel Austad, David Englebert, David Enigl, Elizabeth Gauger, Nancy Robillard, and Todd Thayse.

Others present: Administrator Ken Pabich, Corporation Counsel Sean Donohue, HR Director Kelly Hendee, Transportation Manager Pam Busch, Finance Director Steve Wipperfurth, and County Clerk Jill Lau.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Proposed Change – Discontinue Connector Link

Transportation Manager Pam Busch presented a PowerPoint outlining the number of annual Door 2 Door Rides and Door County Connect rides; and the proposed discontinuation of Wednesday Connector Link and reasons for discontinuation including low ridership, shortage of volunteer and paid drivers and business and WisDOT support to discontinue.

Public Comments

None.

Adjourn the Public Hearing

Chairman Lienau declared the Public Hearing closed at 9:05 a.m.

Call Meeting to Order

The Tuesday, July 19, 2022 meeting was called to order by Chairman Lienau at the Door County Government Center at 9:05 a.m.

Establish a Quorum ~ Roll Call

Members present: David Lienau, Daniel Austad, David Englebert, David Enigl, Elizabeth Gauger, Nancy Robillard, and Todd Thayse.

Others present: Administrator Ken Pabich, Corporation Counsel Sean Donohue, HR Director Kelly Hendee, Transportation Manager Pam Busch, Finance Director Steve Wipperfurth, County Board Supervisor Bob Bultman, and County Clerk Jill Lau.

Virtual Attendance: Staff and Public.

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Thayse to approve the agenda. Motion carried by voice vote.

Approve Minutes of the June 21, 2022 Administrative Committee Meeting

Motion by Englebert, seconded by Robillard to approve the minutes of the June 21, 2022 Administrative Committee meeting. Motion carried by voice vote.

Correspondence

No correspondence was presented.

Public Comment

No one from the public commented.

New Business (Review / Action)**County Administrator****Employee Incentive for County Fair**

Administration will be proceeding with this incentive – same as last year. A Fair pass and voucher will be provided to employees. The fiscal impact is approximately \$5,000 and has been budgeted.

County Fair Survey

Administrator Pabich reported he has been working with UWGB to determine if there is a way to get an economic impact of the Door County Fair. Some basic information will need to be provide. Ideas to collect that information is to provide an incentive for persons to take the survey at the Fair such as a \$1.00 off certificate for a beverage. Anticipated cost is \$3,000 and has been budgeted under the County Administrators Special Project budget.

Transportation Program Update

Motion by Austad, seconded by Englebert to approve the discontinuation of the Wednesday Connector Link. Motion carried by voice vote.

Corporation Counsel**Renewal of Intergovernmental Agreements with School Districts – School Resource Officer Program**

CC Donohue reviewed the three agreements with the School Districts of Southern Door, Sevastopol and Gibraltar. The agreements have been renewed for an additional three years.

Motion by Austad, seconded by Gauger to approve all three Intergovernmental Agreements. Motion carried by voice vote.

2022 Family Court Mediation Services Semi-Annual Report January 1, 2022 – June 30, 2022

The report was included in the meeting packet and was reviewed by CC Donohue. The County's contract with Gay Pustaver expires in 2024.

Human Resources**Resolution 2022 - Amendment to Door County Administrative Manual: Section 2.15 – Expense Reimbursement**

HR Director Hendee explained the Finance Committee reviewed and had recommended changes to meal reimbursement. Recommended language change to In-County meals – “Meal expenses in Door County, excluding Washington Island, shall not be reimbursed”. Discussion regarding reimbursing for meals that are included in the conference expense. Administrator Pabich reviewed discussion held at last month's Finance Committee meeting regarding the proposed meal reimbursement rates. The proposed process would streamline the reimbursement process.

Motion by Gauger, seconded by Robillard to approve the amendment to Door County Administrative Manual Section 2.15 Expense Reimbursement with the recommended language change to In-County Meal Reimbursement. Motion carried by voice vote with Supervisors Enigl and Englebert voting no.

Personnel Transaction Report – Review & Approve

Reviewed.

Motion by Austad, seconded by Englebert to accept the Personnel Transaction Report as presented. Motion carried by voice vote.

Sustainability Matters to be Considered

No matters were brought forward.

Legislative Matters to be Considered

No matters were brought forward.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Next Meeting Date(s)

- Tuesday, August 16, 2022 – 9:00 a.m.
- Tuesday, August 16, 2022 – 10:00 a.m. Joint Administrative & Finance Committee Meeting - Tentative

Adjourn

Motion by Enigl, seconded by Robillard to adjourn. Motion carried by voice vote. Time: 9:40 a.m.

Respectfully submitted by Jill M. Lau, County Clerk



Resolution No. 2022- Library - Reclassification of Technical Services position And Administrative Assistant Position

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

1 **WHEREAS**, The Library Director determined, through analysis,
2 discussions at various meetings, and as part of the natural attrition with
3 positions, that the following Staffing Plan is recommended:

- 4 • Reclassification of Technical Services Acquisitions Cataloger to
- 5 Assistant Library Director/Head of Technical Services
- 6 • Reclassification of Administrative Assistant III to Administrative
- 7 Assistant II

8
9
10 **WHERE AS**, The Finance Committee and Administrative Committee
11 both met, conferred with the Human Resources Director and County
12 Administrator, considered and recommends, effective September 1, 2022,
13 approval of the following personnel changes:

- 14 • Reclassification of Technical Services Acquisitions Cataloger to
- 15 Assistant Library Director/Technical Service
- 16 • Reclassification of Administrative Assistant III to Administrative
- 17 Assistant II

18
19
20 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board
21 of Supervisors does hereby approve the personnel changes described
22 above, effective September 1, 2022.
23

BOARD ACTION

Vote Required: Majority vote of a quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT:

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

SUBMITTED BY: ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

David Lienau Administrative Committee Chairperson	David Englebert Finance Committee Chairperson
David Englebert	Alexis Heim Peter
Daniel Austad	Bob Bultman
David Enigl	Joel Gunnlaugsson
Joel Gunnlaugsson	Jeff Miller
Nancy Robillard	Morgan Rusnak
Todd Thayse	Dale Vogel



County of Door
Human Resources
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

TO:Administrative Committee
 FROM:Human Resources

SUBJECT:Monthly Personnel Transactions
 August 2022 Report

Transaction	Department	Position
REQUEST TO REFILL		
Request	Circuit Court	Administrative Assistant 1 - RIP
Request	Sheriff's Office	General Investigator
Request	Transportation	Bus Driver
Request	EM&C	Telecommunicator
Request	EM&C	Telecommunicator

SEPARATION OF EMPLOYMENT							
Date	Transaction	Department	First Name	Last name	Position	Reason for Separation	Years of Service
07/08/2022	Resignation	EM&C	Patricia	Turner	Telecommunicator	Personal Reasons	3 months
07/27/2022	Termination	Highway & Airport	Thomas	Illingworth	Highway Seasonal	Termination	1 month
08/12/2022	Resignation	Transportation	Korey	Mallien	Bus Driver	Higher pay job, utilize skills	1 month
08/18/2022	Resignation	EM&C	Cody	Melville	Telecommunicator	Going to Kewaunee County	2 years, 9 months
08/19/2022	Resignation	Circuit Court	Jeannine	Remy	Administrative Assistant 1 – RIP	Moving back to Trinidad	1 year, 1 month
09/06/2022	Retirement	Sheriff's Office	Scott	Walker	Investigator	Retirement	24 years, 2 months

NEW HIRES					
Date	Transaction	Department	First Name	Last name	Position
07/19/2022	Internal Hire	Emergency Services	Delbert	Zuleger	Paramedic
08/08/2022	Hired	EM&C	Caitlin	Chartier	Telecommunicator
08/08/2022	Hired	Health & Human Services	Eric	Krawczyk	Public Health Manager / Health Officer
08/29/2022	Hired	Human Resources	Christina	Baudhuin	Human Resources – Talent Acquisition



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INTRODUCTORY PERIOD COMPLETION					
Date	Transaction	Department	First Name	Last Name	Position
05/02/2022	Intro	Soil & Water	Brianna	Hall	Conservationist
05/29/2022	Intro	Child Support	Kristen	Stinnett	Parent Locate Specialist
07/04/2022	Intro	Library	Elisha	Adelman	Branch Manager 1
07/18/2022	Intro	District Attorney's Office	Kristin	LeFevre	Admin Assistant II
07/21/2022	Intro	Facilities & Parks	David	Cascarano	Custodian

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Internal Hire	Candidate selected from another department within the organization.
Re-Hired	Former Employees returning to employment in same category as originally hired. (Seasonal)
Request	Refill open position and all subsequent vacancies
Resignation	Employees submitted correspondence indicating they are leaving employment and not retirement eligible.
Retirement	Employees qualified to retire because of "eligible years of service" or "eligible retirement age".
Termination	Employer terminates employment with employee (includes layoff)
Intro	Completion of introduction period