

**CORRECTIONS TO BE MADE TO  
NOVEMBER 10, 2015, JEFFERSON COUNTY BOARD MEETING MINUTES**

**Page 212:**

Line 1 – Underline 00 so the line reads as follows: exceeds \$5.00.

**Page 214:**

Line 22 – Insert a comma after 2013

**Page 216:**

Lines 46 and 47 – Delete

**Page 217:**

Lines 12 and 13 – Line 13 should follow the last word in line 12

**Page 220:**

Line 9 – Indent for a new paragraph

**Page 221:**

Line 17 – Underline the 1 in 12

**Page 223:**

Line 17 – Indent for a new paragraph

Line 22 – Indent for a new paragraph

**Page 225:**

Lines 31 and 32 – Line 32 should follow the last word in line 31

**Page 226:**

Line 10 – Indent for a new paragraph

**JEFFERSON COUNTY CIRCUIT COURT  
PROFESSIONAL SERVICES CONTRACT  
FOR GUARDIAN AD LITEM and ADVERSARY LEGAL COUNSEL SERVICES  
in Chapter 51/54/55, Chapter 813 and other miscellaneous probate  
matters**

**THIS CONTRACT** is made and entered into as of (date) by and between Jefferson County, a municipal corporation (the County) by the Clerk of Circuit Court, Carla Robinson and (Atty. name) (Contractor) with a social security number/FEIN of ( ) and an address of ( ).

**WHEREAS**, (Contractor) is a consultant licensed to practice law in the State of Wisconsin and possesses considerable experience in providing Guardian *ad Litem* (GAL) and adversary legal counsel services; and

**WHEREAS**, the County is interested in obtaining the consulting services of a GAL/adversary legal counsel in order to provide GAL and adversary legal counsel services for parties in Guardianship, Protective Placement, Restraining Order/Injunctions, Estate matters and other miscellaneous matters as required by the court.

**NOW, THEREFORE**, in consideration of the promises, terms and conditions hereof, the County and Contractor agree as follows:

**Terms of /Contract:**

- 1) **ATTORNEY NOT FIRM:** Contract is in the name of the attorney, not the law firm with which the contractor may be associated or employed. If an attorney leaves a firm, the contract follows the attorney, unless he/she resigns from the contract by mutual agreement of the Contractor and the circuit court.

The contract is for two years unless otherwise terminated by the circuit court or upon mutual agreement of the circuit court and the Contractor (see termination provision below).

More than one attorney in a firm may be awarded a contract.

- 2) **FEES:** Monthly payment of \$1500.00 (\$18,000.00 per year) per Contractor. In addition the Contractor shall be reimbursed for:
  - a. Retention of investigative or expert services, including associated travel time and mileage, with prior approval of the court and with reimbursement obligations established by the court.
  - b. Reasonable mileage at the IRS rate. Reasonable mileage **does not** include mileage to and from the courthouse.
  - c. Photocopy costs if the Contractor incurs photo copy costs on any one case that exceeds five dollars (\$5.00). Copies of the assigned court file (unless an e-filed case) will be provided to the GAL upon appointment at no cost.
  - d. Long distance telephone calls. All calls must be itemized and documented as follows: Individual calls in the amount of five dollars (\$5.00) or more, and long

distance calls on any one (1) case in the amount of twenty five dollars (\$25.00) or more.

- e. Certified or express mail costs which must be accompanied by a receipt if the total cost per mailing is five dollars (\$5.00) or more.
- f. Transcript preparation fees **with prior approval of the court, and with the agreement of the party/parties to promptly pay the same.**
- g. Service of process and witness fees **with prior approval of the court.**
- h. Any other reasonable expenses related to a case appointment **with prior approval of the court.**
- i. An increased case assignment due to termination of another contractor or special circumstances in the discretion of the assigned judge.

- 3) **CASE ASSIGNMENT:** The Contractor under this agreement is assigned 50% of the annual GAL/adversary counsel case work for Guardianship/Protective Placement/TRO/Injunction/Estates and miscellaneous matters in cases where the county pays (either due to indigence or partial indigence) on a rotating basis as follows (by date of appointment, not date of hearing):

1 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new GAL appointments for the cases described above in January, March, May, July, September, and November. Assigned Adversary Counsel in any of the above described matters in February, April, June, August, October and December.

2 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new Adversary appointments for the cases described above in January, March, May, July, September, and November. Assigned all GAL appointments in any of the above described matters in February, April, June, August, October and December.

- 4) **Consolidated services:** It is the intent that a single contractor be assigned matters that cross over between probate/civil or other courts. Therefore, a contractor that has a current assignment for a party will be assigned additional cases for that party even if outside the scope of that contractor's appointment type for the month. (i.e.: currently assigned to a guardianship case and a new TRO case is filed in the same month for the same person).
- 5) **Conflict:** All Contractors must perform their own "conflict checks" and if there is a conflict, the Contractor shall notify the clerk in writing, and the clerk shall assign the case to another contract attorney. If all contract GAL/adversary counsel are unable to accept a particular appointment due to conflict of interest or personal conflict, the court will appoint an independent GAL/adversary counsel at the rate of \$70 per hour. If the Contractor becomes aware that a party in a newly assigned matter has a pending matter assigned to another contract GAL/adversary counsel, the Contractor shall notify the clerk who will reassign the case accordingly. The clerk will balance assignments made outside the standard contract due to conflict.
- 6) **Statement of Hours:** Contractor must provide a *Statement of Actual Hours* in each case. The Statement shall be filed at least quarterly and within 10 days following the final hearing if appointment is not continued. Each monthly/final Statement of Actual Hours shall contain: date(s) of service, case number and name, service provided and time spent. The County prohibits any and all forms of double billing of GAL/adversary counsel time. Double

billing includes situations where the GAL/adversary counsel bills the same period of time for more than one court case number.

- 7) **Duration of appointment:** The Contractor's appointment to perform services on a case is complete at the final hearing on the matter for which appointed, unless otherwise extended by the court/statute. A de novo from a commissioner's order continues the appointment. The Contractor shall not include in any statement of hours time incurred after the final hearing on the matter unless specifically authorized by the court/statute.
- 8) **Liability Insurance:** Upon entering into this Contract, the Contractor shall file with the Jefferson County Clerk proof of liability insurance to insure against any claim for malpractice, injury or damage to persons or property that may be caused by the Contractor in the performance of his/her obligations under this Contract and must maintain said insurance for the duration of the contract.
- 9) **Licensure/training:** Contractors must maintain licensure with the Wisconsin state bar and meet all Supreme Court Rules related to training for GALs and/or adversary counsel. Failure to maintain licensure or meet SCR requirements will result in immediate termination of the contract.
- 10) **E-filed cases:** Contractors are required to "opt-in" to any case that is e-filed/converted to e-filed status. (Currently this is only available in FA/PA cases). Paper documents will not be provided.
- 11) **End of Contract/Termination of Contract:**
  - a. At the end of the two year contract period, this contract automatically renews for a two year period unless specifically terminated by either party.
    - I. If a Contractor does NOT want to renew the contract, the Contractor must submit notification in writing to the Clerk of Court at least 60 days prior to the end of the contract. A Contractor that elects not to renew the contract is required to complete any case assigned to him/her prior to the end of the contract. If the Contractor indicates to the court that the work cannot be completed prior to the termination of the contract, the court will determine whether to appoint the Contractor outside the contract at the \$70.00 per hour SCR rate to complete the matter, or to assign the matter to another contract GAL/adversary counsel.
    - II. The Clerk of Court may upon the advice and consent of the Jefferson County Presiding Judge and County Administrator, and upon 60 days prior written notice to the Contractor for any reason, elect not to renew the services provided by the Contractor under this Contract. Any pending matters assigned to the Contractor whose contract is not renewed will be reassigned to another contract GAL/adversary counsel at the end of the contract period.
  - b. Services may be terminated at any time as follows:
    - I. The Contractor may upon 60 days written notice to the Clerk of Court, for any reason elect to terminate this Contract. Any pending matters will be assigned to another contract GAL/adversary counsel for completion if not completed by the Contractor at the end of the 60 day period.

II. The Clerk of Courts may, upon the advice and consent of the Jefferson County Presiding Judge and County Administrator, and upon prior written notice to the Contractor, for any reason, elect to terminate the services provided by the Contractor under this Contract forthwith. Pending matters assigned to a terminated Contractor will immediately be reassigned to another contract GAL/adversary re counsel.

12) **Dispute Resolution:** The parties agree that all disputes arising under this Contract shall be resolved by resort to binding arbitration using retired Waukesha Co. Judge Robert Mawdsley or any other retired judge agreed to by the parties as arbitrator. Each party shall bear its own costs of the arbitration, and shall pay one half of the arbitrator's fee.

13) **Notices:** Any Notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail, registered or certified, postage prepaid, with return receipt requested. Mailed notices shall be addressed as follows:

If to the County                      Jefferson County Clerk of Courts  
311 S. Center Ave  
Jefferson, WI 53549

With a copy to:                      Jefferson County Administrator  
311 S. Center Ave  
Jefferson, WI 53549

If to Contractor:

Either party may change its address by giving notice thereof in accordance with the terms of this paragraph.

14) **Duties and Responsibilities:** Contractor is required to:

- a. Contact the Attorneys and pro se parties as soon as possible after appointment;
- b. Contact Child/Children/ward, etc. as soon as possible after appointment;
- c. Interview pro se parties and those parties whose attorneys consent to interview;
- d. Attend all hearings;
- e. Abide by all requirements and duties set forth in the Wisconsin Statutes for *GAL/adversary counsel*;
- f. Complete all matters timely and efficiently.

15) **Vacation/Absence:** Contractor shall make arrangements with another contract attorney to cover appointments during any vacation/absence. Contractors shall ensure that no more than two (2) of the contract attorneys are absent/on vacation at the same time. Contract attorneys shall balance the absence/vacation requests with the other contract attorneys. If a Contractor, due to emergency, illness, etc. is unable to take appointments for an extended period of time, the Contractor is to immediately notify the Clerk of Court and a temporary adjustment to the Case Assignment schedule will be made.

16) **Warranty:** By entering into a Contract with Jefferson County, the contractor warrants that the services provided shall be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate

to the nature of the services rendered and that any materials, equipment and goods furnished shall be free of defects.

17) **Taxes:** The Contractor is responsible for all applicable taxes. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Contractor, or any employees of the Contractor. Upon acceptance of a contract the Contractor shall provide the Jefferson County Finance Department with a federal employer identification or social security number to allow for proper reporting to federal tax authorities.

18) **Benefits:** The Contractor is not eligible for health, dental retirement or other benefits offered by the County with respect to services provided pursuant to this Contract.

19) **General Provisions:**

a. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the State of Wisconsin.

b. Invalid Provisions: If any provision of this Contract is held to be illegal, invalid, or unenforceable, such provisions shall be fully severable and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance therefrom.

c. Binding Effect: This Contract shall extend to and be binding upon and inure to the benefit of the parties hereto.

d. Entire Agreement: This Contract sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter hereof. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by Jefferson County and Contractor.

e. Execution: This Contract may be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument. A facsimile signature will have the same legally binding effect as an original signature.

20) **Other:** The County reserves the right to terminate this Contract at the end of any calendar year if the County Board of Supervisors fails to provide funding for any ensuing year.

Signature page follows:

**CONTRACT FOR GUARDIAN AD LITEM and ADVERSARY LEGAL COUNSEL SERVICES  
SIGNATURE PAGE**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

**Jefferson County**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carla J. Robinson, Clerk of Courts

**Court Review and Approval:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. Randy R. Koschnick – Br 4

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. William F. Hue – Br 2

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. Jennifer L. Weston – Br 1

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. David J. Wambach – Br 3

**Corporation Counsel  
Approved as to Form:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
J. Blair Ward, Corporation Counsel

**County Administrator  
Review and Approval on Behalf of Jefferson County:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Benjamin Wehmeier, County Administrator

**Acceptance by Contractor:**

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

**JEFFERSON COUNTY CIRCUIT COURT  
PROFESSIONAL SERVICES CONTRACT  
FOR GUARDIAN *AD LITEM* and ADVERSARY LEGAL COUNSEL SERVICES  
in Chapters 767, 48 and 938 matters.**

**THIS CONTRACT** is made and entered into as of (date) by and between Jefferson County, a municipal corporation (the County) by the Clerk of Circuit Court, Carla Robinson and (Atty. name) (Contractor) with a social security number/FEIN of (##) and an address of (\*\*)

**WHEREAS**, (Contractor) is a consultant licensed to practice law in the State of Wisconsin and possesses considerable experience in providing Guardian *ad Litem* (GAL) and adversary legal counsel services; and

**WHEREAS**, the County is interested in obtaining the consulting services of a GAL/adversary legal counsel in order to provide GAL and adversary legal counsel services for parties in Family, Paternity, Child in need of Protection/Services (CHIPS), and Termination of Parental Rights (TPR) cases.

**NOW, THEREFORE**, in consideration of the promises, terms and conditions hereof, the County and Contractor agree as follows:

**Terms of /Contract:**

- 1) **ATTORNEY NOT FIRM:** Contract is in the name of the attorney, not the law firm with which the contractor may be associated or employed. If an attorney leaves a firm, the contract follows the attorney, unless he/she resigns from the contract by mutual agreement of the Contractor and the circuit court.

The contract is for two years unless otherwise terminated by the circuit court or upon mutual agreement of the circuit court and the Contractor (see termination provision below).

More than one attorney in a firm may be awarded a contract.

- 2) **FEES:** Monthly payment of \$3333.33 (\$40,000.00 per year) per Contractor. In addition the Contractor shall be reimbursed for:
  - a. Retention of investigative or expert services, including associated travel time and mileage, **with prior approval of the court and with reimbursement obligations established by the court.**
  - b. Reasonable mileage at the IRS rate. Reasonable mileage **does not** include mileage to and from the courthouse.
  - c. Photocopy costs if the Contractor incurs photo copy costs on any one case that exceeds five dollars (\$5.00). Copies of the assigned court file (unless an e-filed case) will be provided to the GAL upon appointment at no cost.
  - d. Long distance telephone calls. All calls must be itemized and documented as follows: Individual calls in the amount of five dollars (\$5.00) or more, and long distance calls on any one (1) case in the amount of twenty five dollars (\$25.00) or more.

- e. Certified or express mail costs which must be accompanied by a receipt if the total cost per mailing is five dollars (\$5.00) or more.
- f. Transcript preparation fees **with prior approval of the court, and with the agreement of the party/parties to promptly pay the same.**
- g. Service of process and witness fees **with prior approval of the court.**
- h. Any other reasonable expenses related to a case appointment **with prior approval of the court.**
- i. An increased case assignment due to termination of another contractor or special circumstances in the discretion of the assigned judge.

3) **CASE ASSIGNMENT:** The Contractor under this contract is assigned approximately 25% of the annual GAL/adversary counsel case work for Family Court (FA/PA) CHIPS (JC) TPR (TP) cases where the county pays (either due to indigence or partial indigence of the client) on a rotating basis as follows: (by date of appointment, not date of hearing)

1 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new FAMILY Court (FA/PA) appointments for March, July and November; assigned all GAL appointments for CHiPs/TPR actions in April, August and December; assigned Adversary counsel appointments for January, May and September.

2 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new FAMILY Court (FA/PA) appointments for February, June and October; assigned all GAL appointments for CHiPs/TPR actions in March, July and November; assigned Adversary counsel appointments for April, August and December.

3 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new FAMILY Court (FA/PA) appointments for January, May and September; assigned all GAL appointments for CHiPs/TPR actions in February, June and October; assigned Adversary counsel appointments for March, July and November.

4 (Contractor name) – contract term: \_\_\_\_\_ through \_\_\_\_\_ assigned all new FAMILY Court (FA/PA) appointments for April, August and December; assigned all GAL appointments for CHiPs/TPR actions in January, May and September; assigned Adversary counsel appointments for February, June and October.

4) **Consolidated services:** It is the intent that a single contractor be assigned matters that cross over between family and juvenile court. Therefore, a contractor that has a current assignment for a party will be assigned additional cases for that party even if outside the scope of that contractor’s appointment type for the month. (i.e.: currently assigned to a family case and a new CHiPs case is filed in the same month for a child in the family action)

5) **Conflict:** All Contractors must perform their own “conflict checks” and if there is a conflict, the Contractor shall notify the clerk in writing, and the clerk shall assign the case to another contract attorney. If all contract GAL/adversary counsel are unable to accept a particular appointment due to conflict of interest or personal conflict, the court will appoint an independent GAL/adversary counsel at the rate of \$70 per hour. If the Contractor becomes aware that a party in a newly assigned matter has a pending matter assigned to another contract GAL/adversary counsel, the Contractor shall notify the clerk who will reassign the case accordingly. The clerk will balance assignments made outside the standard contract due to conflict.

- 6) **Statement of Hours:** Contractor must provide a *Statement of Actual Hours* in each case. The Statement shall be filed at least quarterly and within 10 days following the final hearing if appointment is not continued. Each monthly/final Statement of Actual Hours shall contain: date(s) of service, case number and name, service provided and time spent. The County prohibits any and all forms of double billing of GAL/adversary counsel time. Double billing includes situations where the GAL/adversary counsel bills the same period of time for more than one court case number.
- 7) **Duration of appointment:** The Contractor's appointment to perform services on a case is complete at the final hearing on the matter for which appointed, unless otherwise extended by the court/statute. A de novo from a commissioner's order continues the appointment. The Contractor shall not include in any statement of hours time incurred after the final hearing on the matter unless specifically authorized by the court/statute.
- 8) **Liability Insurance:** Upon entering into this Contract, the Contractor shall file with the Jefferson County Clerk proof of liability insurance to insure against any claim for malpractice, injury or damage to persons or property that may be caused by the Contractor in the performance of his/her obligations under this Contract and must maintain said insurance for the duration of the contract.
- 9) **Licensure/training:** Contractors must maintain licensure with the Wisconsin state bar and meet all Supreme Court Rules related to training for GALs and/or adversary counsel. Failure to maintain licensure or meet SCR requirements will result in immediate termination of the contract.
- 10) **E-filed cases:** Contractors are required to "opt-in" to any case that is e-filed/converted to e-filed status. (Currently this is only available in FA/PA cases). Paper documents will not be provided.
- 11) **End of Contract/Termination of Contract:**
  - a. At the end of the two year contract period, this contract automatically renews for a two year period unless specifically terminated by either party.
    - I. If a Contractor does NOT want to renew the contract, the Contractor must submit notification in writing to the Clerk of Court at least 60 days prior to the end of the contract. A Contractor that elects not to renew the contract is required to complete any case assigned to him/her prior to the end of the contract. If the Contractor indicates to the court that the work cannot be completed prior to the termination of the contract, the court will determine whether to appoint the Contractor outside the contract at the \$70.00 per hour SCR rate to complete the matter, or to assign the matter to another contract GAL/adversary counsel.
    - II. The Clerk of Court may upon the advice and consent of the Jefferson County Presiding Judge and County Administrator, and upon 60 days prior written notice to the Contractor for any reason, elect not to renew the services provided by the Contractor under this Contract. Any pending matters assigned to the Contractor whose contract is not renewed will be reassigned to another contract GAL/adversary counsel at the end of the contract period.

b. Services may be terminated at any time as follows:

- I. The Contractor may upon 60 days written notice to the Clerk of Court, for any reason elect to terminate this Contract. Any pending matters will be assigned to another contract GAL/adversary counsel for completion if not completed by the Contractor at the end of the 60 day period.
- II. The Clerk of Courts may, upon the advice and consent of the Jefferson County Presiding Judge and County Administrator, and upon prior written notice to the Contractor, for any reason, elect to terminate the services provided by the Contractor under this Contract forthwith. Pending matters assigned to a terminated Contractor will immediately be reassigned to another contract GAL/adversary re counsel.

12) **Dispute Resolution:** The parties agree that all disputes arising under this Contract shall be resolved by resort to binding arbitration using retired Waukesha Co. Judge Robert Mawdsley or any other retired judge agreed to by the parties as arbitrator. Each party shall bear its own costs of the arbitration, and shall pay one half of the arbitrator's fee.

13) **Notices:** Any Notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail, registered or certified, postage prepaid, with return receipt requested. Mailed notices shall be addressed as follows:

If to the County                      Jefferson County Clerk of Courts  
311 S. Center Ave  
Jefferson, WI 53549

With a copy to:                      Jefferson County Administrator  
311 S. Center Ave  
Jefferson, WI 53549

If to Contractor:

Either party may change its address by giving notice thereof in accordance with the terms of this paragraph.

14) **Duties and Responsibilities:** Contractor is required to:

- a. Contact the Attorneys and pro se parties as soon as possible after appointment;
- b. Contact Child/Children/ward, etc. as soon as possible after appointment;
- c. Interview pro se parties and those parties whose attorneys consent to interview;
- d. In CHIPS/TPR actions: Notify the Department of Human Services Child Protective Services supervisor as soon as possible after appointment;
- e. Attend all hearings;
- f. Abide by all requirements and duties set forth in the Wisconsin Statutes for *GAL/adversary counsel*;
- g. Complete all matters timely and efficiently.

15) **Vacation/Absence:** Contractor shall make arrangements with another contract attorney to cover appointments during any vacation/absence. Contractors shall ensure that no more than two (2) of the contract attorneys are absent/on vacation at the same time. Contract

attorneys shall balance the absence/vacation requests with the other contract attorneys. If a Contractor, due to emergency, illness, etc. is unable to take appointments for an extended period of time, the Contractor is to immediately notify the Clerk of Court and a temporary adjustment to the Case Assignment schedule will be made.

**16) Warranty:** By entering into a Contract with Jefferson County, the contractor warrants that the services provided shall be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the services rendered and that any materials, equipment and goods furnished shall be free of defects.

**17) Taxes:** The Contractor is responsible for all applicable taxes. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Contractor, or any employees of the Contractor. Upon acceptance of a contract the Contractor shall provide the Jefferson County Finance Department with a federal employer identification or social security number to allow for proper reporting to federal tax authorities.

**18) Benefits:** The Contractor is not eligible for health, dental retirement or other benefits offered by the County with respect to services provided pursuant to this Contract.

**19) General Provisions:**

- a. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- b. **Invalid Provisions:** If any provision of this Contract is held to be illegal, invalid, or unenforceable, such provisions shall be fully severable and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance therefrom.
- c. **Binding Effect:** This Contract shall extend to and be binding upon and inure to the benefit of the parties hereto.
- d. **Entire Agreement:** This Contract sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter hereof. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by Jefferson County and Contractor.
- e. **Execution:** This Contract may be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument. A facsimile signature will have the same legally binding effect as an original signature.

**20) Other:** The County reserves the right to terminate this Contract at the end of any calendar year if the County Board of Supervisors fails to provide funding for any ensuing year.

Signature page follows:

**CONTRACT FOR GUARDIAN AD LITEM and ADVERSARY LEGAL COUNSEL SERVICES  
SIGNATURE PAGE**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

**Jefferson County**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carla J. Robinson, Clerk of Courts

**Court Review and Approval:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. Randy R. Koschnick – Br 4

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. William F. Hue – Br 2

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. Jennifer L. Weston – Br 1

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. David J. Wambach – Br 3

**Corporation Counsel  
Approved as to Form:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
J. Blair Ward, Corporation Counsel

**County Administrator  
Review and Approval on Behalf of Jefferson County:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Benjamin Wehmeier, County Administrator

**Acceptance by Contractor:**

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



## MEMORANDUM

**TO:** Honorable Members of the Assembly Committee on Criminal Justice and Public Safety

**FROM:** Sarah Diedrick-Kasdorf, Deputy Director of Government Affairs

**DATE:** November 5, 2015

**SUBJECT:** Opposition to Assembly Bill 429

The Wisconsin Counties Association (WCA) opposes Assembly Bill 429, relating to referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases, and referral of those cases to the district attorney for criminal prosecution.

Counties have three major concerns with the legislation:

- Referral of “all” cases to law enforcement;
- Requirement that child welfare agencies and law enforcement “shall coordinate the planning and execution of the investigation” of all cases;
- Requirement that all reports be referred to law enforcement within 12 hours, with no exclusion for Saturdays, Sundays, and legal holidays.

### Referral of “all” cases to law enforcement

Current law requires child welfare agencies to refer all reports of suspected or threatened sexual abuse of a child to law enforcement agencies within 12 hours, exclusive of Saturdays, Sundays, or legal holidays. Assembly Bill 429 requires all abuse and neglect referrals to be reported to law enforcement “as soon as practicable, but no later than 12 hours, after receiving a report...” Most county child welfare agencies have an excellent relationship with their local law enforcement agencies. Many counties, in fact, have an MOU in place with their local law enforcement agencies governing the types of cases child welfare refers to law enforcement. If the concern is that the current mechanisms in place governing how law enforcement and child welfare agencies coordinate efforts are not robust enough, then that is an issue counties are willing to discuss. The proposed solution in this bill will have unintended consequences for child welfare and law enforcement agencies by increasing workloads and not allowing for prioritization of the most egregious reports.

For example, law enforcement involvement in “all” cases will hinder current child welfare practice as it relates to alternative response, parent agreement to receive voluntary services, and may also have a negative impact on trauma-informed care. The mere presence of law enforcement, or the possibility of law enforcement involvement, makes it more difficult for families to voluntarily agree to services and accept the help they need to ensure safety for children within the home setting.

Requirement that child welfare agencies and law enforcement “shall coordinate the planning and execution of the investigation” of all cases

Assembly Bill 429 requires law enforcement and child welfare agencies “shall coordinate the planning and execution of the investigation of a report...” Counties are uncertain as to what this language requires of child welfare agencies, as the language is unclear. Additionally, once a county child welfare agency screens out a case, the agency no longer has jurisdiction to act on the case. Therefore, it becomes difficult for child welfare agencies to participate in the planning and investigation of a case in which the agency lacks authority to act.

Requirement that all reports be referred to law enforcement within 12 hours, with no exclusion for Saturdays, Sundays, and legal holidays

The legislation requires child welfare agencies to forward all child welfare referrals to law enforcement within 12 hours, including weekends and legal holidays. For frivolous reports, the referral requirement, especially within a strict 12-hour timeframe, is unnecessary. All counties already have staff on call 24-hours a day, seven days a week to respond to crisis situations. Referrals are also made immediately if children are in imminent danger.

Proposed Compromise

Counties understand that law enforcement agencies want to ensure that children are safe. Child welfare agencies have the same goal. However, it appears that the philosophies behind the goals are somewhat different. While it is important that individuals are held accountable for their actions, especially when the safety of children is at stake, child welfare agencies must abide by federal standards that stress family reunification, trauma-informed care, long-term stability for families, etc.

To ensure the bill’s goal is achievable, counties are open to continued discussion with the authors of the bill, the Office of the Attorney General, the Department of Children and Families, law enforcement, as well as additional stakeholders. In the interim, counties ask the committee to consider the following compromise: allowing counties and local law

Assembly Bill 429 Testimony

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November 5, 2015

enforcement agencies to enter into agreements at the local level governing the types of cases to be referred to law enforcement, as well as the role each agency will play in any ongoing investigation. This language mirrors current law regarding agreements between local law enforcement and district attorneys regarding the types of cases to be referred for prosecution.

Thank you for considering our comments.

## **PROPOSED AMENDMENTS TO SENATE BILL 326/ASSEMBLY BILL 429**

### **REFERRALS/TIMELINES –SECTIONS 1 AND 2 OF THE LEGISLATION** *SECTION 1 OF THE BILL TO BE MODIFIED. SECTION 2 OF THE BILL TO BE DELETED AND REPLACED WITH MOU LANGUAGE.*

Maintain current law 12-hour referral on reports defined in Wis. Stats. §48.02 (1)(b) to (f).

On reports that are screened in by child welfare agencies, referral to law enforcement agencies within 24 hours (consistent with the timeframe child welfare agencies are under by DCF standards to complete assessment).

On reports that are screened in but meet the DCF standards for Alternative Response (cases are lower risk and typically do not involve law enforcement), require an MOU between law enforcement and child welfare agencies governing the timeframe for referral and outlining what, if any, collaborative efforts will be taken with regard to joint investigations.

NOTE: Law enforcement involvement in AR cases diminishes the philosophy behind alternative response and negatively impacts family involvement in voluntary services.

On cases that are screened out, the timeframes for referral to be determined by MOU, but no later than one month following receipt of the report. MOU to discuss how law enforcement and child welfare agencies will coordinate their determination of need for further investigation, including cases in which families have agreed to voluntary services.

NOTE: One-size does not fit all so MOUs should be developed locally on how responses should be coordinated. It is important to note that there is concern that child welfare agencies lack jurisdiction under Ch. 48 on screened-out cases; that will need to be addressed as part of the MOU.

### **ADDITIONAL CONSIDERATIONS**

These issues should also be addressed in the bill to mitigate further harm to children and families:

How will law enforcement protect the confidentiality of reporters?

What training and/or technological advancements will law enforcement implement to protect the identity of children and families who have been referred, especially when there is no allegation of a crime?

## Proposed Amendments

Page 2

Cases that cross county lines generate jurisdictional issues in the current system. How will counties, as well as municipal police departments, handle situations where the law enforcement jurisdiction is unclear?

Common examples: When a child primarily lives in one jurisdiction, but spent the weekend with a parent in another jurisdiction and a referral has been called in. Which law enforcement jurisdiction would get the referral?

What if the reporter or county doesn't know where the child lives or where the reported incident may have occurred? Currently CPS where the child resides is who responds, how would that change?

Something that needs to be figured out prior to implementation is the conflict between the CPS system set up to respond to where the child/family reside and law enforcement system set up to respond to where incidents happen. In order to collaborate the planning and execution of an investigation/assessment, we need to know who the partners are and what the process is. These cross-jurisdictional referrals will be commonplace.

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**To:** Members of the Wisconsin Assembly Committee on Criminal Justice and Public Safety

**From:** Wisconsin County Human Service Association

**Date:** November 5, 2015

**Re:** AB 429

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The 71 counties which form the membership of the Wisconsin County Human Services Association (WCHSA) are dedicated to keeping kids safe, and actively providing services that support the federal requirements for child safety, well-being, and permanence. One of the duties of counties is providing child protective services under Statute 48; as such, counties are licensed child welfare agencies by statute.

WCHSA has concerns regarding the requirement within AB 429 that the licensed child welfare agency shall refer a report of *any* suspected or threatened child abuse or neglect to law enforcement within 12 hours. This requirement would seem to apply to cases which would be screened out, in which the child welfare agency has no jurisdiction. By requiring the child welfare agency to refer the reports within 12 hours, there is no distinction made between an actual urgent report and a screened out one. Screened out referrals could contain a report of a situation that is no threat, such as a child being fed a cheese sandwich every day for lunch. Currently, counties provide after-hours/on-call responses to child abuse or neglect reports and coordinate their assessments with law enforcement on sexual abuse and other serious cases. The inclusion of *any* reports in this short time frame places a resource burden on both the child welfare agency and law enforcement and interferes with the prioritization of cases that need immediate intervention.

Counties work collaboratively with law enforcement to ensure the protection and services for children and families. The child welfare agency or Child Protective Services (CPS) routinely co-investigate/assess child safety with law enforcement. While both entities are charged with keeping kids safe, law enforcement's role diverges in that they have sole responsibility for the pursuit of criminal actions in maltreatment cases. The child welfare agency has the exclusive role of providing services to the family that will ensure safety, well-being and permanence for children.

Maltreatment reports which are referred to the child welfare agency are evaluated to determine if the child welfare agency has the responsibility or jurisdiction to investigate by completing a child safety assessment. If the information provided is serious in nature and would indicate child abuse or neglect as defined in the statute, the child welfare agency has jurisdiction to intervene. These cases are screened in for assessment. When the information provided in an alleged maltreatment report does not meet the statutory definition of abuse or neglect the case is screened out and the child welfare agency has no jurisdiction. Although no formal child safety assessment can be made there may be other voluntary services offered.

From 01/01/15-09/30/15 there have been 57,634 CPS reports statewide\*:

- 36,724 or 64% were screened out
- 20,910 or 36% were screened in

*Promoting best practice, creating professional alliances, and developing partnerships in service delivery*

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Referrals which are screened out are done so because they do not rise to the level of child abuse or neglect. There could be various interpretations for the wording that requires law enforcement and the licensed child welfare agency to “coordinate the planning and execution of the investigation of a report”. The child welfare agency does not have jurisdiction to investigate/assess screened out referrals. Whether or not the intent of the language is to provide reports to law enforcement for their review without child welfare involvement is not clear.

WCHSA is committed to child safety and to collaboration with our valued law enforcement partners. In order to ensure statewide best practice regarding the handling of maltreatment reports in accordance with the statutes and corresponding CPS standards, WCHSA recommends enacting a minor change, noted below in red, to Statute 48.981(3)(a)3 to strengthen provisions on collaboration between child welfare departments and law enforcement:

“3. Except as provided in sub. (3m), a county department, the department, or a licensed child welfare agency under contract with the department shall within 12 hours, exclusive of Saturdays, Sundays, or legal holidays, refer to the sheriff or police department all cases of suspected or threatened abuse, as defined in s. 48.02 (1) (b) to (f), reported to it. For cases of suspected or threatened abuse, as defined in s. 48.02 (1) (a), (am), (g), or (gm), or neglect, each county department, the department, and a licensed child welfare agency under contract with the department shall collaborate with appropriate county and municipal law enforcement authorities and adopt a written policy specifying the kinds of reports it will routinely report to local law enforcement authorities.”

WCHSA welcomes any questions regarding the referral or investigation/assessment process, or of the suggested language we have put forth. Please reach out to Jeremy Kral ([kral.jeremy@co.calumet.wi.us](mailto:kral.jeremy@co.calumet.wi.us)), WCHSA Board President, or Vicki Tylka ([vicki.tylka@co.marathon.wi.us](mailto:vicki.tylka@co.marathon.wi.us)) or Ray Przybelski ([przybelr@co.portage.wi.us](mailto:przybelr@co.portage.wi.us)), co-chairs of WCHSA’s Children, Youth, and Families Policy Advisory Committee, at any time.

\*Wisconsin Department of Children and Families Access Dashboard; does not include service reports

*Promoting best practice, creating professional alliances, and developing partnerships in service delivery*

OPPOSITION TO SENATE BILL 326/ASSEMBLY BILL 429 AFFECTING CHILD  
WELFARE PRACTICE

WHEREAS, Senate Bill 326/Assembly Bill 429 have been introduced by Senator Robert Cowles and Representative John Macco; and

WHEREAS, the bills relate to the referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases, and referral of those cases to the district attorney for criminal prosecution; and

WHEREAS, the bills, on their face, might seem favorable, the bills actually compromise child welfare best practice; and

WHEREAS, even though the legislation impacts child welfare practice, the state Department of Children and Families, Office of Children's Mental Health, county child welfare agencies, and child advocacy organizations were not consulted on the legislation; and

WHEREAS, issues with the legislation include the following:

- Law enforcement involvement in all child welfare cases negatively impacts alternative response, community response, and other voluntary services provided to families;
- The legislation is in sharp contrast to evidence-based practice, including trauma- informed care;
- The legislation requires child welfare agencies to “coordinate in the planning and execution of the investigation” in all cases, including screened out cases in which the child welfare agency lacks statutory authority to act;
- The bills require all reports to be referred to law enforcement within 12 hours, allowing for no prioritization of cases;
- The implementation of the legislation has not been thought through, especially when it comes to confidentiality, jurisdictional issues, and the philosophical differences between law enforcement and child welfare agencies; and

WHEREAS, counties and law enforcement in most jurisdictions have a positive working relationship and have entered into Memorandums of Understanding with regard to how local agencies will respond to reports of child abuse and neglect; and

WHEREAS, counties have requested that the proponents of the legislation bring all parties impacted by the legislation together so all gain an understanding of the others' needs; and

WHEREAS, counties believe a compromise on the legislation can be negotiated; however, such a meeting has yet to take place.

NOW, THEREFORE, BE IT RESOLVED that the XXXXXX County Board of Supervisors does hereby oppose Senate Bill 326/Assembly Bill 429; and

BE IT FURTHER RESOLVED that XXXXXX County renews the request for a meeting of all interested parties to discuss the legislation in greater detail.

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(21,367.25)	(21,367.25)	(213,672.50)	(213,672.50)	-	(256,407.00)	(42,734.50)	83.33%
451002	PRIVATE PARTY PHOTOCOPY	-	-	(8.25)	-	(8.25)	-	8.25	
474023	DEPT VEHICLE CHARGES	(316.09)	(20.83)	(496.85)	(208.33)	(288.52)	(250.00)	246.85	198.74%
<b>Totals</b>		<b>(21,683.34)</b>	<b>(21,388.08)</b>	<b>(214,177.60)</b>	<b>(213,880.83)</b>	<b>(296.77)</b>	<b>(256,657.00)</b>	<b>(42,479.40)</b>	<b>83.45%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	9,810.02	10,008.92	90,884.55	100,089.17	(9,204.62)	120,107.00	29,222.45	75.67%
511210	WAGES-REGULAR	4,091.43	4,659.75	40,943.34	46,597.50	(5,654.16)	55,917.00	14,973.66	73.22%
511280	WAGES-PREMIUM PAY	5,000.00	416.67	5,000.00	4,166.67	833.33	5,000.00	-	100.00%
511310	WAGES-SICK LEAVE	67.13	-	1,719.76	-	1,719.76	-	(1,719.76)	
511320	WAGES-VACATION PAY	883.11	-	6,762.52	-	6,762.52	-	(6,762.52)	
511330	WAGES-LONGEVITY PAY	-	22.00	-	220.00	(220.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	3,829.99	-	3,829.99	-	(3,829.99)	
511350	WAGES-MISCELLANEOUS(COMP)	-	-	2,375.57	-	2,375.57	-	(2,375.57)	
512141	SOCIAL SECURITY	1,495.21	1,109.08	11,322.94	11,090.83	232.11	13,309.00	1,986.06	85.08%
512142	RETIREMENT (EMPLOYER)	1,350.12	1,032.33	10,303.28	10,323.33	(20.05)	12,388.00	2,084.72	83.17%
512144	HEALTH INSURANCE	1,733.54	2,923.58	28,787.92	29,235.83	(447.91)	35,083.00	6,295.08	82.06%
512145	LIFE INSURANCE	2.42	2.42	24.04	24.17	(0.13)	29.00	4.96	82.90%
512150	FSA CONTRIBUTION	-	41.67	500.00	416.67	83.33	500.00	-	100.00%
512173	DENTAL INSURANCE	33.44	180.00	1,744.88	1,800.00	(55.12)	2,160.00	415.12	80.78%
531298	UNITED PARCEL SERVICE UPS	-	2.50	-	25.00	(25.00)	30.00	30.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW/	3,043.00	91.67	3,043.00	916.67	2,126.33	1,100.00	(1,943.00)	276.64%
531311	POSTAGE & BOX RENT	0.50	2.08	4.76	20.83	(16.07)	25.00	20.24	19.04%
531312	OFFICE SUPPLIES	-	66.67	410.73	666.67	(255.94)	800.00	389.27	51.34%
531313	PRINTING & DUPLICATING	52.85	33.33	495.38	333.33	162.05	400.00	(95.38)	123.85%
531322	SUBSCRIPTIONS	-	16.67	238.69	166.67	72.02	200.00	(38.69)	119.35%
531324	MEMBERSHIP DUES	1,500.00	152.08	3,574.75	1,520.83	2,053.92	1,825.00	(1,749.75)	195.88%
531351	GAS/DIESEL	27.06	33.33	266.42	333.33	(66.91)	400.00	133.58	66.61%
532325	REGISTRATION	-	43.33	892.00	433.33	458.67	520.00	(372.00)	171.54%
532332	MILEAGE	57.30	12.50	62.66	125.00	(62.34)	150.00	87.34	41.77%
532335	MEALS	18.47	16.67	76.69	166.67	(89.98)	200.00	123.31	38.35%
532336	LODGING	-	33.33	507.20	333.33	173.87	400.00	(107.20)	126.80%
532339	OTHER TRAVEL & TOLLS	-	1.67	14.00	16.67	(2.67)	20.00	6.00	70.00%
533225	TELEPHONE & FAX	19.14	33.33	258.31	333.33	(75.02)	400.00	141.69	64.58%

535352	VEHICLE PARTS & REPAIRS	-	41.67	-	416.67	(416.67)	500.00	500.00	0.00%
571004	IP TELEPHONY ALLOCATION	45.67	45.67	456.70	456.67	0.03	548.00	91.30	83.34%
571005	DUPLICATING ALLOCATION	0.42	0.42	4.20	4.17	0.03	5.00	0.80	84.00%
571009	MIS PC GROUP ALLOCATION	643.42	643.42	6,434.20	6,434.17	0.03	7,721.00	1,286.80	83.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	129.17	129.08	1,291.07	1,290.83	0.24	1,549.00	257.93	83.35%
591519	OTHER INSURANCE	84.41	75.58	813.77	755.83	57.94	907.00	93.23	89.72%

Totals		30,087.83	21,871.42	223,043.32	218,714.17	4,329.15	262,457.00	39,413.68	84.98%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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Totals		-	-	-	-	-	-	-	-
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Total Business Unit		8,404.49	483.33	8,865.72	4,833.33	4,032.39	5,800.00	(3,065.72)	152.86%
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Treatment Court  
87

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
421001	STATE AID	-	(9,333.33)	(53,964.00)	(93,333.33)	39,369.33	(112,000.00)	(58,036.00)	48.18%
451020	OTHER FEES	-	(333.33)	-	(3,333.33)	3,333.33	(4,000.00)	(4,000.00)	0.00%
<b>Totals</b>		<b>-</b>	<b>(9,666.67)</b>	<b>(53,964.00)</b>	<b>(96,666.67)</b>	<b>42,702.67</b>	<b>(116,000.00)</b>	<b>(62,036.00)</b>	<b>46.52%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
521219	OTHER PROFESSIONAL SERV	8,994.00	9,333.33	89,940.00	93,333.33	(3,393.33)	112,000.00	22,060.00	80.30%
521296	COMPUTER SUPPORT	-	333.33	-	3,333.33	(3,333.33)	4,000.00	4,000.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW#	-	-	256.00	-	256.00	-	(256.00)	
531312	OFFICE SUPPLIES	-	-	416.03	-	416.03	-	(416.03)	
531313	PRINTING & DUPLICATING	3.81	-	38.96	-	38.96	-	(38.96)	
571004	IP TELEPHONY ALLOCATION	30.42	-	304.20	-	304.20	-	(304.20)	
571009	MIS PC GROUP ALLOCATION	227.08	-	2,270.80	-	2,270.80	-	(2,270.80)	
571010	MIS SYSTEMS GRP ALLOC(ISIS)	129.17	-	1,291.07	-	1,291.07	-	(1,291.07)	
<b>Totals</b>		<b>9,384.48</b>	<b>9,666.67</b>	<b>94,517.06</b>	<b>96,666.67</b>	<b>(2,149.61)</b>	<b>116,000.00</b>	<b>21,482.94</b>	<b>81.48%</b>

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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Totals - - - - -

Total Business Unit 9,384.48 - 40,553.06 - 40,553.06 - (40,553.06)



Total		1,178.22	-	(23,388.69)	(0.00)	(23,388.69)	-	23,388.69	
2472 Probate Indigent	Revenue	(1,772.33)	(3,466.67)	(41,229.97)	(34,666.67)	(6,563.30)	(41,600.00)	(370.03)	99.11%
	Expenditures	2,205.50	3,466.67	19,685.17	34,666.67	(14,981.50)	41,600.00	21,914.83	47.32%
	Other Sources	-	-	-	-	-	-	-	
Total		433.17	-	(21,544.80)	-	(21,544.80)	-	21,544.80	
Total All Business Units	Revenue	(182,366.20)	(219,486.33)	(2,165,105.00)	(2,194,863.33)	29,758.33	(2,633,836.00)	(468,731.00)	82.20%
	Expenditures	208,036.41	219,486.33	2,078,293.84	2,194,863.33	(116,569.49)	2,633,836.00	555,542.16	78.91%
	Other Sources	-	-	-	-	-	-	-	
Grand Total Clerk of Courts		25,670.21	-	(86,811.16)	-	(86,811.16)	-	86,811.16	

Corporation Counsel  
1701

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(27,449.92)	(27,449.92)	(274,499.20)	(274,499.17)	(0.03)	(329,399.00)	(54,899.80)	83.33%
421012	ST AID WAGES ALLOCATE	-	-	(264.52)	-	(264.52)	-	264.52	
<b>Totals</b>		<b>(27,449.92)</b>	<b>(27,449.92)</b>	<b>(274,763.72)</b>	<b>(274,499.17)</b>	<b>(264.55)</b>	<b>(329,399.00)</b>	<b>(54,635.28)</b>	<b>83.41%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	15,446.18	15,903.25	135,657.74	159,032.50	(23,374.76)	190,839.00	55,181.26	71.08%
511210	WAGES-REGULAR	4,329.05	4,277.67	38,486.36	42,776.67	(4,290.31)	51,332.00	12,845.64	74.98%
511310	WAGES-SICK LEAVE	-	-	1,053.58	-	1,053.58	-	(1,053.58)	
511320	WAGES-VACATION PAY	113.67	-	9,769.92	-	9,769.92	-	(9,769.92)	
511330	WAGES-LONGEVITY PAY	-	19.00	-	190.00	(190.00)	228.00	228.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	4,502.44	-	4,502.44	-	(4,502.44)	
511350	WAGES-MISCELLANEOUS(COMP)	316.92	-	1,617.74	-	1,617.74	-	(1,617.74)	
512141	SOCIAL SECURITY	1,532.39	1,535.75	14,417.14	15,357.50	(940.36)	18,429.00	4,011.86	78.23%
512142	RETIREMENT (EMPLOYER)	1,374.21	1,373.58	12,913.24	13,735.83	(822.59)	16,483.00	3,569.76	78.34%
512144	HEALTH INSURANCE	2,254.40	2,340.50	33,504.81	23,405.00	10,099.81	28,086.00	(5,418.81)	119.29%
512145	LIFE INSURANCE	8.48	11.75	84.64	117.50	(32.86)	141.00	56.36	60.03%
512150	FSA CONTRIBUTION	-	35.42	675.00	354.17	320.83	425.00	(250.00)	158.82%
512173	DENTAL INSURANCE	45.25	240.00	2,071.53	2,400.00	(328.47)	2,880.00	808.47	71.93%
521212	LEGAL	33.00	33.33	33.00	333.33	(300.33)	400.00	367.00	8.25%
521255	PAPER SERVICE	-	8.33	60.00	83.33	(23.33)	100.00	40.00	60.00%
531298	UNITED PARCEL SERVICE UPS	-	-	18.28	-	18.28	-	(18.28)	
531303	COMPUTER EQUIPMT & SOFTW/	116.75	83.33	1,868.75	833.33	1,035.42	1,000.00	(868.75)	186.88%
531311	POSTAGE & BOX RENT	176.16	79.17	771.01	791.67	(20.66)	950.00	178.99	81.16%
531312	OFFICE SUPPLIES	81.42	75.00	927.89	750.00	177.89	900.00	(27.89)	103.10%
531313	PRINTING & DUPLICATING	-	2.92	-	29.17	(29.17)	35.00	35.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	299.00	16.67	299.00	166.67	132.33	200.00	(99.00)	149.50%
531323	SUBSCRIPTIONS-TAX & LAW	712.94	340.00	3,479.85	3,400.00	79.85	4,080.00	600.15	85.29%
531324	MEMBERSHIP DUES	120.00	100.00	1,159.50	1,000.00	159.50	1,200.00	40.50	96.63%
531326	ADVERTISING	-	-	510.52	-	510.52	-	(510.52)	
531348	EDUCATIONAL SUPPLIES	-	54.17	439.72	541.67	(101.95)	650.00	210.28	67.65%
532325	REGISTRATION	-	41.67	600.00	416.67	183.33	500.00	(100.00)	120.00%
532332	MILEAGE	152.95	25.00	152.95	250.00	(97.05)	300.00	147.05	50.98%
532335	MEALS	15.71	12.50	25.71	125.00	(99.29)	150.00	124.29	17.14%
532336	LODGING	164.00	22.50	348.00	225.00	123.00	270.00	(78.00)	128.89%

532339	OTHER TRAVEL & TOLLS	-	-	7.50	-	7.50	-	(7.50)	
533225	TELEPHONE & FAX	13.44	35.42	165.44	354.17	(188.73)	425.00	259.56	38.93%
535242	MAINTAIN MACHINERY & EQUIP	65.98	41.67	708.85	416.67	292.18	500.00	(208.85)	141.77%
571004	IP TELEPHONY ALLOCATION	45.67	45.67	456.70	456.67	0.03	548.00	91.30	83.34%
571005	DUPLICATING ALLOCATION	1.17	-	11.70	-	11.70	-	(11.70)	
571009	MIS PC GROUP ALLOCATION	378.50	378.50	3,785.00	3,785.00	-	4,542.00	757.00	83.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	206.75	206.50	2,065.75	2,065.00	0.75	2,478.00	412.25	83.36%
591519	OTHER INSURANCE	110.92	110.67	1,099.12	1,106.67	(7.55)	1,328.00	228.88	82.77%

Totals		28,114.91	27,449.92	273,748.38	274,499.17	(750.79)	329,399.00	55,650.62	83.11%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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Totals		-	-	-	-	-	-	-	
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Total Business Unit		664.99	0.00	(1,015.34)	0.00	(1,015.34)	-	1,015.34	
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Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(17,726.17)	(17,726.17)	(177,261.70)	(177,261.67)	(0.03)	(212,714.00)	(35,452.30)	83.33%
<b>Totals</b>		<b>(17,726.17)</b>	<b>(17,726.17)</b>	<b>(177,261.70)</b>	<b>(177,261.67)</b>	<b>(0.03)</b>	<b>(212,714.00)</b>	<b>(35,452.30)</b>	<b>83.33%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	2,090.00	2,145.00	21,120.00	21,450.00	(330.00)	25,740.00	4,620.00	82.05%
512141	SOCIAL SECURITY	739.12	699.58	6,462.83	6,995.83	(533.00)	8,395.00	1,932.17	76.98%
514151	PER DIEM	7,920.00	7,000.00	69,395.00	70,000.00	(605.00)	84,000.00	14,605.00	82.61%
531303	COMPUTER EQUIPMT & SOFTW/	-	125.00	978.00	1,250.00	(272.00)	1,500.00	522.00	65.20%
531311	POSTAGE & BOX RENT	127.54	83.33	786.54	833.33	(46.79)	1,000.00	213.46	78.65%
531312	OFFICE SUPPLIES	31.44	125.00	232.66	1,250.00	(1,017.34)	1,500.00	1,267.34	15.51%
531313	PRINTING & DUPLICATING	178.44	250.00	1,527.88	2,500.00	(972.12)	3,000.00	1,472.12	50.93%
531321	PUBLICATION OF LEGAL NOTICE	2,415.51	1,250.00	12,476.47	12,500.00	(23.53)	15,000.00	2,523.53	83.18%
531322	SUBSCRIPTIONS	-	71.67	1,209.25	716.67	492.58	860.00	(349.25)	140.61%
531324	MEMBERSHIP DUES	-	1,250.00	14,458.24	12,500.00	1,958.24	15,000.00	541.76	96.39%
531326	ADVERTISING	-	8.33	-	83.33	(83.33)	100.00	100.00	0.00%
531333	VIDEO SERVICES	-	700.00	2,885.00	7,000.00	(4,115.00)	8,400.00	5,515.00	34.35%
532325	REGISTRATION	-	83.33	409.95	833.33	(423.38)	1,000.00	590.05	41.00%
532332	MILEAGE	1,634.28	1,458.33	14,686.78	14,583.33	103.45	17,500.00	2,813.22	83.92%
532335	MEALS	93.20	33.33	338.98	333.33	5.65	400.00	61.02	84.75%
532336	LODGING	-	62.50	546.00	625.00	(79.00)	750.00	204.00	72.80%
532339	OTHER TRAVEL & TOLLS	-	1.67	3.75	16.67	(12.92)	20.00	16.25	18.75%
533225	TELEPHONE & FAX	2.54	16.67	25.31	166.67	(141.36)	200.00	174.69	12.66%
533236	WIRELESS INTERNET	-	40.00	-	400.00	(400.00)	480.00	480.00	0.00%
571004	IP TELEPHONY ALLOCATION	30.42	30.42	304.20	304.17	0.03	365.00	60.80	83.34%
571005	DUPLICATING ALLOCATION	172.83	172.83	1,728.30	1,728.33	(0.03)	2,074.00	345.70	83.33%
571009	MIS PC GROUP ALLOCATION	151.42	151.42	1,514.20	1,514.17	0.03	1,817.00	302.80	83.34%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,956.67	1,954.67	19,552.70	19,546.67	6.03	23,456.00	3,903.30	83.36%
591519	OTHER INSURANCE	11.78	13.08	120.72	130.83	(10.11)	157.00	36.28	76.89%
<b>Totals</b>		<b>17,555.19</b>	<b>17,726.17</b>	<b>170,762.76</b>	<b>177,261.67</b>	<b>(6,498.91)</b>	<b>212,714.00</b>	<b>41,951.24</b>	<b>80.28%</b>

Other Financing Sources (Uses)

	Current Period	Current Period	YTD	YTD	Prorated	Total	Annual	Percentage
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Acct Number	Description	Actual	Budget	Actual	Budget	Variance	Budget	Remaining	Of Budget
<b>Totals</b>		-	-	-	-	-	-	-	-
<b>Total Business Unit</b>		(170.98)	-	(6,498.94)	-	(6,498.94)	-	6,498.94	

County Board  
12 Board Indirect

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(15,531.17)	(15,531.17)	(155,311.70)	(155,311.67)	(0.03)	(186,374.00)	(31,062.30)	83.33%
<b>Totals</b>		<b>(15,531.17)</b>	<b>(15,531.17)</b>	<b>(155,311.70)</b>	<b>(155,311.67)</b>	<b>(0.03)</b>	<b>(186,374.00)</b>	<b>(31,062.30)</b>	<b>83.33%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
531313	PRINTING & DUPLICATING	-	25.00	-	250.00	(250.00)	300.00	300.00	0.00%
531326	ADVERTISING	-	8.33	-	83.33	(83.33)	100.00	100.00	0.00%
593405	JCEDC	-	6,997.83	83,974.00	69,978.33	13,995.67	83,974.00	-	100.00%
593409	LITERACY COUNCIL DONATION	-	1,333.33	13,500.00	13,333.33	166.67	16,000.00	2,500.00	84.38%
593410	FREE CLINIC DONATION	-	4,166.67	50,000.00	41,666.67	8,333.33	50,000.00	-	100.00%
593412	TOURISM DONATION	4,500.00	375.00	4,500.00	3,750.00	750.00	4,500.00	-	100.00%
593413	RAILROAD CONSORTIUM DONAT	-	1,166.67	14,000.00	11,666.67	2,333.33	14,000.00	-	100.00%
593414	DENTAL CLINIC	-	625.00	7,500.00	6,250.00	1,250.00	7,500.00	-	100.00%
593415	COMMUNITY CARE CLINIC	-	833.33	10,000.00	8,333.33	1,666.67	10,000.00	-	100.00%
<b>Totals</b>		<b>4,500.00</b>	<b>15,531.17</b>	<b>183,474.00</b>	<b>155,311.67</b>	<b>28,162.33</b>	<b>186,374.00</b>	<b>2,900.00</b>	<b>98.44%</b>

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Business Unit</b>		<b>(11,031.17)</b>	<b>0.00</b>	<b>28,162.30</b>	<b>-</b>	<b>28,162.30</b>	<b>-</b>	<b>(28,162.30)</b>	

County Board  
 13 Farmland Preservation

Date Ran 11/23/2015  
 Period 10  
 Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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<b>Totals</b>		-	-	-	-	-	-	-	-
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Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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<b>Totals</b>		-	-	-	-	-	-	-	-
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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<b>Totals</b>		-	-	-	-	-	-	-	-
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<b>Total Business Unit</b>		-	-	-	-	-	-	-	-
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County Board  
Historical Preservation

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451029	SALE OF MISC ITEMS	-	-	(60.00)	-	(60.00)	-	60.00	
<b>Totals</b>		-	-	(60.00)	-	(60.00)	-	60.00	

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
521219	OTHER PROFESSIONAL SERV	1,664.98	-	1,724.98	-	1,724.98	-	(1,724.98)	
531311	POSTAGE & BOX RENT	-	-	207.17	-	207.17	-	(207.17)	
531313	PRINTING & DUPLICATING	-	-	259.38	-	259.38	-	(259.38)	
531324	MEMBERSHIP DUES	40.00	-	40.00	-	40.00	-	(40.00)	
571005	DUPLICATING ALLOCATION	30.42	-	304.20	-	304.20	-	(304.20)	
594950	OPERATING RESERVE	-	275.73	-	2,757.28	(2,757.28)	3,308.74	3,308.74	0.00%
<b>Totals</b>		1,735.40	275.73	2,535.73	2,757.28	(221.55)	3,308.74	773.01	76.64%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
<b>Totals</b>		-	-	-	-	-	-	-	
<b>Total Business Unit</b>		1,735.40	275.73	2,475.73	2,757.28	(281.55)	3,308.74	833.01	74.82%

Register of Deeds  
1001

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	18,444.92	18,444.92	184,449.20	184,449.17	0.03	221,339.00	36,889.80	83.33%
412300	RE TRANSFER FEES COUNTY POR	(24,823.56)	(11,666.67)	(162,667.92)	(116,666.67)	(46,001.25)	(140,000.00)	22,667.92	116.19%
451301	RE RECORDING/FILING FEES	(18,000.00)	(15,625.00)	(167,865.00)	(156,250.00)	(11,615.00)	(187,500.00)	(19,635.00)	89.53%
451303	COPY FEES COUNTY PORTION	(6,399.50)	(6,250.00)	(59,060.15)	(62,500.00)	3,439.85	(75,000.00)	(15,939.85)	78.75%
451307	DOCUMENT REVIEW FEES	(50.00)	(4.17)	(150.00)	(41.67)	(108.33)	(50.00)	100.00	300.00%
451309	BIRTH FUNDS COUNTY PORTION	(685.00)	(875.00)	(7,633.00)	(8,750.00)	1,117.00	(10,500.00)	(2,867.00)	72.70%
451310	MARRIAGE FUND COUNTY PORT	(888.00)	(541.67)	(6,319.00)	(5,416.67)	(902.33)	(6,500.00)	(181.00)	97.22%
451311	DEATH FUND COUNTY PORTION	(2,240.00)	(1,666.67)	(19,877.00)	(16,666.67)	(3,210.33)	(20,000.00)	(123.00)	99.39%
451314	DOMESTIC TERM CTY PORTION	-	-	(14.00)	-	(14.00)	-	14.00	
474016	DEPT RECORDING FEES	-	(5.00)	-	(50.00)	50.00	(60.00)	(60.00)	0.00%
<b>Totals</b>		<b>(34,641.14)</b>	<b>(18,189.25)</b>	<b>(239,136.87)</b>	<b>(181,892.50)</b>	<b>(57,244.37)</b>	<b>(218,271.00)</b>	<b>20,865.87</b>	<b>109.56%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	5,246.56	5,167.08	51,750.16	51,670.83	79.33	62,005.00	10,254.84	83.46%
511210	WAGES-REGULAR	5,775.27	9,654.50	69,413.57	96,545.00	(27,131.43)	115,854.00	46,440.43	59.91%
511220	WAGES-OVERTIME	-	-	22.26	-	22.26	-	(22.26)	
511240	WAGES-TEMPORARY	1,245.09	-	4,865.87	-	4,865.87	-	(4,865.87)	
511310	WAGES-SICK LEAVE	90.06	-	13,600.58	-	13,600.58	-	(13,600.58)	
511320	WAGES-VACATION PAY	4.97	-	10,344.50	-	10,344.50	-	(10,344.50)	
511330	WAGES-LONGEVITY PAY	-	62.50	218.75	625.00	(406.25)	750.00	531.25	29.17%
511340	WAGES-HOLIDAY PAY	159.04	-	2,196.84	-	2,196.84	-	(2,196.84)	
511350	WAGES-MISCELLANEOUS(COMP)	132.79	-	288.09	-	288.09	-	(288.09)	
511380	WAGES-BEREAVEMENT	-	-	477.12	-	477.12	-	(477.12)	
512141	SOCIAL SECURITY	945.05	1,122.17	11,242.22	11,221.67	20.55	13,466.00	2,223.78	83.49%
512142	RETIREMENT (EMPLOYER)	823.02	1,058.58	9,341.11	10,585.83	(1,244.72)	12,703.00	3,361.89	73.53%
512144	HEALTH INSURANCE	2,017.70	4,835.08	39,590.17	48,350.83	(8,760.66)	58,021.00	18,430.83	68.23%
512145	LIFE INSURANCE	7.29	11.33	93.33	113.33	(20.00)	136.00	42.67	68.63%
512150	FSA CONTRIBUTION	-	72.92	875.00	729.17	145.83	875.00	-	100.00%
512173	DENTAL INSURANCE	53.17	360.00	3,131.72	3,600.00	(468.28)	4,320.00	1,188.28	72.49%
531311	POSTAGE & BOX RENT	383.93	333.33	4,097.81	3,333.33	764.48	4,000.00	(97.81)	102.45%
531312	OFFICE SUPPLIES	966.21	250.00	3,468.68	2,500.00	968.68	3,000.00	(468.68)	115.62%
531313	PRINTING & DUPLICATING	-	12.50	67.89	125.00	(57.11)	150.00	82.11	45.26%
531324	MEMBERSHIP DUES	-	8.33	100.00	83.33	16.67	100.00	-	100.00%
531326	ADVERTISING	-	-	22.40	-	22.40	-	(22.40)	

532325	REGISTRATION	-	152.08	1,520.00	1,520.83	(0.83)	1,825.00	305.00	83.29%
532332	MILEAGE	63.45	45.83	219.87	458.33	(238.46)	550.00	330.13	39.98%
532336	LODGING	246.00	46.00	705.00	460.00	245.00	552.00	(153.00)	127.72%
532339	OTHER TRAVEL & TOLLS	-	-	10.00	-	10.00	-	(10.00)	
533225	TELEPHONE & FAX	14.85	25.00	178.67	250.00	(71.33)	300.00	121.33	59.56%
535242	MAINTAIN MACHINERY & EQUIP	-	35.33	461.97	353.33	108.64	424.00	(37.97)	108.96%
571004	IP TELEPHONY ALLOCATION	76.08	76.08	760.80	760.83	(0.03)	913.00	152.20	83.33%
571005	DUPLICATING ALLOCATION	7.17	7.17	71.70	71.67	0.03	86.00	14.30	83.37%
571009	MIS PC GROUP ALLOCATION	984.08	984.08	9,840.80	9,840.83	(0.03)	11,809.00	1,968.20	83.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	258.42	258.17	2,582.45	2,581.67	0.78	3,098.00	515.55	83.36%
591519	OTHER INSURANCE	81.73	74.67	789.82	746.67	43.15	896.00	106.18	88.15%

<b>Totals</b>		19,581.93	24,652.75	242,349.15	246,527.50	(4,178.35)	295,833.00	53,483.85	81.92%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
611101	TRANSFER TO/FROM GENERAL	-	(6,463.50)	(77,562.00)	(64,635.00)	(12,927.00)	(77,562.00)	-	100.00%

<b>Totals</b>		-	(6,463.50)	(77,562.00)	(64,635.00)	(12,927.00)	(77,562.00)	-	100.00%
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<b>Total Business Unit</b>		(15,059.21)	(0.00)	(74,349.72)	0.00	(74,349.72)	-	74,349.72	
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Register of Deeds  
1002 Redaction Fees

Date Ran 11/23/2015  
Period 10  
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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Totals		-	-	-	-	-	-	-	-
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Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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521295	DATA CONVERSION	-	10,414.29	-	104,142.93	(104,142.93)	124,971.52	124,971.52	0.00%
521296	COMPUTER SUPPORT	-	416.67	-	4,166.67	(4,166.67)	5,000.00	5,000.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW/	-	833.33	-	8,333.33	(8,333.33)	10,000.00	10,000.00	0.00%

Totals		-	11,664.29	-	116,642.93	(116,642.93)	139,971.52	139,971.52	0.00%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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611101	TRANSFER TO/FROM GENERAL	-	6,463.50	77,562.00	64,635.00	12,927.00	77,562.00	-	100.00%
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Totals		-	6,463.50	77,562.00	64,635.00	12,927.00	77,562.00	-	100.00%
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Total Business Unit		-	18,127.79	77,562.00	181,277.93	(103,715.93)	217,533.52	139,971.52	35.66%
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**County Administrator's  
Monthly Activity Report  
November 2015**

1. Department Head Meeting

A Department Head meeting was held on November 10<sup>th</sup>. Presentation of a new electronic fillable form tool was reviewed; brief discussion on upcoming review of recognition policy; provided an overview of County Administrator's goals for 2016; reviewed basics on new cyber insurance policy; update on UW-Extension potential transition; overview of new grant tracking requirements; expectations for 2016 DH evaluations including proposed CQI project for the year; reviewed potential dates for potential LEAN familiarization training.

2. County Finances

2016 Budget has been approved. Staff working on rolling up 2015 Budget. County Administrator and County Clerk spent a large portion of this month working through finalizing insurance coverage for 2016.

3. Community/Professional Events/ Other Mis.

- Met with UW-W Staff to review potential evaluation process for the JCATC system in the future. Goal was to develop enhanced processes now to ensure in line with appropriate outcomes in the future evaluation process.
- Met with UW-W Political Science Chair to look at potential internships opportunities in general administration and legal focus.
- Met with SWAG for potential opportunities in the County.
- Participated in a tour of Ixonia company Create a Pack with Governor and Rep Jagler. Company is undergoing a major expansion.
- Completed 2016 TAD Grant Application for JCATC
- Had several meeting concerning UW Extension.
- Attended JRB TID meeting in Lake Mills
- Attended JRB TID meeting in Watertown
- Worked with local and state partners concerning Tyson; larger meeting planned for Dec 1.
- Attended several meeting concerning economic development and next steps.

Ben Wehmeier  
County Administrator