

## March 2008 Department Director Reports

### **Aging & Disability Resource Center (ADRC)**

- Tara Meissner has transferred from the position of Prevention Coordinator to Mobility Manager for the transportation program. She is working for both the county and city transportation program with grant funding through a New Freedom Grant from the Department of Transportation. This is a one-year funded position that is looking to address the transportation needs of the county and restructure current programs to meet the needs in a cost effective manner. An advisory committee of providers and community representatives is providing support and direction for the project. Tara, along with four other members of the team; Jeff Agee-Aquayo from Bay Lakes Regional Planning Commission; Valerie Mellon, representing Maritime Metro; August Kreiser and Judy Rank, have been chosen by the Easter Seals Project Action to join 21 other teams from throughout the U.S. to take advantage of its expertise in coordinating transportation programs. Anyone with transportation concerns or those aware of unmet transportation needs is encouraged to contact Tara at 686-6548.
- Christine Grall is with the ADRC through Engstrom, providing data entry to bring the office up to date on Medicare Part D reporting.
- The staff of the ADRC is helping seniors who do not file federal income tax returns with filling out the 1040A tax form so that they are able to receive the economic stimulus payment. Forms, along with instructions for filling out the form, are available on the front desk.

### **Clerk of Circuit Court**

- With the sale of the Health Care Center, our office has inherited a larger, faster copier, with mega capacity paper drawers. With all the copying that is done in our office on a daily basis, this new machine is a truly a blessing. Thank you, Todd, for thinking of our office when trying to find a new home for this machine.
- We are amidst a reorganization of our basement file room. I want to give a huge "thank you" to Shaunda Klein and Barbara Pamperin for all of their physical labor in bringing some much needed organization to our filing room. It will sure be nice to have the case types properly grouped and sequenced, rather than scattered in multiple locations—the result of dealing with limited storage space and not practicing an annual retention procedure. It will become a much simpler task when someone has to go into the basement to find a file. We are trying to "clean house" by purging records pursuant to the guidelines set forth in the Supreme Court Rules. This is a long overdue project, and by developing some comprehensive annual retention guidelines, we can turn it into a very manageable duty. There is a lot of sweat equity being invested at the front end, but it will definitely pay off down the line.
- On March 27th, Janet Galien, Shaunda Klein and myself will be attending some specialty training in Neenah sponsored by the Director of State Courts. A couple of the main issues being covered are e-filing and scanning, some new technology functions which will be introduced to our office in the near future, preparing for a less-paper future. It's always beneficial to have staff

personally take an active part in these types of training sessions, to obtain firsthand knowledge directly from the experts.

### **Coroner**

- Lisa Blattler is now our office assistant. Our office hours have remained the same: Monday and Wednesday 8:30 a.m. to 1:30 p.m.
- To contact the coroner or a deputy coroner, call x4008.

### **County Clerk**

- Don't forget that there is another election on April 1st. We will be voting for: State Supreme Court, Court of Appeals District 2, Municipal Judge (Manitowoc), County Board, School Boards, Village Boards, and City Councils. This election in particular should especially be of interest to county employees because all 25 County Board members are up. The competitive districts are: 3, 15, 19, and 25. Make sure to get informed on what the candidates stand for - you can obtain their contact information from our office.
- It is early spring cleaning in the Clerk's Office. We are cleaning out our vault by destroying ballots and elections materials which are as many as 38 years beyond their destruction date. Actually, we found a sample ballot from the Nixon/Humphrey election in 1968 - we didn't destroy that relic.
- Voter Public Access or [vpa.wi.gov](http://vpa.wi.gov) (no www in front of that) is an excellent website where you can check on where to vote, who your elected officials are, what district you are in for different elected offices, view a sample ballot, check your voting history, and more. It has also contributed to reducing the amount of phone calls inquiring on the above items - thank you state government.
- We have eight copy paper boxes full of scratchpads which are collecting dust in our vault. Please help us with our spring cleaning by taking some of them.

### **Emergency Management**

- Nancy Crowley spent the week of March 2-7 attending terrorism training and 3 partial days participating in EOC exercises at the Emergency Management Institute in Maryland. A great deal of information was covered, some rather frightening. It was a great feeling, however, to know we have the experienced team of EOC experts and work force that we have developed over the years should any kind of emergency affect the County.
- The county's Emergency Operations Plan is being revised extensively in 2008. The Public Information Officers have been conducting meetings for their group to make their section of the plan more usable and effective. Every department group is encouraged to review their section of the plan and provide the EM Office with your recommended changes. We'll see that they're added.

### **Highway**

- The Highway department welcomes three new employees who started the first week of March: Marc Holsen, Bruce Steinhauer, and Greg Grotegut.

- Our local airport continues to serve our local residents and pilots with the following events:
  - \* Airshow meetings are being held biweekly to prepare for the main air show "Thunder on the Lakeshore" on June 7th & 8th
  - \* Pilot School is up and running for an 8-week course
  - \* Bureau of Aeronautics Safety Seminar and Weather Briefing on April 16th
  - \* Top Guns will be giving airplane rides July 12th thru 20th

### **Joint Dispatch Center**

- An offer has been made to Holly Matze to join the JDC staff as a part time dispatcher. Holly will relocate to the county from the Fond du Lac/Oshkosh area. We are looking forward to her starting March 24th when she will begin three months of training with JDC trainers. Welcome aboard Holly!
- The Department of Public Works (DPW) is releasing Requests for Proposal (RFP) this month for engineering an updated communications tower/antennae project. The project will have direct oversight from the DPW. We are most excited this project is finally getting underway.

### **Personnel**

- The Comptroller's Office, Information Systems, and Personnel Department will be working together to implement an electronic timekeeping system this year. Kronos has been selected as the vendor, and the name of the product we will be implementing is "Workforce Timekeeper". Time will be entered either by using a proximity card at a timeclock or by logging on via the Internet. Some of the primary objectives we are trying to accomplish with the implementation of this system are:
  - Programming the system to apply the numerous pay rules contained within the labor agreements to assure accuracy and consistency
  - Increased accuracy and efficiency due to no longer making manual time calculations and manual time card entry
  - Allowing employees to request time off via this pay system, and allowing employees to do "real time" inquiries of sick, vacation, and holiday balances
  - Utilization of increased scheduling and leave tracking capabilities
- The system will be put into production in two phases, with the Courthouse, Human Services, Health Department, Administrative Office Building and Office Complex going "live" in phase 1 and the Sheriff's Department and Highway Department going "live" in phase 2. We plan to have the conversion completed by year end.
- Training will be provided to all employees and supervisors prior to implementation.

### **Register in Probate**

- If you look into the Register in Probate office on Wednesday mornings or anytime on Thursday you will see an unfamiliar face. Danielle Velier is a paralegal student at LTC and is interning this semester in our office. She has been a great help as another set of hands and is learning many of the real life aspects of working in an office and the practice of law. This side of the

courthouse counter is certainly different from what you find in the law firms. Stop by and say hi. She is interested in government and what we do!

### **Treasurer**

- Our department has been very busy over the last few months with property tax bills. In December, we are responsible for generating all the tax bills for 18 towns, 9 villages and the City of Kiel. After each municipality has passed their budget, they forward their tax rates to our office, which we enter into the computer. Special assessments are entered, along with any lottery credit claims and taxes delinquent from prior years. With help from Chris Eiles in the IS department, about 30,000 tax bills are printed and sealed (through a very temperamental machine) and disbursed to the local treasurers to mail.
- The local treasurers collect all payments for taxes in full, or the first installment, by January 31st. In February, all municipal treasurers must provide us with their collection information which we enter into our computer system (settlements), then pay all the various entities of government such as the school district, vocational school districts, state, county, local, fire department districts, and sanitary districts. After January 31st, we now collect the remaining taxes, except for the cities of Manitowoc and Two Rivers.
- If you own the house that you are currently living in, and it is your primary residence, you should have had a lottery and gaming credit show up on your tax bill. If you did not, and feel you are eligible for a credit, please contact our office as soon as possible to file a form with the state.
- We are also very busy answering questions about last year's property tax bill, as people are busy filing their income taxes.
- Do you feel the assessment on your property is wrong? Now is the time to do something about it. Every municipality must hold a board of review every year. The board of review is where you may contest the assessment amount. Board of review cannot be held before the second Monday of May. Contact your local assessor or municipality for the date of your board of review or to find out how your assessment amount was determined.
- Have you ever lost your paycheck or have to come to work on a day off to pick up your check? You can avoid those problems by signing up for direct deposit. If you have any questions about direct deposit, give us a call at x4021 or the Personnel department at x4060 to sign up.

### **UW-Extension**

- The UW-Extension Family Living Program will be hosting the "Supporting Rural Family Caregivers" satellite on March 19th at the office complex from noon to 2:30 p.m. The purpose of this satellite is to conduct a discussion of the difficulties faced by rural family caregivers and how to support them in areas with limited provider agencies, people power shortages, and transportation challenges. For more information or to register, visit <http://registration.casals.com/cms> and click on Register Now to view satellite broadcast.

## **Veterans Service**

- Are you (or do you know) a Veteran who served in or very close to **Vietnam** between January 1962 and May 1975? Or who served in the De-Militarized Zone (**DMZ**) of **South Korea** between September 1967 and August 1971? Do you (they) have any of the following illnesses:
  - Diabetes type II
  - Prostate Cancer
  - Cancer of the: Lung, Bronchus, Larynx, Trachea
  - Hodgkin's Disease
  - Multiple Myeloma
  - Chronic Lymphocytic Leukemia
  - Non-Hodgkin's lymphoma
  - Or numerous forms of "Soft-tissue Sarcoma"
- Are you (or do you know) a Veteran who was given a disability rating (receiving or received compensation) sometime back and now that disability is taking more and more away from the quality of their life or their ability to do things? Or is the injury/illness requiring more and more medical care or medication?
- Are you eligible for and would you like to know more about ChampVA? - the healthcare program authorized for the families (wife/widow(er) & dependent children) of Veterans who are 100% Service Connected (SC) Disabled, died while in service to our country, or died later from a Service Connected (SC) Disability (i.e. a Vietnam Veteran, SC for Diabetes dies from Diabetes and or its complications).
- If the answer to any of these questions is yes, perhaps it is time to set up an appointment with your County Veterans Service Officer (CVSO), Jane Babcock at x4055 to determine if you are eligible for services or programs offered through our office. "I hear she's easy to talk to!"

## **Department Highlight - Sheriff's Department**

The Manitowoc County Sheriff's Department is located in the heart of downtown Manitowoc at 1025 South 9th Street. It is in the same block as the historic Manitowoc County Courthouse. This has been the location of the department since 1962.

We, the members of the Manitowoc County Sheriff's Department, in a cooperative effort serve our community:

By ensuring a safe and peaceful environment for the citizens of our county,  
By protecting life and property through the enforcement of laws,  
By responding to requests for service and assistance,  
By guaranteeing people's constitutional rights,  
By respecting the dignity of all people,

**WITH P.R.I.D.E.**

## **Law Enforcement**

The Sheriff receives his/her authority from Chapter 59 of the Wisconsin State Statutes to enforce state laws and county ordinances, supervise the county jail and secure juvenile detention, traffic control, process service, court security, criminal investigations, welfare fraud, special event security, prisoner and emergency medical detention transports.

The Manitowoc County Metro Drug Unit is also located in the Sheriff's Department. This unit is comprised of several government agencies working together on the fight against drug trafficking.

The Sheriff's Department jail addition and renovation was completed in 1993. Located within the facility are a 21-bed juvenile detention center and a 216-bed jail.

The current jail population averages approximately 200 inmates per day. This total would include 30 inmates being housed for the state prison system and any inmates that are on an electronic monitor.

## **Department Organization**

The Sheriff is elected by the citizens of the county (s)he serves and appoints deputies and other staff to carry out the duties of Sheriff.

The Sheriff's Department is a para-military organization that is structured into four divisions: Jail, Support, Operations and Metro Drug. The Sheriff employs 116 regular employees which equates to 111.95 FTE (full-time equivalent) positions, 57 of those are sworn deputies. Additionally, we currently employ 16 part-time reserve deputies and have an active volunteer program with approximately 50 volunteers.

## **News from Other Units of Government**

### **City of Manitowoc**

- The St. Patrick's Day parade will be held on March 14th in downtown Manitowoc. The parade begins at 7:00 p.m. at the corner of Washington and S. 8th Streets and ends at Bank First National on N. 8th Street. Fireworks to follow near the Maritime Museum at dusk. The Great Green Treasure Hunt will be held on Saturday, March 15th. For more information, visit <http://pages.isol.net/downtownmanitowoc/events/stpatparade.htm>