

CHIPPEWA COUNTY
LEGAL & LAW ENFORCEMENT COMMITTEE
REGULAR MEETING
MAY 16, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:30 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Robert Teuteberg	Chippewa County	District 14 (Chair)	Present	
Dean Mueller	Chippewa County	District 20 (Vice-Chair)	Present	
Charles Bomar	Chippewa County	District 12	Present	
Kari Ives	Chippewa County	District 21	Present	
Joel Seidlitz	Chippewa County	District 9	Present	

Others present: Curt Dutton, Dan Modl, Randy Scholz, Russ Bauer, Karen Hepfler, Chris Kowalczyk, Wade Newell, Denise Shervey and Jessica Hermann.

Recorder: Amanda Richardson

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Dean Mueller, District 20 (Vice-Chair)
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

1. Approve the Agenda
2. Approve the Minutes

Legal & Law Enforcement Committee - Regular Meeting - Mar 14, 2022 4:30 PM

5. REPORTS

1. District Attorney Report - Wade Newell
Chippewa County District Attorney, Wade Newell, gave a presentation on what the District Attorney's office does as well as staff duties and responsibilities of the office. Mr. Newell also explained how the funding is allocated between the County and the State. (Copy on file)
2. Clerk of Courts Report - Karen Hepfler
Chippewa County Clerk of Courts, Karen Hepfler, gave a presentation on what the Clerk of Courts department does and how they serve the community from managing records and finances to managing juries. Hepfler also went over the office organizational staff chart and responsibilities of the office. (Copy on file)

Legal & Law Enforcement Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

May 16, 2022
4:30 PM

3. Register in Probate Report - Jessica Hermann
Chippewa County Register in Probate, Jessica Hermann, gave a report on what the Register in Probate office does as well as the staff duties and responsibilities.
4. Child Support Report - Denise Shervey
Chippewa County Child Support Director, Denise Shervey, gave a presentation on what the Child Support department does as well as staff duties and responsibilities of the office. Shervey noted that federal funding is based on performance and that their department has consistently performed at a level that meets or exceeds the four performance measures.
5. Emergency Management Report - Russ Bauer
Chippewa County Emergency Management Director, Russ Bauer, gave a report on what the Emergency Management Department does along with staff and their responsibilities.
6. Coroners Report - Ron Patten
7. Sheriff Department Report - Jim Kowalczyk
Sheriff Kowalczyk gave a report on the four divisions of the Sheriffs department with what their responsibilities are along with current staffing. Kowalczyk recognized his retirement this year along with the promotions of Curt Dutton to Chief Deputy and Dan Modl to Jail Captain. Investigator Chris Kowalczyk briefed the committee on current investigations. Dan Modl, Jail Captain updated the committee on the current and finished projects at the jail.
8. Discussion on Law Enforcement Awards - Robert Teuteberg
Agenda item was moved to the next Legal & Law Meeting on July 18th, 2022.

6. BUSINESS ITEMS

1. Set Regular Meeting Date and Time
Committee meeting dates and times were discussed and was concluded to keep the same meeting dates as bi-weekly, every third Monday of the month at 4:30 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Kari Ives, District 21
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

2. Resolution to Formally Accept the Annual PESI, Inc. Donation for Body Cameras for the Chippewa County Sheriff's Department and Other Municipal Law Enforcement Agencies
Sheriff Kowalczyk stated body cameras have been put in the CIP (Capital Improvement Plans) for the past few years but due to priorities it was pushed back so he is pleased that PESI, Inc. has donated to cover the purchase, implication and annual software costs for the body cameras at \$229,696 over the span of 5 years. He stated late fourth quarter they should be out.

Motion (Ives/Seidlitz) to approve. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

Legal & Law Enforcement Committee

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Chippewa County Courthouse, Rm 302

May 16, 2022
4:30 PM

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 6/14/2022 6:00 PM
MOVER:	Kari Ives, District 21	
SECONDER:	Joel Seidlitz, District 9	
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz	

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

8. ADJOURN

Motion (Ives/Bomar) to adjourn. Carried by Roll Call. All members present voting Aye. Meeting adjourned at 6:35 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Charles Bomar, District 12
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

CHIPPEWA COUNTY
LEGAL & LAW ENFORCEMENT COMMITTEE
REGULAR MEETING
MARCH 14, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:30 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Mechele Shipman	Chippewa County	District 9 (Chair)	Present	
Lee McMenamin	Chippewa County	District 4 (Vice-Chair)	Present	
Harold Steele	Chippewa County	District 1	Present	
Kari Ives	Chippewa County	District 12	Present	
James Ericksen	Chippewa County	District 5	Absent	

Others Present: Curt Dutton, Jim Kowalczyk, Chris Kowalczyk, Randy Scholz, and Denise Shervey. Recorder: Lisa Merrell.

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lee McMenamin, District 4 (Vice-Chair)
SECONDER:	Harold Steele, District 1
AYES:	Shipman, McMenamin, Steele, Ives
ABSENT:	Ericksen

1. Approve the Agenda
2. Approve the Minutes

Legal & Law Enforcement Committee - Regular Meeting - Jan 24, 2022 4:30 PM

3. Schedule Next Meeting Date - May 16th, 2022 4:30 PM

5. REPORTS

1. Division Reports/Sheriff's Report/Spillman Update - Jim Kowalczyk
Kowalczyk stated Sheriff's Departments statewide are having trouble with recruiting and retaining employees. Everyone is looking for dispatchers and jailers especially. Counties have tried raising pay, going to 12 hours shifts, and it doesn't seem to matter, they are all in dire need of jailers. Our Jail currently has three openings. They are interviewing hopefully this Friday. On Wednesday they have interviews for three vacancies in Dispatch. There is one opening in Patrol, and recruitment ends this Wednesday. The Chief Deputy gave notice that he is retiring toward the end of April, and recruitment for that position closes this Wednesday as well.

Minutes Acceptance: Minutes of Mar 14, 2022 4:30 PM (Consent Agenda)

Legal & Law Enforcement Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

March 14, 2022
4:30 PM

Kowalczyk explained that they are looking at a program geared toward heavy truck enforcement in regard to road bans, but also enforcement of loads, weights, and restrictions for semis, large trucks, milk trucks, etc. They teamed up with the State Patrol and the Highway Department and had training sessions.

Another program that starts in the spring is the internship program that involves students from the technical college and university.

Kowalczyk stated he, Information Technology, the Chief Deputy, and County Administrator are working on the body camera project, which was supposed to go live the fourth quarter of this year. They have been working with a nonprofit organization from Eau Claire that provided the Eau Claire County Sheriff and Police Department with body cameras and dash cameras. There is the possibility of receiving \$230,000 of donated funds from this organization for body cameras. They should find out in the next week or so. It would be a total of 32 body cameras, for the Sheriff's Department and other agencies in the county, other than the City of Chippewa Falls, which already has body cameras.

Chris Kowalczyk provided the Investigations report.

Curt Dutton provided the Jail report. Dutton stated they have been working with the Police Science Department at CVTC, giving tours to the students. They have had very good feedback, so they will continue doing that. If any Board members are interested in coming to the Jail for a tour, they would be more than happy to do that as well. Their average daily population is still down by about 20, but they are anticipating it will bump up a little in the future. Dutton stated they are in a pinch trying to find unique ways to get staff. They had a new employee that had worked within the Stanley Prison, and instead of sending them to six weeks of Jail school, they were able to send them to Madison to take a reciprocity test.

Shipman commended the Jail on having perfect Jail Inspection scores again this year.

Kowalczyk provided the Communications report. They have 14 full time employees, with 10 currently filled, one in the FTO program, and two float positions to help out with the overtime. For January they had 6,487 calls for service, 1,303 of them for emergencies. For February they had 6,067 total calls for service, with 1,135 emergency calls.

2. Sheriff Department Logo - Jim Kowalczyk

Kowalczyk stated about a month ago, he and the Administrator met with a student from the high school and her father about the logo. They had a good discussion, but they have made no decisions as of today. They are looking for more feedback from her or her parents.

Scholz stated they left it up to her, and she is working on it. When she has more information for them, they will have another meeting.

6. BUSINESS ITEMS

1. Resolution Designating Temporary No Parking Zones in the Town of Arthur

Kowalczyk stated this resolution covers Country Fest and Rock Fest in Town of Arthur. It is something that comes up every year to this committee.

Minutes Acceptance: Minutes of Mar 14, 2022 4:30 PM (Consent Agenda)

Legal & Law Enforcement Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

March 14, 2022
4:30 PM

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 4/19/2022 6:00 PM
MOVER:	Harold Steele, District 1	
SECONDER:	Lee McMenamin, District 4 (Vice-Chair)	
AYES:	Shipman, McMenamin, Steele, Ives	
ABSENT:	Ericksen	

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

Shipman thanked the committee for the honor of leading the committee and thanked everyone for the fine work that they do serving Chippewa County.

8. ADJOURN

Meeting adjourned at 5:24 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harold Steele, District 1
SECONDER:	Lee McMenamin, District 4 (Vice-Chair)
AYES:	Shipman, McMenamin, Steele, Ives
ABSENT:	Ericksen

Minutes Acceptance: Minutes of Mar 14, 2022 4:30 PM (Consent Agenda)

DISTRICT ATTORNEY

Mission Statement

Represent the people of Chippewa County through aggressive, fair and effective prosecution, ensuring impartial and balanced justice that holds people accountable for their actions. Concerns for the protection of the public and the well-being of the victims of crimes guide the trial practice, policy development, and program implementation.

Goals

Maintaining the best interests of the public welfare while pursuing prosecution of matters in a timely fashion.

Statutory Authority

Wis. Stat 978.13(2) – As it pertains to the County’s fiscal responsibilities for the operational costs of the District Attorney’s Office.

Budget (Tax Levy)

Expense	Amount
Personnel (Salaries, Fringe Benefits, Health Ins.)	\$476,613
Contracted Services	\$30,535
Other (Supplies, Cell Phone, Postage, Mileage, etc.)	\$34,300
Expenditure Transfer	\$-5,000
Net Taxpayer Levy	\$494,613

Non-Lapsing Fund	Amount
Unaudited Balance as of 12/31/19	
Fund Balance Applied to 2020 Budget	
Estimated Non-Lapsing Fund Balance	

Priorities

Provide strong leadership in the prosecution of domestic abuse, child abuse, sex abuse and substance abuse matters along with other cases referred by various local and state agencies.

Organizational Chart

See attached.

CHIPPEWA COUNTY - OFFICE OF DISTRICT ATTORNEY
2022**District Attorney**
Wade C. Newell**Assistant District Attorney**

Roy La Barton Gay

Assistant District Attorney

Edward J. Minser

Assistant District AttorneyLawrence J. ~~Brosten~~**Assistant District Attorney**

Scott D. Zehr

Assistant District Attorney

Sara Matthews

Office Manager
Jodi Gobrecht**Legal Secretary**
Joyce Running**Legal Secretary**
Tiffany Depriest**Legal Secretary**
Dawn Fleming**Legal Secretary**
Elizabeth Patten**Legal Secretary**
Melanie Williams**Youth Court Coordinator (LTE)**
Jacky Miller**V/W Program Coordinator**
Sherrie Dachel**V/W Specialist**
Rebecca Peterson**V/W Specialist**
Carolyn Clazmer Strand

CHIPPEWA COUNTY DISTRICT ATTORNEY'S OFFICE



711 North Bridge Street
Chippewa Falls, WI 54729
Phone: [715] 726-7740 ♦ Fax: [715] 726-7748

E-mail: DistrictAttorneyOffice@co.chippewa.wi.us
Website: www.co.chippewa.wi.us/Departments/DistrictAttorney

WADE C. NEWELL, District Attorney

Assistant District Attorneys

Roy La Barton Gay
Lawrence J. Broeren
Sara E. Matthews

Scott D. Zehr
Edward J. Minser

Office Manager
Victim Services Office

[715] 726-7747
[715] 726-7733

MISSION STATEMENT

Represent the people of Chippewa County through aggressive, fair and effective prosecution, ensuring impartial and balanced justice that holds people accountable for their actions. Concerns for the protection of the public and the well-being of the victims of crimes guide the trial practice, policy development and program implementation.

POLICY

The District Attorney's Office fulfills its mission statement by providing strong leadership in victim advocacy, domestic abuse prosecutions, child abuse prosecutions, sex abuse prosecutions, substance abuse prosecutions, drug and alcohol abuse prevention programs and a youth court program. In addition, the District Attorney's office prosecutes criminal cases brought to it by various local and state agencies, including but not limited to the Department of Justice, Department of Industry, Labor and Human Relations, Department of Agriculture and the Department of Human Services. The District Attorney's Office prosecutes county and state traffic violations, ordinance violations, Children in Need of Protective Services (CHIPS) cases, child support cases and any and all other criminal matters brought under the Juvenile Code. The Deferred Acceptance of a Guilty Plea (DAGP) agreements are offered to defendants accused of domestic violence, accused of failing to pay child support and Operating after Revocation. The Intoxicated Driver Intervention Program (IDIP) is offered to defendants accused of criminal OWI offenses. These diversion programs contain a component of education, counseling and/or treatment. The participants are expected to go through processes intended to prevent recidivism and reduce overall caseload. The District Attorney's Office contracts with an agency to act as a diversionary agent in the collection of worthless checks.

The Victim/Witness program provides information to Chippewa County law enforcement and referral and support to citizens who have been victims of or witnesses to crimes. The Victim/Witness Coordinator and staff maintain contact with victims and witnesses to update them on case progress in the juvenile and criminal justice systems. The Victim/Witness Coordinator and staff assist persons seeking restraining orders and injunctions.

The mission of the Victim/Witness Office is to ensure that people affected by crime are treated with fairness and respect. The Victim/Witness staff will endeavor to uphold or restore the dignity of victims and witnesses throughout the court process. The Victim/Witness staff enacts and enforces consistent and fundamental rights for crime victims while providing the victims with access to comprehensive and quality services. The Victim/Witness staff strives to support, improve and replicate promising practices in victims' rights and services; and advocate for public policy and resources to enhance victims' rights and services. The ultimate goal is to lessen trauma of victimization and empower victims to become survivors.

VICTIM WITNESS

Mission Statement

The mission of the Victim/Witness Office is to ensure that people affected by crime are treated with fairness and respect. The Victim/Witness staff will endeavor to uphold or restore the dignity of victims and witnesses throughout the court process. The Victim/Witness staff enacts and enforces consistent and fundamental rights for crime victims while providing the victims with access to comprehensive and quality services. The Victim/Witness staff strives to support, improve, and replicate promising practices in victims' rights and services, and advocate for public policy and resources to enhance victims' rights and services. The ultimate goal is to lessen trauma or victimization and empower victims to become survivors.

Goals

Provide direct services to victims and witnesses of crime. Help victims/witnesses understand their rights and the criminal justice process for juvenile and adult offenders. Provide appropriate referrals to agencies within the state, county and community.

Organizational Chart

Same attachment for District Attorney.

Statutory Authority

Constitutional Amendment: Victims' Rights (Art. 1, Sec. 9m, Wis. Const.), Administrative Rules: Victim/Witness Program Jus 12, and Wis. Stat. Chapter 950.

Budget (Tax Levy)

Expense	Amount
Personnel (Salaries, Fringe Benefits, Health Ins.)	\$253,553
Contracted Services	
Other (Supplies, Cell Phone, Postage, Mileage, etc.)	\$8,450
Expenditure Transfer	
Net Taxpayer Levy	\$158,150

Non-Lapsing Fund	Amount
Unaudited Balance as of 12/31/19	
Fund Balance Applied to 2020 Budget	
Estimated Non-Lapsing Fund Balance	

Priorities

Providing assistance to victims of crime is the top priority. We provide a safe and secure atmosphere before and after court appearances. We strive to provide information to victims as soon as possible. We attempt to make the process less intimidating by providing court escort, facilitate preparation meetings, and making ourselves available to answer questions as much as possible.

YOUTH COURT

Mission Statement

To benefit youth and the community by providing an alternative method of adjudicating juvenile offenses, while providing juvenile offenders the opportunity to become accountable for their actions, and to actively participate in the juvenile justice system.

Goals

Provide educational and positive experience to the offender with the goal of reducing and/or preventing recidivism.

Organizational Chart

Youth Court Coordinator – Jacky Miller. The governing board consists of representatives from the Juvenile Intake Office, District Attorney’s Office, area school principals, law enforcement and citizen members.

Statutory Authority

N/A

Budget (Tax Levy)

Expense	Amount
Personnel (Salaries, Fringe Benefits, Health Ins.)	4750.00
Contracted Services	
Other (Supplies, Cell Phone, Postage, Mileage, etc.)	1500.00
Expenditure Transfer	
Net Taxpayer Levy	-0-

Non-Lapsing Fund	Amount
Unaudited Balance as of 12/31/19	
Fund Balance Applied to 2020 Budget	
Estimated Non-Lapsing Fund Balance	

Priorities

Reduce offender recidivism rate and provide an educational experience and awareness of the juvenile justice system for the peer panel participants.

WISCONSIN
Clerks OF
Circuit Court
Your Access to the Courts

CHIPPEWA COUNTY | KAREN J. HEFFLER, CLERK OF CIRCUIT COURT

AGENDA

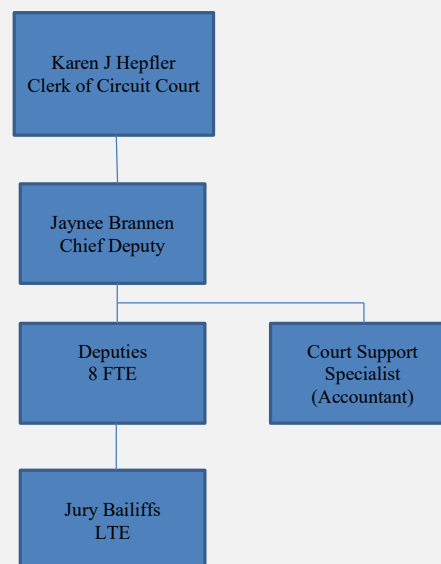
- Who we are
- What we do
- How we serve the community

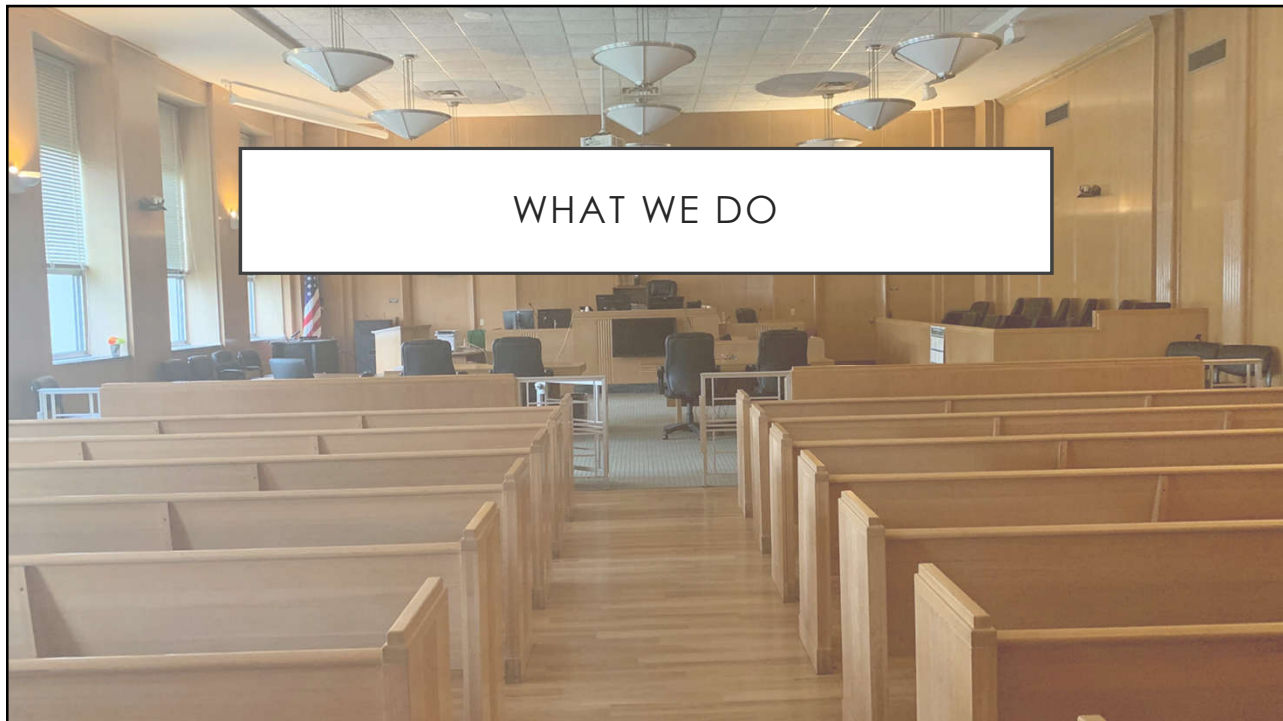
WHO WE ARE

- >> Elected every four years in each of Wisconsin's 72 counties
- >> Statutorily responsible for a variety of recordkeeping functions of the courts
- >> Play a significant role in Wisconsin's judicial system



Clerk of Circuit Court Organizational Chart





WHAT WE DO

MANAGE RECORDS

- >> Create and maintain court records
- >> Record liens and monetary judgments
- >> Provide access to court records



Case Type	2015	2016	2017	2018	2019	2020	2021
SMALL CLAIMS	1,322	1,230	1,391	1,413	1,399	835	910
CIVIL	454	387	400	372	429	321	341
FAMILY/PATERNITY (includes PJ)	511	558	467	418	396	323	494
FELONY	545	590	787	863	776	766	832
MISDEMEANOR	644	607	570	559	456	394	289
CRIMINAL TRAFFIC	256	293	304	187	106	133	135
TRAFFIC	7,547	7,607	7,191	8,181	6,148	3,661	5,615
FORFEITURE	1,089	1,211	1,234	1,225	1,005	869	972
JUVENILE ORDINANCE	178	114	143	177	116	120	124
INCARCERATED PERSONS	5	14	2	6	2	3	4
COMPLEX FORFEITURE	4	2	2	7	3	6	2
SUBTOTAL	12,555	12,613	12,491	13,408	10,836	7,431	9,718

Case Type	2015	2016	2017	2018	2019	2020	2021
GARNISHMENTS (SC,CV)	908	788	854	958	922	625	689
TRANSCRIPT FROM JUDGMENT	81	62	89	62	52	25	38
FOREIGN JUDGMENT	5	9	4	2	6	4	2
JOHN/JANE DOE	3	4	1	0	3	3	2
TAX WARRANT	123	130	116	145	210	163	130
GROUP FILES (CCAP entered only)	391	386	670	1,488	1,987	999	1094
CL,CO,HL, OL (LIENS)	53	41	51	108	119	54	55
UNEMPLOYMENT COMPENSATION	91	76	77	36	46	50	65
WORKERS COMPENSATION	29	44	29	12	17	7	11
APPEALS	14	11	9	21	9	10	13
SUBTOTAL	1,698	1,551	1,900	2,832	3,371	1,940	2,099
TOTAL CASELOAD	14,253	14,164	14,391	16,240	14,207	9,371	11,817

MANAGE COURT FINANCES

>> Collect Court-Ordered Financial Obligations
>> Produce Detailed Reports

PAYMENT
REQUIRED



MANAGE COURT FINANCES

>>State of Wisconsin court support payments
>>Fees, fines, forfeitures, surcharges
>>Recoupment of expenses and costs
>>Cash bond, foreclosure funds, etc.

- Disbursements to State of Wisconsin \$1,352,725
- Disbursements to Chippewa County
 - Court budgets \$559,732
 - Other county budgets \$147,090
- Disbursement of restitution to victims \$73,810
- Other municipalities \$116,169

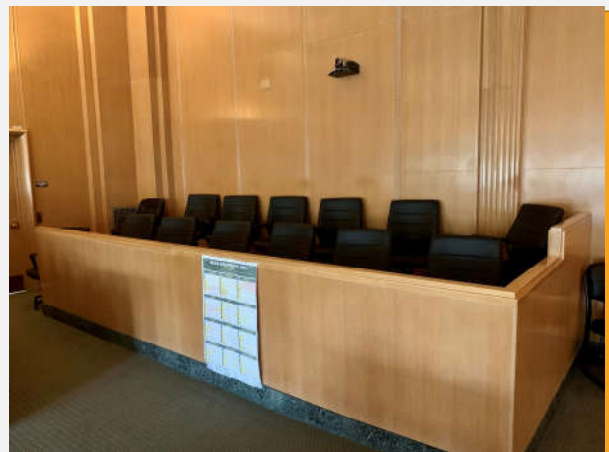
MANAGE JURIES

- >> Select, Notify and Orient
- >> Ensure Safety and Comfort



MANAGE JURIES

- >> 2500 Jurors requested for 2021 Jury Year
- >> 2335 Qualification questionnaires sent
- >> 2046 Summonses sent
- >> 13 Jury trials in 2021
- >> Juror per diem \$25/day (\$12.50 half day)
- >> Juror mileage rate \$.51/mile



IMPLEMENT AUTOMATION

Apply the latest technology to records management for office efficiency and public access



ADMINISTER COUNTY COURT SYSTEMS

- >> Manage budgets and trial court resources
- >> Develop policies and procedures
- >> Recruit, train and oversee staff



Court Schedule - Intake Judge				
Monday	Tuesday	Wednesday	Thursday	Friday
- am Court - pm Court	- am Court - Traffic Court - pm Court	- am Court - pm Court	Recovery Court - am Court - pm Court	- am Court - pm Court
Weekly Duties				
Monday	Tuesday	Wednesday	Thursday	Friday
eFilings/Mail/Faxes Email Phone Calls/Voice Mail Assist Customers	eFilings/Mail/Faxes Email Phone Calls/Voice Mail Assist Customers Process Intake Cases Prepare & Distribute Intake Calendar	eFilings/Mail/Faxes Email Phone Calls/Voice Mail Assist Customers Process Intake Cases	eFilings/Mail/Faxes Email Phone Calls/Voice Mail Assist Customers	eFilings/Mail/Faxes Email Phone Calls/Voice Mail Assist Customers Distribute Warrant List Email Traffic List to Required Parties
Other Criminal Duties		Other Traffic Duties		
*Fax minutes to jail, probation, etc		*Process Traffic & Forfeiture Cases		
*Quash Warrants		*Deposit Transfer Report Civil & Criminal		
*Bond Hearing Paperwork		*Brady Background Checks		
*Intake - docket, scan, review, complete, distribute		*Search Requests		
*Process Criminal Complaints		*Judicial Assignments		
*Complete Judgement of Convictions		*Keep forms up-to-date		
*Docket and Scan Search Warrants		*Settlement Sheets & Not Guilty Pleas		
*ATN #'s - request, follow-up, docket				
*Search Requests				
*Keep forms up-to-date				
*Weekly Intake Email				
*Judicial Assignments				
*DNA Letters & Return of Service from CHSO				
*Maintain GF7500				

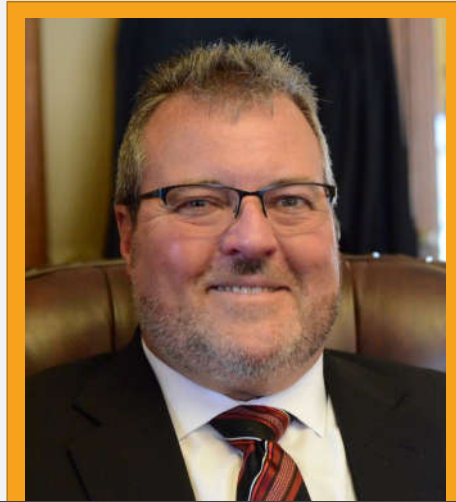
Court Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Family Court Commissioner Small Claims Court Commissioner Child Support Hearings				
Weekly Duties				
Monday	Tuesday	Wednesday	Thursday	Friday
eFilings/Mail/Faxes Docket/Satisfy Judgments (SJ, TJ, FJ) Civil Lien Check Phone Calls/Voice Mail Email Assist Customers CV - Process TRO Cases FA - Process Divorce Cases SC - Final SC Prep SC - Enter SC Judgements	eFilings/Mail/Faxes Docket/Satisfy Judgments (SJ, TJ, FJ) Civil Lien Check Phone Calls/Voice Mail Email Assist Customers SC - Finish SC Judgements	eFilings/Mail/Faxes Docket/Satisfy Judgments (SJ, TJ, FJ) Civil Lien Check Phone Calls/Voice Mail Email Assist Customers	eFilings/Mail/Faxes Docket/Satisfy Judgments (SJ, TJ, FJ) Civil Lien Check Phone Calls/Voice Mail Email Assist Customers CV - Email TRO Calendar FA - Review/Verify CSA Calendar	eFilings/Mail/Faxes Docket/Satisfy Judgments (SJ, TJ, FJ) Civil Lien Check Phone Calls/Voice Mail Email Assist Customers CV - Prepare TRO Docs - Monday FA - Prepare Divorce Docs - Monday FA - Email mediation list to TRY SC - Prep for Monday/Email SCC Calendar/SCC Check
Other Civil/Family/Jury/Small Claims Specific Duties				
CIVIL	FAMILY	JURY	SMALL CLAIMS	GENERAL
*Liens: Construction, Utility, Public Assistance, Hospital, & Condo	*Send Divorce Worksheets	*Update Jury Phone Messages	*Process SC Hearings	*Fax minutes to jail, probation, etc.
*Tax Warrants/Workers Comp	*CSA Month End	*Prepare Monthly Jury Calendar	*Noncompliance Affidavits	*Docket/Satisfy Judgments
*Front Counter Processing of	Court & Copies Spreadsheet	Create Panel	*Contempt Filings	*Quash Warrants
Name Changes, Sheriff Sales,	to Karen H. Print FA & PA Active	Mail Summons	*Garnishments/Demand	*Daily Scanning - 48 hr Review
Motions Filed, & Restraining Orders	Warrant List	Jury Payments (if applicable)	for Hearing Objectives	*Judicial Assignments
*IP Cases	*Family Scanning Converted Files	*Jury Bailiff Emails	*Assignment Judgements	*Search Requests
*Out of State Subpoenas		*Juror OTSCH		*Keep Forms Updated
		*Voor Dire for Jury Trials		*Exhibit Room
		*Update Juror Information		*Audrey - Daily Depoist
		*Scan Jury Questionnaires		
		*Prepare Questionnaires		
		for DA's Office		

Accountant				
Court Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Front Counter Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Karen C - am	Karen C - am			
Weekly Duties				
Monday	Tuesday	Wednesday	Thursday	Friday
Email	Email	Email	Email	Email
Mail	Mail	Mail	Mail	Mail
Phone Calls/Voice Mail	Phone Calls/Voice Mail	Phone Calls/Voice Mail	Phone Calls/Voice Mail	Phone Calls/Voice Mail
Incoming Faxes	Incoming Faxes	Incoming Faxes	Incoming Faxes	Incoming Faxes
Assist Customers	Assist Customers	Assist Customers	Assist Customers	Assist Customers
Receipt A/R	Receipt A/R	Receipt A/R	Receipt A/R	Receipt A/R
Make Sure Judgments are Satisfied, Drivers Licenses released, and commitments quashed.	Make Sure Judgments are Satisfied, Drivers Licenses released, and commitments quashed.	Make Sure Judgments are Satisfied, Drivers Licenses released, and commitments quashed.	Make Sure Judgments are Satisfied, Drivers Licenses released, and commitments quashed.	Make Sure Judgments are Satisfied, Drivers Licenses released, and commitments quashed.
GPS approving payments	GPS approving payments	GPS approving payments	GPS approving payments	GPS approving payments
Run Day End Drawer Report	Run Day End Drawer Report	Run Day End Drawer Report	Run Day End Drawer Report	Run Day End Drawer Report
Change Drawer Dates	Change Drawer Dates	Change Drawer Dates	Change Drawer Dates	Change Drawer Dates
Lock Up Money Bags	Lock Up Money Bags	Lock Up Money Bags	Lock Up Money Bags	Lock Up Money Bags
Other Accountant Specific Duties				
*Appeals	*Adjustment Entries/Void Checks		*GPS	
*Wage Assignments	*Disburse Funds to Individuals and Agencies		*Invoice US Attorney eFiling Report	
*Cut Probate Checks	*Disburse Restitution Checks and Bonds		*Process Orders for Deceased Owning Money	
*Month End for Probate	*Close, Balance, and Cut Checks for Month End		*Monitor Bank Account and Update Totals Worksheet	
*Enter Bond Checks	*Do Defaults on Payment Plans		*Juvenile Attorney Costs	
*Claim for Legal Services	*State Public Defender Billing		*RUMS Mail	
*PPS Reconciliation	*Tax Intercepts		*Collections	
*Civil Judgements	*Dept of Revenue Tax Warrants (every 6 months)		*No Prosecution Refunds	
*Prepare Financial Reports	*Submit People to SDC and Enter Monies Received		*Unclaimed Trust Accounts and Releasing Funds to County	
*Create Payment Plans	*Process Weekly DOC List			
*Pay Bills and Invoices	*Process 90 Day Notice for Civil Judgements			



“Every day, in every Wisconsin county, Clerks of Circuit Court do whatever it takes to keep our court system running and provide access to all.

They are behind-the-scenes, unsung heroes of our courts.”



JUDGE RANDY R. KOSCHNICK
DIRECTOR OF STATE COURTS

WISCONSIN
Clerks OF
Circuit Court
Your Access to the Courts

CHIPPEWA COUNTY | KAREN J. HEFLER, CLERK OF CIRCUIT COURT



CHIPPEWA COUNTY CHILD SUPPORT AGENCY

Department Structure

Child Support is part of the Division of Family and Economic Security (DFES) under the Wisconsin Department of Children and Families.



Total Staff = 9

Current Caseload = 3750

2740 Family cases
 330 Substitute Care cases
 40 Interstate cases
 640 NIVD / Limited service cases

Average Worker Caseload = 620

Primary Program Functions

- **Case Initiation**: the receipt, review, and assessment of applications or referrals for child support to determine what program services are appropriate.
- **Locating Absent Parents**: the process of searching for information regarding address, employment status, income, or assets of a case participant or an alleged father. Locate investigations occur whenever such information is needed to establish paternity, establish an order, or to enforce an existing support obligation.
- **Paternity Establishment**: the process of legally determining the identity of a father for a non-marital child. Paternity must be established before a father may be ordered to pay child support or to provide other forms of support, such as health insurance coverage. Perform genetic testing services.
- **Support Establishment**: the process of obtaining court orders for the payment of support-related obligations, including child support, birth expenses, and health insurance.
- **Support Collections**: Issuing wage withholding orders to employers and processing collections received by the agency.
- **Review and Adjustment of Support Orders**: the process of reviewing a child support case and determining whether the court order still complies with percentage standard. Cases are subject to review every 33-months or at the request of participants when there is a significant change in circumstances such as a change in placement or earnings.

Staff Functions

Clerical / Financial	Coordinator	Case Managers
• Reception / Walk-ins • Processing incoming calls • Processing Mail • Scanning and filing • Setting up new cases (referrals and applications) • Create court documents • Efiling court documents • Court order entry • Financial system entries • Financial report monitoring	• Performance report monitoring • Interstate case processing • Case management functions • Laserfiche system maintenance • DHS Liaison – Subst. Care • Training and coaching • Administrative functions • Back up functions for Director	• Locate, income, asset, and health insurance research • Customer service functions • Support calculations • Health insurance calculations • Court order establishment • Draft court documents • Enforcement actions • Prepare for and attend court hearings • Paternity and genetic testing

Program Funding

The IV-D program is funded through a combination of federal, state and county dollars.

Federal funding is performance based. In order to receive the full amount allocated, the agency must achieve 80% or better for the following performance measures

- Court Order Establishment
- Paternity Establishment
- Support Collections
- Past Due Collections

The Chippewa County Child Support Agency has consistently performed at a level that meets or exceeds these measures.

The state of Wisconsin as a whole has consistently performed well and child support has long been one of the most cost-effective government programs.

Program Priorities

Strengthen Customer Engagement

- Explore current technology to enhance customer communication options
- Expand program outreach efforts
- Improve experience with first time participants
- Focus on consistent processes

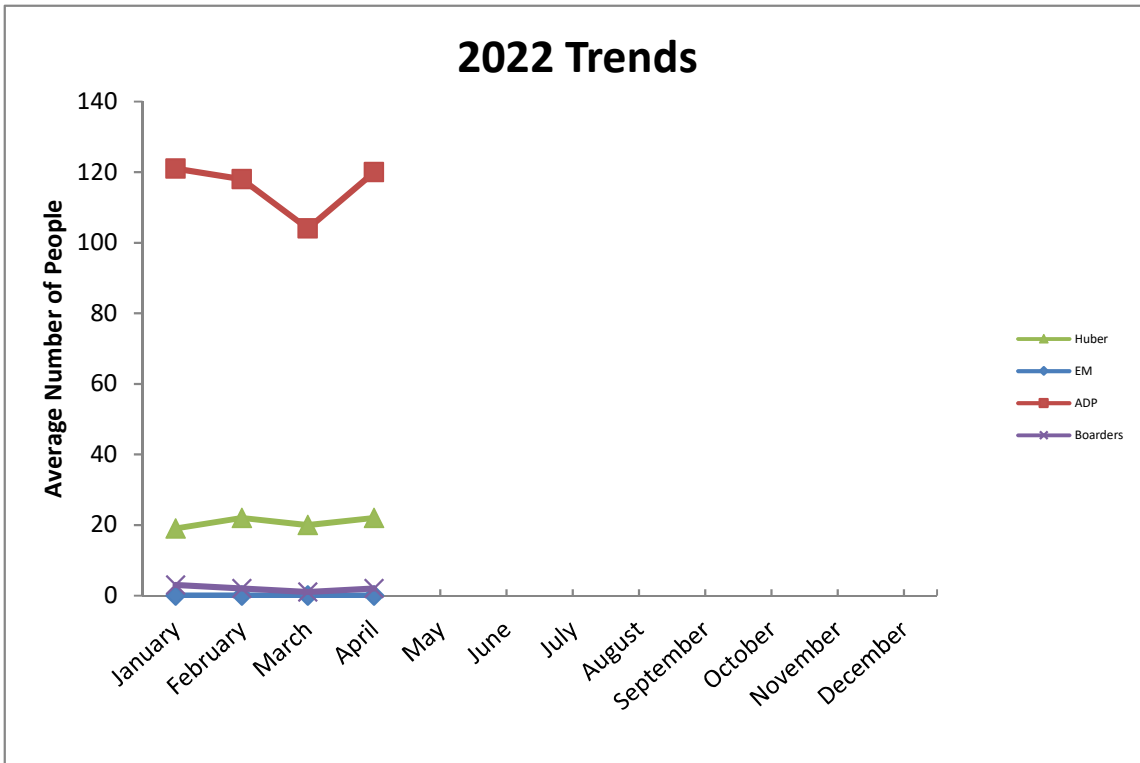
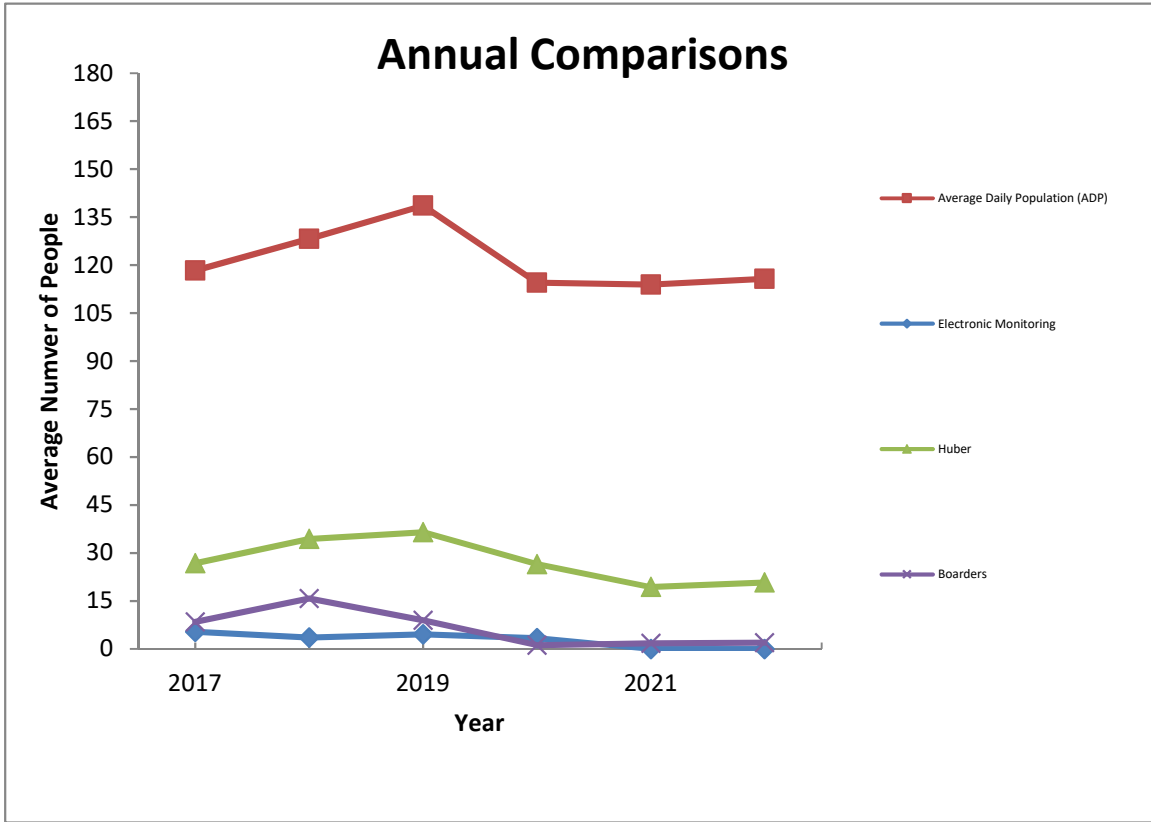
Program Performance

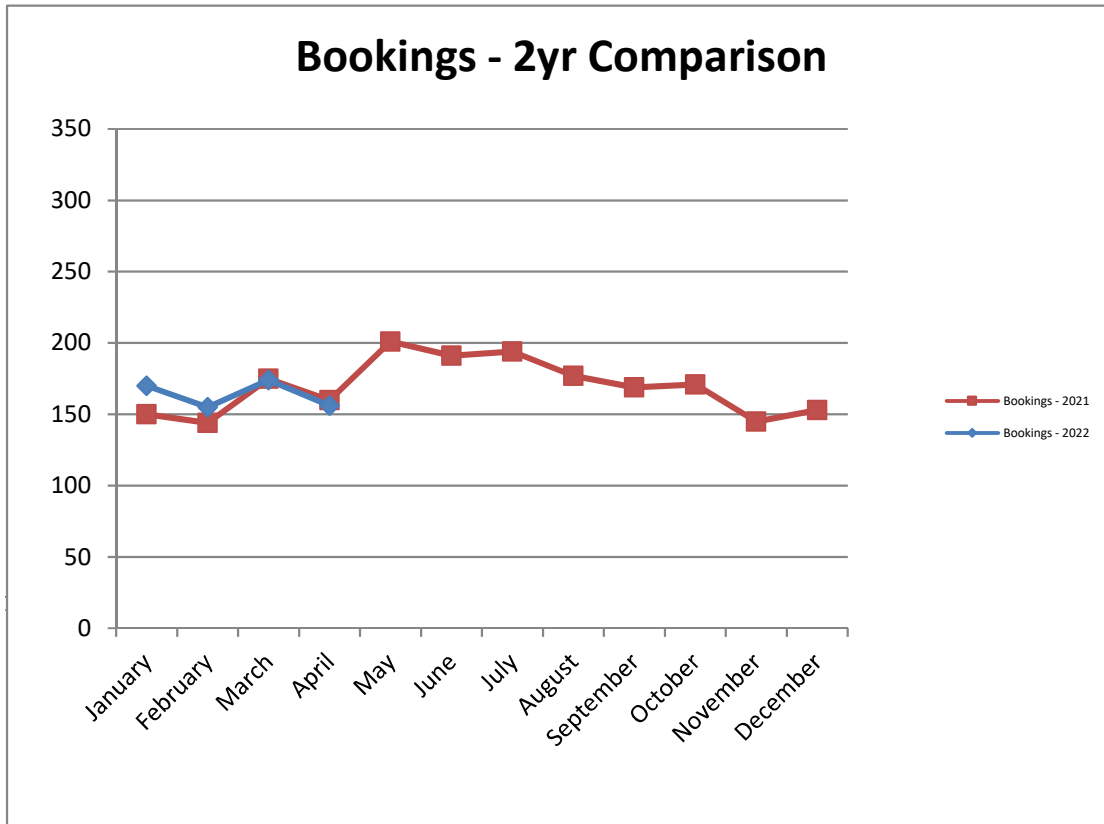
- Focus on child support collections and payment consistency
- Promote use of electronic payment options
- Recognize and provide applicable individualized services to delinquent payers

Foster Innovation and Modernization

- Expand data analytics options and use of customized reports
- Continue electronic file development and decrease paper usage
- Agency involvement in child support system modernization project

Submitted by: Denise Shervey
Chippewa County Child Support Director





**STATEMENT OF EXPLANATION**

Resolution No. 18 - 22

**RESOLUTION TO FORMALLY ACCEPT THE ANNUAL PESI, INC.
DONATION FOR BODY CAMERAS FOR THE CHIPPEWA COUNTY
SHERIFF'S DEPARTMENT AND OTHER MUNICIPAL LAW ENFORCEMENT
AGENCIES**

1 Passage of this resolution will formally accept the annual donation by PESI, Inc. for the
2 purchase, implementation and annual software expenses for body cameras for the Chippewa
3 County Sheriff's Department and 6 other municipal law enforcement agencies for years 2022,
4 2023, 2024, 2025, and 2026. PESI, Inc., is a company based in Eau Claire, Wisconsin that
5 provides continuing education for professionals throughout the United States. PESI, Inc.,
6 approached the Chippewa County Sheriff's Department in February 2022 offering to provide
7 funding for body cameras for the Department. PESI, Inc., eventually also agreed to provide
8 commensurate funding for other municipal law enforcement agencies in Bloomer, Cornell,
9 Cadott, Stanley, Boyd and Lake Hallie.

10 Passage of this resolution will also formally thank PESI, Inc., for its generous donation to
11 the various County law enforcement agencies. Finally, passage of this resolution will authorize
12 the County Administrator to enter into a Memorandum of Understanding with each municipal
13 law enforcement agency to receive and disburse the annual PESI, Inc., donations.

14

Resolution No. 18 - 22

**RESOLUTION TO FORMALLY ACCEPT THE ANNUAL PESI, INC. DONATION FOR BODY CAMERAS
FOR THE CHIPPEWA COUNTY SHERIFF'S DEPARTMENT AND OTHER MUNICIPAL LAW
ENFORCEMENT AGENCIES**

WHEREAS, PESI, Inc., is a company based in Eau Claire, Wisconsin that provides continuing education for professionals throughout the United States; and

WHEREAS, PESI, Inc., approached the Chippewa County Sheriff's Department in February 2022 with an offer to provide funding in the form of a donation for the purchase and implementation of body cameras for the Department for 5 years, 2022, 2023, 2024, 2025, and 2026; and

WHEREAS, the Chippewa County Sheriff's Department has been in the process of purchasing body cameras for its officers to provide better law enforcement for the citizens of Chippewa County and said purchase was originally to be done as part of the Capital Improvement Program; and

WHEREAS, other municipal law enforcement agencies, namely Bloomer, Cornell, Cadott, Stanley, Boyd and Lake Hallie, are also interested in purchasing body cameras for their officers; and

WHEREAS, PESI, Inc., has also offered to provide commensurate funding for the above noted municipal law enforcement agencies for 5 years commencing in 2022, with said funding to be provided to Chippewa County on an annual basis, wherein the County would then disburse those funds to the various municipalities upon receipt; and

WHEREAS, the annual PESI, Inc., donations will cover the purchase, implementation and annual software costs for the body cameras and those costs are set out in the attached Spreadsheet; and

WHEREAS, these annual donations by PESI, Inc., will total \$229,696 over 5 years for Chippewa County and the 6 other municipal law enforcement agencies; and

WHEREAS, PESI, Inc., is to be commended for this generous civic contribution as these donations will allow all of the noted law enforcement agencies to provide better law enforcement services for the citizens they serve while also saving tax payers the cost of the body cameras; and

WHEREAS, since the donations will be provided in one annual payment to the County, the County will be entering into a Memorandum of Understanding with each municipality to disburse the funding;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors hereby agrees to accept the annual donations of PESI, Inc., for the purchase and implementation of body cameras for the Chippewa County Sheriff's Department as well as for the law enforcement agencies of Bloomer, Cornell, Cadott, Stanley, Boyd and Lake Hallie, as set out in the attached "Body Camera Spreadsheet of Annual Costs to be Funded by PESI, Inc."; and

BE IT FURTHER RESOLVED, that the County Administrator is hereby authorized to enter into Memoranda of Understanding with Bloomer, Cornell, Cadott, Stanley, Boyd and Lake Hallie to disburse the annual PESI, Inc., donations as set out in the attached "Body Camera Spreadsheet of Annual Costs to be Funded by PESI, Inc."; and

BE IT FURTHER RESOLVED, that the Chippewa County Board of Supervisors does hereby formally thank PESI, Inc., for its generous donations for the betterment of law enforcement services to the citizens of Chippewa County.

Forwarded to the County Board by the Legal and Law Enforcement Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution. Any costs to the Chippewa County Sheriff's Department for the next 5 years for body cameras is anticipated to be offset by the PESI donations.

05/16/2022 Legal & Law Enforcement Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 6/14/2022 6:00 PM

MOVER: Kari Ives, District 21

SECONDER: Joel Seidlitz, District 9

AYES: Teuteberg, Mueller, Bomar, Ives, Seidlitz

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

5/10/2022

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

5/10/2022

Randy B. Scholz

Randy B. Scholz, County Administrator

5/10/2022



April 28, 2022

Chippewa County Sheriff's Department

Per the schedule below, PESI makes a commitment to fund the WatchGuard camera systems for the Sheriff's Department. We will arrange the initial payment of \$96,632.00 upon your request and anticipate making the four-annual payment of \$33,516.00 each year in 2023-2026. For a total contribution of \$229,696.00

Cost year 1 2022	\$95,632.00
Cost year 2 2023	\$33,516.00
Cost Year 3 2024	\$33,516.00
Cost Year 4 2025	\$33,516.00
Cost Year 5 2026	\$33,516.00

Regards

Vicki Pflieger

Vicki Pflieger
VP-Finance
PESI

Outside Agencies Services	Qty	Cost/Mo	Year 1	Installation	Spare Battery	Total 1st year	Cost per year (2-5)
			body camera				
Bloomer	4	\$49.00	\$2,352.00	\$1,800.00	\$396.00	\$4,548.00	\$2,352.00
Cornell	3	\$49.00	\$1,764.00	\$1,800.00	\$297.00	\$3,861.00	\$1,764.00
Cadott	3	\$49.00	\$1,764.00	\$1,800.00	\$297.00	\$3,861.00	\$1,764.00
Stanley	6	\$49.00	\$3,528.00	\$1,800.00	\$594.00	\$5,922.00	\$3,528.00
Boyd	1	\$49.00	\$588.00	\$1,800.00	\$99.00	\$2,487.00	\$588.00
Lake Hallie	5	\$49.00	\$2,940.00	\$1,800.00	\$495.00	\$5,235.00	\$2,940.00
Chippewa County	35					\$69,718.00	\$20,580.00
					Total	\$95,632.00	\$33,516.00
						Total for years 1-5	\$229,696.00