



## **AGENDA**

**Law Enforcement  
Personnel  
Finance**

Tuesday, June 28, 2016

8:30 a.m.

County Board Room

Third Floor, Marinette County Courthouse

1. Call to order
2. Approve Agenda
3. Public Comment
4. Joint discussion of request for a Victim/Witness Coordinator LTE in the District Attorney's Office at 40 hours/week for 6 weeks, then 23 hours/week for remainder of the year starting July 31<sup>st</sup>
5. Discuss/consider request, action if any:

### **Law Enforcement Committee:**

- Discuss/consider request for a Victim/Witness Coordinator LTE position in the District Attorney's Office pending approval of Personnel, Finance and County Board, action if any

### **Personnel Committee:**

- Discuss/consider recommendation to County Board to approve request for a Victim/Witness Coordinator LTE, pending approval of financing, action if any

### **Finance Committee:**

- Discuss/consider recommendation to County Board to approve transfer from Contingency not to exceed \$14,929 for funding of a Victim/Witness Coordinator LTE

6. Adjournment

cc: Ken Keller, Law Enforcement Chair  
Mike Behnke  
Paul Gustafson  
George Kloppenburg  
Cheryl Wruk

continued

Joe Policello, Personnel Chair  
Mark Anderson  
Russ Bauer  
Mike Behnke  
Ken Keller

Vilas Schroeder, Finance Chair  
Kathy Just  
Don Pazynski  
Don Phillips  
Jan Porfilio

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON  
IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans with Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:

Governing Committee  
Personnel Committee  
Finance Committee  
County Board

L.E. 6/28/16 } prior  
6/28/16 } to  
6/28/16 } CO.  
6/28/16 }

Permission to proceed: SA

(County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: District Attorney's Office  
Department Head: Allen Brey  
Supervisor: Allen Brey  
Position Title: Victim Witness Coordinator LTE  
Old Position Title: NA  
Hours per Week/Year: See 'Account Numbers'  
Requested Start Date: ASAP

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): 40/week for 6 weeks. Then 23/week remainder of year.  
Justification: Current permanent EE on Leave of Absence

Funding taken from: Finance Director to Determine (i.e. salaries with or without fringes)

Justification for request: Please attach

### Human Resources Completes and submits to Finance

Wage Scale: Marinette County  
Pay Rate/Salary: \$ 19.18 (returning EE) - 19.78  
Pay Level: 14

Human Resources Initials: KA

### Finance Completes and returns to Administration

Cost of Request:

Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_

Total Cost: \$ SEE attached

Finance Initials: PK

Finance Committee approval?  Yes  No

### Approval\*

Department Head: Allen Brey  
County Administrator: [Signature]

6/21/16  
6/21/16

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

**2016**  
**DISTRICT ATTORNEY VICTIM WITNESS COORDINATOR - LTE**

Returning Employee to same position  
 Victim Witness Coordinator  
 40 HOURS 6 WEEKS, 23 HOURS REMAINDER OF YEAR START July 31st  
 Pay Grade 14 Mid-Point

	Pay Rate	Hours	SALARY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	0.17% WORKER'S COMP	TOTAL
<b>MIDPOINT - Grade 14</b>							
<b>Victim Witness Coordinator</b>	\$ 19.78	700	\$ 13,846.00	\$ 1,059.22	\$ -	\$ 23.54	\$ 14,929