



AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, August 11, 2016

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of July 14, 2016
5. Discuss/consider recommending County Board approve employment of Thomas F. Doyle as Veterans Service Officer, effective September 6, 2016, pending final clearance, action if any
6. Discuss/consider recommending County Board eliminate the Printer Tech position and create a Maintenance Tech I position, with no posting and no probation, effective August 9, 2016 action if any
7. Discuss/consider recommending County Board approve Amendment 55 to the Marinette County Personnel Policies and Procedures Manual Section 1.15 Licenses, Certifications and Background Checks (e) (1), action if any
8. Discuss/consider recommending County Board approve Amendment 56 to the Marinette County Personnel Policies and Procedures Manual Section 1.12 Employment/Hiring (g) Recruitment, action if any
9. Discuss/consider recommending County Board approve Amendment 57 to the Marinette County Personnel Policies and Procedures Manual Section 1.12 Employment/Hiring (j) Position Transition, action if any
10. Human Resources Director's Report:
 - Distribute signed Letter(s) of Understanding
 - Distribute approved amendment(s) to Policies and Procedures
 - Worker's Compensation Report
 - Department of Safety and Professional Services
 - Exiting Employment
 - New Hires
 - Postings
 - Job Descriptions

11. Discuss/consider Schedule of Paid Invoices, action if any
12. Future agenda items
13. Set next meeting date
14. Adjournment

Addendum(s) when applicable

cc: Mark Anderson Human Resources Director
Russ Bauer
Mike Behnke
Ken Keller
Joe Policello

Supervisors present at this meeting may constitute an unintended quorum of other county board committees. Supervisors appointed to the committee shall participate in action. Others may be present to listen and observe.

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



MINUTES

Personnel and Veterans Service

July 14, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Russ Bauer, Ken Keller, and Joe Policello
MEMBERS EXCUSED: Supervisor Mike Behnke
OTHERS PRESENT: County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Shawn Hennessee, Supervisor Kathy Just and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 9:30 a.m.

2. Agenda

Motion (Bauer/Anderson) to approve agenda. Motion carried.

3. Public Comment - none

4. Minutes

Motion (Keller/Bauer) to approve minutes of May 13, 2016 and June 28, 2016. Motion carried.

5. Operating Engineers Petition for Election – WERC – Discussion only

The Operating Engineers Union – Highway has filed a petition with the state to hold a vote to support union representation. Marinette County will acknowledge the petition and provide a listing of eligible employee names.

6. Amendment #55 Classification and Compensation Plans (a) Classification (5) Status Change – Discussion only

Amendment is intended to allow flexibility to Department Heads to waive probationary requirements for existing employees transitioning in positions which are not posted.

**7. Amendment #56 – Classification and Compensation Plans (b)
Compensation Plan (4) Out-of-Class Pay – Discussion only**

Amendment is intended to devise a compensation plan for employees performing work outside of their position.

8. Amendment #57 – Employment/Hiring (j) Position Transition – Discussion only

Amendment intended to authorize the County Administrator to approve temporary funding for an interim employee due to an unforeseen job opening the County Administrator deems critical.

9. Human Resources Director's Report

Exhibit A

Revised employment applications have been designed and posted for compliance with new employee background check regulations.

Copies of the approved 2016 – 2018 WPPA contract were distributed.

10. Schedule of Paid Invoices

Committee reviewed paid invoices.

11. Future Agenda Items

Amendments #55, #56 #57 to the Personnel Policies and Procedures Manual

12. Adjournment

Motion (Bauer/Anderson) to adjourn at 10:40 a.m. Motion carried.

Next meeting date: August 11, 2016 at 9:30 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:

June 27, 2016

Thomas F. Doyle



Marinette County
Human Resources Department
1926 Hall Avenue
Marinette, WI 54143

RE: Veterans Service Officer

Dear Human Resources Professional,

I am writing to apply for the position of Veterans Service Officer. I was excited to see the position being advertised on the county website. I would love the opportunity to interview for the position.

I am currently employed as a Veterans Benefits Specialist at Brown County, WI. I am accredited with the Wisconsin Department of Veterans Affairs. I have applications that are submitted and pending approval with the American Legion and the Veterans of Foreign Wars. I also have a VA Personal Identification Verification Card (PIV).

I have recently completed my bachelor's degree in Human Resource Management from Concordia University Wisconsin. I am a retired Air Force veteran with an honorable discharge. I successfully recruited for the Air Force for over ten years. I offer your organization a proven track record of successful customer service along with the ability to be a great leader.

Thank you for considering me for the position. I would be grateful for the opportunity to interview. I am attaching my resume for your consideration. Thank you for your time and attention to this request.

Sincerely,

Thomas F. Doyle

THOMAS F. DOYLE

SUMMARY OF PROFESSIONAL QUALIFICATIONS

Resourceful, innovative, and aggressive self-starter who consistently delivers outstanding results through developing solid relationships, cultivating partnerships, and leading successful teams. Exceptional organizational and follow-through abilities; multi-tasks with excellent results and sees projects through from start to finish. Skilled at maximizing interpersonal communication, and negotiation skills to quickly resolve conflict and address customer complaints. Known for hard work and excellent customer service; able to initiate and complete quality outputs regardless of the degree of difficulty.

PROFESSIONAL EXPERIENCE

Veterans Benefits Specialist, Brown County, Green Bay, WI (2015-Present)

Responsible for obtaining, compiling, and presenting information pertaining to claims for benefits allowable to veterans and their dependents. Assists veterans and their dependents by first assessing their needs, then taking appropriate action to file all available benefits on their behalf.

- Serves as the liaison to the Veterans service organizations in the county by appearing regularly to brief members on current information on Veterans benefits.
- Speaks to community organizations at their requests on Veteran benefits.
- Completes initial applications or reopens existing claims, for compensation, pension, or healthcare enrollment.
- Guides Veterans and families through appealing denied claims to the regional VA office and Board of Appeals.
- Files applications for eligible Veterans regarding education benefits under the Montgomery, Post 9/11 GI Bill, Chapter 1606, WI GI Bill, and vocational rehabilitation.
- Develops and implements emergency assistance for indigent and incapacitated veterans.

Green Bay VA Clinic, Green Bay, WI (2014 – 2015)

Responsible for monitoring and directing responses to request for police service and life safety communications, radio dispatching, telephone communications, fire alarms, elevator alarms, and multi-layer computer alarm systems.

- Led radio communication improvement project; identified communication deficiencies within the facility. Coordinated the installation of antenna boosters, resulting in full range of coverage within the clinic.
- Volunteered to re-write the Standard Operating Procedures for the entire Police Department for the new Green Bay VA clinic; allowing for continuity during potential periods of emergency situations.
- Encouraged co-workers to increase the level of customer service provided to new VA employees during the on-boarding process; shortened the turnaround time of initiating clinic in-processing.

Farmers Best Home Delivery, Green Bay, WI (2013 – 2014)

Develops and manages established as well as new customers, by selling and delivering dairy and food items to achieve sales and profitability goals.

- Be informed of market conditions, product innovations, and competitors' products, prices, and sales; share information with customers as part of value-added services provided.
- Developed new business; identify prospective customers by utilizing market intelligence databases, as well as business directories, following leads from existing clients.
- Performed administrative duties, such as preparing sales budgets and reports, maintaining sales records, preparing price quotes, and filing reports.

United States Air Force – 1991–2012

Regional Recruiting Supervisor, Northern California (2009–2012)

Oversaw day-to-day operations of this region including supervising, coaching, and motivating a staff of eight recruiters and one administrative staff. Managed territory development, public relations, budgeting, cost control, and recruiter training. Assigned individual goals, delivered training sessions to both small and large groups, and built relationships with potential candidate sources.

- ❑ Led team to exceed annual goals and finish in the top 10 of 183 teams nationwide for three consecutive years.
- ❑ Developed and executed a plan to recruit highly coveted Special Forces applicants. Set expectations and held recruiters accountable which resulted in the highest number of applicants entering active duty in the Western region.
- ❑ Successfully trained, mentored, and coached staff; two were recognized with Top Recruiter awards, and one attained Operation Blue Suit award by ranking in top 1% of entire Air Force.

Regional Healthcare Recruiter, Colorado, Wyoming, New Mexico, Utah, and W. Texas (2005–2009)

Promoted to recruit medical personnel; screened, interviewed, and placed fully qualified physicians, dentists, public health officers, health care administrators, and chaplains. Sourced candidates through developing relationships with admissions personnel at medical and dental schools, conducting recruiting events at campuses, national conferences, and regional student meetings, delivering presentations to key audiences at hospitals and professional association meetings, initiating lunch and learn seminars, and sponsoring a variety of marketing events. Conducted training programs for peers and superiors on advanced recruiting processes.

- ❑ Achieved top USAF recruiting award, Operation Blue Suit, which recognizes the top 12 of 1,600 recruiters worldwide.
- ❑ Top recruiter in the region for 3 consecutive years, meeting or exceeding goals which had not been met the previous 5 years. Achieved as high as 200% of the region's health profession scholarship goal and 100% of physician recruitment goal.
- ❑ Selected to play a key role in rewriting the recruiting program guide; streamlined practices, improved processes, and implemented quality standards.

Field Recruiter, Green Bay, WI (2002–2005)

Accountable for achieving USAF manpower goals through recruiting, screening, interviewing, and gaining commitments from qualified candidates. Conducted candidate searches via Internet, web-based posting systems, and applicant tracking systems, developed marketing strategies, created special promotions, and participated in on-site job fairs. Provided outstanding customer service and error-free processing of application materials.

- ❑ Delivered stellar results consistently achieving or exceeding annual goals entire tenure; recognized as top Rookie Recruiter in 2002 and achieved 400% of recruiting goal by the third quarter of 2005.
- ❑ Spearheaded Air Force Snow Cross event at Lambeau Field generating over 110 leads.
- ❑ Established first ever contract with local TV station to display Air Force logo on screen throughout the broadcast of high school football games with viewership over 150,000.
- ❑ Top Recruiter for Northeastern Wisconsin each year assigned.

EDUCATION | PROFESSIONAL DEVELOPMENT | COMMUNITY SERVICE

Bachelors of Arts, Human Resource Management – Concordia University, WI June, 2016
Professional Selling Skills | Professional Coaching Skills (through Achieve Global)
Non-Commissioned Officer School | Airmen Leadership School (through USAF)
Youth Sports Coach (Howard-Suamico Girls Basketball Tournament Team)



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee B.P. 8/9/16

Personnel Committee 8/11/16

Finance Committee 8/15/16

County Board 8/30/16

Permission to proceed: SH

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Maintenance

Department Head: Martin C. Keyport

Supervisor: Martin C. Keyport

Position Title: Maintenance Technician I

Old Position Title: Printer Technician

Hours per Week/Year: 40

Requested Start Date: 8-30-2016

30 (KL)

Account Number(s): 51640000 - 50111

Funding taken from: Salaries

(i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

OE/11/16 - received in HR

Wage Scale MC

Pay Rate/Salary: \$ 15.82 - 19.78 - 23.74

Pay Level: 14 - Grade 15

current Printer Tech @ 20.55

Human Resources Initials: YG

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____

Workers Comp: \$ _____

FICA: \$ _____

Life Insurance: \$ _____

Retirement: \$ _____

Longevity: \$ _____

Other (explain): 3,725 Annually (PK)

Total Cost: \$ 3,659 54,039

Finance Initials: PK 8/9/2016

Finance Committee approval? Yes No PK

Per B.P. motion on 8/9/16

Approval*

Department Head: [Signature]

8/31/16

County Administrator: [Signature]

8/31/16

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



Position Change Justification

I feel the maintenance department would be better served by the creation of a Maintenance Technician I position and elimination of the Printer Technician position. This position will allow a more effective day to day operation of the maintenance department. The maintenance and upkeep of county buildings and properties will be greatly enhanced by this transition.

Over time the Printer Technician position has come to serve in other capacities far beyond that of a printer technician. The position as it stands today is better represented by the duties of a Maintenance Technician I.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martin Keyport".

Martin Keyport

Facilities Director, Marinette County



Job Title: Maintenance Technician I/II

Department: Maintenance

Position Reports to: Facilities Director

Pay Grade Level: I – 14; II - 12

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include the maintenance of County buildings, equipment, systems and grounds.

ESSENTIAL JOB FUNCTIONS

Level I

- A. Review inventory and monitor condition.
- B. Operate forklift or man lift when necessary.
- C. Monitor condition and mileage of Motor Pool vehicles.
- D. Shuttle vehicles as necessary.
- E. Schedule routine, preventative and corrective maintenance as needed.
- F. Provide minor maintenance of vehicles as needed.
- G. Maintain Motor Pool records and files.
- H. Assist with operation of department work order system.
- I. Assist with development and input procedures and schedules for planned and preventative maintenance.
- J. Perform minor carpentry work.
- K. Direct the work of inmates assisting with buildings/grounds maintenance.
- L. Assist with County online auction preparation and execution.
- M. Assist with equipment number and labeling.
- N. Remove snow with a shovel or snow blower.
- O. Perform printing duties:
 - a. Operate and maintain printing equipment.
 - b. Perform pre-press functions (layout, design, stripping negatives, etc).
 - c. Perform post-printing functions (binding, laminating, perforating, trimming).
 - d. Produce applicable identification cards.
 - e. Deliver orders.
 - f. Order and maintain stock.
 - g. Maintain print shop cleanliness.

Level II

- A. Perform all Essential Job Functions outlined for Level I when necessary.
- B. Conduct periodic and scheduled inspections, adjustments, lubrication and cleaning of equipment.
- C. Perform preventative maintenance and mechanical work on county equipment, landscape equipment, interlock devices, motorpool, etc. to prevent deterioration and breakdown.
- D. Perform plumbing, masonry, electrical, carpentry, landscaping and painting tasks as assigned, including troubleshooting and performing repairs if necessary.
- E. Test, maintain and troubleshoot all County HVAC, alarm, security, camera, detection and generator systems.
- F. Determine if/when systems, equipment, buildings or vehicles need repairs or replacements through outside vendors/contractors.
- G. Contact appropriate vendors/contractors to schedule repairs/replacements or notify Facilities Director and review work of contractors to ensure task has been completed accurately and in full per specifications.
- H. Work with vendors/contractors during repair/replacement process.
- I. Provide work direction to Custodians and answer questions regarding applicable equipment/cleaning agents/etc.

- J. Coordinate with Law Enforcement Center management when outside vendors/contractors need to work within the jail.
- K. Maintain security of building, including the use of electronic systems.
- L. Maintain metal/electronic key system for building access/security by preparing metal keys, key cards and key fobs and tracking and monitoring employee access/usage.
- M. Remove, repair, replace and install telephone and data lines.
- N. Operate a chainsaw, forklift and manlift when necessary.
- O. Operate building systems to maintain the security, safety, comfort and economy of the buildings while supporting the needs of building tenants.
- P. Perform snow removal at applicable County buildings.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate tools and machinery.
- C. Operate tools/equipment/machinery in a construction/logging environment.
- D. Read, understand and direct work according to blueprints.
- E. Communicate orally and in writing effectively.
- F. Read, analyze and interpret complex documents.
- G. Present information to management, small groups and individuals.
- H. Respond to inquiries, complaints or questions from a group or individual.
- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- J. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- K. Add, subtract, divide and multiply.
- L. Apply concepts of basic algebra and geometry.
- M. Apply procedures and interpret instructions accurately.
- N. Perform effectively under tight time frames and demanding schedules.
- O. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- P. Work as team player in the absence of or with minimal supervision.
- Q. Possess flexibility in order to shift focus of priority on short notice.

QUALIFICATIONS

Level I

- A. Requires a High School Diploma or equivalent.
- B. Requires two years of experience in a maintenance-related field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires an active Forklift certification and active Man Lift certification.

Level II

- A. Requires a High School diploma or equivalent.
- B. Requires special course work or college credits in a related field.
- C. Requires two years of experience in the building maintenance field.
- D. Possess and maintain an insurance acceptable driver's license.
- E. Requires an active Chainsaw Certification, active Forklift Certification and active Man Lift Certification.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work in the confines of a vehicle.
- E. Work in wet or humid conditions.
- F. Work near moving mechanical parts on a regular basis.
- G. Work above ground level where the possibility of falling exists.
- H. Subject to fumes or airborne particles.
- I. Subject to toxic or caustic chemicals.
- J. Travel to all county workstations on an as needed basis.
- K. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Walk for long periods of time including rough and uneven terrain.

- C. Work with vibrating tools or equipment when necessary.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch and twist frequently.
- H. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- I. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Attend applicable trainings.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

| | | | |
|------------|---|-----------|----------------|
| Prepared: | 04/03 | Revised: | 12/2012 |
| Approved: | 04/03 | Approved: | 12/11/2012 |
| Revised: | 03/04 | Revised: | 10/2013 |
| Revised: | 09/05 | Approved: | 11/21/2013 |
| Approved: | 09/21/2005 (Update to New Format – KH) | Revised: | 01/2016 |
| Revised: | 06/07 | Approved: | 02/09/2016 |
| Approved: | 06/27/2007 Human Resources & Administration | Revised: | 08/2016 (I/II) |
| | 07/02/2007 Governing Committee | Approved: | 08/02/2016 |
| Revised: | 08/07 | | |
| Approved: | 08/07/2007 Human Resources | | |
| 09/05/2007 | Rated "L" by Position Evaluation Committee | | |

08/08/2016 Eliminating Printer Technician and creating Maintenance Tech I/II positions pending Committee/County Board approvals.



AMENDMENT 55
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.15 LICENSES, CERTIFICATIONS AND BACKGROUND CHECKS

DRAFT

The following language shall be added:

1.15 Licenses, Certifications and Background Checks.

...

- (e) ~~Employees acquiring a Commercial Drivers License as part of a job requirement shall be terminated if the Commercial Drivers License is suspended for any reason.~~
- (1) An employee holding a position requiring a commercial driver's license (CDL) who loses his/her CDL for 65 days or less for any reason shall be subject to the following:
 - a. Employee shall be placed on an unpaid leave up to 65 days. During the unpaid leave, the employee accrues/is entitled to no benefits and is responsible to pay the employee and employer share of premiums for medical and dental insurance.
 - b. No more than two (2) employees per department may be on non-CDL unpaid leave. If a third employee loses his/her CDL during a time when two employees are already on a non-CDL unpaid leave, the third employee's employment is terminated.
 - c. Employee shall be returned to his/her former position upon providing proof of possessing a valid CDL to Human Resources. An employee not providing proof of a valid CDL within 65 days shall result in termination of employment.
 - d. Loss of CDL includes loss of required Class and or endorsements.
 - (2) Loss of CDL for a period greater than 65 days results in immediate termination.
 - (3) Employee is responsible to notify Department Head and Human Resources within 24 hours of offense.

Approved by Personnel:

Approved by County Board:



**AMENDMENT 56
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.12 EMPLOYMENT/HIRING**

The following language shall be added:

1.12 Employment/Hiring.

...

(g) Recruitment.

- (1) **Administrative Responsibility.** The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County workforce needs. Recruitment shall be tailored to the vacant position and shall be directed to sources likely to yield qualified candidates.
- (2) **Postings and Advertising. [Amendment 31; Adopted 08/28/2012]**
 - a. Internal postings for positions shall be emailed to all ~~employees~~ ~~department heads~~ and posted in Human Resources. Each Department Head or designee is responsible to post in all department buildings. Positions shall be posted for a minimum of ten (10) working days. The Human Resources Director may make exceptions in cases of immediate need, unusual circumstances, or filling of limited term, temporary or seasonal positions.
 - b. Human Resources Director or designee, in coordination with Department Head, shall determine if outside advertising is appropriate for each position. The Human Resources Director, in consultation with the Department Head, may authorize ongoing recruitment for positions if necessary.

Approved by Personnel:

Approved by County Board:



AMENDMENT 57
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.12 EMPLOYMENT/HIRING

The Policies & Procedures Manual shall be amended to read as follows:

1.12 Employment/Hiring.

...

- (j) **Position Transition.** Effective 09/01/2016, the County Administrator is authorized to approve funding for an exiting employee to train an incoming employee. The County Administrator is authorized to approve temporary funding for an interim employee due to an unforeseen job opening the County Administrator deems critical. Interim pay shall be in the same classification as the open position. The Department head shall submit a written request with justification for funding to the County Administrator and shall receive approval prior to posting or advertising for the upcoming vacant position.

Approved by Personnel Committee:

Approved by County Board:

08/02/2016 12:20
CHubbard

Marinette County, WI - LIVE
INVOICE LIST BY GL ACCOUNT

P 1
apinvgl

| YEAR/PERIOD: 2016/7 TO 2016/7 | ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | CHECK RUN | CHECK | DESCRIPTION | |
|---|-----------------------------|---------|-----------------------------|---------|-----|-------|-----------|-------|-------------|---------------------------------|
| 51430000 | | | HUMAN RESOURCES | | | | | | | |
| 100-51-41-000-000-04-51430-000-52225- | | | TELEPHONE | | | | | | | |
| | 002809 CENTURYLINK | 8118 | | 2016 | 7 | INV P | | | 14.94 | CENTURYLINK/SPEEDPA |
| | 002809 CENTURYLINK | 9184 | | 2016 | 7 | INV P | | | 9.71 | CENTURYLINK/SPEEDPA |
| | | | | | | | | | 24.65 | |
| ACCOUNT TOTAL | | | | | | | | | 24.65 | |
| 100-51-41-000-000-04-51430-000-52291- | | | PURCHASE OF SERVICE | | | | | | | |
| | 001353 LINDNER & MARSACK | 133717 | | 2016 | 7 | INV P | | | 540.00 | 072116 3326 LEGAL SERVICES |
| | 001353 LINDNER & MARSACK | 133718 | | 2016 | 7 | INV P | | | 540.00 | 072116 3326 LEGAL SERVICES |
| | | | | | | | | | 1,080.00 | |
| ACCOUNT TOTAL | | | | | | | | | 1,080.00 | |
| 100-51-41-000-000-04-51430-000-52411-000096 | | | UNITED MAILING SERVI 139982 | | | | | | | |
| | | | | 2016 | 7 | INV P | | | 22.63 | 072116 3307 POSTAGE DUE JUNE 20 |
| ACCOUNT TOTAL | | | | | | | | | 22.63 | |
| 100-51-41-000-000-04-51430-000-52426-000263 | | | PESHTIGO TIMES 8922 | | | | | | | |
| | | | | 2016 | 7 | INV P | | | 204.40 | Position Ads |
| | 005254 EAGLE-HERALD PUBLISH | 8520 | | 2016 | 7 | INV P | | | 60.32 | Position Ads |
| ACCOUNT TOTAL | | | | | | | | | 264.72 | |
| 100-51-41-000-000-04-51430-000-52441-000584 | | | SEARCH FIRST INFORMA 8078 | | | | | | | |
| | | | | 2016 | 7 | INV P | | | 100.00 | Background checks |
| | 000584 SEARCH FIRST INFORMA | 8519 | | 2016 | 7 | INV P | | | 95.00 | Background checks |
| | | | | | | | | | 195.00 | |
| | 000602 BAY AREA MEDICAL CEN | 9136 | | 2016 | 7 | INV P | | | 20.00 | Vision/Hearing Test |
| | 000760 AURORA HEALTHCARE, I | 8077 | | 2016 | 7 | INV P | | | 1,925.00 | Pre employ drug/phy |
| | 000760 AURORA HEALTHCARE, I | 9137 | | 2016 | 7 | INV P | | | 241.00 | Pre employ drug scr |
| | | | | | | | | | 2,166.00 | |
| | 000886 DOJ E PAY CONFERENCE | 9138 | | 2016 | 7 | INV P | | | 40.00 | DOJ Background Chec |
| ACCOUNT TOTAL | | | | | | | | | 2,421.00 | |
| ORG 51430000 TOTAL | | | | | | | | | 3,813.00 | |
| 54720000 | | | VETERANS SERVICE OFFICE | | | | | | | |
| 100-54-68-000-000-04-54720-000-52225- | | | TELEPHONE | | | | | | | |
| | 002809 CENTURYLINK | 8118 | | 2016 | 7 | INV P | | | 19.92 | CENTURYLINK/SPEEDPA |
| | 002809 CENTURYLINK | 9184 | | 2016 | 7 | INV P | | | 7.49 | CENTURYLINK/SPEEDPA |

08/02/2016 12:20
CHubbard

Marinette County, WI - LIVE
INVOICE LIST BY GL ACCOUNT

P 2
apinvgl

| YEAR/PERIOD: 2016/7 TO 2016/7 | ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | CHECK RUN | CHECK | DESCRIPTION |
|-------------------------------|---|--------------------------------|----|---------|-----|--------|-----------|--------|-------------------------------|
| | | | | | | | | | 27.41 |
| | | | | | | | | | ACCOUNT TOTAL 27.41 |
| | 100-54-68-000-000-04-54720-000-52291-006115 | STERLING SOLUTIONS I 01901-045 | | 2016 | 7 | INV P | 700.00 | 071316 | 3185 VIMS MAINTENANCE AG |
| | | | | | | | | | ACCOUNT TOTAL 700.00 |
| | 100-54-68-000-000-04-54720-000-52411-000096 | UNITED MAILING SERVI 139982 | | 2016 | 7 | INV P | 48.68 | 072116 | 3307 POSTAGE DUE JUNE 20 |
| | 006365 | MARINETTE CO CLERK JUNE 2016 | | 2016 | 7 | INV P | 11.75 | 070716 | 3040 JUNE POSTAGE DUE |
| | | | | | | | | | ACCOUNT TOTAL 60.43 |
| | | | | | | | | | ORG 54720000 TOTAL 787.84 |
| | 54730000 | | | | | | | | VET-GRAVES/BURIALS/HEADSTONES |
| | 100-54-68-000-000-01-54730-000-52498-001651 | CITY OF MARINETTE 362 | | 2016 | 7 | INV P | 1,498.56 | 071316 | 3168 CARE OF VET'S GRAVE |
| | 038014 | TOWN OF GROVER CLERK 7/11/16 | | 2016 | 7 | INV P | 333.00 | 072116 | 3303 CARE OF VETERANS GR |
| | 038261 | CITY OF NIAGARA TREA 749 | | 2016 | 7 | INV P | 297.50 | 070716 | 3042 CARE OF VETERANS GR |
| | | | | | | | | | ACCOUNT TOTAL 2,129.06 |
| | | | | | | | | | ORG 54730000 TOTAL 2,129.06 |
| ===== | | | | | | | | | |
| | FUND 100 | GENERAL FUND | | | | TOTAL: | 6,729.90 | | |
| ===== | | | | | | | | | |

** END OF REPORT - Generated by Chastidy Hubbard **