

Agenda
Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, February 24, 2021 – 3:00 PM
Virtual Meeting via Cisco Webex

Public Access Participation Information:

Dial In: 1-415-655-0001
Access Code: 920 751 770

Notice Regarding Public Comment: Members of the public wishing to make comments must email Eric Huse at Eric.Huse@da.wi.gov at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.

1. Call to Order
2. Confirmation of Public Meeting Notice
3. Call of the Roll
4. Public Comment
5. Approve Minutes from December 23, 2020 Meeting – discussion/action pg. 2
6. Criminal Justice Collaborating Council Update – discussion
 - a. [Dashboard Link](#)*
 - b. Report from Supervisor Russell
7. 4th Quarter/End of Year Fiscal Updates – discussion
 - a. Clerk of Court pg. 4
 - b. Circuit Court pg. 7
 - c. Criminal Justice Collaborating Council pg. 10
 - d. District Attorney pg. 12
 - e. Register in Probate/Clerk of Juvenile Court pg. 14
 - f. TRY Mediation pg. 16
8. Eau Claire County Sheriff’s Office Updates – discussion
 - a. 4th Quarter/End of Year Fiscal Update pg. 26
 - b. Jail Population, Staffing, & COVID-19 Response pg. 29
9. Set Future Meeting Date(s) – discussion/action
 - a. The next regularly scheduled meeting is March 24, 2021 at 3:00 PM
10. Set Future Agenda Item(s) – discussion/action
 - a. Eau Claire County Sheriff’s Office
 - i. Jail Population, Staffing, & COVID-19 Response
 - ii. Audio/Visual Recording Equipment
 - b. Procedures/Policies for the Proper Execution of Search Warrants
 - c. Procedures/Policies for Officer Involved Critical Incidents
 - d. Procedures for Citizen Complaints for Eau Claire County
 - e. Appropriate System-Wide Criminal Justice Language Presentation

11. Adjourn

*<https://app.powerbigov.us/view?r=eyJrljoiYTEzZDEwYzctZDAzYi00YmQ1LTg4M2ltNWMyZGUzMjNjZTI3IiwidCI6ImFjMmI3YWU3LTZlZDQtNDI0Ny05YjhmLWJmIjI2JINGlZS>

Posted: 02/19/2021

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945, (FAX) 715-839-1669, or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

Minutes
Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, December 23, 2020 – 3:00 PM
Virtual Meeting via Cisco Webex

Members Present: Melissa Janssen, Sandra McKinney, Zoe Roberts, Connie Russell, and Gerald Wilkie.

Ex-Officio Members Present: Nick Smiar

Others Present: Ryan Patterson, Danielle Powers, Dave Riewestahl, Cory Schalinske, Travis Holbrook, and Eric Huse.

Call to Order

The meeting was called to order by Chairperson Wilkie at 3:00 PM.

Call of the Roll

The Clerk called the roll. Attendance was noted above.

Confirmation of Public Meeting Notice

The Clerk confirmed this meeting was properly noticed to the public.

Public Comment

No public comment was made.

Approve Minutes from October 28, 2020 Meeting

Supervisor McKinney moved to approve the minutes from the November 25, 2020 meeting. The minutes were adopted as published in the meeting materials via 5-0 voice vote.

Criminal Justice Collaborating Council Dashboard Update

- **Dashboard Review**
 - A link to the dashboard website was included in the meeting materials. The data is completely refreshed monthly on the website with additional data being added periodically. The Committee did not have any comments related to the data.
- **Report from Supervisor Russell**
 - The full Council meet on December 16, 2020. Public comment similar to that which was presented at this meeting was heard. The Council recognized Attorneys Rich White and Dana Smetana for their contributions to the County & CJCC. The Council reviewed some of the changes in the composition of the types of crimes committed in light of the COVID-19 pandemic. The Council also discussed what changes have been employed by the Criminal Justice System and what could remain after the pandemic.

Eau Claire County Sheriff's Office Updates

- **Jail Population, Staffing, & COVID-19 Response**
 - Captain Dave Riewestahl provided an update. Population is holding steady. Bookings are flat for the recent past. 10 resignations through 2020; 3 more than the 10 year average. Mass testing in early December. All tested were negative. Low turnout from incarcerated population and staff. Vaccination is the next COVID-19 response the jail is looking at. As of now, 2nd wave of those to be inoculated are essential workers including correctional officers. Unsure where incarcerated population fits with vaccine dissemination plan outlined by State.
 - Supervisor Janssen was contacted by a constituent regarding COVID-19 vaccination of incarcerated populations. After further research on the topic, Supervisor Janssen, with assistance from Corporation Counsel, drafted a resolution requesting that the State of

Wisconsin include jail and prison staff and incarcerated individuals in the priority 1b recommendation for COVID-19 vaccinations. Committee members expressed their support for this resolution.

- **Jail Voting Guide**
 - Captain Riewestahl presented the final Eau Claire County Jail Voting Guide that was published in the meeting materials. The guide is available on the Kiosk for the incarcerated population to review.
- **Protective Status for Employees: Information, legislative history, & current outlook**
 - Captain Riewestahl provided initial information, noting that it is a multi-faceted issue that will take additional time to fully have a grasp on. Currently, 12 counties across the State that have protective status for correctional officers. The Committee discussed the potential of asking for a formal opinion from the Attorney General on the issue of whether a County can request a formal opinion on the issue.

Future Meeting Date

The next regular meeting is scheduled for January 27, 2021 at 3:00 PM.

Future Agenda Items

- Eau Claire County Sheriff's Office
 - Jail Population, Staffing, & COVID-19 Response
 - Audio/Visual Recording Equipment
- Procedures/Policies for the Proper Execution of Search Warrants
- Procedures for Citizen Complaints for Eau Claire County
- Appropriate System-Wide Criminal Justice Language Presentation
- 4th Quarter Fiscal Updates from Departments
- Procedures/Policies for Officer Involved Critical Incidents

Adjourn

The meeting was adjourned by Chairperson Wilkie at 3:59 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk

FEBRUARY 2021

Clerk of Courts – Q4 2020

January - December

SELECTED PERFORMANCE MEASURES	
Total Collections:	\$3,613,601
Debt turned over to SDC:	\$2,848.917
Debt Collected from SDC:	\$2,170,472
Number of Court hearings clerked:	32,297
Number of docketed events:	259,997
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none">▪ Mandated services<ul style="list-style-type: none">○ Deputy clerks (includes all positions within office)○ Fiscal○ Court-appointed attorneys○ Jury Management○ Receive electronic court reporter notes and keep them in a secure electronic file○ Administer mandated services for the Circuit Court▪ Reporting - State<ul style="list-style-type: none">○ CS-147 Wisconsin Court System Annual Reporting○ CS-148 Quarterly Report for Interpreter Payment Request○ Jury Evaluation○ Juvenile Legal Fees Recoupment○ Restitution Report○ Unclaimed Funds Report○ U.S. Attorney eFiling Report▪ Reporting - County<ul style="list-style-type: none">○ Quarterly Report for Administration○ Quarterly Report for Judiciary & Law Enforcement Committee▪ Committees<ul style="list-style-type: none">○ CJCC○ EBDM○ Security & Facilities Committee○ 10th District Meeting / Clerk's Institute○ WCCCA Legislative Committee Meetings○ Communications Project Committee○ Criminal Court Review Committee○ Court Stakeholders Committee	

- Staffing
 - Three promotions within the office plus two new hires in 2020 - staff continues with training that is partially in person as well as by virtual means.
 - One vacant position will be filled January 4, 2021 at which time we will be fully staffed.
- *The Brief* – publication sent to court partners regarding changes, procedures, and information related to the court system.

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- COVID-19 continued to have a significant effect on the Courts due, for the most part, to the decrease in small claims and forfeitures not being filed until around the third quarter of 2020. We have been hearing small claims cases via remote means and find it works very well.
- COVID-19 has also had an effect on collections. State Debt Collection (SDC) stopped processing debt submitted to them. By not sending debt to SDC, we could continue to take payments and set up payment plans. We were not issuing sanctions (i.e., judgments, suspending driver licenses, etc.) at the time, but sending out reminder notices. SDC began processing debt again in mid-July at which time we resumed submitting debt to them.
- Remodel of the front office is scheduled to begin the end of January 2021. Our temporary barriers will continue to be in place until the remodel is completed.
- Resuming jury trials entailed additional staff working the trials. Although we have two civilian jury bailiffs, we need to assign court clerks to help during jury check-in and selection, as well as during the course of a trial. Although we did hold a couple trial in the fall, the uptick in COVID resulted in an Order to hold hearings via remote and no jury trials until further order of the court.

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

- Verify cases that have a statute requesting DNA collection for Department of Justice
- Work with Sheriff Office on Fingerprint reviews (this was temporarily put on hold due to COVID and opened up again in third quarter).
- Provide statistics to CJCCC and data analyst
 - Pretrial Program
 - Initial Appearances and cash bond ordered
 - Other requests
- Work with CourtOps and CCAP for hardware and software
- Collaboration with Child Support Agency – a Cooperative Agreement was signed end of March. We maintain timekeeping spreadsheets and provide them quarterly to Child Support Agency for reimbursement of funding from the state relative to IV-D cases. Also per that agreement, we provide them with weekly reports regarding restraining orders.
- Collaborate with IS for connectivity between state and county computer systems
- Collaborate with IS for all courtroom technology issues
- Work directly with many other court partners on a daily basis
- Create new Courtroom names so standard text messages to parties reflects that they are to appear via Zoom vs. in person. This should eliminate a lot of traffic into the courthouse.

GOALS FOR NEXT QUARTER

- Complete the remodel of the lobby.
- Work with Courts on safety of conducting jury trials in 2021.

Eau Claire County - Clerk of Court
Quarterly Department Report - Summary

For Period Ending: Q4, 2020

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23 - Clerk of Court

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	446,270	446,270	111,568	111,568	111,568	111,568	446,270	100.00%
	06-Public Charges for Services	549,000	549,000	105,095	147,770	109,380	149,413	511,658	93.20%
	08-Fines & Forfeitures	500,000	500,000	92,671	28,482	55,094	84,899	261,146	52.23%
	09-Other Revenue	1,200	1,200	238	219	36	20	512	42.69%
Total Revenue - Clerk of Court		\$1,496,470	\$1,496,470	\$309,571	\$288,038	\$276,077	\$345,900	\$1,219,586	81.50%

Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-957,140	-957,140	-177,290	-211,940	-227,458	-242,094	-858,782	89.72%
	02-OT Wages	-100	-100	-334	-15	-3	-28	-381	380.50%
	03-Payroll Benefits	-441,960	-441,960	-82,461	-124,619	-99,191	-104,421	-410,692	92.93%
	04-Contracted Services	-5,000	-5,000	-1,380	-1,500	-1,440	-1,440	-5,760	115.20%
	05-Supplies & Expenses	-92,270	-92,270	-19,225	-10,438	-7,022	-14,408	-51,092	55.37%
Total Expense - Clerk of Court		-\$1,496,470	-\$1,496,470	-\$280,689	-\$348,512	-\$335,114	-\$362,391	-\$1,326,706	88.66%

Net Surplus/(-Deficit) - Clerk of Court		\$0	\$0	\$28,881	-\$60,474	-\$59,037	-\$16,491	-\$107,120	
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Circuit Court – Q4 2020

January - December

SELECTED PERFORMANCE MEASURES	
Use of State Certified Interpreters - Benchmark is 70%	91%
Number of languages requested	11
Spent in 2019: \$63,945	Spent in 2020: \$22,016 as Q2-4 interpreters appeared via Zoom
Number of appearances via videoconference	15,162
Number of cases open	20,564
Number of felony cases filed	3,169
Number of jury trials held	9
Number of jury trial days	26
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Mandated services <ul style="list-style-type: none"> ○ Judicial assistant per judge ○ Court-Appointed Attorneys ○ Appointment of Guardian Ad Litem ○ Interpreter Program ○ Transcription Services ○ Court-ordered Medical Evaluations - process claims ▪ Treatment Courts (4) ▪ Reporting - State <ul style="list-style-type: none"> ○ CS-148 Quarterly Report for Interpreter Payment Request ▪ Reporting - County <ul style="list-style-type: none"> ○ Quarterly Report for Administration ○ Quarterly Report for Judiciary & Law Enforcement Committee ▪ Installation of new court reporter stations in four courtrooms <p><i>Except for judicial assistant, mandated services are administered by Clerk of Courts/Probate All reports are completed by the Clerk of Circuit Court</i></p>	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> ▪ Continued reporting - Eau Claire County was approved in a judicial bill for a 6th circuit court branch. Eau Claire County has budgeted money set aside, and plans have been drawn to build out a trial courtroom. It is expected that a new judge will be elected in the April 2022 election and take office August 1, 2022. The trial courtroom must be completed no later than May 31 of the year in which the circuit court branch becomes effective. ▪ COVID-19 has had a significant affect on the Courts. Due to the safety of staff, court partners and the public, the Wisconsin Supreme Court ordered that all counties create a plan to reopen the courts for in-person hearings and jury trials. Subcommittees were formed that included plans for 1) Staff; 2) Building & Equipment; 3) Re-engagement; and 4) Jury Trials. The courts plan was approved by the Chief Judge of the District prior so re-engagement for jury trials and in-person hearings could resume. ▪ The Courts will continue to hold regular hearings via Zoom for the foreseeable future. 	

- A Zoom Conference Room has been set up to allow individuals released from jail to appear via Zoom for initial appearances.
- All jury trials were rescheduled it is anticipated we will begin jury trials on May 1, 2021. There were numerous safety features in place prior to the first trial; i.e., plastic shields, mandatory face masks, social distancing which requires the use of two courtrooms for jury selection via videoconference, hand sanitizer, cleaning products, etc., as well as a separate entrance for potential jurors in which we could conduct temperature checks and inquire of basic questions to ensure a juror is healthy to come into the building and serve as a juror

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

- Clerk of Courts office is using State Debt Collection (SDC) to collect debt not otherwise being paid. Although there has been a significant increase in collections over the past year, the trend in total amount collected is yet unclear. Portions of these revenues are allotted to the Circuit Court budget. Since COVID-19, SDC stopped accepting debt; however, they began accepting debt again in mid-July 2020.
- Committees
 - CJCC
 - EBDM
 - Security & Facilities Committee
 - Adult Treatment Court Committee
 - Juvenile Justice Collaborating Committee
 - Criminal Court Review Committee
 - Courts Stakeholders Committee

GOALS FOR NEXT QUARTER

- Continue holding as many hearings by Zoom as appropriate.
- Continue having interpreters appear via Zoom. This is going well and we anticipate continuing having interpreters appear remotely to reduce the amount we pay in travel.
- Prepare for in-person hearings and jury trials.

Eau Claire County - Circuit Court
Quarterly Department Report - Summary

For Period Ending: Q4, 2020

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02 - Circuit Court

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	169,360	169,360	42,340	42,340	42,340	42,340	169,360	100.00%
	04-Intergovernment Grants and Aid	363,530	363,530	181,764	0	181,643	676	364,083	100.15%
	06-Public Charges for Services	557,600	557,600	57,362	79,845	219,848	77,547	434,603	77.94%
Total Revenue - Circuit Court		\$1,090,490	\$1,090,490	\$281,466	\$122,185	\$443,831	\$120,563	\$968,045	88.77%

Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-284,880	-284,880	-66,753	-53,915	-74,279	-82,900	-277,847	97.53%
	02-OT Wages	0	0	-19	-106	-71	-77	-273	0.00%
	03-Payroll Benefits	-130,140	-130,140	-34,535	-17,613	-27,457	-32,167	-111,771	85.89%
	04-Contracted Services	-615,290	-615,290	-83,688	-87,899	-121,239	-134,538	-427,364	69.46%
	05-Supplies & Expenses	-60,180	-60,180	-6,977	-24,746	-10,563	-9,945	-52,230	86.79%
Total Expense - Circuit Court		-\$1,090,490	-\$1,090,490	-\$191,972	-\$184,279	-\$233,607	-\$259,627	-\$869,485	79.73%

Net Surplus/(-Deficit) - Circuit Court	\$0	\$0	\$89,494	-\$62,094	\$210,224	-\$139,064	\$98,560
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CJCC

SELECTED PERFORMANCE MEASURES	
CTC Bed days diverted	5,116- jail bed days (October - December 2020) YTD - 21,356
Pretrial holds in jail:	<p><u>For the 4th quarter of 2020:</u> Felony Pretrial: Unpaid Cash Bond: 9.15% of the secure jail on average Misd Pretrial Unpaid Cash Bond: 1.23% of the secure jail on average</p> <p><u>For the Year 2020:</u> Felony Pretrial: Unpaid Cash Bond: 9.02% of the secure jail on average Misd Pretrial Unpaid Cash Bond: 0.98% of the secure jail on average</p>
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Working with Positive avenues in re-design of services ▪ Approval of extension of grant funds to hire LTE position to work cross system on how to effectively release mental health clients from the jail. ▪ Launched use of PSA pretrial monitoring on December 14th. ▪ Work with Wisconsin treatment courts association on racial diversity and inclusion efforts ▪ Working with jail, DHS, CJCC, others on jail screening and look back for MH and cash bonds. 	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> ▪ Stepping Up - Mental health diversion from custody and services provided ▪ Pretrial Monitoring continuation and review ▪ Racial and diversity training/data review ▪ What are the impacts of COVID on the system - positive and negative? ▪ Transparency needs of data on the web 	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none"> ▪ University of Eau Claire - Blitz data collection on homelessness, Jail brief MH screener an ACEs ▪ State EBDM/CJCC ▪ Stepping up Initiative - PLN ▪ Data Driven Justice ▪ State/national Pretrial ▪ National - Pretrial executive Network ▪ National - National CJCC Network 	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none"> ▪ Review jail programming and screening ▪ Launch of Pretrial monitoring - December 2020 	
Performance Metrics	
<ul style="list-style-type: none"> ▪ Jail population- digital dashboard which includes data measures on population. ▪ Establish pretrial metrics based on NAPSAs standards. ▪ Review decision points based on Racial disparities. 	

Eau Claire County - CJCC
Quarterly Department Report - Summary

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18 - CJCC

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	868,465	868,465	217,116	217,116	217,116	217,116	868,465	100.00%
	04-Intergovernment Grants and Aid	83,291	83,291	0	12,977	12,748	0	25,725	30.89%
	05-Intergovernmental Charges for Services	117,000	117,000	18,000	29,250	20,250	38,250	105,750	90.38%
	06-Public Charges for Services	18,000	18,000	4,101	1,500	1,890	2,525	10,016	55.64%
Total Revenue - CJCC		\$1,086,756	\$1,086,756	\$239,217	\$260,843	\$252,005	\$257,891	\$1,009,956	92.93%
Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-282,531	-282,531	-53,126	-59,970	-69,182	-76,451	-258,729	91.58%
	03-Payroll Benefits	-121,307	-121,307	-18,839	-20,515	-22,331	-23,933	-85,618	70.58%
	04-Contracted Services	-624,980	-624,980	-104,300	-156,395	-161,063	-208,499	-630,257	100.84%
	05-Supplies & Expenses	-57,937	-57,937	-7,900	-4,444	-3,011	-4,997	-20,352	35.13%
Total Expense - CJCC		-\$1,086,756	-\$1,086,756	-\$184,164	-\$241,324	-\$255,587	-\$313,880	-\$994,956	91.55%
Net Surplus/(-Deficit) - CJCC		\$0	\$0	\$55,053	\$19,519	-\$3,583	-\$55,988	\$15,001	

District Attorney

SELECTED PERFORMANCE MEASURES					
		2017	2018	2019	2020
Criminal Cases Filed (YTD)	Felony:	1533	1926	1850	1589
	Misdemeanor:	1411	1504	1407	1223
	Criminal Traffic:	458	400	435	366
	Total:	3402	3830	3692	3178
		2017	2018	2019	2020
Jury Trials (YTD)	Number:	34	30	25	5
	Result in Conviction:	24	25	17	5
	Conviction Rate:	75%	83%	68%	100%
SUMMARY OF CURRENT ACTIVITIES					
<ul style="list-style-type: none"> ▪ Onboarded two new Assistant District Attorneys ▪ COVID-19 Response ▪ Year-end reporting, data collection, and reset ▪ Sensitive Crimes Prosecution Unit framework and organizing meetings ▪ Awarded Wisconsin Coalition Against Sexual Assault grant for computer headsets to better serve victims of crime remotely 					
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS					
<ul style="list-style-type: none"> ▪ Reduction in State aid reimbursement for Victim Services as a result of decreased collections ▪ Backlog of jury trials that have been postponed due to the COVID-19 pandemic ▪ Felony case filings remain consistently higher than average and are among the highest in State 					
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)					
<ul style="list-style-type: none"> ▪ Wisconsin District Attorney Association (WDAA) ▪ Wisconsin Victim Witness Professionals Board of Directors ▪ Criminal Court Review Committee ▪ Circuit Court and Clerk of Courts Office - continuing Court operations during COVID-19 pandemic ▪ Eau Claire County Law Enforcement Agencies - procedures during the COVID-19 pandemic 					
GOALS FOR NEXT QUARTER					
<ul style="list-style-type: none"> ▪ Continue to identify ways to innovate, operate, and maintain a high level of safety for staff and public visitors during the COVID-19 pandemic ▪ Review/Update Office Policies, Procedures, Training, and data collection points ▪ Begin implementation of Sensitive Crimes Prosecution Unit work ▪ Hire, train, and onboard Victim Witness Specialist (filling recently vacated position) 					

Eau Claire County - District Attorney
Quarterly Department Report - Summary

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12 - District Attorney

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	585,490	585,490	146,373	146,373	146,373	146,373	585,490	100.00%
	04-Intergovernment Grants and Aid	473,090	477,910	12,515	74,002	114,898	88,292	289,707	60.62%
	06-Public Charges for Services	180,000	180,000	38,896	25,420	45,369	51,261	160,947	89.41%
	09-Other Revenue	0	0	100	0	0	0	100	0.00%

Total Revenue - District Attorney	\$1,238,580	\$1,243,400	\$197,883	\$245,795	\$306,640	\$285,926	\$1,036,244	83.34%
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Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-716,328	-716,328	-143,704	-162,660	-184,465	-201,597	-692,426	96.66%
	02-OT Wages	0	0	-3	0	0	0	-3	0.00%
	03-Payroll Benefits	-330,822	-330,822	-51,446	-57,683	-59,850	-63,874	-232,853	70.39%
	04-Contracted Services	-124,070	-124,070	-4,525	-32,431	-29,686	-28,363	-95,006	76.57%
	05-Supplies & Expenses	-66,160	-70,980	-5,312	-11,096	-16,620	-5,838	-38,864	54.75%
	09-Equipment	-1,200	-1,200	-665	-322	-28	-679	-1,694	141.20%

Total Expense - District Attorney	-\$1,238,580	-\$1,243,400	-\$205,655	-\$264,192	-\$290,650	-\$300,351	-\$1,060,847	85.32%
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Net Surplus/(-Deficit) - District Attorney	\$0	\$0	-\$7,771	-\$18,397	\$15,990	-\$14,425	-\$24,603
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Register in Probate/Clerk of Juvenile Court

SELECTED PERFORMANCE MEASURES	
Budget	Year 2020 was under budget
Probate Filing Fees	Filing fees collected: \$43,482.03 out of \$36,000.00 budgeted (121%) Fees collected and deposited in the Circuit Court Budget: \$115,853.96
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Annual account and report forms were sent to 856 guardians and trustees to complete ▪ Register in Probate and Clerk of Juvenile Court retiring 	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> ▪ Filing vacant Legal Specialist II position ▪ Preparing for 6th Judgeship in 2022 ▪ Potential training requirements for guardians - legislation in process 	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none"> ▪ Working with attorneys and self-represented litigants regarding case filings 	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none"> ▪ Hire and train Legal Specialist II (filling vacated position resulting from internal promotion) ▪ Assist guardians with filing their annual accounts and reports ▪ Acquire camera to hold Order to Show Cause hearings via Zoom for delinquent probate cases that have been postponed due to COVID 	

Eau Claire County - Register of Probate

Quarterly Department Report - Summary

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03 - Register of Probate

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	241,827	241,827	60,457	60,457	60,457	60,457	241,827	100.00%
	06-Public Charges for Services	36,000	36,000	5,190	12,687	11,984	13,621	43,482	120.78%

Total Revenue - Register of Probate

		\$277,827	\$277,827	\$65,647	\$73,144	\$72,441	\$74,077	\$285,309	102.69%
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Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-206,687	-206,687	-41,457	-46,958	-53,220	-58,308	-199,942	96.74%
	03-Payroll Benefits	-59,485	-59,485	-12,323	-15,123	-18,790	-21,155	-67,391	113.29%
	04-Contracted Services	-960	-960	-240	-365	-303	-303	-1,210	126.08%
	05-Supplies & Expenses	-10,695	-10,695	-1,080	-1,649	-1,877	-1,544	-6,150	57.50%

Total Expense - Register of Probate

		-\$277,827	-\$277,827	-\$55,100	-\$64,095	-\$74,189	-\$81,309	-\$274,694	98.87%
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Net Surplus/(-Deficit) - Register of Probate

		\$0	\$0	\$10,547	\$9,049	-\$1,748	-\$7,232	\$10,616	
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Judicial and Law Enforcement Committee Member:

Please see the attached 2020 year end financials and statistics.

I would like to take a moment and provide some additional information.

I am pleased in the way our staff adapted to what never could have been predicted.

Despite some initial growing pains, we have come to find the virtual format acceptable for small claims, and in many instances, preferable for family mediations.

I believe the mediation community has found a safe and viable option for domestic situations, high conflict parents and those situations with power imbalances. I will advocate that all parents with a domestic violence history be mediated virtually even after COVID.

We are currently in the process of enhancing our screening process to resemble the L.A.P. (Lethality Assessment Program). We will be working with both the District Attorney's Office – Victim / Witness office, as well as the Bolton Refuge House to make this a reality.

Budget Highlights:

We ended the year \$2203.43 under budget. We were down in both revenue and expenses, both categories directly impacted by COVID. Voluntary mediation revenue was down, as was revenue from remediations.

Our parenting class revenue was \$2935.00 over budget.

Statistical Highlights:

Our parenting class (noted above) had 328 parents attend in 2019. In 2020, we were only slightly less at 303. This despite a transition from in person to virtual which reduced the number of classes for a two-month period.

We mediated 261 Eau Claire family cases in 2020 compared to 260 in 2019.

We coordinated with the Clerk's Office and transitioned all small claims into virtual, which included dealing with a significant backlog upon resumption of the hearings.

I look forward to answering any questions you may have.

Travis Quella – Director TRY Mediation

TRY MEDIATION, INC.
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Inkind Rent/County Revenue	3,000.00	3,000.00	0.00
County - Revenue			
County - Buffalo	3,000.00	3,000.00	0.00
County - Chippewa	25,500.00	25,500.00	0.00
County - Eau Claire	133,619.04	133,619.00	0.04
County - Pepin	2,100.00	2,100.00	0.00
County Dunn	17,500.00	17,500.00	0.00
Total County - Revenue	181,719.04	181,719.00	0.04
Intake Fees			
Intake fees - Eau Claire	0.00		
Total Intake Fees	0.00		
Interest Income	213.37	300.00	-86.63
Mediation Fees			
Mediation Fees - Buffalo	180.00	1,231.00	-1,051.00
Mediation Fees - Chippewa	2,270.00	1,938.00	332.00
Mediation Fees - Dunn	925.00	1,520.00	-595.00
Mediation Fees - Eau Claire	5,607.26	7,946.00	-2,338.74
Mediation Fees - Pepin	810.00	188.00	622.00
Mediation Fees - Other	200.00		
Total Mediation Fees	9,992.26	12,823.00	-2,830.74
Parent Education	17,935.00	15,000.00	2,935.00
Total Revenue	209,859.67	209,842.00	17.67
Total Income	212,859.67	212,842.00	17.67
Gross Profit	212,859.67	212,842.00	17.67
Expense			
Bank Service Fee	0.00	65.00	-65.00
Client Refunds	330.00	265.00	65.00
Covid-19 Expenses	4,373.67		
Credit Card Fees	1,925.18	1,600.00	325.18
Equipment and Furniture(expense)	3,146.81	2,292.00	854.81
In-Kind Rent Expense-E.C.	3,000.00	3,000.00	0.00
Insurance - Liability	739.00	366.00	373.00
Insurance - Malpractice	906.00	1,054.00	-148.00
Insurance - Workman's Comp.	443.00	833.00	-390.00
Mediator Training	3,284.81	1,248.00	2,036.81
Membership Dues & Fees	832.87	110.00	722.87
Miscellaneous Expense	0.00		

TRY MEDIATION, INC.
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Payroll Expense			
Salaries & Wages			
Assistant's compensation	31,575.54	30,385.00	1,190.54
Director's compensation	45,500.00	47,965.00	-2,465.00
Salaries-Dunn	4,437.50	17,000.00	-12,562.50
Salaries - Buffalo	705.00		
Salaries - Chippewa	10,450.00	4,000.00	6,450.00
Salaries - Eau Claire	48,112.62	45,415.00	2,697.62
Salaries - Pepin	340.00		
Misc Payroll Expense	0.00		
Total Salaries & Wages	141,120.66	144,765.00	-3,644.34
Employee Benefits			
Health Insurance Reimbursement	18,000.00	18,000.00	0.00
SEP retirement	13,038.94	14,649.00	-1,610.06
Total Employee Benefits	31,038.94	32,649.00	-1,610.06
Payroll Taxes			
FICA - Employer's Share	9,974.29	10,091.00	-116.71
Medicare Tax -Employer's Share	2,332.70	2,360.00	-27.30
State Unemployment	1,084.43	225.00	859.43
Total Payroll Taxes	13,391.42	12,676.00	715.42
Payroll Expense - Other	0.00	300.00	-300.00
Total Payroll Expense	185,551.02	190,390.00	-4,838.98
Postage	385.00	1,100.00	-715.00
Printed Material	0.00	500.00	-500.00
Professional Fees	4,000.00	4,000.00	0.00
Recognition	888.07	800.00	88.07
Supplies	270.87	1,019.00	-748.13
Telephone	180.00	1,000.00	-820.00
Travel and Conference	399.94	3,200.00	-2,800.06
VOID	0.00		
Total Expense	210,656.24	212,842.00	-2,185.76
Net Ordinary Income	2,203.43	0.00	2,203.43
Net Income	2,203.43	0.00	2,203.43

TRY MEDIATION, INC.
Profit & Loss
January through December 2020

	Jan - Dec 20	Jan - Dec 20
Ordinary Income/Expense		
Income		
Inkind Rent/County Revenue	3,000.00	3,000.00
County - Revenue		
County - Buffalo	3,000.00	3,000.00
County - Chippewa	25,500.00	25,500.00
County - Eau Claire	133,619.04	133,619.04
County - Pepin	2,100.00	2,100.00
County Dunn	17,500.00	17,500.00
Total County - Revenue	181,719.04	181,719.04
Intake Fees		
Intake fees - Eau Claire	0.00	0.00
Total Intake Fees	0.00	0.00
Interest Income	213.37	213.37
Mediation Fees		
Mediation Fees - Buffalo	180.00	180.00
Mediation Fees - Chippewa	2,270.00	2,270.00
Mediation Fees - Dunn	925.00	925.00
Mediation Fees - Eau Claire	5,607.26	5,607.26
Mediation Fees - Pepin	810.00	810.00
Mediation Fees - Other	200.00	200.00
Total Mediation Fees	9,992.26	9,992.26
Parent Education	17,935.00	17,935.00
Total Revenue	209,859.67	209,859.67
Total Income	212,859.67	212,859.67
Gross Profit	212,859.67	212,859.67
Expense		
Client Refunds	330.00	330.00
Covid-19 Expenses	4,373.67	4,373.67
Credit Card Fees	1,925.18	1,925.18
Equipment and Furniture(expense)	3,146.81	3,146.81
In-Kind Rent Expense-E.C.	3,000.00	3,000.00
Insurance - Liability	739.00	739.00
Insurance - Malpractice	906.00	906.00
Insurance - Workman's Comp.	443.00	443.00
Mediator Training	3,284.81	3,284.81
Membership Dues & Fees	832.87	832.87
Miscellaneous Expense	0.00	0.00
Payroll Expense		
Salaries & Wages		
Assistant's compensation	31,575.54	31,575.54
Director's compensation	45,500.00	45,500.00
Salaries-Dunn	4,437.50	4,437.50
Salaries - Buffalo	705.00	705.00
Salaries - Chippewa	10,450.00	10,450.00
Salaries - Eau Claire	48,112.62	48,112.62
Salaries - Pepin	340.00	340.00
Misc Payroll Expense	0.00	0.00
Total Salaries & Wages	141,120.66	141,120.66
Employee Benefits		
Health Insurance Reimbursement	18,000.00	18,000.00
SEP retirement	13,038.94	13,038.94
Total Employee Benefits	31,038.94	31,038.94
Payroll Taxes		

8:45 AM
02/15/21
Accrual Basis

TRY MEDIATION, INC.
Profit & Loss
January through December 2020

	Jan - Dec 20	Jan - Dec 20
FICA - Employer's Share	9,974.29	9,974.29
Medicare Tax -Employer's Share	2,332.70	2,332.70
State Unemployment	1,084.43	1,084.43
Total Payroll Taxes	13,391.42	13,391.42
Payroll Expense - Other	0.00	0.00
Total Payroll Expense	185,551.02	185,551.02
Postage	385.00	385.00
Professional Fees	4,000.00	4,000.00
Recognition	888.07	888.07
Supplies	270.87	270.87
Telephone	180.00	180.00
Travel and Conference	399.94	399.94
VOID	0.00	0.00
Total Expense	210,656.24	210,656.24
Net Ordinary Income	2,203.43	2,203.43
Net Income	2,203.43	2,203.43

02/15/21

TRY MEDIATION, INC.
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash - Savings	20,089.05
Cash in Bank - Checking	36,216.31
Charter Bank Savings	43,895.85
Petty Cash	100.00
Total Checking/Savings	100,301.21
Accounts Receivable	
Accounts Receivable	-11,114.85
Total Accounts Receivable	-11,114.85
Other Current Assets	
Undeposited Funds	2,325.00
Total Other Current Assets	2,325.00
Total Current Assets	91,511.36
Fixed Assets	
Accumulated Depreciation	-13,755.26
Furniture	688.49
Office Equipment	13,135.00
Total Fixed Assets	68.23
TOTAL ASSETS	91,579.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Federal Withholding	1,245.00
FICA Withholding	2,383.70
Medicare Withholding	557.46
SEP Payable	4,149.92
State Withholding	900.72
SUI	122.91
Total Other Current Liabilities	9,359.71
Total Current Liabilities	9,359.71
Total Liabilities	9,359.71
Equity	
Retained Earnings	91,615.42
Net Income	-9,320.54
Total Equity	82,294.88
TOTAL LIABILITIES & EQUITY	91,654.59

**CASELOAD SUMMARY COMPARISON
(CASES CLOSED)**

ALL COUNTIES	2018	2019	2020
Eau Claire Family	243	260	261
Eau Claire Voluntary	2	11	4
Parenting Coordinator Program	3	1	2
Family Assessment	0	0	0
Financial Mediation	0	0	1
Buffalo	28	23	22
Chippewa	189	179	141
Dunn	96	62	69
Pepin	16	16	10
Other	1	0	1
Small Claims:			
Eau Claire	470	400	226
Parent Education Class:	360	328	303
TOTALS	1408	1280	1040

**OUTCOME SUMMARY
2020
(CASES CLOSED)**

	Agreement	Agreement Reached One or Both Didn't Sign	Temporary Agreements w/Remediation Scheduled	No Agreement	Not Mediated/ No Show	Other	Total
Eau Claire County:							
Family Cases	71	30	28	84	30	18	261
Small Claims	118			104	4		226
Parent Coordinator						2	2
Family Assessment							0
Financial	1						1
Other/Voluntary			2	1		1	4
Eau Claire County Total:	190	30	30	189	34	21	494
Other Counties:							
Buffalo County	7	2	1	9	2	1	22
Chippewa County	42	17	16	40	17	9	141
Dunn County	26	10	6	15	8	4	69
Pepin County	1	0	1	7	0	1	10
Other County	0	0	0	1	0	0	1
Other Counties Total:	76	29	24	72	27	15	243
ALL COUNTIES TOTAL:	266	59	54	261	61	36	737

2020 PARENTING CLASSES

	Classes Offered	Attendees	2019 Comparison
January	2	30	34
February	2	35	29
March	1	17	28
1st Quarter Total:	5	82	91
April	0	0	29
May	3	36	29
June	3	33	23
2nd Quarter Total:	6	69	81
July	2	24	18
August	2	23	28
September	2	26	30
3rd Quarter Total:	6	73	76
October	3	35	31
November	2	21	26
December	2	23	23
4th Quarter Total:	7	79	80
Year-to-date Total:	24	303	328

2020 SMALL CLAIMS

	Cases	Resolved	No Agreement	No Show/Other
January	21	10	8	3
February	32	19	13	0
March	19	9	9	1
1st Quarter Total:	72	38	30	4
April	0	0	0	0
May	0	0	0	0
June	24	16	8	0
2nd Quarter Total:	24	16	8	0
July	7	4	3	0
August	22	7	15	0
September	35	16	19	0
3rd Quarter Total:	64	27	37	0
October	30	14	16	0
November	16	10	6	0
December	20	13	7	0
4th Quarter Total:	66	37	29	0
Year-to-date Total:	226	118	104	4

JANUARY 2021

Sheriff

SELECTED PERFORMANCE MEASURES	
Cases Handled	6959
Number of Bookings	2627
Total Inmates	1921
▪ SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none">▪ Staff completed Implicit Bias: Understanding the Impact on Actions and Decisions and De-escalation, Intervention and Force Mitigation Training▪ Kids n Cops Program participated in helping families in the community.▪ Coordinating online training to ensure mandatory hours are fulfilled while balancing COVID concerns.▪ Proper Protective Equipment and Utilization for protection of community and staff	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none">▪ Identifying additional mental health resources and training in coordination with ECC DHS Crisis Network▪ COVID-19 continued response and operational adjustments.▪ Continued PPE issued to each staff member and maintaining supplies.▪ L3 Cameras▪ Staffing	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none">▪ Chippewa Valley Votes - Incarcerated population for voter registration▪ Stepping Up Initiative - Continue to ask for Judicial System Assistance with Mental Health transition work.▪ ECPD and Eau Claire County IS regarding integration of new squad and body cameras.▪ EBDM - Evidence Base Decision-Making Program▪ DEC - Drug Endangered Children / CART - Child Abduction Response Team▪ WCDF - West Central Drug Task Force - Funding Changes▪ CVRCFL-Chippewa Valley Regional Computer Forensics Lab▪ Supervised Release Committee▪ Aligned Law Enforcement Response Team Activations- Mutual Aid Responses across the state	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none">▪ Update of the entire policy manuals for Patrol and Jail through the contracted company Lexipol.▪ ERMA - Jail Automated Medical Records▪ Implementation of Inmate Tablets▪ Recruitment and hiring for Patrol and Jail - several positions needed to fill	

Eau Claire County - Sheriff

Quarterly Department Report - Summary

For Period Ending: Q4, 2020

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17 - Sheriff

und V	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	12,299,518	12,299,518	3,074,880	3,074,880	3,074,880	3,074,880	12,299,518	100.00%
	04-Intergovernment Grants and Aid	135,657	265,626	39,944	90,586	33,598	72,558	236,686	89.11%
	06-Public Charges for Services	867,600	867,600	83,663	127,552	109,535	384,376	705,126	81.27%
	09-Other Revenue	132,150	132,150	7,315	50,024	42,516	116,071	215,926	163.39%
	11-Fund Balance Applied	18,100	204,290	0	0	0	0	0	0.00%
100	Total Revenue: General Fund	\$13,453,025	\$13,769,184	\$3,205,802	\$3,343,041	\$3,260,528	\$3,647,885	\$13,457,256	97.73%
212	09-Other Revenue	93,130	106,924	0	0	0	0	0	0.00%
212	Total Revenue: Anti-Drug Grant Fund	\$93,130	\$106,924	\$0	\$0	\$0	\$0	\$0	0.00%
	Total Revenue - Sheriff	\$13,546,155	\$13,876,108	\$3,205,802	\$3,343,041	\$3,260,528	\$3,647,885	\$13,457,256	96.98%

und V	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-6,967,155	-6,967,155	-1,351,801	-1,556,558	-1,811,667	-1,957,506	-6,677,532	95.84%
	02-OT Wages	-609,723	-609,723	-128,659	-78,783	-77,502	-111,935	-396,879	65.09%
	03-Payroll Benefits	-3,128,905	-3,128,905	-643,115	-694,175	-781,847	-928,078	-3,047,215	97.39%
	04-Contracted Services	-1,605,368	-1,605,368	-374,240	-330,735	-312,743	-365,039	-1,382,757	86.13%
	05-Supplies & Expenses	-633,904	-886,415	-153,893	-159,973	-119,360	-279,249	-712,475	80.38%
	07-Fixed Charges	-370,950	-370,950	-91,483	-91,483	-91,483	-91,483	-365,934	98.65%
	09-Equipment	-120,526	-184,175	-61,350	-9,633	-53,146	-95,875	-220,004	119.45%
	09-Grants, Contributions, Other	-16,494	-16,494	-6,931	-4,166	-297	-6,184	-17,578	106.57%
100	Total Expense Fund: General Fund	-\$13,453,025	-\$13,769,184	-\$2,811,473	-\$2,925,507	-\$3,248,045	-\$3,835,350	-\$12,820,375	93.11%

Eau Claire County - Sheriff

Quarterly Department Report - Summary

For Period Ending: Q4, 2020

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Date Ran: 1/27/21

und V	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
212	04-Contracted Services	-30,440	-34,140	-3,815	-3,067	-1,038	-8,595	-16,515	48.38%
	05-Supplies & Expenses	-47,790	-47,790	-31,505	-10,641	-10,341	-10,622	-63,108	132.05%
	07-Fixed Charges	-4,900	-4,994	0	0	0	0	0	0.00%
	09-Equipment	-10,000	-20,000	0	-15,925	-1,874	0	-17,799	88.99%
212	Total Expense Fund: Anti-Drug Grant Fu	-\$93,130	-\$106,924	-\$35,320	-\$29,633	-\$13,252	-\$19,217	-\$97,422	91.11%
Total Expense - Sheriff		-\$13,546,155	-\$13,876,108	-\$2,846,793	-\$2,955,139	-\$3,261,297	-\$3,854,567	-\$12,917,797	93.09%
Net Surplus/(-Deficit) - Sheriff		\$0	\$0	\$359,009	\$387,902	-\$769	-\$206,683	\$539,459	



Wisconsin Department of Health Services: Priority Group 1b

Summary

Tentative start date	Eligibility group, in priority order
March 1, 2021	<ul style="list-style-type: none"> • Education and Child Care • Individuals enrolled in Medicaid Long-Term Care programs • Public facing essential workers • Non-frontline health care personnel • Congregate Living

Final Phase 1B recommendations:

Beginning on or around March 1, 2021, subject to change based on vaccine availability, the individuals listed below will become eligible to receive the COVID-19 vaccine.

The Department of Health Services (DHS) asks that only those who are at significant risk due to public-facing positions with considerations of frequency, intensity, and duration of contact, and ability to mitigate, come forward to receive vaccine. Employees who are able to work from home, perform most tasks outdoors, or have limited engagement with the public are asked to delay vaccination until supply is robust.

Education and child care

- All staff in regulated child care, public and private school programs, out-of-school time programs, virtual learning support, and community learning center programs
- All staff in Boys and Girls Clubs, YMCAs.
- All staff in preschool and Head Start through K-12 education settings.
- Faculty and staff in higher education settings who have direct student contact.

Individuals enrolled in Medicaid long-term care programs

- IRIS (Include, Respect, I Self Direct)
- Family Care
- Katie Beckett and Children’s Long Term Care Waiver, when the member’s age allows them to qualify for vaccine

Some Public-Facing Essential Workers

This category includes:

- **911 operators**

- **Utility and communications infrastructure:** Workers who cannot socially distance and are responsible for the fundamental processes and facilities that ensure electric, natural gas, steam, water, wastewater, internet, and telecommunications services are built, maintained, generated, distributed, and delivered to customers.
- **Public transit:** Drivers or employees (supervisor or maintenance person who rides the bus, or a public-facing service agent) who have frequent close contact with members of the public, limited to:
 - Public and commercial intercity bus transportation services.
 - Municipal public transit services, including municipal or county contracted shared-ride service providers.
 - Those employed by specialized transit and paratransit services for seniors, disabled persons, and low-income persons.
- **Food supply chain**
 - Agricultural production workers, such as farm owners and other farm employees.
 - Critical workers who provide on-site support to multiple agricultural operations, such as livestock breeding and insemination providers, farm labor contractors, crop support providers, and livestock veterinarians.
 - Food production workers, such as dairy plant employees, fruit and vegetable processing plant employees, and animal slaughtering and processing employees.
 - Retail food workers, such as employees at grocery stores, convenience stores, and gas stations that also sell groceries.
 - Hunger relief personnel, including people involved in charitable food distribution, community food and housing providers, social services employees who are involved in food distribution, and emergency relief workers.

Non-frontline health care essential personnel: Staff who perform essential roles within health care organizations by maintaining cyber security; perform cleaning functions; scheduling; critical HVAC functions related to maintaining proper air flow in health care settings and refrigeration functions related to vaccine storage; health care critical supply chain functions, including those involved in the production, manufacturing and distribution of vaccine; public health; and emergency management.

Congregate Living: Residents of congregate living settings and on-site facility staff. This category includes:

- **Employer-based:** Housing provided by an employer for unrelated individuals who share living quarters.
- **Housing serving the elderly or people with disabilities:** Adult family home, community-based residential facility, residential care complex, state center for the disabled, intermediate care facilities for individuals with intellectual disabilities (ICFs/IDDs), mental health institute, and county-based center for the disabled.
- **Shelters for those who are homeless or in need of refuge**
- **Transitional housing:** A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living when such facilities include shared bedrooms
- **Incarcerated individuals:** Individuals in jails, prisons, and transitional housing.

Mink Husbandry

DHS continues to recommend that vaccination of additional individuals should be prioritized over wasting vaccine.

If vaccine supply is constrained such that additional sub-prioritization is necessary (in no particular order):

Individual demographic characteristics and medical conditions have been identified that place individuals at higher risk of severe illness from COVID-19 infection.^{1,2} As such, vaccinating entities *should* consider using these factors if additional sub-prioritization is necessary. Of note, logistics may necessitate sub-prioritization to occur only at the level of adequately large population cohorts.

Demographic

- Black, Latinx, Native American
- Socioeconomic vulnerability

Medical Conditions

- Asthma
- Cancer (active)
- Chronic kidney disease
- Chronic lung disease, such as chronic obstructive pulmonary disease (COPD)
- Chronic metabolic disease
- Diabetes
- Heart conditions, such as cardiovascular disease, heart failure, coronary artery disease, or cardiomyopathies
- Hypertension
- Immunocompromised conditions
- Solid organ transplant resulting in immunocompromised state
- Obesity (body mass index (BMI) of 30 kg/m² or higher)
- Sickle cell disease
- Smoking
- Intellectual or developmental disability³
- Pregnancy

The prioritization scheme chosen by vaccinating entities should be clear and transparent and attempt to reduce (rather than reinforce) inequities whenever possible.

Of note, vaccination does not negate the need for continual adherence to best practices of distancing, masking, hand-hygiene, testing, isolation and quarantining.

¹ Centers for Disease Control and Prevention. *People with Certain Medical Conditions*. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>. Accessed January 9, 2021

² Kambhampati AK, O'Halloran AC, Whitaker M, et al. *COVID-19–Associated Hospitalizations Among Health Care Personnel — COVID-NET, 13 States, March 1–May 31, 2020*. *MMWR Morb Mortal Wkly Rep* 2020;69:1576–1583. DOI: <http://dx.doi.org/10.15585/mmwr.mm6943e3>

³ A FAIR Health, West Health Institute and Marty Makary, MD, MPH. (2020). *Risk Factors for COVID-19 Mortality among Privately Insured Patients*. New York, New York: FAIR Health 2020.