

Kenosha



County

COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

NOTE: UNDER THE KENOSHA COUNTY BOARD OF RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS. NOTICE OF SUCH MOTIONS TO RECONSIDER OR RESCIND AT FUTURE MEETINGS SHALL BE GIVEN IN ACCORDANCE WITH SEC. 210(2) OF THE COUNTY BOARD RULES. FURTHERMORE, ANY MATTER DEEMED BY A MAJORITY OF THE BOARD TO BE GERMANE TO AN AGENDA ITEM MAY BE REFERRED TO THE PROPER COMMITTEE. ANY ITEM SCHEDULED FOR THE FIRST OF TWO READINGS IS SUBJECT TO A MOTION TO SUSPEND THE RULES IN ORDER TO PROCEED DIRECTLY TO DEBATE AND VOTE. ANY PERSON WHO DESIRES THE PRIVILEGE OF THE FLOOR PRIOR TO AN AGENDA ITEM BEING DISCUSSED SHOULD REQUEST A COUNTY BOARD SUPERVISOR TO CALL SUCH REQUEST TO THE ATTENTION OF THE BOARD CHAIRMAN.

NOTICE IS HEREBY GIVEN the **Organizational Meeting** of the Kenosha County Board of Supervisors will be held on **Wednesday, the 4th of November, 2020, immediately following the Public Hearing**, at the Kenosha County Job Center, located at 8600 Sheridan Road, Kenosha. The following will be the agenda for said meeting:

- A. Call To Order By Chairman O'Day
- B. Roll Call Of Supervisors
- C. Citizen Comments

While both the building and the meeting are open to the public, in keeping with the CDC's recommendations on social distancing, members of the public are encouraged not to attend the meeting in person. Citizens wishing not to attend but to make a public comment in writing may submit such comments to **** before 4:30 pm on Wednesday, November 4, 2020. The meeting will be available via live video stream by visiting kenoshacounty.org. The meeting will also be accessible for public monitoring by calling **1-408-418-9388** and using **Access code 146 566 0440**.

- D. Announcements Of The Chairman
- E. Supervisor Reports
- F. OLD BUSINESS
- G. Ordinance - Second Reading, Two Required

19. From The Judiciary & Law Committee - An Ordinance Re: Repeal And Recreation Of MCKC Chapter 3.6451-RETENTION OF RECORDS-Joint Services Board

Documents:

REPEAL AND RECREATION OF MCKC CHAPTER 3.6451-RETENTION OF RECORDS.PDF

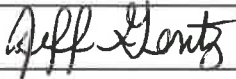

H. Approval Of The October 20, 2020 County Board Meeting Minutes By Supervisor Gaschke

I. Adjourn Sine Die

KENOSHA COUNTY

BOARD OF SUPERVISORS

ORDINANCE NO. **19**

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| Subject: Repeal and Recreation of MCKC Chapter 3.6451 – RETENTION OF RECORDS – JOINT SERVICES BOARD | |
| Original <input checked="" type="checkbox"/> Corrected <input type="checkbox"/> 2nd Correction <input type="checkbox"/> Resubmitted <input type="checkbox"/> | |
| Date Submitted: 10/7/20 | Date Resubmitted: |
| Submitted By: Supervisor Jeffrey Gentz |  |
| Fiscal Note Attached <input type="checkbox"/> | Legal Note Attached <input type="checkbox"/> |
| Prepared By: Matthew Perz, Asst. Corp. Counsel | Signature:  |

THE KENOSHA COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN that the Municipal Code of Kenosha County Chapter 3.6451, RETENTION OF RECORDS – JOINT SERVICES BOARD, is hereby repealed and recreated as follows:

3.6451 RETENTION OF RECORDS – JOINT SERVICES BOARD

The following schedule of records and retention periods approved by the Wisconsin Department of Administration Public Records Board on June 29, 2020, shall apply at the Kenosha County Joint Services Board:

**KENOSHA CITY/COUNTY JOINT SERVICES
Records Retention Schedule**

| RDA # | Record Series Title | Record Series Description | Retention Period | Event Initiating Start of Retention Period |
|-------|--|---|------------------|--|
| 1 | Accounts Payable and Supporting Documents | This record series includes accounts payable information and supporting documentation such as transactions, check reconciliation, check register, purchase orders, requisitions, invoices, copies of checks, and journal entries. | 7 Years | Fiscal |
| 2 | Accounts Receivable and Supporting Documents | This record series includes records that pertain to accounts receivable as well as supporting documentation such as the invoice register, journal entries, account distribution listing, invoices, fleet vehicle maintenance records (for billing), fuel print outs (for billing), receipts, and related reports. | 3 Years | Fiscal |
| 3 | Annual Budget | Kenosha Joint Services Board approved budget and supporting documents. This records series includes documents used to | 6 Years | Fiscal |

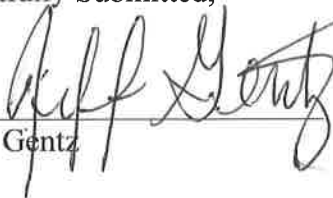
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| | | prepare the budget, obtain approval, and the final approved budget report. | | |
| 4 | Annual Report | This record series includes the annual report to the Kenosha Joint Services Board. | 7 Years | Creation |
| 5 | Attendance Records | This record series includes any documents that detail history of attendance or leave and supporting documentation such as time off requests, leave charts, timecards, trade sheets, and yearly attendance records. | 7 Years | Fiscal |
| 6 | Audio Recordings (Dispatch Recordings & Administrative Phones) | This record series includes recordings made in the 9-1-1 Communications Center and on administrative phones in the Kenosha County Public Safety Building and Kenosha County Detention Center. These records include recordings of radio transmissions, 911 emergency phone calls, and non-emergency phone calls. Note: Recordings do not include phones used by inmates. | 121 Days | Creation |
| 7 | Audio Recordings (Meetings) | This record series includes audio recordings of Kenosha Joint Services Board meetings. These recordings are used to produce board meeting minutes. | 90 Days | Date the Minutes are Approved |
| 8 | Audit Reports | This record series include records that evaluate the financial holdings of Kenosha Joint Services. This series includes audits and financial statements created by an independent accountant's review. | 7 Years | Creation |
| 9 | Bank Statements/ Reconciliation | This record series includes documentation of transactions from institutions holding Kenosha Joint Services funds. | 7 Years | Creation |
| 10 | Board Agenda and Minutes | This record series includes Kenosha Joint Services Board agenda's, agenda packets, and meeting minutes. | 7 Years | Creation |
| 11 | Bond Receipts and Related Documents | This record series includes receipts or documents accepting bond payment. These records include bond receipts, bond signature sheets (bond information notice), charge card request logs, and Trust Fund Account documentation. | 8 Years | Creation |
| 12 | Booking Photograph and Photograph Record | This record series pertains to booking photograph records taken by Kenosha Joint Services staff. | Permanent | |

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| 13 | Contracts | This record series includes any contract or agreements to which Kenosha Joint Services is a party. | 7 Years | Last Effective Date Thereof |
| 14 | Continuity of Operations Plan/Continuity of Government Plan | This record series includes agency plans and documentation for the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG). | Superseded | Superseded by Revised Plan |
| 15 | Deferred Compensation Records | This record series includes reports generated from deferred compensation retirement plans showing employee contributions. | 8 Years | End of Service |
| 16 | Employee Bloodborne Pathogen Records | This record series includes documents pertaining to an employee's unsafe exposure to bloodborne pathogens. | 30 Years | Termination of Employment |
| 17 | Employee Retirement Records | This record series includes documentation of an employee's retirement and records related to submitting information to the Wisconsin Retirement System (WRS). This includes records such as WRS Employee Transaction Reports. | 8 Years | End of Service |
| 18 | Employee Wage & Tax Statements & Other Tax Records | This record series is for records pertaining to employee's wages and tax information such as withholding allowances, W2's, and other tax forms. | 7 Years | Fiscal |
| 19 | False Alarms and Supporting Documents | This record series pertains to records created for the purpose of billing for false alarms such as false alarm invoices, false alarm reports, and yearly reports. | 3 Years | Creation |
| 20 | Fingerprint Cards | This record series pertains to fingerprint cards created using ink. | Permanent | |
| 21 | Fixed Assets | This record series pertains to documentation of Kenosha Joint Services assets. | 1 Year | Disposition of Asset |
| 22 | General Ledger | This record series pertains to documentation of financial activity of Kenosha Joint Services such as the general ledger, daily journal entries, income statements, ledger sheets, trust account ledger. | 7 Years | Fiscal |
| 23 | Imaging Logs | This record series pertains to documentation of paper law enforcement records which were sent out for electronic scanning. These logs contain information on dates and amount of records that were scanned. | 7 Years | Creation |

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| 24 | Incident Records | This record series pertains to records created within the 9-1-1 Communications Department that document information regarding incidents that have been reported to the department via emergency phone call, non-emergency phone call, or radio. This series includes, but is not limited to, records such as 9-1-1 Daily Call Reports, 9-1-1 Error Reports, Computer Aided Dispatch System online printouts, handwritten logs, and tow lists. | 10 Years | Creation |
| 25 | Insurance Records | This record series pertains to insurance records and includes, but are not limited to, insurance policies and life insurance census reports. | 7 Years | Last Effective Date Thereof |
| 26 | Invitations to Bid/Requests for Proposals | This record series includes documentation for bid or request for proposal specifications and proposals from vendors. | 7 Years | Completion of Work |
| 27 | Material Safety Data Sheets (MSDS) | This record series includes MSDS records regarding toxic substance information. | 30 Years | Date Substance Received |
| 28 | Motor Vehicle Maintenance Records | This record series includes records that document the service and repair of motor vehicles owned by Kenosha Joint Services. | 1 Year | Disposal of Vehicle |
| 29 | Memorandum of Understanding (MOU) | This record series includes formal agreements between Kenosha Joint Services and other governmental units. | 7 Years | Ending Date of MOU |
| 30 | Open Records Requests | This record series includes records relating to requests for open records. | 3 Years | Response Provided |
| 31 | Parts Inventory and Related Documents | This record series includes documents that track inventory such as the Parts Inventory – Year to Date reports and the Parts Inventory Listing maintained by Fleet Maintenance. | 4 Years | Fiscal |
| 32 | Payroll and Supporting Documents | This record series documents gross pay, net pay, and deductions for Kenosha Joint Services employees. This series includes records such as payroll reports, overtime reports and charts, and other supporting documents. | 7 Years | Fiscal |
| 33 | Personnel File | This record series includes documents that record personnel actions during the employment of all employees such as, but not limited to, performance evaluations, disciplinary actions, training records, FMLA documentation, and other medical records. | 7 Years | Separation of Employment |

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| 34 | Personnel Recruitment and Selection | This record series includes documentation of hiring processes and includes records such as, but not limited to, notices, vacancy packets, applications, background results, and tests/results. | 1 Year | Date of Personnel Action |
| 35 | Policy & Procedures | This record series includes all policy and procedures for Kenosha Joint Services. It includes policy and procedures that are entity wide or specific to individual departments within Kenosha Joint Services. | 7 Years | Superseded or Obsolete |
| 36 | Supply Orders and Supporting Documents | This record series includes supply orders and departmental requests for supply items from inventory. | 0 Days | Order Filled, Invoiced, and Paid |
| 37 | Union Contracts, Grievance, Mediation, & Arbitration Records | This record series includes all Labor Agreements between Labor Union and Kenosha Joint Services. | Permanent | |
| 38 | Visitor Logs | This record series includes logs of authenticated, escorted visitors into secure areas as required by FBI Criminal Justice Information Systems (CJIS) Security Policy or other applicable standards. | 3 Years | Date of Visit or Access Removed |
| 39 | Workers Compensation Claims | This record series includes documents pertaining to workers compensation claims. | 12 Years | Later of Injury, Claim, or Closure |

Respectfully Submitted,


 Jeffrey Gentz

Approved by:

Judiciary & Law Committee

Aye Nay Abstain Excused

Boyd Frederick
Boyd Frederick, Chair

David Celebre
David Celebre, Vice-Chair

Laura Belsky
Laura Belsky

Jerry Gulley
Jerry Gulley

Mark Nordigan
Mark Nordigan

Sharon Pomaville
Sharon Pomaville

Jeff Wamboldt
Jeff Wamboldt