

Department of ADMINISTRATION

Secretary of Administration: MARC MAROTTA, 266-1741, marc.marotta@

Deputy Secretary: GINA FRANK-REECE, 266-1741, gina.frank-reece@

Executive Assistant: SEAN DILWEG, 266-1741, sean.dilweg@

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Mailing Address: P.O. Box 7864, Madison 53707-7864.

Location: State Administration Building, 101 East Wilson Street, Madison.

Telephone: (608) 266-1741.

Fax: (608) 267-3842.

Internet Address: <http://www.doa.state.wi.us>

Number of Employees: 902.08.

Total Budget 2003-05: \$912,855,700.

Statutory References: Sections 15.10 and 15.103; Chapter 16.

Address e-mail by combining the user ID and the state extender: userid@doa.state.wi.us

Administrative Services, Division of: GAIL RIEDASCH, *administrator*, 267-3836, gail.riedasch@; TOM HERMAN, *deputy administrator*, 266-0239, tom.herman@; Fax: 264-9500; P.O. Box 7869, Madison 53707-7869.

Financial Management, Bureau of: MARTHA KERNER, *director*, 266-1359, martha.kerner@

Personnel, Bureau of: PETER OLSON, *director*, 266-2308, peter.olson@

State Prosecutors Office: STUART MORSE, *director*, 267-2700, stuart.morse@

Capitol Police, Division of: DAVID HEINLE, *acting police chief and administrator*, 266-7546, david.heinle@; Fax: 267-9343; B2N State Capitol, Madison, 53702.

Energy, Division of: KIMBERLY WALKER, *administrator*, 261-6357, kimberly.walker@; STEVEN K. TRYON, *assistant to the administrator*, 266-2035, steven.tryon@; Fax: 267-6931; P.O. Box 7868, Madison 53707-7868.

Energy Assistance, Bureau of: vacancy, *director*, 266-7601.

Energy Efficiency, Bureau of: GARY GORLEN, *director*, 266-8870, gary.gorlen@

Enterprise Operations, Division of: PATRICK J. FARLEY, *administrator*, 266-0779, patrick.farley@; JAMES M. LANGDON, *deputy administrator*, 267-2715, james.langdon@; Fax: 267-0600; P.O. Box 7867, Madison 53707-7867.

Enterprise Fleet, Bureau of: JOHN MARX, *director*, 267-7693, john.marx@

Procurement, Bureau of: HELEN MCCAIN, *director*, 267-9634, helen.mccain@

State Risk Management, Bureau of: ROLLIE BOEDING, *director*, 266-1866, rollie.boeding@; Fax: 264-1866.

State Minority Business Program: GODWIN AMEGASHIE, *director*, 267-7806, godwin.amegashie@

Enterprise Technology, Division of: MATTHEW MISZEWSKI, *administrator*, 264-9502, matthew.miszewski@; DAVID HINRICHS, *deputy administrator*, 267-0614, dave.hinrichs@; Fax: 267-0626; P.O. Box 7844, Madison 53707-7844.

Customer Relations and Business Management, Bureau of: JEAN GREENE, *director*, 264-6198, jean.greene@

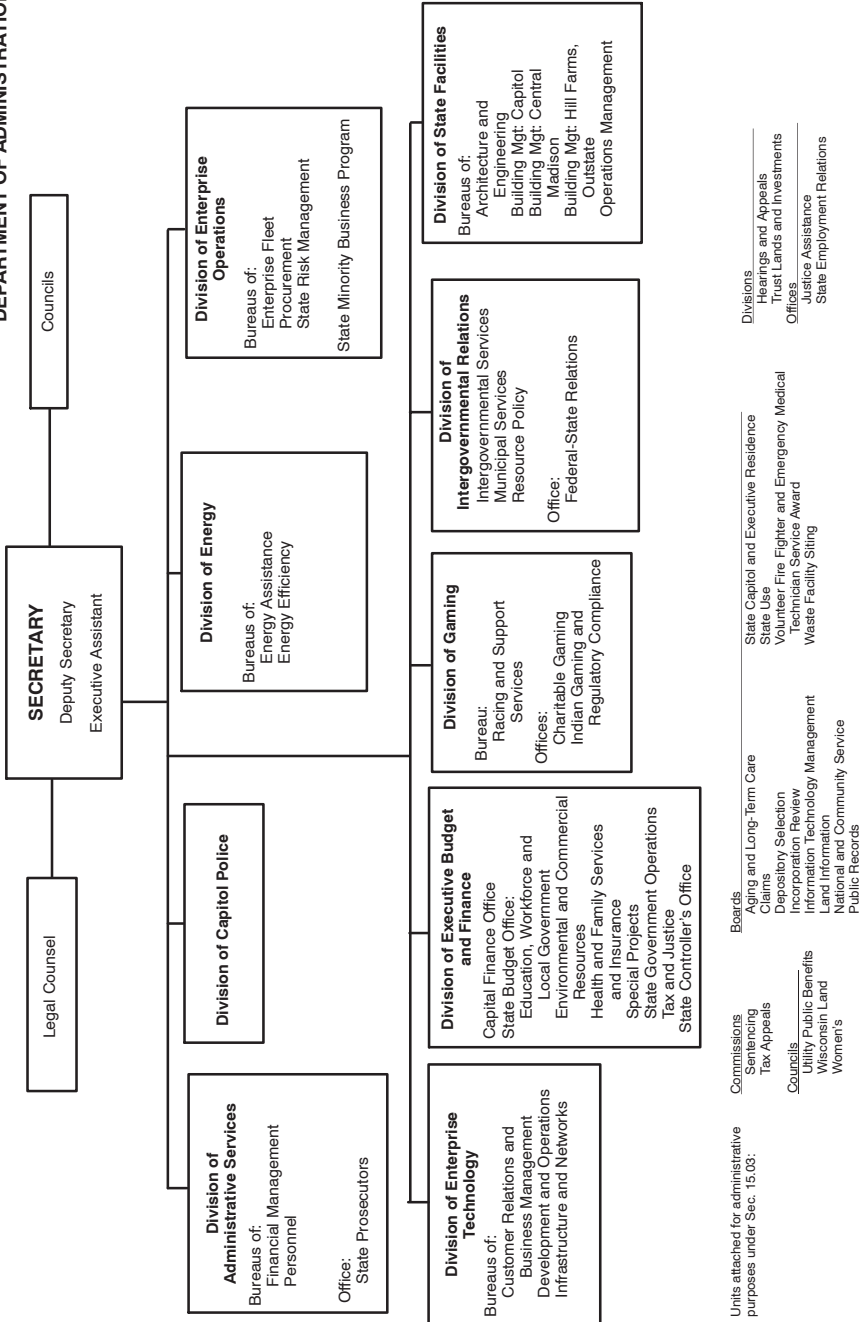
Development and Operations, Bureau of: JIM SCHMOLESKY, *director*, 266-1952, jim.schmolesky@

Infrastructure and Networks, Bureau of: ROBERT STUCESSY, *director*, 264-6186, robert.stuessy@

Executive Budget and Finance, Division of: DAVID SCHMIEDICKE, *administrator*, 266-1035, david.schmiedicke@; JENNIFER KRAUS, *deputy administrator*, 266-2214, jennifer.kraus@; Fax: 267-0372; P.O. Box 7864, Madison 53707-7864.

DEPARTMENT OF ADMINISTRATION

ADMINISTRATION



Units attached for administrative purposes under Sec. 15.03:

Capital Finance Office: FRANK HOADLEY, *director*; 266-2305, frank.hoadley@

State Budget Office:

Education, Workforce and Local Government: ROBERT HANLE, *team leader*; 266-1037, bob.hanle@

Environmental and Commercial Resources: KIRSTEN GRINDE, *team leader*; 266-1040, kirsten.grinde@

Health and Family Services and Insurance: JAMES JOHNSTON, *team leader*; 266-3420, james.johnston@

Special Projects: vacancy.

State Government Operations: DAN CAUCUTT, *team leader*; 266-0777, dan.caucutt@

Tax and Justice: JOHN KOSKINEN, *team leader*; 266-2081, john.koskinen@

State Controller's Office: WILLIAM J. RAFTERY, *state controller*; 266-1694, bill.raftery@; P.O. Box 7932, Madison 53707-7932.

Gaming, Division of: vacancy, *administrator*; 270-2534; Fax: 270-2564; 2005 West Beltline Highway, Suite 201, P.O. Box 8979, Madison 53708-8979;

Internet Address: <http://www.doa.state.wi.us/gaming>

Charitable Gaming, Office of: BRIAN WHITTOW, *director*; 270-2545, brian.whittow@

Indian Gaming and Regulatory Compliance, Office of: LINDA MINASH, *director*; 270-2534, linda.minash@

Racing and Support Services, Bureau of: RICHARD PEDERSEN, *director*; 270-2546, richard.pedersen@

Intergovernmental Relations, Division of: LAURA E. ARBUCKLE, *administrator*; 267-1824, laura.arbuckle@; HARALD JORDAHL, *deputy administrator*; 261-7520, harald.jordahl@; Fax: 267-6917; P.O. Box 8944, Madison 53708-8944;

Internet Address: <http://www.doa.state.wi.us/dhir>

Intergovernmental Services: vacancy.

Municipal Services: DONALD R. HARRIER, JR., *director*; 267-2705, don.harrier@

Resource Policy: MIKE FRIIS, 267-7982, *director*; mike.friis@

Federal-State Relations, Office of: vacancy, *director*; 444 North Capitol Street, Suite 613, N.W., Washington, D.C. 20001, (202) 624-5870; Fax: (202) 624-5871.

State Facilities, Division of: ROBERT G. CRAMER, *administrator*; 266-1031, robert.cramer@; MARILYN PIERCE, *deputy administrator*; 266-7066, marilyn.pierce@; RONALD W. KROHN, *assistant to the administrator*; 266-8874, ronald.krohn@; Fax: 267-2710; P.O. Box 7866, Madison 53707-7866; *Internet Address:* <http://www.doa.state.wi.us/dsf/dsfmain.asp>

Architecture and Engineering, Bureau of: ADEL TABRIZI, *director and state chief engineer*; 266-3850, adel.tabrizi@

Building Management: Capitol, Bureau of: MICHAEL STARK, *director*; 266-1173, michael.stark@

Building Management: Central Madison, Bureau of: JOHN WALKER, *director*; 266-1097, john.walker@

Building Management: Hill Farms, Outstate, Bureau of: LOUIS SILLER, JR., *director*; 266-2119, louis.siller@

Operations Management, Bureau of: GILBERT T. FUNK, *director*; 266-2645, gil.funk@

Publications: Agency Budget Requests and Revenue Estimates; Annual Fiscal Report; Biennial Report; Budget in Brief; Budget Message; Capitol Budget Recommendations; Comprehensive Annual Financial Report; Continuing Disclosure Annual Report; Decisions of Tax Appeals Commission; Executive Budget; Summary of Tax Exemption Devices; Wisconsin Energy Statistics; Wisconsin Population Estimates.

Agency Responsibility: One of the chief duties of the Department of Administration is to provide the governor with fiscal management information and the policy alternatives required for preparation of Wisconsin's biennial budget. It analyzes administrative and fiscal issues facing

the state and recommends solutions. The department also coordinates telecommunications, energy, and land use planning. It regulates racing, charitable gaming, and Indian gaming. It is responsible for providing a wide range of support services to other state agencies and manages the state's buildings and leased office space. The department maintains a federal-state relations office in Washington, D.C.

Organization: The department is administered by a secretary appointed by the governor with the advice and consent of the senate. The secretary must be appointed "on the basis of recognized interest, administrative and executive ability, training and experience in and knowledge of problems and needs in the field of administration." The secretary appoints the department's division administrators from outside the classified service.

Unit Functions: The *Division of Administrative Services* provides numerous support services to the department and agencies attached for administrative support, including personnel, records and forms, space and property management, financial management, mail, business recovery, and management planning. Other major functions are to prepare and administer the departmental budget, advise the secretary on policies and procedures, and perform internal audits. It pays the salaries and any associated fringe benefits for all district attorneys and their staff attorneys. It also reviews and pays the compensation of special prosecutors for the 71 district attorneys' offices. (Menominee and Shawano Counties share a district attorney.)

The *Division of Capitol Police* uses officers working in Madison, Milwaukee, and West Allis (at the State Fair Park), to provide a wide range of investigative, security, and related public safety services to state agencies, employees, and others. It protects state facilities; conducts criminal investigations, including the use of sophisticated surveillance and alarm devices used to detect criminal activity; and provides protective services to the governor and visiting dignitaries. The division's uniformed patrol officers detect and complete preliminary investigations of crimes, traffic accidents, and traffic violations. They also protect lives and property in department-managed facilities. The Capitol Police are also responsible for monitoring and managing other potential safety threats, such as hazardous material spills, injury accidents, and other situations impacting the safety of employees and visitors. The division also maintains bike and horse patrols to enhance public contact with officers and to meet other needs.

The *Division of Energy* advises the department and the governor on state and regional energy policies as well as contributes to the development of energy legislation. It also administers federal programs encouraging energy efficiency and use of renewable energy besides petroleum violation escrow funds. The division is responsible for administering the Wisconsin Focus on Energy Program and it develops energy efficiency and renewable energy programs.

The division also administers the Home Energy Plus Programs, which include the federally funded Low-Income Home Energy Assistance Program (LIHEAP), the Low-Income Home Weatherization Program, the State Public Benefits Weatherization and Bill Payment Assistance programs, and the Lead Hazard Reduction Program. These programs provide energy conservation services and assistance to help offset the cost of home energy.

In consultation with the Council on Utility Public Benefits, the division administers energy conservation grants for programs that promote energy efficiency, renewable resources, electric reliability, and environmental protection.

The *Division of Enterprise Operations* manages state government contracts and purchasing and is responsible for interdepartmental mail services, auto and air fleet transportation, risk management, records management, sale and distribution of state agency documents, and minority business contracting. In addition, the division handles municipal cooperative purchasing, contracting with work centers, federal and state surplus property disposition, and recycling and waste reduction programs for state agencies. The division manages the state's self-funded programs for state liability and property insurance and worker's compensation protection, and it assists agencies in controlling and reducing losses.

The *Division of Enterprise Technology* manages the state's information-technology (IT) assets and uses technology to improve government efficiency. It provides computer services to state agencies and some local governments. It also operates the statewide voice, data, and video telecommunications network. In consultation with business and IT managers from state agencies and local governments, the division develops strategies, policies, and standards for "enterprise use"

(cross-agency and multijurisdictional use of IT resources). The division provides training, research, and print and mail services to other state agencies. It is also responsible for providing statewide computer systems for district attorneys and coordinating electronic information sharing among the courts, district attorneys, and justice agencies at the state and local levels. The division provides consultation on geographic information systems (GIS) to government and nonprofit groups.

The *Division of Executive Budget and Finance* provides fiscal and policy analysis to the governor for development of executive budget proposals and assists agencies in the technical preparation of budget requests. It reviews legislation and coordinates the fiscal estimates that accompany all expenditure bills. It also advises the State of Wisconsin Building Commission and the governor on the issuance of state debt and administers finances for the clean water revolving loan fund program. The division maintains the management information system for authorized state employee positions. It establishes accounting policies and procedures, maintains the state's central payroll and accounting systems, monitors agency internal control procedures, and produces the state's annual fiscal and financial reports.

The *Division of Gaming* regulates racing, pari-mutuel on-track wagering and simulcasting, bingo, raffles, crane games, and Class III Indian gaming pursuant to tribal-state gaming compacts. The division licenses and performs compliance audits of racetrack operations and bingo games and raffles conducted by nonprofit, charitable, religious, fraternal, and service organizations. Supervision of racetrack operations includes animal drug testing, monitoring and collection of taxes, and ensuring humane treatment of animals. The division sponsors the "Adopt-a-Greyhound" program. The division conducts tribal gaming compliance audits and certifies vendors to conduct gaming business in accordance to state/tribal compacts and federal law.

The *Division of Intergovernmental Relations* advises the department and the governor on state, local, and tribal relationships and coordinates the state's federal agenda by reviewing federal legislation and directing state lobbying efforts at the federal level (through the Office of Federal-State Relations in Washington, D.C.). Other duties include managing the Coastal Management Program, which focuses on environmental and economic issues related to Lakes Michigan and Superior and adjoining counties. The division provides annual population estimates for both state and municipal use, prepares population projections, develops demographic research on the state's changing population, and is responsible for coordinating and distributing census information.

The division administers the Wisconsin Land Information program. It oversees the Municipal Boundary Review Program, which examines changes in local government boundaries, and issues advisory opinions on municipal annexations. It administers the Plat Review Program, which coordinates state agency and county planning agency subdivision plat review, and examines land subdivision plats and assessors' plats to ensure compliance with state surveying, mapping, and minimum layout standards. The division also administers comprehensive planning grants to local governmental units.

The *Division of State Facilities* develops and administers the state building program under the direction of the State of Wisconsin Building Commission. Its functions include statewide facilities planning and evaluation, real estate acquisition, architectural and engineering design, technology, consultation, management and supervision of construction projects, energy conservation, power plant fuel management, fuels procurement, administration of state building contracts, and ensuring access for people with disabilities to state buildings. The division operates and maintains 32 major buildings in 7 cities through the state. These include the State Capitol, the Executive Residence, and state office buildings in Madison. The division is responsible for all state real estate leasing, planning of office space, and building engineering services.

History: The legislature created the Department of Administration in Chapter 228, Laws of 1959, and authorized it to provide centralized staff services to the governor, to assume common administrative functions for other executive agencies, and to coordinate the state's business affairs. Chapter 228 also abolished the Bureaus of Engineering, Personnel, and Purchases; the Department of Budget and Accounts; and the Division of Departmental Research in the Office of the Governor. Their functions and personnel were transferred to the new department.

Since its creation, the department has assumed additional duties. State comprehensive planning responsibilities and population estimation were added in 1967 and 1972, respectively. 1976

Executive Order 36 moved the Office of Emergency Energy Assistance from the Office of the Governor to the department's State Planning Office and broadened its responsibilities to include energy policy planning and program management. The 1989 executive budget created the Division of Housing (subsequently repealed in 2003) and gave the department responsibility for grant and loan programs for low- and moderate-income housing. The 1991 executive budget created the Division of Information Technology Services to consolidate and manage the state's computer and telecommunications resources.

Other functions assigned to the department have included the Coastal Management Program (1981), low-income weatherization assistance (1991), low-income energy assistance (1995), a college tuition prepayment program (1995) (later transferred to the Office of the State Treasurer by 1999 Wisconsin Act 9), municipal boundary and plat review (1997), and the Wisconsin Fresh Start Program (1998).

Over the years, legislation has transferred various functions out of the department. Chapter 645, Laws of 1961, created a separate Personnel Board to review departmental decisions. Chapter 196, Laws of 1977, transferred the administration of civil service, collective bargaining, and classification and compensation to the newly created Department of Employment Relations. The Division of Emergency Government, which became part of the department in 1979, was moved to the Department of Military Affairs by 1989 Wisconsin Act 31. Regulation of mobile home dealers and mobile parks was transferred to the Department of Commerce by 1999 Wisconsin Act 9. With the repeal of the Division of Housing, 2003 Wisconsin Act 33 transferred grant and loan programs for low- and moderate-income housing to the Department of Commerce.

Gaming Regulation. 1997 Wisconsin Act 27 repealed the Wisconsin Gaming Board and created the Division of Gaming in the department to monitor gaming on Indian lands and regulate pari-mutuel wagering, racing, and charitable gaming.

Originally, the Wisconsin Constitution stated: "The legislature shall never authorize any lottery." This provision was interpreted as prohibiting all forms of gambling. Following a 1973 constitutional amendment to allow charitable bingo, the legislature enacted Chapter 156, Laws of 1973, to permit bingo games and create the Bingo Control Board in the Department of Regulation and Licensing. Charitable raffles were permitted by a 1977 constitutional amendment, and the legislature assigned their regulation to the Bingo Control Board in Chapter 426, Laws of 1977.

Pari-mutuel on-track wagering and the state lottery were permitted by constitutional amendments in 1987. The legislature created the Racing Board to regulate the sport in 1987 Wisconsin Act 354. The Wisconsin Lottery, originally operated by the Lottery Board, was created by 1987 Wisconsin Act 119.

The Wisconsin Gaming Commission, created by 1991 Wisconsin Act 269, replaced the Lottery Board and the Racing Board and also assumed responsibility for Indian gaming, charitable gaming (bingo and raffles), and crane games. The Wisconsin Gaming Board, created by 1995 Wisconsin Act 27, replaced the Gaming Commission. (That act also transferred responsibility for management of the Wisconsin Lottery to the Department of Revenue.) 1997 Wisconsin Act 27 transferred gaming duties, except for lottery regulation, to the Department of Administration.

Statutory Councils

Acid Deposition Research Council: Inactive.

The 7-member Acid Deposition Research Council makes recommendations on types and levels of funding for acid deposition research and reviews "acid rain" research. The council was created by 1985 Wisconsin Act 296, and its composition and duties are prescribed in Sections 15.107 (5) and 16.02 of the statutes.

Certification Standards Review Council: PAUL JUNIO (commercial laboratory representative), *chairperson*; KURT KNUTH (large municipal wastewater plant representative); RANDY HERWIG (small municipal wastewater plant representative); JAMES KINSCHER (industrial laboratory representative); KATIE EDGINGTON (public water utility representative); vacancy (solid and hazardous waste disposal facility representative); MARCIA KUEHL (demonstrated interest in laboratory certification); vacancy (livestock farmer); GEORGE BOWMAN (appointed by UW-Madison chancellor to represent Laboratory of Hygiene). (Unless otherwise designated, all are appointed by secretary of administration.)

The 9-member Certification Standards Review Council reviews the Department of Natural Resources laboratory certification and registration program and makes recommendations to the department about its programs for testing water, wastewater, waste material, soil, and hazardous waste. The council's members serve 3-year terms, and no member may serve more than two consecutive terms. The council was created by 1983 Wisconsin Act 410, and its composition and duties are prescribed in Sections 15.107 (12) and 299.11 (3) of the statutes.

Interagency Coordinating Council: PRISCILLA BORONIEC (representing Medical Assistance program, Department of Health and Family Services), *chairperson*; TOM KORPADY (secretary of employee trust funds designee); SANDRA MAHKORN (representative, health statistics unit, Department of Health and Family Services), SANDRA L.K. BREITBORDE (representative, health care information unit, Department of Health and Family Services), DAVID R. ZIMMERMAN (representative, health statistics research analysis, UW System), DAVID HINRICHS (representative, Department of Administration), EILEEN K. MALLOW (representative, Office of the Commissioner of Insurance). (All but secretary of employee trust funds or designee are appointed by governor.)

The 7-member Interagency Coordinating Council advises and assists state agencies in coordinating the collection and dissemination of health care data, including agency budgets for data collection programs. It also establishes criteria for analyzing complaints filed against health care plans and grievances filed with health maintenance organizations. The council reports on its activities at least twice a year to the Board on Health Care Information in the Department of Health and Family Services. The six representative members serve 4-year terms. The council was created by 1995 Wisconsin Act 433, and its composition and duties are prescribed in Sections 15.107 (7) and 16.03 of the statutes.

Small Business, Veteran-Owned Business and Minority Business Opportunities, Council on: AUGUSTINE MURRAY, *chairperson*; TRINA S. DENNIS, *vice chairperson*; E. AGGO AKYEA, CRAIG A. ANDERSON, MOHAMMED HASHIM, WILLIAM F. LORENZ, JUAN C. LANDA, SEYOUM MENGESHA, BRIAN A. MITCHELL, DENISE D. POMMER, ALLEN R. SCHRAEDER, LENI M. SIKER. (All are appointed by secretary of administration.) Nonvoting secretary: PATRICK J. FARLEY (Department of Administration employee designated by the departmental secretary).

The 13-member Council on Small Business, Veteran-Owned Business and Minority Business Opportunities advises the department on the participation of its constituent groups in state purchasing. Its members are appointed for 3-year terms and may not serve more than two consecutive full terms. The law prescribes minimum membership numbers for the types of businesses represented on the council: racial minority-owned (2); owned by handicapped person (1); nonprofit for rehabilitation of disabled (1); and veteran-owned (2). At least one member must represent the Department of Commerce and one the consumers. The council was created by Chapter 419, Laws of 1977, and its name and membership were amended by 1991 Wisconsin Act 170 to include veteran-owned business. Its composition and duties are prescribed in Sections 15.107 (2) and 16.755 of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

BOARD ON AGING AND LONG-TERM CARE

Members: EVA ARNOLD, ROSE BORON, PATRICIA A. FINDER-STONE, EUGENE I. LEHRMANN, TANYA L. MEYER, MARGARET F. TOLLAKSEN, vacancy (appointed by governor with senate consent).

Executive Director: GEORGE F. POTARACKE, (608) 246-7013, george.potaracke@ltc.state.wi.us

Mailing Address: 1402 Pankratz Street, Suite 111, Madison 53704.

Telephones: (608) 246-7013; Ombudsman Program: (800) 815-0015; Medigap Helpline: (800) 242-1060.

Fax: (608) 246-7001.

E-mail Address: boaltc@ltc.state.wi.us

Publications: Biennial Report.

Number of Employees: 25.00.

Total Budget 2003-05: \$3,310,000.

Statutory References: Sections 15.07 (1)(b) 9., 15.105 (10), and 16.009.

Agency Responsibility: The 7-member Board on Aging and Long-Term Care reports biennially to the governor and the legislature on long-term care for the aged and disabled; state involvement in long-term care; program recommendations; and actions taken by state agencies to carry out the board's recommendations. The board monitors the development and implementation of federal, state, and local laws and regulations related to long-term care facilities. The board's ombudsman service investigates complaints from persons receiving long-term care concerning improper treatment or noncompliance with federal or state law and serves as mediator or advocate to resolve disputes between patients and institutions.

The board operates the Medigap Helpline, which provides information and counseling on various types of insurance, including health, hospital indemnity, cancer, nursing home, and long-term care and nursing home policies designed to supplement Medicare. Helpline information also covers the Health Insurance Risk-Sharing Plan (HIRSP), group insurance continuation and conversion rights, and health maintenance organization plans for Medicare beneficiaries.

The board members, who serve staggered 5-year terms, must have demonstrated a continuing interest in the problems of providing long-term care for the aged and disabled. At least four must be public members with no interest in or affiliation with any nursing home. The board appoints the executive director from the classified service.

The board was created by Chapter 20, Laws of 1981, which merged the Board on Aging and the Governor's Ombudsman Program for the Aging and Disabled, as the result of a legislative study. Predecessor agencies included the State Commission on Aging, created by Chapter 581, Laws of 1961, followed in 1967 (Chapters 75 and 327) by the Council on Aging in the Department of Health and Social Services, which was subsequently renamed the Board on Aging in Chapter 332, Laws of 1971.

CLAIMS BOARD

Members: ROBERT HUNTER (Department of Justice representative designated by attorney general), *chairperson*; JOHN ROTHSCHILD (Department of Administration representative designated by secretary of administration), *secretary*; SENATOR LAZICH (designated by chairperson, Senate Committee on Finance), REPRESENTATIVE MEYER (designated by chairperson, Assembly Committee on Finance); AMY KASPER (representative of the Office of the Governor designated by governor).

Secretary: JOHN ROTHSCHILD.

Mailing Address: P.O. Box 7864, Madison 53707-7864.

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Telephone: (608) 264-9595.

Fax: (608) 267-3842.

E-mail Address: patricia.reardon@doa.state.wi.us

Number of Employees: 0.00.

Total Budget 2003-05: \$65,000.

Statutory References: Sections 15.07 (2)(e), 15.105 (2), and 16.007.

Agency Responsibility: The 5-member Claims Board investigates and pays, denies, or makes recommendations on all money claims against the state of \$10 or more, when such claims are referred to it by the Department of Administration. The findings and recommendations of the board are reported to the legislature together with appropriate legislative proposals. No claim may be considered by the legislature until the board has made its recommendation.

Originally, the statutory procedure for making claims against the state was to file the claim with the Director of Budget and Accounts or to have a legislator introduce it as a bill. The legislature created the Claims Commission in Chapter 669, Laws of 1955, to handle these matters. Under the 1967 executive branch reorganization, the commission was renamed the Claims Board, and

it absorbed the Commission for the Relief of Innocent Persons and the Judgment Debtor Relief Commission.

DEPOSITORY SELECTION BOARD

Members: JACK C. VOIGHT (state treasurer), MARC MAROTTA (secretary of administration), MICHAEL MORGAN (secretary of revenue).

Statutory References: Sections 15.105 (3) and 34.045.

Agency Responsibility: The 3-member Depository Selection Board, as created by Chapter 418, Laws of 1977, establishes procedures to be used by state agencies in the selection of depositories for public funds and in contracting for their banking services. The board's *ex officio* members may designate others to serve in their place. The secretary of revenue replaced the executive director of the investment board as a member as a result of 2001 Wisconsin Act 16.

DIVISION OF HEARINGS AND APPEALS

Administrator: DAVID H. SCHWARZ, david.schwarz@dha.state.wi.us

Mailing Address: 5005 University Avenue, Suite 201, Madison 53705-5400.

Telephone: (608) 266-8007.

Fax: Madison: (608) 264-9885; Milwaukee: (414) 227-3818; Eau Claire: (715) 831-3235.

E-mail Address: dha.mail@dha.state.wi.us

Internet Address: <http://dha.state.wi.us>

Number of Employees: 50.80.

Total Budget 2003-05: \$9,023,400.

Statutory References: Sections 15.103 (1), 50.04 (4)(e), 227.43, 301.035, and 949.11.

Publications: Probation and Parole Digest.

Agency Responsibility: The Division of Hearings and Appeals conducts quasi-judicial hearings for several state agencies. It must decide contested administrative proceedings for the Department of Natural Resources, cases arising under the Department of Justice's Crime Victim Compensation Program, and appeals related to actions of the Department of Health and Family Services. It also hears appeals from the Department of Transportation, including those related to motor vehicle dealer licenses, highway signs, motor carrier regulation, and disputes arising between motor vehicle dealers and manufacturers. The division conducts hearings for the Department of Corrections on adult probation and parole revocation and juvenile aftercare supervision. It also handles contested cases for the Division of Economic Support in the Department of Workforce Development, the Department of Public Instruction, the Department of Employee Trust Funds, and the Low-Income Home Energy Assistance Program of the Department of Administration. Other agencies may contract with the division for hearing services.

The secretary of administration appoints the division's administrator from the classified service. By law, the division operates independently of the department except for certain budgeting and management functions. 1983 Wisconsin Act 27 created the division by combining the Division of Natural Resources Hearings and the Division of Nursing Home Forfeiture Appeals, both originating with the 1977 Legislature. In 1986, the division received jurisdiction over crime victim compensation hearings and cases involving protection of human burial sites. With the creation of the Department of Corrections in 1990, the legislature transferred a portion of the Office of Administrative Hearings from the Department of Health and Social Services to the division, making the division responsible for parole, probation, and juvenile aftercare revocation. When the Office of the Commissioner of Transportation was abolished in 1993, the legislature transferred many Department of Transportation hearing functions to the division. Contested administrative hearings for the Department of Health and Family Services and the Department of Workforce Development were transferred to the division by 1995 Wisconsin Act 370.

INCORPORATION REVIEW BOARD

Members: LAURA ARBUCKLE (designated by secretary of administration), *chairperson*; TERRENCE J. MCMAHON, LONNIE MULLER (appointed by Wisconsin Towns Association); PAUL FISK

(appointed by League of Wisconsin Municipalities); MIKE HUGGINS (appointed by Wisconsin Alliance of Cities).

Contact person: ERICH SCHMIDTKE, Planning Analyst, Division of Intergovernmental Relations.

Mailing Address: 101 East Wilson Street, 10th Floor, Madison 53702.

Telephone: (608) 264-6102.

Statutory References: Sections 15.07 (2)(m), 15.105 (23), 16.53 (4), 66.0203, and 66.0207.

The 5-member Incorporation Review Board reviews petitions to incorporate territory as a city or village to determine whether the petition meets certain public interest statutory standards. These standards may include characteristics of the proposed municipality's territory, that part of the territory beyond its most densely populated core, its ability to provide services and generate revenue, and its impact on neighboring jurisdictions. The board is also charged with prescribing and collecting an incorporation review fee. The board must present its findings within 180 days after receipt of referral from a circuit court unless the court sets a different time limit or all parties agree to a stay to allow time for an alternative dispute resolution of any disagreements. Any board member who owns property in, or resides in the town that is the subject of the incorporation petition, or a contiguous city or village, must be replaced for purposes of reviewing that petition. Members serve at the pleasure of the appointing authority and, with the exception of the DOA representative, serve only in an advisory capacity.

INFORMATION TECHNOLOGY MANAGEMENT BOARD

Members: Inactive.

Statutory References: Sections 15.105 (28).

Agency Responsibility: The Information Technology Management Board advises the Department of Administration on strategic information technology plans submitted by state agencies, the management of the state's information technology assets, and progress made on agency projects. The board may review the department's decisions on appeal from other state agencies. The board's membership includes the governor, the cochairpersons of the legislature's Joint Committee on Information Policy and Technology or their designees, a member of the minority party from the senate and the assembly, the secretary of administration or designee, 2 heads of departments or independent agencies appointed by the governor, and two other members appointed by the governor to 4-year terms. The board was created by 2001 Wisconsin Act 16 and attached to the Department of Administration by 2003 Wisconsin Act 33.

OFFICE OF JUSTICE ASSISTANCE

Executive Director: DAVID STEINGRABER.

Mailing Address: 131 West Wilson Street, Suite 610, Madison 53702.

Telephone: (608) 266-3323.

Fax: (608) 266-6676.

Publications: Anti-Drug Abuse Strategy; Crime and Arrests in Wisconsin; Drug Arrests in Wisconsin; Drug Data Trends; Jail Population Trends; Juvenile Justice Improvement Plan; Sexual Assaults in Wisconsin; Violence Against Women Plan; Wisconsin Homeland Security Strategic Plan.

Number of Employees: 36.00.

Total Budget 2003-05: \$60,544,500.

Statutory References: Sections 15.105 (19) and 16.964.

Agency Responsibility: The Office of Justice Assistance administers a variety of public safety programs including federal grants related to criminal justice and homeland security. Specific grant programs include the Juvenile Justice and Delinquency Prevention Act, the Anti-Drug Abuse Act, the Local Law Enforcement Block Grant Program, the Edward Bryne Memorial State and Local Law Enforcement Assistance Program, the Justice Assistance Grant (new program including both the Bryne and LLEGB programs), the Juvenile Accountability Incentive Block

Grant Program, Police Corps, the Violence Against Women Act, and Homeland Security funding which includes Local Law Enforcement Terrorism Prevention Programs, Citizen Corps, and the Urban Area Security Initiative. The governor appoints its executive director.

The office also manages the Statistical Analysis Center, which administers the State Uniform Crime Reporting System, oversees the implementation of the law enforcement Incident Based Reporting System, and provides justice agencies with statistical reports and analysis and the Wisconsin Justice Information Sharing (WIJIS) initiative. The office supports the Governor's Juvenile Justice Commission, the Wisconsin State Citizen Corps Council, the WIJIS Policy Advisory Group, the State Interoperability Executive Council, and numerous other advisory groups related to program responsibilities.

The Office of Justice Assistance originally was the Wisconsin Council on Criminal Justice, created by executive order in 1969 in the Department of Justice as the state planning body required by the federal Law Enforcement Assistance Administration. In 1971, the council was transferred by executive order to the governor's office. Chapter 418, Laws of 1977, created the council as a statutory agency in the governor's office. 1983 Wisconsin Act 27 created the council as an independent statutory body and attached it to the Department of Administration. The council was repealed and recreated under its current name by 1987 Wisconsin Act 27.

WISCONSIN LAND COUNCIL

Members: TIMOTHY M. HANNA (city representative), *chairperson*; LAURA ARBUCKLE (designated by secretary of administration), JUDY ZIEWACZ (secretary of agriculture, trade and consumer protection designee), JIM O'KEEFE (secretary of commerce designee), DREAX WATERMOLEN (secretary of natural resources designee), MICHAEL LEHMAN (secretary of revenue designee), TANACE MATTHIEN (designated by secretary of transportation), TED W. KOCH (state cartographer); JANE LICHT (county representative), RICHARD STADELMAN (town representative), JERRY J. DOYLE (local government representative), BRIAN W. OHM (UW System representative); WIL-LARD J. BEITLICH, ROBERT T. GOTTSCHALK, JENNIFER D. HILL-KELLEY, SEAN PHELAN (public members). (All except *ex officio* members or their designees are appointed by governor.)

Executive Director: HARALD JORDAHL, harald.jordahl@doa.state.wi.us

Mailing Address: 101 East Wilson Street, 10th Floor, Madison 53702-0001.

Telephone: (608) 267-3369.

Fax: (608) 267-6917.

Internet Address: <http://www.doa.state.wi.us/olis/>

Number of Employees: 0.00.

Total Budget 2003-05: \$59,300.

Statutory References: Sections 15.107 (16), 16.023, and 66.1001.

Publications: Intergovernmental Cooperation – A Guide to Preparing the Intergovernmental Cooperation Element of a Comprehensive Plan; How to Hire a Planning Consultant. Others available at: <http://www.doa.state.wi.us>

Agency Responsibility: The 16-member Wisconsin Land Council identifies the state's land use goals and priorities and studies current land use laws in order to recommend legislation to the governor. Studies cover coordination and conflict within state land use law, conflict between state land use law and county and municipal ordinances, and county and municipal land use ordinances that conflict with one another. The council studies local government policies and the activities of the federal government and American Indian governments that have an impact on Wisconsin's land use goals and laws. The council established technical working groups: State Agency Resource Working Group (SARWG) and State Local-Private Working Group. It also represents selected state agencies, to discuss, analyze, and address state land use issues. The council approves planning grants to local governmental units under the Comprehensive Planning Law.

The council, which was created by 1997 Wisconsin Act 27, is scheduled to sunset on August 31, 2005. In a report submitted in August 2004, the council recommended that its functions and those of the Land Information Board be assigned to the SARWG.



AmeriCorps members in La Crosse paint a house as a service project for their community's annual Neighbor's Day. AmeriCorps is one of the community service programs coordinated by the National and Community Service Board. In addition to a living allowance, participants who complete a year of service receive money which may be used for higher education tuition or to repay student loans. (Department of Administration)

NATIONAL AND COMMUNITY SERVICE BOARD

Members: KAREN PECK KATZ (youth education and training representative); MARGUITA FOX (older adult volunteer representative); KATHLEEN GROAT (private, nonprofit organization representative); RICHARD GROBSCHMIDT (superintendent of public instruction designee); GAIL RIEDASCH (secretary of administration designee); ANTHONY HALLMAN (local government representative); WALTER KRAEMER (organized labor representative); JOEL HAUBRICH, JEANAN YASIRI (business representatives); CAMERON DARY (national service youth representative); MARILYNN PELKY (national service program representative); ADRIAN ADEKOLA, ROBERT GUENTHER, LANCE HANSON, HAROLD RECKELBERG, YIA THAO (public members). Nonvoting members: LINDA SUNDE (Corporation for National and Community Service); LARRY KLEINSTEIBER, AMY MCDOWELL, MICABIL DÍAZ MARTÍNEZ, LARRY OLSON. (All except *ex officio* members are appointed by governor.)

Executive Director: THOMAS H. DEVINE, devinth@dhfs.state.wi.us

Mailing Address: P.O. Box 8916, Madison 53708-8916.

Location: 1 West Wilson Street, Room 456, Madison.

Telephones: (608) 261-6716; (800) 620-8307 (toll free).

Fax: (608) 266-9313.

Internet Address: www.servewisconsin.org

Number of Employees: 6.00.

Total Budget 2003-05: \$7,658,400.

Statutory References: Sections 15.105 (24) and 16.22.

Agency Responsibility: The National and Community Service Board, created by 1993 Wisconsin Act 437, in accordance with the federal National and Community Trust Act of 1993, oversees the planning and implementation of community service programs in Wisconsin that meet

previously unmet human, public safety, educational, environmental, and homeland security needs. The board is authorized to receive and distribute funds from governmental and private sources, and it acts as an intermediary between the Corporation for National and Community Service (CNCS) and local agencies providing funding for AmeriCorps State programs.

The board's voting members, who must number at least 16, are appointed to serve 3-year terms. No more than 4 of them may be state officers and employees, and no more than 9 may be members from the same political party. To the extent practicable, membership should be diverse in terms of race, national origin, age, sex, and disability. Nonvoting members appointed by the governor must include the state representative of the CNCS and may include representatives of state agencies providing community social services.

BOARD OF COMMISSIONERS OF PUBLIC LANDS

Commissioners: DOUGLAS J. LA FOLLETTE (secretary of state), JACK C. VOIGHT (state treasurer), PEGGY A. LAUTENSCHLAGER (attorney general). (All serve as *ex officio* members.)

DIVISION OF TRUST LANDS AND INVESTMENTS

Executive Secretary: TIA NELSON, 266-8369, tia.nelson@bcpl.state.wi.us; TOM GERMAN, *deputy secretary*, 267-2233, tom.german@bcpl.state.wi.us

Mailing Address: P.O. Box 8943, Madison 53708-8943.

Location: 125 South Webster Street, Suite 200, Madison.

Telephone: (608) 266-1370.

Fax: (608) 267-2787.

Internet Address: <http://bcpl.state.wi.us>

District Office: MICHAEL PAUS, *administrator*, michael.paus@bcpl.state.wi.us, P.O. Box 277, 7271 Main Street, Lake Tomahawk 54539-0277, (715) 277-3366; Fax: (715) 277-3363.

Publications: Biennial Report, State Trust Fund Loan Program Brochure.

Number of Employees: 7.50.

Total Budget 2003-05: \$2,915,800.

Constitutional Reference: Article X, Sections 2, 7, and 8.

Statutory References: Section 15.103 (4) and Chapter 24.

Agency Responsibility: The Board of Commissioners of Public Lands manages the state's remaining trust lands, administers trust funds to support public education, and maintains the state's original 19th century land survey and land sales records. During the 1800s, the federal government granted approximately 10 million acres of land to Wisconsin to encourage the state's development. Lands were granted to aid in the construction of wagon roads, canals, railroads, and the first State Capitol. Trust lands were granted to support public education. Although most of these lands have been sold, nearly 78,000 acres remain in the board's ownership. These lands are managed for sustained yield forestry and are available for public recreation.

The proceeds from trust land sales became trust funds, with the principal invested in loans to Wisconsin school districts and municipalities, and government bonds. The largest trust fund, the Common School Fund, is derived from land sales and supplemented by penal fines, civil forfeitures and penalties, and unclaimed property. Earnings from this fund are distributed annually by the Department of Public Instruction to public school libraries. Smaller funds provide support for the University of Wisconsin System and the state's general fund.

The board appoints an executive secretary to administer the Division of Trust Lands and Investments, which serves as the board's operating agency.

Article X, Section 7 of the Wisconsin Constitution established "a board of commissioners for the sale of school and university lands and for the investment of funds arising therefrom" consisting of the Secretary of State, State Treasurer, and Attorney General. The Revised Statutes of 1849 created the Board of Commissioners of the School and University Lands. The board was renamed the Board of Commissioners of Public Lands in the Revised Statutes of 1878. Chapter 75, Laws

of 1967, created the Division of Trust Lands and Investments, under the supervision of the Board of Commissioners of Public Lands and attached the division to the Department of Natural Resources. Since then, the legislature has successively attached the division to the Department of Justice (Chapter 34, Laws of 1979), the Department of Administration (1993 Wisconsin Act 16), the Office of the State Treasurer (1995 Wisconsin Act 27), and the Department of Administration (1997 Wisconsin Act 27).

PUBLIC RECORDS BOARD

Members: PETER GOTTLIEB (representing the director, state historical society), *chairperson*; MAUREEN MCGLYNN FLANAGAN (representing the attorney general), *vice chairperson*; CAROL HEMERSBACH (public member), *secretary*; CAROLYN SMITH (representing the governor), BRYAN NAAB (representing the state auditor), RUSSELL WHITESEL (representing the joint legislative council staff director), MICHAEL A. KEEVER (small business representative), RITA K. KIDD (representative of school board or governing body of a municipality). (Representatives are appointed by the respective officers or the governor.)

Executive Secretary: STEVEN B. HIRSCH, steve.hirsch@doa.state.wi.us

Mailing Address: 4622 University Avenue, Room 10A, Madison 53702.

Telephone: (608) 266-2996.

Fax: (608) 266-5050.

Internet Address: <http://www.doa.state.wi.us> (use Public Records Board link under "Business in DOA").

Publications: Biennial Report; General Schedules for Records Common to State Agencies and Local Units of Government; Records Inventory, Analysis and Scheduling Manual; Registry of State Agency Record Series Containing Personally Identifiable Information.

Statutory References: Sections 15.105 (4) and 16.61.

Agency Responsibility: The Public Records Board is responsible for the preservation of important state records, the cost-effective management of records by state agencies, and the orderly disposition of state records that have become obsolete. State agencies must have written approval from the board to dispose of records they generate or receive.

1991 Wisconsin Acts 39 and 269 directed the board to create a registry of those record series that contain personally identifiable information and made it the repository for general information about state computer matching programs.

Originally created by Chapter 316, Laws of 1947, as the Committee on Public Records and placed under the State Historical Society, the agency was transferred to the governor's office by Chapter 547, Laws of 1957. The committee was renamed the Public Records Board and attached to the Department of Administration by Chapter 75, Laws of 1967. Chapter 350, Laws of 1981, changed the board's name to the Public Records and Forms Board and added forms management to its duties. In 1995, Wisconsin Act 27 designated the board's current name and removed its forms management duties.

SENTENCING COMMISSION

Members: SUSAN STEINGASS (appointed by governor), *chairperson*; PEGGY A. LAUTENSCHLAGER (attorney general); NICHOLAS L. CHIARKAS (state public defender); SENATORS COGGS, ZIEN; REPRESENTATIVES BIES, TRAVIS; PATRICK FIEDLER, ELSA LAMELAS (circuit court judges appointed by supreme court); PATTI SEGER (crime victims representative appointed by attorney general); WILLIAM LENNON (prosecutor appointed by attorney general); JOHN BIRDSALL (attorney appointed by criminal law section, State Bar of Wisconsin); ANN HRAYCHUCK, RONALD K. MALONE, GERALD MOWRIS, MARSHALL MURRAY, RICHARD MYERS, PETER NAZE (appointed by governor). Nonvoting members: MATTHEW FRANK (secretary of corrections); LENARD WELLS (chairperson, parole commission); JOHN VOELKER (director of state courts).

Number of Employees: 2.00.

Total Budget 2003-05: \$471,200.

Statutory Reference: Sections 15.01 (2), 15.105 (27), and 973.30.

Agency Responsibility: The 18-member Sentencing Commission monitors and compiles data on sentencing practices; provides information on costs of sentencing practices to the legislature, state agencies, and the public; provides information to judges and lawyers on sentencing guidelines; distributes an annual report that includes current sentencing guidelines and changes in those guidelines to all circuit court judges; reports on whether race is a basis for imposing sentences; assists the legislature in determining the cost of additions or revisions to the criminal code that affect sentencing; and compiles and reports statistics semiannually on criminal sentences in this state.

All *but ex officio* and legislative members serve 3-year terms. Terms of circuit court judges and prosecutors, however, end immediately when they leave office. Two of the members the governor appoints must not be public employees. The commission, which was created by 2001 Wisconsin Act 109, is scheduled to sunset on December 31, 2007.

STATE CAPITOL AND EXECUTIVE RESIDENCE BOARD

Members: SENATORS LEIBHAM, RISSER, SCHULTZ; REPRESENTATIVES LADWIG, OWENS, SCHNEIDER; ROBERT CRAMER (designated by secretary of administration); JAMES SEWELL (designated by director, state historical society); DAVID HALEY (engineer employed by the Department of Administration and appointed by secretary); JOHN J. FERNHOLZ (landscape architect); ARLAN K. KAY, ANTHONY PUTTNAM (architects); ROBERT E. LEWCOCK, EUGENE POTENTE, JR., DEBRA A. WOODWARD (interior designers); SALLY C. BASTING (citizen member). (All except *ex officio* members and their designees are appointed by governor.)

Statutory References: Sections 15.105 (5) and 16.83.

Agency Responsibility: The 16-member State Capitol and Executive Residence Board, created by Chapter 183, Laws of 1967, includes 7 citizen members with specified expertise, appointed by the governor to serve staggered 6-year terms. The board sets standards for design, composition, and appropriateness of repairs, replacements, and additions to the State Capitol and Executive Residence.

Office of State EMPLOYMENT RELATIONS

Director: KAREN E. TIMBERLAKE, 266-9820, karen.timberlake@

Executive Assistant: SUSAN CRAWFORD, 266-9672, susan.crawford@

Legal Counsel: DAVID J. VERGERONT, 266-0047, david.vergeront@

State Employee Suggestion Program: ROBERT TOOMEY, *coordinator*, (608) 266-0664, robert.toomey@; Program e-mail: suggest@, Program Internet address: <http://suggest.state.wi.us>

Affirmative Action, Division of: DEMETRI FISHER, *administrator*, 266-3017, demetri.fisher@

Compensation and Labor Relations, Division of: JAMES A. PANKRATZ, *administrator*, 266-1860, jim.pankratz@

Compensation, Bureau of: PAUL HANKES, *director*, 266-1729, paul.hankes@

Labor Relations, Bureau of: MARK WILD, *director*, 266-9564, mark.wild@

Merit Recruitment and Selection, Division of: PATRICIA M. ALMOND, *administrator*, 266-1499, patricia.almond@

Agency Services, Bureau of: LEEAN WHITE, *director*, 267-0344, leean.white@

Outreach Services, Bureau of: JENNIFER GEBERT, *director*, 267-2155, jennifer.gebert@

Address e-mail by combining the user ID and the state extender: userid@oscr.state.wi.us

Mailing Address: P.O. Box 7855, Madison 53707-7855.

Location: 101 East Wilson Street, 4th Floor.

Telephones: General: (608) 266-9820, TTY: (608) 267-1004; State job information: (608) 266-1731, TTY: (608) 266-1498.

Fax: (608) 267-1020.

Internet Address: <http://oser.state.wi.us>

Publications: Affirmative Action Recruitment Resource Directory; Council on Affirmative Action Report; Current Employment Opportunities Bulletin; State Employment Options Program Annual Report; A Study Guide for Employment Examinations with Wisconsin State Government; Summer Affirmative Action Report; Veterans Employment Report; W-2 Hiring Report; Wisconsin Civil Service Job Information; Written Hiring Reasons Report.

Number of Employees: 58.50.

Total Budget 2003-05: \$11,555,600.

Statutory References: Sections 15.105(29); Chapter 111, Subchapter V, and Chapter 230.

Agency Responsibility: The Office of State Employment Relations is responsible for personnel and employment relations policies and programs for state government employees. The office administers the state's classified service, which is designed to staff state governmental agencies with employees chosen on the basis of merit. It evaluates job categories, determines employee performance and training needs, and assists managers in their supervisory duties. The office sets standards for and ensures compliance with affirmative action plans. It represents the executive branch in its role as an employer under the state's employment relations statutes.

A director, who is appointed by the governor, administers the office. The director appoints the administrators of the Division of Affirmative Action and the Division of Compensation and Labor Relations from outside the classified service. The governor appoints the administrator of the Division of Merit Recruitment and Selection to a 5-year term, with the advice and consent of the senate, based on a competitive examination. The governor may appoint the administrator for subsequent 5-year terms with the senate's consent.

Unit Functions: The *Division of Affirmative Action* administers the state's equal employment opportunity/affirmative action program and reports annually to the governor and legislature about the affirmative action accomplishments of state agencies. It develops standards for executive agencies, the UW System, and legislative service agencies and provides staff support to the Council on Affirmative Action. The division provides technical assistance to agencies in the development and implementation of affirmative action plans, trains new supervisors, and monitors agency programs.

The *Division of Compensation and Labor Relations* administers the state's compensation plan and leave statutes and policies. It also assists in state agency compliance with the federal and state family and medical leave acts. The division represents the state as employer in negotiating wages, benefits, and working conditions with the 19 labor unions that represent state employees, but the legislature must ratify all contracts. The division also serves the state in arbitration proceedings, conducts labor relations training programs for state management representatives, and coordinates the Labor-Management Cooperation Program.

The *Division of Merit Recruitment and Selection*, created in Section 15.105 (29)(b) in 2003 Wisconsin Act 33, administers the state's civil service system by coordinating the recruiting, testing, evaluating, and hiring of applicants. The division administers layoffs, transfers, and reinstatements of nonrepresented classified employees. The division also allocates positions to classifications, assigns nonrepresented classifications to pay ranges, and assigns represented classifications to pay ranges as part of the collective bargaining process. It administers the state's performance evaluation program and assists in state agency compliance with protective occupation determinations and the federal Fair Labor Standards Act. It also administers programs that assist Wisconsin Works (W-2) clients and food stamp recipients in obtaining state employment. In addition, it operates Wisconsin Personnel Partners, which provides personnel services to local government units on a fee basis. The division also oversees the administration of employee assistance programs in all state agencies, under which state employees and their families receive assistance with personal or work-related problems.

History: An office that administers state employment procedures dates back to the creation of a State Civil Service Commission in Chapter 363, Laws of 1905. The law declared that appointments to and promotions in the civil service would be made only according to merit. Chapter 456, Laws of 1929, reconstituted the commission as the Personnel Board within the newly created

Bureau of Personnel. This structure continued for 30 years until the legislature placed the board and bureau in the new Department of Administration, created in Chapter 228, Laws of 1959.

In 1972, Governor Patrick Lucey issued an executive order creating an affirmative action unit in the Bureau of Personnel. The order also directed the head of every state agency to encourage women and minorities to apply for promotions and to designate an affirmative action officer responsible for developing an affirmative action plan.

Chapter 196, Laws of 1977, created the Department of Employment Relations and transferred to it from the Department of Administration the organizational units and functions of the Employee Relations Division, including affirmative action, personnel, collective bargaining, and human resources services.

The legislature reorganized personnel functions in 1983 Wisconsin Act 27 by assigning classification and compensation responsibility to the secretary and recruitment and examination responsibility to a statutorily created Division of Merit Recruitment and Selection. The same law created the Personnel Board as an independent agency to review civil service rules and investigate and report on their impact. 1989 Wisconsin Act 31 abolished the Personnel Board and transferred its functions to the department. The 2003-05 biennial budget, Act 33, abolished the department and created the Office of State Employment Relations attached to the Department of Administration.

Statutory Council and Board

Affirmative Action, Council on: LAURA A. MILLOT (appointed by governor), *chairperson*; vacancy (appointed by senate president), *vice chairperson*; ROGER V. PULLIAM (appointed by assembly speaker), *secretary*; HUGO HENRY (appointed by senate minority leader), ADELENE ROBINSON (appointed by assembly minority leader); YOLANDA SANTOS ADAMS, AMOS C. ANDERSON, LAKSHMI BHARADWAT, ALICE HERRERA, JANICE K. HUGHES, JAMES R. PARKER, SANDRA RYAN, ROLAND W. WETLEY, 2 vacancies (appointed by governor).

Contact person: DEMETRI FISHER, *administrator*; Division of Affirmative Action, 266-3017.

The 15-member Council on Affirmative Action advises the director of state employment relations, evaluates affirmative action programs throughout the classified service, seeks compliance with state and federal regulations, and recommends improvements in the state's affirmative action efforts. The council must report annually to the legislature and governor. It may recommend legislation, consult with agency personnel and other interested groups, and conduct hearings. Council members serve 3-year terms. A majority of them must be public members, and a majority must represent minority persons, women, and people with disabilities. The council was created by Chapter 196, Laws of 1977, in the Department of Employment Relations and is located in the Office of State Employment Relations (2003 Wisconsin Act 33). Its composition and duties are prescribed in Sections 15.105 (29)(d) and 230.46 of the statutes.

State Employees Suggestion Board: JIM BEHREND, SANDY DREW, DAVID M. VRIEZEN (all appointed by governor).

The 3-member State Employees Suggestion Board administers an awards program to encourage unusual and meritorious suggestions and accomplishments by state employees that promote economy and efficiency in government services. Board members are appointed for 4-year terms, and at least one of them must be a state officer or employee. The board was created by Chapter 278, Laws of 1953, as the Wisconsin State Employees Merit Award Board and renamed in 1987 Wisconsin Act 142. It has been successively located in the Bureau of Personnel, the Department of Administration, in the Department of Employment Relations (1989 Wisconsin Act 31), and the Office of State Employment Relations (2003 Wisconsin Act 33). Its composition and duties are prescribed in Sections 15.105 (29)(c) and 230.48 of the statutes.

STATE USE BOARD

Members: DAVID M. DUMKE (public member), *chairperson*; PATRICK J. FARLEY (Department of Administration representative); THOMAS J. SWANT (mental health representative, Department of Health and Family Services); CLEO ANN ELIASON (vocational rehabilitation representative, Department of Workforce Development); BILL G. SMITH (small business representative);

NICKOLAS C. GEORGE, JR. (private business representative); JEAN A. VOGT (work center representative); MICHAEL CASEY (public member). (All are appointed by governor.)

Mailing Address: Bureau of Procurement, Division of Enterprise Operations, P.O. Box 7867, Madison 53707-7867.

Telephone: (608) 266-5462.

Fax: (608) 267-0600.

Publication: Annual Report to the Secretary.

Number of Employees: 1.50.

Total Budget 2003-05: \$200,000.

Statutory References: Sections 15.105 (22) and 16.752.

Agency Responsibility: The 8-member State Use Board was created by 1989 Wisconsin Act 345. Its members, who serve 4-year terms, oversee state purchases from work centers certified by the board. To be certified, centers must meet certain conditions: 1) the work center must make a product or provide a service the state needs; 2) it must offer these goods or services at a fair market price; and 3) it must employ individuals with severe disabilities for at least 75% of the direct labor used in providing the goods or services.

TAX APPEALS COMMISSION

Members: JENNIFER E. NASHOLD, *chairperson*; DIANE E. NORMAN, DAVID C. SWANSON (appointed by governor with senate consent).

Legal Assistant: EVIE J. SCHWARTZLOW, 266-1391, evie.schwartzlow@tac.state.wi.us

Mailing Address: 5005 University Avenue, Suite 110, Madison 53705.

Telephone: (608) 266-1391.

Fax: (608) 261-7060.

Number of Employees: 5.00.

Total Budget 2003-05: \$861,900.

Statutory References: Sections 15.01 (2), 15.06 (1), 15.105 (1), and 73.01.

Publications: Decisions are at: <http://www.wisbar.org> (under Legal Research).

Agency Responsibility: The 3-member Tax Appeals Commission hears and decides disputes between persons or entities and the Department of Revenue involving all major, state-imposed taxes. The commission hears appeals arising under the homestead and farmland preservation tax credit programs and decides appeals of state assessments of manufacturing property or penalties for late filing. It conducts appeals hearings on real estate transfer fees, license fees for telephones and electric cooperatives, county sales and use taxes, and relative property values within taxation units. The commission may also decide disputes between persons or entities and the Department of Transportation, regarding certain motor vehicle taxes and fees.

The *Small Claims Division*, created in Section 15.105 (1), Wisconsin Statutes, by 1985 Wisconsin Act 29, may determine tax matters in which the amount in controversy is less than \$2,500 unless the commission decides that the matter should not be heard as a small claims case or the Department of Revenue concludes that the case has statewide significance.

The tax appeals commissioners serve staggered 6-year terms and must be experienced in tax matters. The chairperson, who is designated by the governor to serve a 2-year term, must not serve on or under any committee of a political party. Employees of the commission are appointed by the chairperson from the classified service.

The Tax Appeals Commission was created as the Board of Tax Appeals by Chapter 412, Laws of 1939. Before 1939, individuals took appeals of income and property taxes to the local county board of review with appeal permitted to the state Tax Commission. Corporations took their appeals to the Commissioner of Taxation with appeal to the circuit court. The board was renamed the Tax Appeals Commission by Chapter 75, Laws of 1967.

COUNCIL ON UTILITY PUBLIC BENEFITS

Members: DAN SCHOOFF (appointed by secretary of administration), *chairperson*; JAMES BOULLION, THELMA A. SIAS (appointed by governor); 2 vacancies (appointed by senate majority

leader); vacancy (appointed by senate minority leader); THOMAS MEINZ, DON RECK (appointed by assembly speaker); FORREST CEEL (appointed by assembly minority leader); ALLEN K. SHEA (appointed by secretary of natural resources); DAN EBERT (appointed by public service commission chairperson).

Mailing Address: Division of Energy, P.O. Box 7868, Madison 53707-7868.

Telephone: (608) 266-9770.

Statutory References: Sections 15.107 (17) and 16.957.

The 11-member Council on Utility Public Benefits advises the Department of Administration on issues related to energy efficiency, conservation programs, and energy assistance to low-income households, including weatherization, payment of energy bills, and early identification and prevention of energy crises. Services are provided through community action agencies, nonprofit corporations, or local governments. Grants are also awarded to nonprofit corporations for energy conservation and efficiency services, renewable resources in the least competitive sectors of the energy conservation market, and programs that promote environmental protection, electric system reliability, or rural economic development. The council was created by 1999 Wisconsin Act 9, and its members are appointed for 3-year terms.

VOLUNTEER FIRE FIGHTER AND EMERGENCY MEDICAL TECHNICIAN SERVICE AWARD BOARD

Members: MARC MAROTTA (secretary of administration); ROBERT H. SEITZ (fire chiefs statewide organization representative); KENNETH A. BARTZ (volunteer fire fighters statewide organization representative); MELINDA R. ALLEN (volunteer emergency medical service technician); GREGORIO MONTOTO, ALLEN R. SCHRAEDER, CARL STOLTE (representatives of municipalities using volunteer fire fighters), BRAD R. COOK (individual experienced in financial planning). (All but *ex officio* members are appointed by governor.)

Contact person: TERRI LENZ, 261-2298.

Mailing Address: 101 East Wilson Street, 6th Floor, Madison 53702.

Telephone: (608) 261-6580.

Number of Employees: 0.00.

Total Budget 2003-05: \$1,970,400.

Statutory References: Sections 15.105 (26) and 16.25.

The 8-member Volunteer Fire Fighter and Emergency Medical Technical Service Award Board establishes administrative rules for the operation of a service awards program designed to provide monetary rewards for volunteer fire fighters and emergency medical service technicians based on their length of service to a community. The board contracts with qualified private individuals or organizations to provide investment plans and administrative services to municipalities that choose to participate in the service awards program, but the communities make their payments directly to the plan provider. The board must establish procedures for appeal of decisions by the Department of Administration or the plan providers when the decisions substantially affect the interests of individual participants. In appointing the board members, who serve 3-year terms, the governor must seek representatives from different regions of the state and from municipalities of different sizes. Representatives of the fire chiefs and volunteer fire fighters organizations must be volunteer fire fighters themselves. The board was created by 1999 Wisconsin Act 105.

WASTE FACILITY SITING BOARD

Members: MICHAEL A. MARSDEN (town official), *chairperson*; PATRICIA TRAINER (designated by secretary of transportation), *secretary*; DAVID JELINSKI (designated by secretary of agriculture, trade and consumer protection), DAVID K. STOREY (designated by secretary of commerce); JAMES SCHUERMAN (town official); DALE SHAVER (county official). (Town and county officials are appointed by governor with senate consent.)

Executive Director: DAVID H. SCHWARZ.

Mailing Address: 5005 University Avenue, Suite 201, Madison 53705-5400.

Telephone: (608) 266-7709.

Fax: (608) 264-9885

Publications: Opinions of the Waste Facility Siting Board; Standard Notice.

Statutory References: Sections 15.07 (1)(b) 11., 15.105 (12), 289.33, and 289.64.

Agency Responsibility: The 6-member Waste Facility Siting Board supervises a mandated negotiation-arbitration procedure between applicants for new or expanded solid or hazardous waste facility licenses and local committees composed of representatives from the municipalities affected by proposed facilities. It is authorized to make final awards in arbitration hearings and can enforce legal deadlines and other obligations of applicants and local committees during the process.

Town and county officials serve staggered 3-year terms, and the governor, when making these appointments, must consider timely recommendations of the Wisconsin Towns Association and the Wisconsin Counties Association. The board appoints an executive director who is authorized to request assistance from any state agency in helping the board fulfill its duties. The board is funded by a fee on each ton of waste disposed of in a licensed solid or hazardous waste facility. The board was created by Chapter 374, Laws of 1981, and is the first such agency established in the nation.

WOMEN'S COUNCIL

Members: KRISTINE MARTINSEK (public member appointed by governor), *chairperson*; 2 vacancies (senators appointed by senate majority leader); REPRESENTATIVES KERKMAN, KRAWCZYK (appointed by assembly speaker); JOAN M. PRINCE (designated by governor); MARY JO BAAS, HEATHER SMITH (public members appointed by senate president); DEB JORDAHL, AMY POLASKY (public members appointed by assembly speaker); RENEE BOLDT, NICOLE BOWMAN-FARRELL, JANE D. CLARK, ANN PEGGS, ARLENE C. SISS (public members appointed by governor).

Executive Director: CHRISTINE LIDBURY.

Mailing Address: 101 East Wilson Street, 8th Floor, Madison 53702.

Telephone: (608) 266-2219.

Fax: (608) 267-0626.

Internet Address: <http://womenscouncil.wi.gov>

Publications: Numerous publications related to the council's mission.

Number of Employees: 1.00.

Total Budget 2003-05: \$214,200.

Statutory References: Sections 15.107 (11) and 16.01.

Agency Responsibility: The 15-member Women's Council is charged with identifying barriers that prevent women in Wisconsin from participating fully and equally in all aspects of life. The council promotes public and private sector initiatives that empower women through educational opportunity; provides a clearinghouse for information relating to women's issues; works in cooperation with related groups and organizations; and promotes opportunities for partnerships with various organizations to address issues affecting Wisconsin women. The council advises state agencies about the impact upon women of current and emerging state policies, laws, and rules; recommends changes to the public and private sectors and initiates legislation to further women's economic and social equality and improve this state's tax base and economy; and disseminates information on the status of women in this state.

The governor or governor's designee serves a 4-year term on the council; all other members serve 2-year terms. The governor appoints 6 public members, one of whom the governor designates as chairperson. The Women's Council was created by 1983 Wisconsin Act 27. It was preceded by a nonstatutory commission, the Governor's Commission on the Status of Women, which was created in 1964 and abolished in 1979.

**Department of
AGRICULTURE, TRADE AND CONSUMER PROTECTION**

Board of Agriculture, Trade and Consumer Protection: CYNTHIA BROWN, RICHARD CATES, ANDREW DIERCKS, MICHAEL DUMMER, ENRIQUE FIGUEROA, MICHAEL KRUTZA, SHELLY MAYER (agricultural representatives); MARGARET KROME, BRIAN RUDE (consumer representatives) (appointed by governor with senate consent).

Secretary of Agriculture, Trade and Consumer Protection: RODNEY J. NILSESTUEN, 224-5015.

Deputy Secretary: JUDY K. ZIEWACZ, 224-5001.

Executive Assistant: MARTIN M. HENERT, 224-5035.

Wisconsin Agricultural Statistics Service: ROBERT J. BATTAGLIA, *state agricultural statistician*, 224-4848, robert.battaglia@

Administrative Law Judge: CHERYL F. DANIELS, 224-5026, cheryl.daniels@

Legal Counsel, Office of: JAMES K. MATSON, *chief counsel*, 224-5023, james.matson@

Budget Director: BARBARA H. KNAPP, 224-4746, barb.knapp@

For e-mail combine the user ID and the state extender: userid@datcp.state.wi.us

Mailing Address: P.O. Box 8911, Madison 53708-8911.

Location: 2811 Agriculture Drive, Madison.

Telephones: Consumer Protection Hotline: (800) 422-7128; Farmers Assistance Hotline: (800) 942-2474; Wisconsin Telemarketing No-Call List sign-up: (866) 966-2255.

Fax: Office of the Secretary: 224-5045; Division of Agricultural Development: 224-5110; Division of Agricultural Resource Management: 224-4656; Division of Animal Health: 224-4871; Division of Food Safety: 224-4710; Division of Management Services: 224-4737; Division of Trade and Consumer Protection: 224-4939.

Internet Address: <http://www.datcp.state.wi.us>

Departmental E-mail Address: datcp_web@datcp.state.wi.us

Agricultural Development, Division of: WILL H. HUGHES, *administrator*, 224-5142, will.hughes@

Agricultural Business Development Group: PERRY L. BROWN, *supervisor*, 224-5114, perry.brown@

Agricultural Market Development Group: LORA J. KLENKE, *supervisor*, 224-5119, lora.klenke@

Farm Services Group: DAVID D. HANSEN, *supervisor*, 224-5055, david.hansen@

Agricultural Resource Management, Division of: KATHY F. PIELSTICKER, *administrator*, 224-4567, kathy.pielsticker@

Agrichemical Management, Bureau of: vacancy, *director*, 224-4550.

Land and Water Resources, Bureau of: J. DAVID JELINSKI, *director*, 224-4621, dave.jelinski@

Plant Industry, Bureau of: vacancy, *director and assistant division administrator*, 224-4590.

Animal Health, Division of: ROBERT G. EHLENFELDT, *state veterinarian, administrator*, 224-4880, robert.ehlenfeldt@

Administrative Services, Bureau of: SHEILA M. GRAHAM, *director and assistant division administrator*, 224-4885, sheila.graham@

Animal Disease Control, Bureau of: PAUL J. MCGRAW, *assistant state veterinarian, director*, 224-4884, paul.mcgraw@

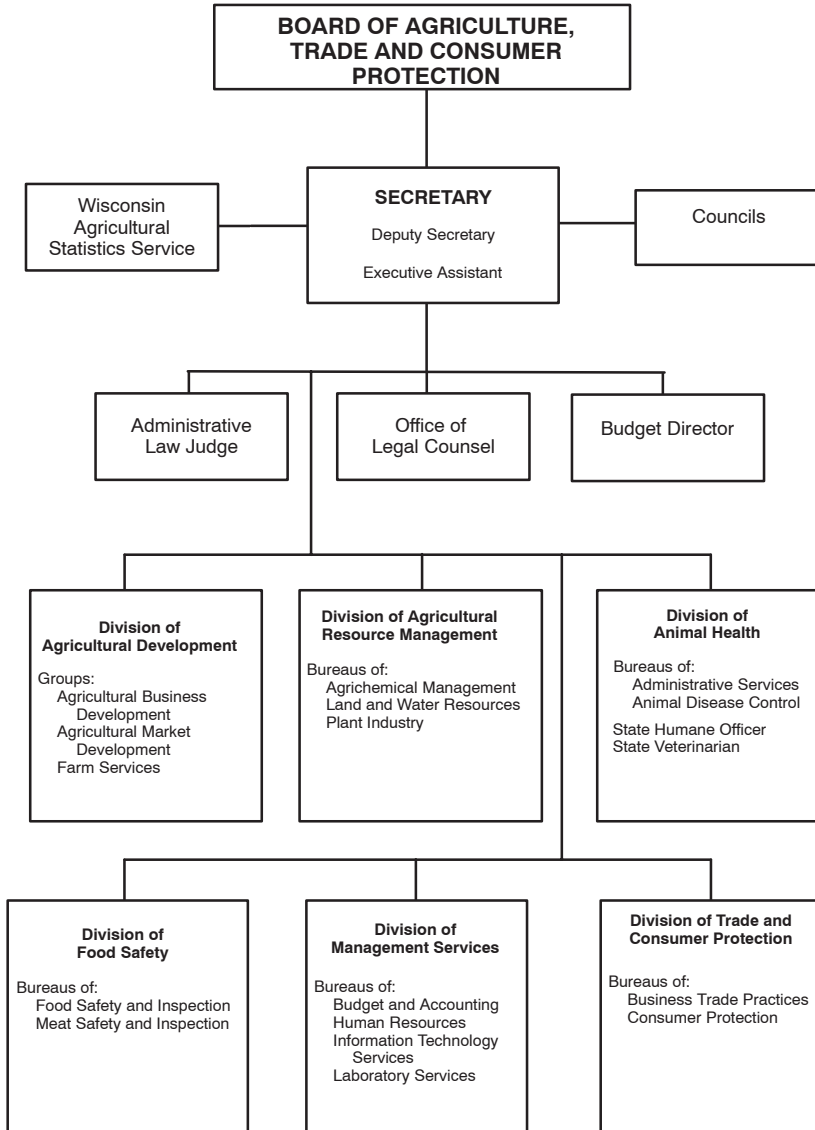
State Humane Officer: YVONNE M. BELLAY, 224-4888, yvonne.bellay@

Food Safety, Division of: STEVEN B. STEINHOFF, *administrator*, 224-4701, steve.steinhoff@

Food Safety and Inspection, Bureau of: CHARLES T. LEITZKE, *director*, 224-4711, tom.leitzke@

Meat Safety and Inspection, Bureau of: TERRY L. BURKHARDT, *director*, 224-4725, terry.burkhardt@

DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION



Units attached for administrative purposes under Sec. 15.03: Land and Water Conservation Board
Livestock Facility Siting Review Board

Management Services, Division of: SUSAN J. BUROKER, *administrator*, 224-4740, susan.buroker@
Budget and Accounting, Bureau of: KAREN VAN SCHOONHOVEN, *director*, 224-4800,
karen.vanschoonhoven@

Human Resources, Bureau of: GEORGIA J. PEDRACINE, *director and assistant division administrator*, 224-4761, georgia.pedracine@

Information Technology Services, Bureau of: SUSAN J. BUROKER, *acting director*, 224-4777,
susan.buroker@

Laboratory Services, Bureau of: STEVEN M. SOBEK, *director*, 267-3503, steve.sobek@

Trade and Consumer Protection, Division of: JANET A. JENKINS, *administrator*, 224-4929,
janet.jenkins@

Business Trade Practices, Bureau of: JEREMY S. MCPHERSON, *director*, 224-4922,
jeremy.mcpherson@

Consumer Protection, Bureau of: JIM L. RABBITT, *director and assistant division administrator*, 224-4965, jim.rabbitt@

Publications: *Agricultural Land Sales; Chloroacetanilide Herbicide Metabolites in Wisconsin Groundwater; Complaint Guide for the Wisconsin Consumer; Farm Transfers in Wisconsin – A Guide for Farmers; Groundwater Protection: An Evaluation of Wisconsin’s Atrazine Rule; Groundwater Quality – Agricultural Chemicals in Wisconsin Groundwater May 2002; Guide to Wisconsin Cheese Factory Outlets and Tours; Landlord and Tenants: The Wisconsin Way; Livestock Guidance: Local Planning for Livestock Operations in Wisconsin; Planning for Agriculture in Wisconsin: A Guide for Communities; Preventing Senior Citizen Rip-offs; Wisconsin Agricultural Statistics; Wisconsin Dairy Plant Directory; Wisconsin Nursery Directory; Wisconsin Pest Bulletin.*

Number of Employees: 603.94.

Total Budget 2003-05: \$145,956,400.

Statutory References: Sections 15.13, 15.135, and 15.137; Chapters 88, 91-100, 127, and 136.

Agency Responsibility: The Department of Agriculture, Trade and Consumer Protection regulates agriculture, trade, and commercial activity in Wisconsin for the protection of the state’s citizens. It enforces the state’s primary consumer protection laws, including those relating to deceptive advertising, unfair business practices, and consumer product safety. The department oversees enforcement of Wisconsin’s animal health and disease control laws and conducts a variety of programs to conserve and protect the state’s vital land, water, and plant resources.

The department administers financial security programs to protect agricultural producers, facilitates the marketing of Wisconsin agricultural products in interstate and international markets, and promotes agricultural development and diversification.

Organization: The 9 members of the Board of Agriculture, Trade and Consumer Protection serve staggered 6-year terms. Of the board members, 2 must be consumer representatives and 7 must have an agricultural background. Appointments to the board must be made “without regard to party affiliation, residence or interest in any special organized group”. The board directs and supervises the department, which is administered by a secretary appointed by the governor with the advice and consent of the senate. The secretary appoints the division administrators from outside the classified service.

Unit Functions: The *Division of Agricultural Development* provides services to assist producers, agribusinesses, and organizations to develop national and international markets for Wisconsin agricultural products and to foster agricultural development and diversification in the state. It also provides counseling and mediation services to farmers, administers a rural electric power service program with the Public Service Commission, and oversees the operation of producer-elected marketing boards that assess fees within their respective groups for promotion, research, and education related to their commodities. The division also administers Agricultural Development and Diversification grants, a federal-state market news program, the “Something Special From Wisconsin” and Alice in Dairyland marketing programs, as well as the state aid programs for county and district fairs, the Livestock Breeders Association, and World Dairy Expo.

The *Division of Agricultural Resource Management* administers programs designed to protect the state’s agricultural resources, as well as public health and the environment. It works to prevent

agricultural practices that contaminate surface water and groundwater and jointly administers a nonpoint source pollution control program with the Department of Natural Resources. It directs programs related to farmland preservation and soil and land conservation, agricultural chemical cleanup, drainage districts, and agricultural impact statements. It regulates the sale and use of pesticides, animal feed, fertilizers, seed, and soil and plant additives and conducts programs to prevent and control plant pests, such as the gypsy moth.

The *Division of Animal Health* works closely with agricultural producers and veterinarians to diagnose, prevent, and control serious domestic animal diseases that threaten public health and the food chain. It licenses and inspects animal dealers and markets, regulates the import and export of animals across state lines, acts to prevent the spread of animal diseases, and assists in the enforcement of state humane laws. Through the Premises Identification Program, it registers persons who keep livestock and assigns an identification code to each place at which livestock are kept to facilitate animal disease control. It also regulates emerging industries, such as aquaculture and farm-raised deer.

The *Division of Food Safety* protects the state's food supply. From production through processing, packaging, distribution, and retail sale, the division works to ensure safe and wholesome food and to prevent fraud and misbranding in food sales. It licenses and inspects dairy plants, food and beverage processing establishments, meat slaughter and processing facilities, food warehouses, grocery stores, and other food establishments. The division inspects all dairy farms; inspects and samples food products; oversees food grading; and regulates the advertising, packaging, and labeling of food products.

The *Division of Management Services* provides administrative services to the department, including budget and accounting; facilities and fleet management; shipping, mailing, and printing; human resource management; and information technology services. The division also operates a general laboratory that provides analytical support to departmental inspection and sampling programs.

The *Division of Trade and Consumer Protection* enforces a wide range of consumer protection laws and handles nearly 200,000 consumer complaints and inquiries annually. It promulgates and enforces rules pertaining to deceptive advertising, consumer fraud, consumer product safety, landlord-tenant practices, home improvement, telecommunications, telemarketing, motor vehicle repair, fair packaging and labeling, weights and measures, and many other aspects of marketing. To promote fair and open competition in the marketplace, the division investigates and regulates unfair and anticompetitive business practices. It monitors the financial condition and business practices of dairy plants, grain warehouses, food processing plants, and public storage warehouses in order to protect agricultural producers and depositors. It also administers the state's Telemarketing No-Call List.

History: The present form of the Department of Agriculture, Trade and Consumer Protection is largely the result of the consolidation of several related agencies in 1929, but the department traces its lineage and responsibilities back to pre-statehood days.

From its beginnings, Wisconsin has been concerned with agriculture; food quality, safety, and labeling; plant and animal health; unfair business and trade practices; and consumer protection, and has taken steps to protect the public. The 1839 territorial legislature provided for the inspection of certain food and other products and established a program to regulate weights and measures. County inspectors were responsible for certifying the grade, wholesomeness, quantity, and proper packaging of food and distilled spirits, with county treasurers charged with enforcing the weights and measures standards. The 1867 Legislature, in Chapter 176, authorized the governor to appoint a treasury agent to enforce the laws relating to itinerant sales by "hawkers and peddlers". The 1889 Legislature, in Chapter 452, created the Office of the Dairy and Food Commissioner to enforce food safety, food labeling, and weights and measures laws. Other legislation over the years created various related functions such as the State Veterinarian, the State Board of Agriculture, the Inspector of Apiaries, the State Orchard and Nursery Inspector, the State Supervisor of Illuminating Oils, and the State Humane Agent.

The Department of Agriculture was created by Chapter 413, Laws of 1915, which combined the functions of several prior entities including the Board of Agriculture, Livestock Sanitary Board, State Veterinarian, Inspector of Apiaries, and Orchard and Nursery Inspector. Under the

control and supervision of a Commissioner of Agriculture appointed by the governor with senate consent, the department had the responsibility to promote the interests of agriculture, dairying, horticulture, manufactures, and the domestic arts. It collected and published farm crop, livestock, and other statistics relating to state resources and regulated the practice of veterinary medicine. Through its own informational publications and paid advertisements in print media both inside the country and in foreign lands, it also sought to further the “development and enrichment” of the state by attracting “desirable immigrants” and “capital seeking profitable investment”. These efforts were intended to promote the advantages and opportunities offered by the state “to the farmer, the merchant, the manufacturer, the home seeker, and the summer visitor”.

The Division of Markets was created within the Department of Agriculture by Chapter 670, Laws of 1919. The duty of the division was to promote, in the interest of the producer, distributor, and consuming public, the economical and efficient distribution of farm products. Responsibilities included devising systems for marketing, grading, standardization, and storage of farm products; preventing deceptive practices; maintaining a market news service for collecting and reporting information on the supply, demand, prices, and commercial movement of farm products; and designing copyrighted trademarks, labels, and brands for Wisconsin farm products. A separate



Wisconsin is a national leader in preparing for rapid, effective responses to animal disease outbreaks. It was the first state to enact a Livestock Premises Registration Law (2003 Wisconsin Act 229) which requires that, by January 2006, all keepers of livestock register with the department. Premises registration is the first step in a national animal identification system. Pictured are some of the Department of Agriculture, Trade and Consumer Protection staff who have made key contributions to state-wide animal health efforts: Melissa Mace, State Veterinarian Bob Ehlefeldt, Sue Buroker, Brian Shah, and attorney Dennis Fay. (Department of Agriculture, Trade and Consumer Protection)

Department of Markets was created by Chapter 571, Laws of 1921, under the direction of a commissioner of markets appointed by the governor with senate consent. The department retained most of the duties of the former division, but was allowed to give assistance to cooperative associations and was specifically charged with regulating unfair methods of competition in business and unfair trade practices.

The modern department had its inception when Chapter 479, Laws of 1929, created the Department of Agriculture and Markets by consolidation of the Department of Agriculture, the Department of Markets, the Dairy and Food Commissioner, the State Treasury Agent, the State Supervisor of Inspectors of Illuminating Oils, and the State Humane Agent. The department, which was under the control of three commissioners appointed by the governor with senate consent, assumed all duties performed by the component agencies. The department was reorganized and renamed the Department of Agriculture by Chapter 85, Laws of 1939, but its basic mission and authority was not changed. The department was overseen by a 7-member State Board of Agriculture, whose members, appointed by the governor with senate consent, in turn appointed the department's director. All members of the board were required to be persons experienced in farming.

The department's name was changed to the current Department of Agriculture, Trade and Consumer Protection by Chapter 29, Laws of 1977. This law also specified that one of the 7 board members must be a consumer representative.

1995 Wisconsin Act 27 directed the governor, rather than the board, to appoint the department secretary with senate consent, and expanded the board's membership to 8, including 2 consumer representatives. The board continues to set policy for the agency. Act 27 also consolidated the administration of most consumer protection activities within the department by transferring some staff and functions from the Department of Justice. However, the Department of Justice cooperates in the enforcement of consumer protection laws by providing legal services such as civil litigation. 1997 Wisconsin Act 95 added a ninth board member to represent agriculture.

In recent decades, the legislature has expanded the department's responsibilities related to land and water resources, including the areas of soil conservation, drainage districts, groundwater protection, nonpoint source pollution abatement, pesticides, animal disease control, and agricultural chemical storage and cleanup. It has allowed the department to create marketing boards for agricultural commodities, to promote agricultural development and diversification, and promote the state's agricultural products in interstate and international markets. The department also conducts programs for protecting producers against catastrophic financial defaults, farmland preservation, and farm mediation.

Statutory Councils

Agricultural Producer Security Council: RON STATZ (National Farmer's Organization, Inc., representative), *chairperson*; JOHN PETTY (Wisconsin Agri-Service Association, Inc., representative), *vice chairperson*; MIKE CARTER (Wisconsin Potato and Vegetable Growers Association, Inc., representative), DAVE DANIELS (Wisconsin Farm Bureau Federation representative), JOHN D. EXNER (Midwest Food Processor's Association, Inc., representative), RICHARD KELLER (Farmer's Educational and Cooperative Union of America, Wisconsin Division, representative), JOHN MANSKE (Wisconsin Federation of Cooperatives representative), JOHN UMHOEFER (Wisconsin Cheese Makers Association representative), JIM ZIMMERMAN (representative of both the Wisconsin Corn Growers Association, Inc. and the Wisconsin Soybean Association, Inc.), vacancy (Wisconsin Dairy Products Association, Inc., representative) (appointed by the Secretary of Agriculture, Trade and Consumer Protection).

The 10-member Agricultural Producer Security Council advises the Department of Agriculture, Trade and Consumer Protection (DATCP) on the administration and enforcement of agricultural producer security programs. All members are appointed by the secretary of DATCP for 3-year terms. The council was created by 2001 Wisconsin Act 16 and its composition and duties are prescribed in Sections 15.137 (1) and 126.90 of the statutes.

Fertilizer Research Council: Voting members: RICHARD MORRIS (crop producing farmer representative), *chairperson*; FRANK MASTERS (industry representative nominated by fertilizer industry), *vice chairperson*; JOHN CULLEN, MIKE MILEZIVA (industry representatives nominated by fertilizer industry); DARRELL REIGEL, JEFF SOMMERS (crop producing farmer representa-

tives); PATRICK SORGE (water quality expert appointed by secretary of natural resources). (All except the water quality expert are appointed jointly by secretary of agriculture, trade and consumer protection and dean of UW-Madison College of Agricultural and Life Sciences.) Non-voting members: KATHY PIELSTICKER (designated by secretary of agriculture, trade and consumer protection), BONNER KARGER (designated by secretary of natural resources), STEVE VENTURA (designated by dean, UW-Madison College of Agricultural and Life Sciences).

Mailing Address: P.O. Box 8911, Madison 53708-8911.

Telephone: 224-4614.

The 10-member Fertilizer Research Council meets annually to review and recommend projects involving research on soil management, soil fertility, plant nutrition, and for research on surface and groundwater problems related to fertilizer use. The Agriculture, Trade and Consumer Protection secretary grants final approval for project funding. These research projects are granted to the UW System and are financed through funds generated from the sale of fertilizer and soil or plant additives in Wisconsin. The council's voting members are appointed for 3-year terms and may not serve more than 2 consecutive terms. The council was created by Chapter 418, Laws of 1977, and its composition and duties are prescribed in Sections 15.137 (5) and 94.64 (8m) of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

LAND AND WATER CONSERVATION BOARD

Members: WILLIAM R. ELMAN (resident of city of 50,000 or more), *chairperson*; KIRSTEN GRINDE (designated by secretary of administration), SCOTT HASSETT (secretary of natural resources), JUDY ZIEWACZ (designated by secretary of agriculture, trade and consumer protection); PATRICK LAUGHRIN, THOMAS RUDOLPH, KATHERINE ZOWIN (county land conservation committee members); MARK E. CUPP (representing governmental unit involved in river management); SANDI M. CIHLAR (farmer); DENNIS M. CANEFF (representing charitable natural resources organization); HARVEY STOWER (public member). (All except *ex officio* members or designees are appointed by governor with senate consent.)

Advisory Members: PATRICIA LEAVENWORTH (U.S. Department of Agriculture, Natural Resources Conservation Service); BEN BRANCEL (U.S. Department of Agriculture, Farm Service Agency); FRED MADISON (designated by dean of the UW-Madison College of Agricultural and Life Sciences); ROBIN SHEPARD (appointed by director of UW-Extension); DALE OLSON (designated by staff of county land conservation committees).

Statutory References: Sections 15.135 (4), 91.06, and 92.04.

Agency Responsibility: The 11-member Land and Water Conservation Board advises the secretary and department regarding soil and water conservation, animal waste management, and farmland preservation. As part of its farmland preservation duties, the board certifies agricultural preservation plans and zoning ordinances. It reviews and makes recommendations to the department on county land and water resource plans, local livestock regulations, agricultural shoreland management ordinances, and funding allocations to county land conservation committees. The board also advises the UW System annually about needed research and education programs related to soil and water conservation. In addition, it assists the Department of Natural Resources with issues related to runoff from agriculture and other rural sources of pollution.

The board's 3 county land conservation committee members are chosen by the Wisconsin Land and Water Conservation Association, Inc., to serve 2-year terms. The 4 members who must fulfill statutorily defined categories serve staggered 4-year terms. The undesignated member serves a 2-year term. In addition, the board must invite the appointment of advisory members from agencies or organizations specified by statute.

The board was originally created as the Land Conservation Board by Chapter 346, Laws of 1981, which also abolished the Agricultural Lands Preservation Board and transferred its functions to the new board. Chapter 346 also transferred administration of the state's soil and water conservation program from the UW System to the department but continued the university's responsibility for soil and water conservation research and educational programs. 1993 Wisconsin Act 16 changed the name of the board to the Land and Water Conservation Board.

LIVESTOCK FACILITY SITING REVIEW BOARD

Members: Members are nominated by the Secretary of Agriculture, Trade and Consumer Protection and appointed by the governor with senate consent. Of the seven members, three are public members, and one each represents towns, counties, environmental interests, and livestock farming interests.

Telephone: 224-4500.

The 7-member Livestock Facility Siting Review Board may review certain decisions made by political subdivisions relating to the siting or expansion of livestock facilities, such as feedlots. An aggrieved person may challenge the decision of a city, village, town, or county government approving or disapproving the siting or expansion of a livestock facility by requesting the board to review the decision. If the board determines that a challenge is valid, it shall reverse the decision of the governmental body. The decision of the board is binding, but either party may appeal the board's decision in circuit court. Members are appointed for 5-year terms. The four members representing specific interests are selected from lists submitted by the Wisconsin Towns Association, Wisconsin Counties Association, environmental organizations, and statewide agricultural organizations, respectively. The board was created by 2003 Wisconsin Act 235 and its composition and duties are prescribed in Sections 15.135 (1) and 93.90 of the statutes.



The huge titan arum or "corpse flower", so-named because of its malodorous aroma, is native to the rain forests of Sumatra. Botanists at the UW-Madison have been successful in cultivating flowering plants from seeds harvested from native plants. Visitors flocked to the UW-Madison's Botany Greenhouse in June 2005 to view the latest titan arum blossom. "Titan IV" reached a height of 98 inches and was the fourth corpse flower to bloom at the UW-Madison in the last five years. (UW-Madison)

Department of COMMERCE

Secretary of Commerce: MARY P. BURKE, 266-7088.

Deputy Secretary: DAVID K. STOREY, 266-8976.

Executive Assistant: AARON D. OLVER, 266-8976.

General Counsel: JOSEPH THOMAS, 261-5402, jthomas@

Office of Communications: TONY HOZENY, *director*, 267-9661, thozeny@

Mailing Address: P.O. Box 7970, Madison 53707-7970.

Location: 201 West Washington Avenue, Madison.

Telephones: 266-1018; Business hotline: (800) 435-7287.

Fax: Business: 267-2829; Eau Claire: (715) 836-2510; Green Bay: (920) 498-6313; Milwaukee: (414) 382-1754; Milwaukee Center-City Initiative: (414) 227-4064; Stevens Point: (715) 346-4277.

Publications: A variety of reports are available upon request.

Internet Address: <http://commerce.wi.gov>

Number of Employees: 445.50.

Total Budget 2003-05: \$447,831,300.

Statutory References: Section 15.15; Chapter 560.

For e-mail combine the user ID and the state extender: userid@commerce.state.wi.us

Forward Wisconsin, Inc. (public-private economic development partnership):

Internet Address: <http://forwardwisconsin.com/>

Telephone: (800) 669-1190 (toll free).

E-mail Address: info@forwardWI.com

Administrative Services, Division of: vacancy, *administrator*, 266-3494; Division Fax: 266-0182.

Fiscal Services and Procurement, Bureau of: COLLEEN HOLTAN, *director*, 267-7200, choltan@

Human Resources, Facilities and Safety, Bureau of: BARRY WANNER, *director*, 264-7836, bwanner@

Information Technology, Bureau of: JIM WILSON, *director*, 266-7404, jwilson@

Policy and Budget Development, Bureau of: LOUIS CORNELIUS, *director*, 266-8629, lcornelius@

Business Development, Division of: TODD KEARNEY, *acting administrator*, 266-5576, tkearney@; Division Fax: 267-2829.

Business Development, Bureau of: JOHN STRICKER, *director*, 261-7710, jstricker@

Entrepreneurship, Bureau of: PAM CHRISTENSON, *director*, 267-9834, pchristenson@

Minority Business Development, Bureau of: vacancy, *director*, 266-8380; Fax: 267-9550.

Community Development, Division of: JIM O'KEEFE, *administrator*, 264-7837, jokeefe@; Division Fax: 266-8969.

Community Finance, Bureau of: JAMES FRYMARK, *director*, 266-2742, jfrymark@

Downtown Development, Bureau of: JAMES ENGLE, *director*, 267-0766, jengle@

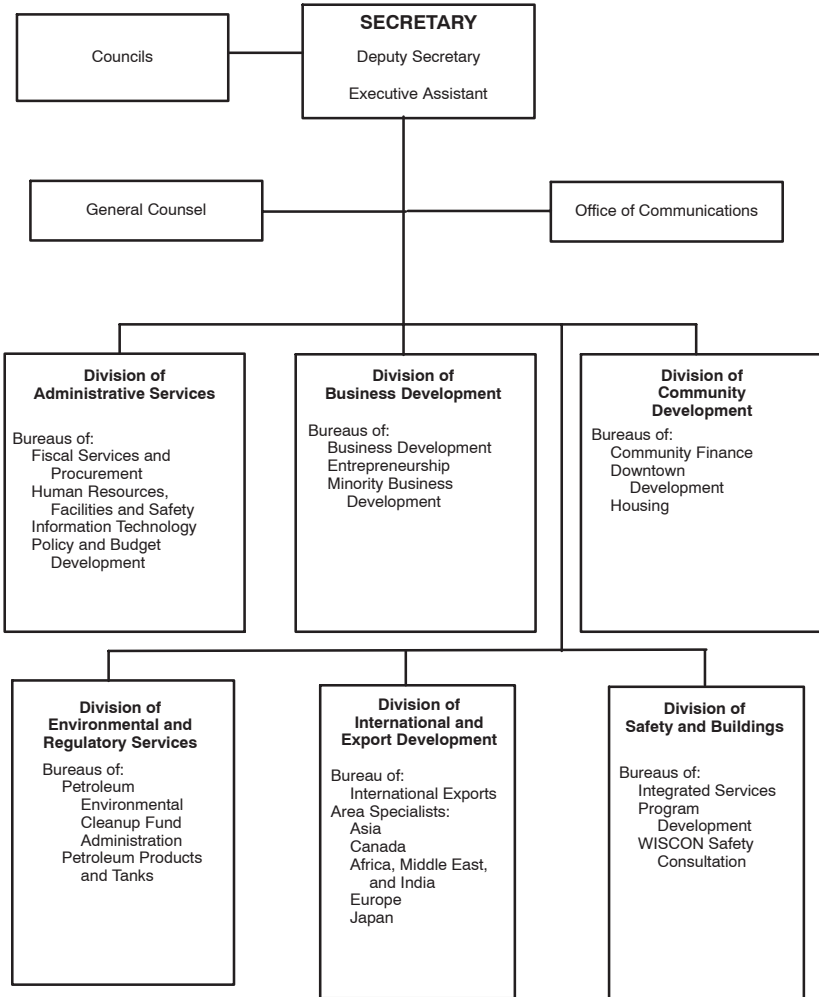
Housing, Bureau of: MARTY EVANSON, *director*, 267-2713, mevanson@

Environmental and Regulatory Services, Division of: BERNICE A. MATTSSON, *administrator*, 266-9403, bmattssno@; P.O. Box 14427, Madison 53708-4207, Division Fax: 267-1381.

Petroleum Environmental Cleanup Fund Administration (PECFA) Bureau: OSCAR HERRERA, *director*, 266-7605, oherra@; Claim Review: P.O. Box 7838, Madison 53707-7838, 267-7642; Site Review: P.O. Box 8044, Madison 53708-8044, 261-7732.

Petroleum Products and Tanks, Bureau of: PHILIP EDW. ALBERT, *director*, 266-8076, palbert@; P.O. Box 7839, Madison 53707-7839.

DEPARTMENT OF COMMERCE



Units attached for administrative purposes under Sec. 15.03:
 Development Finance Board
 Minority Business Development Board
 Rural Economic Development Board
 Small Business Regulatory Review Board

International and Export Development, Division of: MARY REGEL, *acting administrator*, 266-1767, mregel@; Division Fax: 266-5551; Regional Outreach Consultants: JOHN KONKEL, Eau Claire: (715) 833-6441; BRAD SCHNEIDER, Oshkosh: (920) 303-9353; SUSAN DRAGOTTA, Waukesha: (262) 691-5147; LOU JANOWSKI, Madison: 266-0393, ljanowski@.

International Exports, Bureau of: MARY REGEL, *director*, 266-1767, mregel@

Area Specialists: *Asia:* BENG YEAP, 266-1480, byeap@; *Canada:* STANLEY PFRANG, 267-0639, spfrang@; *Africa, Middle East, and India:* LOU JANOWSKI, 266-0393, ljanowski@; *Europe:* BRAD SCHNEIDER, (920) 420-1796, bschneider@; *Japan:* TAKAHIRO HAGISAKO, 266-9487, thagisako@

Safety and Buildings, Division of: vacancy, *administrator*, 266-1816; RONALD L. BUCHHOLZ, *deputy administrator*, 266-1817, rbuchholz@; Division Fax: 267-9566; Regional Fax: Chippewa Falls: (715) 726-2549; Green Bay: (920) 492-5604; Hayward: (715) 634-5150; La Crosse: (608) 785-9330; Shawano: (715) 524-3633; Stevens Point: (715) 345-5269; Waukesha: (262) 548-8614.

Integrated Services, Bureau of: RANDALL V. BALDWIN, *director*, 267-9152, rbaldwin@

Program Development, Bureau of: ROBERT G. DUPONT, *director*, 266-8984, rdupont@

WISCON Safety Consultation, Bureau of: HAMPTON ROTHWELL, *director*, 267-0313, hrothwell@

Agency Responsibility: The Department of Commerce administers the state's economic development programs and policies. It provides consultation, technical assistance, and other services for industrial and commercial expansion. The department promotes the development or relocation of new businesses within the state and the retention of existing firms, especially small or minority-owned enterprises. In addition, it encourages job creation, particularly in economically depressed areas, and helps communities draw up development plans. The agency administers federal economic assistance programs that affect local governments and businesses. It also provides financial assistance for foreign trade development and reports on state economic trends, business aid programs, and long-term development strategies. Businesses and communities may use the department's information clearinghouse for help in dealing with other state and federal agencies. The department administers and enforces laws to assure safe and sanitary conditions in public and private buildings. It also administers the relocation assistance program and regulates petroleum products and petroleum storage tank systems. The agency provides housing assistance to benefit low- and moderate-income households.

Organization: The department is directed by a secretary, who is appointed by the governor with the advice and consent of the senate. The secretary appoints the division administrators from outside the classified service.

Unit Functions: The *Office of the Secretary* coordinates economic development programs in conjunction with other state agencies, private corporations, and Forward Wisconsin, Inc., a public-private partnership that promotes Wisconsin businesses and is supported by private donations and state funding. The secretary advises the governor and legislature on state economic growth and community development.

The *Division of Administrative Services* provides internal management services to the department in the areas of information technology, telecommunications, personnel, payroll, employee development, affirmative action, policy and budget development, procurement and printing, fiscal management, health and safety, property and space management, and mail services.

The *Division of Business Development* administers statewide business economic development programs and provides a wide array of technical assistance to local municipalities and businesses interested in starting or expanding operations in Wisconsin. The division also administers many of the state's economic development financing programs, including Customized Labor Training, the Early Planning Grant Program, the Major Economic Development Program, the Minority Business Development Program, the Rural Economic Development Program, the Technology Development Fund, the Gaming Economic Development Diversification Program, the economic development component of the federally funded Community Development Block Grant Program for small cities, the tax credit programs, the Industrial Revenue Bond Program, and the Technology Commercialization Grant and Loan Program. The Development Zone Program encourages

private sector investment in economically depressed areas by providing tax incentives to develop employment opportunities for the unemployed and persons facing barriers to employment, and also encourages investment related to agricultural businesses. Under the Technology Zone Program, the division certifies new or expanding businesses located in 8 designated areas of the state that qualify as “high-technology” operations for tax credits to the Department of Revenue. The Industrial Revenue Bond Program provides low-cost, long-term financing for eligible facilities.

The division promotes the state’s business climate, publicizes business developments, and provides information on the state’s economy to assist expanding or relocating businesses. It provides information on resources for business start-ups, public and private financing programs, and government permits. The division helps small businesses understand and comply in a cost-effective manner with clean air regulations through the Small Business Clean Air Assistance Program and advocates the interests of small businesses through its Small Business Ombudsman Program.

The *Division of Community Development* administers a variety of programs to help Wisconsin communities be desirable places for families to live and businesses to thrive. The Main Street Program assists communities in revitalizing their downtown areas. Other programs provide assistance in management, marketing, and financial analysis to entrepreneurs and small businesses in smaller communities. The Community-Based Economic Development Program provides funding to assist communities and community-based organizations with economic development planning, business incubator development, and business assistance services. The Brownfields Initiative provides assistance and funding to persons, businesses, development organizations, and municipalities for redevelopment and environmental remediation activities for contaminated sites where the owner cannot be located or cannot meet the cleanup costs. Through its educational loan repayment programs, the division helps medically underserved communities in both rural and urban areas recruit and retain physicians, dentists, and other primary health care providers. The division also administers programs that provide financial assistance to communities for infrastructure improvements, blight elimination, and community facilities through the public facilities portion of the federally funded Community Development Block Grant Program for small cities. In addition, it provides technical assistance and approves relocation payment plans and assistance service plans under the state’s eminent domain law.

To provide housing assistance to low- and moderate-income households, the division administers funding through the Local Housing Organization Grant Program for local organizations that offer housing opportunities and services. It awards grants under the Fresh Start Program that helps young people obtain housing and provides construction work experience particularly for high school dropouts and other young people-at-risk. The division channels federal funding to local organizations through various programs, including the Home Investment Partnerships and Community Block Grant Programs. It administers state and federal funds to provide immediate shelter for the homeless and support transitional and permanent housing, as well. To meet federal and state requirements, the division prepares the state consolidated housing plan that addresses housing and community development needs.

The *Division of Environmental and Regulatory Services*, created in Section 15.153 (3), Wisconsin Statutes, by 1995 Wisconsin Act 27, is responsible for sampling and testing petroleum products. It inspects existing tank systems at terminals, bulk plants, and retail and nonretail sites. It registers, reviews plans, and issues permits for new underground and aboveground storage tank systems. The division also cooperates with the Department of Natural Resources in administering the state’s Petroleum Storage Environmental Cleanup Fund Act (PECFA) program for sites environmentally damaged through petroleum contamination and supervises the remediation of low and medium priority sites.

The *Division of International and Export Development*, created in Section 15.153 (4), Wisconsin Statutes, by 1995 Wisconsin Act 27, provides counseling and technical assistance to state businesses interested in increasing sales to foreign markets. It coordinates participation in international trade shows and organizes trade missions. Wisconsin currently maintains trade offices jointly with other states or organizations or has contract trade representatives in Brazil, Canada, Europe, Mexico, and China.

The *Division of Safety and Buildings* promotes public safety, health, and welfare by administering state laws pertaining to commercial buildings, dwellings, structures, amusement rides, ski

lifts, mines, and the subsystems that serve buildings, such as plumbing, boilers, private sewage, electrical service, fire sprinklers, heating, and elevators. It oversees the housing design and construction requirements of the Fair Housing Law. The division develops and enforces health and safety-related administrative rules, reviews plans for proposed construction, makes initial and follow-up inspections, issues credentials, and provides training and consulting services. It also assesses business safety practices and offers recommendations through the Safety Consultation Program. Finally, the division administers the Fire Dues Program. The program provides support and direction for municipal fire protection and is funded by dues paid to the Office of the Commissioner of Insurance by insurers providing fire coverage.

History: The state's promotion of business and economic development originated with the Division of Industrial Development, established in the governor's office by Chapter 271, Laws of 1955. The division was transferred to the newly created Department of Resource Development in 1959 and renamed the Division of Economic Development. Chapter 614, Laws of 1965, returned it to the governor's office. While in the executive office, it absorbed the Office of Economic Opportunity (1966), which had been created in the Department of Resource Development to administer the federal antipoverty programs enacted in 1964. Under the 1967 executive branch reorganization, the division became part of the Department of Local Affairs and Development, and local and regional planning functions were integrated into it.

Chapter 125, Laws of 1971, elevated the division to departmental status as the Department of Business Development. The department absorbed the Division of Tourism from the Department of Natural Resources in 1975. Under Chapter 361, Laws of 1979, the Department of Business Development was reunited with the Department of Local Affairs and Development to form the



Commerce Secretary Mary Burke announces a \$250,000 Technology Development Loan to EraGen Biosciences, Inc., of Madison. The loan is to fund facility upgrades designed to help the company maintain its leading position in the genetic testing industry. (Department of Commerce)

Department of Development, subsequently renamed the Department of Commerce by 1995 Wisconsin Act 27.

The department's responsibility for state tourism promotion ended with creation of the Department of Tourism by 1995 Wisconsin Act 27. Act 27 also transferred the PECFA program and the safety and buildings functions from the Department of Industry, Labor and Human Relations to the Department of Commerce. In 2003, Wisconsin Act 33 transferred housing programs to the department from the Department of Administration.

Wisconsin was a pioneer in the use of administrative law for safety and building regulation. The 1911 Legislature created the Industrial Commission in Chapter 485 to set standards for a safe place of employment. This "safe place" statute was extended in Chapter 588, Laws of 1913, to include public buildings, defined as "any structure used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public, or by three or more tenants." The commission adopted its first building code in 1914. Programs added over the years include plumbing, heating, ventilation, air conditioning, energy conservation, private on-site waste treatment systems, accessibility for people with disabilities, and electrical inspection and certification.

Other programs absorbed by the department, as a result of 1995 Wisconsin Act 27, include plat review from the Department of Agriculture, Trade and Consumer Protection; municipal boundary review from the Department of Administration; and relocation assistance under eminent domain law from the Department of Industry, Labor and Human Relations. Plat review and municipal boundary review were transferred to the Department of Administration in 1997 Wisconsin Act 27.

Statutory Councils

Automatic Fire Sprinkler System Contractors and Journeymen Council: JAMES SMITH (department employee), *secretary*; JEFF BATEMAN, GREG HINTZ (representing licensed automatic fire sprinkler contractors); DAN DRIEBEL, CHRIS SCHOENBECK (licensed journeymen automatic fire sprinkler fitters) (all appointed by secretary of commerce).

Mailing Address: P.O. Box 2689, Madison 53701-2689.

Telephone: 266-0251.

The 5-member Automatic Fire Sprinkler System Contractors and Journeymen Council reviews the content of examinations and advises the department on related matters. Journeymen and contractor members serve staggered 4-year terms. The council was created as an examining council in the Department of Health and Social Services by Chapter 255, Laws of 1971; transferred to the Department of Industry, Labor and Human Relations by Chapter 221, Laws of 1979; and transferred to the Department of Commerce by 1995 Wisconsin Act 27. The council's duties and composition are prescribed in Sections 15.157 (9) and 145.17 (2) of the statutes.

Contractor Financial Responsibility Council: KENNETH L. LEPAK, LAWRENCE E. SCHAUDER, MARY L. SCHROEDER (on-site contractors of one- and 2-family housing); BRUCE D. McMILLER (certified building inspector employed by local government); JAMES E. CAULEY (all appointed by governor).

Mailing Address: P.O. Box 2689, Madison 53701-2689.

Telephone: 266-9292.

The 5-member Contractor Financial Responsibility Council recommends rules for promulgation by the department for certification of contractors' financial responsibility. Council members serve staggered 3-year terms. One member cannot be a building contractor or inspector. The council was created by 1993 Wisconsin Act 126 in the Department of Industry, Labor and Human Relations and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (4) and 101.625 of the statutes.

Dwelling Code Council: JEFFREY D. BECHARD, WILLIAM J. ROEHR, GARY RUHL, PAUL M. WELNAK (building trade labor organization representatives); KENNETH M. DENTICE, DANIEL A. NOWAK, MICHAEL WALLACE, BRIAN E. WALTER (certified building inspectors employed by local government); MARY L. SCHROEDER, RANDOLPH J. THELEN (representatives of on-site housing contractors); FRANK OPATIK, THOMAS PALECEK (manufactured housing representatives); HAROLD F. LAST (architect, engineer, or designer); WILLIAM TURNER, JOHN E. VANDE CASTLE (construction

material supply representatives); ALLAN BACHMANN (one- and 2-family house remodeling contractor); STEVEN LEVINE, DENNIS J. O'LAUGHLIN (public members) (all appointed by governor). Nonvoting secretary: LARRY SWAZIEK (department employee appointed by secretary of commerce).

Mailing Address: P.O. Box 2689, Madison 53701-2689.

Telephone: 267-7701.

The 18-member Dwelling Code Council reviews the rules and standards for one- and 2-family dwellings and manufactured housing. Members are appointed to 3-year terms. One public member must represent persons with disabilities. The council was created by Chapter 404, Laws of 1975, in the Department of Industry, Labor and Human Relations and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (3), 101.62, and 101.72 of the statutes.

Main Street Programs, Council on: DAVID K. STOREY (designated by secretary of commerce), *chairperson*; BRIAN MCCORMICK (designated by director, state historical society); TIMOTHY L. ANDERSON (Wisconsin Downtown Action Council representative); DICK BEST (local chamber of commerce representative); SHAWN K. GRAFF (Wisconsin Trust for Historic Preservation representative); VIRGINIA HASKE (city, village, or town representative); JOHN GARDNER (planning profession representative); TERRANCE W. MARTIN (architectural profession); WILLIAM R. NEUREUTHER (financial community); BEN CRESS, PENNY L. VANVLEET (business community); ANN B. EAVES, LISA KOTTER, DENNIS W. LEONG, JUDITH WALL (members with expertise in downtown revitalization). (All except *ex officio* members or their designees are appointed by governor.) Nonvoting secretary: JAMES ENGLE (department employee designated by secretary of commerce).

The 15-member Council on Main Street Programs helps develop the state's Main Street Program for revitalization of business areas, reviews the program's effectiveness, and recommends municipalities for participation. Members are appointed for 3-year terms, and representative members must provide geographic diversity. At least 3 members must own or operate a business in a business area that has requested services under the Main Street Program. At least 5 members must have experience in business area revitalization combined with historical preservation. The council was created by 1987 Wisconsin Act 109, and its composition and duties are prescribed in Sections 15.157 (7), 560.081, and 560.082 of the statutes.

Multifamily Dwelling Code Council: EDWARD R. GRAY, WILLIAM J. ROEHR (skilled building trades labor representatives); DAVID A. NITZ (municipal inspector from county less than 50,000 population); RICHARD P. PAUR (municipal inspector from county over 50,000 population); JEFFREY BROHMER, BRUCE A. FUERBRINGER (fire service workers); BETH A. GONNERING, HARRY R. MACCO (multifamily dwelling contractors and developers); EMORY BUDZINSKI, FRED STIER, KEVIN WIPPERFURTH (materials manufacturers and finished product suppliers); JAMES R. KLETT (representing architects, engineers, and designers of multifamily housing); GRETA HANSEN, KORINNE SCHNEIDER (public members) (all appointed by governor). Nonvoting secretary: JAMES QUAST (department employee member).

Mailing Address: P.O. Box 2689, Madison 53701-2689.

Telephone: 266-9292.

The 14-member Multifamily Dwelling Code Council advises the department on rules for multifamily dwelling construction. Members are appointed to 3-year terms. Those representing designated businesses and professions must be actively engaged in their work. At least one of the fire services representatives must be a fire chief. At least one of the public members must be a fair housing advocate. The council was created by 1991 Wisconsin Act 39 in the Department of Industry, Labor and Human Relations and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (12) and 101.972 of the statutes.

Petroleum Storage Environmental Cleanup Council: SCOTT HASSETT (secretary of natural resources), MARY P. BURKE (secretary of commerce); 5 vacancies. (All other members are nominated by the two secretaries and appointed by governor.)

Mailing Address: P.O. Box 7838, Madison 53707-7838.

Telephone: 266-3723.

The 7-member Petroleum Storage Environmental Cleanup Council advises the Department of Commerce and the Department of Natural Resources on issues related to petroleum spills, cleanup, and claims for awards. Five members are appointed for 4-year terms by the governor from nominations by the secretaries of commerce and natural resources, who must consider representatives from petroleum product transporters, manufacturers, suppliers, retailers and wholesalers, professional geologists, hydrologists and soil scientists, and environmental scientists, consultants, contractors, and engineers. The council was created by 1987 Wisconsin Act 399 in the Department of Industry, Labor and Human Relations and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (11) and 101.143 (8) of the statutes.

Plumbers Council: LYNITA DOCKEN (department employee), *secretary*; DAVE JONES (master plumber), DON WIEDOFF (journeyman plumber) (all appointed by secretary of commerce).

Mailing Address: 4003 North Kinney Coulee Road, La Crosse 54650.

Telephone: (608) 785-9349.

The 3-member Plumbers Council advises the department about the testing and licensing of plumbers. The 2 plumber members are appointed for 2-year terms. The council was created by Chapter 327, Laws of 1967, as an examining council in the Department of Health and Social Services; renamed and moved to the Department of Industry, Labor and Human Relations by Chapter 221, Laws of 1979; and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (6) and 145.02 (4) of the statutes.

Rural Health Development Council: JIM O'KEEFE (designated by secretary of commerce), MEG TAYLOR (designated by secretary of health and family services); BYRON J. CROUSE (UW Medical School); ALAN K. DAVID (Medical College of Wisconsin, Inc.); TIMOTHY J. SIZE (Wisconsin Health and Educational Facilities Authority); vacancy (Farmers Home Administration); 2 vacancies (private rural lender representatives); CRAIG W.C. SCHMIDT, vacancy (rural health care facility representatives); KENNETH M. VISTE, JR. (physician practicing in rural area); BLANE CHRISTMAN (dentist practicing in rural area); BECKY SUE WOLF (nurse practicing in rural area); JANET K. RECORE (dental hygienist practicing in rural area); LINDA L. MCFARLIN (public health services representative). (All except *ex officio* members or their designees are appointed by governor with senate consent.)

The 15-member Rural Health Development Council advises the department regarding administration of the health professions loan assistance program, delivery of health care and improvement of facilities in rural areas, and coordination of state and federal programs available to assist rural health facilities. Appointed members serve 5-year terms. The council was created by 1989 Wisconsin Act 317, and its composition and duties are prescribed in Sections 15.157 (8) and 560.185 of the statutes.

Small Business Environmental Council: JAMES REYNOLDS (appointed by senate president); CARL KOMMSA (appointed by senate minority leader); JAY MEILI (appointed by assembly speaker); PATRICIA HASKINS (appointed by assembly minority leader); BERNICE A. MATSSON (appointed by secretary of commerce); MARK W. McDERMID (appointed by secretary of natural resources); J. ROBERT NICHOLSON, MICHAEL H. SIMPSON, PETER J. VAN HORN (representing general public and appointed by governor).

The 9-member Small Business Environmental Council advises the Department of Natural Resources on the effectiveness of assistance programs to small businesses that enable them to comply with the federal Clean Air Act. It also advises on the fairness and effectiveness of air pollution rules promulgated by the Department of Natural Resources and the U.S. Environmental Protection Agency regarding the impact on small businesses. Members are appointed to 3-year terms. The 4 members appointed by legislative officers must own or represent owners of small business stationary air pollution sources. The 3 members appointed by the governor may not own or represent small business stationary sources. The council was created by 1991 Wisconsin Act 302, and its composition and duties are prescribed in Sections 15.157 (10) and 560.11 of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

DEVELOPMENT FINANCE BOARD

Members: DAVID K. STOREY (designated by secretary of commerce), SUE GLEASON (designated by secretary of workforce development), KATHLEEN CULLEN (designated by director, Technical College System Board); RALPH KAUTEN (scientific community); vacancy (technical community); MARK REIHL (labor community); MICHEY JUDKINS (small business community); CHERYL R. WESTON (minority business community); DARIAN LUCKETT (financial community). (All except *ex officio* members are appointed by governor.)

Statutory References: Section 15.155 (1); Chapter 560, Subchapter V.

Agency Responsibility: The 9-member Development Finance Board awards grants and loans from the Wisconsin Development Fund. Its 6 appointed members serve 2-year terms. The board may make technology grants or loans to consortiums to support research to develop new products or improve existing products or processes. Businesses may obtain customized labor training grants or loans to provide state residents with job training in new technology and industrial skills if the training is not available through existing federal, state, or local resources. Funds are available for major economic development projects that cannot secure other financing and for activities that do not fit into existing programs. Through Employee Ownership Assistance Loans, the board approves funding for feasibility studies by employee groups considering the purchase of existing businesses as an alternative to plant closings. The board was created by 1987 Wisconsin Act 27.

MINORITY BUSINESS DEVELOPMENT BOARD

Members: JOHN W. CADOTTE, WILLIE JOHNSON, JR., RAVI KALLA, DINA C. KNIBBS, DAVID K. STOREY, WINNIFRED THOMAS, CHARLES V. VANG (all appointed by governor).

Statutory References: Section 15.155 (3); Chapter 560, Subchapter VII.

Agency Responsibility: The Minority Business Development Board may award grants or loans to minority group members, minority businesses, or local development corporations for projects to plan a new business (early planning projects) or projects to start a new business or expand an existing business (development projects). Recipients must finance a portion of the project's cost from private funds. Department of Commerce rules governing the administration of the programs are subject to board review. Board members serve 2-year terms; the number and qualifications of members are not specified by law. The board was created by 1989 Wisconsin Act 31.

RURAL ECONOMIC DEVELOPMENT BOARD

Members: WILL HUGHES (designated by secretary of agriculture, trade and consumer protection), DAVID K. STOREY (designated by secretary of commerce); SENATORS BROWN, DECKER; REPRESENTATIVES SUDER, VRUWINK; MICHAEL R. KRUTZA, RICHARD MARTIN, TIMOTHY MCGETTIGAN. (All except *ex officio* members or designees are appointed by governor.)

Statutory References: Sections 15.155 (4) and 560.17.

Agency Responsibility: The 9-member Rural Economic Development Board awards grants or loans to rural businesses with fewer than 50 employees to assist in starting or expanding their operations. The board includes 4 legislative members who represent the majority and minority parties in each house and must be from rural districts. The 3 members appointed by the governor serve 3-year terms. Each of them must have experience operating a business located in a rural municipality, and at least one must have operated a cooperative. The board was created by 1989 Wisconsin Act 31.

SMALL BUSINESS REGULATORY REVIEW BOARD

Members: PAT FARLEY (Department of Administration representative), DENNIS FAY (Department of Agriculture, Trade and Consumer Protection representative), DAVID K. STOREY (Department of Commerce representative), SUE REINARDY (Department of Health and Family Services representative), AL SHEA (Department of Natural Resources representative), CHRIS KLEIN (Department of Regulation and Licensing representative), LAURA ENGAN (Department of Revenue representative), HAL BERGAN (Department of Workforce Development representative), SENATOR BROWN (senate small business committee chairperson), REPRESENTATIVE HONADEL (assembly small business committee chairperson); JAMES BOHREN, RICHARD PETERSHACK, MINOO SELFODDINI, BERNARD ZIEGEWALD, 2 vacancies (appointed by governor).

Statutory References: Sections 15.07 (1)(b), 15.155 (5), 227.24 (3), and 227.30.

Agency Responsibility: The 16-member Small Business Regulatory Review Board may determine that a newly filed emergency rule would have a significant fiscal impact on small businesses, defined as ones that employ 25 or fewer full-time employees or have gross annual sales of less than \$5 million. The board may further determine whether the issuing agency has complied with statutory provisions that seek to reduce the impact of rules on small businesses and whether the data used to propose a rule is accurate. If the board finds an agency has not complied with the law, it may request compliance from that agency, and, in addition, suggest changes to the proposed rule. The board may also review state agency rules and guidelines to determine whether they place an unnecessary burden on small businesses. If the board determines a rule or guidelines does place an undue burden on small businesses, it submits a report and recommendations to the Joint Committee for Review of Administrative Rules.

The department secretaries appoint department representatives. The 6 members the governor appoints represent small business and serve 3-year terms. The senate majority leader and assembly speaker each appoint one chairperson from standing committees concerned with small business. The board was created by 2003 Wisconsin Act 145.



The increasing number of farmer's markets in Wisconsin offer greater opportunities for small-scale growers to market their products directly to consumers. (Department of Tourism)

Department of CORRECTIONS

Secretary of Corrections: MATTHEW J. FRANK, 240-5055, matthew.frank@

Deputy Secretary: RICK RAEMISCH, 240-5055, rick.raemisch@

Executive Assistant: JESSICA CLARK, 240-5055, jessica.clark@

Office of Legal Counsel: KEVIN POTTER, *chief*, 240-5035, kevin.potter@

Legislative Liaison: ROBERT MARGOLIES, 240-5056, robert.margolies@

Public Information Director: JOHN DIPKO, 240-5060, john.dipko@

Detention Facilities, Office of: MARTIN J. ORDINANS, *director*, 240-5052, martin.ordinans@;
Milwaukee: (414) 227-5199.

Victim Services, Office of: COLLEEN JO WINSTON, *director*, 240-5888, colleen.winston@

Mailing Address: P.O. Box 7925, Madison 53707-7925.

Location: 3099 East Washington Avenue, Madison 53704.

Telephone: 240-5000.

Fax: 240-3305.

Internet Address: <http://www.wi-doc.com>

Number of Employees: 10,419.33.

Total Budget 2003-05: \$1,950,361,500.

Statutory References: Section 15.14; Chapter 301.

Address e-mail by combining the user ID and the state extender: userid@doc.state.wi.us

Adult Institutions, Division of: STEVEN B. CASPERSON, *administrator*, 240-5100, steven.casperson@; DENISE SYMDON, *assistant administrator*, 240-5103, denise.symdon@; JOHN BETT, *assistant administrator*, 240-5102, john.bett@; Division Fax: 240-3310.

Correctional Enterprises, Bureau of: vacancy, *director*, 3099 East Washington Avenue, Madison 53704, 240-5200; Fax: 240-3320.

Health Services, Bureau of: JAMES GREER, *director*, 240-5122, james.greer@

Offender Classification and Movement, Bureau of: DICK VERHAGEN, *director*, 240-5810, dick.verhagen@

PRISONS

Maximum Security:

Columbia Correctional Institution: GREG GRAMS, *warden*, P.O. Box 950, Portage 53901-0950, (608) 742-9100; Fax: (608) 742-9111.

Dodge Correctional Institution: CATHY JESS, *warden*, P.O. Box 661, Waupun 53963-0661, (920) 324-5577; Fax: (920) 324-6354.

Green Bay Correctional Institution: WILLIAM POLLARD, *warden*, P.O. Box 19033, Green Bay 54307-9033, (920) 432-4877; Fax: (920) 432-5388.

Waupun Correctional Institution: PHIL KINGSTON, *warden*, P.O. Box 351, Waupun 53963-0351, (920) 324-5571; Fax: (920) 324-7250.

Wisconsin Secure Program Facility: RICHARD SCHNEITER, *warden*, P.O. Box 1000, Bosconobel 53805-1000, (608) 375-5656; Fax: (608) 375-5595.

Medium Security:

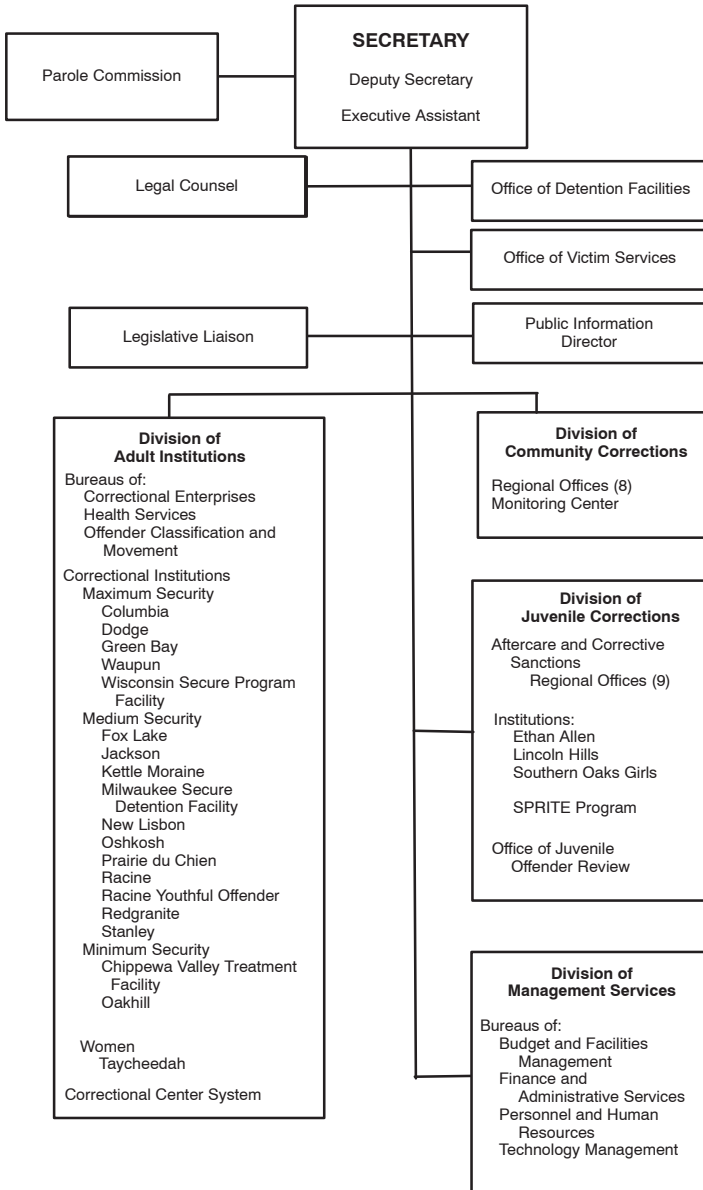
Fox Lake Correctional Institution: JODINE DEPPISCH, *warden*, P.O. Box 147, Fox Lake 53933-0147, (920) 928-3151; Fax: (920) 928-6929.

Jackson Correctional Institution: RANDY HEPPEL, *warden*, P.O. Box 232, Black River Falls 54615-0232, (715) 284-4550; Fax: (715) 284-7335.

Kettle Moraine Correctional Institution: LARRY JENKINS, *warden*, P.O. Box 31, Plymouth 53073-0031, (920) 526-3244; Fax: (920) 526-3989.

Milwaukee Secure Detention Facility: JOHN HUSZ, *superintendent*, 1015 North 10th Street, P.O. Box 05740, Milwaukee 53205-0740, (414) 212-3535; Fax: (414) 212-6811.

DEPARTMENT OF CORRECTIONS



New Lisbon Correctional Institution: CATHY FARREY, warden, 2000 Progress Road, New Lisbon 53950, (608) 562-6400.

Oshkosh Correctional Institution: JUDY SMITH, warden, P.O. Box 3530, Oshkosh 54903-3530, (920) 231-4010; Fax: (920) 236-2615/2626.

Prairie du Chien Correctional Facility: RICHARD SCHNEITER, superintendent, P.O. Box 9900, Prairie du Chien 53821-9900, (608) 326-7828; Fax: (608) 326-7736.

Racine Correctional Institution: QUALA CHAMPAGNE, warden, 2019 Wisconsin Street, Sturtevant 53177, (262) 886-3214; Fax: (262) 886-3514.

Racine Youthful Offender Correctional Institution: DAN A. BUCHLER, warden, P.O. Box 2200, Racine 53401-2200, (262) 638-1999; Fax: (262) 638-1777.

Redgranite Correctional Institution: JEFFREY ENDICOTT, warden, 1006 County Road EE, Redgranite 54970, (920) 566-2600; Fax: (920) 566-2610.

Stanley Correctional Institution: DAN BENIK, warden, 100 Corrections Drive, Stanley 54768-6500, (715) 644-2960; Fax: (715) 644-2966.

Minimum Security:

Chippewa Valley Correctional Treatment Facility: DAN BENIK, warden, East Park Avenue, Chippewa Falls 54729, (715) 720-2850; Fax: (715) 644-2966.

Oakhill Correctional Institution: DEIRDRE MORGAN, warden, P.O. Box 938, Oregon 53575-0938, (608) 835-3101; Fax: (608) 835-9196.

Women:

Taycheedah Correctional Institution: ANA BOATWRIGHT, warden, 751 County Road K, Fond du Lac 54935-2946, (920) 929-3800; Fax: (920) 929-2946.

CENTER SYSTEM

MICKEY THOMPSON, warden, *Wisconsin Correctional Center System*, 5140 Highway M, P.O. Box 25, Oregon 53575-0025, (608) 835-5711; Fax: (608) 835-3175.

Black River Correctional Center: TIM NELSON, superintendent, W6898 East Staffon Road, Route #5, P.O. Box 433 C, Black River Falls 54615-0433, (715) 333-5681; Fax: (715) 333-2708.

John C. Burke Correctional Center: SUSAN ROSS, superintendent, 900 South Madison Street, P.O. Box 900, Waupun 53963-0900, (920) 324-3460; Fax: (920) 324-4575.

Felmers Chaney Correctional Center: TOM VANDEN BOOM, superintendent, 2825 North 30th Street, Milwaukee 53210, (414) 874-1600; Fax: (414) 874-1695.

Drug Abuse Correctional Center: SHERYL L. GRAEBER, superintendent, Kempster Hall/ Winnebago Mental Health Institute, 1305 North Drive, P.O. Box 36, Winnebago 54985-0036, (920) 236-2700; Fax: (920) 426-5601.

Robert E. Ellsworth Correctional Center: LARRY MAHONEY, superintendent, 21425-A Spring Street, Union Grove 53182-9408, (262) 878-6000; Fax: (262) 878-6015.

Flambeau Correctional Center: JOHN CLARK, superintendent, N671 County Road M, Hawkins 54530-9400, (715) 585-6394; Fax: (715) 585-6563.

Gordon Correctional Center: JOHN CLARK, superintendent, 10401 East County Road G, Gordon 54838, (715) 376-2680; Fax: (715) 376-4361.

Kenosha Correctional Center: DAVE ANDRASKA, superintendent, 6353 14th Avenue, Kenosha 53143, (262) 653-7099; Fax: (262) 653-7241.

McNaughton Correctional Center: DAVID BURTON, superintendent, 8500 Rainbow Road, Lake Tomahawk 54539-9558, (715) 277-2484; Fax: (715) 277-2293.

Milwaukee Women's Correctional Center: DIANE WILLIAMS, superintendent, 615 West Keefe Avenue, Milwaukee 53212, (414) 267-6101; Fax: (414) 267-6130.

Oregon Correctional Center: JANE DIER-ZIMMEL, superintendent, 5140 Highway M, P.O. Box 25, Oregon 53575-0025, (608) 835-3233; Fax: (608) 835-3175.

Sanger B. Powers Correctional Center: JAMES NAGLE, superintendent, N8375 County Line Road, Oneida 54155-9300, (920) 869-1095; Fax: (920) 869-2650.

St. Croix Correctional Center: JO SKALSKI, *superintendent*, 1859 North 4th Street, P.O. Box 36, New Richmond 54017-0036, (715) 246-6971; Fax: (715) 246-3680.

Marshall E. Sherrer Correctional Center: TOM VANDEN BOOM, *superintendent*, 1318 North 14th Street, Milwaukee 53205-2596, (414) 343-5000; Fax: (414) 343-5039.

Thompson Correctional Center: JANE DIER-ZIMMEL, *superintendent*, 434 State Farm Road, Deerfield 53531-9562, (608) 423-3415; Fax: (608) 423-9852.

Winnebago Correctional Center: JAMES NAGLE, *superintendent*, 4300 Sherman Road, P.O. Box 128, Winnebago 54985-0128, (920) 424-0402; Fax: (920) 424-0430.

Community Corrections, Division of: vacancy, *administrator*; 240-5300; WILLIAM J. GROSSHANS, *assistant administrator, business and records*; Fax: 240-3330.

Region 1: ART THURMER, *chief*, 2445 Darwin Road, Suite 102, Madison 53704, 246-1960; Fax: 246-1900.

Region 2: TERI LEE DANNER, *chief*, 9531 Rayne Road, Suite 11, Sturtevant 53177-1833, (262) 884-3780; Fax: (262) 884-3799.

Region 3: JAN CUMMINGS, *chief*, 819 North 6th Street, Room 121, Milwaukee 53203-1675, (414) 227-4195; Fax: (414) 227-5043.

Region 4: JAMES MILLER, *chief*, 1360 American Drive, Neenah 54956, (920) 751-4623; Fax: (920) 751-4601.

Region 5: LARRY LIEGEL, *chief*, 718 West Clairemont Avenue, P.O. Box 780, Eau Claire 54701-6143, (715) 836-5508; Fax: (715) 836-2331.

Region 6: ROBERT GRUSNICK, *chief*, 56-A South Brown Street, P.O. Box 497, Rhinelander 54501-0497, (715) 365-2587; Fax: (715) 369-5255.

Region 7: SALLY TESS, *chief*, 141 Northwest Barstow Street, Room 129, Waukesha 53188-3756, (262) 521-5157; Fax: (262) 548-8697.

Region 8: BARBARA SUTTON, *chief*, 427 East Tower Drive, Wautoma 54982-5589, (920) 787-5555; Fax: (920) 787-5589.

Monitoring Center: DOUGLAS MILSAP, *director*, 5706 Odana Road, Madison 53719, 273-5767, douglas.milsap@

Juvenile Corrections, Division of: CHARLES A. TUBBS, *administrator*; 240-5901, charles.tubbs@; SILVIA R. JACKSON, *assistant administrator*; 240-5902, silvia.jackson@; P.O. Box 8930, Madison 53708-8930; Division Fax: 240-3370.

Aftercare and Corrective Sanctions:

Eau Claire: 718 West Clairemont Avenue, Room 140, Eau Claire 54701-6143, (715) 836-6683.

Green Bay: 200 North Jefferson Street, Suite 134, Green Bay 54301, (920) 448-6548.

Madison: 2909 Landmark Place, Suite 104, Madison 53713, 288-3350.

Milwaukee: 4200 North Holton Street, Suite 120, Milwaukee 53212, (414) 229-0701.

Neenah: 1356 American Drive, Neenah 54956, (920) 729-3900.

Schofield: 1699 Schofield Avenue, Suite 120, Schofield 54476-1021, (715) 241-8890.

Spooner: 802 Northland Drive, Spooner 54801, (715) 635-5902.

Sturtevant: 9531 Rayne Road, Suite 3, Sturtevant 53177-1833, (262) 884-3748.

Wisconsin Rapids: 131 24th Street South, Wisconsin Rapids 54494-6281, (715) 422-5279.

Institutions:

Ethan Allen School: KYLE K. DAVIDSON, *superintendent*, P.O. Box 900, Wales 53183-0900, (262) 646-3341; Fax: (262) 646-3761, kyle.davidson@

Lincoln Hills School: PAUL J. WESTERHAUS, *superintendent*, W4380 Copper Lake Road, Irma 54442-9720, (715) 536-8386; Fax (715) 536-8236, paul.westerhaus@

Southern Oaks Girls School: PATRICIA J. OGREN, *superintendent*, 21425B Spring Street, Union Grove 53182-9707, (262) 878-6500; Fax: (262) 878-6520, patricia.ogren@

SPRITE Program: MICHAEL KASS, *program director*, 2909 Landmark Place, Suite 104, Madison 53713, 288-3356; Fax: 288-3378, michael.kass@

Juvenile Offender Review, Office of: JUDITH L. HEINE, *director*, 240-5918; Fax: 240-3370, judith.heine@

Management Services, Division of: EARL FISCHER, *administrator*, 240-5400, earl.fischer@; Division Fax: 240-3340.

Budget and Facilities Management, Bureau of: ROBERT NIKOLAY, *director*, 240-5405, robert.nikolay@

Finance and Administrative Services, Bureau of: JERRY SALVO, *director*, 240-5420, jerry.salvo@

Personnel and Human Resources, Bureau of: JEAN NICHOLS, *director*, 240-5496, jean.nichols@

Technology Management, Bureau of: vacancy, *director*, 240-5646.

Agency Responsibility: The Department of Corrections administers Wisconsin's state prisons, community correctional centers, and juvenile corrections programs. It supervises the custody and discipline of all prisoners in order to protect the public and seeks to rehabilitate offenders and reintegrate them into society. The department currently operates 19 correctional facilities and 16 community correctional centers for adults, and 3 facilities for juveniles. It also supervises prisoners on probation and parole; monitors compliance with deferred prosecution programs; and may make recommendations for pardons or commutations of sentence when requested by the governor. The department maintains a register of sex offenders who are required to report by law.

Organization: The department is administered by a secretary who is appointed by the governor with the advice and consent of the senate. The secretary appoints the division administrators from outside the classified service.

Unit Functions: The *Office of Detention Facilities*, in the office of the secretary, is responsible for the inspection and evaluation of all local detention facilities, including jails, houses of correction, secure juvenile detention centers, and municipal lockups. It provides technical assistance and training on various detention issues.

The *Division of Adult Institutions* supervises adult inmates in a variety of correctional settings. It assigns inmates to one of 6 security classifications, based on their records, backgrounds, and the risk they may pose to the public, correctional officers, and other inmates.

Security classifications include 2 levels each of maximum, medium, and minimum security. These levels determine how closely inmates are guarded, how restricted their movements are within the institution, and the programs in which they may participate. Although prisons are classified by the highest level of security for which the facility is built and administered, an individual facility may contain several security levels.

The prison program is designed to offer offenders opportunities to develop skills necessary to lead law-abiding lives upon release. Services include evaluation of an offender's background and needs and the provision of programs to meet those needs. Programs include academic and vocational education, alcohol and other drug abuse treatment, other clinical treatment, work, and religious observance. The division offers job training for inmates through Badger State Industries, which produces various items, including furniture, textiles and linens, license plates, and signs, and performs such services as printing and data entry.

The division also administers 16 minimum security correctional centers across the state. Center staff work closely with probation and parole agents to assist the transition of inmates back into the community. Center programming includes basic education, alcohol and drug counseling, work experience, and work release. The division operates the Milwaukee Secure Detention Facility, which confines offenders who have violated conditions of community supervision as well as those participating in alcohol and other drug abuse inpatient programs.

The *Division of Community Corrections* supervises persons released on parole or sentenced to probation or extended supervision. The supervision is community-based to strengthen family and community ties, encourage lawful behavior, and provide local treatment programs. Probation and parole agents hold offenders accountable for their behavior, provide direct services, and refer their

clients to community service agencies. They also provide investigative services to the courts, the Division of Adult Institutions, and the Parole Commission to aid in sentencing, institutional programming, and parole planning. Under limited circumstances, agents supervise juveniles released to aftercare programs and persons conditionally released from mental health facilities.

The *Division of Juvenile Corrections*, created in Section 301.025, Wisconsin Statutes, by 1995 Wisconsin Act 27, administers programs to treat and rehabilitate delinquent youth and protect the public. It operates the state's juvenile corrections institutions and community corrections programs. Through its Juvenile Offender Review Program, the division determines whether offenders in the institutions are eligible for release, oversees the aftercare services of those who are released, and selects the participants for intensive surveillance under the Corrective Sanctions Program. The division also administers the Community Youth and Family Aids Program, which offers financial incentives to counties to divert juveniles from state institutions and into less restrictive community rehabilitation programs, and it awards grants to counties that participate in the Intensive Aftercare Program, which offers a wide range of social, educational, and employment assistance.

The *Division of Management Services* provides budgeting, data processing, personnel, and telecommunications services and oversees accounting, procurement, and facilities management.

History: In Chapter 288, Laws of 1851, the legislature established a commission to locate and supervise the building and administration of a state prison. The commissioners chose Waupun as the site, and the facility was opened in 1852. Waupun housed both male and female offenders until 1933 when the Wisconsin Prison for Women opened in Taycheedah.

From 1853 to 1874 an elected state prison commissioner ran the prison. Beginning in 1874, the governor appointed three state prison commissioners to hire a warden and direct state prison operation. In 1881, prisons and other public welfare functions were placed under the supervision of the State Board of Supervision of Wisconsin Charitable, Reformatory and Penal Institutions, subsequently renamed the State Board of Control of the Wisconsin Reformatory, Charitable and Penal Institutions in 1891. Both adult and juvenile facilities came under the board's control.

By 1939, the Division of Corrections within the newly created Department of Public Welfare had assumed supervision of prisons, juvenile institutions, and parole and probation. Under the 1967 executive branch reorganization, the division became part of the Department of Health and Social Services. The division was reorganized as a separate Department of Corrections in 1989 Wisconsin Act 31, but responsibility for juvenile offenders remained with the Department of Health and Social Services until 1995 Wisconsin Act 27 transferred juvenile corrections and related services to the Department of Corrections.

Waupun was the state's only prison until 1898, when the Wisconsin State Reformatory for prisoners from 16 to 30 years-of-age opened at Green Bay. The age limitation was repealed in 1966 and the facility was renamed the Green Bay Correctional Institution in 1978. A separate facility for women, the Industrial Home for Women, began operations in Taycheedah in 1921. The Wisconsin Prison for Women at Taycheedah opened in 1933. Fox Lake Correctional Institution opened in 1962. Further expansion of the state prison system occurred when Kettle Moraine Boys School was converted to an adult institution in 1975, followed by the conversion of Oregon School for Girls to a minimum security prison (Oakhill) in 1977. The Dodge Correctional Institution, which serves as reception and evaluation center for all adult male felons sentenced by Wisconsin courts, opened in 1978. Rapid growth of the prison population led to the opening of the Columbia and the Oshkosh Correctional Institutions in 1986, the Racine Correctional Institution in 1991, the Jackson Correctional Institution in 1996, a super maximum security prison, located in Boscobel, in 1999, the Redgranite Correctional Institution in 2001, the Stanley Correctional Institution in 2003, and the New Lisbon Correctional Institution in 2004. The department opened a minimum security facility to serve the needs of inmates with alcohol and other drug abuse problems in Chipewewa Falls in 2004.

While the capacity of Wisconsin prisons had grown considerably since 1986, the number of prisoners confined to adult institutions grew from just over 6,000 in 1989 to more than 15,000 in 1995. As a result, 1995 Wisconsin Act 344 authorized the department to contract with other states to house Wisconsin prisoners. 1997 Wisconsin Act 27 authorized housing state prisoners in private prisons in other states. By the end of 2002, out-of-state prisons housed more than 3,400 Wis-

consin inmates. Near the end of 2004, fewer than 300 inmates were located out-of-state, due to new institutions, an increased number of beds at existing prisons, expanded contracting with county sheriffs to house inmates in county jails, and expanded noninstitutionalization options created in 2003 Wisconsin Act 33.

Wisconsin's first juvenile institution for boys opened in 1860 at Waukesha and was replaced by Kettle Moraine at Plymouth in 1963. A second facility, Wisconsin School for Boys, which was subsequently renamed the Ethan Allen School, opened at Wales in 1959. Lincoln Hills School for Boys began operations in 1970. (It was opened to girls in 1976 and the school was renamed.) The first juvenile institution for girls was established in 1875 in Milwaukee as a private agency that received state aid. The Wisconsin School for Girls, later renamed the Oregon School for Girls, opened in 1931 and closed in 1976. Girls were then sent to Lincoln Hills. In response to concerns about overcrowding at Lincoln Hills and the need for treatment programs for girls, the legislature authorized a separate facility, which opened as Southern Oaks Girls School at Union Grove in 1994. Another juvenile facility was opened in Prairie du Chien in 1997, but it has been converted into a medium security adult prison.

Probation and parole were unknown in the early years of statehood. Criminal sentences were for definite periods of time and to be fully served. Until 1860, executive pardons were the only means for early release. Chapter 324, Laws of 1860, established early releases for good behavior, known as "good time". Calculations of good time ended with the adoption of mandatory release dates for crimes committed after May 31, 1984. Parole was first enacted in 1889, but was apparently invalidated by the Wisconsin Supreme Court. New parole provisions were enacted in 1897 for the Green Bay Reformatory and for the Waupun State Prison in Chapter 110, Laws of 1907. That law allowed the State Board of Control to parole prisoners with the governor's approval, but the approval requirement was removed in 1947. The State Board of Control was also given supervisory responsibility for prisoners placed on probation in 1909. Currently, the Parole Commission, created in 1989, has final authority in granting discretionary paroles. Under 1997 Wisconsin Act 283, a person who is convicted of a felony committed on or after December 31, 1999, and sentenced to prison must serve a specified time in prison followed by a specified period of "extended supervision" in the community. Persons given this "bifurcated sentence" are not eligible for parole.

Statutory Commission

Parole Commission: LENARD WELLS (appointed by governor with senate consent), *chairperson*;

JAYNE HACKBARTH, JAMES HART, M. JEANNE HUIBREGTSE, STEVEN LANDREMAN, FRANCES PAUL,

SHARON WILLIAMS, *vacancy* (appointed by chairperson from classified service).

Address: 3099 East Washington Avenue, P.O. Box 7960, Madison 53707-7960.

Telephone: 240-7280.

Fax: 240-7299.

E-mail Address: parole.commission@doc.state.wi.us

The 8-member Parole Commission is the final authority for granting discretionary paroles for prisoners who committed felonies before December 31, 1999. (Parole is not an option in the case of felonies committed on or after that date.) The commission conducts regularly scheduled interviews to consider the parole of inmates confined in a state correctional institution, a contracted facility, or a county house of corrections or inmates transferred to mental health institutions. The governor appoints the commission's chairperson for a 2-year term.

The commission's statutory predecessor, the Parole Board, was created by Chapter 221, Laws of 1979, to advise the secretary of health and social services, and its members were appointed by the secretary. The commission was created by 1989 Wisconsin Act 107. Its composition and duties are prescribed in Sections 15.145 (1) and 304.01 of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

INTERSTATE ADULT OFFENDER SUPERVISION BOARD

Members: WILLIAM RANKIN (compact administrator); TAMARA GRIGSBY (legislative branch representative); GREGORY J. POTTER (judicial branch representative); AMY KASPER (executive

branch representative); ANN GUSTAFSON (victims' group representative) (appointed by governor).

Statutory References: Sections 15.145 (3) and 304.16 (4).

Agency Responsibility: The 5-member Interstate Adult Offender Supervision Board officially appoints the Wisconsin representative to the national commission. The board advises the department on its participation in the compact and on the operation of the compact within this state. The representatives serve 4-year terms while the compact administrator serves at the pleasure of the governor.

PRISON INDUSTRIES BOARD

Members: DEBRA M. PICKETT, CAROL VOLLMER POPE, BILL G. SMITH (private business and industry representatives); LYLE A. BALISTRERI, J.C. HILL, JAMES E. MOORE (private labor organization representatives); COREY F. ODOM (Technical College System representative); MATTHEW J. FRANK (Department of Corrections representative); PATRICK FARLEY (Department of Administration representative). (All are appointed by governor.)

Statutory References: Sections 15.145 (2) and 303.015.

Agency Responsibility: The 9-member Prison Industries Board advises Prison Industries. It develops a plan for the manufacturing and marketing of prison industry products, the provision of prison industry services, and research and development activities. No prison industry may be established or permanently closed without board approval. The board reviews the department's budget request for Prison Industries and may make recommendations to the governor for changes. The board gives prior approval for Prison Industries purchases exceeding \$250,000. Members are appointed for 4-year terms. It was created by 1983 Wisconsin Act 27.

EDUCATIONAL COMMUNICATIONS BOARD

Board Members: ROLF WEGENKE (private schools representative), *chairperson*; ELIZABETH BURMASTER (superintendent of public instruction), *vice chairperson*; SENATORS COGGS, OLSEN; REPRESENTATIVES NISCHKE, SCHNEIDER; MARC MAROTTA (secretary of administration), KEVIN P. REILLY (president, UW System), DAN CLANCY (director, Technical College System), THOMAS J. BASTING, SR., EILEEN LITTIG (public members); DARYLANN WHITEMARSH (public schools representative), EILEEN CONNOLLY-KESSLER (appointed by UW System Board of Regents), BERNARD KUBALE (president, Wisconsin Public Radio Association), DIANE EVERSON (educational TV coverage area representative), DARNELL COLE (appointed by Technical College System Board). (Public members and representatives of public and private schools are appointed by governor.)

Executive Director: WENDY WINK, 264-9676, wwink@ecb.state.wi.us

Deputy Director: PHIL CORRIVEAU, 263-4199, corriveau@wpr.org

Education, Division of: JOHN ASHLEY, *administrator*, 264-9689, Fax: 264-9685, jashley@ecb.state.wi.us

Engineering Services, Division of: DENNIS BEHR, *administrator*, 264-9746, Fax: 264-9664, dbehr@ecb.state.wi.us

Public Radio, Division of: PHIL CORRIVEAU, *director*, 821 University Avenue, Madison 53706, 263-4199, Fax: 263-9763, corriveau@wpr.org

Public Television, Division of: MALCOLM BRETT, *director*, 821 University Avenue, Madison 53706, 263-9598, Fax: 263-9763, brett@wpt.org

Mailing Address: 3319 West Beltline Highway, Madison 53713-4296.

Telephone: (608) 264-9600.

Fax: (608) 264-9664.

Internet Address: <http://www.ecb.org>

Publications: Biennial report; Interconnect Newsletter; Parade of Programs (ITV schedule for elementary/secondary schools); Telink Newsletter; Television Program Guide; teachers' manuals and guides for instructional television programs.

Number of Employees: 71.00.

Total Budget 2003-05: \$32,432,700.

Statutory References: Section 15.57; Chapter 39, Subchapter I.

Agency Responsibility: The Educational Communications Board oversees statewide instructional telecommunications programming, a public broadcasting system, and public service media for the cultural and educational needs of the state's citizens. The board plans, constructs, and operates the state's public radio and television networks, and it is the licensee for the state's 16 public radio stations and 5 public television stations. The board operates the Emergency Weather System and the Amber Alert System. The board shares responsibility for public broadcasting with the University of Wisconsin Board of Regents. Programming is produced through UW facilities or acquired from national, regional, state, and local sources. The board also is affiliated with public television stations licensed to Milwaukee Area Technical College, television station WSDE in Duluth, and several public radio stations.

Educational services include selection, acquisition or production, implementation, and evaluation of instructional programming and accompanying multimedia materials (CD-ROMs, manuals, and software) in cooperation with teachers in public and private schools, the Cooperative Educational Service Agencies, the Department of Public Instruction, the Technical College System, and the UW System. The board administers a telecommunication operations center, satellite facilities, and an instructional television fixed service system (ITFS).

Organization: The board includes 16 members. Those appointed by the governor, the UW Board of Regents, and the Technical College System Board serve 4-year terms. Legislative members must represent the majority and minority party in each house. The board appoints an executive director from outside the classified service. Division administrators are appointed by the executive director and may be from outside the classified service.

Unit Functions: The *Division of Education* provides public service media, instructional television and multimedia programming along with field services, online assistance, and other instructional services for public and private PK-12 schools and higher education. It offers professional development opportunities for professional educators through the use of distance learning technologies.

The *Division of Engineering Services* develops, operates, and maintains the statewide telecommunication systems used to receive and deliver instructional, educational, and cultural programming. It coordinates broadcasting from the Emergency Alert System, the National Weather Service, and the Amber Alert System.

The *Division of Public Radio* operates the statewide Wisconsin Public Radio service in partnership with UW-Extension. Wisconsin Public Radio service includes two networks: 1) National Public Radio News Network and 2) Classical Music Network and the Wisconsin Ideas Network – both of which offer national, regional, and local programming.

The *Division of Public Television* operates the statewide Wisconsin Public Television service in partnership with UW-Extension. Daytime broadcast hours are devoted to children's and instructional programming and evening hours to cultural, informational, and entertainment programs. Wisconsin Public Television delivers national programming from the Public Broadcasting Service and produces programs on topics of regional and state interest.

History: Wisconsin's history in educational broadcasting dates back to the oldest public radio station in the nation. The University of Wisconsin's research in "wireless" communication led to the beginning of scheduled radio broadcasting in 1919 on Station 9XM, which was renamed WHA-AM in 1922. Wisconsin made a commitment to statewide educational broadcasting in 1945. Chapter 570, Laws of 1945, created the State Radio Council to plan, produce, and transmit educational, cultural, and service programs over a statewide FM radio network. Over the next two decades, the council constructed and activated 10 radio transmitters. In Chapter 360, Laws of 1953, the council also assumed responsibility for research in educational television.



Recognizing that good reading skills are key to academic success, Into the Book – a production of the Educational Communications Board – develops powerful comprehension strategies for students in kindergarten through third grade. The content of Into the Book is based on learning strategies developed in collaboration with Wisconsin educators. Video programs and interactive online activities designed for students, as well as lesson plans and professional development materials for teachers, combine to make learning to read a dynamic endeavor. (Jim Gill, Educational Communications Board)

The 1967 executive branch reorganization renamed the council the Educational Broadcasting Board, created the Educational Broadcasting Division under its supervision, and attached the board and the division to the Coordinating Council for Higher Education. The name was changed to the Educational Communications Board in Chapter 276, Laws of 1969. With the demise of the Coordinating Council, the Educational Communications Board became an independent agency in Chapter 100, Laws of 1971. In 1971, the board began to extend educational television to the entire state, and it had constructed 5 UHF television stations by 1977. Signal translator facilities erected in the 1980s extended service to areas of the state beyond the reach of regular transmitters. By 1994, the board completed construction of 17 instructional television fixed service systems, which are licensed with the Federal Communications Commission (FCC). Most recently, the Educational Communications Board has completed the statewide transition to digital broadcasting, in accordance with the FCC mandate to convert to the digital format.

ELECTIONS BOARD

Elections Board: DONALD R. GOLDBERG (designated by governor); DAVID ANSTAETT (designated by chief justice of supreme court); PATRICK J. HODAN (designated by assembly speaker); JOHN C. SCHOBBER (designated by senate majority leader); SHANE FALK (designated by senate minority leader); CARL HOLBORN (designated by assembly minority leader); ROBERT KASIETA (designated by chairperson Wisconsin Democratic Party); KIRBY BRANT (designated by chairperson Wisconsin Libertarian Party); JOHN P. SAVAGE (designated by chairperson Wisconsin Republican Party) (all appointed by governor).

Executive Director: KEVIN J. KENNEDY, 266-8087, kevin.kennedy@seb.state.wi.us

Legal Counsel: GEORGE A. DUNST, 266-0136, george.dunst@seb.state.wi.us

Statewide Voter Registration System Project Director: BARBARA A. HANSEN, 267-0714, barbara.hansen@seb.state.wi.us

Campaign Finance and Agency Operations Director: SHARRIE HAUGE, 266-0404, sharrie.hauge@seb.state.wi.us

Lead Elections Specialist: DIANE LOWE, 266-3276, diane.lowe@seb.state.wi.us

Lead Campaign Auditor: RICHARD BOHRINGER, 267-7735, richard.bohringer@seb.state.wi.us

Mailing Address: P.O. Box 2973, Madison 53701-2973.

Location: 17 West Main Street, Suite 310, Madison.

Telephones: General office: (608) 266-8005; Election services: 266-3276; Campaign finance services: 267-7735.

Internet Address: <http://elections.state.wi.us>

Fax: (608) 267-0500.

Publications: Absentee Voting in Wisconsin Nursing Homes; biennial report; calendar of election events; various guides and checklists for candidates, political committees, election officials, and clerks.

Number of Employees: 11.00.

Total Budget 2003-05: \$2,759,600.

Statutory References: Section 15.61; Chapters 5-12.

Agency Responsibility: The Elections Board administers the state's election and campaign laws, investigates alleged violations of those laws, and brings civil actions to collect forfeitures. It may subpoena alleged violators or their records and notify the district attorney or attorney general of any grounds for civil or criminal prosecution. The board also has compliance review authority over local election officials' actions relating to ballot preparation, candidate nomination, voter qualifications, and election administration. The board issues formal opinions upon request, promulgates administrative rules, and holds information and training meetings with local election officials to promote uniform election procedures. The board is responsible for the training and certification of all chief election inspectors in the state.

The board administers the campaign finance registration and reporting system, which limits and requires full disclosure of contributions and disbursements made on behalf of every candidate for public office. The statutes specify which candidates, individuals, political parties, and groups must register and file detailed financial statements. Registration and reporting are required for nonresident committees that make contributions and for all individuals who make independent disbursements. The board administers the electronic filing of campaign finance reports of all registrants that receive contributions in excess of \$20,000 in a campaign period for candidate committees or in excess of \$20,000 in a biennium for other registrants.

The board also administers the Wisconsin Election Campaign Fund, created by Chapter 107, Laws of 1977, to provide publicly funded grants to eligible candidates for statewide and legislative office. Candidates who apply for the grants must, with some exceptions, agree to abide by spending limits. Funding for the grants is provided from a \$1 checkoff on the state income tax form that does not affect the taxpayer's liability.

The board administers the federal Help America Vote Act of 2002 that establishes certain election requirements regarding the conduct of federal elections in the state. One of the requirements is to implement a computerized, centralized statewide voter registration system.

Organization: The governor appoints the Elections Board members to serve 2-year terms. The number of members may vary because, in addition to the 6 members designated by specified officials, it must include the chief officer of each political party whose candidate for governor received at least 10% of the vote in the most recent gubernatorial election. The board employs an executive director from outside the classified service to act as the chief election officer of the state. Administrative and support services are provided by the Department of Administration.

History: The Elections Board was created as an independent agency by Chapter 334, Laws of 1973. This law transferred administration of the state's election laws from the secretary of state to the board and created the campaign finance registration and reporting system.

Statutory Council

Election Administration Council: (appointed by the executive director of the Elections Board).

The Election Administration Council assists the Elections Board in preparing and revising as necessary a state plan that meets the requirements of Public Law 107-252, the federal "Help America Vote Act of 2002", which will enable participation by the state in federal financial assistance programs authorized under that law. The members of the council are appointed by the executive director of the Elections Board. The membership must include the clerk or executive director of the board of election commissioners of the two counties or municipalities having the largest population, one or more election officials of other counties or municipalities, representatives of organizations that advocate for the interests of the voting public, and other electors of Wisconsin. The council was created by 2003 Wisconsin Act 265, and its composition and duties are prescribed in Sections 5.05 (10) and 15.617 (1) of the statutes.

Department of EMPLOYEE TRUST FUNDS

Employee Trust Funds Board: MARILYN J. WIGDAHL (Wisconsin Retirement Board member), *chairperson*; WAYNE E. KOESSL (Wisconsin Retirement Board member), *vice chairperson*; ROBERT M. NIENDORF (Wisconsin Retirement Board member), *secretary*; GARY E. SHERMAN (governor's designee on Group Insurance Board); KAREN TIMBERLAKE (Director of the Office of State Employment Relations); IRENA MACEK, WAYNE D. McCAFFERY, NANCY L. THOMPSON (Teachers Retirement Board members); JOHN L. BROWN, RICK GALE (Wisconsin Retirement Board members); CYNTHIA A. VAN BOGAERT (appointed by governor to represent taxpayers), THERON FISHER (annuitant, elected by annuitants), KATHLEEN KREUL (Technical College or educational support personnel employee). (Board representatives are appointed by their respective boards; the technical college or public school educational support employee is elected by the constituency groups.)

Secretary of Employee Trust Funds: ERIC O. STANCHFIELD, 266-0301, eric.stanchfield@

Deputy Secretary: DAVID A. STELLA, 266-3641, dave.stella@

Executive Assistant: RHONDA L. DUNN, 266-9854, rhonda.dunn@

Internal Audit, Office of: ROBERT J. SCHAEFER, *director*, 266-3951, robert.schaefer@

Legislation, Communications and Planning, Office of: VICKI POOLE, *director*, 261-7940, vicki.poole@

Legal Services, Office of: ROBERT F. WEBER, *chief counsel*, 266-5804, rob.weber@

Information Technology, Division of: JOANNE CULLEN, *administrator*, 266-3960, joanne.cullen@

Insurance Services, Division of: THOMAS C. KORPADY, *administrator*, 266-0207, tom.korpady@

Management Services, Division of: PAMELA S. HENNING, *administrator*, 267-2929, pamelahenning@

Retirement Services, Division of: SARI KING, *administrator*, 266-0222, sari.king@

Trust Finance and Employer Services, Division of: JOHN VINCENT, administrator, 261-7942, john.vincent@

Address e-mail by combining the user ID and the state extender: userid@etf.state.wi.us

Mailing Address: P.O. Box 7931, Madison 53707-7931.

Location: 801 West Badger Road, Madison.

Milwaukee Branch Office: 819 North 6th Street, Room 550, Milwaukee 53203, (414) 227-4294.

Telephones: Member services: 266-3285 (Madison) or (877) 533-5020; Appointments (608) 266-5717; Telephone message center: (800) 991-5540; Self-service line: (877) 383-1888; TTY: 267-0676.

Internet Address: <http://etf.wi.gov> (includes e-mail inquiry form).

Publications: Comprehensive Annual Financial Report; *Employer Bulletin*; *It's Your Benefit*; *Trust Fund News*; and various employer manuals and employee brochures on the Wisconsin Retirement System, the group insurance plans, the deferred compensation program, and the employee reimbursement account program.

Number of Employees: 198.35.

Total Budget 2003-05: \$44,041,800.

Statutory References: Sections 15.16 and Chapter 40.

Agency Responsibility: The Department of Employee Trust Funds administers various employee benefit programs, including the retirement, group insurance, disability, and deferred compensation programs and employee reimbursement and commuter benefits accounts. It serves all state employees and teachers and most municipal employees.

Organization: The 13-member Employee Trust Funds Board provides direction and supervision to the department and the Wisconsin Retirement System (WRS). Board membership includes 2 *ex officio* members and 11 members who are appointed or elected for 4-year terms to represent employers, employees, taxpayers, and annuitants. The member appointed by the governor to represent taxpayers must have specific professional experience and cannot be a WRS participant. The board approves all administrative rules; authorizes payment of all retirement annuities, except those for disability; and hears appeals of benefit determinations. It appoints the secretary from outside the classified service, and the secretary selects the deputy from outside the service. Division and office heads are appointed from within the classified service by the secretary.

Unit Functions: The *Division of Information Technology* develops and implements the department's information technology systems, coordinates technological resources, and provides technical services to the department.

The *Division of Insurance Services* is responsible for policy development and implementation of health, life, disability, and long-term care insurance; accumulated sick leave conversion credit; employee reimbursement and commuter benefits accounts; and the Private Employer Health Care Purchasing Alliance.

The *Division of Management Services* provides support services for human resources, payroll, facility management, capital budget and inventory, records management, document design, mail and supplies, word processing, library, and telecommunications. It also oversees quality assurance functions and provides ombudsperson services for members' complaints.

The *Division of Retirement Services* develops and implements retirement policies and services for the members of the retirement system, including calculation and payment of retirement and related benefits. The division monitors and interprets related state and federal legislation.

The *Division of Trust Finance and Employer Services* develops and implements the necessary policies, training, and support for employers participating in the benefit programs. It collects and reconciles data on all active members of the retirement system and provides annual statements to those who are not receiving benefits.

History: The 1891 Legislature initiated pension coverage for local government employees when it required Milwaukee to create a pension fund for retired and disabled police and fire fight-

ers in Chapter 287. Sixteen years later, the legislature extended pension coverage to protective service employees of smaller cities through Chapter 671, Laws of 1907. The 1909 Legislature authorized a pension system for City of Milwaukee teachers in Chapter 510; and Chapter 323, Laws of 1911, created a retirement system for those school districts throughout the rest of the state that wished to enroll their teachers. With enactment of Chapter 459, Laws of 1921, Wisconsin established a mandatory, joint contributory, statewide teachers' pension system, covering virtually all teachers in public schools (outside of Milwaukee), normal schools, and the University of Wisconsin.

The legislature first provided retirement plans for general municipal employees outside of Milwaukee in Chapter 175, Laws of 1943. In the same session, a retirement system was created for general employees by Chapter 176, Laws of 1943. Local fire and police pension funds were closed to new members by Chapter 206, Laws of 1947, and these employees have since been covered with the general employees. Chapter 60, Laws of 1951, created the Public Employees Social Security Fund, making Wisconsin the first state in the nation to permit some state and local government employees to be covered by Social Security.

Chapter 211, Laws of 1959, created group life and group health insurance programs for state employees, a group life insurance program for municipal employees, and the Group Insurance Board to monitor the administration of the programs. The 1967 executive branch reorganization created the Department of Employee Trust Funds to administer the various retirement funds, and the Group Insurance Board was attached to it.

Chapter 280, Laws of 1975, initiated the merger of the existing, separate retirement funds that covered all publicly employed teachers in the state and all state and local public employees, except employees of the City of Milwaukee and Milwaukee County who have their own systems. The legislature transferred local police and fire pension funds to the overall general employee system in Chapter 182, Laws of 1977. The implementation of the merged Wisconsin Retirement System was completed, effective January 1, 1982, by Chapter 96, Laws of 1981.

Statutory Boards

Deferred Compensation Board: MARTIN BEIL, MICHAEL DRURY, EDWARD D. MAIN, JOHN F. NELSON, JON TRAVER (appointed by governor with senate consent).

The 5-member Deferred Compensation Board establishes rules for offering deferred compensation plans to state and local employees and contracts with deferred compensation plan providers. Its members are appointed for 4-year terms. The board was created by 1989 Wisconsin Act 31, and its composition and duties are prescribed in Sections 15.165 (4) and 40.80 of the statutes.

Group Insurance Board: STEPHEN FRANKEL (public member), *chairperson*; RANDY A. BLUMER (designated by commissioner of insurance), *vice chairperson*; vacancy (designated by governor); ROBERT BAIRD (WRS-insured local government participant); JANE HAMBLEN (designated by attorney general); DAVID SCHMIEDICKE (designated by secretary of administration); KAREN TIMBERLAKE (Director of the Office of State Employment Relations); MARTIN BEIL (WRS-insured nonteacher participant); ESTHER M. OLSON (WRS-insured teacher participant); JANIS DOLESCHAL (retired WRS-insured participant). (All except *ex officio* members are appointed by governor.)

The 10-member Group Insurance Board oversees the group health, life, income continuation, and other insurance programs offered to state employees, covered local employees, and retirees. The board's 5 appointed members serve 2-year terms. The board was created by Chapter 211, Laws of 1959, and its composition and duties are prescribed in Sections 15.165 (2) and 40.03 (6) of the statutes.

Private Employer Health Care Coverage Board: TIM SIZE (hospitals), JAMES KROGSTAD (insurance agents), vacancy (health maintenance organizations); GINA ERICKSON, vacancy (employees eligible to receive coverage from an employer who employs 50 employees or less); DEWAYNE G. BIERMAN (insurers); JAMES JANES, CHRISTOPHER QUERAM (eligible employer who employs 50 employees or less); vacancy (physician); GARY MEIER, vacancy (representing the public interest) (all appointed by governor with senate consent). *Nonvoting members:* ERIC O.

STANCHFIELD (secretary of employee trust funds); HELENE NELSON (secretary of health and family services).

Mailing Address: P.O. 7931, Madison 53707-7931.

Telephone: 261-0731.

Fax: 261-0142.

Statutory References: 15.07 (1) (b) 22. and 15.165 (5).

Agency Responsibility: The 13-member Private Employer Health Care Coverage Board was created by 1999 Wisconsin Act 9 to oversee the Private Employer Health Care Purchasing Alliance Program. Appointed members serve 3-year terms. The board sets the criteria for administrative contracts of the program's health care coverage plans, establishes enrollment periods, and sets the commission rates that may be paid to insurance agents selling coverage. The board must submit a report no later than January 1, 2008, recommending whether the Department of Employee Trust Funds should continue its involvement with the program. The board is scheduled to sunset on January 1, 2010.

Teachers Retirement Board: ROBERTA RASMUS (school board member appointed by governor), SUZANNE M. DOEMEL, WAYNE D. MCCAFFERY, DENNIS PANICUCCI, JAMES R. TRIPP, DAVID WILTGEN, vacancy (public school teachers); R. THOMAS PEDERSEN (technical college teacher); DAN NERAD (public school administrator appointed by governor); THEODORE BRATANOW, ROBERT SHAW (UW System representatives appointed by governor); LON L. MISHLER (teacher annuitant); IRENA MACEK (Milwaukee teacher). (Members not appointed by governor are elected by their constituent groups.)

The 13-member Teachers Retirement Board advises the Employee Trust Funds Board about retirement matters related to teachers, recommends and approves or rejects administrative rules, authorizes payment of disability annuities for teachers, and hears appeals of staff determinations of disability. Board members serve staggered 5-year terms; the 2 UW System representatives may not be from the same campus. The board was created by Chapter 204, Laws of 1953, and its composition and duties are prescribed in Sections 15.165 (3) (a) and 40.03 (7) of the statutes.

Wisconsin Retirement Board: MARILYN J. WIGDAHL (participating state employee), NANETTE R. KOTTKE (county clerk or deputy), DENNIS R. MCBRIDE (nonparticipant representing taxpayers), JOHN DAVID (city or village chief executive or governing board member); HERBERT STINSKI (participating city or village finance officer); RICK GALE (participating city or village employee); WAYNE E. KOESSL (county or town governing body member); MARY VON RUDEN (participating employee of local employer other than city or village); JORGE GOMEZ (commissioner of insurance). (All, except insurance commissioner or designee, are appointed by governor.)

The 9-member Wisconsin Retirement Board advises the Employee Trust Funds Board about retirement matters related to state and local general and protective employees and performs the same functions for these employees as the Teachers Retirement Board does for teachers. The board's appointed members serve staggered 5-year terms, and the municipal official and county board member are nominated by their respective statewide associations. The board was created by Chapter 96, Laws of 1981, and its composition and duties are prescribed in Sections 15.165 (3) (b) and 40.03 (8) of the statutes.

EMPLOYMENT RELATIONS COMMISSION

Commissioners: JUDITH M. NEUMANN, *chairperson*, 266-0166, judy.neumann@; PAUL GORDON, paul.gordon@; SUSAN J.M. BAUMAN, susan.bauman@ (appointed by governor with senate consent).

General Counsel: PETER G. DAVIS, 266-2993, peter.davis@

Team Leaders: MARSHALL L. GRATZ, (414) 963-4695, marshall.gratz@; WILLIAM C. HOULIHAN, 266-0147, william.houlihan@; GEORGANN KRAMER, 266-9287, georgann.kramer@

Mailing Address: P.O. Box 7870, Madison 53707-7870.

Location: 18 South Thornton Avenue, Madison.

Telephone: (608) 266-1381.

Fax: (608) 266-6930.

Agency E-mail Address: werc@werc.state.wi.us

Internet Address: <http://werc.wi.gov>

Address e-mail by combining the user ID and the agency extender: userid@werc.state.wi.us

Publications: Biennial reports; complaint procedures manual; agency decisions.

Number of Employees: 23.50.

Total Budget 2003-05: \$5,245,400.

Statutory References: Sections 15.58, 230.44, and 230.45; Chapter 111.

Agency Responsibility: The Employment Relations Commission promotes collective bargaining and peaceful labor relations in the private and public sectors. It processes various types of labor relations cases, including elections, bargaining unit clarifications, union security referenda, mediations, interest arbitrations, grievance arbitrations, prohibited or unfair labor practices, and declaratory rulings. The commission also issues decisions arising from state employee civil service appeals, including appeals relating to certain classification, examination, and appointment issues, disciplinary actions, hazardous employment injury benefits, and noncontractual grievances. The commission's decisions are subject to review in state court. In addition to mediating labor disputes, the commission provides training and assistance to parties interested in labor/management cooperation and a consensus approach to resolving labor relations issues.

Organization: The 3 full-time commissioners are chosen for staggered 6-year terms, and the governor designates one commissioner to serve as chairperson for a 2-year term. The chairperson functions as the agency administrator and is assisted by supervisors who head teams of attorney/mediators and their support staff. The general counsel reviews all complaint appeals and declaratory ruling records; prepares draft decisions for commission consideration; and serves as liaison to the legislature and to the attorney general, who represents the commission in court.

History: Chapter 51, Laws of 1937, created the Wisconsin Labor Relations Board as an independent agency in the executive branch. Chapter 57, Laws of 1939, replaced the board with the Employment Relations Board and amended state laws governing labor relations. The 1967 Legislature renamed the board the Employment Relations Commission and continued it as an independent agency.

Over the years, the legislature has expanded the rights of public employees and the duties of the commission in the area of public employment labor relations. Chapter 509, Laws of 1959, authorized municipal employees to organize and be represented by labor organizations in negotiating wages, hours, and conditions of employment. Chapter 124, Laws of 1971, gave municipal employees the right to bargain collectively and made a municipal employer's refusal to bargain a prohibited practice. Chapters 246 and 247, Laws of 1971, established compulsory interest arbitration for police and firefighters in Milwaukee and other municipalities. Chapter 270, Laws of 1971, gave state employees the right to bargain collectively. 2003 Wisconsin Act 33 abolished the Personnel Commission and transferred to the Employment Relations Commission responsibility for various appeals related to state employment.

ETHICS BOARD

Members: JAMES R. MORGAN, *chairperson*; PAUL M. HOLZEM, *vice chairperson*; DAVID L. McROBERTS, *secretary*; COURTNEY L. HUNT, DOROTHY JOHNSON, RICHARD WARCH (appointed by governor with senate consent).

Executive Director: R. ROTH JUDD.

Mailing Address: 44 East Mifflin Street, Suite 601, Madison 53703.

Telephone: (608) 266-8123.

Fax: (608) 264-9319.

Internet Address: <http://ethics.state.wi.us>

Agency E-mail: ethics@ethics.state.wi.us

Publications: Annual Report; Digest of Opinions of the Ethics Board; guidelines on standards of conduct for state and local officials; informational guides on the lobby law; directories of licensed lobbyists and registered lobbying organizations.

Number of Employees: 5.75.

Total Budget 2003-05: \$1,219,600.

Statutory References: Sections 15.07 (1) (c) and 15.62; Chapter 13, Subchapter III; and Chapter 19, Subchapter III.

Agency Responsibility: The Ethics Board administers the Code of Ethics for State Public Officials and Wisconsin's lobbying law. The intent of the Ethics Code is to forbid a state official from using a public position to obtain anything of value for the personal benefit of the official, the official's family, or the official's private business. Wisconsin's lobbying law prohibits lobbyists and the organizations that employ them from furnishing anything of value to a state official or employee except in a limited number of well-defined circumstances. The Ethics Board renders advisory opinions to officials, local governments, and others asking about their own conduct; collects and makes available information about the financial interests of state officials, candidates, and nominees; and compiles and disseminates on its Web site information about organizations' efforts to influence legislation and administrative rules as well as the time and money spent by those organizations in lobbying activities. The Ethics Board also investigates and prosecutes violations of the Ethics Code and lobbying law.

Organization: The six board members serve staggered 6-year terms and must be U.S. citizens and state residents. While serving on the board and for one year prior to appointment, no member may be or have been a member of a political party or a partisan political organization or be or have been a candidate for partisan elective public office. No member may concurrently hold a local or state office or be employed by state or local government. The board appoints an executive director.

History: ETHICS REGULATION. Chapter 90, Laws of 1973, created the Ethics Board to administer the ethics code created by the act. Originally, the standards of conduct and reporting requirements in what is currently titled the "Code of Ethics Public Officials and Employees" applied only to key state officials in the executive and legislative branches. Chapters 223 and 277, Laws of 1977, extended the code's application to judges and many state employees. Chapter 277, a major revision of the ethics code, strengthened the required standards of conduct and required officials to report additional information about their personal financial interests. Chapter 120, Laws of 1979, enhanced the ability of local governments to enforce codes of conduct for local officials. The 1981 Legislature applied the ethics code to board members and key employees of what are currently termed technical college districts (Chapter 269) and employees of the Wisconsin Housing and Economic Development Authority (Chapter 349). The code was extended to municipal judges by 1983 Wisconsin Act 27. 1987 Wisconsin Act 365 applied the code to division administrators in the classified service, increased the penalties for code violations, and lessened the standard of proof in enforcement actions from "beyond a reasonable doubt" to "clear and convincing evidence." 1991 Wisconsin Act 39 created an ethics code applicable to local public officials of counties, cities, villages, towns, school boards, and other governmental units, with enforcement authority vested in the district attorney of each county.

LOBBYING REGULATION. Lobbying in Wisconsin has been a regulated activity since Chapter 145, Laws of 1858, prohibited giving or accepting compensation for employment as a

lobbyist contingent on the success or failure of legislation and required all lobbyists to identify themselves and their employers to legislators. Chapter 243, Laws of 1899, established a lobbying registry to further identify the subjects of lobbying efforts and regularly report lobbying expenses. Chapter 247, Laws of 1905, prohibited personal, direct attempts by paid lobbyists to influence legislators, other than through appearing at committee meetings, public addresses, or broadly disseminated writings. These prohibitions continued until 1947. Chapter 609, Laws of 1947, required lobbyists to obtain licenses and prohibited attempting to influence votes by promises of support or opposition at future elections or engaging in any practice which might reflect discredit on the practice of lobbying or the legislature. Registration, licensing, reporting, and lobbying practice regulations were further revised by Chapter 659, Laws of 1965 and Chapter 278, Laws of 1977, which also made the Secretary of State responsible for enforcement of lobbying law. 1989 Wisconsin Act 338 transferred regulation of the lobbying law to the Ethics Board. Act 338 also broadened the definition of lobbying activity and expanded expenditure reporting requirements.

1997 Wisconsin Act 186 deleted the requirement that a lobbying principal (a person or organization employing a lobbyist) report semiannually to the Ethics Board the subject matter and specific issues addressed in each legislative proposal or administrative rule on which the principal has attempted to influence legislative or administrative action. Instead, Act 186 substitutes the requirement for a principal to identify to the board the bills and proposed rules on which they have made a lobbying communication within 15 days of the first communication. The act also established reporting requirements regarding the time and expenses associated with certain lobbying activities. 1999 Wisconsin Act 9 extended these reporting requirements to subjects of lobbying not yet assigned a bill or rule number.

Department of FINANCIAL INSTITUTIONS

Secretary of Financial Institutions: LORRIE KEATING HEINEMANN, 264-7800, Fax: 261-4334.

Deputy Secretary: JOHN COLLINS, 264-7800.

Executive Assistant: KATHRYN B. CARLSON, 267-1719, kathryn.carlson@

Financial Literacy, Office of: DAVID D. MANCL, *director*, 261-9540, david.mancl@; P.O. Box 8041, Madison 53708-8041; Fax: 264-7968.

Consumer Affairs, Office of: PAUL EGIDE, *director*, 267-3518, paul.egide@; Consumer Act inquiries: 264-7969, (800) 452-3328 in Wisconsin, P.O. Box 8041, Madison 53708-8041.

General Counsel: CHRISTOPHER GREEN, 266-7968, chris.green@; Fax: 264-7818.

Mailing Address: P.O. Box 8861, Madison 53708-8861.

Location: 345 West Washington Avenue, 5th Floor, Madison.

Telephones: 261-9555; TDY: 266-8818.

Fax: 261-7200.

Internet Address: <http://www.wdfi.org>

Number of Employees: 134.00.

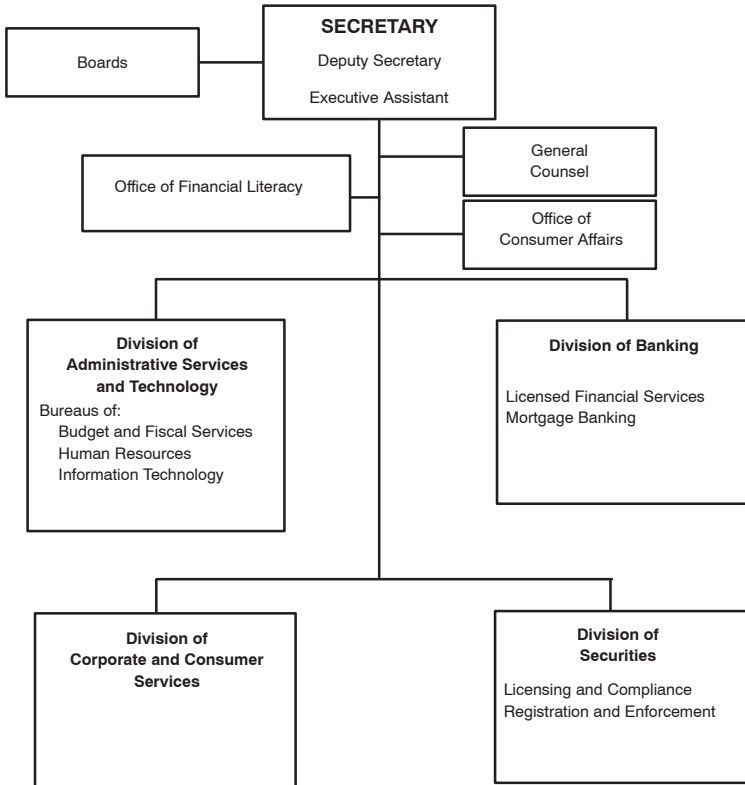
Total Budget 2003-05: \$26,991,000.

Statutory References: Sections 15.18 and 182.01; Chapters 224, Subchapter II, and 421-427.

Address e-mail by combining the user ID and the state extender: userid@dfi.state.wi.us
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Administrative Services and Technology, Division of: WILLIAM J. MORRISSEY, *administrator*, 267-1707, william.morrissey@; P.O. Box 7876, Madison 53707-7876; Division Fax: 261-7200.

DEPARTMENT OF FINANCIAL INSTITUTIONS



Unit attached for administrative purposes under Sec. 15.03: Office of Credit Unions

Budget and Fiscal Services, Bureau of: SUSAN J. DIETZEL, *director*, 267-0399, susan.dietzel@
Human Resources, Bureau of: LEE ISAACSON, *director*, 261-2303, lee.isaacson@
Information Technology, Bureau of: JOHN AMUNDSON, *director*, 267-1714, john.amundson@
Banking, Division of: MICHAEL MACH, *administrator*, 266-0451; P.O. Box 7876, Madison
 53707-7876; Division Fax: 267-6889.
Licensed Financial Service Bureau: JEAN PLALE, *director*, 266-0447, jean.plale@
Mortgage Banking Bureau: JEAN PLALE, *director*, 266-0447, jean.plale@
Corporate and Consumer Services, Division of: RAY ALLEN, *deputy administrator*, 264-7952,
 ray.allen@; P.O. Box 7846, Madison 53707-7846; Division Fax: 267-6813.
Securities, Division of: PATRICIA D. STRUCK, *administrator*, 266-3432, patricia.struck@; P.O. Box
 1768, Madison 53701-1768; Division Fax: 256-1259.
Legal Counsel: RANDALL E. SCHUMANN, 266-3414, randall.schumann@
Licensing and Compliance: KENNETH L. HOJNACKI, *director*, 266-7824, kenneth.hojnacki@
Registration and Enforcement: DAVID COHEN, *supervising attorney*, 266-2801,
 david.cohen@

Publications: Annual Report; Annual Report on Condition of Wisconsin Banks; Annual Report on Condition of Wisconsin Savings and Loan Associations and Savings Banks; Quarterly Report on Condition of Wisconsin Banks; Securities Bulletin; brochures and pamphlets on credit and consumer protection; industry bulletins, newsletters, and online forms.

Agency Responsibility: The Department of Financial Institutions regulates state-chartered banks, savings and loans associations, and savings banks, as well as various operations of the securities industry. It examines and files charters and other documents of businesses and organizations and registers and regulates the mortgage banking industry and other financial service providers. It oversees Uniform Commercial Code filings. It also administers the Wisconsin Consumer Act and registers merchants who extend credit. The department is self-supporting through program revenue derived from fees and assessments paid by regulated entities and individuals.

Organization: The department is administered by a secretary, who is appointed by the governor with the advice and consent of the senate. The secretary appoints the administrators for 3 of the 4 divisions from outside the classified service and the administrator of the Division of Administrative Services and Technology from the classified service.

Unit Functions: The *Office of Financial Literacy* in the office of the secretary provides information to the public on matters of personal finance and investor protection, with an emphasis on the financial and economic literacy of Wisconsin's youth.

The *Office of Consumer Affairs*, also in the office of the secretary, administers the Wisconsin Consumer Act, which resolves consumer complaints and advises consumers and lenders regarding their rights and responsibilities under consumer law.

The *Division of Administrative Services and Technology* provides support services to the department through its administration of the agency's budget, personnel, procurement, and information technology services.

The *Division of Banking*, created in Section 15.183 (1), Wisconsin Statutes, by 1995 Wisconsin Act 27, is advised by the Banking Review Board. It regulates and supervises state-chartered banks and consumer financial service industries under statutory Chapters 220 through 224. In addition to chartering and regularly examining state banks, the division licenses loan companies, mortgage bankers, mortgage brokers, loan originators, collection agencies, community currency exchanges, sales finance companies, adjustment service companies, sellers of checks, insurance premium finance companies, and credit services organizations. It also regulates auto dealers' installment sales contracts. The division investigates applications for expanded banking powers, new financial products, and interstate bank acquisitions and mergers. It may conduct joint examinations with Federal Reserve System examiners and with the Federal Deposit Insurance Corporation. With Banking Review Board approval, the administrator may establish uniform rules for savings programs and fiduciary operations.

The division supervises state-chartered savings and loan associations and savings banks and enforces the laws governing them under statutory Chapters 214 and 215 with the advice of the Savings Institutions Review Board. It works to resolve consumer complaints and reviews and approves applications for acquisitions, new branches and other offices, and the organization of mutual holding companies. It may rule on interstate mergers or acquisitions. It also conducts joint examinations of associations with the federal Office of Thrift Institutions and may examine savings banks with the Federal Deposit Insurance Corporation.

The *Division of Corporate and Consumer Services* is responsible for examining and filing business records for corporations and other organizations. It examines charters, documents that affect mergers, consolidations, and dissolutions, and reviews the annual reports of various businesses, including partnerships, corporations, limited liability companies, cooperatives, and foreign corporations. It also examines and files documents under the Uniform Commercial Code, including statements of business indebtedness, consignments, terminations, and financing statements and maintains the statewide Uniform Commercial Code lien system. The division prepares certified copies of the records in its custody and responds to inquiries about corporations and other business entities and organizations for which it has records.

The *Division of Securities*, created in Section 15.183 (3), Wisconsin Statutes, by 1995 Wisconsin Act 27, regulates the sale of investment securities and franchises under statutory Chapters 551, 552, and 553. It examines and registers the offerings and may bar them from registration in this



Department of Financial Institutions employee Charlotte Rucks helps a customer file a corporate annual report. The Department's Division of Corporate and Consumer Services reviews and maintains charters, annual reports, and other documents that are required to be submitted by various businesses including partnerships, corporations, limited liability companies, cooperatives, and foreign corporations. (Department of Financial Institutions)

state. The division licenses and monitors the activities of broker-dealers, securities agents, investment advisers, and investment adviser representatives. It conducts field audits and investigates complaints. When violations are detected, it initiates the appropriate administrative, injunctive, or criminal action. The division also regulates corporate takeovers.

History: The Department of Financial Institutions was created in 1995 Wisconsin Act 27. The act reorganized formerly independent offices of the commissioners of banking, savings and loan, and securities as divisions and transferred them to the department. In addition, Act 27 transferred the responsibility for business organization filings and the Uniform Commercial Code lien information filings to the department from the Office of the Secretary of State. The same act transferred the regulation of mortgage bankers and loan originators and solicitors to the department from the Department of Regulation and Licensing.

Banking. For the first five years of statehood, no regular commercial banks existed in Wisconsin. Prior to amendment in 1902, Article XI of the Wisconsin Constitution required that any banking law must be approved in a statewide referendum. Bank regulation began when the legislature created the Office of Bank Comptroller in Chapter 479, Laws of 1852, and the voters approved the law in 1853. That law allowed any group meeting state requirements to go into the banking business. It was designed primarily to regulate the issuance of bank notes. Bank supervision was transferred to the state treasurer in 1868 and remained with that office until 1903.

The 1902 constitutional amendment gave the legislature the power to enact general banking laws without a referendum. In Chapter 234, Laws of 1903, the legislature created the State Banking Department. The department also supervised savings and loan associations until 1947 and credit unions until 1972. Under the 1967 executive branch reorganization, the department continued as an independent agency and was renamed the Office of the Commissioner of Banking. 1995

Wisconsin Act 27 reorganized the agency as the Division of Banking and transferred it to the Department of Financial Institutions.

Savings Institutions. Attempts to register and examine savings and loan associations date back to the 1850s in Wisconsin, but there are no records of any associations incorporating under these laws. In 1876, the legislature passed Chapter 384 to require that savings banks and savings societies register with the county registers of deeds and the secretary of state. Voters approved the law in November 1876. Several associations incorporated shortly afterward. Beginning with Chapter 368, Laws of 1897, building and loan associations were regulated by the bank examiner in the state treasurer's office.

In 1903, responsibility for regulating savings and loan associations was transferred to the State Banking Department. Chapter 411, Laws of 1947, moved regulation from that department to the newly created Savings and Loan Association Department. The law also created the forerunner of the current Savings Institutions Review Board. In 1967, the executive branch reorganization act renamed the department the Office of the Commissioner of Savings and Loan. In 1991 Wisconsin Act 221, the office assumed responsibility for chartering, regulating, and examining savings banks. The same law created the Savings Bank Review Board. 1995 Wisconsin Act 27 reorganized the agency as the Division of Savings and Loan and transferred it to the Department of Financial Institutions. It was renamed the Division of Savings Institutions in 1999 and repealed in 2003 Wisconsin Act 33. Its duties were transferred to the Division of Banking.

Securities. Laws enacted by states to protect the public against securities fraud are commonly referred to as "blue sky" laws. (The term "blue sky" is believed to have originated when a judge ruled that a particular stock had about the same value as a patch of blue sky.) Wisconsin's first "blue sky" law was Chapter 756, Laws of 1913. This law was revised successively in 1919, 1933, 1941, and 1969. The current Wisconsin Uniform Securities Law was enacted as Chapter 71, Laws of 1969, and it is based upon the model Uniform Securities Act, which has been adopted in most states. From 1913 until 1939, the regulation of securities came under the jurisdiction first of the Railroad Commission (and its successor the Public Service Commission) and later the State Banking Department. The Department of Securities was created by Chapter 68, Laws of 1939, to regulate the sale of stocks, bonds, and other forms of business ownership or debt. It was renamed the Office of the Commissioner of Securities by Chapter 75, Laws of 1967. 1995 Wisconsin Act 27, reorganized the agency as the Division of Securities and transferred it to the Department of Financial Institutions.

Statutory Boards and Council

Banking Review Board: DOUGLAS L. FARMER, DEBRA R. LINS, CHRISTINE A. NEUMANN, THOMAS E. SPITZ, RALPH J. TENUTA (appointed by governor with senate consent).

The 5-member Banking Review Board advises the Division of Banking regarding the banking industry in Wisconsin and reviews the division's administrative actions. Members are appointed for staggered 5-year terms, and at least 3 of them must each have at least 5 years' banking experience. No member may act in any matter involving a bank of which the member is an officer, director, or stockholder or to which that person is indebted. The board was created by Chapter 10, Laws of Special Session 1931-32, under the State Banking Department (renamed the Office of the Commissioner of Banking in 1967), and transferred to the Department of Financial Institutions by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.185 (1) and 220.035 of the statutes.

Loan Originator Review Council: BRIAN FAUST, STEVE JACOBSON, RICHARD PARINS (loan originators); DIRK TODD (mortgage broker agent); MARIE JONES (mortgage banker agent); vacancy (loan solicitor) (all appointed by secretary of financial institutions); KATHRYN CARLSON (designated by secretary of financial institutions).

The 7-member Loan Originator Review Council approves examination standards in the law of mortgage banking and brokering proposed by the Division of Banking for applicants who either register or renew a certificate of registration as loan originators and loan solicitors. The council also approves the standards of curriculum for required course work taken by loan originators and loan solicitors that covers primary and subordinate mortgage finance transactions. The appointed members serve 4-year terms. The council was created in 2003 Wisconsin Act 260 and its com-

position and duties are prescribed in Sections 15.187 (1), 224.72 (3)(b), (7)(d), and 224.79 of the statutes.

Savings Institutions Review Board: PAUL C. ADAMSKI, GEORGE E. GARY, ROBERT W. HOLMES, JAMES OLSON, DOUGLAS J. TIMMERMAN (appointed by governor with senate consent).

The 5-member Savings Institutions Review Board advises the Division of Banking on matters impacting savings and loan associations and savings banks in Wisconsin. It reviews division orders and determinations, hears appeals on certain actions taken by the division, and may act on any matter submitted by the division. Members serve 5-year terms. At least 3 of them must each have a minimum of 5 years' experience in the savings and loan or savings bank business in this state. Chapter 441, Laws of 1974, created the board as the Savings and Loan Review Board in the Savings and Loan Association Department (renamed the Office of the Commissioner of Savings and Loan in 1967) and 1995 Wisconsin Act 27 transferred it to the Department of Financial Institutions. In 2003, Act 33 renamed the board and eliminated the Savings Bank Review Board. Its composition and duties are prescribed in Sections 15.185 (3) and 215.04 of the statutes.

INDEPENDENT UNIT ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

OFFICE OF CREDIT UNIONS

Director: SUZANNE COWAN, 267-2609, Fax: 267-0479.

Mailing Address: P.O. Box 14137, Madison 53708-0137.

Location: 345 West Washington Avenue, 3rd Floor, Madison.

Telephone: 261-9543.

Fax: 267-0479.

Internet Address: <http://www.wdfi.org>

Publications: Annual Report on Condition of Credit Unions, Financial Information Bulletin (semiannual).

Number of Employees: 20.00.

Total Budget 2003-05: \$3,615,500.

Statutory References: Section 15.185 (7) (a); Chapter 186.

Agency Responsibility: The Office of Credit Unions regulates credit unions chartered to do business in Wisconsin. It charters new credit unions, examines credit union records and assets, consents to consolidation of credit unions within the state and, in cooperation with similar agencies in neighboring states, approves interstate mergers. If a credit union is not in compliance with state law, the office may remove its officers, suspend operations, or take possession of the credit union's business. The director is appointed by the governor and must have at least 3 years' experience either in the operation of a credit union or in a credit union supervisory agency or a combination of both. All personnel and budget requests by the office must be processed and forwarded without change by the department, unless the office requests or concurs in a change.

History: Regulation of credit unions began in 1913 (Chapter 733) when the legislature passed a law that required "cooperative credit associations" to obtain their charters from the State Banking Department. That law was repealed by Chapter 334, Laws of 1923, which required the department to charter and regulate "credit unions". The Office of the Commissioner of Credit Unions was created in Chapter 193, Laws of 1971, as a separate agency by removing the credit union division and its advisory board from the Office of the Commissioner of Banking and giving it expanded powers. 1995 Wisconsin Act 27 created the Office of Credit Unions and attached it to the Department of Financial Institutions under Section 15.03, Wisconsin Statutes.

Statutory Board

Credit Union Review Board: CARLA L. ALTEPETER, QUIRIN E. BRAAM, DENNIS DEGENHARDT, LISA M. GRECO, DENNIS L. LOMBARD (appointed by governor with senate consent).

The 5-member Credit Union Review Board advises the Office of Credit Unions regarding credit unions in Wisconsin. It reviews rules and regulations issued by the office, acts as an appeals board

for persons aggrieved by any act of the office, and may require the office to submit its actions for approval. Members serve staggered 5-year terms and each must have at least 5 years' experience in credit union operations. The board was created within the State Banking Department by Chapter 411, Laws of 1947, then transferred to the Office of the Commissioner of Credit Unions in 1971, and later made part of the Office of Credit Unions in 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.185 (7) (b) and 186.015 of the statutes.

Department of HEALTH AND FAMILY SERVICES

Secretary of Health and Family Services: HELENE NELSON, 266-9622.

Deputy Secretary: ROBERTA HARRIS, 266-9622, harrira@

Executive Assistant: JASON HELGERSON, 266-9622, helgeja@

Chief Legal Counsel: DIANE WELSH, 266-8428, welshdm@

Legislative Liaison: RON HERMES, 266-9622, hermer@

Public Information: STEPHANIE MARQUIS, 266-9622, marquis@

Strategic Finance, Office of: FREDI ELLEN BOVE, *director*, 266-2907, bovefe@; Fax: 267-0358.

Area Administration Section: DIANE WALLER, *director*, 267-8929, wallejd@

Budget Section: ANDREW FORSAITH, *director*, 266-7684, forsaac@

Program Evaluation Section: PATRICK W. COOPER, *director*, 267-2846, coopepw@

Tribal Affairs Section: JAMES WEBER, *director*, 267-5068, weberja@

Mailing Address: P.O. Box 7850, Madison 53707-7850.

Location: Wilson Street State Human Services Building, 1 West Wilson Street, Madison.

Telephone: 266-9622.

Internet Address: <http://www.dhfs.state.wi.us> or <http://dhfs.wisconsin.gov>

Publications: Annual fiscal reports; Biennial reports; Reports and informational brochures (available through divisions).

Number of Employees: 6,210.85.

Total Budget 2003-05: \$12,435,439,500.

Statutory References: Section 15.19; Chapter 46.

Address e-mail by combining the user ID and the state extender: userid@dhfs.state.wi.us

Children and Family Services, Division of: BURNEATTA BRIDGE, *administrator*, 267-3905, bridgb@; WILLIAM FISS, *deputy administrator*, 266-3728, fisswr@; P.O. Box 8916, Madison 53708-8916, Fax: 266-6836.

Milwaukee Child Welfare, Bureau of: DENISE REVELS-ROBINSON, *director*, (414) 220-7029, reveldr@

Program Evaluation and Planning, Bureau of: JOHN TUOHY, *director*, 267-3832, tuohyjo@

Programs and Policies, Bureau of: MARK CAMPBELL, *director*, 266-6799, campbmd@

Regulation and Licensing, Bureau of: JILL CHASE, *director*, 267-7933, chasejd@

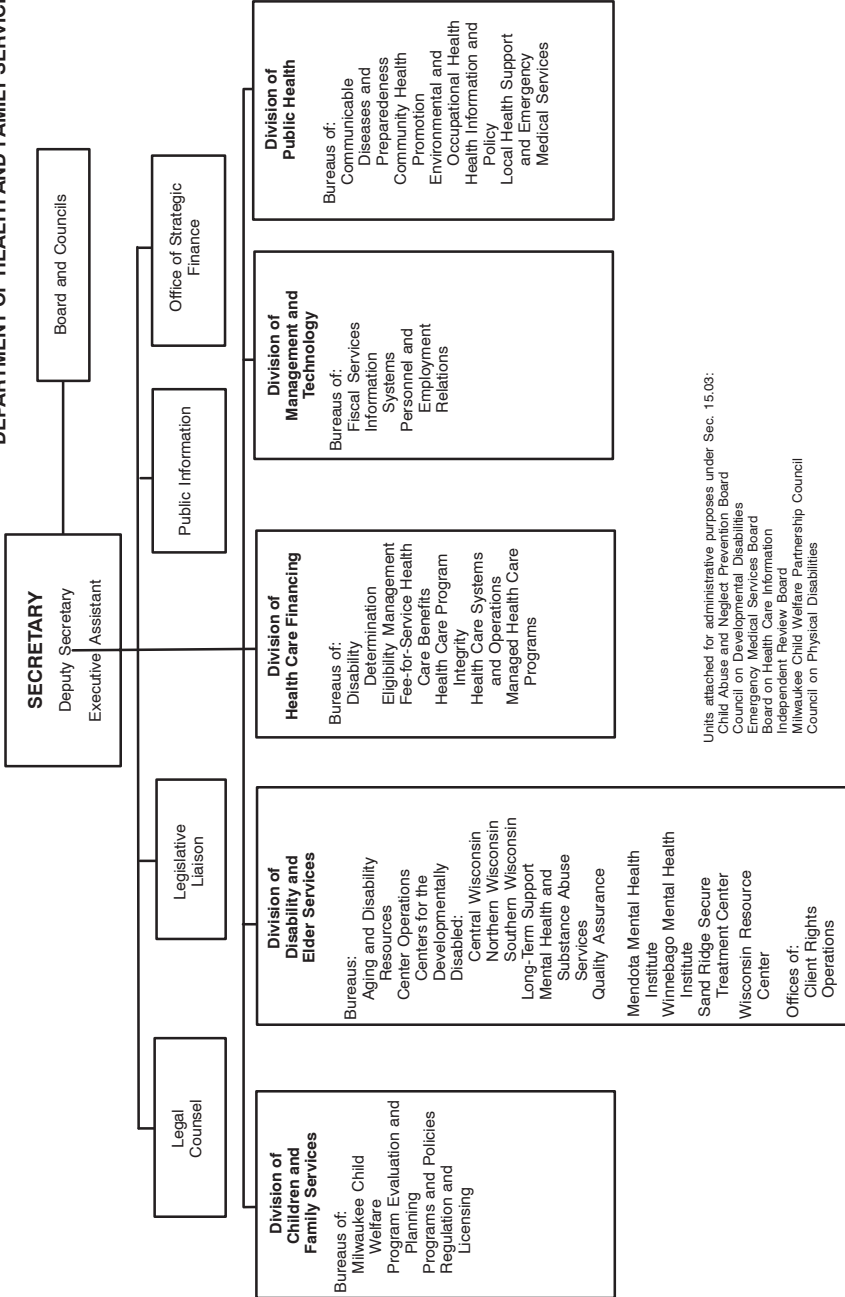
Disability and Elder Services, Division of: SINIKKA SANTALA, *administrator*, 266-0554, santass@

Client Rights Office: JIM YEADON, *director*, 266-5525, yeadojd@

Operations, Office of: RITA PRIGIONI, *director*, 266-8472, prigire@

Quality Assurance, Bureau of: CRIS ROS DUKLER, *director*, 267-7185, rosducs@; Milwaukee office: 819 North Sixth Street, 53203, (414) 227-5000.

DEPARTMENT OF HEALTH AND FAMILY SERVICES



Units attached for administrative purposes under Sec. 15.03:
 Child Abuse and Neglect Prevention Board
 Council on Developmental Disabilities
 Emergency Medical Services Board
 Board on Health Care Information
 Independent Review Board
 Milwaukee Child Welfare Partnership Council
 Council on Physical Disabilities

- Long-Term Support: associate division administrator for:* JUDITH FRYE, 266-5156, fryje@
Supplemental Security Income: KATHLEEN LUEDTKE, 266-6890, luedtka@
Aging and Disability Resources, Bureau of: DONNA MCDOWELL, *director*, 266-3840, mcdowdb@
Blind and Visually Impaired, Office of: LINDA HUFFER, *director*, 266-5651, huffell@
Deaf and Hard of Hearing, Office of: MICHAEL NELIPOVICH, *director*, 266-3109, nelipmi@
Center Operations, Bureau of: THEODORE BUNCK, *director*, 301-9200, buncktj@
Central Wisconsin Center for the Developmentally Disabled: THEODORE BUNCK, *director*, 317 Knutson Drive, Madison 53704-1197, 301-9200, Fax: 301-1390, buncktj@
Northern Wisconsin Center for the Developmentally Disabled: JACQUELINE RUEDEN, *interim director*, 2820 East Park Avenue, P.O. Box 340, Chippewa Falls 54729-0340, (715) 723-5542, Fax: (715) 723-5841, ruedejt@
Southern Wisconsin Center for the Developmentally Disabled: JAMES HUTCHINSON, *director*, 2415 Spring Street, P.O. Box 100, Union Grove 53182-0100, (262) 878-2411, Fax: (262) 878-2922, hutchje@
Long-Term Support, Bureau of: CHUCK WILHELM, *director*, 266-8402, wilheca@
- Mental Health and Substance Abuse Services, associate division administrator for:* JOHN EASTERDAY, 267-9391, eastejt@
Mental Health and Substance Abuse Services, Bureau of: JOYCE ALLEN, *director*, 266-1351, allenj@
Mendota Mental Health Institute: GREGORY VAN RYBROEK, *director*, 301 Troy Drive, Madison 53704-1599, 301-1000, Fax: 301-1390, vanrygj@
Winnebago Mental Health Institute: JOANN O'CONNOR, *director*, P.O. Box 9, Winnebago 54985-0009, (920) 235-4910, Fax: (920) 237-2043, oconnjb@
Sand Ridge Secure Treatment Center: STEVEN WATTERS, *director*, 1111 North Road, Mauston 53948, (608) 847-4438, Fax: (608) 847-1790, wattersj@
Wisconsin Resource Center: BYRAN BARTOW, *director*, 1505 North Street, P.O. Box 16, Winnebago 54985-0016, (920) 426-4310, Fax: (920) 231-6353, bartobd@
- Health Care Financing, Division of:* MARK B. MOODY, *administrator*, 266-8922, moodymb@; CHERYL MCILQUHAM, *deputy administrator*, 266-8922, mcilqcyj@; P.O. Box 309, Madison 53701-0309, Fax: 266-6786.
Disability Determination, Bureau of: JUDITH FRYBACK, *director*, 266-1981, frybajc@
Eligibility Management, Bureau of: vacancy, *director*, 261-6877.
Fee-for-Service Health Care Benefits, Bureau of: JAMES VAVRA, *director*, 261-7838, vavrajj@
Health Care Program Integrity, Bureau of: ALAN WHITE, *director*, 266-7436, whiteas@
Health Care Systems and Operations, Bureau of: KEN DYBEVIK, *director*, 267-7118, dybevkk@
Managed Health Care Programs, Bureau of: ANGELA DOMBROWICKI, *director*, 266-1935, dombra@
- Management and Technology, Division of:* SUSAN REINARDY, *administrator*, 267-7142, reinasj@; P.O. Box 7850, Madison 53707-7850; Fax: 267-6749.
Fiscal Services, Bureau of: DONALD N. WARNKE, *director*, 266-5869, warnkdn@
Information Systems, Bureau of: DENISE WEBB, *director*, 266-0123, webbdb@
Personnel and Employment Relations, Bureau of: CHERYL L. ANDERSON, *director*, 266-9862, andercl@
- Public Health, Division of:* SHERI JOHNSON, *administrator and State Health Officer*, 267-7828, johnssl@; HERB BOSTROM, *deputy administrator*, 266-9780, bostrhh@; P.O. Box 2659, Madison 53701-2659, Fax: 267-2832, TTY: 266-1511.
Communicable Diseases and Preparedness, Bureau of: AKAN UKOENINN, *director*, 267-9003, ukoena@

Community Health Promotion, Bureau of: MILLIE JONES, *director*, 266-2684, jonesmj@
Environmental and Occupational Health, Bureau of: THOMAS SIEGER, *director*, 264-9880,
siegetl@
Health Information and Policy, Bureau of: SUSAN S. WOOD, *director*, 261-4958, woodss@
Local Health Support and Emergency Medical Services, Bureau of: MARGARET TAYLOR,
director, 266-8154, taylome@

Agency Responsibility: The Department of Health and Family Services administers a wide range of services to clients in the community and at state institutions, regulates certain care providers, and supervises and consults with local public and voluntary agencies. Its responsibilities span public health, mental health, substance abuse, long-term care, services to people who have a disability, medical assistance, and children's services.

Organization: The department is administered by a secretary who is appointed by the governor with the advice and consent of the senate. The secretary appoints the division administrators from outside the classified service.

Unit Functions: The *Office of Strategic Finance*, located within the secretary's office, provides departmental planning, budgeting, and evaluation services. It oversees the department's regional offices. It is also responsible for administration of department contracts and oversight of county and Native American tribal human service programs. The director of strategic finance is appointed by the secretary from the classified service.

The *Division of Children and Family Services* administers programs to preserve and strengthen families, and prevent child abuse and neglect, domestic abuse, substance abuse, and teen pregnancy. It provides statewide oversight of county child welfare services and regulates and licenses child welfare institutions, as well as individuals and organizations providing foster care and day care. In 1998, it assumed responsibility for operating Milwaukee County's child welfare system. It searches for homes for special needs adoptions and hard to place children and is responsible for the state adoption records search program. The division administers hunger prevention programs.

The *Division of Disability and Elder Services* administers a variety of programs that provide long-term support for the elderly and people with disabilities, and mental health and substance abuse treatment. It oversees adult day care programs, and licenses and regulates hospitals, nursing homes, home health agencies, and community-based residential facilities. It performs caregiver background checks and investigations. The division is responsible for client rights reviews and investigations at the institutions and in the community. It also administers the state's institutional programs for persons whose mental and physical needs cannot be met in a community setting. The institutions provide medical, psychological, social, and rehabilitative services. The two mental health institutes provide treatment for persons with mental health problems who are in need of hospitalization. Mendota Mental Health Institute houses a secure correctional facility to meet the mental health needs of male adolescents from Department of Corrections juvenile institutions. The division operates the Wisconsin Resource Center as a medium security facility for mentally ill prison inmates whose treatment needs cannot be met in the Department of Corrections. It also provides treatment at the Sand Ridge Secure Treatment Center for individuals civilly committed under the sexually violent persons law, and persons placed on supervised release and community notification. The division provides staff services to the Council on Developmental Disabilities and the Statewide Independent Living Council.

The *Division of Health Care Financing* administers programs that provide assistance to persons who are impoverished, aged, or disabled, including Medical Assistance and food stamps. It performs disability determinations for Supplemental Security Income (SSI), Social Security disability benefits, and Medical Assistance. It administers BadgerCare, which provides health insurance to low-income working families, SeniorCare, which is a prescription drug assistance program for seniors, and the Health Insurance Risk-Sharing Plan (HIRSP), which is designed to offer affordable health insurance to persons whose coverage has been cancelled, rejected, or substantially reduced or who have had a sizeable increase in premiums. It oversees managed health care programs and the purchase of health care for individuals who are impoverished and without insurance.

The *Division of Management and Technology* oversees financial management, information systems and technology, personnel and employment relations, affirmative action and civil rights compliance, purchasing, facilities management, and other administrative services. It handles billing and collection of client debts and bills Medical Assistance and Medicare claims to the federal government.

The *Division of Public Health* promotes and protects public health in Wisconsin through various services and regulations. It administers programs for chronic and communicable disease prevention and control, environmental and occupational health, emergency medical services, and programs relating to maternal and child health, including the Women, Infants and Children (WIC) Supplemental Food Program. It licenses emergency medical service providers and technicians and approves and supervises their training. The division is also responsible for inspecting restaurants, hotels and motels, bed and breakfast establishments, camps and campgrounds, food vending, and swimming pools. The division performs vital record keeping functions that include providing birth, death, marriage, and divorce certificates and gathering and publishing vital statistics. It also is responsible for the collection, analysis, and dissemination of public health care information.

History: The Department of Health and Family Services combines supervision of many state and local functions that had developed separately in the 1800s. For more than two decades after statehood, Wisconsin created separate governing boards and institutions for the care of prisoners; juveniles; and blind, deaf, and mentally ill persons. By 1871, there were six such institutions. The first attempt to institute overall supervision of these services came when the legislature passed Chapter 136, Laws of 1871, creating the State Board of Charities and Reform. Its duties included examination of the operations of state institutions and their boards and investigation of practices in local asylums, jails, and schools for the blind and deaf.

In Chapter 298, Laws of 1881, the legislature abolished the separate institutional boards and combined their functions under the State Board of Supervision of Wisconsin Charitable, Reformatory and Penal Institutions. The State Board of Charities and Reform continued to operate until 1891. In that year, the two boards were combined as the State Board of Control of the Wisconsin Reformatory, Charitable and Penal Institutions in Chapter 221, Laws of 1891, thus completing the consolidation of public welfare activities.

In the early days of statehood, public health was primarily a function of local governments. In Chapter 366, Laws of 1876, the legislature established the State Board of Health to “study the vital statistics of this state, and endeavor to make intelligent and profitable use of the collected records of death and sickness among the people.” The board was directed to “make sanitary investigations and inquiries respecting the causes of disease, and especially of epidemics; the causes of mortality, and the effects of localities, employments, conditions, ingesta, habits and circumstances on the health of the people.” This directive defines much of the work still done in public health. Later legislation required the board to take responsibility for tuberculosis care (1905), to direct its efforts toward preventing blindness in infants (1909), and to inspect water and sewerage systems to prevent typhoid and dysentery (1919). In addition, at various times, the board licensed restaurants, health facilities, barbers, embalmers, and funeral directors.

By the time the federal government entered the field of public welfare during the Great Depression of the 1930s, Wisconsin had already pioneered a number of programs, including aid to children and pensions for the elderly (enacted in 1931). The Wisconsin Children’s Code, enacted by Chapter 439, Laws of 1929, was one of the most comprehensive in the nation. The state’s initial response to federal funding was to establish separate departments to administer social security funds and other public welfare programs. After several attempts at reorganization and a series of studies, the legislature established the State Department of Public Welfare in Chapter 435, Laws of 1939, to provide unified administration of all existing welfare functions. Public health and care for the aged were delegated to separate agencies.

The executive branch reorganization act of 1967 created the Department of Health and Social Services. The Board of Health and Social Services, appointed by the governor, directed the new department and appointed the departmental secretary to administer the agency. In addition to combining public welfare, public health, and care for the aged in the reorganization act, the 1967 Legislature added the Division of Vocational Rehabilitation in Chapter 43. In Chapter 39, Laws

of 1975, the legislature abolished the board and replaced it with a secretary appointed by the governor with the advice and consent of the senate. That same law called for a reorganization of the department, which was completed by July 1977. The Department of Health and Social Services was renamed the Department of Health and Family Services (DHFS), effective July 1, 1996.

The decades of the 1960s and 1970s saw an expansion of public welfare and health services at both the federal and state levels. Especially notable were programs for medical care for the needy and aged (Medical Assistance and Medicare), drug treatment programs, food stamps, Aid to Families with Dependent Children Program (AFDC), and increased regulation of hospitals and nursing homes.

While continuing to administer its established programs, the department was assigned additional duties during the 1980s in the areas of child support, child abuse and neglect, programs for the handicapped, and welfare reform. However, 1989 Wisconsin Acts 31 and 107 created a separate Department of Corrections to administer adult corrections institutions and programs, and 1995 Wisconsin Act 27 transferred responsibility for juvenile offenders to that department.

1995 Wisconsin Act 27 revised AFDC and transferred it and other income support programs including Medical Assistance eligibility and food stamps to the Department of Workforce Development (DWD). (Wisconsin Works, known as W-2, replaced AFDC in 1995 Wisconsin Act 289.) Existing welfare reform programs, including Job Opportunities and Basic Skills (JOBS), Learnfare, Parental Responsibility, and Work-Not-Welfare, were also transferred to DWD, along with child and spousal support, the Children First Program, Older American Community Service Employment, refugee assistance programs, and vocational rehabilitation functions. Health care facilities plan review was transferred from the Department of Industry, Labor and Human Relations to DHFS by 1995 Wisconsin Act 27. Act 27 also transferred laboratory certification to the Department of Agriculture, Trade and Consumer Protection and low-income energy assistance to the Department of Administration.

As a result of 1995 Wisconsin Act 303, the department assumed responsibility for direct administration and operation of Milwaukee County child welfare services. Primary responsibility for the Health Insurance Risk-Sharing Program (HIRSP) was transferred to the department from the Office of the Commissioner of Insurance by 1997 Wisconsin Act 27. 2001 Wisconsin Act 16 transferred the Medical Assistance Eligibility Program and the Food Stamp Program to DHFS from the Department of Workforce Development.



Three century-old rail tunnels are highlights of a bicycle journey along the Elroy-Sparta Trail, the nation's first rails-to-trails conversion. (Department of Tourism)

Statutory Board and Councils

Birth Defect Prevention and Surveillance, Council on: RICHARD PAULI (UW Medical School representative), WILLIAM RHEAD (Medical College of Wisconsin representative), EVELYN BROWN (pediatric nurse representative), PEGGY HELM-QUEST (children with special health care needs program representative), MORGAN GROVES (early intervention services program representative), SANDRA PARK (bureau of health information and policy representative), PHILIP GIAMPIETRO (State Medical Society representative), BARBARA PINEKENSTEIN (Wisconsin Health and Hospital Association representative), NELLEEN NOACK (Wisconsin Chapter, American Academy of Pediatrics representative), RAYMOND KESSEL (Council on Developmental Disabilities representative), JOHNNA SCOTT (nonprofit organization representative), LINDA ROWLEY (parent/guardian of children with birth defect), DEBBIE STEIN (local health department representative). (All appointed by secretary of health and family services.)

The Council on Birth Defect Prevention and Surveillance makes recommendations to the department regarding the administration of the Wisconsin Birth Defects Registry. The registry documents diagnoses and counts the number of birth defects for children up to age two. The council advises what birth defects are to be reported; the content, format, and procedures for reporting; and the contents of the aggregated reports. Members are appointed to 4-year terms. The UW Medical School and Medical College of Wisconsin, Inc. representatives must have expertise in birth defects epidemiology. Nurse representatives must specialize in pediatrics or have expertise in birth defects. The program representatives are from the appropriate subunits in the department. The nonprofit representative must be from an organization whose primary purpose is birth defect prevention and which does not promote abortion as a method of prevention. The council was created by 1999 Wisconsin Act 114. Its duties and composition are prescribed in Sections 15.197 (12) and 253.12 (4) of the statutes.

Blindness, Council on: RHONDA STAATS, *chairperson*; EDWARD WEISS, *vice chairperson*; WILLIAM HYDE, *secretary*; JEAN BRENAMAN, MICHAEL DUKIN, MARY GLINIECKI, V.K. HANSEN, PHILIP TAUGHER, REBECCA WILLIAMS (appointed by secretary of health and family services).

The 9-member Council on Blindness makes recommendations to the department and other state agencies on policies, procedures, services, programs, and research that affect blind or visually impaired people. Members are appointed by the secretary for staggered 3-year terms, and 7 of them must be blind or visually impaired. Originally, the council was created by Chapter 305, Laws of 1947, as the Advisory Committee of the Blind to advise the Board of Public Welfare and the State Superintendent of Public Instruction. The current council was created in the Department of Health and Social Services by Chapter 366, Laws of 1969. Its composition and duties are prescribed in Sections 15.197 (2) and 47.03 (9) of the statutes.

Deaf and Hard of Hearing, Council for the: JANICE LICHTER, *chairperson*; DIANE MCMAHON, *vice chairperson*; KATHRYN DUNN, BRIAN FRUITS, BILLY MAULDIN, ALEX SLAPPEY, JULIE SPRINGER, 2 vacancies (appointed by governor).

The 9-member Council for the Deaf and Hard of Hearing advises the department on the provision of effective services to deaf, hard-of-hearing, late-deafened, and deaf-blind people. Members are appointed for staggered 4-year terms. The council was created by Chapter 34, Laws of 1979, as the Council for the Hearing Impaired and renamed by 1995 Wisconsin Act 27. Its duties and composition are prescribed in Sections 15.09 (5) and 15.197 (8) of the statutes.

Domestic Abuse, Council on: L. KEVIN HAMBERGER (public member), ARLINE HILLESTAD (designated by senate minority leader), *cochairpersons*; LISA STEWART-BOETTCHER (designated by assembly speaker), STORMY WALKER (designated by assembly minority leader), vacancy (designated by senate majority leader); GERI HEINZ, DEAN KAUFERT, GENE REDHAIL, MARIANA RODRIGUEZ, RACHEL RODRIGUEZ, KATHIE STOLPMAN, MAI ZONG VUE, GERALD WILKIE. (All are appointed by governor, but those not designated by legislative leadership require senate consent.)

The 13-member Council on Domestic Abuse makes recommendations to the secretary on domestic abuse, reviews grant applications, advises the department and legislature on domestic abuse policy, and, in conjunction with the Judicial Conference, develops forms for filing petitions for domestic abuse restraining orders and injunctions. Members are appointed for staggered

3-year terms. Members designated by legislative leadership do not have to be legislators. The council was created by Chapter 111, Laws of 1979, and its composition and duties are prescribed in Sections 15.197 (16) and 46.95 (3) of the statutes.

Health Insurance Risk-Sharing Plan, Board of Governors of the: MARK MOODY (health and family services secretary designee), *chairperson*; EILEEN MALLOW (insurance commissioner designee); CLAIRE JOHNSON, vacancy (participating nonprofit insurer representatives); JAY FULKERSON, LARRY ZANONI (other participating insurers); MICHELE BACHHUBER (State Medical Society of Wisconsin representative); JOE KACHELSKI (Wisconsin Hospital Association representative); PAUL NANNIS (integrated multidisciplinary health system representative); DIANNE GREENLEY, BILL SMITH, ANNETTE STEBBINS, vacancy (public members). (All, except *ex officio* members, are appointed by the secretary of health and family services.)

The 13-member Board of Governors of the Health Insurance Risk-Sharing Plan approves the program budget and approves contracts with the plan administrator, establishes grievance procedures for HIRSP plan applicants and participants; collects assessments from all insurers; develops and implements a program to publicize the plan; establishes a payment rate for covered expenses; and advises the department on choices for coverage for eligible individuals. The board may also prepare and distribute certificate of eligibility and enrollment instruction forms and may provide for reinsurance of risks incurred by the plan.

The 11 appointed members serve staggered 3-year terms. The secretary of health and family services or a designee serves as chairperson. The 4 public members include one small business representative and one individual who has coverage under the plan. The board was created by Chapter 313, Laws of 1979, in the Office of the Commissioner of Insurance, and was transferred to the Department of Health and Family Services, with modifications in its duties and membership, by 1997 Wisconsin Act 27. Its composition and duties are prescribed in Section 149.15 of the statutes.

Mental Health, Council on: GINGER FOBART, *chairperson*; MICHAEL BACHHUBER, JACKIE BALDWIN, ROSE BORINTRAGER, PAMELA PAULOSKI, JOHN QUAAL (consumers and family members of mental health services); CARMEN CERNA, GAIL MCCCELLAND, MARTHA RASMUS (representing private organizations or groups concerned with mental health services); ALGERNON FELICE (provider of mental health services); JOHN HUMPHRIES, SINIKKA SANTALA, TIM STELLER, JUDY WILCOX (state and county agencies concerned with mental health services or facilities); vacancy (nominated by secretary of health and family services); RICK HALL, KEVIN KALLAS, LAWRENCE SCHOMER (appointed by secretary of health and family services)

The Council on Mental Health is composed of 15 members required by statutes and an additional 3 nonstatutory members appointed by the secretary of health and family services to comply with federal requirements. The council advises the department, governor, and legislature on mental health programs; provides recommendations on the expenditure of federal mental health block grants; reviews the department's plans for mental health services; and serves as an advocate for the mentally ill. Members are appointed for staggered 3-year terms and must have demonstrated knowledge of mental health problems. At least half of the members must be consumers of mental health services or persons who are not service providers. The council also must include representation from service providers, state and county agencies that provide services, and private organizations interested in mental health. The council was created by 1983 Wisconsin Act 439, and its composition and duties are prescribed in Sections 15.197 (1) and 51.02 of the statutes.

Public Health Council: JOHN BARTKOWSKI, CATHERINE FREY, CORAZON LOTEYRO, DOUGLAS NELSON, THAI VUE, JEANAN YASIRI (consumer representatives); SANDY ANDERSON, LOREN LESHAN, JUNE MUNRO, RICHARD PERRY, ELIZABETH RADUEGE, KURT REED, AYAZ SAMADANI (provider representatives); JOSE AVILA, JAYNE BIELECKI, GARY GILMORE (health professionals educator representatives); BEVAN BAKER, TERRI KRAMOLIS, JULIE WILLEMS VAN DIJK, JOANN WEIDMANN (local health representatives); CHARLES LAROQUE (tribal representative); CHRISTOPHER FISCHER, STEPHEN HARGARTEN (public safety representatives) (nominated by secretary of health and family services and appointed by governor).

The 23-member Public Health Council advises the Department of Health and Family Services, the governor, the legislature, and the public on progress made in the implementation of the department's 10-year public health plan and coordination of responses to public health emergencies.

Members serve 3-year terms and must include representatives of health care consumers, health care providers, health professions educators, local health departments and boards, federally recognized American Indian tribes or bands in this state, public safety agencies, and, if established by the secretary of health and family services, the Public Health Advisory Committee. 2003 Wisconsin Act 186 created the council and its composition and duties are prescribed in Sections 15.197 (13) and 250.07 (1m) of the statutes.

Trauma Advisory Council: RANDOLPH SZLABICK (physician), *chairperson*; STEVE STROMAN (physician), *vice chairperson*; RAYMOND GEORGEN, AIMEN SHAABAN (physicians); CECILE D'HUYVETTER, JOHN FOLSTAD (registered nurses); JAMES AUSTAD (EMS municipal representative); EDWARD MISHEFSKE (EMS); MERRILEE CARLSON, BARBARA LARSON (rural hospital representatives); KAREN BRASEL, JEFF GRIMM (urban hospital representatives); STEVE BANE (EMS Board representative (appointed by secretary of health and family services).

State Trauma Care System Coordinator: MARIANNE PECK, 266-0601, peckme@dhsf.state.wi.us

The 13-member Trauma Advisory Council advises the department on developing and implementing a statewide trauma care system. Membership must include physicians, registered nurses, prehospital emergency medical service providers, urban and rural hospital personnel, and the medical services board. They must represent "all geographical areas of the state". Physician appointees must represent urban and rural areas, and one of the prehospital emergency medical service providers must represent a municipality. The council was created by 1997 Wisconsin Act 154 and its composition and duties are prescribed in Sections 15.197 (25) and 146.56 (1) of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

CHILD ABUSE AND NEGLECT PREVENTION BOARD

Members: NIC DIBBLE (designated by superintendent of public instruction), *chairperson*; SENATOR ROESSLER (appointed by senate president), SENATOR WIRCH (appointed by senate minority leader); REPRESENTATIVE KESTELL (appointed by assembly speaker), REPRESENTATIVE MILLER (appointed by assembly minority leader); ALYSSA WHITNEY (designated by governor) NANCY J. NUSBAUM (designated by attorney general), KITTY KOCOL (designated by secretary of health and family services); ANNE ARNESON, REGINALD BICHA, ANNETTE M. CRUZ, JORDAN GREENBAUM, ROBERT JAMBOIS, MICHAEL J. LIEN, SANDRA J. MCCORMICK, BRUCE F. PAMPERIN (public members appointed by governor).

Executive Director: MARY ANNE SNYDER, maryanne.snyder@ctf.state.wi.us

Mailing Address: 110 East Main Street, Suite 614, Madison 53703-3316.

Telephone: 266-6871; (866) 640-3936 (toll free).

Fax: 266-3792.

Internet Address: <http://wctf.state.wi.us>

Publications: Positive Parenting: Tips on Discipline; Child Sexual Abuse Prevention: Tips for Parents; Positive Parenting: Tips on Fathering; Never Shake a Baby!; 2004 Blue Ribbons for KIDS Campaign and Beyond the Blue Ribbon Award; and the Positive Parenting Kit.

Number of Employees: 4.00.

Total Budget 2003-05: \$5,452,000.

Statutory References: Sections 15.195 (4) and 48.982.

Agency Responsibility: The 16-member Child Abuse and Neglect Prevention Board administers the Children's Trust Fund and awards grants to community-based programs and family resource centers that prevent child abuse and neglect by strengthening families. The board provides education on prevention and positive parenting through printed materials and informational seminars. It recommends policies to the legislature, governor, and state agencies to protect children and support prevention activities. Funding is derived through charges on duplicate birth certificates, the sale of the "Celebrate Children" special license plate, federal matching funds, and private contributions. In 2001, the board created a nonprofit corporation to raise additional money for the trust fund.

The board's 8 public members serve staggered 3-year terms. The board appoints the executive director and staff from the classified service. It was created by 1983 Wisconsin Act 27.

COUNCIL ON DEVELOPMENTAL DISABILITIES

Members: GERALD BORN (appointed by governor), *chairperson*; vacancy (designated by secretary of workforce development), SINKKA SANTALA (designated by secretary of health and family services), CAROLYN STANFORD TAYLOR (designated by superintendent of public instruction), DANIEL BIER (designated by UW Waisman Center Director); JEFFREY SPITZER-RESNICK (designated by Wisconsin Coalition for Advocacy); MAUREEN ARCAND, CYNTHIA BENTLEY, KRISTIN BERG, SHU-CHUAN CHENG, JONATHAN DONNELLY, CRAIG FEIDLER, MARI FREDERICK, PATRICIA GOUGÉ, RUTH GULLERUD, BARBARA KATZ, CATHARINE KRIEPS, DENISE MEITNER, SUSAN KAY NUTTER, RAYMOND PAVELKO, ROXANNE PRICE, DANIEL REMICK, LINDA RODRIGUEZ, JACQUELYN WENKMAN, DEANNA YOST, CINDY ZELLNER-EHLERS, vacancy (appointed by governor).

Executive Director: JENNIFER ONDREJKA, ondrej@dhfs.state.wi.us

Mailing Address and Location: 201 West Washington Avenue, Suite 110, Madison 53703-2796.

Telephone: 266-7826; **TTY:** 266-6660.

Fax: 267-3906.

Internet Address: <http://www.wcdd.org>

E-mail Address: help@wcdd.org

Statutory References: Sections 15.09 (1)(a), 15.197 (11n), and 51.437 (14r).

Agency Responsibility: The Council on Developmental Disabilities advises the Department of Health and Family Services, other state agencies, the legislature, and the governor on matters related to developmental disabilities. The statutes do not specify the number of council members, but all who serve are appointed for staggered 4-year terms, must be state residents, represent all geographic areas of the state, and the state's diversity with respect to race and ethnicity. The public members appointed by the governor must include representatives of public and private non-profit agencies that provide direct services at the local level to persons with developmental disabilities. At least 60% of the council's members must be persons who have developmental disabilities or are the parents or guardians of such individuals, but these members may not be associated with public or private agencies that receive federal funding. The council was created within the department by Chapter 322, Laws of 1971, and made an independent unit by Chapter 29, Laws of 1977.

EMERGENCY MEDICAL SERVICES BOARD

Members: STEVEN D. BANE, *chairperson*; TRACY A. ALDRICH, BRENDA FELLEENZ, TROY HAASE, DONALD R. HUNJADI, KENNETH JOHNSON, CAL LINTZ, GLORIA ANN MURAWSKY, TRAVIS TEESCH, GLORIA WALL, vacancy (voting members appointed by governor). *Ex officio* nonvoting members: MARGARET TAYLOR (designated by secretary of health and family services), DONALD HAGEN (designated by secretary of transportation), STEVE TEALE (designated by state director, Technical College System Board), BRUCE GORDON (state medical director for emergency medical services).

Mailing Address: P.O. Box 309, Madison 53701-0309.

Telephone: 261-9437.

Statutory References: Sections 15.195 (8) and 146.55 (3).

Agency Responsibility: The 15-member Emergency Medical Services Board appoints an advisory committee of physicians to advise the department on the selection of the state medical director for emergency medical services and to review that person's performance. It also advises the director on medical issues; reviews emergency medical service statutes and rules concerning the transportation of patients; and recommends changes to the Department of Health and Family Services and the Department of Transportation. The board includes personnel from the appropriate state agencies and related emergency services in its deliberations.

The board includes 11 voting members, appointed for 3-year terms, who must "represent the various geographical areas of the state" and various types of emergency medical service provid-

ers. The board, which was created by 1993 Wisconsin Act 16, replaced the Emergency Medical Services Assistance Board, created by 1989 Wisconsin Act 102.

BOARD ON HEALTH CARE INFORMATION

Members: KEVIN HAYDEN (public member), *chairperson*; CRISTOPHER J. QUERAM (public member), *vice chairperson*; CYNTHIA M. CHICKER (medical records administrator), *secretary*; SHERRI HAUSER, vacancy (employer purchasers of health care); PAMELA GRADY (registered nurse), SUSAN L. TURNEY (physician), RONALD L. HARMS (physician nominated by State Medical Society), GLEN E. GRADY, GREGORY BRITTON (hospital representatives); DAVID A. KINDIE (public member). (All are appointed by governor.)

Mailing Address: P.O. Box 309, Madison 53701-0309.

Location: 1 West Wilson Street, Room 372, Madison.

Telephone: 261-4958.

Statutory References: Sections 15.195 (6) and 153.07.

Agency Responsibility: The 11-member Board on Health Care Information advises the Department of Health and Family Services on the collection, analysis, and dissemination of health data. It also approves administrative rules proposed by the department on the subject of health care information.

Members are appointed to 4-year terms. The records administrator must be registered by the American Medical Record Association. The board was created in the Department of Health and Social Services by 1987 Wisconsin Act 399, transferred to the Office of the Commissioner of Insurance by 1993 Wisconsin Act 16, and to the Department of Health and Family Services by 1997 Wisconsin Act 27.

INDEPENDENT REVIEW BOARD

Members: JAY GOLD (privacy expert), *chairperson*; PAUL J. MILLEA (medical ethicist), *vice chairperson*; EILEEN MALLOW (insurance commissioner designee), DAVID R. ZIMMERMAN (statistician/researcher), vacancy (health care purchaser) (all but insurance commissioner or designee appointed by governor).

Mailing Address: P.O. Box 309, Madison 53701-0309.

Telephone: 261-4958.

Statutory References: Sections 15.195 (9) and 153.67.

Agency Responsibility: The 5-member Independent Review Board examines requests for patient data originating with health care providers that are not hospitals or ambulatory surgery centers. Information from these health care providers is released only with board approval unless it is already available from public use files. The department may promulgate rules that specify circumstances under which the board does not have to review data requests. The 4 appointed members serve 4-year terms. The medical ethicist must be from the UW System or the Medical College of Wisconsin, Inc. The board may not include an employee of the Department of Health and Family Services. It was created by 1999 Wisconsin Act 9.

MILWAUKEE CHILD WELFARE PARTNERSHIP COUNCIL

Members: ARCHIE L. IVY, *chairperson*; SENATOR DARLING (appointed by senate president); SENATOR COGGS (appointed by senate minority leader); REPRESENTATIVE STONE (appointed by assembly speaker); REPRESENTATIVE GRIGSBY (appointed by assembly minority leader); TONI CLARK, WILLIE JOHNSON, JR., PEGGY WEST (Milwaukee County board members nominated by Milwaukee County Executive); WANDA MONTGOMERY, vacancy (children's services network nominees); ELISA CASTELLON, LINDA DAVIS, THOMAS DONEGAN, DAVID L. HOFFMAN, MARY HOWARD JOHNSTONE, LEONOR ROSAS, MICHAEL SKWIERAWSKI, ERNESTINE WILLIS, vacancy. (All but legislators are appointed by governor.)

Contact Person: DENISE REVELS-ROBINSON.

Mailing Address: 1555 North Rivercenter Drive, Suite 220, Milwaukee 53212.

Telephone: (414) 220-7029.

Statutory References: Sections 15.197 (24) and 46.023 (2).

Agency Responsibility: The 19-member Milwaukee Child Welfare Partnership Council makes recommendations to the Department of Health and Family Services and the legislature regarding policies and plans to improve the child welfare system in Milwaukee County, including a neighborhood-based system for delivery of services. It may also recommend funding priorities and identify innovative public and private funding opportunities. The 15 nonlegislative members are appointed to 3-year terms, and the governor designates one of the public members as chairperson. At least 6 public members must be residents of Milwaukee County. The council was created by 1995 Wisconsin Act 303.

COUNCIL ON PHYSICAL DISABILITIES

Members: JOR JAN BORLIN, *chairperson*; JEFF FOX, *vice chairperson*; JOANNE ZIMMERMAN, *secretary*; DONNA WONG (designated by governor), MARGE LIBERSKI AZNOE, JON BALTMANIS, CHRISTINE DURANCEAU, PATRICIA LERCH, VIRGINIA LUKKEN, JOHN MEISSNER, KAREN SECOR, JACQUELINE STENBERG, LEWIS TYLER, PAMELA WILSON (all members are appointed by governor).

Contact Person: DAN JOHNSON.

Mailing Address: P.O. Box 7851, Madison 53707-7851.

Location: 1 West Wilson Street, Room 1150, Madison.

Telephones: 266-9582; TTY 267-9880.

Fax: 267-3208.

E-mail Address: johnsdc@dhfs.state.wi.us

Number of Employees: 0.00.

Total Budget 2003-05: \$22,100.

Statutory References: Sections 15.197 (4) and 46.29.

Agency Responsibility: The 14-member Council on Physical Disabilities develops and modifies the state plan for services to persons with physical disabilities. It advises the secretary of health and family services, recommends legislation, encourages public understanding of the needs of persons with physical disabilities, and promotes programs to prevent physical disability. The 13 appointed members serve 3-year terms and must be state residents. At least 6 members must be persons with physical disabilities; 2 may be parents, guardians, or relatives of persons with physical disabilities; and at least one must be a service provider. The council must include equitable representation for sex, race, and urban and rural areas. The council was created by 1989 Wisconsin Act 202.

HIGHER EDUCATIONAL AIDS BOARD

Members: STEVEN E. VAN ESS (UW System financial aids administrator), *chairperson*; ANN NEVIASER (independent colleges and universities representative), *vice chairperson*; MARY JO GREEN (Technical College System financial aids administrator), *secretary*; KEVIN INGRAM (designated by superintendent of public instruction); GREGORY GRACZ (UW System Board of Regents member); MARY CUENE (Technical College System Board member); LUKE NAEGELE (UW System student representative); COLLEEN BUNNER (Technical College System student representative); DEBRA E. MCKINNEY (independent colleges and universities financial aid administrator); KHALAF KHALAF (independent colleges and universities student representative); BETTY WOMACK (public member). (All members, except *ex officio* member, are appointed by governor.)

Executive Secretary: CONNIE HUTCHISON, (608) 264-6181, connie.hutchison@heab.state.wi.us

Mailing Address: P.O. Box 7885, Madison 53707-7885.

Location: Suite 902, 131 West Wilson Street, Madison.

Telephone: (608) 267-2206.

Fax: (608) 267-2808.

Agency E-mail: HEABmail@heab.state.wi.us

Internet Address: <http://heab.wi.gov>

Publications: Biennial report; Report on Financial Aid Programs; various board reports.

Number of Employees: 11.00.

Total Budget 2003-05: \$171,026,500.

Statutory References: Section 15.67; Chapter 39, Subchapter III.

Agency Responsibility: The Higher Educational Aids Board is responsible for the management and oversight of the state's student financial aid system for Wisconsin residents attending institutions of higher education. It also enters into interstate agreements and performs student loan collection services.

The board establishes policies for the state's student financial aid programs, including academic excellence scholarships, Wisconsin tuition grants, Wisconsin higher education grants, talent incentive grants, handicapped student grants, Indian student grants, minority student grants (private sector and Technical College System), teacher education loans, minority teacher loans, nursing loans, and interstate reciprocity. It administers the contracts for medical and dental education services and the Wisconsin Health Education Loan Program and approves the participants in the Medical College of Wisconsin, Inc., per capita grant program.

Organization: The 11-member board includes the superintendent of public instruction or designee, 7 members who serve 3-year terms, and 3 student members who serve 2-year terms. The students must be at least 18 years old, residents of this state, enrolled at least half-time, and in good academic standing. The UW and private nonprofit institution students must be undergraduates. The governor appoints the board's executive secretary.

History: The Higher Educational Aids Board originated as the State Commission for Academic Facilities. It was created by Chapter 573, Laws of 1963, to administer Title I of the Federal Higher Education Facilities Act of 1963, which funded grants for university and college building programs in Wisconsin. Chapter 264, Laws of 1965, gave the commission student financial aid responsibilities and changed its name to the State Commission for Higher Educational Aids. Chapter 313, Laws of 1967, authorized the commission to organize the Wisconsin Higher Education Corporation to administer the federal Guaranteed Student Loan Program. The corporation was given an independent board of directors as a private nonstock corporation in 1984. Chapter 276, Laws of 1969, renamed the commission the Higher Educational Aids Board. The Higher Educational Aids Board was inadvertently repealed by 1995 Wisconsin Act 27, but was continued as the Higher Educational Aids Council by Executive Order 283. The legislature recreated the board in 1997 Wisconsin Act 27.

STATE HISTORICAL SOCIETY OF WISCONSIN

Board of Curators: MARK J. GAJEWSKI, *president*; JUDITH NAGEL, *president-elect*; CRAIG C. CULVER, *treasurer*; HELEN LAIRD (designated by governor); REPRESENTATIVE FREESE (designated by assembly speaker); SENATOR SCHULTZ (designated by senate president), SENATOR RISSER, REPRESENTATIVE BERCEAU (minority party members); ELIZABETH ADELMAN, LINDA CLIFFORD, VICTOR E. FERRALL (appointed by governor with senate consent); BETTE AREY, RUTH BARKER, THOMAS H. BARLAND, MURRAY D. BECKFORD, BRUCE T. BLOCK, PATRICIA A. BOGE, MARY F. BUESTRIN, THOMAS CAESTECKER, KENNETH CONGER, WILLIAM J. CRONON, LAURIE DAVIDSON, NESS FLORES, BEVERLY A. HARRINGTON, JOHN O. HOLZHUETER, JOHN E. KERRIGAN, ELLEN D. LANGILL, CORA B. MARRETT, GENEVIEVE G. MCBRIDE, JERRY PHILLIPS, JANICE M. RICE, JOHN M. RUSSELL, JOHN SCHROEDER, KATHLEEN SWEENEY, ANNE WEST, CARLYLE H. WHIPPLE. (Unless otherwise indicated, curators are elected by the membership of the state historical society or serve *ex officio*.)

Board Secretary: ELLSWORTH H. BROWN

Director: ELLSWORTH H. BROWN, 264-6440, ehbrown@

Associate Director: ROBERT B. THOMASGARD, JR., 264-6442, rbthomasgard@

Special Assistant: BETSY B. TRANE, 264-6589, bbtrane@

Public Information: ROBERT L. GRANFLATEN, *coordinator*, 264-6586, rlgranflaten@

For e-mail combine the user ID and the state extender: userid@whs.wisc.edu

Administrative Services, Division of: DAVID H. SELIGMAN, *administrator*, 264-6434, dhseligman@

Facility Maintenance: THOMAS F. TODD, *coordinator*, 264-6431, tftodd@

Financial Services: DAVID H. SELIGMAN, 264-6434, dhseligman@

Human Resources: ALICE L. JACKSON, *coordinator*, 264-6448, aljackson@

Information Technology: PAUL E. HEDGES, *coordinator*, 264-6451, pehedges@

Historic Preservation – Public History, Division of: MICHAEL E. STEVENS, *administrator and State Historic Preservation Officer*, 264-6464, mestevens@

Historic Preservation Section: JAMES R. DRAEGER, *section chief*, 264-6511, jrdraeger@; *state archaeologist:* JOHN H. BROIHahn, 264-6496, jhbroiahn@

School and Local Assistance Section: vacancy, *section chief; burial sites preservation coordinator:* LESLIE E. EISENBERG, 264-6503, leeisenberg@

Society Press: KATHRYN BORKOWSKI, *editorial director and state historian*, 264-6461, klborkowski@

Historic Sites, Division of: ALICIA L. GOEHRING, *administrator*, 264-6515, algoehring@; GREG T. PARKINSON, *deputy administrator*, 264-6581, gtparkinson@

First Capitol: Highway G, Belmont 53510. Contact: ALLEN L. SCHROEDER, (608) 987-2122, alschroeder@

H.H. Bennett Studio and History Center: DALE B. WILLIAMS, *site director*, (608) 253-3523; 215 Broadway, P.O. Box 147, Wisconsin Dells 53965; dbwilliams@

Madeline Island Historical Museum: La Pointe 54850. Contact: STEVE R. COTHERMAN, *site director*, (715) 747-2415, srcotherman@

Old Wade House: JEFFREY R. SCHULTZ, *site director*, (920) 526-3271; P.O. Box 34, Greenbush 53026; jrschultz@

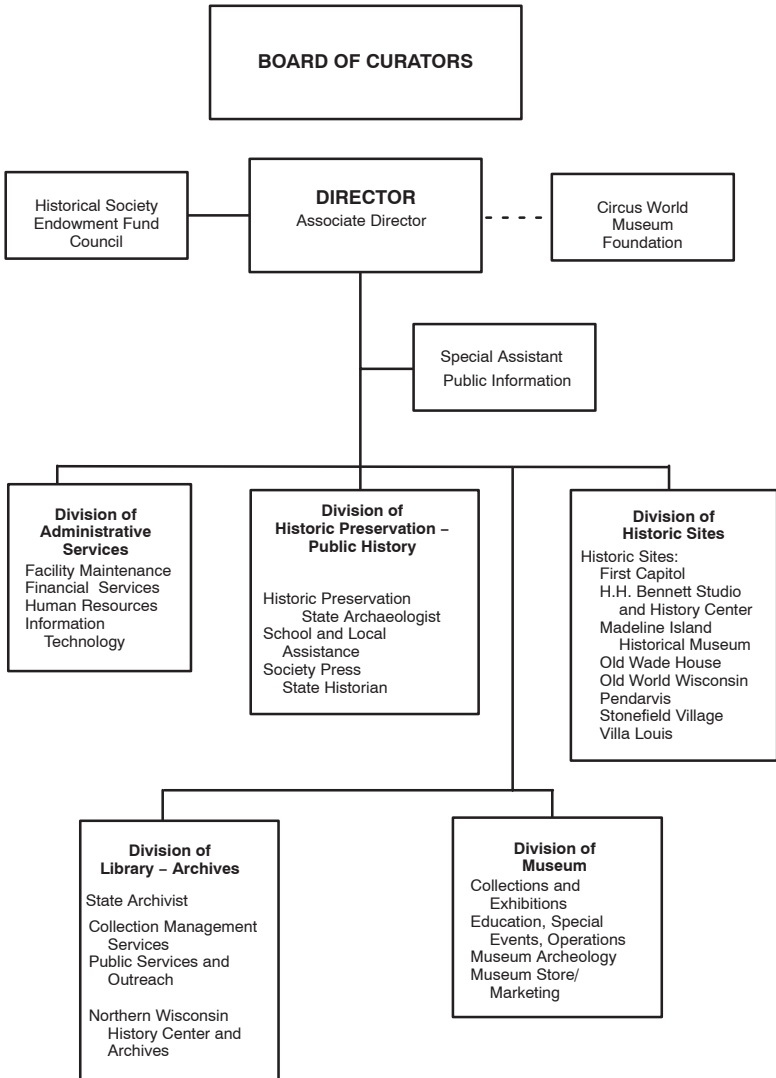
Old World Wisconsin: PETER S. ARNOLD, *site director*, (262) 594-6300; S103 W37890 Highway 67, Eagle 53119; psarnold@

Pendarvis: ALLEN L. SCHROEDER, *site director*, (608) 987-2122; 114 Shake Rag Street, Mineral Point 53565; alschroeder@

Stonefield Village: ALLEN L. SCHROEDER, *site director*, (608) 725-5210; P.O. Box 125, Cassville 53806; alschroeder@

Villa Louis: MICHAEL P. DOUGLASS, *site director*, (608) 326-2721; P.O. Box 65, Prairie du Chien 53821; mpdouglass@

STATE HISTORICAL SOCIETY



Units attached for administrative purposes under Sec. 15.03: Burial Sites Preservation Board
Historic Preservation Review Board

Library – Archives, Division of: PETER GOTTLIEB, *state archivist*, 264-6480, pgottlieb@; MICHAEL I. EDMONDS, *deputy administrator*, 264-6538, miedmonds@

Collection Management Services: vacancy, *coordinator*, 264-6456.

Public Services and Outreach: RICHARD L. PIFER, *coordinator*, 264-6477, rlpifer@

Northern Wisconsin History Center and Archives at the Northern Great Lakes Visitor Center:
LINDA L. MITTLESTADT, *archivist*, (715) 685-9983; 29270 County Highway G, Ashland 54806; llmittlestad@

Museum, Division of: ANN L. KOSKI, *administrator*, 261-9359, alkoski@; JENNIFER L. KOLB, *deputy administrator*, 261-2461, jlkolb@

Collections and Exhibitions: PAUL G. BOURCIER, *chief curator*, 264-6573, pgbourcier@education.wisconsin.gov,
Education, Special Events, Operations: JENNIFER L. KOLB, *deputy administrator*, 261-2461, jlkolb@education.wisconsin.gov

Museum Archeology: KELLY E. HAMILTON, *coordinator*, 264-6560, kehamilton@education.wisconsin.gov

Museum Store/Marketing: JOHN W. LEMKE, *store manager*, 264-6550, jwlemke@education.wisconsin.gov

Main Information Desk: (608) 264-6400.

Mailing Address: 816 State Street, Madison 53706-1482.

Archives and Library Location: 816 State Street, Madison.

Archives Telephone: 264-6460; Archives Fax: 264-6486; Library Telephone: 264-6534; Library Fax: 264-6520.

Museum Location: 30 North Carroll Street, Madison 53703-2707.

Museum Information: 264-6555; Museum Tours: 264-6557; Museum Fax: 264-6575.

Internet Address: <http://www.wisconsinhistory.org>

Publications: *Badger History Bulletin*; *Columns*; *Exchange*; *Wisconsin Magazine of History*.

The society also publishes books, research guides, and miscellaneous brochures. Recent publications include *Native People of Wisconsin*; *Wisconsin History Highlights*; and *Third Down and a War to Go: The All-American 1942 Wisconsin Badger*.

Number of Employees: 142.79.

Total Budget 2003-05: \$35,834,100.

Statutory References: Section 15.70; Chapter 44, Subchapters I and II.

Agency Responsibility: The mission of the State Historical Society of Wisconsin, known informally as the Wisconsin Historical Society, is to connect people to the past. The society has a statutory duty to collect and preserve historical and cultural resources related to Wisconsin and to make them available to the public. To meet these objectives, the society maintains a major history research collection in Madison and in 14 area research centers; operates a museum, eight his-



Some 350 middle and high school students gathered at the Historical Society's headquarters in Madison to take part in the state finals of National History Day – a year-long program engaging students in a wide range of historical research projects. Forty-five finalists from Wisconsin went on to compete in the national finals at College Park, Maryland. (State Historical Society)

toric sites, an office at the Northern Great Lakes Visitor Center, and statewide school services programs. It owns Circus World Museum, which is managed by Circus World Museum Foundation. It provides public history programming such as National History Day and collaborates with other agencies such as Wisconsin Public Television to deliver history programming to the public. It provides technical services and advice to about 350 affiliated local historical societies throughout the state. It conducts, publishes, and disseminates research on Wisconsin and U.S. history, serves as the state's historic preservation office, which regulates the designation of historic structures and archeological sites by administering the state and national registers of historic places. The society is also responsible for regulation of the state's Burial Sites Preservation Law.

Organization: The state historical society is both a state agency and a membership organization. The society's Board of Curators includes 8 statutory appointments and up to 30 members who are elected according to the society's constitution and bylaws. The 3 members appointed by the governor with senate consent serve staggered 3-year terms. The board selects the society's director, who serves as administrative head and as secretary to the board.

Unit Functions: The *Division of Administrative Services* provides management and program support in the areas of financial services, budgeting, information technology, human resources, purchasing, and facility maintenance of the society's headquarters building.

The *Division of Historic Preservation – Public History* helps make the history of Wisconsin more accessible to state residents and awards historic designations to places of historic value. It administers Wisconsin's portion of the National Register of Historic Places in partnership with the National Park Service and manages the State Register of Historic Places. It nominates places of architectural, historic, and archeological significance to the registers. It reviews federal, state, and local projects for their effect on historic and archeological properties. The division certifies historic building rehabilitation projects for state and federal income tax credits, archeological sites for property tax exemptions, and historic buildings as eligible for the state historic building code. The division administers the historical markers program, identifies and promotes underwater archeological sites, and administers the state's burial sites preservation program. The division edits and publishes most of the materials issued by the society, including books, a bimonthly membership newsletter and a quarterly magazine of history. The division offers instructional materials and programs to schools and teachers to assist them in teaching the history of Wisconsin, coordinates the state's National History Day program, and aids local affiliated historical societies by providing technical assistance.

The *Division of Historic Sites* operates 8 historic sites and outdoor museums: First Capitol, H.H. Bennett Studio and History Center, Madeline Island Historical Museum, Old Wade House, Old World Wisconsin, Pendarvis, Stonefield Village, and Villa Louis. These sites contain historic structures and service buildings that reflect major themes of Wisconsin history, such as ethnic pioneer settlement, mining, farming, fur trade, exploration, transportation, rural life, and town development.

The society owns an additional historic site in Baraboo, Circus World Museum, which is operated independently by the Circus World Museum Foundation. This museum offers an extensive collection of circus memorabilia, unique circus wagons, and it operates a circus in Baraboo during the summer months.

The *Division of Library – Archives* maintains notable collections in Wisconsin and North American history including areas such as genealogy; labor; business and industry; social action, including civil rights, antiwar movements, and reproductive rights issues; mass communications; and dramatic arts, including theater, motion pictures, and television. The library and archives serve as the North American history research collection for the UW-Madison. The library acts as regional depository for U.S. government publications and official depository for Wisconsin state government publications. The archives program acquires, catalogs, preserves, and makes available primary source materials, including manuscripts, maps, newspapers, photographs, sound recordings, films, videos, and other records pertaining to Wisconsin history and selected fields of U.S. history. It serves as the state archives, collecting and providing access to permanent records of state and local government. In partnership with several other institutions, the archives operates 14 Area Research Centers throughout Wisconsin to bring its archival holdings on regional history closer to the public. It also makes available the collections of the Wisconsin Cen-

ter for Film and Theater Research, which is administered jointly by the society and the UW-Madison.

The *Division of Museum* collects and preserves the material culture of Wisconsin and interprets the state's history and prehistory for the public. It operates the State Historical Museum, supervises the preservation and development of artifact collections, and operates an archeology program under a cooperative agreement with the Department of Transportation and the Department of Natural Resources. The division fulfills its educational role through exhibitions, tours, and a variety of public programs conducted at the museum in Madison and other venues throughout the state.

History: The State Historical Society of Wisconsin was originally founded in 1846 as a private association. It was chartered by the Wisconsin Legislature in Chapter 17, Laws of 1853, which made the society responsible for the preservation and care of all records, articles, and other materials of historic interest to the state. The society has received state funding since 1854 (Chapter 16) – longer than any other state historical society in the nation.

The legislature expanded the state's historic preservation program in Chapter 29, Laws of 1977, by making the society responsible for preservation activities associated with the designation, restoration, and repair of historic properties. Chapter 341, Laws of 1981, provided statutory support for local ordinances designed to preserve historic buildings. It set up a framework for a state historic building code with alternative standards for the preservation or restoration of historic structures. 1987 Wisconsin Act 395 strengthened the state's historic preservation laws by creating the State Register of Historic Places to protect historic and prehistoric properties. This law and 1987 Wisconsin Act 399 provided state tax credits and exemptions for owners of certain historic and archeological properties.

1985 Wisconsin Act 29 formalized the practice of allowing the historical society to enter into a lease agreement with a nonprofit corporation, now called the Circus World Museum Foundation, for the purpose of operating the Circus World Museum.



While in Madison on a book promotion tour, longtime Public Broadcasting System news anchor Robert MacNeil visited the Wisconsin Historical Society archives to review some of his papers, which are included in the Society's mass communications history collections. (State Historical Society)

Statutory Council

Historical Society Endowment Fund Council: Inactive.

The Historical Society Endowment Fund Council advises the state historical society regarding the raising and disbursement of funds used to support the society's historical and cultural preservation services and educational activities. The 10-member council must include representation from the Wisconsin Arts Board, the State Historical Society of Wisconsin, the Wisconsin Academy of Science, Arts and Letters, the Wisconsin Humanities Council, Wisconsin Public Radio and Wisconsin Public Television, and 4 public members, all appointed by the governor. The council was created by 1997 Wisconsin Act 27 and its composition and duties are prescribed in Section 15.707 (3) of the statutes.

INDEPENDENT UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION, AND RELATED MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES

BURIAL SITES PRESERVATION BOARD

Burial Sites Preservation Board: ELLSWORTH H. BROWN (state historical society director); ROBERT F. BOSZARDT, KATHERINE C. EGAN-BRUHY, ROSANNE M. MEER (nominated by Wisconsin Archaeological Survey); DAVID J. GRIGNON, ROBERT D. POWLESS, SR., CLARICE M. RITCHIE (nominated by the Great Lakes Inter-Tribal Council, Inc., and the Menominee Tribe). Nonvoting members: MICHAEL E. STEVENS (state historic preservation officer), JOHN H. BROIHahn (state archeologist). (All except *ex officio* members are appointed by governor.)

Burial Sites Preservation Program Coordinator: LESLIE E. EISENBERG.

Mailing Address: 816 State Street, Madison 53706-1482.

Telephones: (608) 264-6503; (800) 342-7834 (within Wisconsin).

Statutory References: Section 15.705 (1); Chapter 157, Subchapter III.

Agency Responsibility: The Burial Sites Preservation Board was created to protect all the interests related to human burial sites and to ensure equal treatment and respect for all human burials, regardless of ethnic origin, cultural background, or religious affiliation. The board develops detailed policies to implement the burial sites preservation program; reviews decisions of the director or the administrative hearing examiner concerning applications for permits to disturb cataloged burial sites; and reviews the director's decisions regarding the disposition of human remains and burial objects removed from a burial site. This program was created by 1985 Wisconsin Act 316.

Organization: The 9-member board includes 3 members with professional qualifications in archeology, physical anthropology, or history and 3 members of federally recognized Indian nations in Wisconsin who have a knowledge of tribal preservation planning, history, or archeology or who serve as elders, traditional persons, or spiritual leaders of a tribe. The 6 appointed members serve 3-year terms.

HISTORIC PRESERVATION REVIEW BOARD

Historic Preservation Review Board: DIANE AL SHIHABI, ANNE E. BIEBEL, BRUCE T. BLOCK, ROBERT J. GOUGH, SHAWN K. GRAFF, KELLY S. JACKSON, CAROL MCCHEsNEY JOHNSON, DAN J. JOYCE, DIANE KEALTY, WILLIAM G. LAATSCH, KUBET LUCHTERHAND, DAVID V. MOLLenhoFF, ROBERT J. SALZER, VALENTINE J. SCHUTE, JR., DANIEL J. STEPHANS (all appointed by governor).

State Historic Preservation Officer: MICHAEL E. STEVENS, 264-6464.

Mailing Address: 816 State Street, Madison 53706-1482.

Telephone: (608) 264-6498.

Statutory References: Section 15.705 (2); Chapter 44, Subchapter II.

Agency Responsibility: The Historic Preservation Review Board approves nominations to the Wisconsin State Register of Historic Places and the National Register of Historic Places upon recommendation of the State Historic Preservation Officer. (By statute, the director of the State Historical Society serves as the state officer or designates someone to do so.) The board approves



A unique photo album from 1912 documenting the construction of noted architect Frank Lloyd Wright's home and studio, Taliesin in Spring Green, was displayed at the State Capitol. In an effort spearheaded by former Historical Society staff editor and current member of the board Jack Holzheuer (seated at left), the historical images were purchased in an online auction earlier that month with over \$22,000 in hurriedly raised donations. Also pictured are former Society Visual Materials Archivist George Talbot (center) and Wisconsin Public Television producer Art Hackett. (State Historical Society)

the distribution of federal grants-in-aid for preservation; advises the state historical society; and requests comments from planning departments of affected municipalities, local landmark commissions, and local historical societies regarding properties being considered for nomination to the state and national registers. The board was created by Chapter 29, Laws of 1977.

Organization: The board consists of 15 members appointed by the governor to staggered 3-year terms. At least 9 must be professionally qualified in the areas of architecture, archeology, art history, and history. Up to 6 members may be qualified in related fields, such as landscape architecture, urban and regional planning, law, or real estate.