

Department of ADMINISTRATION

Secretary of Administration: MICHAEL L. MORGAN, 266-1741, michael.morgan@

Deputy Secretary: DAN SCHOOFF, 266-1741, dan.schooff@

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

Telephone: (608) 266-1741.

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

Number of Employees: 909.43.

Total Budget 2005-07: \$1,359,751,700.

Statutory References: Sections 15.10 and 15.103; Chapter 16.

Address e-mail by combining the user ID and the state extender: userid@wisconsin.gov

Administrative Services, Division of: vacancy, *administrator,* 267-3836; 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: PHIL WERNER, *director,* 267-2700, phil.werner@

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

Energy Services, Division of: SHEREE DALLAS BRANCH, *administrator,* 261-6357, sheree.dallas@; SUSAN S. BROWN, *deputy administrator,* 266-2035, susan.brown@; Fax: 267-6931; P.O. Box 7868, Madison 53707-7868.

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

Energy Efficiency, Bureau of: vacancy, *director.*

Energy Independence, Office of: JUDY ZIEWACZ, *director,* 261-6609, judy.ziewacz@

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: 264-8250.

State Minority Business Program: vacancy, *director,* 267-7806.

Enterprise Technology, Division of: OSKAR ANDERSON, *administrator,* 264-9502, oskar.anderson@; vacancy, *deputy administrator,* 267-0614; Fax: 267-0626; P.O. Box 7844, Madison 53707-7844.

Business Application Services, Bureau of: BILL NASH, *director,* 261-7750, william.nash@

Business Services, Bureau of: ROBERT STUESSY, *director,* 264-6186, robert.stuessy@

Infrastructure Support, Bureau of: JIM SCHMOLESKY, *director,* 266-1952, jim.schmolesky@

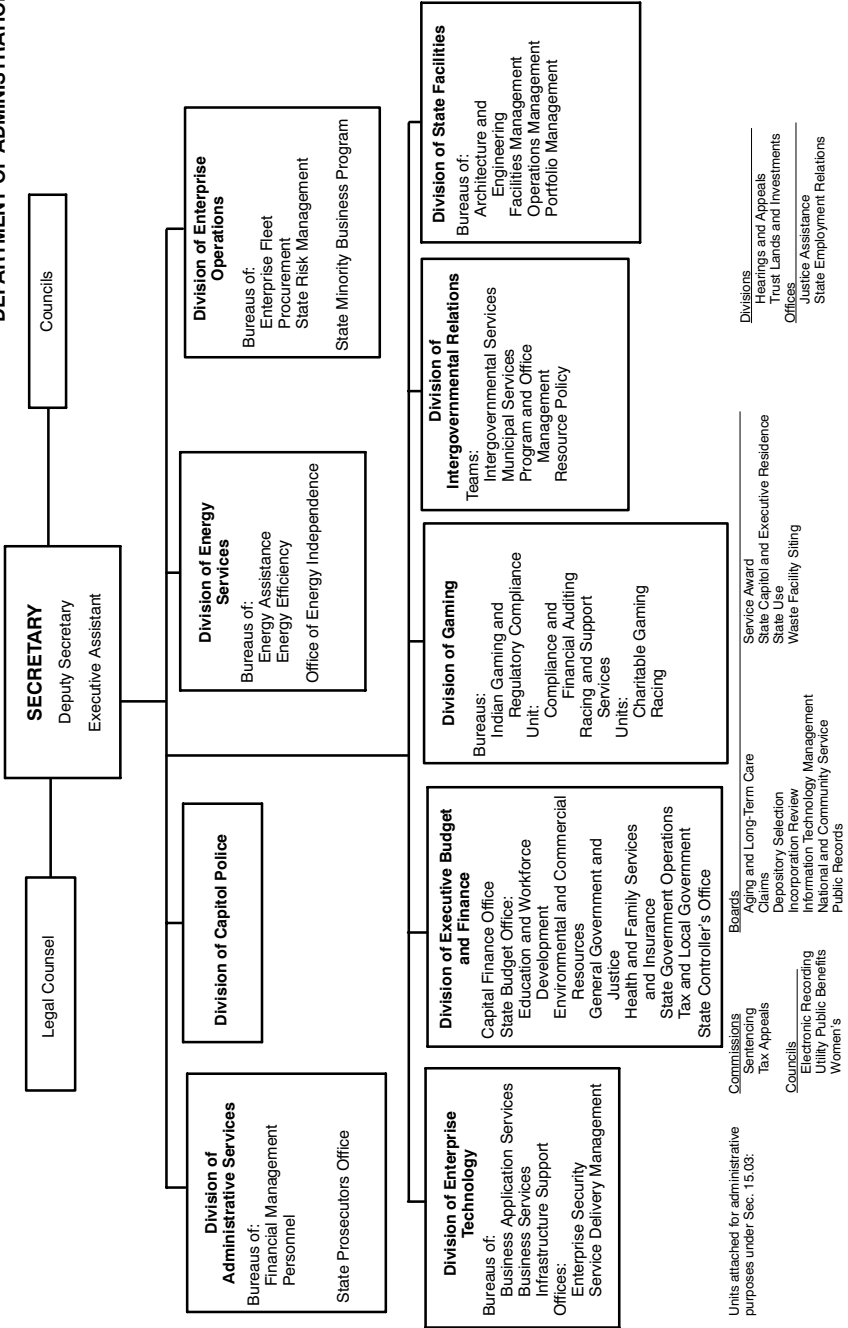
Enterprise Security, Office of: MIKE LETTMAN, *director,* 264-9786, michael.lettman@

Service Delivery Management, Office of: JUDITH HEIL, *director,* 261-8402, judith.heil@

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



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

State Budget Office:

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

Environmental and Commercial Resources: JANA STEINMETZ, *team leader*, 266-2081, jana.steinmetz@

General Government and Justice: BRUCE REINES, *team leader*, 266-8270, bruce.reines@

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

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

Tax and Local Government: KIRSTEN GRINDE, *team leader*, 266-1040, kirsten.grinde@

State Controller's Office: vacancy, *state controller*, 266-1694; P.O. Box 7932, Madison 53707-7932.

Gaming, Division of: BOB SLOEY, *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>

Indian Gaming and Regulatory Compliance, Bureau of: vacancy, *director*, 270-2534.

Compliance and Financial Auditing Unit: JOHN DILLETT, *supervisor*, 270-2533, john.dillett@

Racing and Support Services, Bureau of: vacancy, *director*, 270-2546.

Charitable Gaming Unit: BRIAN WHITTOW, *supervisor*, 270-2545, brian.whittow@

Racing Unit: DAN SUBACH, *supervisor*, 270-2539, dan.subach@

Intergovernmental Relations, Division of: LAURA G. ARBUCKLE, *administrator*, 267-1824, laura.arbuckle@; HARALD JORDAHL, *deputy administrator*, 261-7520, harald.jordahl@; Fax: 267-6917; P.O. Box 8944, Madison 53707-8944;

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

Intergovernmental Services Team: DAWN VICK, *team leader*, 266-7043, dawn.vick@

Municipal Services Team: DONALD R. HARRIER, JR., *team leader*, 267-2705, don.harrier@

Program and Office Management Team: WENDI ZITSKE, *office manager*, 267-6902, wendi.zitske@

Resource Policy Team: MIKE FRIIS, *team leader*, 267-7982, mike.friis@

State Facilities, Division of: ROBERT G. CRAMER, *administrator*, 266-1031, robert.cramer@; MARILYN PIERCE, *deputy administrator*, 266-7066, marilyn.pierce@; GODWIN AMEGASHIE, *assistant to the administrator*, 266-7806, godwin.amegashie@; Fax: 267-2710; P.O. Box 7866, Madison 53707-7866; *Internet Address:* <http://www.doa.state.wi.us/index.asp?locid=4>

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

Facilities Management, Bureau of: GILBERT FUNK, *director*, 266-3783, gil.funk@

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

Portfolio Management, Bureau of: PETER MATERNOWSKI, *director*, 266-5565, peter.maternowski@

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 and Milwaukee 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 Services* 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.

The *Office of Energy Independence* was created by Executive Order 192 on April 5, 2007, to meet Wisconsin's diverse energy needs. The office will focus on generating 25% of the state's electricity and transportation fuels from renewable resources by 2025; capturing 10% of the emerging bioindustry and renewable energy market by 2030; leading the nation in groundbreaking research that will make renewable energy more affordable and will create good paying jobs in Wisconsin; and serving as the State Energy Office.

The *Division of Enterprise Operations* manages state procurement policies and contracts, auto and air fleet transportation, and risk management. The division handles statewide contracts, DOA and consolidated agency purchasing, municipal cooperative purchasing, work center contracting, federal and state surplus property disposition, state agency recycling and waste reduction programs, and minority business contracting. The division oversees fleet policies, records management, interdepartmental mail, and state agency document sales and distribution. It also manages the state's self-funded programs for liability, property, and worker's compensation, and 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 and service delivery. It provides computer services to state agencies and local governments, and 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 centralized security training, research, and print and mail services to other state agencies. It provides statewide computer systems for district attorneys and coordinates electronic information sharing among the courts, district attorneys, and justice agencies at the state and local levels. Through

the Geographic Information Office, the division coordinates Wisconsin's geospatial information activities and provides geographic information systems (GIS) services to state agencies, service organizations, and local governments.

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 with 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 Comprehensive Planning and Land Information Grants. 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. It administers the municipal service payment program which reimburses local governments for providing police, fire, and solid waste services to state facilities.

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 30 major buildings in 7 cities throughout 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) (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.

Small Business, Veteran-Owned Business and Minority Business Opportunities, Council on: CRAIG A. ANDERSON, DAVID W. ARAGON, PAM CHRISTENSON, MOHAMMED HASHIM, WILLIAM JOHNSON, JR., HENRY SANDERS, JR., ALLEN R. SCHRAEDER, 6 vacancies. (All are appointed by secretary of administration.) Nonvoting secretary: PATRICK J. FARLEY (Department of Administration designee).

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 must be a consumer member. 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, TERRY LYNCH, TANYA L. MEYER, DALEY TAYLOR, BARBARA THONI (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: 28.00.

Total Budget 2005-07: \$3,845,100.

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*; vacancy (Department of Administration representative designated by secretary of administration), *secretary*; SENATOR DECKER (chairperson, Senate Committee on Finance), REPRESENTATIVE STONE (designated by chairperson, Assembly Committee on Finance); NATE ZOLIK (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 2005-07: \$47,400.

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: DAWN MARIE SASS (state treasurer), MICHAEL MORGAN (secretary of administration), ROGER ERVIN (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.

ELECTRONIC RECORDING COUNCIL

Members: JANE LICHT (register of deeds), *chairperson*; STEVEN E. HANSON (representing an association of bankers), *vice chairperson*; MARVEL A. LEMKE, CATHY WILLOQUETTE, CYNTHIA WISINSKI (registers of deeds); CRAIG HASKINS (representing an association of title insurance); HAL KARAS (representing attorneys who practice real property law). (All members are appointed by governor.)

Agency Responsibility: The 7-member Electronic Recording Council recommends standards regarding the electronic recording of real estate deeds for adoption by rules promulgated by the

Department of Administration. The council was created by 2005 Wisconsin Act 421, and its composition and duties are prescribed in Sections 15.107 (6) and 706.25 (4) of the statutes.

DIVISION OF HEARINGS AND APPEALS

Administrator: DAVID H. SCHWARZ, david.schwarz@wisconsin.gov

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: dhamail@wisconsin.gov

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

Number of Employees: 49.50.

Total Budget 2005-07: \$9,713,200.

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 regarding probation, parole, and extended supervision 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. The board was created by 2003 Wisconsin Act 171.

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 2 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: 1 South Pinckney Street, Suite 600, Madison 53702.

Telephone: (608) 266-3323.

Fax: (608) 266-6676.

Publications: Annual Tribal Action Plan; Anti-Drug Abuse Strategy; Building Safer Communities Report; Crime and Arrests in Wisconsin; Drug Arrests in Wisconsin; 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 2005-07: \$118,880,900.

Statutory References: Sections 15.105 (19) and 16.964.

Agency Responsibility: The Office of Justice Assistance (OJA) is an independent state agency with an executive director appointed by the governor. OJA is almost entirely federally funded. OJA administers a variety of public safety programs including state and federal grant programs related to criminal justice and homeland security. Specific federal formula grant programs include the Juvenile Justice and Delinquency Prevention Act, the Anti-Drug Abuse Act, the Byrne Memorial Justice Assistance Grant, the Juvenile Accountability Incentive Block Grant Program, the Violence Against Women Act, and Homeland Security funding which includes Local Law Enforcement Terrorism Prevention Programs, Citizen Corps, the Urban Area Security Initiative, Emergency Management Planning, Bufferzone Protection, and Rail and Transit Security. Federal discretionary grant programs include the National Criminal History Repository Improvement Program, Rural Domestic Violence, Milwaukee Gang Reduction Program, and Project Safe Neighborhoods. State funded grant programs include Bet Patrol, Treatment Alternatives and Diversion, and Digital Recording of Custodial Interviews equipment grants.

The office also manages several programs that serve the public safety and justice communities. The Statistical Analysis Center, which administers the State Uniform Crime Reporting System

and Incident-Based Reporting programs, conducts policy-related research, and publishes annual reports on statewide crime statistics. The Wisconsin Justice Information Sharing (WIJIS) initiative manages the Justice Gateway, an online sharing information tool for law enforcement and other justice agencies. The Sex Offender Apprehensive and Felony Enforcement (SAFE) locates and apprehends noncompliant sex offenders required to maintain registration with the state. 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.

NATIONAL AND COMMUNITY SERVICE BOARD

Members: KATHLEEN GROAT (private, nonprofit organization representative), *president*; JOEL HAUBRICH (business representative), *vice president*; vacancy (youth education and training representative); MARGUITA FOX (older adult volunteer representative); RICHARD GROBSCHMIDT (superintendent of public instruction designee); SHEREE DALLAS BRANCH (secretary of administration designee); ANTHONY HALLMAN (local government representative); ROBERT GUENTHER (organized labor representative); vacancy (national service youth representative); MARILYNN PELKY (national service program representative); ROBERT HAWLEY, SONDR A LEGRAND, MARK MUELLER, ANDREW RUSSELL, YIA THAO, 2 vacancies (public members). Nonvoting members: LINDA SUNDE (Corporation for National and Community Service); LARRY KLEINSTEIBER, AMY McDOWELL, LARRY OLSON, JENNIFER ORTIZ. (All except *ex officio* members are appointed by governor.)

Executive Director: THOMAS H. DEVINE, devinth@dhsf.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: 5.00.

Total Budget 2005-07: \$7,749,000.

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 oversees 18 AmeriCorps programs consisting of 800 AmeriCorps members serving in over 300 placement sites statewide. After completing a successful year of service, AmeriCorps members in Wisconsin are eligible for Federal Education Awards that can be used to pay tuition or pay back student loans.

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), DAWN MARIE SASS (state treasurer), J.B. VAN HOLLEN (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 2005-07: \$2,876,800.

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.

2005 Wisconsin Act 352 authorized the board to invest in land using the proceeds from the sale of any land it owns if the board determines such land purchase will improve timberland management, address forest fragmentation, or increase public access to land. Act 352 also sets aside \$2 million from the state's Knowles-Nelson Stewardship Fund in each year from 2007 through 2010 for the Department of Natural Resources to acquire from the board natural area quality lands and other parcels that consolidate department projects. The act also directs the board to establish an account in each of the trust funds for the deposit of proceeds from the sale of these public lands.

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*; vacancy (representing the governor), BRYAN NAAB (representing the state auditor), RUSSELL WHITESEL (representing the joint legislative council staff director), vacancy (small business representative), MARCIA KELLY (representative of school board or governing body of a municipality). (Representatives are appointed by the respective officers or the governor.)

Executive Secretary: HAROLD COLTHARP, harold.coltharp@wisconsin.gov

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: DON LATORACCA (designated by attorney general); MICHAEL TOBIN (designated by state public defender); SENATORS LAZICH, TAYLOR; REPRESENTATIVES CULLEN, KLEEFISCH; PATRICK FIEDLER, ELSA LAMELAS (circuit court judges appointed by supreme court); KATHY ZUPAN (crime victims representative appointed by attorney general); MICHAEL SCHAEFER (prosecutor appointed by attorney general); JOHN BIRDSALL (attorney appointed by criminal law section, State Bar of Wisconsin); BRIAN BLANCHARD, DAN BLANK, RON MALONE, GERALD MOWRIS, PETER NAZE, SUSAN STEINGASS, vacancy (appointed by governor). Nonvoting members: MATTHEW FRANK (secretary of corrections); ALFONSO GRAHAM (chairperson, parole commission); JOHN VOELKER (director of state courts).

Number of Employees: 2.00.

Total Budget 2005-07: \$617,400.

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

Agency Responsibility: The 21-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. The commission, which was created by 2001 Wisconsin Act 109, is scheduled to sunset on December 31, 2007.

SERVICE AWARD BOARD

Members: ROBERT H. SEITZ (fire chiefs statewide organization representative), *chairperson*; KENNETH A. BARTZ (volunteer fire fighters statewide organization representative), *vice chairperson*; PATRICK FARLEY (Department of Administration representative), *secretary*; MELINDA R. ALLEN (volunteer emergency medical service technician); KRISTEN HALVERSON, ALLEN R. SCHRAEDER, CARL STOLTE (representatives of municipalities using volunteer fire fighters), JOHN SCHERER (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 2005-07: \$3,199,200.

Statutory References: Sections 15.105 (26) and 16.25.

The Service Award Program operates under the direction of an 8-member Service Award Board appointed by the governor and establishes by rule a tax-deferred benefit program for volunteer fire fighters, emergency medical technicians, and first responders based on their length of service to a community. The program is designed to assist municipalities in retaining volunteers. 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, and the communities make payments directly to the plan providers. The board establishes procedures for appeal of decisions by the Department of Administration or the plan providers in cases where 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.

STATE CAPITOL AND EXECUTIVE RESIDENCE BOARD

Members: SENATORS ROBSON, RISSER, A. LASEE; REPRESENTATIVES ROTH, 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 purpose of the board is to direct the continuing and consistent maintenance of the property, decorative furniture, and furnishings of the capitol and executive residence. No renovations, repairs (except of an emergency nature), installation of fixtures, decorative items, or furnishings for the ground and buildings of the capitol or executive residence may be performed by or become the property of the state by purchase wholly or in part from state funds, or by gift, loan or otherwise, until approved by the board as to design, structure, composition, and appropriateness.

**Office of State
EMPLOYMENT RELATIONS**

Director: JENNIFER DONNELLY.

Executive Assistant: YER VANG, 266-1023, yer.vang@

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: LINDA KOWALEWSKI, *director*, 267-0344, linda.kowalewski@

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

Address e-mail by combining the user ID and the state extender: userid@wisconsin.gov

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

Location: 101 East Wilson Street, 4th Floor, Madison.

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: 54.50.

Total Budget 2005-07: \$11,370,400.

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 develop-

ment 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: JAMES PARKER (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, SANDRA RYAN, ROLAND W. WETLEY, 3 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: GENE DALHOFF, SANDY DREW, DAVID M. VRIEZEN (all appointed by governor).

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

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, 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); JOSEPH D' COSTA (vocational rehabilitation representative, Department of Workforce Development); BILL G. SMITH (small business representative); NICKOLAS C. GEORGE, JR. (private business representative); JEAN ZWEIFEL (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 2005-07: \$225,600.

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

Commissioners: DIANE E. NORMAN, *acting chairperson*; DAVID C. SWANSON, vacancy (appointed by governor with senate consent).

Legal Assistant: NANCY BATZ, 266-1391, nancy.batz@wisconsin.gov

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

Telephone: (608) 266-1391.

Fax: (608) 261-7060.

Number of Employees: 5.00.

Total Budget 2005-07: \$1,069,400.

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 appeals of persons and entities of assessments of the Department of Revenue involving all major state-imposed taxes, including individual and corporate income taxes, homestead and farmland preservation tax credits, real estate transfer fees, and sales and use taxes, as well as appeals of state assessments of manufacturing property. The commission also decides disputes between persons or entities and the Department of Transportation regarding certain motor vehicle taxes and fees. The commission's decisions may be appealed to circuit court.

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. 1985 Wisconsin Act 29 provided that the commission include a small claims division.

COUNCIL ON UTILITY PUBLIC BENEFITS

Members: vacancy (appointed by secretary of administration), *chairperson*; JAMES BOULLION, JANIS RINGHAND (appointed by governor); STEVE BOHLMAN, TIM BRUER (appointed by senate majority leader); SENATOR COWLES (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); ERIC CALLISTO (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.

WASTE FACILITY SITING BOARD

Members: JAMES SCHUERMAN (town official), *acting 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); ALLEN JANSEN (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.

E-mail Address: dhamail@wisconsin.gov

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

Telephone: (608) 261-6339.

Fax: (608) 264-9885

Number of Employees: 0.00.

Total Budget 2005-07: \$107,800.

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.

WOMEN'S COUNCIL

Members: KRISTINE MARTINSEK (public member appointed by governor), *chairperson*; SENATORS KREITLOW, vacancy (appointed by senate majority leader); REPRESENTATIVES BALLWEG, STRACHOTA (appointed by assembly speaker); JOAN M. PRINCE (designated by governor); MARY ANN GERRARD, HEATHER SMITH (public members appointed by senate president); MARY JO BAAS, vacancy (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 2005-07: \$273,200.

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: JAMES L. ARTS, 224-5008.

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@wisconsin.gov

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@wisconsin.gov

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

Agricultural Business and Sector Development Bureau: PERRY L. BROWN, *director*, 224-5114, perry.brown@

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

Farm and Rural Services Bureau: PAUL DIETMANN, *director*, 224-5038, paul.dietmann@

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

Agrichemical Management, Bureau of: LORI BOWMAN, *director*, 224-4550, lori.bowman@

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

Plant Industry, Bureau of: BRIAN KUHN, *director and assistant division administrator*, 224-4590, brian.kuhn@

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@

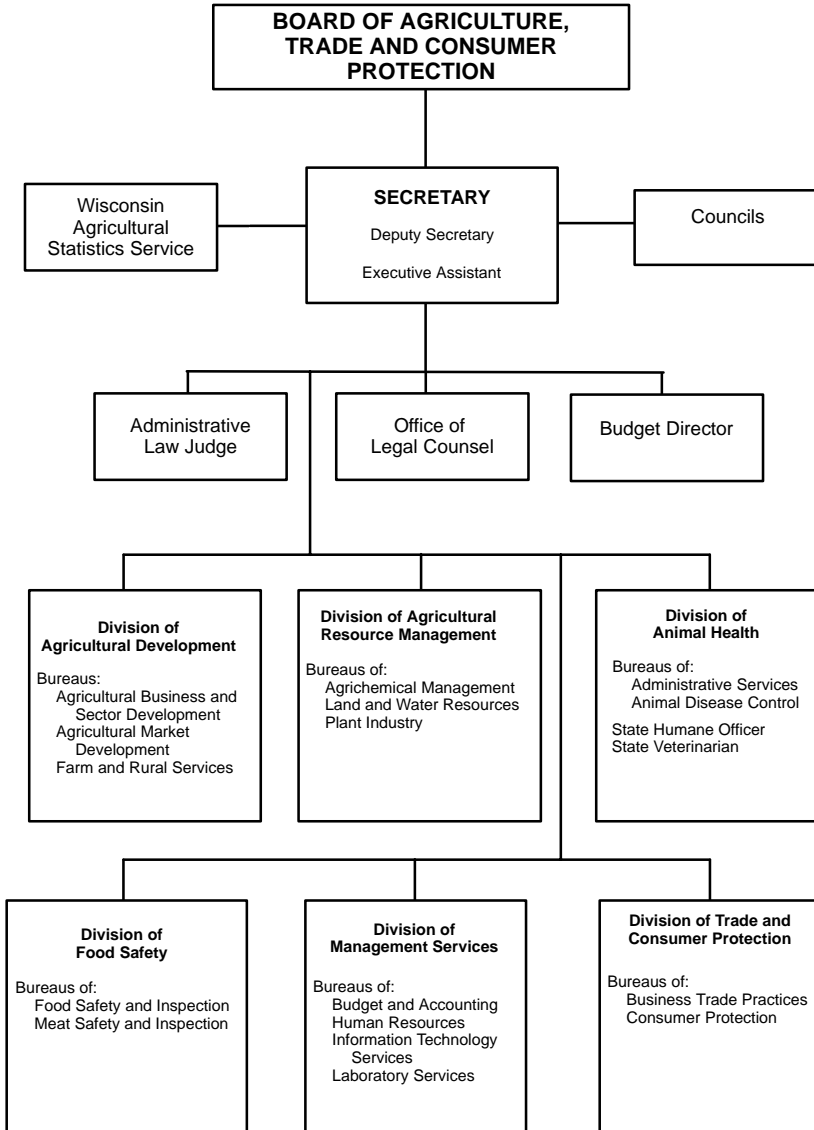
State Humane Officer: YVONNE M. BELLAY, 224-4888, yvonne.bellay@

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: JAMES LARSON, *director*, 224-4725, james.larson@

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 admin-
istrator*, 224-4761, georgia.pedracine@

Information Technology Services, Bureau of: RAYNOLD W. ANDERSON, *director*, 224-4777,
raynold.anderson@

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 administra-
tor*, 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: 572.37.

Total Budget 2005-07: \$152,804,500.

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 local, state, 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



Weights and Measures Inspector Jared Williams tests a gasoline pump to ensure customers receive what they pay for when they buy fuel. (Department of Agriculture, Trade and Consumer Protection)

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 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), NICHOLAS GEORGE (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 representatives); 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: JIM HOLTE (representing livestock farming interests), *chairperson*; ANDY JOHNSON (representing counties), *vice chairperson*; BOB SELK (representing environmental interests), *secretary*; LEE ENGELBRECHT (representing towns); FRAN BYERLY, JEROME GASKA, BOB TOPEL (public members). (All nominated by the secretary of agriculture, trade and consumer protection and appointed by the governor with senate consent.)

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 on the political subdivision, but either party may appeal the board's decision in circuit court. All members are appointed for 5-year terms. The four members representing specific interests are selected from lists of names 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.

Department of COMMERCE

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

Deputy Secretary: AARON D. OLVER, 266-8976.

Executive Assistant: CHANDRA M. MILLER FIENEN, 266-2125, chandra.millerfienen@

General Counsel: JOSEPH THOMAS, 261-5402, joseph.thomas@

Office of Communications: TONY HOZENY, *director*, 267-9661, tony.hozeny@

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: 397.65.

Total Budget 2005-07: \$405,743,400.

Statutory References: Section 15.15; Chapter 560.

For e-mail: firstname.lastname@wisconsin.gov

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: TERRY CRANEY, *administrator*, 266-3494, terry.craney@; Division Fax: 266-0182.

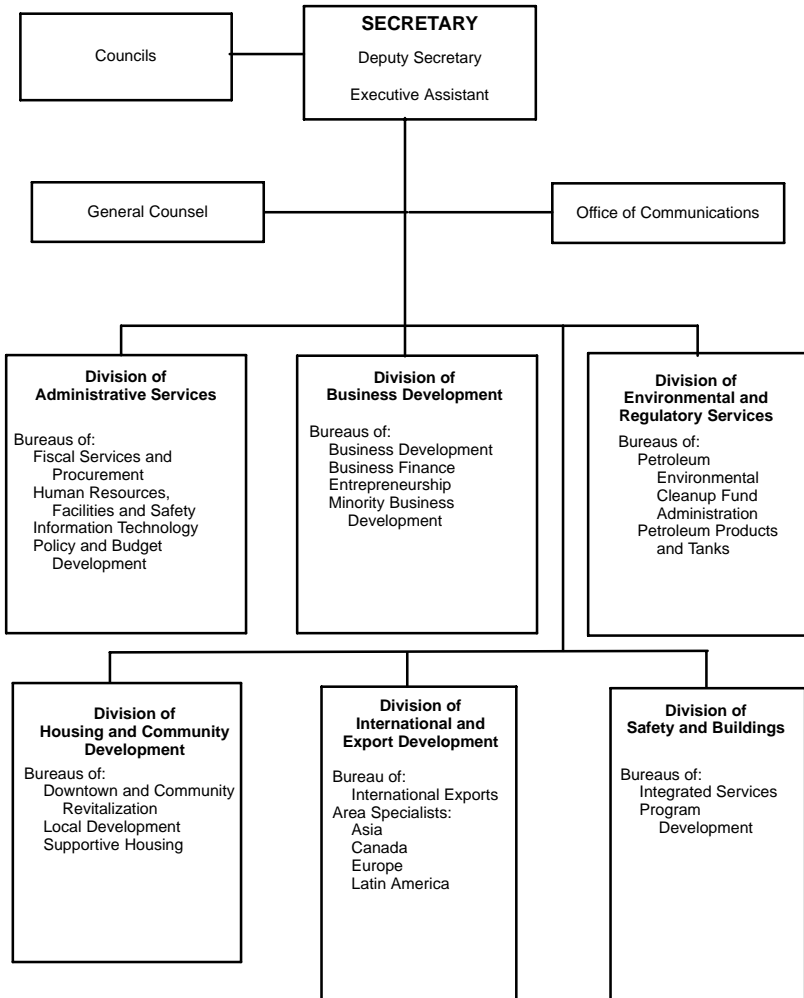
Fiscal Services and Procurement, Bureau of: AUDREY CHASE, *director*, 267-7200, audrey.chase@

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

Information Technology, Bureau of: GREG BEACH, *director*, 266-7404, gregory.beach@

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

DEPARTMENT OF COMMERCE



Units attached for administrative purposes under Sec. 15.03:

Building Inspector Review Board
Development Finance Board
Minority Business Development Board
Rural Economic Development Board
Small Business Regulatory Review Board

Business Development, Division of: HENRY WILDE, administrator, 266-5576, henry.wilde@; Division Fax: 267-2829.

Business Development, Bureau of: JOHN STRICKER, director, 261-7710, john.stricker@

Business Finance, Bureau of: MARY GAGE, acting director, 266-2766, mary.gage@

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

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

Environmental and Regulatory Services, Division of: BERNICE A. MATSSON, *administrator*, 266-9403, berni.matsson@; P.O. Box 14427, Madison 53708-0427, Division Fax: 267-1381.

Petroleum Environmental Cleanup Fund Administration (PECFA) Bureau: OSCAR HERRERA, *director*, 266-7605, oscar.herrera@; Claim Review: P.O. Box 7838, Madison 53707-7838, 267-7642; Site Review: P.O. Box 8044, Madison 53708-8044, 266-8516.

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

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

Downtown and Community Revitalization, Bureau of: JAMES ENGLE, *director*, 267-0766, james.engle@

Local Development, Bureau of: JAMES FRYMARK, *director*, 266-2742, jim.frymark@

Supportive Housing, Bureau of: MARTY EVANSON, *director*, 267-2713, marty.evanson@

International and Export Development, Division of: MARY REGEL, *acting administrator*, 266-1767, mary.regel@; 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; GREG MILLER, Madison: 266-0393, greg.miller@

International Exports, Bureau of: MARY REGEL, *director*, 266-1767, mary.regel@

Area Specialists: Asia: BENG YEAP, 266-1480, beng.yeap@; *Canada:* STANLEY PFRANG, 267-0639, stanley.pfrang@; *Europe:* BRAD SCHNEIDER, (920) 420-1796, brad.schneider@; *Latin America:* SUSAN DRAGOTTA, (262) 691-5149, susan.dragotta@

Safety and Buildings, Division of: GREGORY C. JONES, *administrator*, 266-1816, gregory.jones@; vacancy, *deputy administrator*, 266-1817; 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, randy.baldwin@

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

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 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 Housing and 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 Com-

munity 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 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. 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 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 Certification Council: CRAIG RAKOWSKI, JAY STATZ, JOSEPH WELCH (building contractors) (all appointed by secretary of commerce).

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

Telephone: 266-9292.

The 3-member Contractor Certification Council recommends rules for promulgation by the department for certifying the financial responsibility of contractors. It also recommends courses that meet continuing education requirements and advises the department on the development of course examinations. Council members serve 3-year terms, and must be building contractors holding certificates of financial responsibility who are involved in, or have demonstrated an interest in, continuing education for building contractors. The council was created by 2005 Wisconsin Act 200, and its composition and duties are prescribed in Sections 15.157 (5) and 101.625 of the statutes. It assumes some of the duties of the Contractor Financial Responsibility Council, which was repealed by 2005 Wisconsin Act 200.

Conveyance Safety Code Council: vacancy (representative of a manufacturer of elevators); ANDREW ZIEKLE (representative of an elevator servicing business); vacancy (representative of an architectural design or elevator consulting profession); KELVIN NORD (representative of a labor organization involved in elevator installation, maintenance, and repair); CALVIN KING (representative of a city, village, town, or county); vacancy (representative of an owner or manager of a building containing an elevator); JESSE KAYSEN (public member); KEVIN KRAEMER (commercial construction building contractor involved in construction or installation of conveyances); LARRY SWAZIEK (secretary of commerce or designee); DAN MENEGUIN (department employee who is familiar with commercial building inspectors designated by secretary of commerce to serve as nonvoting secretary). (Except as indicated, all members appointed by governor.)

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

Telephone: 267-7701.

The 10-member Conveyance Safety Code Council recommends a statewide conveyance safety code for promulgation by the department and makes recommendations pertaining to enforcement of rules, the granting of variances, administrative appeal procedures, fees, and other relevant matters. Under the law, a "conveyance" includes devices such as an elevator, escalator, dumbwaiter, belt manlift, moving walkway, platform lift, personnel or material hoist, stairway chair lift, and any similar device, such as an automated people mover, used to elevate or move people or things. The council, which is required to meet at least twice a year, was created by 2005 Wisconsin Act 456, and its composition and duties are prescribed in Sections 15.157 (14) and 101.986 of the statutes.

Dwelling Code Council: JEFFREY D. BECHARD, THOMAS DOLESCHY, MICHAEL MUELLER, GARY RUHL (building trade labor organization representatives); KENNETH M. DENTICE, DANIEL A. NOWAK, KATHLEEN STADTHERR, MICHAEL WALLACE (certified building inspectors employed by local government); DAN GORSKI, MARY L. SCHROEDER (representatives of on-site housing con-

tractors); FRANK OPATIK, THOMAS PALECEK (manufactured housing representatives); DAVID DOLAN-WALLACE (architect, engineer, or designer); WILLIAM TURNER, JOHN E. VANDE CASTLE (construction material supply representatives); ALLAN BACHMANN (one- and 2-family house remodeling contractor); ROBERT JAKEL, STEVEN LEVINE (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: JIM O'KEEFE (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); THOMAS MEIKLEJOHN III (architectural profession); GERALD WHITE (financial community); PAUL KNUTH, DAWN ROG (business community); DARRYL JOHNSON, LISA KOTTER, JILL RENNICKE, 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. In addition, the secretary designates a department employee to serve as secretary. 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.

Manufactured Housing Code Council: STEVE ANDRESKE, JOHN GEISE (representing manufacturers of manufactured homes); BART HUNTINGTON, MARK THEIDE (representing manufactured home dealers); RON MIDDLETON, JIM REITZNER (representing owners of manufactured home communities); AL RHINERSON, AL SCHWOERER (representing installers of manufactured homes); ROSS KINZLER (representing an industry association in Wisconsin); BOB KLUWIN (representing suppliers of materials or services); KRISTEN ZEHNER (representative of the public); HARRY KREUSER (representative of labor); DAN CURRAN (representative of inspectors of manufactured homes); LARRY SWAZIEK (employee of department serving as nonvoting secretary) (all appointed by the secretary of commerce).

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

Telephone: 267-7701.

The 13-member Manufactured Housing Code Council recommends a statewide manufactured housing code for promulgation by the department. It also makes recommendations regarding licensure and professional discipline of manufacturers of manufactured homes and manufactured home dealers, salespersons, and installers; and regarding consumer protection applicable to consumers of manufactured homes. Members are appointed for 3-year terms, and the council is required to meet at least twice a year. In addition, the secretary designates a department employee to serve as secretary. The council was created by 2005 Wisconsin Act 45 and its composition and duties are prescribed in Sections 15.157 (13) and 101.933 of the statutes.

Multifamily Dwelling Code Council: EDWARD R. GRAY, MARK SCOTT (skilled building trades labor representatives); DAVID A. NITZ (municipal inspector from county less than 50,000 popu-

lation); RICHARD P. PAUR (municipal inspector from county over 50,000 population); KRAIG BIELFELD, JEFFREY BROHMER (fire service workers); BETH A. GONNERING, MICHAEL MOREY (multifamily dwelling contractors and developers); EMORY BUDZINSKI, NICHOLAS RIVECCA, 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), SCOTT HAMILTON (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), vacancy (designated by secretary of health and family services); BYRON J. CROUSE (UW Medical School); ERIC GASS (Medical College of Wisconsin, Inc.); TIMOTHY J. SIZE (Wisconsin Health and Educational Facilities Authority); vacancy (Farmers Home Administration); ERICA HOVEN, LOUIS KEY (private rural lender representatives); LARRY GILBERTSON, ROBERT TRACY (rural health care facility representatives); vacancy (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. MATTSSON (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

BUILDING INSPECTOR REVIEW BOARD

Members: vacancy (senate majority leader or designee); DAVID HUEBSCH (speaker of assembly or designee); vacancy (secretary of commerce or designee); MARTY RIFKEN (representing building contractors and building developers); JACK VAN DER WEELE (certified building inspector (except as indicated, all members appointed by governor with senate consent).

Statutory References: Sections 15.155 (6) and 101.596.

Agency Responsibility: The 5-member Building Inspector Review Board reviews complaints received from holders of building permits concerning possible incompetent, negligent, or unethical conduct by building inspectors. The board may revoke the certification of an inspector for cause and may modify or reverse erroneous decisions made by building inspectors. The board was created by 2005 Wisconsin Act 457.

DEVELOPMENT FINANCE BOARD

Members: AARON OLVER (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); MICKEY JUDKINS (small business community); CHERYL R. WESTON (minority business community); vacancy (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, KATHERINE MARKS, AARON OLVER, 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), AARON OLVER (designated by secretary of commerce); SENATORS KAPANKE, KREITLOW; REPRESENTATIVES SUDER, VRUWINK; MICHAEL R. KRUTZA, RICHARD MARTIN, CONNIE SEEFELDT. (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), vacancy (Department of Commerce representative), PAT COOPER (Department of Health and Family Services representative), AL SHEA (Department of Natural Resources representative), LARRY MARTIN (Department of Regulation and Licensing representative), LAURA ENGAN (Department of Revenue representative), HAL BERGAN (Department of Workforce Development representative), SENATOR WIRCH (senate small business committee chairperson), REPRESENTATIVE HONADEL (assembly small business committee chairperson); RANDY MEFFERT, RICHARD PETERSHACK, BONNIE SCHWID, MINOO SELFODDINI, KAREN VERNAL, BERNARD ZIEGELWALD (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.

Department of CORRECTIONS

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

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

Executive Assistant: SUSAN CRAWFORD, 240-5055, susan.crawford@

Office of Legal Counsel: vacancy, chief, 240-5035.

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@

Agency Liaison: LISA PATRICK, 240-5010, lisa.patrick@

Reentry Director: MARY KAY KOLLAT, 240-5015, marykay.kollat@

Prison Rape Elimination Act (PREA) Director: CHARLES COLE, 240-5113, charles.cole@

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

Location: 3099 East Washington Avenue, Madison 53704.

Telephone: 240-5000.

Fax: 240-3300.

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

Number of Employees: 10,124.44.

Total Budget 2005-07: \$2,062,552,600.

Statutory References: Section 15.14; Chapter 301.

For e-mail: firstname.lastname@wisconsin.gov

Adult Institutions, Division of: JOHN BETT, administrator, 240-5100, john.bett@; DENISE SYMDON, assistant administrator, 240-5103, denise.symdon@; RICHARD SCHNEITER, assistant administrator, 240-5102, richard.schneiter@; Division Fax: 240-3310.

Correctional Enterprises, Bureau of: TIM PETERSON, director, 240-5201, timothy.peterson@; 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: MARK HEISE, director, 240-5810, mark.heise@

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.

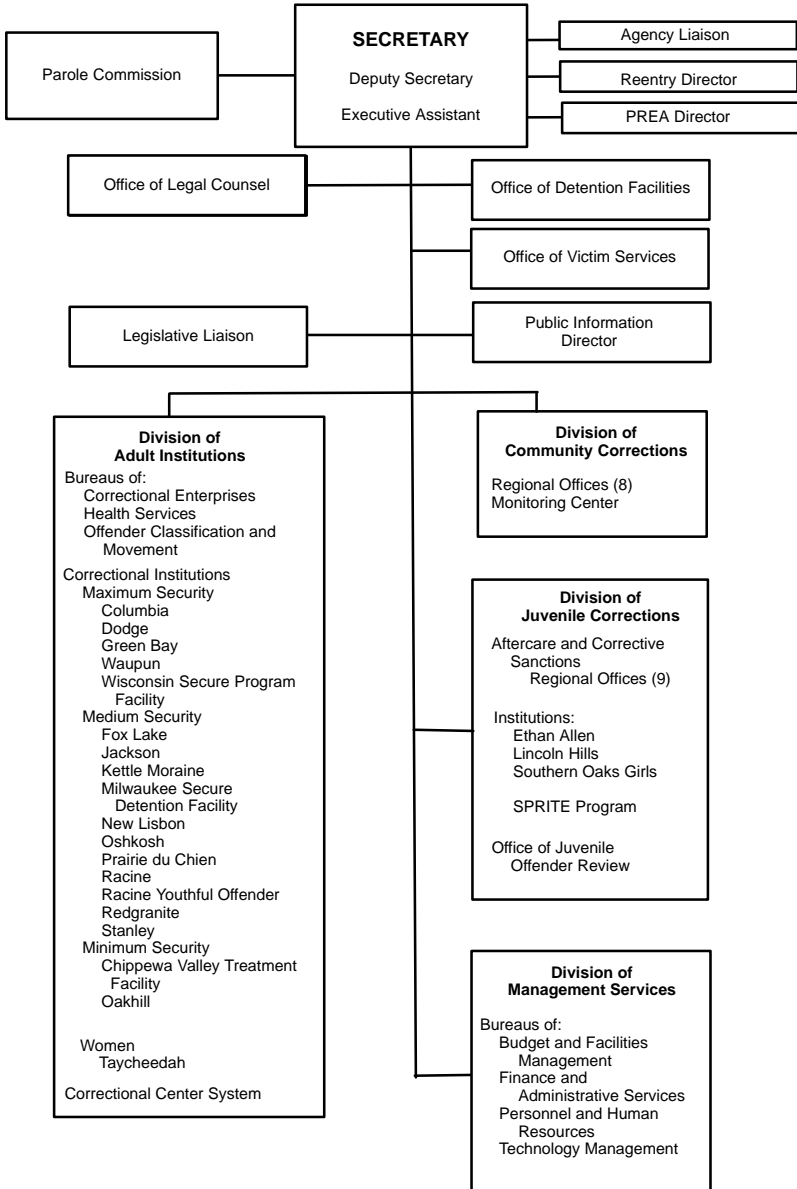
Waupun Correctional Institution: MIKE THUMER, warden, P.O. Box 351, Waupun 53963-0351, (920) 324-5571; Fax: (920) 324-7250.

Wisconsin Secure Program Facility: PETE HUIBREGTSE, warden, P.O. Box 1000, Boscobel 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.

DEPARTMENT OF CORRECTIONS



Units attached for administrative purposes under Sec. 15.03: Interstate Adult Offender Supervision Board
Prison Industries Board
State Board for Interstate Juvenile Supervision

Jackson Correctional Institution: RANDY HEPP, 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.

New Lisbon Correctional Institution: TIMOTHY LUNDQUIST, 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: vacancy, superintendent, P.O. Box 9900, Prairie du Chien 53821-9900, (608) 326-7828; Fax: (608) 326-7736.

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

Racine Youthful Offender Correctional Institution: FLOYD MITCHELL, 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: PAMELA WALLACE, warden, 100 Corrections Drive, Stanley 54768-6500, (715) 644-2960; Fax (715) 644-2966.

Minimum Security:

Chippewa Valley Correctional Treatment Facility: PAMELA WALLACE, 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 McCASH, 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: DAVID ANDRASKA, superintendent, W6898 East Stafon 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: MICHAEL COCKROFT, 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: SUZANNE SCHMITT, 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: TIM NELSON, superintendent, 10401 East County Road G, Gordon 54838, (715) 376-2680; Fax: (715) 376-4361.

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

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

- Milwaukee Women's Correctional Center:* DEB CHAMBERS, *superintendent*, 615 West Keefe Avenue, Milwaukee 53212, (414) 267-6101; Fax: (414) 267-6130.
- Oregon Correctional Center:* JEFF PUGH, *superintendent*, 5140 Highway M, P.O. Box 25, Oregon 53575-0025, (608) 835-3233; Fax: (608) 835-3175.
- Sanger B. Powers Correctional Center:* PATRICK MELMAN, *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:* SHARON WILLIAMS, *superintendent*, 1318 North 14th Street, Milwaukee 53205-2596, (414) 343-5000; Fax: (414) 343-5039.
- Thompson Correctional Center:* vacancy, *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:* QUALA CHAMPAGNE, *administrator*, 240-5300; WILLIAM GROSSHANS, *assistant administrator, business and records*; Fax: 240-3330.
- Region 1:* ART THURMER, *chief*, 3099 East Washington Avenue, Madison 53704, 246-1960; Fax: 246-1900.
- Region 2:* LISA KENYON, *chief*, 9531 Rayne Road, Suite 2, 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:* ROSE SNYDER-SPAAR, *chief*, 1360 American Drive, Neenah 54956, (920) 751-4623; Fax: (920) 751-4601.
- Region 5:* vacancy, *chief*, 718 West Clairemont Avenue, Room 130, Eau Claire 54701-6143, (715) 836-5242; Fax: (715) 836-2331.
- Region 6:* ROBERT GRUSNICK, *chief*, 2187 North Stevens Street, Suite B, 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:* RON KALMUS, *chief*, 427 East Tower Drive, Suite 200, Wautoma 54982-5500, (920) 787-5500; Fax: (920) 787-5589.
- Monitoring Center:* DOUGLAS MILSAP, *director*, 3309 East Washington Avenue, Madison 53704, 240-3948, douglas.milsap@
- Juvenile Corrections, Division of:* CHARLES TUBBS, *administrator*, 240-5901, charles.tubbs@; SILVIA JACKSON, *assistant administrator*, 240-5902, silvia.jackson@; 3099 East Washington Avenue, Madison 53704; 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.
- Sheboygan:* 3422 Wilgus Avenue, Sheboygan 53081, (920) 456-6548.
- Sparta:* 820 Industrial Drive, Suite 6, Sparta 54656, (608) 269-1921.
- Sturtevant:* 9531 Rayne Road, Suite 3, Sturtevant 53177-1833, (262) 884-3748.

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: JANE DIER-ZIMMEL, *superintendent*, 21425B Spring Street, Union Grove 53182-9707, (262) 878-6500; Fax: (262) 878-6520, jane.dierzimmel@

SPRITE Program: vacancy, *program director*, Highway M, Fire No. 4986, Oregon 53575, (608) 835-7131; Fax: (608) 835-2749.

Juvenile Offender Review, Office of: SHELLEY HAGAN, *director*, 240-5918; Fax: 240-3370, shelley.hagan@

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: ANN SCHWARTZ, *director*, 240-5646, ann.schwartz@

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 headed 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, computer recycling, and wheelchair refurbishing.

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 Facil-

ity, 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 Wisconsin 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: ALFONSO J. GRAHAM (appointed by governor with senate consent), *chairperson*; JAYNE HACKBARTH, JAMES HART, DANIELLE LACOST, STEVEN LANDREMAN, DAVID L. WHITE, 2 vacancies (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, JOSE CARILLO, 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.

STATE BOARD FOR INTERSTATE JUVENILE SUPERVISION

Members: vacancy (administrator of Interstate Compact for Juveniles); vacancy (deputy compact administrator or designee); vacancy (representative(s) of legislative branch); vacancy (representative(s) of judicial branch); vacancy (representative(s) of executive branch); vacancy (representative of victims groups) (all appointed by governor).

Statutory References: Sections 15.145 (4) and 938.999 (9).

Agency Responsibility: The members of the State Board for Interstate Juvenile Supervision are appointed by the governor for 3-year terms to advise and exercise oversight and advocacy concerning the state's participation in activities of the Interstate Compact for Juveniles and may exercise any other statutorily authorized duties including the development of policy concerning the operations and procedures of the compact within the state. The board consists of at least six members, as more than one member may be appointed to represent the legislative, judicial, and executive branches of the state. The board was created by 2005 Wisconsin Act 234.

EDUCATIONAL COMMUNICATIONS BOARD

Board Members: ROLF WEGENKE (private schools representative), *chairperson*; ELIZABETH BURMASTER (superintendent of public instruction), *vice chairperson*; SENATORS COGGS, OLSEN; REPRESENTATIVES NEWCOMER, SCHNEIDER; MICHAEL MORGAN (secretary of administration), KEVIN P. REILLY (president, UW System), DAN CLANCY (director, Technical College System), THOMAS J. BASTING, SR., EILEEN LITTIG (public members); JUNE ANDERSON (public schools representative), EILEEN CONNOLLY-KEESLER (appointed by UW System Board of Regents), ELLEN ROSEWALL (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.)

Interim Executive Director: GENE PURCELL, 264-9666, gpurcell@ecb.state.wi.us

Deputy Director: GENE PURCELL, 264-9666, gpurcell@ecb.state.wi.us

Education, Division of: LIN HANSON, *interim administrator*, 264-9688, Fax: 264-9685, lhanson@ecb.state.wi.us

Engineering Services, Division of: TERRENCE BAUN, *administrator*, 264-9746, Fax: 264-9664, tbaun@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: JAMES STEINBACH, *interim director*, 821 University Avenue, Madison 53706, 263-1232, Fax: 263-9763, steinbach@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 (Instructional multimedia schedule for elementary/secondary schools); Telelink Newsletter; Television Program Guide; WPR Annual Report; WPT Annual Report; teachers' manuals and guides for instructional multimedia programs.

Number of Employees: 62.18.

Total Budget 2005-07: \$34,781,800.

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

Agency Responsibility: The Educational Communications Board oversees the statewide public broadcasting system, its instructional telecommunications programming, 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 18 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 multimedia programming and accompanying 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 educational broadband system/instructional television fixed service system (EBS/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 multi-media 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 all 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 of 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 the UW Board of Regents (through UW-Colleges and UW-Extension). Wisconsin Public Radio service includes two networks: 1) the News and Classical Music Network and 2) 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 the UW Board of Regents (through UW-Colleges and 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 focuses on producing local 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 1917 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.

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. The board has worked cooperatively with the UW Board of Regents to enhance public broadcasting service for the state's citizens.

ELECTIONS BOARD

Elections Board: SHERWIN HUGHES (designated by governor); DAVID ANSTAETT (designated by chief justice of supreme court); DAN HELLMAN (designated by assembly speaker); JOHN C. SCHOBBER (designated by senate majority leader); KERRY DWYER (designated by senate minority leader); CARL HOLBORN (designated by assembly minority leader); ROBERT KASIETA (designated by chairperson Wisconsin Democratic Party); JOHN P. SAVAGE (designated by chairperson Wisconsin Republican Party) (all appointed by governor).

Executive Director: KEVIN J. KENNEDY, 266-8087, kevin.kennedy@wisconsin.gov

Legal Counsel: GEORGE A. DUNST, 266-0136, george.dunst@wisconsin.gov

Statewide Voter Registration System Project Director: BARBARA A. HANSEN, 267-0714, barbara.hansen@wisconsin.gov

Campaign Finance and Agency Operations Director: SHARRIE HAUGE, 266-0404, sharrie.hauge@wisconsin.gov

Lead Elections Specialist: DIANE LOWE, 266-3276, diane.lowe@wisconsin.gov

Lead Campaign Auditor: RICHARD BOHRINGER, 267-7735, richard.bohringer@wisconsin.gov

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: 16.00.

Total Budget 2005-07: \$3,174,900.

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.

2007 Wisconsin Act 1 eliminated the Elections Board and assigned its duties to the Government Accountability Board beginning September 1, 2007.

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*); GARY E. SHERMAN (governor’s designee on Group Insurance Board); JENNIFER DONNELLY (Director of the Office of State Employment Relations); IRENA MACEK, WAYNE D. McCAFFERY, ROBERT M. NIENDORF, NANCY L. THOMPSON (Teachers Retirement Board members); JOHN L. BROWN, RICK GALE (Wisconsin Retirement Board members); ROSEMARY FINORA (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 annuitant member and the technical college or public school educational support employee are 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 and Budget, Office of: JON KRANZ, *director*, 267-0908, jon.kranz@

Legislation, Communications and Planning, Office of: BOB CONLIN, *director*, 261-7940, bob.conlin@

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 KORPADY, *administrator*, 266-0207, tom.korpady@

Management Services, Division of: PAM 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
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Mailing Address: P.O. Box 7931, Madison 53707-7931.

Location: 801 West Badger Road, Madison.

Waukesha Branch Office: 141 N.W. Barstow Street, Room 411, Waukesha 53186 (appointment required). To make an appointment: (877) 533-5020.

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; Wisconsin Relay Service 7-1-1 or (800) 947-3529 (English) or (800) 833-7813 (Spanish).

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: 196.60.

Total Budget 2005-07: \$45,320,500.

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, with the notable exceptions of employees of the City and County of Milwaukee.

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; and the employee reimbursement and commuter benefits accounts.

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 fighters 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



Trust Funds Specialist Lance Singleton conducts a group retirement counseling session. The popular sessions are offered twice a week in Madison and once a week in Waukesha. (Department of Employee Trust Funds)

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, GAIL HANSON, EDWARD D. MAIN, JOHN F. NELSON (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*; CINDY O'DONNELL (designated by attorney general), *vice chairperson*; EILEEN MALLOW (designated by commissioner of insurance); GARY SHERMAN (designated by governor); ROBERT BAIRD (WRS-insured local government participant); DAVID SCHMIEDICKE (designated by secretary of administration); JENNIFER DONNELLY (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); JEANNETTE BELL (chief executive or member of local government participating in WRS). (All except *ex officio* members are appointed by governor.)

The 11-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: Inactive.

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

Telephone: 261-0731.

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. The board is scheduled to sunset on January 1, 2010.

Teachers Retirement Board: ROBERTA RASMUS (school board member appointed by governor), WAYNE D. McCAFFERY, DENNIS PANICUCCI, PATRICK PHAIR, STEVEN SCHEIBLE, ROBIN STARCK, DAVID WILTGEN (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); MICHAEL LANGYEL (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); SEAN DILWEG (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 2005-07: \$5,673,800.

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*; DOROTHY JOHNSON, *secretary*; RICHARD WARCH, 2 vacancies (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 Address: 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 2005-07: \$1,338,700.

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.

In the "Contract Sunshine Act" (2005 Wisconsin Act 410), the legislature charged the Ethics Board with creating and maintaining a Web site to provide information about each solicitation for bids or proposals and each proposed order or contract of every state agency that involves an expenditure of \$10,000 or more.

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 offi-

cials 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.

2007 Wisconsin Act 1 eliminated the Ethics Board and assigned its duties to the Government Accountability Board beginning September 1, 2007.

Department of FINANCIAL INSTITUTIONS

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

Deputy Secretary: JOHN COLLINS, 264-7800, john.collins@

Executive Assistant: vacancy, 267-1719.

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.

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

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>

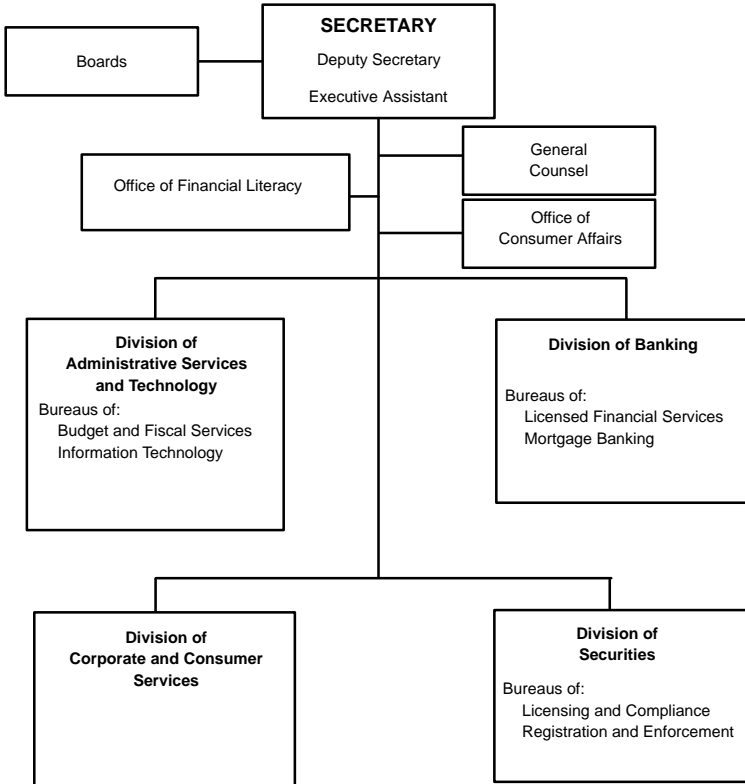
Number of Employees: 120.84.

Total Budget 2005-07: \$28,524,400.

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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DEPARTMENT OF FINANCIAL INSTITUTIONS



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

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.

Budget and Fiscal Services, Bureau of: SUSAN J. DIETZEL, *director*; 267-0399, susan.dietzel@
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 Services Bureau: JEAN PLALE, *director*; 266-0447, jean.plale@
Mortgage Banking Bureau: JEAN PLALE, *director*; 266-0447, jean.plale@

Corporate and Consumer Services, Division of: CHERYLL A. OLSON-COLLINS, *administrator*; 264-7952; 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, Bureau of: KENNETH L. HOJNACKI, *director*; 266-7824, kenneth.hojnacki@

Registration and Enforcement, Bureau of: 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; credit and consumer protection information; industry bulletins, newsletters, and forms. (All publications are available only online.)

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 Consumer Affairs* 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 *Office of Financial Literacy* (OFL), also 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 OFL works closely with the Governor's Council on Financial Literacy in a statewide effort to improve the financial literacy of students, employees, and families, with special attention to fraud prevention and encouraging the "unbanked" to take advantage of the important services offered by financial institutions. The OFL also has a lead role in the National Institute of Financial and Economic Literacy, a nationally recognized teacher-training program.

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 cor-

porations. 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 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: DEBRA R. LINS, AMELIA MACARENO, THOMAS E. SPITZ, RALPH J. TENUTA, vacancy (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); BRIAN MEHMEN (loan solicitor) (all appointed by secretary of financial institutions); CARRIE TEMPLETON (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 composition 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, vacancy (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: 19.00.

Total Budget 2005-07: \$3,599,700.

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, GREGORY LENTZ (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.

GOVERNMENT ACCOUNTABILITY BOARD

Members: MICHAEL BRENNAN, THOMAS CANE, DAVID DEININGER, WILLIAM EICH, JAMES MOHR, GERALD NICHOL. All initial members are former judges appointed to staggered terms by the governor. Three of the 6 initial members are subject to confirmation by majority vote of the senate and 3 by the assembly. Subsequent appointments will be confirmed by two-thirds vote of the senate.

Statutory References: Chapters 5-12, Subchapter III of Chapter 13, and Subchapter III of Chapter 19.

Agency Responsibility: Beginning after September 1, 2007, the State Ethics and Elections Boards are abolished and their functions merged into the new agency. The board is responsible for the administration and enforcement of elections, election campaign, ethics, and lobbying laws.

Organization: The 6 members of the board, each of whom must have formerly been elected to and served as a judge of a court of record in Wisconsin, are appointed to 6-year terms by the

governor from nominations submitted by a nominating committee called the Governmental Accountability Candidate Committee. The committee consists of one court of appeals judge from each of the court of appeals districts, chosen by lot by the chief justice of the supreme court in the presence of the other justices.

Board members may not be involved in partisan political activities and may not hold another state office or position except that of reserve judge of a circuit court or court of appeals. The board appoints a legal counsel outside the classified service to perform legal and administrative functions for the board. The board includes an Ethics and Accountability Division, and an Elections Division, each of which is under the direction and supervision of an administrator appointed by the board. The board designates an employee to serve as the chief election officer of the state.

History: The Government Accountability Board was created by 2007 Wisconsin Act 1.

Statutory Council

Election Administration Council. The members of Election Administration Council are appointed by the administrator of the Elections Division of the Government Accountability Board. The maximum number of members is not specified, and includes: the clerk or executive director of the board of elections commissioners of the 2 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 individuals with disabilities, representatives of organizations that advocate for the interests of the voting public, and other electors.

The Election Administration Council advises the board regarding the state election administration plan and provides guidance to local units of government concerning the procurement of election apparatus, ballots, ballot forms, materials, and supplies. The council was created by 2003 Wisconsin Act 265 in the Elections Board, and was attached to the Government Accountability Board by 2007 Wisconsin Act 1. The composition and duties of the council are specified in Sections 5.05 (10), 5.68 (3m), and 15.607 (1) of the statutes.

Department of HEALTH AND FAMILY SERVICES

Secretary of Health and Family Services: KEVIN HAYDEN, 266-9622.

Deputy Secretary: REGINALD BICHA, 266-9622, bicharl@

Executive Assistant: KAREN TIMBERLAKE, 266-9622, timberke@

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

Legislative Liaison: KATIE PLONA, 266-9622, plonakp@

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

Policy Initiatives and Budget, Office of: CHERYL MCILQUHAM, *director*, 266-2907, mcilqcj@;
Fax: 267-0358.

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

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: 5,771.45.

Total Budget 2005-07: \$13,209,172,100.

Statutory References: Section 15.19; Chapter 46.

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