Resolution 64 -10

Resolution to Amend Certain Polk County Personnel Policies: Policy No. 202, *Personnel Records*; Policy No 302, *Benefit Administration for the Non-Represented Employees*; and Policy No 703, *Sexual Harassment.*

TO THE HONORABLE SUPERVISORS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the certain personnel policies to conform with the statutory responsibilities of the County Administrator;

¶2 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends the following personnel policies:

Policy No. 202, *Personnel Records*;
Policy No. 302, *Benefit Administration for the Non-Represented Employees*; and
Policy No. 703, *Sexual Harassment,*

consistent with the respective proposed amended policies, which are attached hereto and incorporated herein.

Funding Amount and Funding Source: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Applicable
Date Personnel Committee Advised: September 9, 2010
Personnel Committee Recommendation: Adoption
Effective Date: Upon Passage
Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel
Dated Submitted to County Board: September 21, 2010
County Board Action: _____

Sponsored and Submitted upon Recommendation of the Personnel Committee:

Russell E Arnard 9-10-10 Warren S Nelson 9/10/10
Patricia M. Schmidt Ken Sampl
James S. Edgell

At its regular business meeting held on September 21, 2010, the Polk County Board of Supervisors enacted the above-entitled resolution, Resolution _____-10: Resolution to Amend Certain Polk County Personnel Policies: Policy No. 202, *Personnel Records*; Policy No 302, *Benefit Administration for the Non-Represented Employees*; and Policy No 703, *Sexual Harassment*, by a vote of _____ for and _____ against.

_____ Dated: _____
William Johnson, IV, Polk County Board Chairperson

Attest: _____ Dated: _____
Carole Wondra, County Clerk

Polk County Wisconsin

PERSONNEL RECORDS

Policy 202
Effective Date: 04-20-82 **Revision Date: 02-24-98, 6-20-2006, 3-11-08**

Personnel Records

There shall be one (1) Official Personnel record for every County employee.

A. Location & Responsibility - Official Personnel Records of individual Polk County employees will be maintained by the Employee Relations Office. The location of the Records will be communicated to new employees by the Department Head. The personnel Records of the Employee Relations Director shall be maintained by the County Administrator.

B. Confidentiality - The individual Personnel Record is regarded as confidential material and will be treated as such. The only persons with access to the Records will be the employee, the Employee Relations Office and Legal Counsel. County Board supervisors, immediate supervisors, department heads, the employee's labor representative, and the personnel committee will have access on a need-to-know basis only as determined by legal counsel and/or the Employee Relations Office. Employee name, salary, date of original employment, current position title, date and amount of most recent salary change shall be the only information authorized for release to the public. The Employee Relations Office and/or a designee shall have the power to release such information. The Employee Relations Director and or designee shall have the discretion to delegate custodial authority of portions of the Records when such delegation shall not adversely effect the employee's expectation of privacy and such delegation is reasonably necessary for the day-to-day business of the County. Further, the custodian of the Personnel Records shall comply with any state or federal law, including HIPAA, in carrying out their duties.

C. Employee Review - An employee may review his/her Personnel Record upon request at a mutually agreed upon time between the Employee Relations Office and employee. The review shall only be made in the presence of the Employee Relations Director or designee and the Records may not be removed from their presence.

D. Contents - All information relevant to an employee's position with the County will be maintained in the Personnel Record. Such information may include, but

not be limited to the following:

1. A copy of the original application for employment and the responses to confidential inquiries made of former employers, schools, etc. pre-employment medical exam results.

2. A job description.

3. Copies of performance appraisals/evaluations.

4. Copies of all personnel actions affecting the employee since initial employment such as letters or notices of promotion, reclassification, transfer or demotion.

5. Job postings signed by the employee.

6. Medical certificates or documents supporting medical leaves of absence.

7. Educational credentials obtained since initial employment.

8. Record of training programs completed/attended.

9. Information update records such as change of address, who to notify in case of emergency, etc.

10. Vacation record, personal leave record, sick leave record.

11. Copies of disciplinary notices or letters.

12. Grievances/appeals.

13. All work related correspondence between the employee and the county.

14. Union affiliation records.

15. Accident reports (a copy must also be sent to the safety director).

16. Meritorious statements or awards.

17. Exit interview form

18. Orientation interview form.

E. Treatment of suspensions, reprimands, and warnings.

All warnings, reprimands and suspensions will be immediately forwarded to Employee Relations for inclusion in the personnel record.

F. Storage and Disposal - Inactive personnel records shall be transferred to storage one year after termination of an employee. Records will be reactivated when an employee is reinstated/re-employed within Polk County.

Inactive personnel records can be destroyed in compliance with Polk County's record retention policy. In the event a lawsuit has been filed regarding the employee the record will be kept till the suit is settled.

Polk County Wisconsin

BENEFIT ADMINISTRATION FOR THE NON-REPRESENTED EMPLOYEES

Policy 302
Effective Date: 05-16-2000 **Revision Date: 01-15-02, 5-17-05, 6-20-2006 3-11-08**

This policy constitutes the entire benefit package for employees covered under the Non-Represented Employee Benefit Plan.

ELIGIBILITY FOR BENEFITS

Regular Full-Time Employees

An employee who is scheduled to work the full hourly work day and work week in a permanent position. This employee is eligible to receive benefits as outlined in this policy at a one hundred percent (100%) rate.

Regular Part-Time Employees

An employee who is scheduled to work 1,020 hours annually, or more, in a permanent position, and who is not a regular full-time employee. This employee is entitled to receive fringe benefits granted by this policy on a prorated basis.

Limited Part-Time Employees

An employee who is scheduled to work less than 1,020 annual hours in a permanent position. This employee is not entitled to any fringe benefits granted by this Agreement except participation in the Wisconsin Retirement Fund if they work a minimum of 600 annually scheduled hours.

Limited Positions

These employees are not entitled to any fringe benefits. If a limited position becomes a regular part time/full time position, the employee will accrue benefits under the classification.

PAYROLL DIRECT DEPOSIT

All employees covered under this policy must receive their payroll checks in the form of a direct deposit of funds to their bank account. These employees shall complete all necessary requirements of the Department of Administration and their financial institution prior to receiving their first payroll/direct deposit.

BASIS OF BENEFIT ACCRUAL AND USAGE

For purposes of the following benefits as they pertain to regular part time employees: Sick Leave and Vacation, the accrual of benefits shall be according to the amount of hours paid an employee per pay period, excluding overtime and shift differential pay except for employees regularly employed on a shift which requires shift differential pay. Employees working less than fulltime shall accrue benefits equivalent to the percentage of hours paid.

An employee who works less than 1,020 hours annually is not entitled to any fringe benefits granted by this Agreement except participation in the Wisconsin Retirement Fund if they work a minimum of 600 annually scheduled hours.

Employees entitled to benefits for Vacation, Funeral Leave and Holidays shall receive pay prorated based on the average amount of time paid in the six months previous to March 31 and September 30. Once established on these dates, the amount of hours paid will remain the same for the future six-month period when it will be re-evaluated. To utilize Funeral Leave benefits, the employee must be scheduled to work.

SICK LEAVE

Definition of Sick Leave

Sick leave shall be considered to be an excused absence from work with pay due to illness or injury that occurs outside of the employment of the County and not covered by the Worker's Compensation Act.

Consecutive sick leave claimed in excess of three days shall be counted towards an employee's annual Family and Medical Leave Benefit, retroactive to the first day.

Accrual Rate and Maximum Accrual

Employees shall accumulate sick leave as follows:

A. All regular full-time employees shall earn sick leave at the rate of one (1) day for each month of employment.

B. Unused sick leave shall carry over and be added to the next year's accumulation until a maximum of 960 hours of unused sick leave has accumulated.

C. Sick leave for regular part-time employees and regular seasonal employees shall

be computed on a prorated basis.

Sick Leave Payout on Retirement

Upon retirement, forced retirement due to disability or in the event of death, the employee or his/her estate shall receive one lump sum payment for one-half (1/2) of the remaining unused sick leave in the employee's account, not to exceed a total of 360 hours.

In lieu of the above lump sum payment, employees may elect to have up to 67% of their accumulated sick leave cash equivalent applied towards the payment of health insurance premiums if they choose to stay on the County's insurance plan.

Employees who have accrued the maximum allowable number of sick leave hours, and who have not used more than 20 hours in the previous twelve months are allowed an additional 19 hours bonus payout of accumulated sick leave cash equivalent applied towards the payment of health insurance premiums. Usage of sick leave in subsequent years in excess of 20 hours shall not result in the loss of bonuses previously earned. The employer shall provide employees with an annual statement of their sick leave account and payout options during the month of March.

In the event of the death of the employee before the cash payment equivalent is exhausted, the remaining portion shall be paid to the estate of the employee, or used to purchase continuing health insurance protection with the County, at the family's option.

Notification Requirements

In order to qualify for such sick leave, an employee must report that he/she is sick to their immediate supervisor not later than one half (1/2) hour before the earliest time for which he/she is to report to work. In the event an employee becomes sick during the working hours, he/she shall notify his/her supervisor before leaving work. Employees may use sick leave for minor children up to age eighteen (18). Employees may use sick leave for dependent handicapped children and for spouse's illness with a doctor's statement.

Proof of Illness

Each employee on sick leave is subject to a visit by a County representative. A doctor's statement of illness may be requested for the third consecutive day of illness and if requested, must be furnished before sick leave is paid.

Discipline for Sick Leave Abuse

An employee who abuses sick leave is subject to discipline by the Employer.

Prior Notification of Extended Sick Leave Absence

Employees who have reason to anticipate the use of sick leave such as elective surgery, shall whenever possible, give at least two (2) weeks notice. Such notice shall give an estimated length of absence from duty.

FUNERAL LEAVE

Funeral Leave Benefit

In the event of a death of a member of the employee's immediate family, he/she shall receive three (3) days leave with pay at his/her regular rate of pay. Immediate family shall be defined as husband, wife, mother, father, step-parents, children, stepchildren, sister, brother, grandparents, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law and grandchildren. In the event of a death of an employee's aunt or uncle, he/she shall receive one (1) day leave with pay at their regular rate of pay.

Additional Leave of Absence

Additional time off may be applied for as a leave of absence.

Pallbearer Service

Employees will be allowed the necessary time off on the day of the funeral, with pay, to serve as a pallbearer. The employee shall notify the Department Head one (1) day prior to the funeral of his/her pending absence.

JURY DUTY

When an employee is required to serve on jury duty they will be given the time off without loss of pay and benefits, provided:

A. The jury duty fees received, less the mileage reimbursement, are turned over to the employing department; and
B. The employee shall report to work and/or return to work when not required to be present in court for jury duty with an appropriate time allowance for driving and clothes change.

The employer may request verification from the Clerk of Courts regarding the dismissal time of jurors.

FAMILY AND MEDICAL LEAVES OF ABSENCE

This article shall only govern those leaves of absence which are medically related or which meet the statutory definitions of leaves under the state and federal Family and Medical Leave Acts.

Request for Medical LOA

Applications for a leave of absence for family or medical reasons shall be made to the employee's Department Head or in the case of Department Heads to the County Administrator. Approval for leaves as provided for under the Family and Medical Leave Acts shall be given by the Department Head or the County Administrator, in consultation with the Department of Employee Relations, for up to twelve (12) weeks per calendar year in accordance with Federal and/or State law. Employees shall, with the approval of the County Administrator, be granted a leave of absence without pay for a period of up to two (2) years for serious illness or injury after the employee has exhausted accrued sick leave and vacation benefits. No fringe benefits shall be earned during such leave of absence.

Leaves of absence will not be unreasonably withheld.

Notice of Intent/Reports to Employer

Employees shall, as soon as possible, furnish the Employer with notice of their intent to use leave for family or medical purposes. For absences of three or more consecutive days, employees may be required to provide certification from their physician. Upon request of the Employer, they shall furnish like information every thirty (30) to forty-five (45) days. Employees may be required to obtain return to work permission from their physician.

Employees may elect to use accumulated sick leave or vacation benefits during leaves of absence for family or medical reasons.

Employees shall document FMLA requests utilizing forms obtained from the Employee Relations personnel, and coordinated through their Department Head or the County Administrator and the Employee Relations Director.

LEAVES OF ABSENCE

This article shall only govern those leaves of absence which are not medically related or which do not meet the statutory definitions of leaves under the state and federal Family and Medical Leave Acts.

Request for LOA

Applications for a leave of absence for personal reasons shall be made to the employee's Department Head or in the case of Department Heads to the County Administrator. The Department Head or County Administrator may grant a leave of absence for thirty (30) days or less. All leaves of more than such time must be brought before the appropriate governing committee by the County Administrator. Leaves of absence will not be unreasonably withheld.

Pay and Benefits During LOA

All leaves of absence shall be without pay. No fringe benefits shall be earned during a leave of absence. No leave of absence shall be granted to seek other employment. Individuals on a leave of absence for five (5) days or less per anniversary year will not be prorated for sick leave, vacation or insurance.

Military LOA

Annual military leave with pay will be granted as follows: A differential between the employee's regular and military pay. Such military leave shall be for no more than thirty (30) days per year, based upon actual military orders. It shall be the duty of the employee on such leave to furnish the Department of Employee Relations satisfactory evidence showing the length of military leave and military pay during such leave. Seniority shall accrue throughout military leave.

Payment of Health Insurance While on LOA

Employees shall make their own arrangements in advance for payment of health insurance for any full calendar month they are on leave of absence.

Educational Leave

Educational leave without pay up to thirty (30) days may, at the discretion of the Department Head (in the case of Department Heads, to the County Administrator), be granted for educational leaves of absence, off-the-job and on-the-job development activities and devices that are conducted as part of or associated with the County which increases the knowledge, skill and general competency of an employee. Longer leaves must have additional approval of the County Administrator, governing committee and the Personnel Committee, Expenses shall be reimbursed to the employee in accordance with the applicable Polk County resolutions or ordinances to the current budgeted limit per employee.

WORKER'S COMPENSATION BENEFITS

Supplemental Worker's Compensation Pay

In the event an employee is injured on the job and as a result of such injury receives Worker's Compensation disability pay, such employee shall suffer no loss in wages for that period of time while disability paychecks are being received.
The County shall pay the employee's full gross salary (before taxes and deductions) for the period of time the employee is receiving temporary partial or temporary total disability paychecks for a period of time not to exceed the equivalent of six (6) months total pay. In order to be able to receive this supplemental Worker's Compensation pay, the employee must turn over all Worker's Compensation payments for lost work time to the employer.

In calculating the supplemental worker's compensation pay provided for in this section, the employer shall not be required to make the employee whole for any reduction in worker's compensation benefits pursuant to Chapter 102.58, Wis. Statutes. This provision shall not adversely affect the accrual of fringe benefits except as otherwise provided for in this policy.

By way of example:

Employee's regular net pay- 100% of W/C regular contribution = employer's net contribution towards the employee's gross pay.

Disputed Claims Procedure

In the event a claim is contested, full pay to the employee will be held up until an award is made by the Industrial Relations Commission, at which time the employee will be paid in one lump sum an amount equal to his/her full salary as spelled out in Section 1 above. In no event will the total amount paid an employee by both the disability paycheck and Employer's share be more than his/her full salary based on the normal work day and work week.

WISCONSIN RETIREMENT

County Payment of Employee Contribution

The County agrees to pay the Wisconsin Retirement Fund plan, employee and employer share.

HOLIDAYS

Definition of Holidays

A. All employees covered by the terms of this policy shall receive the following named holidays with pay at their regular rate of pay,: New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day, Labor Day, Veteran's Day, Christmas Eve, Christmas Day, Good Friday. Employees of the Polk County Recycling Center shall receive the day after Thanksgiving in lieu of Veteran's Day.

Employees at the Polk County Sheriff's department covered by this policy shall receive the following named holidays with pay at their regular rate of pay: New Year's Day, Memorial Day, Forth of July, Thanksgiving Day, Labor Day, Veterans Day, Presidents Day, Christmas Day, and Easter Day.

B. Non represented employees shall be allowed to voluntarily trade any fixed holiday for which they are required to work a full day, for a floating holiday, which must be used within 30 calendar days or be forfeited.

C. Any and all benefit for floating holidays shall terminate on the beginning of the pay period following the revision date of this policy (5-22-05). Any eligible floating holidays will be converted to vacation hours up to the maximum allowable.

Eligibility for Holiday Pay

In order to be eligible for the above listed paid holidays, the employee must be in pay status the work day preceding and first work day following the paid holiday. In pay status shall include employees on vacation, sick leave, Worker's Compensation, and any employee that may have been excused for compelling personal reasons the workday preceding and the first work day following the paid holiday. The Employer agrees that no employee will be laid off during the two-week period in which a holiday falls just to avoid holiday pay for that employee.

Substitution for Holiday Falling on a Day Off

Should any of the above listed holidays fall on an employee's day off, the nearest scheduled workday will be considered to be the holiday.

Premium Pay for Hours Worked on Holidays

If an hourly employee (as defined by the FLSA), except as otherwise provided, is required to work on any named holidays for their respective departments, they shall be compensated, in addition to their regular holiday pay, at the rate of one and one-half (1 – 1/2) times the regular rate of pay.

VACATIONS

Accrual Rate of Vacation Benefit

After May 22, 2005, salaried and hourly employees in the Non-Represented Employee Pay Plan shall earn vacation as follows:

Year	Accrual Rate
1	10 days
2	11 days
3	12 days
4	13 days
5	14 days
6	15 days
7	16 days
8	17 days
9	18 days
10	19 days
11	20 days
12	21 days
13	22 days
14	23 days
15	24 days
16	25 days

Payment of Vacation Benefit Upon Retirement/Resignation

The County agrees to pay all accrued vacation benefits, including the current year's benefits, upon retirement.

The balance of accrued, but unused vacation will be paid upon resignation if two weeks notice of resignation is given. If two weeks notice is not given, the balance of vacation owed will be forfeited.

Use of Accrued Vacation/Forfeiture for Non-Use

Upon completion of the initial probationary period, employees will be allowed to take

their earned vacations as approved by their immediate supervisor. Employees may not exceed 300 hours at the end of the anniversary year.

Scheduling and Prior Approval

All vacation requests must be in writing and must be approved by the employee's supervising authority.

INSURANCE

Employer/Employee Contribution

Fulltime employees choosing health insurance coverage, the employer agrees to contribute ninety percent (90%) of the cost of such coverage.

Regular Part-time employees entitled to health insurance benefits will receive full insurance benefits. Future premiums will be prorated based on the average amount of time paid in the six months previous to March 31 and September 30. Once established on these dates, Health Insurance premiums will remain the same for the future six-month period when it will be re-evaluated.

Enrollment Requirements

If the County receives the employees health insurance application within 30 days after the employee becomes eligible, coverage for the employee and their covered dependents shall start on the first day of the month following the waiting period. (See the Comprehensive Major Medical Health Care Plan for details.)

Group Life Insurance

The County shall pay the Employer's and the employee's share of the Wisconsin State Group Life Insurance program available for eligible employees.

Flexible Spending Accounts

A Section 125 Plan with a medical flexible spending account option shall be made available to employees. The employer shall pay all administrative costs associated with the plan.

Other Health Insurance Plans

In addition, the County may make other insurance plans available to employees for their participation on a voluntary basis. No action on the part of the county in this regard shall be construed as creating an obligation to provide such plans in any future years.

MISCELLANEOUS PROVISIONS

Employment Physical and Psychological Examinations

If required by the County, as a condition of employment, an applicant for employment with the County must satisfactorily pass a complete physical and/or psychological examination before being accepted for employment. The County shall assume the cost of the physical examination and the prospective employee must use a doctor of the County's choice. The County shall furnish a list of doctors from which the applicant shall select one to conduct the examination.

When necessary and required by department policy for additional lab testing or chest x-rays to be done, the costs incurred by employees for the required tests shall be reimbursed. Prior to County reimbursement, the bill for said testing shall be submitted to the employee's health insurance carrier first and the County shall only be responsible for reimbursement for that portion of the testing costs not covered by insurance.

If an annual physical examination is a condition of employment, the County shall assume the cost of said annual physical examination. If any lab work is required by the Employer as part of said annual physical examination, the County shall pay the cost provided, however, that the employee must submit the charges for lab work to his/her health insurance carrier first, and the County will pay the portion not covered by insurance.

Safety Equipment

Safety equipment mandated by the employer shall be provided to employees at no cost.

Uniform Allowance

Governing Committees may, with the approval of the Personnel Committee, provide for a uniform allowance for employees covered under this policy.

Relocation Expense Allowance

As part of the employee recruitment and selection process, the Employee Relations Director shall have the authority to negotiate with prospective employees regarding reimbursement of relocation expenses in consultation with the Department Head and County Administrator. The County Administrator must approve all relocation expense offers. The Departmental Budget that is charged with the payroll expense for the position being filled shall fund any relocation expense offer made by the Employee Relations Director. The Finance Committee must approve any offer that cannot be funded through the hiring department's approved budget. Any offer in excess of five thousand dollars ($5,000) must be approved by the full County Board.

Polk County Wisconsin

SEXUAL HARASSMENT

Policy 703
Effective Date: 03-15-94 **Revision Date: 6-20-2006, 3-11-08**

Polk County is committed to providing a work environment that is free of sexual harassment. Actions, words, jokes, or comments based on an individual's sex are strictly prohibited and will not be tolerated. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person and undermines the integrity of the employment relationship. Sexual harassment by any employee, elected official, or County Board member of Polk County is strictly prohibited. In addition, acts of sexual harassment by members of the public that create a hostile work environment for any employee, elected official, County Board member, or other member of the public are strictly prohibited.

Specifically, sexual harassment is defined as:

1) Threat of retaliation against for refusal, or promises of rewards to an employee in return for the granting of sexual acts or favors. Such threats or promises include but are not limited to such job related areas as termination, promotion, transfers, employee evaluation, or monetary or other valuable compensation.

2) Any physical, verbal, or nonverbal action of an employee, elected official, County Board member, or member of the public, or a physical attribute of the workplace that creates an intimidating, hostile, or offensive work environment for another employee, elected official, County Board member, or member of the public. This includes but is not limited to:

offensive language, jokes, gestures, or comments

sexually oriented material such as pictures, calendars, graffiti, or objects

Any employee, elected official, County Board member, or member of the public who wishes to report an incident of sexual harassment should promptly report the matter to the Employee Relations Director. If the Employee Relations Director is unavailable or the individual believes it would be inappropriate to contact the Employee Relations Director, the individual should immediately contact the Corporation Counsel or County Administrator. Individuals can raise concerns and make reports without fear of reprisal. All reports filed shall be kept strictly confidential.

Deleted: November 25, 2008

Any supervisor or manager who becomes aware of possible sexual or other harassment shall promptly report the incident to the Employee Relations Director.

The Employee Relations Director, or if there is a potential conflict of interest the Corporation Counsel, County Administrator, or outside legal counsel, shall be responsible for conducting a complete and thorough investigation of all complaints filed under this policy. Investigations of complaints filed involving an elected official, the County Administrator, or a County Board Supervisor will immediately be turned over to outside legal counsel. All investigations will be confidential in nature, and shall protect the identity of both the party filing the complaint and of the person the complaint is filed against.

Upon completion of the investigation, the Employee Relations Director, County Administrator, or the Corporation Counsel shall issue a determination of facts and a recommendation of action to the Personnel Committee. Recommendations of action shall include all necessary steps to correct and alleviate the complaint, and may include disciplinary action against an employee, elected official, or County Board member who violates this policy.

The Personnel Committee or County Administrator shall take such action as is recommended and any further action that is required to address the issues raised in the complaint. Any disciplinary action taken by the County Administrator shall be appropriate to the severity of the violation of this policy, and may include termination. Disciplinary actions taken under this policy shall be subject to the procedural requirements of the County's progressive discipline policy. Elected officials and County Board members who violate this policy may be subject to a vote of censure or removal from office pursuant to Sec. 17.09 Wis. Stat., and the rules of order of the County Board.

Deleted: November 25, 2008

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 64-10 that was adopted by the Polk County Board of Supervisors on September 21, 2010.

Carole T. Wondra 9-28-10
Carole T. Wondra
Polk County Clerk
Date