

**Department of
ADMINISTRATION**

Secretary of Administration: MARK D. BUGHER, 266-1741.

Deputy Secretary: GEORGE F. LIGHTBOURN, 266-1741.

Executive Assistant: LINDA SEEMEYER, 266-1741.

Legal Counsel: EDWARD MAIN, 266-2765.

Public Information Officer: THOMAS SOLBERG, 266-7738.

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

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Administrative Services, Division of: CHARLES MCDOWELL, *administrator*, 267-3836, mcdowc@

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Personnel, Bureau of: PETER OLSON, *director*, 266-2308, olsonp@

Computer Services, Office of: JIM SCHMOLESKY, *director*, 266-7627, schmoj@

State Prosecutors Office: STUART MORSE, *director*, 267-2700, morses@

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THOMAS KRAUSKOPF, *deputy administrator*, 266-1691, kraustm@

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Energy and Intergovernmental Relations, Division of: NATHANIEL E. ROBINSON, *administrator*, 266-7257, robinn@

Energy, Bureau of: PATRICK E. MEIER, *director*, 266-8870, meierp@

Intergovernmental Relations, Bureau of: MARTHA KERNER, *director*, 266-2125, kernem@

Executive Budget and Finance, Division of: RICHARD CHANDLER, *administrator*, 266-1035, chandr@; JOHN MONTGOMERY, *assistant administrator*, 266-1353, montgj@

Budget Units:

Education and Training: ROBERT HANLE, 266-1037, hanleb@

Environmental/Commercial Resources: DAVID SCHMIEDICKE, 266-1040, schmidp@

Human Resources: MATILDA DE BOOR, 266-2214, deboom@

Justice: CYNTHIA ARCHER, 266-3420, archec@

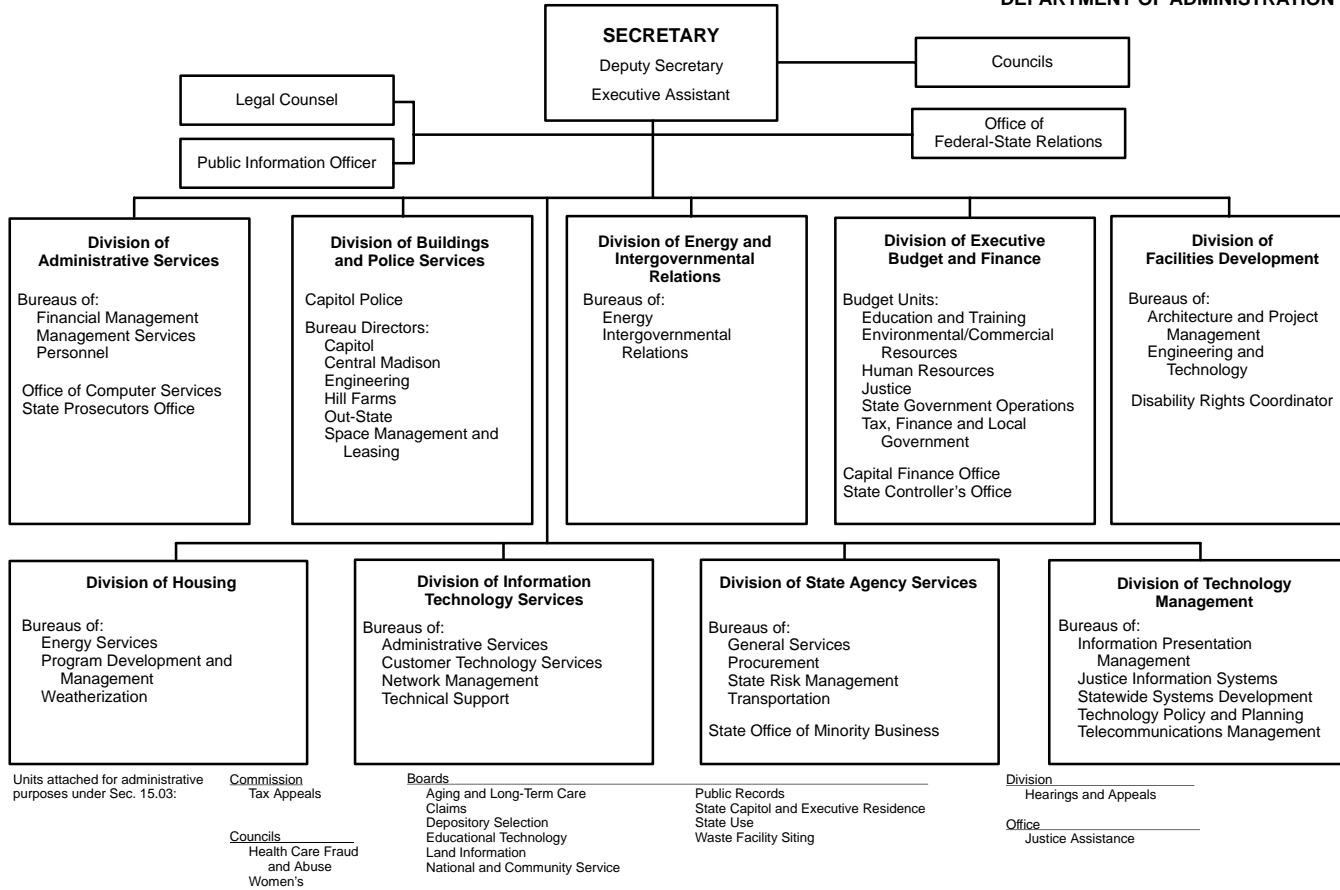
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Tax, Finance and Local Government: JOHN KOSKINEN, 266-2081, koskij@

Capital Finance Office: FRANK HOADLEY, 266-2305, hoadlf@

State Controller's Office: WILLIAM J. RAFTERY, *State Controller*, 266-3628, rafteb@

DEPARTMENT OF ADMINISTRATION



Facilities Development, Division of: ROBERT N. BRANDHERM, *administrator*, 266-1031; RONALD W. KROHN, *assistant to the administrator*, 266-8874; Fax: (608) 267-2710; Internet Address: <http://www.doa.state.wi.us/dfd/moredfdf.htm>

Architecture and Project Management, Bureau of: WILBERT KING, *director*, 267-0365.

Engineering and Technology, Bureau of: ADEL TABRIZI, *director*, 266-3850.

Disability Rights Coordinator: RICHARD POMO, 267-0509.

Housing, Division of: LEE MARTINSON, *administrator*, 267-4889, martil@; JAMES T. MURPHY, *assistant to the administrator*, (414) 521-4242, murphj@

Energy Services, Bureau of: STEVEN K. TRYON, *director*, 266-7601, tryons@

Program Development and Management, Bureau of: MARTY EVANSON, *director*, 267-2713, evansm@

Weatherization, Bureau of: GARY GORLEN, *director*, 266-6789, gorleg@

Information Technology Services, Division of: JON S. MILLER, *administrator*, 266-7066, mil-lejs@; DENNIS VICKERS, *deputy administrator*, 266-2815, vickedw@; BERNIE MRAZIK, *assistant administrator*, 267-0622, mrazibf@

Administrative Services, Bureau of: SUZANNE STOUTT, *director*, 264-6189, stoutsh@

Customer Technology Services, Bureau of: SUZANNE DIXON, *director*, 264-6194, dixonsa@

Network Management, Bureau of: ROBERT M. STUESSY, *director*, 264-6186, stuesrj@

Technical Support, Bureau of: SARI KING, *director*, 266-2283, kingss@

State Agency Services, Division of: JIM J. JOHNSON, *administrator*, 266-1011, johnsj@; LEO TALSKEY, *deputy administrator*, 266-3243, talskl@

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Procurement, Bureau of: JAN ABRAHAMSEN, *director*, 266-0974, abrahj@

State Risk Management, Bureau of: ROLLIE BOEDING, *director*, 266-1866, boedir@

Transportation, Bureau of: JEFFERY KNIGHT, *director*, 267-7693, knighj@

Minority Business, State Office of: HERMETTA WILLIAMS, *director*, 267-7806, willih@

Technology Management, Division of: MARK WAHL, *administrator*, 267-7996, wahlm@; BARRY LARSON, *deputy administrator*, 267-0614, larsob@

Information Presentation Management, Bureau of: SANDY KREUL, *director*, 264-6343, skreul@

Justice Information Systems, Bureau of: ALISON POE, *director*, 264-9312, poeaa@

Statewide Systems Development, Bureau of: DONALD VAUGHN, *director*, 264-8739, dvaughn@

Technology Policy and Planning, Bureau of: BRUCE REINES, *director*, 266-8878, reinewb@

Telecommunications Management, Bureau of: JODY MCCANN, *director*, 266-6700, mccanj@

Publications: Annual Fiscal Report; Biennial Report; Budget in Brief; Capitol Budget Recommendations; Comprehensive Annual Financial Report; Decisions of Tax Appeals Commission; Executive Budget; State Consolidated Housing Plan (updated annually); State of Wisconsin Telephone Directory; Wisconsin Energy News; Wisconsin Energy Statistics; Wisconsin Population Estimates.

Number of Employees: 961.68.

Total Budget 1995-96: \$244,280,700.

Total Budget 1996-97: \$301,887,800.

Statutory References: Sections 15.10 and 15.103; Chapter 16.

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 statewide planning for information technology, housing, telecommunications, energy and coastal management. It is responsible for providing a wide range of support services to other state agencies and manages the

state's buildings, including the State Capitol and leased office space. The department maintains a federal-state relations office in Washington, D.C., to promote federal-state cooperation.

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 department's division administrators are appointed from outside the classified service by the secretary. In the case of the administrator of the Division of Housing, this is required by statutes.

Unit Functions: The *Division of Administrative Services* provides numerous support services to the department, including personnel, records and forms, space and property management, telecommunications, financial management, computer services, printing, purchasing, mail, and management planning. Other major functions are to develop management information systems, prepare and monitor the departmental budget, provide recommendations to 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 Buildings and Police Services* operates and maintains 29 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 also responsible for all state real estate leasing, planning of office space, and engineering services. The Capitol Police force, which is part of this division, protects state buildings, property and employees; manages parking for 5,000 vehicles; and provides security for the governor and other officials.

The *Division of Energy and Intergovernmental Relations* manages statewide energy planning and also maintains state agency ties with local, regional and federal governments. Primary functions include advising the department and the governor on federal and state-local relations, state and regional energy management, coastal management, and emergency energy policies and programs. The division reviews federal legislation, directs state lobbying efforts, prepares federal grant applications, administers federal energy conservation funds and federal oil overcharge repayment funds, and operates the state energy information clearinghouse. Other activities include producing annual population estimates for Wisconsin municipalities and other demographic research, forecasting energy supply and demand, assisting in the development of proposed state and federal energy legislation, and developing energy conservation programs.

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, administers finances for the clean water revolving loan fund program and manages the EdVest College Tuition Savings Program. The division provides program and management evaluation, maintains the management information system for authorized state employe positions and keeps the governor's appointments register. It also establishes and 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 Facilities Development* 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 and consultation, management and field supervision of construction projects, energy conservation, power plant fuel management, administration of state building contracts, and ensuring access to state buildings for people with disabilities.

The *Division of Housing*, created in Section 15.103 (2), Wisconsin Statutes, by 1989 Wisconsin Act 31, provides housing assistance to benefit low- and moderate-income households. It offers state-funded housing grants or loans through local organizations, coordinates its housing programs with those of other state and local housing agencies, helps develop state housing plans and policies, and provides training and technical assistance. The division channels federal housing funds to local authorities and organizations and administers federal funds for the homeless.



It also administers the federally funded Low-Income Weatherization Program that provides energy conservation services to low-income households and the Low-Income Home Energy Assistance Program that provides energy assistance to qualifying low-income households. The division, in conjunction with the Department of Health and Family Services, uses federal funds to test strategies for reducing lead paint hazards and to test blood levels of children who have been exposed. In addition, the division regulates and licenses mobile home dealers and parks.

The *Division of Information Technology Services*, created in Section 15.103 (3), Wisconsin Statutes, by 1991 Wisconsin Act 39, provides computer services to state agencies and may provide such services to local governments. Every executive agency, except the University of Wisconsin System Board of Regents, must purchase all of its computer services from the division unless granted written authorization to procure services elsewhere.

The *Division of State Agency Services* manages state government purchasing and contracts and is responsible for printing, auto and air fleet transportation, records management, minority business contracting and contract compliance. It also handles municipal cooperative purchasing, contracting with sheltered work centers, federal and state surplus property disposition, and recycling and waste reduction programs for state agencies. The division manages the state's self-funded programs for state liability and property insurance and worker's compensation protection. In addition, it assists agencies in controlling and reducing losses.

The *Division of Technology Management*, created in Section 15.103 (5), Wisconsin Statutes, by 1995 Wisconsin Act 27, conducts information technology planning for all state agencies. It coordinates information technology procurement, operates statewide telecommunication networks and establishes statewide technology standards and guidelines. It is also responsible for providing and maintaining standard computer systems for district attorneys and the state public defender's office; providing and maintaining a case management system for district attorneys; and creating links to allow the courts, district attorneys, public defenders and the Departments of Justice and Corrections to share information.

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 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 taken on added duties. State comprehensive planning responsibilities and population estimation were added to the department in 1967 and 1972, respectively. In 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 energy program management. The 1989 executive budget created the Division of Housing 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 included the Coastal Management Program (1981), the Demographic Services Center (1984), federal/state relations (1987), regulation of mobile home dealers and mobile home parks (1991), low-income weatherization assistance (1991), low-income energy assistance (1995), the state investment technology fund (1995) and the College Tuition Prepayment Program (1995).

Over the years, various functions have been transferred 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. Municipal boundary review was transferred to the Department of Commerce by 1995 Wisconsin Act 27.



Statutory Councils

Acid Deposition Research Council: NATHANIEL E. ROBINSON (designated by secretary of administration), *chairperson*; BOB DUMKE (designated by secretary of natural resources); JOHN FOOTE (environmental organization representative); SALLY JENKINS (designated by Public Service Commission chairperson); ERHARD JOERES (UW System representative); TOM JAYNE (large source industry representative); JOHN THIEL (major utility representative). (All except *ex officio* members or their designees are appointed by secretary of administration.)

The Acid Deposition Research Council makes recommendations on types and levels of funding for acid deposition research and reviews “acid rain” research. The 7-member 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: MARY CHRISTIE (commercial laboratory representative), *chairperson*; BARBARA HILL (solid and hazardous waste disposal facility representative); DAVID KOLLAKOWSKY (industrial laboratory representative); JOHN MOSER (large municipal wastewater plant representative); RUSSELL JANESHEK (demonstrated interest in laboratory certification); BILL SONZOGNI (appointed by UW-Madison chancellor to represent Laboratory of Hygiene); GILBERT WILLIAMS (small municipal wastewater plant representative); RUTH KLEE MARX (public water utility representative); vacancy (livestock farmer). (All, except Laboratory of Hygiene representative who is appointed by the UW-Madison chancellor, are appointed by secretary of administration.)

The 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 9 members serve 3-year terms, and no member may serve more than 2 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.

Housing Advisory Council: LEE MARTINSON (administrator, Division of Housing, Department of Administration); THOMAS FRAZIER, MARIANNE MORTON (appointed by senate president); CAROL OWENS, PAUL TESSMER (appointed by assembly speaker); MARGARET HENNINGSEN, PHILIP J. HESSELBEIN, CAROLE E. RULE, STEPHEN SCHOEN (appointed by governor).

The Housing Advisory Council advises the department regarding maximizing federal housing funds, local efforts to improve low- or moderate-income housing, implementation of loan and grant programs for individuals, grant programs for local housing organizations, and the state housing strategy plan. The appointed members serve 4-year terms. The 9-member council was created by 1989 Wisconsin Act 31, and its composition and duties are prescribed in Sections 15.107 (4) and 16.38 of the statutes.

Information Technology, Council on: SENATORS DRZEWIECKI, MOORE; REPRESENTATIVES NASS, SCHNEIDER; LINDA STEWART, CHARLES H. THOMPSON (client agency heads); JERRY J. DE KRUIF, KATHERINE P. HERTZ, EDWARD KISSINGER, LINDA SEVERSON (expert public members). (All except legislators are appointed by governor.)

The Council on Information Technology advises the secretary on the operation and performance of computer services by the Division of Information Technology Services and may conduct studies or prepare reports on various aspects of computer services at the direction of the legislature’s Joint Committee on Information Policy. Two members must head agencies which are clients of the division. Of the 4 public members, 2 must have senior level management expertise in private large computer services centers and 2 must have similar expertise in private information technology services. The 10-member council was created by 1991 Wisconsin Act 39, and its composition and duties are prescribed in Sections 15.107 (15), 13.58 (5) (b) 1, and 16.976 of the statutes.

Interagency Coordinating Council: vacancy (secretary of employe trust funds designee); CAROL GETTS (representative, Center for Health Statistics, Department of Health and Family Services), PRIS BORONIEC (representative, Medical Assistance Program, Department of Health and Family Services), CLARE STAPLETON-CONCORD (representative, Office of Health Care Information, Office of Commissioner of Insurance), DAVID ZIMMERMAN (health statistics research anal-

ysis representative, UW System), JON S. MILLER (representative, Division of Information Technology Services, Department of Administration). (All but secretary of employe trust funds or designee are appointed by governor.)

The Interagency Coordinating Council advises and assists state agencies in coordinating the collection and dissemination of health care data, including agency budgets for data collection programs. The council reports on its activities at least twice a year to the Board on Health Care Information in the insurance commissioner's office. All 6 members serve 4-year terms. The council was created by 1995 Wisconsin Act 433, and its composition and duties are prescribed in Sections 15.107 (7) and 16.03 of the statutes.

Low-Level Radioactive Waste Council: SENATORS CHVALA, FARROW; REPRESENTATIVES BLACK, JOHNSRUD; JAMIE SCHAEFER, CARYL E. TERRELL, G. JOHN WEIR (public members appointed by governor).

The Low-Level Radioactive Waste Council advises the Wisconsin representative to the Midwest Interstate Low-Level Radioactive Waste Commission, reviews commission activities, recommends alternative approaches to issues before the commission and makes recommendations to the governor and legislature. The council was originally created by 1983 Wisconsin Act 393 and was repealed and recreated by 1989 Wisconsin Act 31. It is scheduled to end its operations on June 30, 2002. The composition and duties of the 7-member council are prescribed in Sections 15.107 (9) and 16.135 of the statutes.

Small Business, Veteran-Owned Business and Minority Business Opportunities, Council on: CHRISTINE TODD (veteran-owned business representative), *chairperson*; ARTHUR SMITH (minority business representative), *vice chairperson*; E. AGGO AKYEA (Department of Commerce representative); CARLA M. ALLISON, LAMONT S. JONES, JO OYAMA-MILLER, BESSIE R. TALTON-DUSON, vacancy (small/minority business representatives); JEAN MARCK (small business rep-



A Wisconsin state trooper accesses driver information on a mobile data computer. The computers, installed in all State Patrol vehicles, are linked directly to state and national driver and crime information databases – keeping the airwaves clear for emergency calls from dispatchers. (Department of Transportation)



representative); DAVID A. WILLEFORD (representative of business owned by handicapped persons); ROBERT STUVA (nonprofit rehabilitation organization representative); vacancy (consumer representative); KATHLEEN HUGHES (veteran-owned business representative). (All are appointed by secretary of administration.) Nonvoting secretary: JIM J. JOHNSON (Department of Administration employe designated by the departmental secretary).

The Council on Small Business, Veteran-Owned Business and Minority Business Opportunities advises the department on the extent of and ways to increase participation of its constituent groups in state purchasing. The 13 members are appointed for 3-year terms and may not serve more than 2 consecutive full terms. 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.

State-Local Relations, Council on: JOHN MATTHEWS, *chairperson*; JEROME C. BORES, ROBERT BRUNNER, KENNETH COLE, JAMES HANEY, EDWARD HUCK, NATHANIEL E. ROBINSON, MARK ROGACKI, PEGGY ROSENZWEIG, LLOYD RUEB, ANNETTE E. SCHERBERT, RICHARD STADELMAN, DANIEL THOMPSON, JACK C. VOIGHT (appointed by governor).

The Council on State-Local Relations reviews proposed legislation and state agency proposals that affect local government. The council also recommends policies on other issues important to local governments and state and local relationships. The number of council members is unspecified and members serve at the pleasure of the governor. The council was created by 1991 Wisconsin Act 39, and its composition and duties are prescribed in Sections 15.107 (14) and 16.025 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: CHARLES ARNDT, LINDA S. HOWARD, JENIFER Y. HURTGEN, EUGENE LEHRMANN, ELMER C. SILL, RUTH ANN STROZINSKY, LOUISE ABRAHAMS YAFFE (appointed by governor with senate consent).

Executive Director: GEORGE F. POTARACKE, (608) 266-8945.

Mailing Address: 214 North Hamilton Street, Madison 53703-2118.

Telephones: Ombudsman Program: Eau Claire: (715) 836-3627; Green Bay: (414) 498-3510; Madison: (608) 266-8946; Milwaukee: (414) 227-4386; Rhinelander: (715) 365-2536; Stevens Point: (715) 345-5229; Medigap Helpline: (800) 242-1060.

Fax: (608) 261-6570.

Publications: Biennial Report.

Number of Employees: 17.90.

Total Budget 1995-96: \$761,000.

Total Budget 1996-97: \$856,900.

Statutory References: Sections 15.105 (10) and 16.009.

Agency Responsibility: The 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, recommendations for a more effective program, 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. Based on information received through investigating complaints and problems, it publishes assessments of inadequacies in existing laws and regulations for long-term care and requests corrective legislation.

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 health, hospital indemnity, cancer, nursing homes, and long-term care and nursing home insur-

ance designed to supplement Medicare. Helpline information also covers the Health Insurance Risk-Sharing Plan, group insurance continuation and conversion rights, and health maintenance organization plans for Medicare beneficiaries. Beginning in January 1991, the board was required to conduct an annual survey of all practicing physicians in the state regarding their provision of Medicare services and report the results to the legislature.

The 7 board members serve staggered 5-year terms, and at least 4 of them 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, which was succeeded in 1967 (Chapters 75 and 327) by the Council on Aging in the Department of Health and Social Services and subsequently renamed the Board on Aging in Chapter 332, Laws of 1971.

CLAIMS BOARD

Members: ALAN LEE (Department of Justice representative designated by attorney general), *chairperson*; EDWARD MAIN (Department of Administration representative designated by secretary of administration), *secretary*; SENATOR BURKE (chairperson, Senate Committee on Finance), REPRESENTATIVE ALBERS (designated by chairperson, Assembly Committee on Finance); STEWART SIMONSON (representative of the Office of the Governor designated by governor).

Secretary: EDWARD MAIN.

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

Location: 10th Floor, State Administration Building, 101 East Wilson Street, Madison.

Telephone: (608) 266-1743.

Number of Employees: 1.00.

Total Budget 1995-96: \$71,500.

Total Budget 1996-97: \$821,500.

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

Agency Responsibility: The Claims Board investigates and pays, denies or makes recommendations on all money claims of \$10 or more against the state when such claims are referred to it by the Department of Administration. The findings and recommendations of the 5-member 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: PATRICIA LIPTON (investment board executive director), MARK D. BUGHER (secretary of administration), JACK C. VOIGHT (state treasurer).

Statutory References: Sections 15.105 (3) and 34.045.

Agency Responsibility: The 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 3-member board sets minimum banking operation requirements for these institutions and assists state agencies, upon request, in selecting a depository. The board's *ex officio* members may designate others to serve in their place.

EDUCATIONAL TECHNOLOGY BOARD

Members: JOAN H. SPILNER (distance education network representative), *chairperson*; MARK WAHL (department employe appointed by secretary of administration); JUDY BROWN (technical

college district board representative), SCOT CULLEN (Public Service Commission employee), KATHLEEN M. HUSTON (public libraries representative), vacancy (Wisconsin Advanced Telecommunications Foundation representative), NEIL A. TRILLING (school board representative), DAVID J. WARD (UW System representative), CAROLYN FOLKE (Division for Libraries and Community Living, Department of Public Instruction, employee). (All, except Department of Administration employee, are appointed by governor.)

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

Telephones: (608) 266-7878, (608) 266-1213 (TTY).

Fax: (608) 266-1215.

Number of Employees: 0.00.

Total Budget 1995-96: \$45,000.

Total Budget 1996-97: \$15,075,000.

Statutory References: Sections 15.105 (26) and 16.992.

Agency Responsibility: The Educational Technology Board, created by 1995 Wisconsin Act 27, approves grants and loans to school districts and public library boards to fund all or part of the cost of educational technology or distance education projects. Districts or boards may apply individually or jointly for grants or loans, which are financed by the trust funds under the supervision of the Board of Commissioners of Public Lands. Recipients may use the funding for personnel training; computer hardware and software; acquisition of telecommunications, cable, radio, satellite or other means for distance education; curricular or administrative purposes; or community education. The board may also assist school boards and library boards in developing and implementing projects and preparing grant and loan applications. The board's 9 members are appointed for 4-year terms and must have a recognized interest in and demonstrated knowledge of advanced educational technologies. By February 1, 2000, the secretary of administration and the board will make joint recommendations to the legislature's Joint Committee on Finance regarding continued operation of the board and its programs.

COUNCIL ON HEALTH CARE FRAUD AND ABUSE

Members: No appointments made.

Mailing Address:

Telephone:

Fax:

Statutory References: Sections 15.107 (6) and 146.36.

Agency Responsibility: The Council on Health Care Fraud and Abuse, created by 1995 Wisconsin Act 442, studies all aspects of health care fraud and abuse and develops strategies to combat such activity by providers and consumers. The council reports annually to the governor and the legislature on its findings and lists methods to prosecute and combat fraud and abuse, based on information obtained from health care providers, insurers, health plan administrators and law enforcement agencies. The council may recommend legislation and administrative rules. The council's 15 members serve 3-year terms, and the governor designates the council's chairperson. At least one member must have expertise in Medical Assistance, and the council must include representatives of insurers, employee benefit plan administrators, HMOs, physicians, other health care providers and law enforcement. The council is scheduled to sunset on December 31, 2000.

DIVISION OF HEARINGS AND APPEALS

Administrator: DAVID H. SCHWARZ.

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

Telephone: (608) 266-7709.

Fax: Madison: (608) 267-2744; Milwaukee: (414) 227-3818.

Number of Employees: 45.80.

Total Budget 1995-96: \$1,907,100.



Total Budget 1996-97: \$3,362,400.

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

Agency Responsibility: The Division of Hearings and Appeals conducts quasi-judicial hearings for several state agencies. It must decide all contested administrative proceedings for the Department of Natural Resources, all cases arising under the Department of Justice's Crime Victim Compensation Program, and all appeals brought by nursing homes contesting 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's corrections unit conducts hearings for the Department of Corrections on adult probation and parole revocation and juvenile aftercare supervision. Division hearing examiners also preside over contested cases for the Department of Health and Family Services, the Department of Transportation or the Division of Economic Support in the Department of Workforce Development. They also conduct hearings for other state agencies, such as the Department of Public Instruction, on a contractual basis.

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 of which originated 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. In 1993, the legislature transferred many Department of Transportation hearing functions to the division when the Office of the Commissioner of Transportation was abolished. Contested administrative hearings for the Departments of Health and Family Services and Workforce Development were transferred to the division in 1995 Wisconsin Act 370.

OFFICE OF JUSTICE ASSISTANCE

Executive Director: FREDERICK N. FALK.

Mailing Address: 2nd Floor, 222 State Street, Madison 53703-2215.

Telephone: (608) 266-3323.

Fax: (608) 266-6676.

Publications: Anti-Drug Abuse Strategy; Crime and Arrests in Wisconsin; Drug Arrests in Wisconsin; Drug Data Trends; Jail Population Trends; Juvenile Justice Improvement Plan; Sexual Assaults in Wisconsin; Violence Against Women Plan; crime and arrests trend reports for counties and local jurisdictions special reports.

Number of Employees: 14.40.

Total Budget 1995-96: \$14,433,200.

Total Budget 1996-97: \$14,041,300.

Statutory References: Sections 15.105 (19) and 16.964.

Agency Responsibility: The Office of Justice Assistance administers federal programs under the Juvenile Justice and Delinquency Prevention Act, the Anti-Drug Abuse Act and the Violence Against Women Act. Its executive director is appointed by the governor. The agency also operates the Statistical Analysis Center, which manages the State Uniform Crime Reporting System and serves justice system agencies through grants administration, statistical reporting and other technical assistance services. It advises the governor and legislature on issues involving the criminal and juvenile justice system and provides staff services to the Governor's Commission on Law Enforcement and Crime and the Governor's Juvenile Justice Commission.

The Office of Justice Assistance originally was the Wisconsin Council on Criminal Justice, created by executive order in 1969 as the state planning agency required by the federal Law Enforcement Assistance Administration. When it was created, the council replaced the Governor's



Commission on Law Enforcement and Crime and was located within the Department of Justice. In 1971, the council was transferred by executive order to the governor's office. 1983 Wisconsin Act 27 created the council as an independent statutory body. The council was repealed and recreated under its current name by 1987 Wisconsin Act 27.

LAND INFORMATION BOARD

Members: JOHN W. LAUB (private business/public utility representative), *chairperson*; MARK WAHL (designated by secretary of administration), NICHOLAS J. NEHER (designated by secretary of agriculture, trade and consumer protection), FRANCIS FENNESSY (designated by secretary of natural resources), TERRENCE D. MULCAHY (designated by secretary of transportation), TED W. KOCH (State Cartographer); MICHAEL J. HASSLINGER, LORI J. SCULLY, LESLIE D. VAN HORN, JOSEPH WISNIEWSKI (county and municipal government representatives); MICHAEL A. HINES, BERNARD J. NIEMANN, JR., ARDEN T. SANDSNES (public utility/private business representatives). (All except *ex officio* members or their designees are appointed by governor with senate consent.)

Executive Director: DOUGLAS B. KING, kingd@mail.state.wi.us

Mailing Address: 7th Floor, 17 South Fairchild Street, Madison 53703.

Telephone: (608) 267-2707.

Fax: (608) 266-5519; Fax back service: (608) 264-7658.

Internet Address: <http://badger.state.wi.us/agencies/wlib>; Technical Assistance Service: lio-tech@badger.state.wi.us

Publications: The Competitive Procurement Report; GPS Standards Report; Strategic Business and Information Technology Plan; Wisconsin Evaluation Survey; Work Group Reports and Recommendations re: Aid to Local Government, Annual Survey, Funding, Instructions for County and Agency Integration Plans, Land Information and GIS/LIS Clearinghouse, Land Information Integration and Modernization Planning, LIO Council, and Technical Assistance; periodic WLIB Program Happening Newsletters.

Number of Employees: 2.50.

Total Budget 1995-96: \$2,057,500.

Total Budget 1996-97: \$2,018,200.

Statutory References: Sections 15.105 (16), 16.967 and 59.88.

Agency Responsibility: The Land Information Board implements the state's land information program and coordinates Wisconsin's efforts to modernize its land records. It serves as the state clearinghouse for land information and land information systems, including physical, legal, economic and environmental information about Wisconsin's land, water and air. It also provides technical assistance and advice to state agencies and local governments. Other duties include keeping an inventory of available land information records, providing guidelines for record modernization, and reviewing countywide modernization plans and agency land information integration plans. The board administers a grant-in-aid program for modernization projects for local governments located in counties that have established a land information office and have an approved countywide plan.

The board, which was created by 1989 Wisconsin Act 31, consists of 13 members, 8 of whom are appointed by the governor to serve 6-year terms. County and municipal government representatives must include at least one county board supervisor, one member of the governing body of a municipality and one county officer active in land management information. Public utility and private business representatives must include at least one public utility member and one member of a professional land information organization. Gubernatorial appointees must represent various geographical regions of the state. The act also provided that certain persons should serve as advisory, nonvoting members of the board, including the state historical preservation officer, the secretary of revenue, and the state geologist (or their designees), and representatives selected by the board from a regional planning commission and county, state and federal agencies active in land management information programs.

NATIONAL AND COMMUNITY SERVICE BOARD

Members: MARTIN STEIN (business representative), *chairperson*; JOHN T. BENSON (superintendent of public instruction), MARK D. BUGHER (secretary of administration); MARGUITA FOX (older adult volunteers representative); vacancy (organized labor); HAROLD RECKELBERG (local government representative); ANTONIO M. PEREZ, vacancy (national service program representatives); vacancy (youth education and training representative); JOANNE KELLY (private, nonprofit organization representative); ROBIN CARUFEL, SHERRI COE-PERKINS, JACK A. MELVIN III, ANDREA R. METZ, STACY A.J. SMITH, GARY THIBODEAU (general members). Nonvoting members: JEROME BERARD, RICHARD BERG, RAYMOND G. BOLAND, FREDERICK N. FALK, JOSEPH LEEAN, MICHAEL MURPHY (state representative, CNCS), RANDALL J. RADTKE. (All except *ex officio* members are appointed by governor.)

Director: LARY J. SWOBODA.

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

Location: 6th Floor, State Administration Building, 101 East Wilson Street, Madison.

Telephone: (608) 266-8234.

Fax: (608) 267-6931.

Number of Employees: 4.00.

Total Budget 1995-96: \$0.

Total Budget 1996-97: \$0.

Statutory References: Sections 15.105 (24) and 16.23.

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 and environmental 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 programs.

The board must include 16 voting members, appointed to serve 3-year terms. No more than 4 may be state officers and employees, and a maximum of 9 is placed on 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.

PUBLIC RECORDS BOARD

Members: SHARON HALVERSON (designated by governor), *chairperson*; PETER GOTTLIEB (designated by director, state historical society), ALAN LEE (designated by attorney general), THOMAS MICKELSON (designated by state auditor), RUSSELL WHITESEL (designated by joint legislative council staff director), JAMES DOUGHERTY (small business representative), LOIS KETTERHAGEN (local government representative), JOHN WILMET (public representative). (Representatives are appointed by governor.)

Executive Secretary: STEVEN B. HIRSCH.

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

Telephone: (608) 266-2996.

Fax: (608) 266-5050.

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 form management duties.

STATE CAPITOL AND EXECUTIVE RESIDENCE BOARD

Members: SENATORS BURKE, RISSER, RUDE; REPRESENTATIVES DUFF, OWENS, vacancy; LINDA SEEMEYER (designated by secretary of administration); GEORGE L. VOGT (director, state historical society); ROBERT BRANDHERM (engineer employed by the Department of Administration and appointed by secretary); KENT C. JOHNSON (landscape architect); WALTER L. WILSON, vacancy (architects); ROBERT E. LEWCOCK, MARY M. MOSER, EUGENE POTENTE, SHIRLEY PREUSS (interior designers). (All except *ex officio* members and their designees are appointed by governor.)

Statutory References: Sections 15.105 (5) and 16.83.

Agency Responsibility: The State Capitol and Executive Residence Board, created by Chapter 183, Laws of 1967, includes 16 members, and its 7 citizen members serve staggered 6-year terms. The board is responsible for setting standards for design, composition, and appropriateness of repairs, replacements, and additions to the State Capitol and Executive Residence.

STATE USE BOARD

Members: BARBARA F. BARNARD (work center representative); KONSTANTINOS I. KOUTANTZIS (small business representative); SANDRA G. HALL (Division of Vocational Rehabilitation, Department of Workforce Development, representative); LEO C. TALSKEY (Department of Administration representative); NICKOLAS C. GEORGE, JR., JERRY C. VOGT (private business representatives); GREGORY ROBBINS (mental health law, Department of Health and Family Services, representative); vacancy (public member). (All are appointed by governor.)

Mailing Address: State Bureau of Procurement, Division of State Agency Services, P.O. Box 7867, Madison 53707-7867.

Telephone: (608) 266-2605.

Publication: Annual Report to the Secretary.

Number of Employees: 2.00.

Total Budget 1995-96: \$120,300.

Total Budget 1996-97: \$120,300.

Statutory References: Sections 15.105 (22) and 16.752.

Agency Responsibility: The State Use Board was created by 1989 Wisconsin Act 345, and its 8 members serve 4-year terms. It oversees the program for state purchases from work centers for the severely handicapped. The board identifies goods and services that state agencies can procure from the centers, establishes eligibility of work centers for the program, and establishes and annually reviews fair market prices for goods and services purchased from the centers.

TAX APPEALS COMMISSION

Members: MARK E. MUSOLF, *chairperson*; DON M. MILLIS, DAVID T. PROSSER, JR. (appointed by governor with senate consent).

Administrative Assistant to the Commission: JOSEPH P. ZIESEL, 266-9784.

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

Telephone: (608) 266-1391.

Publications: *Selected Decisions*, Vol. II, July 1, 1978 – June 30, 1989.

Number of Employees: 7.00.

Total Budget 1995-96: \$505,400.

Total Budget 1996-97: \$507,900.

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

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

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

The 3 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.

WASTE FACILITY SITING BOARD

Members: DON TRETTIN (town official), *chairperson*; CAROL CUTSHALL (designated by secretary of transportation), *vice chairperson*; TERRY GROSENHEIDER (designated by secretary of commerce), DAVID JELINSKI (designated by secretary of agriculture, trade and consumer protection); vacancy (county official); ROBERT D. THOMAS (town official). (County and town officials are appointed by governor.)

Executive Director: PATTI WRIGHT CRONIN.

Mailing Address: 5th Floor, State Administration Building, 101 East Wilson Street, Madison 53702-0001.

Telephone: (608) 267-7854.

Fax: (608) 267-3770.

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

Number of Employees: 1.75.

Total Budget 1995-96: \$103,900.

Total Budget 1996-97: \$103,900.

Statutory References: Sections 15.105 (12) and 289.33.

Agency Responsibility: The Waste Facility Siting Board supervises a mandated negotiation-arbitration procedure between applicants for solid or hazardous waste facility licenses and local committees composed of representatives from municipalities affected by proposed facilities. In arbitration hearings, the 6-member board is authorized to make final awards. The board also enforces 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 from outside the classified service to serve as the board's administrator and legal advisor. The board was created by Chapter 374, Laws of 1981 and was the first such agency established in the nation.

WOMEN'S COUNCIL

Members: MARGARET FARROW (public member appointed by governor), *chairperson*; SENATORS MOORE, PLACHE (appointed by senate majority leader); 2 vacancies (representatives appointed by assembly speaker); AVE BIE (designated by governor); AUDREY KADER, KATHERINE LASKER (public members appointed by senate president); ELLEN MURPHY, VERONICA TAYLOR-MOSLEY (public members appointed by assembly speaker); DONNA HEON, MARIA JENKINS, BEVERLY LOY, MARY JO PAQUE, JOYCE H. SMITH (public members appointed by governor).

Executive Director: EILEEN MERSHART, emershart@compuserve.com

Mailing Address: Suite 720, 16 North Carroll Street, Madison 53702.

Telephone: (608) 266-2219.

Fax: (608) 266-5046.

Publications: Numerous publications related to the council's mission (list available on request).

Number of Employees: 1.00.

Total Budget 1995-96: \$91,200.

Total Budget 1996-97: \$92,700.

Statutory References: Sections 15.107 (11) and 16.01.

Agency Responsibility: The 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 conducts statewide hearings on issues that concern women and advises all state agencies about the impact upon women of current and emerging state policies, laws and administrative rules. It is required to work closely with state agencies, the private sector and groups concerned with women's issues and to disseminate information on the status of women in this state.

The council has 15 members. The governor or governor's designee serves a 4-year term, and all others serve 2-year terms. The governor designates one of the 6 public members 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, created in 1964 and abolished in 1979.



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

Board of Agriculture, Trade and Consumer Protection: JOHN MALCHINE, *chairperson*; WILFRID TURBA, *vice chairperson*; BEVERLY ANDERSON, *secretary*; C. WILLIAM GEARY (senate confirmation pending), CHARLES KNIGGE, SHIRLEY LANIER, LARRY LEMMENES, LOUIS WYSOCKI (appointed by governor with senate consent).

Secretary of Agriculture, Trade and Consumer Protection: ALAN T. TRACY, 224-5012.

Deputy Secretary: ELIZABETH J. KOHL, 224-5016.

Executive Assistant: JOSEPH E. TREGONING, 224-5017.

Wisconsin Agricultural Statistics Service: ROBERT J. BATTAGLIA, *State Statistician*, 224-4838.

Hearing Examiner: CHERYL F. DANIELS, 224-5026.

Information and Education: vacancy, *director*, 224-5002.

Legal Counsel, Office of: JAMES K. MATSON, *chief counsel*, 224-5022.

Policy and Program Analysis, Office of: vacancy, *director*, 224-5037.

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.

Fax: Office of the Secretary: (608) 224-5045; Division of Agricultural Resource Management: (608) 224-4656; Division of Animal Health: (608) 224-4871; Wisconsin Animal Health Laboratory-Madison: (608) 267-0636; Wisconsin Animal Health Laboratory-Barron: (715) 537-9220; Division of Food Safety: (608) 224-4710; Division of Management Services: (608) 224-4737; Division of Marketing: (608) 224-5110; Division of Trade and Consumer Protection: (608) 224-4939; Altoona Regional Office: (715) 839-3867.

Agricultural Resource Management, Division of: NICHOLAS J. NEHER, *administrator*, 224-4567.

Agrichemical Management, Bureau of: NED T. ZUELSDORFF, *director*, 224-4550.

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

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

Animal Health, Division of: CLARENCE SIROKY, *administrator*, 224-4873; vacancy, *deputy administrator*, 224-4874.

Laboratory and Veterinary Services, Bureau of: ROBERT G. EHLENFELDT, *director*, 266-6687.

Program Services, Bureau of: LARRY P. JUNG, *director*, 224-4885.

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

State Veterinarian: CLARENCE SIROKY.

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

Administrative Services, Bureau of: PETER C. PAWLISCH, *director and assistant division administrator*, 224-4702.

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

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

Management Services, Division of: MEGAN E. CHRISTIANSEN, *administrator*, 224-4740.

Budget and Accounting, Bureau of: BARBARA H. KNAPP, *director*, 224-4746.

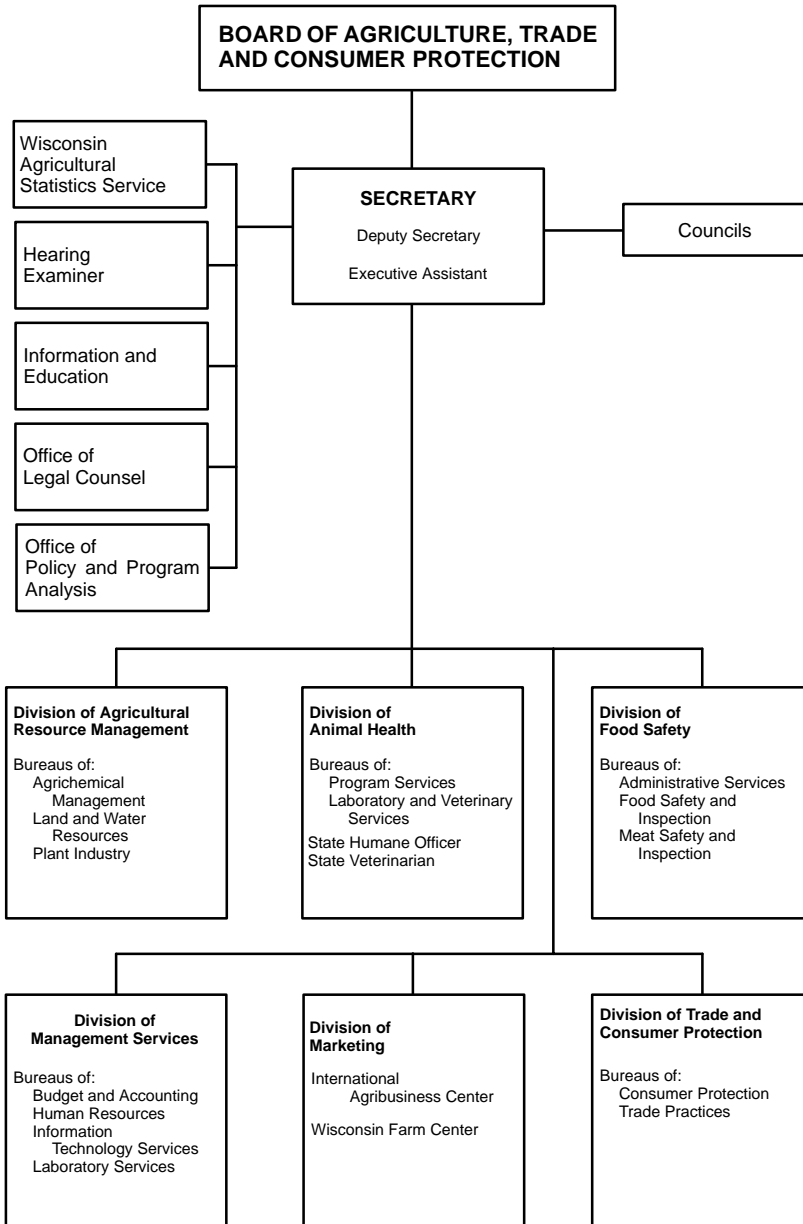
Human Resources, Bureau of: CHERYL L. ANDERSON, *director and assistant division administrator*, 224-4760.

Information Technology Services, Bureau of: KATE NOLAN, *director*, 224-4777.

Laboratory Services, Bureau of: SHEILA M. TAUSCHEK, *director*, 267-3503.



DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION



Units attached for administrative purposes under Sec. 15.03: Animal Health and Disease Research Board
Farm Mediation and Arbitration Board
Land and Water Conservation Board



Marketing, Division of: MARK B. LIEDL, *administrator*, 224-5104.

International Agribusiness Center: DEBRA L. CASUCCI-CRAVE, *director*, 224-5112.

Wisconsin Farm Center: JEANNE M. MEIER, *director*, 224-5046.

Trade and Consumer Protection, Division of: WILLIAM L. OEMICHEN, *administrator*, 224-4920.

Consumer Protection, Bureau of: MERRY FRAN TRYON, *director and assistant division administrator*, 224-4921.

Trade Practices, Bureau of: JOHN C. NORTON, *director*, 224-4922.

Publications: Agricultural Land Sales; Agricultural Statistics; *The Bottom Line: An Economic Summary of Nutrient and Pest Management Practices*; *Complaint Guide for the Wisconsin Consumer*; Cooperative Pest Survey Bulletin; *Dairy Facts*; A Directory of State Agribusiness; Farm Transfers in Wisconsin – A Guide for Farmers; *Groundwater Protection: An Evaluation of Wisconsin's Atrazine Rule*; Guide to Wisconsin Cheese Factory Outlets and Tours; *Landlord and Tenants: The Wisconsin Way*; *Preventing Senior Citizen Rip-offs*.

Number of Employees: 697.52.

Total Budget 1995-96: \$57,234,400.

Total Budget 1996-97: \$56,962,300.

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

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 administers programs to safeguard food products from the point of production to the point of retail sale and to protect the public against fraud and misbranding in the sale of food and other critical commodities and commercial services. To assure fair and open competition in all sectors of the marketplace, the department has broad authority to enforce laws prohibiting deceptive advertising and unfair business practices. The agency is designated by the U.S. Consumer Product Safety Commission to handle product safety complaints in Wisconsin.

To preserve the productive potential of the state's agricultural economy and to safeguard human health, the department administers programs designed to protect both the health of animals and plants and the quality of land and water resources.

Through its regulatory and marketing assistance programs, the department facilitates the marketing of Wisconsin products in interstate and international markets. It also provides special assistance programs, such as debt mediation or tuition assistance for farmers who want to improve their skills.

Organization: The 8 members of the Board of Agriculture, Trade and Consumer Protection serve staggered 6-year terms. Two board members must be consumer representatives and 6 members 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 *Office of the Secretary* includes policy and program analysis, information and education services, legal counsel and the Wisconsin Agricultural Statistics Service.

The *Division of Agricultural Resource Management* administers programs designed to protect public health and the environment. It works to prevent agricultural practices that contaminate surface water and groundwater, and it administers a nonpoint source pollution program jointly with the Department of Natural Resources. It directs cooperative state-county programs to promote farmland preservation and land conservation; regulates the sale and use of pesticides and the sale of fertilizer, lime, feed, soil and plant additives, and seed; conducts programs to prevent and control plant pests; and coordinates the department's toxic response team. Through programs, such as the Agricultural Clean Sweep Program, lawncare notification, and gypsy moth control, the department addresses changing issues in agriculture, forestry and environmental protection.

The *Division of Animal Health* works closely with veterinarians to diagnose, prevent and control serious domestic animal diseases in the state. It performs more than 1.5 million laboratory



tests annually, licenses and inspects livestock dealers and markets, regulates the import and export of livestock across state lines, takes quarantine and control measures to prevent the spread of animal diseases, and assists in the enforcement of state humane laws.

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; and regulates food product advertising, packaging and labeling.

The *Division of Management Services* provides departmentwide administrative services 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 Marketing* promotes Wisconsin agricultural products in national and international markets. It operates a state-federal market news program for dairy, poultry, fruits and vegetables, livestock, and grain. The division provides mediation and arbitration services to farmers, administers diversification grants, and fosters development and new uses of agricultural commodities. It administers the stray voltage program jointly with the Public Service Commission. It also regulates the operation of semiautonomous marketing boards that are elected by agricultural producers who apply the fees assessed by their groups to promotion, research and education about their commodities. The division administers the "Something Special From Wisconsin" and Alice in Dairyland marketing programs and the state aid programs for county and district fairs, the Livestock Breeders Association and World Dairy Expo.

The *Division of Trade and Consumer Protection* has broad authority to prohibit unfair trade practices under the state's trade regulation and consumer protection laws. The division enforces a wide variety of laws relating to: advertising, consumer product safety, consumer fraud, environmental regulation, prize notices, cable television subscriber rights, mail-order sales, ticket refunds, landlord-tenant relations, time share ownership, prepaid maintenance liens, dating service contracts, fitness center and weight reduction contracts, pawnbrokers, secondhand article and jewelry dealers, weights and measures, and motor vehicle rustproofing warranties. To promote fair and open competition in the marketplace, it regulates various trade practices. It also monitors the financial condition and business practices of dairy plants, grain warehouses, and food processing plants to protect agricultural producers from fraud and financial defaults.

History: Many programs now administered by the Department of Agriculture, Trade and Consumer Protection date from the state's early history. By the time the first Department of Agriculture was created in Chapter 413, Laws of 1915, it had been preceded by separate agencies concerned with livestock health, beekeeping and horticulture.

The modern department had its inception in 1929 when Chapter 479 consolidated several agencies into the Department of Agriculture and Markets, headed by 3 full-time commissioners appointed by the governor. Chapter 85, Laws of 1939, replaced the commissioners with a 7-member State Board of Agriculture appointed by the governor. The board, in turn, appointed a full-time director to administer the department. Chapter 85 also renamed the department the Department of Agriculture but did not change its structure and responsibilities, including market regulation.

From the beginning, the department also had a consumer protection mission. Chapter 452, Laws of 1889, created the Office of Dairy and Food Commissioner and empowered the commissioner to inspect and ascertain the purity of any food, drink or drug offered for sale in the state. Chapter 670, Laws of 1919, created a Division of Markets within the department and directed the division head to make rules protecting both producers and consumers from unfair business practices. Chapter 29, Laws of 1977, specifically required that one of the board members represent consumers, and it changed the department's name to the Department of Agriculture, Trade and Consumer Protection.



Traditional departmental responsibilities for plant and animal health and productivity have been augmented in recent years by programs that focus on conservation of the land and water resources that sustain agricultural enterprises. The 1981 Legislature, for example, transferred all soil and water conservation programs to the department, and the 1987 Legislature gave the department responsibility for the agricultural portion of the state's nonpoint source pollution control program. In 1991, the legislature granted the department statutory authority to regulate drainage districts and develop a shoreland management program.

1995 Wisconsin Act 27 directed that the secretary must be appointed by the governor with the advice and consent of the senate, rather than by the Board of Agriculture, Trade and Consumer Protection. That act also added a second consumer representative to the board and transferred the Department of Justice's consumer protection functions to the department.



Department of Agriculture, Trade and Consumer Protection grain auditors protect farmers from defaults by grain warehouse keepers and scalers by verifying the contents of grain bins. (Department of Agriculture, Trade and Consumer Protection)



Statutory Councils

Agricultural Chemical Cleanup Council: DAVE WANTLAND, RUSS WEISENSEL (representing agricultural chemical manufacturers and wholesalers); DAN KARLEN, RICHARD RENK (representing farmers); MARK KNOEPKE, JULIE SARTON (representing retail fertilizer and pesticide dealers and commercial applicators); BILL WENZEL (representing environmental interests) (all appointed by the secretary of agriculture, trade and consumer protection).

The Agricultural Chemical Cleanup Council advises the secretary on solutions and policy alternatives related to the cleanup of agricultural chemicals. The 7 council members are appointed for 4-year terms. The council was created by 1991 Wisconsin Act 269, and its duties and composition are prescribed in Sections 15.09 (5) and 15.137 (4) of the statutes.

Animal Health and Disease Research Council: vacancy (state veterinarian or designee), NEAL A. JORGENSEN (director, UW Agricultural Experiment Station); HOWARD J. COOK (veterinarian in large animal practice); CHARLES FINUCAN (dairy farmer); vacancy (family farm member); vacancy (meat animal producer); 3 vacancies (public members). (All except *ex officio* members are appointed by governor.)

The Animal Health and Disease Research Council evaluates problems of farm poultry, farm animals and fur-bearing animals. The 9-member council identifies priority areas for health and disease research and makes recommendations for research funding to the Animal Health and Disease Research Board. The 7 members appointed by the governor serve 3-year terms and may not serve more than 2 consecutive terms. The council was created by 1987 Wisconsin Act 281, and its composition and duties are prescribed in Sections 15.137 (2) and 95.175 of the statutes.

Fertilizer Research Council: Voting members: DAVE DELONG, JON ERICKSON, WALTER PRIES (industry members nominated by fertilizer industry); LORIN BERGE, CRISS DAVIS, STEVE DIERKS (crop producer representatives); KEN PAREJKO (water quality expert). (All are appointed jointly by secretary of agriculture, trade and consumer protection and dean of UW-Madison College of Agricultural and Life Sciences, except the water quality expert appointed by the secretary of natural resources.) Nonvoting members: NICHOLAS NEHER (designated by secretary of agriculture, trade and consumer protection), RICHARD WEDEPOHL (designated by secretary of natural resources), ROBIN HARRIS (designated by dean, UW-Madison College of Agricultural and Life Sciences).

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

Telephone: (608) 224-4541.

The Fertilizer Research Council recommends research projects involving soil fertility, soil management, plant nutrition, surface water and groundwater to be conducted by the University of Wisconsin System. These projects are financed through funds generated from research fees attached to the sale or distribution of fertilizers and soil or plant additives. The 10-member council has 3 nonvoting *ex officio* members. The 7 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

ANIMAL HEALTH AND DISEASE RESEARCH BOARD

Members: DARRELL BUSS (dean, UW School of Veterinary Medicine), NEAL A. JORGENSEN (designated by director, UW Agricultural Experiment Station), vacancy (state veterinarian or designee); DARREL E. JOHNSON (public member appointed by governor for 3-year term).

Statutory References: Sections 15.135 (3) and 95.175.

Agency Responsibility: The Animal Health and Disease Research Board, which was created by 1987 Wisconsin Act 281, determines priorities for animal health and disease research and the percentage of research effort to be allocated to areas of highest priority, based on recommendations of the Animal Health and Disease Research Council. It also encourages UW System faculty

members to submit research funding applications in priority areas. The 4-member board awards funds for both pure and applied research and can accept gifts, donations, grants and bequests for research purposes.

FARM MEDIATION AND ARBITRATION BOARD

Members: ALAN T. TRACY (secretary of agriculture, trade and consumer protection), RICHARD L. DEAN (secretary of financial institutions); JOE J. SCHAITEL (appointed by governor).

Statutory References: Sections 15.135 (5) and 93.50.

Agency Responsibility: The Farm Mediation and Arbitration Board, created by 1985 Wisconsin Act 153, administers a program that helps farmers resolve financial disputes with creditors and disputes over environmental issues. The 3-member board selects mediators and arbitrators, promulgates rules and sets general policy guidelines.

LAND AND WATER CONSERVATION BOARD

Members: ROBERT UPHOFF (resident of city of 50,000 or more), *chairperson*; KENNETH VAN DYKE (designated by the Wisconsin Land Conservation Association, Inc.), *vice chairperson*; WILBUR PETROSKEY (designated by the Wisconsin Land Conservation Association, Inc.), *secretary*; GEORGE E. MEYER (secretary of natural resources), DAVID SCHMIEDICKE (designated by secretary of administration), ALAN T. TRACY (secretary of agriculture, trade and consumer protection); RUSSEL BROCK (designated by the Wisconsin Land Conservation Association, Inc.); MARIGEN CARPENTER (representing governmental unit involved in river management); JAMES BRADLEY (farmer); GEORGE NETTUM (representing charitable natural resources organization); MARY BIERMAN (public member). (All except *ex officio* members or designees are appointed by governor with senate consent.)

Advisory Members: PATRICIA LEAVENWORTH (representing U.S. Department of Agriculture, Natural Resources Conservation Service); DOUGLAS CARUSO (representing U.S. Department of Agriculture, Consolidated Farm Service Agency); vacancy (dean of the UW-Madison College of Agricultural and Life Sciences or appointee); DONALD LAST (appointed by director of UW-Extension); JEAN SCHOMISCH (designated by staff of county land conservation committees).

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

Agency Responsibility: The Land and Water Conservation Board advises the secretary and department on all matters related to soil and water conservation, animal waste management and farmland preservation. As part of its farmland preservation duties, the 11-member board certifies agricultural preservation plans and zoning ordinances. It reviews and makes recommendations to the department on erosion control plans, animal waste management and agricultural shoreland management ordinances, county workload analyses, and applications for state aid. The board also advises the UW System annually about needed research and education programs related to soil and water conservation. It assists the Department of Natural Resources with issues related to nonpoint source pollution abatement and designates new priority watersheds.

The board's 3 county land conservation committee members are chosen by the Wisconsin Land Conservation Association, Inc., to serve 2-year terms. The 4 public members who must fulfill statutorily defined categories serve staggered 4-year terms. The fifth public 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 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 and added 2 more public members.

Department of COMMERCE

Secretary of Commerce: WILLIAM J. McCOSHEN, 266-8976.

Deputy Secretary: THOMAS TAYLOR, 266-3203.

Executive Assistant: CHRISTOPHER MOHRMAN, 266-8976.

General Counsel: vacancy.

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

Location: 9th Floor, State Justice Building, 123 West Washington Avenue, Madison.

Telephones: (608) 266-1018; Business hotline: (800) 435-7287.

Fax: Business: (608) 267-2829; Eau Claire: (715) 836-2510; Green Bay: (414) 498-6313; Milwaukee Center-City Initiative: (414) 227-4064; Milwaukee: (414) 382-1754; Stevens Point: (715) 346-4277.

Publications: A variety of reports are available upon request. For information on publications, contact the Division of Marketing, Advocacy and Technology Development at (608) 266-5381.

Administrative Services, Division of: DEBORAH JORDAHL, *administrator*, 266-1529.

Fiscal and Procurement Services, Bureau of: BARRY WANNER, *director*, 267-7200.

Information Technology Services, Bureau of: PAUL KRONBERGER, *director*, 267-9459.

Personnel and Employee Development, Bureau of: JILL THOMAS, *director*, 266-6948; Fax: (608) 266-0182.

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

Community Development, Division of: W. BRUCE FOX, *administrator*, 266-3494; Fax: (608) 266-8969.

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

Downtown Development, Bureau of: ALICIA GOEHRING, *director*, 267-3855.

Enterprise Development, Bureau of: WILLIAM WHEELER, *director*, 267-2045.

Economic Development, Division of: PHILIP ALBERT, *administrator*, 267-0770.

Business Development, Bureau of: ROGER M. NACKER, *director*, 266-1386.

Business Finance, Bureau of: TODD KEARNEY, *director*, 266-6675; Fax: (608) 264-6151.

Minority Business Development, Bureau of: ROBERT WYNN II, *director*, 266-8380.

Loan and Grant Administration, Office of: TROY BROWN, *director*, 266-7099.

Environmental and Regulatory Services, Division of: JOHN ALBERTS, *administrator*, 266-9403; WILLIAM MORRESSEY, *acting deputy administrator*, 266-7605; Fax: (608) 267-0592.

Petroleum Environmental Cleanup Fund, Bureau of: MILES MICKELSON, *acting director*, 267-4545.

Retail Petroleum Services, Bureau of: DARLA LEGRIVE, *acting director* 266-8076.

Storage Tank Regulation, Bureau of: SHELDON SCHALL, *acting director*, 266-0956.

International and Export Development, Division of: MARY REGEL, *administrator*, 266-1767; Fax: General: (608) 266-5551; De Pere: (414) 403-4083; Waukesha: (414) 691-5092.

Canadian Trade Office (Toronto): MARY ANDERSON, *director*, (416) 368-6956.

Europe/Middle Eastern Trade Office (Frankfurt, Germany): JOHN GATTO, *director*, (011) (4969)-23 05 91.

Korea Trade Office (Seoul): BONG H. KAY, *director*, (011) (822) 702-6222.

Mexico Trade Office (Mexico City): VINCENT LENCIONI, *director*, (011) (525) 533-6217.

China, Japan, Singapore, Indonesia, Malaysia, Philippines, Thailand, Brunei, Chile, Peru, and Brazil: KIRK ROSSI, *agency liaison*, (608) 266-7065.

Marketing, Advocacy and Technology Development, Division of: TERRY W. GROSENHEIDER, *administrator*, 266-3208; Fax: (608) 267-0436.



Manufacturing and Technology Development, Bureau of: KARL ARPS, *director*, 266-0165.

Small Business and Permit Assistance, Bureau of: H. HAMPTON ROTHWELL, *director*, 267-0313.

Public Information, Office of: TONY HOZENY, *public information officer*, 267-9661.

Safety and Buildings, Division of: MICHAEL CORRY, *administrator*, 266-1816; RON BUCHHOLZ, *deputy administrator*, 266-1817; 1st Floor, 201 East Washington Avenue; Fax: General: (608) 261-6699; Green Bay: (414) 492-5604; Hayward: (715) 634-5150; La Crosse: (608) 785-9330; Shawano: (715) 524-3633; Stevens Point: (715) 345-5269; Waukesha (Pilot Court): (414) 548-8614.

Field Operations, Bureau of: BENNETTE BURKS, *director*, 266-0056.

Integrated Services, Bureau of: RANDALL BALDWIN, *director*, 267-5192.

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

Number of Employees: 446.15.

Total Budget 1995-96: \$61,207,900.

Total Budget 1996-97: \$176,361,700.

Statutory References: Section 15.15; Chapter 560.

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 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 that assure safe and sanitary conditions in public and private buildings. It also administers the relocation assistance program, regulates petroleum products and petroleum storage tank systems, and manages the state's participation in the federal Petroleum Environmental Cleanup Fund Act (PECFA).

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. In the case of the Division of Environmental and Regulatory Services and the Division of International and Export Development, the statutes mandate that the division administrators must be appointed outside of the classified service.

Unit Functions: The *Office of the Secretary* coordinates economic development programs 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. It advises the governor and legislature on state economic growth and community development programs.

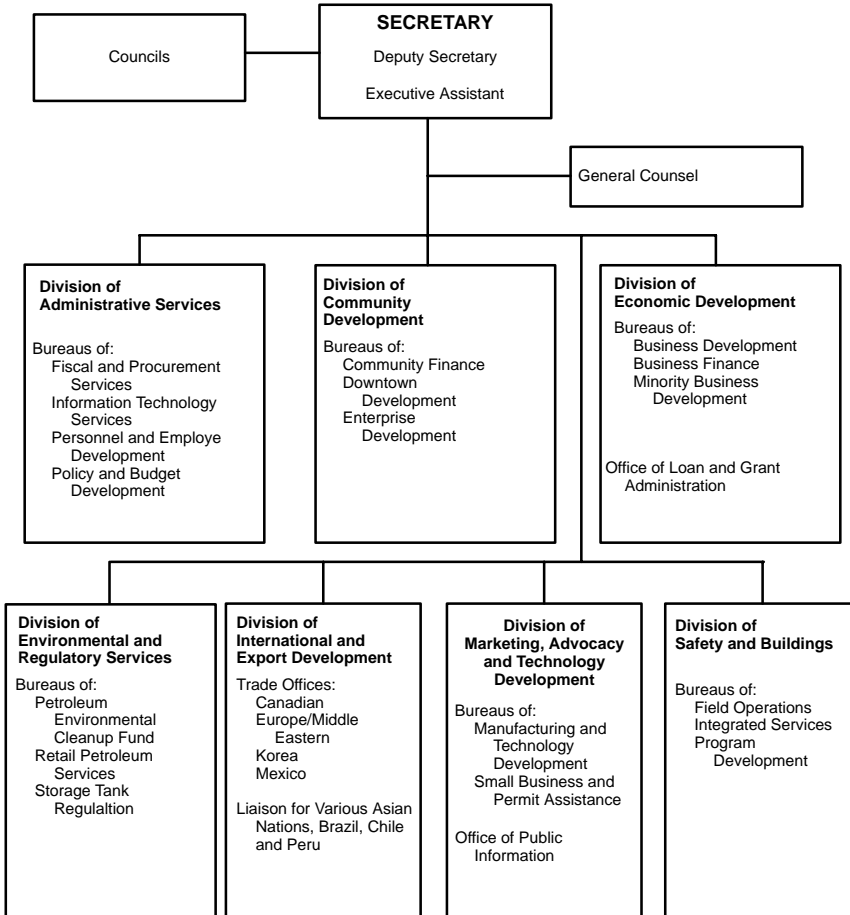
The *Division of Administrative Services* provides budgetary, policy, personnel, fiscal and information management services for the department. It carries out affirmative action, employee assistance and safety programs. In addition, under the Native American Initiative, the division offers technical business assistance and economic development information to Native American entrepreneurs and tribal organizations. The division is also the information bridge between the department and other executive agencies, the legislature, other states and the federal government.

The *Division of Community Development* administers a variety of programs to help Wisconsin communities plan, manage and direct their economic development. The Development Zone Program encourages private sector investment in economically depressed areas by providing tax incentives if the division approves plans to develop employment opportunities for the unemployed and persons facing barriers to employment. The Main Street Program assists communities in revitalizing their downtown areas. Other programs provide management, marketing and financial

analysis assistance to entrepreneurs and small businesses in smaller communities. The Industrial Revenue Bond Program provides low-cost, long-term financing for eligible facilities. The Community-Based Economic Development Program provides funding to assist communities with economic development planning and business incubator development. The division also administers programs that provide financial assistance to communities for infrastructure improvements and the public facilities portion of the federally funded small cities Community Development Block Grant Program. The division provides technical assistance and approves relocation payment plans and assistance service plans under state eminent domain law.

The *Division of Economic Development* administers statewide business and development programs, including programs that provide information on industrial sites and opportunities for new businesses owned by women and minorities. The division also administers many of the state's economic development financing programs, such as Customized Labor Training, the Employee

DEPARTMENT OF COMMERCE



Units attached for administrative purposes under Sec. 15.03:
 Development Finance Board
 Minority Business Development Board
 Recycling Market Development Board
 Rural Economic Development Board



Ownership Loan Assistance Program, the Major Economic Development Projects Program, the Minority Business Development Program, the Rural Economic Development Program, the Technology Development Fund, the Business Development Initiative, and the federally funded small cities Community Development Block Grant Economic Development 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. The division also registers, reviews plans and issues permits for new underground and above-ground storage tank systems. It administers the state's PECFA program by processing monetary claims for environmentally damaged sites.

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

The *Division of Marketing, Advocacy and Technology Development* promotes the state's business climate and economic advantages, publicizes business developments and provides information on the state's economy to 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. It also helps small and medium-sized manufacturers improve quality and productivity through its Manufacturing Assessment Program and assesses business safety practices and offers recommendations through the Safety Consultation Program.

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, private sewage, electrical, heating and elevators. The division develops and enforces health and safety-related administrative rules, reviews plans for proposed construction, makes initial and follow-up inspections, issues credentials, provides training and consulting services, and administers various funds.

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. In 1965 (Chapter 614) it was returned 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 with it.

In Chapter 125, Laws of 1971, the legislature 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. With the enactment of 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 entire safety and buildings program from the Department of Industry, Labor and Human Relations to the Department of Commerce, along with petroleum site cleanup programs that were administered jointly with the Department of Natural Resources. Other programs absorbed by the department, as a result of 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.



Statutory Councils

Automatic Fire Sprinkler System Contractors and Journeymen Council: DUANE STRASSMAN (department employe), *secretary*; JEFF BATEMAN, KENNETH KRANSKI (licensed automatic fire sprinkler contractors); AL BELMORE, DICK HEDTKE (licensed journeymen automatic fire sprinkler fitters). (All are appointed by secretary of commerce.)

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 266-9373.

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

Contractor Financial Responsibility Council: KENNETH L. LEPAK, LAWRENCE E. SCHAUDER, MARY SCHROEDER (building contractors of 1- and 2-family dwellings); BRUCE McMILLER (certified building inspector employed by local government); JAMES E. CAULEY. (All are appointed by the governor.)

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 267-7907.

The Contractor Financial Responsibility Council recommends rules for promulgation by the department for certification of contractors' financial responsibility. The 5 council members serve staggered 3-year terms. The council was created by 1993 Wisconsin Act 126 in the Department of Industry, Labor and Human Relations and transferred to the Department of Commerce by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.157 (4) and 101.625 of the statutes.

Dwelling Code Council: LEN LINZMEIER (manufactured housing representative), *chairperson*; DENNIS GUENTHER, DENNIS J. O'LAUGHLIN, WILLIAM J. ROEHR, PAUL WELNAK (building trade labor organization representatives); JOHN R. GRIEBLER, HOWARD GYGAX, BRIAN WALTER, CHRISTINE WILSON (certified building inspectors employed by local government); MIKE CHECK, RANDOLPH J. THELEN (representatives of 1- and 2-family housing contractors); FRANK WEEKS (manufactured housing representative); REIMAR FRANK (architect, engineer or designer); DENNIS R. DORN, GARRY L. NELSON (construction material supply representatives); JAMES CAULEY, vacancy (public members). (All are appointed by governor.) Nonvoting secretary: RICHARD MEYER (department employe appointed by secretary of commerce).

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 266-3080.

The Dwelling Code Council, which consists of 17 members appointed for 3-year terms, reviews the rules and standards for 1- and 2-family dwellings and manufactured housing. It 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.

Fire Prevention Council: THOMAS H. JAHN, *chairperson*; DAVID L. BERNENZ, LARRY BURTON, CHARLES W. ELLIOTT, DEONNE ESKE, JOHN FUTCHER, STEVEN HOOK, MARVIN C. HORMAN, LEE JENSEN, MATTHEW KERSCHNER, FRED D. SCHULTZ, JOSEF STANEK, JOSEPH M. WADE, DAVID M. WHEALON (appointed by secretary of commerce).

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 267-7907.

The Fire Prevention Council reviews and recommends changes in fire prevention rules. The statutes do not specify the number of members or their terms. The council was created by Chapter 29, Laws of 1977, 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 (15), 101.14 (2) (cm) and 101.575 (3) (a) 3 of the statutes.

Hazardous Pollution Prevention Council: No appointments (appointed by governor).

The Hazardous Pollution Prevention Council makes recommendations to the Department of Commerce and other state agencies on hazardous pollution prevention activities. The council, in cooperation with the Department of Commerce, the Department of Natural Resources and administrators of the UW-Extension educational and technical assistance program, reports biennially to the governor and the legislature on the status of hazardous pollution prevention programs. The council's 7 members are appointed for 3-year terms. It was created by 1995 Wisconsin Act 27, and its composition and duties are prescribed in Sections 15.157 (5) and 560.19 (4) of the statutes.

Main Street Programs, Council on: W. BRUCE FOX (designated by secretary of commerce), LARRY REED (designated by director, state historical society); ED WENDLAND (Wisconsin Downtown Action Council representative); KATE LINDSAY (local chamber of commerce representative); LINDA G. BREI (Wisconsin Trust for Historic Preservation representative); JOHN SPIELMANN (city, village or town representative); CHARLES CAUSIER (planning profession representative); TERRY MARTIN (architectural profession representative); KEVIN S. TENPAS (financial community representative); FRED D. NELSON, JOHN C. PHILLIPS (business community representatives); BEVERLY ANDERSON, TERRY MULCAHY, J. FREDERIC RUF, vacancy (members with expertise in downtown revitalization). (All but *ex officio* members or their designees are appointed by governor.) Nonvoting secretary: ALICIA GOEHRING (department employe designated by secretary of commerce).

The 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 to participate in the pilot program. The 15 council members are appointed for 3-year terms, and representative members must provide geographic diversity to the council. At least 3 members must own or operate a business in a business area that has requested services under the Main Street Program. At least 5 members must have experience in business area revitalization combined with historical preservation. The council was created by 1987 Wisconsin Act 109, and its



The Wisconsin Department of Commerce administers the Wisconsin Main Street Program in which the state provides assistance to local communities to revitalize their historic downtown business districts. These two stores in Dodgeville benefitted from the program. (Department of Commerce)

composition and duties are prescribed in Sections 15.157 (7), 560.081 and 560.082 of the statutes.

Multifamily Dwelling Code Council: EDWARD GRAY, WILLIAM ROEHR (skilled building trades labor representatives); LEE JENSEN (municipal inspector from county over 50,000 population); BRUCE MCMILLER (municipal inspector from county less than 50,000 population); RICHARD DAVIS (fire chief); LARRY PLUMER (fire service worker); BETH A. GONNERING, HARRY MACCO, (multifamily dwelling contractors and developers); KERRY VONDROSS, 2 vacancies (materials manufacturers and finished product suppliers); CHARLES ALDRIAN (architects, engineers and designers representative); LINDA M. KEEGAN, RONALD E. SMITH (public members, including a fair housing advocate). (All appointed by governor.) Nonvoting secretary: RICHARD MEYER (department employe member).

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 266-3080.

The Multifamily Dwelling Code Council, which consists of 14 members appointed for 3-year terms, advises the department on rules for multifamily dwelling construction. It 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: JAMES H. LANG, *chairperson*; MARK GRIESELDT (designated by secretary of natural resources), JOHN ALBERTS (designated by secretary of commerce); THOMAS COENEN, CHARLES ELLIOTT, JAMES SENGER, MARVIN L. STRAWN. (All except *ex officio* members or their designees are nominated by the 2 secretaries and appointed by governor).

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 266-7605.

The 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. The 7-member council includes 5 members, appointed for 4-year terms by the governor from lists of names submitted by the secretaries of commerce and natural resources, who must consider representatives from petroleum product transporters, manufacturers, suppliers, retailers and wholesalers, hydrogeologists 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: DUANE STRASSMAN (department employe), *secretary*; JOE TREML (master plumber), DON WIEDOFF (journeyman plumber) (appointed by secretary of commerce).

Mailing Address: P.O. Box 7969, Madison 53707-7969.

Telephone: (608) 266-9373.

The Plumbers Council advises the department about the testing and licensing of plumbers. Its 2 plumber members are appointed for 2-year terms. The 3-member 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: W. BRUCE FOX (designated by secretary of commerce), JOHN CHAPIN (designated by secretary of health and family services); SUSAN E. SKOCHELAK (UW Medical School representative); JOHN E. MIDTLING (Medical College of Wisconsin, Inc., representative); TIMOTHY J. SIZE (Wisconsin Health and Educational Facilities Authority representative); vacancy (Farmers Home Administration representative); SCOT WALL, E. RAY WILLOUGHBY (private rural lender representatives); DANIEL N. MANDERS, PAUL A. MILLER (rural health care facility representatives); KENNETH M. VISTE, JR. (licensed physician practicing in rural area); DORIS L. BAKKER (licensed nurse practicing in rural area); LINDA S. ADRIAN (public

health services representative). (All except *ex officio* members or their designees are appointed by governor with senate consent.)

The Rural Health Development Council advises the department regarding administration of the physician 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 13-member 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), vacancy (appointed by assembly speaker), JAY MEILI (appointed by assembly minority leader), H. HAMPTON ROTHWELL (appointed by secretary of commerce); MARYANN SUMI (appointed by secretary of natural resources); J. ROBERT NICHOLSON, MICHAEL H. SIMPSON, LEE SUCHARDA, JR. (representing general public and appointed by governor).

The 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 Department of Natural Resources and U.S. Environmental Protection Agency air pollution rules as they affect small businesses. The 9 council members are appointed to 3-year terms. The 4 members appointed by legislative officers must own or represent owners of small business stationary air pollution sources. The 3 members appointed by the governor may not own or represent small business stationary sources. The council was created by 1991 Wisconsin Act 302, and its composition and duties are prescribed in Sections 15.157 (10) and 560.11 of the statutes.

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

DEVELOPMENT FINANCE BOARD

Members: WILLIAM J. McCOSHEN (secretary of commerce), LINDA STEWART (secretary of workforce development), EDWARD CHIN (director, Technical College System Board); RANDALL MYRICK (minority business representative); ROSALIE F. MORGAN (scientific representative); WILLIAM L. ADAMANY (small business representative); DAVID W. OPITZ (technical representative); RUDY J. KUZEL (labor representative); J. FREDERIC RUF (financial communities representative). (All except *ex officio* members are appointed by governor.)

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

Agency Responsibility: The Development Finance Board awards grants and loans from the Wisconsin Development Fund. The board may make technology grants or loans to consortiums to support research intended 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 employe groups considering the purchase of existing businesses as an alternative to plant closings. It approves funds to reimburse small- to medium-sized businesses for costs associated with attending international trade shows. Created by 1987 Wisconsin Act 27, the board includes 9 members, 6 of whom are appointed by the governor for 2-year terms to represent various aspects of development finance.

MINORITY BUSINESS DEVELOPMENT BOARD

Members: PHILIP ALBERT, GRACIELA AUBEY, ASHOK BHARGAVA, JOHN W. CADOTTE, ROBERT RIVAS, GILBERT G. RIVERA, LINDA STEWART (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 provide 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. The board was created by 1989 Wisconsin Act 31, and its members are appointed by the governor to serve 2-year terms. The statutes do not stipulate the number of board members.

RECYCLING MARKET DEVELOPMENT BOARD

Recycling Market Development Board: PAUL DIDIER (designated by secretary of natural resources), TERRY W. GROSENHEIDER (designated by secretary of commerce); WILLIAM DUTTON, DAVID L. EGER, CHARLES J. LARSCH, DEBBIE A. PETERSON, CHRISTINE H. WALSH, PATRICK ZIELKE (responsible unit representatives); CHARLES F. COOK, ROBERT C. CUSHING, vacancy (marketing experts). (All except *ex officio* members or designees are appointed by governor with senate consent.)

Executive Director: GAIL MILLER WRAY.

Mailing Address: Suite 110, 121 South Pinckney Street, Madison 53703.

Telephone: (608) 265-8589.

Fax: (608) 265-8593.

Number of Employees: 4.00.

Total Budget 1995-96: \$8,298,000.

Total Budget 1996-97: \$8,660,200.

Statutory References: Section 15.155 (2); Chapter 159, Subchapter III.

Agency Responsibility: The Recycling Market Development Board promotes the development of markets for materials recovered by governmental units or solid waste management systems, as defined under Section 159.01 (9), Wisconsin Statutes. The board may provide financial assistance in the form of grants, loans or manufacturing rebates to public or private entities that assist in marketing recovered materials. It may also fund research to develop new markets for recovered materials, as well as the establishment of technical assistance and educational programs for governmental and business units active in the recycling field.

The 11-member board has 9 appointed members who serve 3-year terms. The governor appoints the board's executive director from outside the classified service with the advice and consent of the senate. The board originally was created by 1993 Wisconsin Act 75 and attached to the Department of Administration. 1995 Wisconsin Act 27 attached it temporarily to the University of Wisconsin System with the provision it would be attached to the Department of Commerce, effective July 1, 1997, or the effective date of the 1997-98 budget act, whichever is later.

RURAL ECONOMIC DEVELOPMENT BOARD

Members: PHILIP ALBERT (designated by secretary of commerce), JAMES L. SMITH (designated by secretary of agriculture, trade and consumer protection); SENATORS DECKER, FITZGERALD; REPRESENTATIVES AINSWORTH, PLOUFF; CALVIN J. FRELK, MICHAEL KRUTZA, OTTO RUSCH (appointed by governor).

Statutory References: Sections 15.155 (4) and 560.17.

Agency Responsibility: The Rural Economic Development Board awards grants or loans of up to \$30,000 to rural businesses employing fewer than 25 employees that are starting or expanding operations. Loans may be used to pay for professional services to help start or expand a business and the management assistance that continues after start-up or expansion. The board was created by 1989 Wisconsin Act 31. The 3 members appointed by the governor serve 3-year terms. Each must have experience operating a business located in a rural municipality, and at least one must have operated a cooperative. The legislative members represent the majority and minority parties in each house and must be from rural districts.

**Department of
CORRECTIONS**

Secretary of Corrections: MICHAEL J. SULLIVAN, 266-4548.

Deputy Secretary: AVE M. BIE, 266-4548.

Executive Assistant: SCOTT PETERSON, 266-9302.

Legal Counsel: DAVID WHITCOMB, 267-3673.

Legislative Liaison: ROBERT MARGOLIES, 266-2931.

Public Information Officer: BILL CLAUSIUS, 266-2940.

Audits, Investigations and Evaluation, Office of: GLORIA THOMAS, 267-1732.

Detention Facilities, Office of: MARTIN ORDINANS, *director*, 267-0672.

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

Location: 149 East Wilson Street, Madison.

Telephone: (608) 266-2471.

Fax: (608) 267-3661.

Adult Institutions, Division of: KENNETH SONDALE, *administrator*, 266-6604; RICHARD VERHAGEN, *assistant administrator*, 266-3837; CYNTHIA A. SCHOENIKE, *assistant administrator*, 266-9406; Fax: (608) 267-2323.

Correctional Enterprises, Bureau of: STEPHEN KRONZER, *director*, 2917 International Lane, Madison 53704, 246-5649; Fax: (608) 246-7976.

Health Services, Bureau of: SHARON ZUNKER, *director*, 267-1730.

Maximum Security:

Columbia Correctional Institution: JEFFREY ENDICOTT, *warden*, P.O. Box 950, Portage 53901-0950, (608) 742-9100.

Dodge Correctional Institution: CORWIN VANDERARK, *warden*, P.O. Box 661, Waupun 53963-0661, (414) 324-5577.

Green Bay Correctional Institution: DAN BERTRAND, *warden*, P.O. Box 19033, Green Bay 54307-9033, (414) 432-4877.

Waupun Correctional Institution: GARY MCCAUGHTRY, *warden*, P.O. Box 351, Waupun 53963-0351, (414) 324-5571.

Medium Security:

Fox Lake Correctional Institution: GERALD BERGE, *warden*, P.O. Box 147, Fox Lake 53933-0147, (414) 928-3151.

Jackson Correctional Institution: DONALD W. GUDMANSON, *warden*, P.O. Box 232, Black River Falls 54615-0232, (715) 284-4550.

Kettle Moraine Correctional Institution: MARIANNE COOKE, *warden*, P.O. Box 31, Plymouth 53073-0031, (414) 526-3244.

Oshkosh Correctional Institution: JUDY SMITH, *warden*, P.O. Box 3530, Oshkosh 54903-3530, (414) 231-4010.

Racine Correctional Institution: KENNETH R. MORGAN, *warden*, P.O. Box 900, Sturtevant 53177-0900, (414) 886-3214.

Minimum Security:

Oakhill Correctional Institution: CATHERINE J. FARREY, *warden*, P.O. Box 238, Oregon 53575-0238, (608) 835-3101.

Women:

Taycheedah Correctional Institution: KRISTINE KRENKE, *warden*, 751 County Road K, Fond du Lac 54936-9099, (414) 929-3800.

Education, Office of: TRACY BREDESON, *director*, 266-7574.

Community Corrections, Division of: WILLIAM J. GROSSHANS, *administrator*, 266-7740; MARY THOMPSON, *assistant administrator*, 266-7740; Fax: (608) 267-1739.



Wisconsin Correctional Center System: PHIL KINGSTON, *assistant administrator*, P.O. Box 25, Oregon 53575-0025, (608) 835-5711; Fax: (608) 835-3175.

Regional Offices:

Eastern: Room 129, 141 Northwest Barstow Street, Waukesha 53186-3756, (414) 521-5130.

Milwaukee: 7th Floor, 819 North 6th Street, Milwaukee 53203-1675, (414) 227-4592.

Northeastern: 1486 Kenwood Center, Menasha 54952, (414) 751-4621.

Northern: 56-A South Brown Street, P.O. Box 1277, Rhinelander 54501-1277, (715) 365-2580.

Northwestern: 718 West Clairemont Avenue, P.O. Box 780, Eau Claire 54702-0780, (715) 836-5508.

Southern: 2445 Darwin Road, Madison 53704, (608) 246-1967.

Correctional Centers:

Northern Sector: P.O. Box 36, Winnebago 54985-0036, (414) 236-2700.

Black River Correctional Center: W6898 East Staffon Road, Black River Falls, 54615, (715) 333-5681.

Drug Abuse Correctional Center: P.O. Box 36, Winnebago 54985-0036, (414) 236-2700.

Flambeau Correctional Center: N671 County Road M, Hawkins 54530-9400, (715) 585-6394.

Gordon Correctional Center: 10401 East County Road G, Gordon 54838, (715) 376-2680.

McNaughton Correctional Center: 8500 Rainbow Road, Lake Tomahawk 54539-9558, (715) 277-2484.

Sanger B. Powers Correctional Center: N8375 County Line Road, Oneida 54155-9300, (414) 869-1095.

St. Croix Correctional Center: Route 1, County Highway K West, P.O. Box 36, New Richmond 54017-0036, (715) 246-6971.

Winnebago Correctional Center: P.O. Box 128, Winnebago 54985-0128, (414) 424-0402.

Southern Sector: P.O. Box 25, Oregon 53575-0025, (608) 835-5711.

Abode Correctional Center: 831 North 16th Street, Milwaukee 53233-1796, (414) 937-8152.

John C. Burke Correctional Center: 900 South Madison Street, P.O. Box 900, Waupun 53963-0900, (414) 324-3460.

Robert E. Ellsworth Correctional Center: 21425-A Spring Street, Union Grove 53182-9408, (414) 878-2392.

Kenosha Correctional Center: 6353 14th Avenue, Kenosha 53143, (414) 653-7099.

Milwaukee Women's Correctional Center: 525 North 17th Street, Milwaukee 53233-2190, (414) 227-4055.

Oregon Correctional Center: P.O. Box 25, Oregon 53575-0025, (608) 835-3233.

Marshall E. Sherrer Correctional Center: 1318 North 14th Street, Milwaukee 53205-2596, (414) 937-8143.

St. John's Correctional Center: 845 North Van Buren Street, Milwaukee 53202-3996, (414) 227-4918.

Thompson Correctional Center: 434 State Farm Road, Deerfield 53531-9562, (608) 423-3415.

Juvenile Corrections, Division of: EURIAL K. JORDAN, *administrator*, P.O. Box 8930, 1 West Wilson Street, Madison 53707-8930; 267-3715; JOHN E. ROSS, *assistant administrator, community corrections*, 266-7551; SILVIA JACKSON, *assistant administrator, institutions*, 267-3691; Fax: (608) 267-3693.

Community Corrections:

Eau Claire: 312 South Barstow Street, Suite 6, Eau Claire 54701-2501, (715) 836-6683.
Janesville: 20 East Milwaukee Street, Suite 104, Janesville 53545, (608) 758-6228.
Madison: 3501 Memorial Drive, Madison 53704, (608) 243-3861.
Menasha: 1478 Kenwood Center, Menasha 54952, (414) 722-3391.
Milwaukee: 4200 North Holton Street, Milwaukee 53212, (414) 229-0708.
Racine: 800 Center Street, Room 230, Racine 53403, (414) 632-3781.
Sheboygan: 3422 Wilgus Avenue, Sheboygan 53081, (414) 459-6548.
Wausau: 500 Forest Street, Wausau 54402-1707, (715) 847-5587.

Institutions:

Ethan Allen School: JEAN J. SCHNEIDER, *superintendent*, P.O. Box 900, Wales 53183-0900, (414) 646-3341.
Lincoln Hills School: PAUL WESTERHAUS, *superintendent*, W4380 Copper Lake Road, Irma 54442-9720, (715) 536-8386.
Prairie du Chien Juvenile Correctional Facility: KYLE DAVIDSON, *superintendent*, 500 East Parish Street, Prairie du Chien 53821-2730, (608) 326-7828.
Southern Oaks Girls School: PATRICIA OGREN, *superintendent*, 21425B Spring Street, Union Grove 53182-9727, (414) 878-5800.
Youth Leadership Training Center: ROBERT SCHICK, *superintendent*, 204 Holden Street, Camp Douglas 54618, (608) 427-3525.
SPRITE Program: DON MCKINNON, *director*, N4996 Highway M, Oregon 53575, (608) 835-7131.
Juvenile Offender Review, Office of: ELAINE OLSON, *director*, 266-5502.

Address e-mail by combining the user ID and the state extender: userid@mail.state.wi.us
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Management Services, Division of: TERRI L. DANNER, *administrator*, 267-3667; WILLIAM RIDGELY, *assistant administrator*, 266-3838, wridgely@; Fax: (608) 267-3661.
Budget, Bureau of: MARY CASSADY, *director*, 267-0930, mcassady@
Finance and Administrative Services, Bureau of: BEVERLY BALAKHOVSKY, *director*, 267-0935, bbalakho@
Personnel and Human Resources, Bureau of: HAMDY EZALARAB, *director*, 267-9084, hezalara@
Technology Management, Bureau of: vacancy, *director*, 266-1685.
Program Planning and Movement, Division of: PAMELA J. BRANDON, *administrator*, 267-9073, pbrandon@; Fax: (608) 267-1751.
Offender Classification, Bureau of: STEPHEN PUCKETT, *director*, 266-2395.
Sex Offender Programs, Bureau of: TONY STREVELER, *director*, 266-3831.
Monitoring Center: DOUGLAS MILSAP, *director*, 5706 Odana Road, Madison 53719, 273-5767.

Number of Employees: 7,757.83.

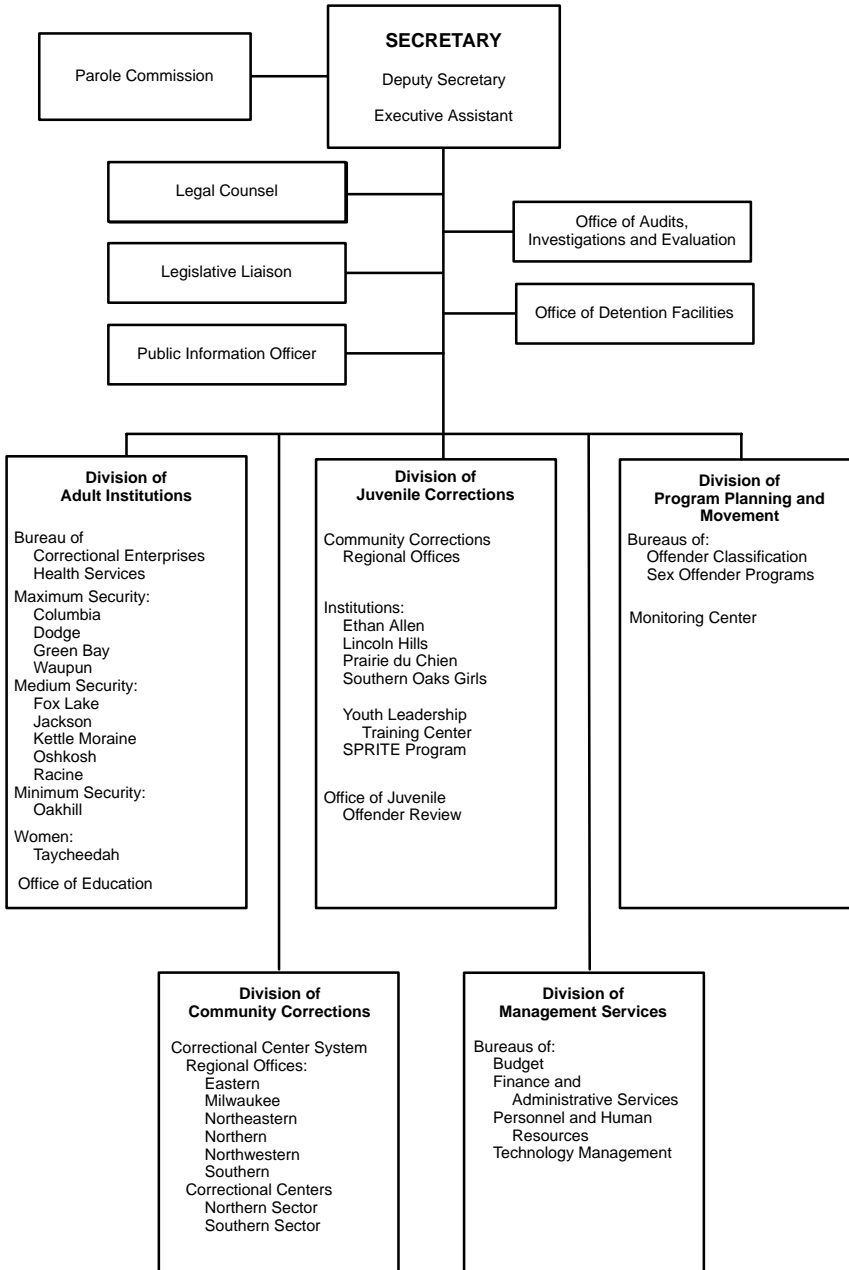
Total Budget 1995-96: \$409,372,300.

Total Budget 1996-97: \$597,813,400.

Statutory References: Section 15.14; Chapter 301.

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. By providing programs for education, job training, clinical treatment, alcohol and drug abuse, and other services, the department seeks to rehabilitate offenders and reintegrate them into society. The department maintains 11 correctional facilities and 17 community correctional centers for adults and 4 facilities for juveniles. It also administers the intensive sanctions program, supervises prisoners on probation and

DEPARTMENT OF CORRECTIONS



Units attached for administrative purposes under Sec. 15.03: Gang Violence Prevention Council
Prison Industries Board



parole, monitors compliance with deferred prosecution programs, and may make recommendations for pardons or commutations of sentence when requested by the governor.

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

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

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

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

The *Division of Community Corrections* supervises persons released on parole or sentenced to probation. The supervision is community-based to strengthen the family unit, 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 supervises adult felons under the Intensive Sanctions Program, which focuses on felons convicted of nonviolent, nondrug dealing property offenses, who would ordinarily have been incarcerated in a state prison. The courts usually sentence persons to the program upon recommendation by the department. While persons on probation or parole cannot be placed in intensive sanctions, certain persons whose parole or probation have been revoked may be eligible. They are placed in the program by the department or the Parole Commission.

The division is responsible for the administration of the Wisconsin Correctional Center System, which encompasses 17 minimum security Correctional Centers across the state that collectively house over 1,700 inmates. 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, cognitive intervention, work experience and work release.

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 from delinquent acts. 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 that 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, employment and social assistance.



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

The *Division of Program Planning and Movement* provides services to divisions that directly supervise offenders. It provides around-the-clock monitoring and reporting services to offenders who wear electronic monitoring units and reside in their own homes. The division also administers the classification system for adult offenders designating program needs and security custody level. The division plans and supports various treatment programs for offenders in the areas of alcohol and drugs, sex offenders, cognitive interventions and high risk. It also oversees the victim advocacy services and notification program.

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.

From 1853 to 1874 an elected State Prison Commissioner ran the prison. Beginning in 1874, the governor appointed 3 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.

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. 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.

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 prison for women began operations in Taycheedah in 1921. Fox Lake opened in 1951. 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. Rapid growth of the prison population led to the opening of the Columbia and the Oshkosh Correctional Institutions (in 1986), the Racine Correctional Institution (1991), and the Jackson County Correctional Institution in 1995. The 1995 Legislature authorized a maximum security prison to be located in Boscobel.

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. Parole provisions were enacted in 1897 for the Green Bay reformatory and for the Waupun state prison in Chapter 110, Laws of 1907, which allowed the State Board of Control to parole prisoners with the governor's approval. The requirement that the governor approve paroles was removed in 1947. The same agency was given supervisory responsibility for prisoners placed on probation in 1909. Currently, the Parole Commission, created in 1989, has final authority in granting discretionary paroles.

By 1939, supervision of prisons, juvenile institutions, and parole and probation was moved to the Division of Corrections within the newly created Department of Public Welfare. The 1967 executive branch reorganization act transferred the division to the Department of Health and Social Services. The division was reorganized as the Department of Corrections in 1989 Wisconsin



Act 31 while responsibility for juvenile offenders remained with the Department of Health and Social Services. 1995 Wisconsin Act 27 transferred juvenile corrections and related services to the Department of Corrections, effective July 1, 1996.

Statutory Commission

Parole Commission: JOHN HUSZ (appointed by governor with senate consent), *chairperson*; ARELY GONNERING, M. JEANNE HUIBREGTSE, FRED A. MELENDEZ, JERRY E. SMITH, JR. (appointed by chairperson from classified service).

The Parole Commission is the final authority for granting discretionary paroles. The commission conducts regularly scheduled interviews to consider the parole of inmates confined in a state correctional institution 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 present 5-member commission was created by 1989 Wisconsin Act 107, and 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

GANG VIOLENCE PREVENTION COUNCIL

Members: MICHAEL SULLIVAN (secretary of corrections), *chairperson*; SENATOR ROSENZWEIG (appointed by senate president); REPRESENTATIVE COGGS (appointed by assembly speaker); ROBERT SLOEY (designated by attorney general), FREDERICK FALK (justice assistance office executive director), STEVEN FERNAN (appointed by superintendent of public instruction); WILLIAM B. BRANDIMORE, JR., RICHARD A. RAEMISCH (law enforcement representatives); PAUL BUCHER (district attorney); J. MICHAEL BLASKA, SAMUEL J. HALLOIN (local government representatives); DARRYL HAMILTON, JACQUELINE KING, JUAN J. TORRES, RUTH VARNADO (public members who are not public officers or employees). (Unless otherwise indicated, members are appointed by governor.)

Coordinator: JAMES KRAMLINGER.

Mailing Address: Division of Juvenile Corrections, P.O. Box 8930, Madison 53707-8930.

Location: Room 561, 1 West Wilson Street, Madison.

Telephone: (608) 266-6463.

Statutory References: Sections 15.147 (1) and 301.026.

Agency Responsibility: The Gang Violence Prevention Council conducts public hearings and surveys to solicit recommendations regarding programs to prevent children from becoming involved with gangs. The council reports annually on these recommendations to the appropriate standing committees of the legislature, the cochairpersons of the Joint Committee on Finance and the secretary of corrections.

The council consists of 15 members, and the 4 public members must have an interest in and knowledge of programs that are effective in reducing gang influence and violence. All but the *ex officio* members serve at the pleasure of the appointing authority. It was created by 1993 Wisconsin Act 98 and attached to the Department of Corrections by 1995 Wisconsin Act 352.

PRISON INDUSTRIES BOARD

Members: CAROL VOLLMER POPE, BILL G. SMITH (private business and industry representatives); ROBERT C. BLESSINGTON, vacancy (private labor organization representatives); MICHAEL J. SULLIVAN (Department of Corrections representative); JAMES JOHNSON (potential customers representative); VIRGINIA C. WALKER (ex-offender representative); JOHN D. PHILLIPS (Technical College System representative); JONATHAN M. HENKES (UW System representative). (All are appointed by governor.)

Statutory References: Sections 15.145 (2) and 303.015.



Agency Responsibility: The Prison Industries Board advises Badger State 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 Badger State Industries and may make recommendations to the governor for changes. The board gives final approval for prison industry purchases exceeding \$250,000. It was created by 1983 Wisconsin Act 27. The 9 board members are appointed for staggered 3-year terms.

EDUCATIONAL COMMUNICATIONS BOARD

Board Members: SENATOR GEORGE, *chairperson*; ROLF WEGENKE (private schools representative), *vice chairperson*; DARYLANN WHITEMARSH (public schools representative), *secretary*; SENATOR PANZER; REPRESENTATIVES HUTCHISON, SCHNEIDER; GEORGE LIGHTBOURN (designated by secretary of administration), CAROLYN WINTERS FOLKE (designated by superintendent of public instruction), EDWARD CHIN (director, Technical College System), KEITH SANDERS (designated by president, UW System), SALLY BILDER (chairperson, Council on Public Radio), DAVID P. BARNARD (chairperson, Council on Public Television), PATRICK G. BOYLE (appointed by UW System Board of Regents), JOHN R. BIRKHOLZ (appointed by Technical College System Board); V. THOMAS METCALFE, RAYMOND N. SAUVEY (public members). (Public members and representatives of public and private schools are appointed by governor.)

Executive Director: THOMAS L. FLETEMEYER, 264-9676.

Deputy Director: WENDY WINK, 264-9666.

Policy and Budget Analysis: KATHRYN R. WADE, 264-9682.

Administrative and Extended Services, Division of: TED TOBIE, *administrator*, 264-9667.

Education, Division of: RONALD UNMACHT, *administrator*, 264-9689.

Engineering Technology Services, Division of: DAVID C. FELLAND, *administrator*, 264-9686.

Field Engineering: JAMES SHEETZ, *manager*, (414) 832-2780.

Public Radio, Division of: JACK MITCHELL, *administrator*, 821 University Avenue, Madison 53706, 263-4120.

Public Television, Division of: MALCOLM BRETT, *acting administrator*, 821 University Avenue, Madison 53706, 263-2129.

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

Telephone: (608) 264-9600.

Fax: (608) 264-9664.

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

Publications: Biennial Report; ECB General Information Brochure; Interconnect Newsletter; Parade of Programs (ITV schedule for elementary/secondary schools); Radio Program Guide; Tape Dubbing Service Catalog; Telelink Newsletter; Television Program Guide; UHF Tuning Guide; teachers' manuals and schedules for instructional television programs.

Number of Employees: 90.50.

Total Budget 1995-96: \$13,655,800.

Total Budget 1996-97: \$13,392,700.

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

Agency Responsibility: The Educational Communications Board provides a statewide telecommunications program in support of education and a public broadcasting system 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. It is the licensee for 10 public radio and 5 public television stations providing statewide broadcast coverage. The board shares responsibility for public broadcasting with the University of Wisconsin System and the broadcast stations licensed

to the UW 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, public television station WSDE in Duluth, Minnesota, and several public radio stations.

Educational services include selection, acquisition or production, implementation, and evaluation of instructional programming 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 coordinates statewide development of distance education systems whereby teachers can contact students at distant sites through all forms of electronic telecommunication technologies. It helps secure funding for regional telecommunications networks maintained by schools and other educational institutions and sets technical standards to connect these networks. It also administers a telecommunications operations center and satellite facilities.

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. 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 Administrative and Extended Services* develops operating and capital budgets; provides data processing, purchasing and fiscal services; and handles personnel matters, including affirmative action and equal opportunity planning. It also provides administrative services for the Wisconsin Public Broadcasting Foundation, Inc., and the Wisconsin Public Radio Association.

The *Division of Education* coordinates the development of regional telecommunications networks maintained by local educational institutions, establishes technical standards for these networks, and helps secure their funding. It provides instructional television and radio programming, instructional program development and research, and other instructional services for public and private schools and higher education. It also provides professional development opportunities for professional educators through the use of distance learning technologies.

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

The *Division of Public Radio* operates the statewide Wisconsin Public Radio service in partnership with UW-Extension. Wisconsin Public Radio services include the National Public Radio News and Classical Music Network and the Wisconsin Ideas Network, both of which offer regional programming. Instructional programming is narrowcast to Wisconsin schools equipped with special receivers.

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

History: The University of Wisconsin's research in "wireless" communication led to the beginning of scheduled radio broadcasting on Station 9XM in 1919. Renamed WHA-AM in 1922, the station pioneered in educational broadcasting and is the oldest public station in the nation. 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 2 decades, the council constructed and activated 10 radio transmitters. In 1953 (Chapter 360), 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 in 1971, the Educational Communications Board became an independent agency (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 remote areas of the state beyond the reach of regular transmitters. By 1994, the board had completed construction of 17 instructional television fixed service systems licensed with the Federal Communications Commission.

Statutory Councils

Council on Public Radio: SALLY BILDER, *chairperson*; SUSAN BARRETT, CRAIG BRAUN, LUCILLE G. ECKELS, LINDA FRANKLIN, DAVID HILDEBRAND, LEONARD JOHNSON, BERNARD S. KUBALE, BARBARA LORMAN, THERESA MCCORMICK, WILLIAM P. MERRICK, NELSON A. MOFFAT, LARRY PAGE, DENIS PRAGER, BARBARA I. STOCKHAUSEN, BEVERLY J. SWANSON-BULLOCK, GEOFFREY WENDORF, TOM E. WIRKUS.

The Council on Public Radio advises the executive director of the Educational Communications Board. It consists of members of the board of the Wisconsin Public Radio Association, a private membership organization. The council was created by 1985 Wisconsin Act 29, and its composition and duties are prescribed in Section 15.577 (1) of the statutes.

Council on Public Television: DAVID P. BARNARD, *chairperson*; JUDITH J. GILLES, CAROL B. POPELKA, PAUL H. WEINKE, SCOTT WEST (appointed by governor).

The Council on Public Television advises the executive director of the Educational Communications Board. The 5 members of the council serve 4-year terms and are appointed by the governor from recommendations made by local public television support groups. The council was created by 1985 Wisconsin Act 29, and its composition and duties are prescribed in Section 15.577 (2) of the statutes.

ELECTIONS BOARD

Elections Board: GREGORY J. PARADISE (designated by assembly speaker), *chairperson*; JOHN H. NIEBLER (selected by governor), *vice chairperson*; JUDD STEVENSON (designated by senate majority leader), *secretary*; MICHAEL BRENNAN (designated by Wisconsin Democratic Party); WALTER DICKEY (designated by supreme court chief justice); DAVID HALBROOKS (designated by assembly minority leader); BARBARA KRANIG (designated by senate minority leader); J. CURTIS MCKAY (designated by Wisconsin Republican Party). (All are appointed by governor.)

Executive Director: KEVIN J. KENNEDY, 266-8087.

Legal Counsel: GEORGE A. DUNST, 266-0136.

Elections and Campaign Finance Administrator: BARBARA A. HANSEN, 267-0714.

Elections Specialists: GARY HARTOG, 266-3061; BARBARA JULSETH, 266-3276.

Information Technology Manager: WILLIAM BARNETT-LEWIS, 266-0359.

Office Manager: WENDY PINK, 266-0404.

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

Location: 132 East Wilson Street, Suite 300, Madison.

Telephones: General office: (608) 266-8005; Election services: 266-3276; Campaign finance services: 267-7804.

Fax: (608) 267-0500.

Publications: Absentee Voting in Wisconsin Nursing Homes; Biennial Report; Calendar of Election Events; Election and Campaign Manual for County and Municipal Clerks; Election Day Manual for Wisconsin Election Officials; various guides and checklists for candidates, political committees, election officials, and clerks.

Number of Employees: 13.00.

Total Budget 1995-96: \$864,000.

Total Budget 1996-97: \$1,464,000.

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 the 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 administers the campaign finance registration and reporting system enacted in Chapter 334, Laws of 1973. This system 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 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, which replace contributions from special interest committees, must, with some exceptions, agree to abide by spending limits. A \$1 checkoff on the state income tax form, which does not affect the taxpayer's liability, generates money for the grants.

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. Other staff are selected under the classified service. Administrative and support services are provided by the Department of Administration.

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

Statutory Council

Elections Advisory Council: HAROLD C. DOBBERPUHL, EDWARD DORNER (county clerks); BERNARD KAHL (village clerk); NAOMI KRIEWALD (town clerk); DONNA SERWAS (city clerk). (All are appointed by the Elections Board.)

The Elections Advisory Council promotes communication and cooperation between local election officials and the board and makes recommendations to the board about matters, such as forms and manuals, training of elections officials and improvements in the elections laws. The 5-member council, composed of county and municipal clerks, was created by Chapter 85, Laws of 1975. Its duties and membership are prescribed in Sections 5.085 and 15.617 of the statutes.

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

BOARD OF STATE CANVASSERS

Board of State Canvassers: GREGORY J. PARADISE (elections board chairperson), JAMES E. DOYLE (attorney general), JACK C. VOIGHT (state treasurer).

Statutory References: Sections 7.70 (3) and 15.615.

Agency Responsibility: The board is composed of 3 members who serve *ex officio*. Its duties are to examine the certified statements of county canvassers and determine which persons have been elected to various offices. Chapter 117, Laws of 1848, passed by the first session of the Wisconsin Legislature, created the Board of State Canvassers. Chapter 75, Laws of 1967, transferred the board to the Office of the Secretary of State as an independent unit. Chapter 334, Laws of 1973, attached it to the Elections Board.

Department of EMPLOYE TRUST FUNDS

Employe Trust Funds Board: MARILYN J. WIGDAHL (Wisconsin Retirement Board), *chairperson*; MARK STONE (Teachers Retirement Board), *vice chairperson*; KENNETH F. STELZIG (Teachers Retirement Board), *secretary*; JON E. LITSCHER (secretary of employment relations); STEPHEN H. FRANKEL (governor's designee on Group Insurance Board); ROBERT M. NIENDORF, RICHARD J. WESLEY (Teachers Retirement Board); JOHN L. BROWN, WAYNE KOESSL, C.F. SAYLOR (Wisconsin Retirement Board); OTTO H. SCHULTZ (annuitant); vacancy (appointed by governor to represent taxpayers). (Board representatives are appointed by their respective boards; annuitant is elected by annuitants.)

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

Deputy Secretary: DAVID C. MILLS, 266-3641.

Executive Assistant: DAVID E. HINRICHS, 266-3763.

Budget: JOANNE CULLEN, *director*, 266-3960.

Internal Audit: ROBERT J. SCHAEFER, *director*, 266-3951.

Controller's Office: ROBERT WILLET, *director*, 266-0904.

Communications, Office of: JULIE A. RENEAU, *director*, 266-0222.

Legal Counsel: ROBERT F. WEBER, 266-5804.

Legislation and Planning: SANDY DREW, *director*, 267-2929.

Employer Services, Division of: JEAN GILDING, *administrator*, 266-1210.

Information Technology, Division of: vacancy, *administrator*, 264-3763.

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

Retirement Services, Division of: DAVID A. STELLA, *administrator*, 267-9038.

Staff Services, Division of: RHONDA DUNN, *administrator*, 266-9854.

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

Location: 801 West Badger Road, Madison.

Telephones: (608) 266-1701; Benefit information: 266-3285.

Voice Mail: (800) 862-4594.

Publications: Annual Report; *Employer Bulletin*; *Trust Fund News*; and various employer manuals and employe brochures on the Wisconsin Retirement System, the group insurance plans, the deferred compensation program and the employe reimbursement account program.

Number of Employees: 172.85.

Total Budget 1995-96: \$14,088,800.

Total Budget 1996-97: \$13,707,800.

Statutory References: Sections 15.16 and Chapter 40.

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

Organization: The Employee Trust Funds Board provides direction and supervision to the department. The 12-member board includes the governor or the governor's designee on the Group Insurance Board and the secretary of employment relations or the secretary's designee. The other board members are appointed or elected for 4-year terms to represent employers, employes, taxpayers and annuitants, as specified by statute. The board 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 *Employe Trust Funds Board* approves all administrative rules, authorizes payment of all retirement annuities, except those for disability, and hears appeals of benefit terminations.

The *Controller's Office* oversees the department's financial management and reporting responsibilities, including budget development and control.

The *Office of Communications* provides information on benefit plan policies and objectives to the legislature, media, and various customers of the department. It coordinates official publications and investigates complaints for members.

The *Division of 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.

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 employe reimbursement account programs.

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

The *Division of Staff Services* provides administrative support services, such as personnel and payroll assistance, space management, inventory, forms management, word processing, records management and mail service.

History: The 1891 Legislature initiated pension coverage for local government employes 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 employes of smaller cities through Chapter 671, Laws of 1907. The 1909 Legislature authorized a pension system for City of Milwaukee teachers (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 state and municipal employes outside of Milwaukee in Chapter 175, Laws of 1943. It closed the local fire and police pension funds to new members in Chapter 206, Laws of 1947. The 1951 Legislature created the Public Employes Social Security Fund (Chapter 60), thus making Wisconsin the first state in the nation to permit some state and local government employes to be covered by social security.

In 1960, Chapter 211, Laws of 1959, created group life and group health insurance programs for state employes, a group life insurance program for municipal employes, and the Group Insurance Board to monitor the administration of the programs.

During the 1967 executive branch reorganization, the Department of Employee Trust Funds was created to administer the various retirement funds, and the Group Insurance Board was attached to it. Several changes during the 1970s expanded public employe benefit programs, refined department structure, and modified the administration of retirement funds. The 1971 Legislature, for example, created a disability insurance plan for state employes and authorized the use of accrued sick leave credits to pay health insurance premiums for retirees or their surviving dependents.

Chapter 280, Laws of 1975, created the Wisconsin Retirement System (WRS) by merging the existing, separate retirement funds that covered all publicly employed teachers in the state and all state and local public employes, except employes of the city and county of Milwaukee that have their own systems. The legislature transferred local police and fire pension funds to the overall general employe system in Chapter 182, Laws of 1977. The WRS was implemented on January 1, 1982, by Chapter 96, Laws of 1981.



Chapter 187, Laws of 1981, created a voluntary deferred compensation plan with tax advantages for participating employees. Health care cost-containment provisions enacted in 1983 resulted in a significant increase in state employee participation in health maintenance organizations. The 1987 Legislature allowed retired employees to purchase group health insurance and authorized a long-term care insurance program for both active and retired state employees. It also provided for employee-funded reimbursement accounts that allow employees to use pretax earnings to pay specified expenses, such as dependent care and medical expenses not covered by health insurance.

During the 1990s the benefit programs have changed to reflect the needs of plan participants. 1991 Wisconsin Act 141 enhanced pension portability by allowing rollovers of taxable retirement benefits to other qualified pension plans or IRAs. It also created a method to divide a WRS participant's rights and benefits in accordance with qualified domestic relations orders. A long-term disability insurance plan was created and implemented to comply with the federal Older Worker Benefit Protection Act. The life insurance program was enhanced by offering a living benefits program that permits participants to cash out their life insurance benefits if they are terminally ill or meet other specific requirements and by allowing annuitants to use the present value of their life insurance to pay postretirement health insurance premiums.

Statutory Boards

Deferred Compensation Board: EDWARD D. MAIN, *chairperson*; PETER F. ULLRICH, *vice chairperson*; JAMES R. SEVERANCE, *secretary*; MARTIN BEIL, J. JEAN ROGERS (appointed by governor with senate consent).

The Deferred Compensation Board establishes rules for offering deferred compensation plans to state and local employees and selects and contracts with deferred compensation plan providers used by state agencies. Its 5 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 H. FRANKEL (designated by governor), *chairperson*; RANDY A. BLUMER (designated by commissioner of insurance), *vice chairperson*; WAYNE K. POTTER (insured teacher participant), *secretary*; JON E. LITSCHER (secretary of employment relations), GEORGE LIGHTBOURN (designated by secretary of administration), BURNEATTA BRIDGE (designated by attorney general), MARTIN BEIL (insured participant not a teacher); ROBERT ALESCH (insured retired participant); C.F. SAYLOR (insured local government participant); vacancy. All except *ex officio* members or designees are appointed by governor.)

The Group Insurance Board oversees staff administration of the group health, life, income continuation and other insurance programs offered to state employees, covered local employees, and retirees. The 10-member board has 5 *ex officio* members or their designees and 5 appointed members who 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.

Teachers Retirement Board: KENNETH F. STELZIG (technical college teacher), *chairperson*; WAYNE McCAFFERY (public school teacher), *vice chairperson*; MELVIN PINKSER (public school teacher), *secretary*; LAURI BICKEL, GEORGE CONOM, GERALD PAHL, DOROTHY VOGEL (public school teachers); GEORGE HAHNER (teacher annuitant); RICHARD J. WESLEY (Milwaukee teacher); THEODORE BRATANOW, ROBERT M. NIENDORF (UW System representatives appointed by governor); MARVIN HOPLAND (public school administrator appointed by governor); NANCY MISTELE (school board member appointed by governor). (Members, not appointed by governor, are elected by their constituent groups.)

The Teachers Retirement Board advises the Employee Trust Funds Board about retirement matters related to teachers, recommends and acts on administrative policy and rules for teacher participants, authorizes payment of disability annuities for teachers, and hears appeals of staff determinations of disability. Its 13 members serve staggered 5-year terms. 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 employe), *chairperson*; JOHN L. BROWN (county clerk or deputy), *vice chairperson*; C.F. SAYLOR (participating employe of local employer other than city or village), *secretary*; DAVID L. HEINECK (designated by commissioner of insurance); VIRGINIA SMITH (city or village chief executive or governing board member); THEODORE BAUER (participating city or village finance officer); WAYNE E. KOESSL (county or town governing body member); DONALD MARX (participating city or village employe); DONNA E. JARVIS (nonparticipant representing taxpayers). (All, except insurance commissioner or designee, are appointed by governor.)

The Wisconsin Retirement Board advises the Employee Trust Funds Board about retirement matters related to state and local general and protective employes and performs the same functions for these employes as the Teachers Retirement Board does for teachers. The 9-member board has 8 appointed members who serve staggered 5-year terms. 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: JAMES R. MEIER, *chairperson*; A. HENRY HEMPE, PAUL A. HAHN (pending senate confirmation) (appointed by governor with senate consent).

General Counsel: PETER G. DAVIS, 266-2993.

Attorney/Mediator and Mediator Supervisors: MARSHALL L. GRATZ, (414) 963-4695; WILLIAM C. HOULIHAN, 266-0147; THOMAS L. YAEGER, 266-3299.

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

Location: Room 200, 14 West Mifflin Street, Madison.

Telephone: (608) 266-1381.

Fax: (608) 266-6930.

Publications: Biennial Reports; Complaint Procedures Manual; Elections Procedure Manual; Manual of Mandatory and Permissive Subjects of Bargaining; Municipal Decision Digests; Private Sector Decision Digests; State Digest of Decisions; *WERC World* (quarterly).

Number of Employes: 33.50.

Total Budget 1995-96: \$2,766,200.

Total Budget 1996-97: \$2,766,200.

Statutory References: Section 15.58; 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'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 mediators. 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.

Chapter 509, Laws of 1959, authorized municipal employes to organize and be represented by labor organizations regarding wages, hours and conditions of employment.

Several laws enacted by the 1971 Legislature expanded the rights of public employes and the duties of the commission in the area of public employment labor relations. Chapter 124 gave municipal employes the right to bargain and made a municipal employer's refusal to bargain a prohibited practice. Chapters 246 and 247 established compulsory interest arbitration for police and firefighters in Milwaukee and other municipalities. Chapter 270 gave state employes the right to bargain.

Department of EMPLOYMENT RELATIONS

Secretary of Employment Relations: JON E. LITSCHER, 266-9820.

Deputy Secretary: JOSEPH P. PELLITTERI, 266-9672.

Executive Assistant: RAYMOND ALLEN, 266-5316.

Employe Development and Training, Office of: vacancy, *director,* 266-0664.

Legal Counsel, Office of: DAVID J. VERGERONT, *chief legal counsel,* 266-0047.

Legislative Liaison: ROBERT VAN HOESEN, 267-1003.

Statewide Employe Assistance Program: JAMES GREER, *director,* 267-1002.

Administrative Services, Division of: vacancy, *administrator,* 267-1008.

Affirmative Action, Division of: GREGORY C. JONES, *administrator,* 266-3017; vacancy, *assistant administrator,* 267-1062.

Classification and Compensation, Division of: JAMES A. PANKRATZ, *administrator,* 266-1860; MICHAEL SOEHNER, *assistant administrator,* 267-9462.

Collective Bargaining, Division of: vacancy, *administrator;* ALLEN C. COTTRELL, *assistant administrator.*

Merit Recruitment and Selection, Division of: ROBERT J. LAVIGNA, *administrator,* 266-1136; JEANNE K. BENCK, *assistant administrator,* 267-2411.

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

Location: 137 East Wilson Street, Madison.

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

Fax: (608) 267-1020.

Publications: AFDC Hiring Report; Affirmative Action Annual Report; Affirmative Action Council Annual Report; Affirmative Action Council Biannual Newsletter; Affirmative Action/Equal Employment Opportunity Policy and Procedure Standards; Affirmative Action Recruitment Resource Directory; Alphabetical Listing of Classifications; Classification and Compensation Plan; Current Employment Opportunities Bulletin; DER Management Update Newsletter; An Introduction to Developing Wisconsin State Civil Service Examinations and Assessment Procedures; Standards for State Agency Affirmative Action Plans; State Employe Promotional and Transfer Job Opportunities Bulletin; State Employment Options Program Annual Report; State Quality Improvement Report; A Study Guide for Employment Examinations with Wisconsin State Government; Veterans Employment Report; Wisconsin Civil Service Job Information; Written Hiring Reasons Report.

Number of Employes: 90.75.

Total Budget 1995-96: \$6,192,000.

Total Budget 1996-97: \$5,982,700.

Statutory References: Sections 15.17 and 15.173; Chapter 111, Subchapter V, and Chapter 230.

Agency Responsibility: The Department of Employment Relations is responsible for personnel and employment relations policies and programs for state government employes. The depart-

ment 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 department sets standards for affirmative action plans, ensures compliance with those standards and evaluates each agency to improve its progress toward providing equal opportunity. The department represents the executive branch in its role as an employer under the state's employment relations statutes.

Organization: The department is administered by a secretary who is appointed by the governor with the advice and consent of the senate. The deputy secretary, executive assistant and the administrators of the Affirmative Action Division and Classification and Compensation Division are appointed by the secretary from outside the classified service. All other employees of the department are in the classified service, with the exception of the administrator of the Division of Merit Recruitment and Selection, who is appointed to a 5-year term by the governor with the advice and consent of the senate based on competitive examination.

Unit Functions: The *Office of Employee Development and Training* designs development and training policies for state government employees. It conducts training in basic supervisory skills for state supervisors, coordinates the state-sponsored employee development programs, and monitors the training programs conducted by state agencies.

The *Office of Legal Counsel* advises the secretary on all legal matters and represents the secretary and the administrator of the Division of Merit Recruitment and Selection in appeals before the Personnel Commission and other state or federal agencies. It also represents all state agencies in unfair labor practice cases before the Wisconsin Employment Relations Commission.

The *Statewide Employee Assistance Program* oversees the administration of the Employee Assistance Program in all state agencies, constitutional offices, and the judicial and legislative branches of government. State employees and their families receive assistance with personal or work-related problems, and the program offers training, consultation and technical support for employers, supervisors and union representatives who deal with the employees in a work setting.

The *Division of Administrative Services* handles the department's internal operations, including budget preparation, fiscal control, accounting, management information, personnel and payroll services, purchasing, and policy planning and analysis. The division also houses the State Employment Options program that assists Wisconsin Works (W-2) clients and food stamp recipients in obtaining state employment.

The *Division of Affirmative Action* conducts affirmative action programs. It reports annually to the governor and legislature about the affirmative action accomplishments of state agencies and presents its goals and recommendations. It develops affirmative action standards for executive agencies, the UW System, and legislative service agencies and provides staff support to the Council on Affirmative Action. The division trains new supervisors regarding affirmative action, provides technical assistance to agencies in the development and implementation of state agency affirmative action plans and monitors agency affirmative action programs.

The *Division of Classification and Compensation* conducts surveys of personnel classification, compensation and the labor market to maintain and improve classification, pay and benefit programs. The division allocates positions to classifications, assigns classifications to pay ranges, and develops and administers the state's classification and compensation plan. It administers the state's performance evaluation program and assists in state agency compliance with the federal Fair Labor Standards Act and the federal and state family and medical leave acts.

The *Division of Collective Bargaining* represents the state as the employer in negotiations with labor unions representing state employees in certified collective bargaining units. The negotiated agreements require confirmation by the legislature. The division conducts labor relations training programs for state management representatives regarding interpretation and application of contract language. Division staff also consult with state agency management and represent the state in arbitration.

The *Division of Merit Recruitment and Selection*, created in Section 15.173, Wisconsin Statutes, by 1983 Wisconsin Act 27, coordinates the hiring of classified service employees for state government. It establishes recruitment and hiring policies to assure fair competition for civil ser-



vice positions. It recruits job applicants, develops and administers civil service examinations, and provides lists of qualified candidates to agencies. The division also administers layoffs, transfers, and reinstatements of nonrepresented classified employees; investigates cases of potential classified service violations; administers the Wisconsin Code of Ethics for classified employees; and provides testing services to local governments upon request.

History: The Department of Employment Relations, which was created by Chapter 196, Laws of 1977, has its roots in legislation enacted early in the century. Wisconsin created a State Civil Service Commission in 1905 (Chapter 363) and 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 the statutorily created Division of Merit Recruitment and Selection. Further reorganization occurred when 1989 Wisconsin Act 31 abolished the Personnel Board, which had been an independent agency since 1978, and transferred its functions to the department.

Statutory Council and Board

Affirmative Action, Council on: ALVA RANKIN, *vice chairperson*; HAFEEZAH AHMAD, *secretary*; JEROME JOHNSON (appointed by senate president), RICARDO YBARRA (appointed by assembly speaker), vacancy (appointed by senate minority leader), vacancy (appointed by assembly minority leader); CHARMAINE P. CLOWNEY, BRIAN D. FEARS, LAURA A. MILLOT, YONG KAY MOUA, DAVID SCHAEFER, 4 vacancies. (All are appointed by governor unless otherwise indicated.)

Contact Person: GREG JONES, *administrator*, Division of Affirmative Action, 266-3017.

The Council on Affirmative Action advises the secretary, 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 and may recommend legislation, consult with agency personnel and other interested groups, and conduct hearings. The council's 15 members serve 3-year terms. A majority of them must be public members and a majority must represent minority persons, women, and persons with handicaps. The council was created by Chapter 196, Laws of 1977, in the Department of Employment Relations. Its composition and duties are prescribed in Sections 15.177 and 230.46 of the statutes.

State Employees Suggestion Board: JAMES BEHREND, *chairperson*; GLADYS BENAVIDES (state employee), vacancy (all appointed by governor).

The 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. The board's 3 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 was successively located in the Bureau of Personnel, the Department of Administration, and finally in the Department of Employment Relations by 1989 Wisconsin Act 31. Its composition and duties are prescribed in Sections 15.175 and 230.48 of the statutes.

ETHICS BOARD

Members: JAMES R. MORGAN, *chairperson*; PAUL M. HOLZEM, *vice chairperson*; DAVID L. MCROBERTS, *secretary*; ROBERT G. BORGWARDT, DOROTHY JOHNSON, JOANNE R. ORR (appointed by governor with senate consent).

Executive Director: R. ROTH JUDD.

Mailing Address: 44 East Mifflin Street, Suite 601, Madison 53703-2800.

Telephone: (608) 266-8123.

Fax: (608) 264-9309.

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; general information about the Ethics Board.

Number of Employees: 6.50.

Total Budget 1995-96: \$438,000.

Total Budget 1996-97: \$438,000.


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

Agency Responsibility: The Ethics Board advises state officials, lobbyists and their employers, and others on applicable statutory standards of conduct. It investigates and prosecutes violations of the ethics code and lobbying law; files for public review the financial interest statements of state officials, candidates, and nominees for state public office; and compiles and disseminates information about the time and money that businesses and organizations spend to influence state legislation and administrative rules. The board also provides advice to local units of government about the statutory standards of conduct for local officials.

Organization: The 6 members of the Ethics Board serve staggered 6-year terms. They must be U.S. citizens and residents of the state. 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 to oversee the daily administration of the office.

History: When Chapter 90, Laws of 1973, created the Ethics Board, the standards of conduct contained in the ethics code applied only to key officials of the state's executive and legislative branches. Chapters 223 and 277, Laws of 1977, extended the code's application to judges and state employees, respectively. Chapter 277 also clarified and strengthened the standards of conduct to which state officials are held 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 ethics for local officials. The 1981 Legislature applied the ethics code to members and key employees of vocational, technical and adult education district boards (now technical college district boards) and employees of the Wisconsin Housing and Economic Development Authority (Chapters 269 and 349, respectively). The ethics code was extended to municipal judges by 1983 Wisconsin Act 27. The 1987 Legislature applied the code to division administrators in the classified service, increased the penalties for code violations and changed the standard of proof from "beyond a reasonable doubt" to "clear and convincing evidence" (1987 Wisconsin Act 365).

The duties of the Ethics Board were broadened by 1989 Wisconsin Act 338, which transferred regulation of lobbyists and their employers from the Office of the Secretary of State to the board, broadened the definition of lobbying activity and increased the types of expenditures subject to reporting requirements. 1991 Wisconsin Act 39 created an ethics code for local public officials.



**Department of
FINANCIAL INSTITUTIONS**

Secretary of Financial Institutions: RICHARD L. DEAN, 264-7800; Fax: 261-4334.

Deputy Secretary: JAMES O. HUFF, 266-0440.

Executive Assistant: MICHAEL S. ROGOWSKI, 264-9566.

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

Location: 345 West Washington Avenue, Madison.

Telephone: (608) 261-9555.

Fax: (608) 267-6889.

Internet Address: <http://badger.state.wi.us/agencies/dfi>

Administrative Services and Technology, Division of: JACQUELYN V. RADER, *administrator*, 267-1707, P.O. Box 7876, Madison 53707-7876.

Fiscal Services, Bureau of: SUSAN DIETZEL, *director*, 267-0399.

Human Resources, Bureau of: LEE ISAACSON, *director*, 261-2303.

Information Technology, Bureau of: JOSEPH PLASTERER, *director*, 267-1714.

Corporate and Consumer Services, Division of: TODD HUNTER, *administrator*, 266-5130; MARK SCHLEI, *acting deputy administrator*, 267-1705; P.O. Box 7846, Madison 53707-7846.

Corporations: ROBERT RITGER, *director*, 267-3224; P.O. Box 7846, Madison 53707-7846.

Uniform Commercial Code: BETTY DONNELLY, *director*, 267-6812; P.O. Box 7847, Madison 53707-7847.

Wisconsin Consumer Act: PAUL EGIDE, *director*, 267-3518; P.O. Box 8041, Madison 53707-8041.

Publications: Annual Report; Annual Report on Condition of Wisconsin Banks; Annual Report on Condition of Wisconsin Savings and Loan Associations and Savings Banks; Franchises; *Getting Started*; *Investigate*; Investment Fraud; Mutual Funds; Quarterly Report on Condition of Wisconsin Banks; *Raising Capital*; *Resolving Disputes*; Securities Bulletin (quarterly); Stock; brochures and pamphlets on credit and consumer protection; industry bulletins and newsletters.

Number of Employees: 149.50.

Total Budget 1996-97: \$10,073,400.

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

Agency Responsibility: The Department of Financial Institutions coordinates the regulation of the securities industry, banks, savings and loans and savings banks chartered to do business in this state. The department administers the Wisconsin Consumer Act (Chapters 421-427, Wisconsin Statutes) and registers merchants who extend credit on which a finance charge is assessed. The department also examines and files charters and other documents of businesses and organizations. It registers and regulates mortgage bankers, loan originators and loan solicitors.

Organization: The department is administered by a secretary who is appointed by the governor with the advice and consent of the senate. The Division of Banking, Division of Savings and Loan, and Division of Securities, which were independent agencies until July 1, 1996, are attached to the department under Section 15.03, Wisconsin Statutes, until July 1, 2000, when they become divisions within the department. The Office of Credit Unions is attached to the department under Section 15.03 of the statutes and will not become part of the department in 2000. The secretary appoints the administrators for the Divisions of Corporate and Customer Services, Banking, Savings and Loan, and Securities from outside the classified service and the administrator of the Division of Administrative Services and Technology from the classified service.

Unit Functions: The *Division of Administrative Services and Technology* provides administrative services to the department. It prepares the department's budget, manages personnel and administers agency procurement and information systems.

The *Division of Corporate and Consumer Services* is responsible for examining and filing charters and other business records for corporations and other organizations. It examines docu-

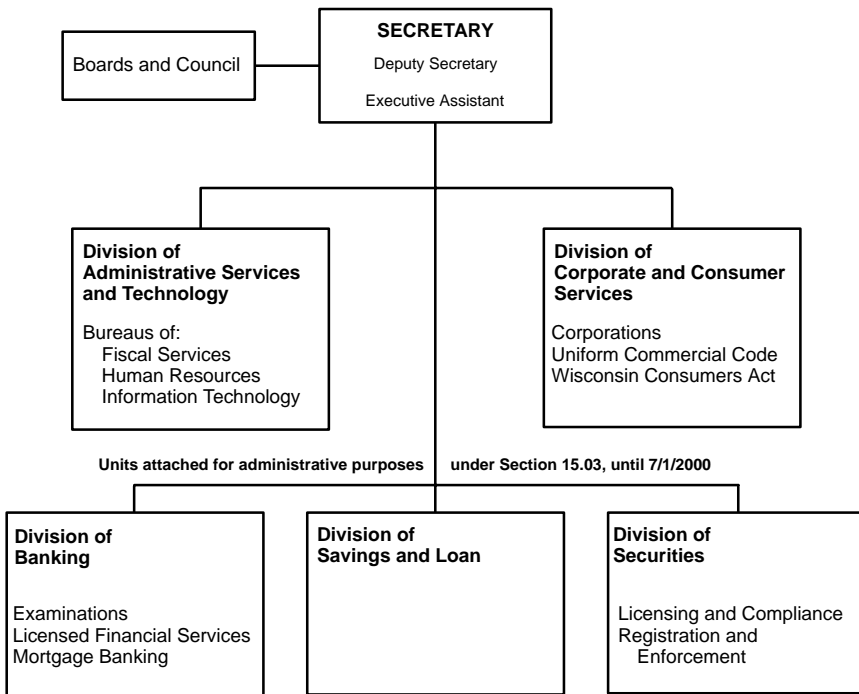


ments that affect mergers, consolidations, and dissolutions and reviews the annual reports of various businesses, including partnerships, corporations, cooperatives and foreign corporations. It also examines and files documents under the Uniform Commercial Code, including statements of business indebtedness, consignments, terminations and financing statements. The division prepares certified copies of the records in its custody and responds to inquiries about corporations.

The division administers the state's consumer act. It inspects consumer credit companies to ensure compliance with laws governing their business practices and responds to consumer complaints filed against firms and individuals regulated by the department.

History: The Department of Financial Institutions was created in a reorganization of the executive branch in 1995 Wisconsin Act 27. The formerly independent offices of the commissioners of banking, savings and loan, and securities were attached to it as divisions under Section 15.03, Wisconsin Statutes, until July 1, 2000, at which time they will become divisions within the department. In addition, Act 27 transferred the responsibility for business organization filings and the Uniform Commercial Code lien information filings and statewide information system 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.

DEPARTMENT OF FINANCIAL INSTITUTIONS



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



UNITS ATTACHED FOR BUDGETING, PROGRAM COORDINATION AND RELATED
MANAGEMENT FUNCTIONS BY SECTION 15.03 OF THE STATUTES UNTIL JULY 1, 2000

DIVISION OF BANKING

Administrator: MICHAEL J. MACH, 266-0451.

Examinations: JOHN HINKEL, *director*, 267-1705.

Licensed Financial Services: STEVEN C. LITTLE, *director*, 264-7873.

Mortgage Banking: COLETTA DEMUTH, *codirector*, 267-3332; JOHN WALRATH, *codirector*, 266-8308.

Mailing Address: P.O. Box 7876, Madison 53707-7876.

Location: 4th Floor, 345 West Washington Avenue, Madison.

Telephone: (608) 266-1621.

Fax: (608) 267-6889.

Total Budget 1995-96: \$5,205,500.

Statutory References: Section 15.183; Chapters 220, 221 and 223.

Division Responsibility: The Division of Banking, advised by the Banking Review Board, regulates and supervises state-chartered banks and consumer financial service industries. Its administrator is appointed by the secretary from outside the classified service. The division char- ters banks and licenses loan companies, collection agencies, community currency exchanges, sales finance companies, adjustment service companies, auto dealers, sellers of checks, insur- ance premium finance companies and credit services organizations. The division examines state-chartered banks regularly. It investigates applications for expanded banking powers, new financial products and new bank charters. It may conduct joint examinations with Federal Re- serve System examiners and with the Federal Deposit Insurance Corporation. Under regional reciprocal interstate banking laws with Illinois, Iowa, Kentucky, Michigan, Minnesota, Missouri and Ohio, the division also regulates interstate bank acquisitions and mergers. With Banking Review Board approval, the administrator may establish uniform rules for savings programs and fiduciary operations.

Division History: For the first 5 years of statehood, no regular commercial banks existed in Wisconsin. Article XI of the Wisconsin Constitution prohibited the legislature from chartering banks without voter approval. 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 de- signed 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. A constitutional amendment, approved in a statewide vote in 1902, gave the legisla- ture the power to enact a general and more comprehensive banking law. 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 attached it to the Department of Financial Institutions under Section 15.03, Wisconsin Statutes. It will become a division within the department on July 1, 2000.

DIVISION OF SAVINGS AND LOAN

Administrator: THOMAS M. BOYKOFF, 261-4338.

Mailing Address: P.O. Box 8306, Madison 53708-8306.

Location: 4th Floor, 345 West Washington Avenue, Madison.

Telephone: (608) 261-4335.

Fax: (608) 261-2304.

Total Budget 1995-96: \$1,141,200.

Statutory References: Section 15.183 (2); Chapters 214 and 215.



Division Responsibility: The Division of Savings and Loan, which is headed by an administrator appointed by the secretary of financial institutions from outside the classified service, supervises state-chartered savings and loan associations and savings banks and enforces the laws governing them. It also works with other agencies that regulate depository institutions and with consumer protection offices to resolve consumer complaints. The division rules on acquisitions, new branches and other offices, and the organization of mutual holding companies. Along with other states in the midwest region, the division may rule on interstate mergers or acquisitions. It conducts joint examinations of associations with the federal Office of Thrift Institutions and may examine savings banks with the Federal Deposit Insurance Corporation.

Division History: 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 (Chapter 384), the legislature passed a law to require the registration of savings banks and savings societies 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, the Banking Department assumed responsibility for regulating savings and loan associations. Chapter 411, Laws of 1947, removed the regulation of savings and loan associations from that department and created a separate Savings and Loan Association Department. The law also created the forerunner of the current Savings and Loan Review Board. The department was renamed the Office of the Commissioner of Savings and Loan by the executive branch reorganization act in 1967 and continued as an independent agency. In 1991 Wisconsin Act 221, the office assumed responsibility for chartering, regulating and examining savings banks. 1995 Wisconsin Act 27 reorganized the agency as the Division of Savings and Loan and attached it to the Department of Financial Institutions under Section 15.03, Wisconsin Statutes. It will become a division within the department on July 1, 2000.

DIVISION OF SECURITIES

Administrator: PATRICIA D. STRUCK, 266-3432.

Licensing and Compliance: KEN HOJNACKI, *director*, 266-7824.

Registration and Enforcement: JAMES FISCHER, *director*, 266-8559.

Mailing Address: P.O. Box 1768, Madison 53701-1768.

Location: 4th Floor, 345 West Washington Avenue, Madison.

Telephones: (608) 266-3431; Hotline: (800) 472-4325.

Fax: (608) 266-1259.

Total Budget 1995-96: \$2,111,300.

Statutory References: Section 15.183 (3); Chapters 551-553.

Division Responsibility: The Division of Securities, which is headed by an administrator appointed by the secretary of financial institutions from outside the classified service, regulates the sale of franchises and investment securities. It examines and registers the offerings and may bar some of them from registration. The division licenses and monitors the activities of broker-dealers, securities agents and investment advisers. It conducts field audits and surveillance and investigates complaints. When violations are detected, it institutes the appropriate administrative, civil or criminal actions. The division also regulates corporate takeovers.

The division is self-supporting. Its program revenue is derived from fees and assessments paid by regulated entities and individuals. After the office has provided for its operating expenses and a reserve of 10% of the prior fiscal year's expenditures, the balance of its revenues is transferred to the state's general fund.

Division History: 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 enacted in 1913 (Chapter 756). 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. Wisconsin's Corporate Take-Over Law and Franchise Investment Law were adopted as Chapters 241 and 300, Laws of 1971.

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 Banking Commission. 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 attached it to the Department of Financial Institutions under Section 15.03, Wisconsin Statutes. It will become a division within the department on July 1, 2000.

STATUTORY BOARDS AND COUNCIL IN THE DEPARTMENT OF FINANCIAL INSTITUTIONS

Banking Review Board: RALPH J. TENUTA, *chairperson*; RICHARD A. BRAUN, *vice chairperson*; JAMES M. CURRAN, *secretary*; ROBERT C. GORSUCH, E. RAY WILLOUGHBY (appointed by governor with senate consent).

The Banking Review Board advises the Division of Banking on the condition and service of the banking industry in this state. It reviews the division's administrative actions and may require the division to submit any of its actions for approval. The board's 5 members are appointed for staggered 5-year terms, and at least 3 of them must each have had at least 5 years' banking experience. No member may act in any matter involving a bank to which that person is indebted or for which the member is an officer, director or stockholder. 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.

Consumer Credit Review Board: Inactive.

The Consumer Credit Review Board reviews administrative actions and counsels the department in developing policies that affect the regulation of consumer credit agencies. The board's 5 members are appointed for staggered 5-year terms. It was created by Chapter 411, Laws of 1947, 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 (2) and 220.037 of the statutes.

Savings and Loan Review Board: MICHAEL T. CROWLEY, JR., *chairperson*; MICHAEL MEEUWSEN, *vice chairperson*; ALLEN J. KNUTH, *secretary*; ROBERT W. HOLMES, FREDERICK T. RIKKERS, NANCY L. SCHRAUFNAGEL, DOUGLAS J. TIMMERMAN (appointed by governor with senate consent).

The Savings and Loan Review Board advises the Division of Savings and Loan on the condition and services of savings and loan associations. It reviews division orders and determinations and may act on any matter submitted by the division. It also hears appeals on certain actions taken by the division. The 7 board members serve staggered 4-year terms. At least 5 members must each have had a minimum of 10 years' experience in the savings and loan business in this state. The board was created in the Savings and Loan Association Department (renamed the Office of the Commissioner of Savings and Loan in 1967) by Chapter 441, Laws of 1947, and transferred to the Department of Financial Institutions by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.185 (3) and 215.04 of the statutes.

Savings Bank Review Board: MICHAEL T. CROWLEY, JR., *chairperson*; ALLEN J. KNUTH, *vice chairperson*; WILLIAM G. SCHUETT, JR., *secretary*; PAUL C. ADAMSKI, NAOMI R. ENGELEITER, GERALDINE J. GROSKOPF, ROGER F. MARTIN (appointed by governor with senate consent).

The Savings Bank Review Board advises the Division of Savings and Loan on the condition and services of savings banks. It reviews the division's orders and determinations and may act on any matter submitted by the division. Upon request by any aggrieved person or savings bank, the board may hold hearings to determine if the division acted within its scope of authority. The 7 members are appointed for 4-year terms and at least 5 of them must each have at least 10 years' experience in the savings bank or savings and loan association business in this state. The board

was created by 1991 Wisconsin Act 221 in the Office of the Commissioner of Savings and Loan and transferred to the Department of Financial Institutions by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Sections 15.185 (4), 214.78 and 214.785 of the statutes.

Uniform Commercial Code Statewide Lien System Council: JON S. MILLER (Department of Administration, Division of Information Technology Services administrator); WALTER BARCZAK, RONALD VOIGT (nominated by Wisconsin Registers of Deeds Association); TOM MUELLER (nominated by Wisconsin Federation of Cooperatives); EMORY IRELAND (representing legal community); DOUG JOHNSON (representing business community); O.K. JOHNSON (representing financial services community). (All except *ex officio* member are appointed by secretary of financial institutions.)

The Uniform Commercial Code Statewide Lien System Council consists of 7 members who advise the secretary of financial institutions about the UCC statewide lien system. The council was created by 1985 Wisconsin Act 29 in the Office of the Secretary of State and transferred to the Department of Financial Institutions by 1995 Wisconsin Act 27. Its composition and duties are prescribed in Section 15.187 (1) and 409.411 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: MARY V. LARSON, 266-8893.

Mailing Address: P.O. Box 14137, Madison 53714-0137.

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

Telephone: (608) 266-0445.

Fax: (608) 267-0479.

Publication: Annual Report on Condition of Credit Unions.

Number of Employees: 19.0.

Total Budget 1995-96: \$1,405,400.

Total Budget 1996-97: \$1,296,000.

Statutory References: Section 15.187 (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 corporation'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.

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 banking department to charter and regulate the associations, which were renamed "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 banking commission and giving it expanded powers. 1995 Wisconsin Act 27 reorganized the office and attached it to the Department of Financial Institutions.

Statutory Board

Credit Union Review Board: MAURICE DRESANG, *chairperson*; LARRY E. ANDERSON, *vice chairperson*; DENNIS L. LOMBARD, *secretary*; GREG HILBERT, JOHN E. MILNER (appointed by governor with senate consent).

The Credit Union Review Board advises the Office of Credit Unions on the condition of credit unions in this state. It reviews rules and regulations issued by the office, acts as an appeals board

for persons aggrieved by any act of the commissioner and may require the office to submit its actions for approval. Its 5 members serve staggered 5-year terms and each must have at least 5 years' experience in credit union operations. The board was created by Chapter 411, Laws of 1947, under the State Banking Department; was transferred to the Office of the Commissioner of Credit Unions in 1971; and 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.

WISCONSIN GAMING BOARD

Board Members: FRANK DEGUIRE, DENNIS DVORACEK, HERBERT E. FEIL, EMERY K. HARLAN, LOLITA SCHNEIDERS (appointed by governor with senate consent).

Executive Director: SCOTT SCEPANIAK.

General Counsel: MICHAEL B. MCCLURE.

Administrative Services and Racing, Division of: RICH PEDERSON, *administrator.*

Charitable Gaming and Crane Games, Office of: BRIAN WHITTOW, *director.*

Gaming Security, Division of: LINDA MINASH, *administrator.*

Indian Gaming, Office of: LINDA MINASH, *director.*

Mailing Address: P.O. Box 8979, Madison 53708-8979.

Location: 1802 West Beltline Highway, Madison.

Telephone: (608) 264-6607.

Fax: (608) 267-4879.

Number of Employees: 53.45.

Total Budget 1995-96: \$66,182,500.*

Total Budget 1996-97: \$3,778,600.

*Included Wisconsin Lottery, which was transferred to the Department of Revenue by 1995 Wisconsin Act 27.

Constitutional Reference: Article IV, Section 24.

Statutory References: Sections 15.64 and 15.643; Chapters 561-569 and 945.095.

Agency Responsibility: The Wisconsin Gaming Board regulates racing and on-track pari-mutuel wagering, bingo, raffles, crane games, and Class III Indian gaming and the tribal-state gaming compacts.

Organization: The 5 board members serve staggered 4-year terms. No person who has been convicted of a felony or gambling-related offense under any federal law or the laws of any state can be appointed to the board unless a full pardon has been granted. The board is assisted by an executive director who is appointed by the governor with advice and consent of the senate. The executive director appoints the division administrators and office directors from the classified service.

Unit Functions: The *Division of Administrative Services*, created in Section 15.643 (1), Wisconsin Statutes, by 1991 Wisconsin Act 269, provides budgetary, human resources, business management, data processing, accounting, fiscal support and centralized record maintenance services for the board.

The *Division of Gaming Security*, created in Section 15.643 (2), Wisconsin Statutes, by 1991 Wisconsin Act 269, provides all the security services for the various gaming operations supervised by the board and monitors their regulatory compliance. It audits gaming operations and investigates suspected law violations. The division is required to report suspected criminal activity to the Department of Justice, but if the department decides not to investigate, the division is responsible for coordinating investigations of criminal activity with local law enforcement officials and district attorneys.



The *Division of Racing*, created in Section 15.643 (3), Wisconsin Statutes, by 1991 Wisconsin Act 269, advises the board on policy and promulgation of administrative rules relating to pari-mutuel racing and wagering, licenses, contracts and simulcasting. In addition to Madison staff, the division maintains regulatory field staff at each track comprised of stewards, licensing staff, a veterinarian and veterinarian assistants to enforce the state's racing laws.

The *Office of Charitable Gaming and Crane Games*, created in Section 561.12, Wisconsin Statutes, by 1991 Wisconsin Act 269, licenses and regulates bingo games and raffles conducted by nonprofit charitable, religious, fraternal and service organizations. It advises the board on policy and promulgation of administrative rules relating to regulation of charitable gaming and crane games.

The *Office of Indian Gaming*, created in Section 561.14, Wisconsin Statutes, by 1991 Wisconsin Act 269, coordinates regulatory activities related to Indian gaming and acts as the liaison between the Indian tribal governments, the general public and the state. It also serves as a clearing-house for information on Indian gaming. The office assists the governor in determining the types of gaming that may be conducted on Indian lands and in developing the tribal-state gaming compacts required by federal law. It also regulates gaming vessels constructed by Wisconsin ship-builders for use outside the state if the ships are outfitted with gambling devices while still in the state.

History: The Wisconsin Constitution, as ratified in 1848, stated: "The legislature shall never authorize any lottery . . ." This provision has generally been interpreted as prohibiting all forms of gambling. In 1965, the voters ratified an amendment to Article IV, Section 24, that created the first exception to the constitutional ban on gambling. It allowed the legislature to permit state residents to conduct or participate in promotional contests, such as sweepstakes drawings. Statutory authorization was enacted in Chapter 122, Laws of 1965.

The ban on charitable bingo was removed by a constitutional amendment ratified in April 1973, and the legislature enacted enabling legislation for bingo games in Chapter 156, Laws of 1973. That act also created the Bingo Control Board in the Department of Regulation and Licens-



A re-TIRED racer takes a snooze with an equally sleepy young owner. The Wisconsin Gaming Board assists the operators of the greyhound tracks in the state to meet their legal obligation to place the dogs in good homes through the Adopt-A-Greyhound program. (Wisconsin Gaming Board)



ing. Charitable raffles were permitted by a constitutional amendment, ratified in April 1977, and authorized by the legislature in Chapter 426, Laws of 1977. Raffles were also regulated by the Bingo Control Board.

The most recent exceptions to the constitutional ban were pari-mutuel on-track wagering and the state lottery. Both were permitted by constitutional amendments ratified in April 1987. The legislature authorized pari-mutuel on-track wagering in 1987 Wisconsin Act 354, which created the Racing Board to regulate the sport. The Wisconsin Lottery, operated by the Lottery Board, was created by 1987 Wisconsin Act 119. The Lottery Board and the Division of Criminal Investigation in the Department of Justice assumed responsibility for enforcement of the tribal-state gaming compacts that were authorized by the Federal Indian Gaming Regulatory Act of 1988.

The Wisconsin Gaming Commission was created by 1991 Wisconsin Act 269 to replace the Lottery Board and the Racing Board. Beginning October 1, 1992, it assumed all responsibility for operation of the Wisconsin Lottery and state regulation of pari-mutuel racing, Indian gaming, charitable gaming (bingo and raffles) and crane games. The Wisconsin Gaming Board was created by 1995 Wisconsin Act 27 to replace the Gaming Commission. Act 27 also transferred responsibility for management of the Wisconsin Lottery to the Department of Revenue.

Statutory Council

Council on Charitable Gaming: Inactive.

Mailing Address: 1802 West Beltline Highway, P.O. Box 8979, Madison 53708.

Telephone: (608) 264-6607.

The Council on Charitable Gaming, created by 1991 Wisconsin Act 321, advises the Wisconsin Gaming Board and those organizations that participate in bingo and raffles. The 5 council members, who are appointed for staggered 5-year terms, must be state residents, and no more than 3 may belong to the same political party. The council's composition and duties are prescribed in Sections 15.647 and 563.052 of the statutes.

