



*Taking the lead in Washington County.*

June 20, 2023

Ms. Judith Steffes

VIA EMAIL to [judyharley@yahoo.com](mailto:judyharley@yahoo.com)

Dear Ms. Steffes:

The Village of Jackson received your request for public records sent on June 16, 2023. The request was clarified that "Jillian Dobratz" was to be "Jilline," and the request included:

- "1. A copy of written resignation from Jillian Dobratz.*
- 2. All correspondence (emails, phone calls, texts, written, mailed) from March 1, 2023 through June 16, 2023.*
- 3. Please include search words: Jen Keller, Jillian Dobratz, resign, resignation, termination, performance review.*
- 4. Last five years of performance reviews for Jillian Dobratz, including any comments from the public and election coverage.*
- 5. All correspondence from March 1, 2023 through June 16, 2023 with any outside attorneys consulted by the Village of Jackson along with length of consult and proof of payment."*

The scope of your request is voluminous and unclear and I will ask you for additional clarity in addition to what you sent to me on June 19, 2023.

With that said, I have conducted initial reviews for records, particularly as to request #1, #4, and #5 to include documents readily available with locating time expended. As I wish to respond to your request as soon as practicable and without delay, this response constitutes a partial response to your request based on the records I have located. I have attached these records to this email response with reasons for redaction identified below.

Specifically, as to request #1, I have enclosed for you the resignation agreement reached between Ms. Dobratz and the Village of Jackson. Ms. Dobratz negotiated and signed this agreement, and Ms. Dobratz voluntarily resigned, effective June 1, 2023. Ms. Dobratz was not terminated by the Village Board. She was not removed from office by the Village Board. Any assertions that she was terminated or removed from her employment with the Village are false. While Ms. Dobratz had the opportunity to also submit a letter of resignation, she has not submitted a letter as of the date of your request.

As to request #4, I have enclosed for you copies of Ms. Dobratz's performance evaluations and recent communications between her and I involving her performance and a grievance



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she filed. Pursuant to Wis. Stat. § 19.36(11), I have redacted information prohibited from release by that statute. I have also redacted information related to use of protected leave by an employee and specific medical information identified by an employee. The Americans with Disabilities Act and the Family Medical Leave Act prohibit release of information pertaining to an employee's medical condition. Moreover, the public's strong interest in privacy of medical information, the interests protecting an individual's reputational interests related to a medical issue, and in encouraging employees to communicate with their employer about specific medical issues outweighs the public's strong interests in release.

As to request #5, I have enclosed for you the most-recent bill we received for legal services as of the date of your request. While we have not yet conducted a search for communications that we have had with our attorneys, please note that any communications with our attorneys may be prohibited from release based on attorney-client privilege and numerous reasons under the balancing test favoring nondisclosure of such communications. I will make that assessment after you provide the requested clarity, make any prepayments, and am able to review responsive records.

As to the need for clarification, we are most interested in fulfilling any remaining portion of your request for records as soon as practicable and without delay. However, after our exchange of emails from Friday, June 16 and Monday, June 19, your addition of search terms did not provide necessary clarity. Your clarification of request merely added additional search terms. You provided the following:

*"All correspondence (emails, phone calls, texts, written, mailed) from March 1, 2023 through June 16, 2023 including search words: Jen Keller, Jilline Dobratz, resign, resignation, termination, performance review, Village Board, Brian Heckendorf, FMLZ, Dr/ doctor.... And then the last 5 years of performance reviews for Jilline Dobratz and within the last five years any letters/notes of complaints from the community or reprimands from the Village admin or Village Board."*

Before you submitted your June 19 clarification, the preliminary email search that we conducted using your original search terms resulted in over 14,000 files potentially responsive to your request containing one of those words. Your most-recent clarification provided yesterday, June 19, included additional search words, which would in turn further increase the number of communications that may be responsive to your request. Our Village does not have the capability to review 14,000 communications to determine whether they may be responsive to a public records request. We do not have the staff time or resources to do so. The time it would take to review such volumes of records would bring Village services to a halt and would require hours or days of time to be spent by multiple employees. And that is before even tackling your request for phone records, texts, and other sources. You have also not identified what source of records such as specific email accounts or phones. It is not even possible for me to prepare an estimate of locating and reproduction costs at this time based on the overly broad nature of the request.

The law requires that a request for records must have a reasonable limitation as to subject matter. The search terms you provided, the lack of context, and the lack of source locations



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do not constitute a reasonable limitation as to subject matter, particularly in consideration of all of the sources where records may be located that you requested (emails, phone calls, texts, written, mailed). We need a reasonable limitation as to subject matter from you in order to prove the remainder of your requests in #2, #3, and #5. This does not constitute a denial of this request and merely is an additional request for clarification so that we may process your request.

We have already expended significant time conducting initial searches and locating documents so far. The Village's policy to charge for all "location costs" related to public record requests if the cost will exceed \$50.00. Given the scope and time frame already spent on locating records responsive to your current request, we are already well beyond the \$50.00 locating fee threshold. As such, any locating costs based on clarification of your request that you provide will be your responsibility. It is also the Village's policy to require prepayment of such location costs prior to locating all responsive records, with final payment due at the conclusion of work to. I will provide you with an estimate to the best I can after receiving additional clarification.

I have disclosed to you the records located so far in electronic format. If you would like a physical copy of the requested files in their original format that I provided to you today, please let me know. I will arrange for a member of Staff to make the copies of the document. The cost for photocopies of paper records is \$0.25 per page plus Staff costs associated with the copying operation, and the cost of electronic records is the staff time to reproduce the record and the cost of any disc or drive.

Sincerely,

A handwritten signature in black ink that reads "Jen Keller". The signature is written in a cursive, flowing style.

Jen Keller,  
Village Administrator

**RESIGNATION, WAIVER, RELEASE AND INDEMNITY AGREEMENT BETWEEN  
THE VILLAGE OF JACKSON AND JILLINE DOBRATZ**

**THIS AGREEMENT** is made and is effective following its full and final execution and the expiration of the revocation period (the "Effective Date") by and between the Village of Jackson ("Village") and Jilline Dobratz ("Employee" or "Dobratz").

**WHEREAS**, Employee has been employed and appointed by the Village as the Village Clerk-Treasurer;

**WHEREAS**, Employee desires, through this Agreement, to finalize her separation from employment with the Village, to resign, and to accept the terms of this Agreement;

**WHEREAS**, the Village and Employee desire to resolve any claims between the parties related to Employee's employment with the Village and Employee's resignation from employment.

**NOW, THEREFORE**, the parties to this Agreement, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Employment, Resignation Date and Payment.** In consideration for Employee's commitments under this Agreement, Employee and the Village agree the Employee's voluntary and irrevocable resignation is effective on Thursday, June 1, 2023 (the "Resignation Date"). The Village relies on and accepts Employee's irrevocable resignation and the parties agree the Village's reliance is genuine and binding on the parties. Employee shall receive severance pay, as if she was regularly scheduled to work, from the Resignation Date through Monday, July 31, 2023. The parties intend for all severance pay to offset any unemployment insurance liability of the Village pertaining to Employee for the period of time Employee receives severance pay. Employee shall receive a payout of her accrued but unused vacation (12 hours) and personal time (18 hours), and Employee shall receive a payout of 120 hours of vacation for which she would have accrued had she remained employed until her anniversary date in June 2023. The Village agrees to pay Employee's remaining premium contributions for health insurance benefits for coverage under the Village's plan through Monday, July 31, 2023 provided Employee timely and properly elects health insurance continuation coverage. All payments made to Employee under this Agreement shall be paid in accordance with the Village's regular payroll practices and subject to applicable withholdings. For purposes of state and federal insurance continuation laws, including COBRA, the Resignation Date shall be considered the "Qualifying Event." Employee acknowledges and agrees that she is entitled to no further payments or benefits, unless otherwise stated in this Agreement, and hereby waives any other rights to compensation or benefits from the Village. This Agreement does not impact or waive Employee's right and entitlement to retirement or pension through the Wisconsin Retirement System.

2. **Waiver and Release.** In consideration of the Village's obligations and promises under this Agreement, Employee does hereby fully and forever discharge and release the Village, which includes all departments and agencies, and all of the foregoing's past and present employees, officials, agents, representatives, insurers, and attorneys (collectively, the "Released Parties"), from any and all actions, causes of action, claims, demands, damages (including but not limited to punitive damages), costs, expenses, attorneys' fees, and compensation on account of, or in any way growing out of any and all known and unknown damage resulting to or to result from any action or omission by the Released Parties which arose on or before the date of Effective Date of this Agreement.

By way of example only and without in any way limiting the generality of the foregoing language, Employee's release shall include all claims for relief or causes of action involving any action or omission by the Released Parties that arose on or before the Effective Date of this Agreement under the Village's employee handbook or personnel manual, policies, or rules, Title VII of the Civil Rights Act of 1964, as amended, the Americans With Disabilities Act of 1991, 42 U.S.C. § 12101 *et seq.*; the Rehabilitation Act of 1973, as amended, 29 U.S.C. secs. 791, 793 and 794; the Genetic Information Nondiscrimination Act of 2008 – Public Law 110-233; the Civil Rights Enforcement Statutes, 42 U.S.C. secs. 1981 through 1988; the Age Discrimination in Employment Act, (as amended by the Older Workers Benefit Protection Act, P.L. 101-433, sec. 201; 104 Stat. 983; amending 29 U.S.C. § 626); the Lilly Ledbetter Act, 42 U.S.C. 2000e-5; the Equal Pay Act, 29 U.S.C. 206; Employee Retirement Income Security Act of 1974, 29 U.S.C. sec. 1001, *et seq.*; the National Labor Relations Act; 29 U.S.C. sec 151, *et seq.*; the Fair Labor Standards Act of 1938, 29 U.S.C. § 201 *et seq.*; the Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 *et seq.*; the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 *et seq.*; the Sherman Act, as amended, 15 U.S.C. § 1 *et seq.*; §15 U.S.C. §12 *et seq.*; the Wisconsin Fair Employment Laws, § 111.33, *et seq.*; the Wisconsin Family and Medical Leave Act, § 103.10, Wis. Stats., Wisconsin Statute Section 111.70; state and federal Whistleblower laws, and any other federal, state or local statute, ordinance, or regulation or public policy dealing in any respect with employment, discrimination, harassment, retaliation, adverse employment action, or separation of employment, including any claims alleging a violation of public policy, and, in addition, from all claims, demands, or actions brought on the basis of alleged wrongful or retaliatory discharge, breach of an oral or written contract, misrepresentation, defamation, interference with contract or intentional or negligent infliction of emotional distress, damage to business or professional reputation, conspiracy, negligence, invasion of privacy, or any other intentional tort or negligence claim or contract claim of any sort under the common law of any state or other jurisdiction.

The parties understand and agree Employee affirmatively waives any right to personal relief under a charge, lawsuit, or claim filed against the Released Parties with the Equal Employment Opportunity Commission or Equal Rights Division to the extent such relief is legally subject to waiver for claims involving any action or omission by the Released Parties which arose on or before the Effective Date of this Agreement.

The parties understand and agree Employee waives any right to and shall not accept or recover any monetary damages or any other damages or anything of value from the Released Parties as a result of filing a lawsuit, charge, claim, or action or for participating in any investigation or proceeding, or for any related claim, action or judgment against the Released Parties for claims involving any action or omission by the Released Parties which arose on or before the Effective Date of this Agreement. Employee agrees that in the event Employee, or another person on Employee's behalf, files for or receives any money or benefit as a result of such lawsuit, charge, claim, action, investigation, charge or proceeding or related claim, action or judgment, that is paid by the Released Parties, then Employee shall indemnify and fully reimburse the Released Parties for its costs and attorneys' fees in defending the action, regardless of the outcome of any case, and Employee shall indemnify and fully reimburse the Released Parties for any amounts paid to Employee, to Employee's attorneys or on Employee's behalf within ten (10) days of the receipt of such payment.

This Section shall have no effect on and shall not apply to any claim by Employee pursuant to Wisconsin's worker's compensation laws, any claim pursuant to Wisconsin's unemployment compensation laws, any claim pursuant to Wis. Stat. § 40.63, any claim to retirement benefits under the Wisconsin Retirement System, or any claim to challenge the validity of or to enforce the terms of this Agreement. This Section shall not impact or waive Employee's right and entitlement to retirement or pension benefits through the Wisconsin Retirement System.

3. **Effect of the Release.** Employee intends, in executing this Agreement, that it shall be effective as a bar to each and every claim, demand and cause of action described in Section 2.
4. **Advice to Consult Legal Counsel.** Because this Agreement includes a waiver of Employee's rights under Title VII of the Civil Rights Act of 1964, the Wisconsin Fair Employment Act, and the other statutes and claims referred to in Section 2, Employee is advised to consult an attorney before she signs this Agreement.
5. **Older Workers Benefit Protection Act.** This Agreement is governed by the Older Workers Benefit Protection Act. Under this Act, Employee has been offered at least twenty-one (21) days after being given this Agreement during which she may consider whether or not to sign this Agreement. Further, in compliance with that Act, Employee has seven (7) days following her signing of this Agreement during which she may revoke this Agreement. Therefore, this Agreement will not be effective or enforceable until the eighth day after the date Employee signs this Agreement for delivery to the Village (the "Effective Date"). To be effective, a revocation must be received in writing within the seven (7) day period by the Village Administrator. The parties understand and agree that, if Employee revokes this Agreement within the seven-day period referred to above, the Village will not have any obligation to Employee under this Agreement.
6. **Resignation Letter.** Employee may submit a resignation letter to the Village Administrator for placement in Employee's personnel file.

7. **No Admission of Liability.** The parties' participation in this Agreement is not to be construed as an admission of any wrongdoing or liability whatsoever by or on behalf of Employee, the Village, or the Released Parties.
8. **Employee Acknowledgement.** Employee further states and agrees that she has read this Agreement, that she has had the opportunity to have it fully explained by an attorney or other representative or advisor, that she fully understands its final and binding effect, and that the only promises made to her to sign this Agreement are those stated in this Agreement, and that she is signing this Agreement freely and voluntarily.
9. **Choice of Law, Severability, and Entire Agreement.** This Agreement shall be construed and enforced in accord with the laws of the State of Wisconsin. It constitutes the entire agreement between the parties as to issues provided for in this Agreement. Headings are for the convenience of the parties only and shall not affect the interpretation or application of this Agreement. This Agreement is the product of mutual negotiations, and no rules of strict construction shall be applicable against either party. If for any reason a court of competent jurisdiction finds a provision of this Agreement to be illegal or unenforceable, the offending provision will be deemed amended or deleted to the extent necessary to conform to applicable law, with the exception that if the waiver and release under Section 2 of this Agreement is found to be illegal or unenforceable by any court of competent jurisdiction and cannot be amended or deleted to the extent necessary to conform to applicable law, then this Agreement shall become null and void at the Village's discretion, and the Village shall have no further obligation to Employee under this Agreement. This Agreement may be executed in counterparts and shall be as effective as if executed on one document. Facsimile signatures shall be as effective and valid as original signatures. This Agreement shall only be valid and binding upon the signatures of all parties.

IN WITNESS THEREFORE, the undersigned state that they have carefully read the foregoing Agreement, know and understand its contents and sign the same under their own free will, being duly authorized to do so.

June 1, 2023  
Date

Jilline S. Dobratz  
Jilline Dobratz

On Behalf of the Village of Jackson

6/1/23  
Date

[Signature]

# Employee Evaluation Form (For Administrator)

Date Revised: 12/15/2021

Employee Name:

Jilline Dobratz

Position:

Clerk

Appraisal Year:

2021

Evaluator Name:

Jen Keller

## 1. Areas of Strength

Please identify at least two areas in which the employee is performing well. If possible, document specific instances when employee demonstrated areas of excellence.

**JD Response -** Continuing to achieve and work on my certifications. In October, I attained my designation of a Wisconsin Certified Professional Clerk. This is the highest certification with WMCA at this time. In December, I became a Fellow of the Alhambra Leadership Society with the International Institute of Municipal Clerks (IIMC). These two accomplishments were goals I had for myself in 2021 and I am thrilled I was able to succeed. Another area I am performing well is meeting deadlines. Many times we are too busy in the day to get work completed. I will work extra hours at night and weekends in order to get everything done. When others are waiting on me, I try to prioritize those items first. I am a team player and will also offer to help as much as I am able. Being short staffed this year and with it being a light election year, I kept a lot of work that would normally be taken care of by another member of the team.

**JK Response -** It was very evident when I met Jilline she, like many civil servants, is no stranger to wearing many hats and prioritizing tasks as they come from every direction. Strengths of Jilline include attention to procedural detail, striving to be improve efficiencies, dedication to "getting the job done" even if it means out of office working hours, knowledge of election law and execution, as well as valuing education for herself and fellow Staff members. Jilline is also respected by fellow clerks and collaborates well with them. At the beginning of 2021, Jilline shared she would strive to coordinate meeting packet preparation with Staff on a continual basis so that Fridays with meeting packet distribution would include all materials ready to be processed and published starting at 12PM. This coordination has been an area of focus for myself and Jilline this year, and while we do not always meet this goal, I believe the process has improved from practices historically and I will rely upon continued packet prep coordination between Jilline and all related Department Heads to continue to improve this process. Unique projects Jilline assisted with this year included coordination with moving, collaboration with Inspector Johnson on creation of a chicken license, authoring a facility use policy, overseeing the redistricting process and authoring a redistricting ordinance. These accomplishments are of high value to the Village and I thank Jilline for being a reliable contributor to these projects.

## 2. Areas of Improvement

Please identify at least two areas in which the employee needs to grow or have room for further development. If possible, document specific instances to further explain these growth areas.

Note that all employees should have areas of improvement.

**JD Response -** One area of improvement I need to work on is my tone and the way I come across to others. I really don't mean to sound upset but I've been made aware this is how it is taken. Most of the time I feel it's something I'm passionate about or have had past experience that triggers the emotions. When stress is high, it is hard to change or take a timeout to reset. Another area that I feel I need to improve is standing up for myself. When being disrespected, I tend to just take it without responding. That isn't something that I can continue doing and shouldn't have to. It is not good for my health and that needs to be taken more seriously. I have had this happen numerous times with Department Heads and residents. Some self growth is needed as well as communicating that it will not be accepted.

**JK Response -** As many seasoned public servants know, there will never come a time when our plates become less full and with rising demands/stress we will face conflicts from time to time with team members or residents that are less aware of the demands placed on us daily. This year was uniquely stressful to Jilline as all portions surrounding her role in Jackson changed this year, and I commend her for "rolling up her sleeves" and helping as needed and adapting to a significant change in leadership style. Managing conflict, as Jilline has mentioned, is an area she must dedicate time to improving and will be all the more important next year as Jilline has stated she is not able to carry out her routine Clerk duties alongside administering four (4) elections. Managing that stress is critical to our collective success and collaboration, and I hold our entire Administrative team accountable to assisting with any and all functions when the need arises. Jilline is extremely dedicated to her role as Clerk and this passion can be misunderstood at times. Additionally, I will rely upon Jilline to focus on addressing conflict with those directly involved, with hope that conversations behind closed doors with fellow Staff members uninformed with a specific issue, only occur for productive purposes such as seeking recommended solutions to the issue instead of, at times, perceived destructive conversations that ultimately tear other members of Staff down. Jilline has shared tools to achieving this growth which I hope will bring positive change to her interactions with Staff and members of the public.

Throughout the year, I have perceived actions or reactions by Jilline to be signs of burnout or displeasure with her role here in Jackson as Clerk. I acknowledge my responsibility to continually learn how Jilline communicates if it is not intended to be in a negative way, but not all Staff will make those efforts and equipping Jilline to improve this is important to our collective success. Hours are long, workloads are abundantly large, and I have a very strong belief that Jilline's role and workload with the Village of Jackson as Clerk was not clearly defined at the time she was hired as Clerk/Treasurer and this issue was not managed properly by the previous Administrator. I have every hope that I, with input from our Administrative team analyzing our current organizational structure, can amend our office's structure to account for our needs as they are now, not as they were years ago.



An example of a change that must also occur includes changing the mindset that clerk roles at other communities are uniform. Roles or duties which have been referred to as "not my job" or "when I was hired we didn't..." is an example of what must be limited and discussed better between Jilline and I so that I can understand Jilline's perspective better, and we can identify Jackson needs that shall be addressed in some way. Jilline along with all other Departments have all taken on roles this year that I'm sure have not been delegated to them previously under the leadership of the former Administrator. But managing workloads, rising to fulfill the Village's greatest needs, and adapting roles as we need to is what keeps a community running, and not one single community operates the same. To address this concern, I will expect Jilline to make a concerted effort to check in with me, as I have with her on many occasions, so that we can better understand goals, challenges, and expectations.

### 3. Goals for the Next Year

Please indicate at least two goals the employee should work on for the next 12 months. Some of these goals should concentrate on strategies the employee can perform to further develop their growth areas.

- 1) **JK Response** - Review organizational structure and determine future needs. Succession planning in the Administrative Office will pose a big challenge in the immediate future if not planned accordingly. Tools to create such a plan include establishing job descriptions for each employee and incrementally transitioning to an organizational chart that meets the needs of service delivery into the future. CVMIC training and follow through via Staff meeting check-ins and establishing a timeline for the year are additional tools to use.
- 2) **JK Response** - Oversee the programming and management of PDK door access system for election hours, public meetings, and any additional "after office hours" functions. This function will coincide with management of reservations to use the Village Board room and becoming familiar with a new reservation process which Jilline designed via policy.
- 3) **JK Response** - Collaborate with DPW and Building Inspection in potential efforts to hire a professional organization to digitize records. Jilline will also be relied upon to think of more "paperless" ways of record keeping.
- 4) **JK Response** - Work with Treasurer Smith to ID how/when DOR reports are available, assist with account changes and updates as needed.
- 5) **JK Response** - Identifying training opportunities for Jilline that directly benefit her service to the Village of Jackson including educational opportunities, self growth opportunities, and potential to attend national conferences once a timeline to achieve goals is set.
- 6) **JD Response** - My professional knowledge and education and become a stronger leader. I can achieve this goals by attending conferences, training, and webinars.

### 4. Overall Evaluation

Please identify if the employee is meeting expectations or performing below expectations.

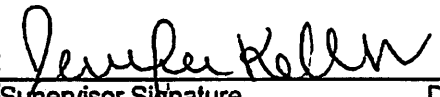
Meets Expectations       Below Expectations

If Below Expectations, provide explanation below and corrective action plan including date(s) of a follow-up evaluation, if necessary.

**5. Employee and Supervisor Signatures**

I have read this self-appraisal and discussed its contents with my supervisor. My signature indicates that I am aware of the contents and the information has been shared with me.

 12-28-2024  
Employee Signature Date

 12/28/24  
Supervisor Signature Date

## Self-Evaluation Form (For Dept. Heads)

Date Revised: 12/15/2021

Employee Name:

Jilline Dobratz

Position:

Clerk

Appraisal Year:

2021

Instructions: Please complete the following sections if you are a supervisory employee. Self-evaluations should be completed by June 30 of each year. Once completed, provide directly to your supervisor.

### 1. Areas of Strength

Please identify at least two areas in which you feel you are performing well. If possible, document specific instances when you demonstrated areas of excellence.

Continuing to achieve and work on my certifications. In October, I attained my designation of a Wisconsin Certified Professional Clerk. This is the highest certification with WMCA at this time. In December, I became a Fellow of the Athenian Leadership Society with the International Institute of Municipal Clerks (IIMC). These two accomplishments were goals I had for myself in 2021 and I am thrilled I was able to succeed.

Another area I am performing well is meeting deadlines. Many times we are too busy in the day to get work completed. I will work extra hours at night and weekends in order to get everything done. When others are waiting on me, I try to prioritize those items first. I am a teamplayer and will also offer to help as much as I am able. Being short staffed this year and with it being a light election year, I kept a lot of work that would normally be taken care of by another member of the team.

### 2. Areas of Improvement

Please identify at least two areas in which you need to grow or have room for further development. If possible, document specific instances to further explain these growth areas. Note that all employees should have areas of improvement.

One area of improvement I need to work on is my tone and the way I come across to others. I really don't mean to sound upset but I've been made aware this is how it is taken. Most of the time I feel it's something I'm passionate about or have had past experience that triggers the emotions. When stress is high, it is hard to change or take a timeout to reset.

Another area that I feel I need to improve is standing up for myself. When being disrespected, I tend to just take it without responding. That isn't something that I can continue doing and shouldn't have to. It is not good for my health and that needs to be taken more seriously. I have had this happen numerous times with Department Heads and residents. Some self growth is needed as well as communicating that it will not be accepted.

**3. Goals for the Next Year**

Please indicate at least two goals and initiatives you should work on for the next 12 months. Also discuss steps you can take achieve these goals and initiatives.

My top goal is to submit my application and supporting documents to IIMC for my next certification of Master Municipal Clerk (MMC). This is the second and more advanced designation through IIMC. Fortunately this program allows continuous submissions and will set up a meeting to try help in achieving all componets needed. Once I submit what I already have done, it will be easier to map out future goals in order to accomplish my MMC. Due to the extensive requirements, it will take more than a year to accomplish.

The second goal I would like to accomplish is making sure all street addresses in the Village are in WisVote. This is very important to me to have this completed before the November General Election. When residents register on election day, the inspectors would not have to add addresses on the Badger Books if I am certain all addresses are in the system. This will be a time saver when registering. It has helped when occupancy is granted, we are sent an email in which I add the address to WisVote with that information. It is just an extra step to be proactive on election day. In order to stay on task with this, I will determine how large of a project it will be and need to work on it weekly or monthly depending on workload.

**4. Employee and Supervisor Signatures**

I have read this self-appraisal and discussed its contents with my supervisor. My signature indicates that I am aware of the contents and the information has been shared with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Village of Jackson**  
**Department Head Self-Evaluation Form**  
**Submitted 11/18/2022, Reviewed 11/22/2022**

**Employee Name: Jilline Dobratz**

**Position: Clerk**

**Appraisal Year: 2022**

**Instructions:** Please complete the following sections with responses to questions posed and return no later than two business days prior to your meeting. Supervisor input will also be prepared for these sections with intention of a comprehensive response document to be signed after review together.

- 1. Areas of Strength –** We established areas of strength in previous check-ins. Please identify how you continued to perform well this year, or how you developed a new area of excellence.

**Self-Evaluation:** 2022 has been a challenging year with four elections along with all the other Clerk duties. Without a Deputy Clerk assisting with everything it takes to run the elections especially with a General Election, it is taking much longer for me to bounce back. Being able to continue administering elections with the highest integrity is a continued strength. The highlight of my year is achieving my Master Municipal Clerk Certification from IIMC.

**Administrator Feedback:** Jilline achieved a big milestone this year when she was notified of attaining the designation of Master Municipal Clerk. I rely upon Jilline to apply knowledge she's attained via conferences and trainings as the Village's Clerk. I ask that Jilline provide an outline so there is a plan for future accreditations and required credits to carry her MMC certification and so I can understand what exact trainings are helping her achieve goals specific to her role as Clerk here in Jackson. I also commend Jilline for her demonstrated growth in being team oriented as she continues to donate her personal time to volunteering at Jackson Community events. Lastly, she has grown her level of involvement in managing Village communications related to the upcoming Village Website redesign, integrating a new online agenda and meeting packets software, and managing announcements that need to be published online or on the main street digital messaging board.

2. **Areas of Improvement** – We have established areas for you to develop further or grow this year. Please note how you focused on improving in those areas this year with examples. Are there any areas you wish to focus on developing farther?

**Self-Evaluation:** This year communication has been improved with administrative staff and Department Heads. Taking additional leadership classes at conferences is extremely helpful to understand people and their differences. Future leadership and supervisor trainings are areas I would like to concentrate on. I try to be kind with my words and understanding. Work life balance continues to be a struggle for me, and I will work on adjusting hours next year as I am able.

**Administrator Feedback:** I hope Jilline continues to grow in the realm of being a co-manager to the two (2) front office positions the Clerk and Treasurer share. She and Darlene will need to continue to strengthen their communication when it comes to managing request from front office personnel for time off, expectations of the minimum amount of time prior to the start of a workday an employee must call in sick, and to plan coverage up front so when other Staff cannot come in, the Clerk and Treasurer equitably manage those duties. This week's experience was a great example of Jilline's management flexibility when needing to come in to open the office.

Jilline made great strides in communicating with the team on a weekly basis what projects she needs assistance on. Moving into 2023, I hope there can be realignment of duties via additional analysis of what work between Treasurer and Clerk must be completed within those offices (i.e. requires a higher level of skill or is confidential in nature and shouldn't be shared with front office personnel and instead shared among them), and what simpler tasks should fall to the front office Staff or election inspectors during times of licensing, election prep, absentee voting, or election day voting. The goal I have for the office of the Clerk is relieve the taxing pressure to the extent it currently does to prepare and execute an election. Jilline has overseen more than 10 elections in Jackson, and that tenure should bring about more ease and confidence than it has. Relieving this pressure is needed so that the Clerk can reasonably continue to serve or manage other employees executing necessary Clerk duties, such as ensuring meeting packets and minutes are prepped, records are managed accordingly, and the Clerk is available to be a decision maker along with the Treasurer in the Administration offices with an eye to "the big picture" as they are expected to as Department Heads. By the 2024 election cycle, I want for Jilline or a future deputy to only be consulted on elections days for questions from time to time, especially as future Village growth will likely require more than one polling location in the Village and/or more election inspectors. From what Jilline has shared with me following the November 2022 Election, there are rising stars in her election inspectors' team, which may be the change agents needed for the success of this goal. If more money needs to be budgeted for additional hours of inspectors, we can incrementally accommodate.

Jilline's role as Clerk requires a lot of outside office hours and flexing of time is absolutely needed. Jilline has communicated those needs throughout the entire team very well this year. I hope Jilline continues to communicate these needs and sets a great example for others that are apart of other projects which also warrant flexibility of hours when days/nights/weeks are long.

3. **2022 Goals** – Did you achieve your 2022 goals? If goals weren't achieved, was something else learned or identified as a different priority you want to focus conversation on?

**Self-Evaluation:** Yes 2022 goals were achieved with the exception of collaborating with DPW/Building Inspection on digitizing records. The Building Inspector has taken this on.

**Administrator Feedback:** Jilline was dedicated to achieving 2022 goals and has really stepped up to help manage the board room reservation calendar, manage the digital messaging board, and manage the automatic doors system. It is anticipated a direction will be selected to digitize records at the Eagle Drive facility in 2023, and Jilline's involvement in the digitizing and/or preservation of physical files at the Municipal Complex will be a project likely later in 2023 after elections and website transitions are completed, or in 2024.

4. **2023 Goals** - Please indicate at least two goals you should work on for the next 12 months and the steps you can execute to achieve the initiatives.

**Self-Evaluation:** A goal is to hire a Deputy Clerk/Deputy Treasurer by the end of 2023. This year really was incredibly hard with one. The Village continues to grow, and that position is a necessity in order to have a succession plan in our office. It is apparent that we are not in a position of having another staff member run an election if something happened. Cross training on my duties is necessary.

The second goal is to work with Civic Plus and Department Heads with the new Civic Clerk process. This will include meetings with all parties and providing information as needed.

**Administrator Feedback:**

- Collaborate with Treasurer Smith to carefully review the duties job description of the Clerk, Treasurer, Receptionist and Administrative Assistant, and then determine how to address deficiencies found/documented prior to creation of a different role such as Deputy Clerk/Treasurer. A truly transparent way of managing the process, and limiting risk of allegations to mishandle the matter, would include a performance plan and the employee's ability or inability to meet expectations.
- Continue to collaborate with Management team members apart of packet creation so that everyone can plan ahead when Friday noon deadlines need to be moved. (Example, selecting deadlines sooner than Friday when it's recognized there's time off on Friday or an event scheduled)
- Collaborate with the Management team in proposing a criteria and project selection process for utilization of remaining ARPA funds, to carry forward to the Village Board.
- Explore options for publicly accessible computer in Lobby should property files, meeting files, or other important public documents become available digitally and physically discarded.
- Bring project members on board to assist in the designing or establishment of Civic Clerk and Civic Engage website.
- Should a video streaming system be installed, Jilline and all other department heads will be expected to learn how to utilize the equipment.

**Overall Evaluation**

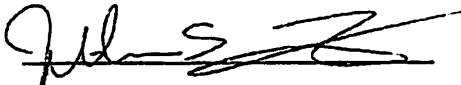
Please identify if the Employee is meeting expectations or performing below expectations.

Meets Expectations

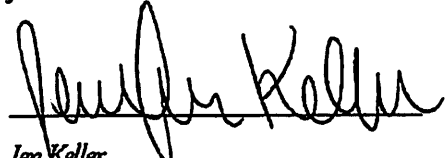
Below Expectations

**Employee and Supervisor Signatures:**

I have read this self-appraisal and discuss its contents with my supervisor. My signature indicates that I am aware of the contents and the information has been shared with me.

  
\_\_\_\_\_  
Jilline Dobnatz

11-22-2022  
Date

  
\_\_\_\_\_  
Jen Keller

11/22/22  
Date



**From:** Jen Keller  
**To:** Jilline Dobratz  
**Subject:** RE: Follow-up to April 20, 2023 conversation  
**Date:** Friday, April 21, 2023 1:44:00 PM  
**Attachments:** image001.png  
image004.png  
image005.png

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Jilline,

It is helpful to know that you recognize you need to work on having productive and professional conversations. As I stated yesterday, and confirmed with you today, we are meeting today to understand what you believe is needed to move forward which I will carefully consider as I hope to no longer have disruptions to the office after we discuss.

Jen

---

**From:** Jilline Dobratz <jilline.dobratz@villageofjacksonwi.gov>  
**Sent:** Friday, April 21, 2023 1:24 PM  
**To:** Jen Keller <jen.keller@villageofjacksonwi.gov>  
**Subject:** RE: Follow-up to April 20, 2023 conversation

Jen,

A meeting today would not be a productive professional conversation in my opinion. I am not mentally and emotional able to have a conversation at this time. Respectively I ask a meeting to be postponed until next week.

Thank you.

Jilline Dobratz, *MMC/WCPC*  
Clerk  
Village of Jackson  
MMCA Treasurer  
N168W19851 Main Street  
Jackson, WI 53037  
Washington County

262-677-9001 ext. 213  
262-677-1710 – Fax  
Population – 7,844  
Website: [www.villageofjacksonwi.gov](http://www.villageofjacksonwi.gov)  
E-mail: [jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)



**From:** Jen Keller <[jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)>  
**Sent:** Friday, April 21, 2023 9:58 AM  
**To:** Jilline Dobratz <[jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)>  
**Subject:** Follow-up to April 20, 2023 conversation

Dear Jilline,

I write to you to follow up with you with regard to our discussion on Thursday, April 20, 2023. During that discussion, you made the comment to me that I am “not a leader,” yet when I asked for context you declined to provide me with anything. I want you to understand that I have reflected upon your comment and follow up response. I have served as Administrator for approximately 2.5 years and have been tackling many significant projects during that time of which I am proud of the Village’s accomplishments. In my reflection, I recognized that I need to focus on my management of you and to give you greater direction as my subordinate. You should expect that going forward I will be more deliberate with you. Nonetheless, I want to discuss this issue you in greater detail and will do so with you this afternoon at 2:00PM.

For purposes of our discussion and for your understanding of my expectations, it is important for you to understand the relationship that you and I must have as I serve as Village Administrator and the professional administrative leader of all Village personnel, including you, and it is important for you to know my expectations of you as a department head who supervises other personnel. First, every interaction that you have with me must be designed to be productive, solution-oriented, and consistent with our Village’s mission and values. Snide remarks or other comments or expressions without any professionally constructive component are frankly insulting and have no place in our relationship. No such comments will occur. Second, when I need assistance from you, I need you to work with me rather than pushing me away. I recognize that you may not be in an immediate position to provide assistance, but I need you to respond in a manner that is solution-oriented rather than negative or avoiding of providing assistance. Third, any further explosive behavior by you must end. Other employees have expressed concerns to me about your reactions, attitude and the way that you treat others. You and I are at the point where I need to address these incidents with you. I expect your interactions with me to be professional and I expect that your interactions with your colleagues to be at a high level of professionalism and without emotional outbursts or self-centered perspective.

This communication will begin our discourse on this matter. But I also want to remind you of another very important facet. The Village Board retained me as Village Administrator based upon their perspective of leadership that I can provide. If you have concerns about how I am providing leadership, then you need to raise your concerns to me in a constructive manner and I will spend the time to address that with you. I must ensure that I am leading in a manner consistent with the Board’s vision, which is my ultimate objective and intention. I will certainly receive any constructive feedback from you and may certainly change the way that I lead, but I cannot allow the interaction that you and I had on Thursday to be considered acceptable in any manner.

Sincerely,



**Jen Keller**  
**Village Administrator**

E: [jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)

O: (262) 677-9001 ext. 215

M: (262) 305-6754

Jackson Municipal Complex—Administrative Offices  
N168 W19851 Main St.  
Jackson, WI 53037

## Jen Keller

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**From:** Jen Keller  
**Sent:** Monday, May 22, 2023 2:52 PM  
**To:** Jilline Dobratz  
**Subject:** Notice of Discussion with Board

Dear Jilline,

I write to you to inform you of unprofessional and discourteous behaviors by you toward Staff and visitors seeking notary services which allegedly occurred on Friday, May 12, 2023. This incident was reported to me on Monday, May 22, 2023. The behaviors described to me are very concerning in consideration of previous instances involving you and my previous directions given to you. Of course, I am willing to discuss these incidents with you and obtain your perspective.

Of additional great importance, your attitude and reactions are causing other employees to consider no longer serving the Village due to your explosive and erratic behaviors and inconsistent support as a supervisor. Staff has expressed concerns to me, most recently as this morning, which includes an incident Friday, May 19, 2023 where help was sought by them for an ordinance concern and your response was explosive and made them question your support. I am at the point where I must make decisions to protect our workforce.

I am going to update the Village Board. The continuation of your unpredictable attitude and discourteous reactions to others undermines my confidence in your ability to perform as Village Clerk for the Village of Jackson and demonstrates that you do not fulfill our culture or needs. The Village Board will meet in closed session at 4PM on Wednesday, May 24, 2023, to review this matter. The Board may entertain your removal as Village Clerk, effective immediately, as you serve at their pleasure.

I am more than willing to discuss the details of what's been reported to me. If you would wish to discuss this matter prior to Wednesday's Village Board meeting, please let me know a time and date to do so.

Sincerely,



Jen Keller  
Village Administrator  
E: [jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)  
O: (262) 677-9001 ext. 215  
M: (262) 305-6754

Jackson Municipal Complex—Administrative Offices  
N168 W19851 Main St.  
Jackson, WI 53037

Brian Heckendorf  
President  
Village of Jackson  
N168W19851 Main Street  
Jackson, WI 53037

Dear President Heckendorf:

During my 20 plus years in public sector and my almost five years of employment at the Village of Jackson I have never been written up or had any disciplinary actions against me. I love my job and have been a dedicated employee to the residents, staff and Village Board during my time as the Clerk. My job is more than a job, it is a career that I pride myself on achieving. I strive to be the best possible employee that I can possibly be and want to be promptly told of any deficiencies in performance in order to correct my conduct and conform to the expectations of the Village. During my employment, two Resolutions have been passed by this Village Board on receiving a higher level of certifications, the last one was passed on January 10, 2023. I received the Wisconsin Certified Professional Clerk certification which takes a minimum of 8 years to achieve and the Master Municipal Clerk certification which is an international certification and the highest certification in my profession. I took on these certifications in addition to my daily duties in order to serve the residents best. I found that in further educating myself, I am better able to serve the community at a higher level that has become standard of my career.

That said, I am writing this letter as a formal grievance regarding my treatment from my manager, Administrator Jen Keller. As you are likely aware by now, in the last several weeks Administrator Keller has accused me of unprofessional behavior without citing specific examples and without an opportunity to meet with any individuals to try and resolve the alleged incidents. As I noted I above, I find it most productive to be told of any issues in my performance promptly and directly. Unfortunately, this has not been the case.

At approximately 10:00 a.m. on Friday, April 21, 2023, I received an email from Administrator Keller - which was a complete surprise to me - regarding a conversation that took place in my office the prior day between us. In her email she insulted my professionalism, claimed that I had "emotional outbursts", and that I was being perceived as self-centered.

She scheduled a follow up discussion for less than four hours later, at 2:00 p.m. that day. Due to the accusations described, I replied in an email that I was not mentally or emotionally able to have a conversation that day and respectfully asked the discussion to be postponed until the next week. Administrator Keller refused to move the meeting and sent an email stating, "It is helpful to know that you recognize you need to work on having productive and professional conversations". Clearly, I was referencing a one-time event and feel that her statement was used to cause further damage and reflects the grudge I feel she now has against me. Her slighted statement toward me furthered my perception that this conversation would be best had at a later date once I had time to process. In my career, I have found that it is always necessary to reflect before having emotional conversations. When I expressed that as the best way for me to receive feedback would be to push back and give me time to process, I was mocked and expected to attend regardless.

The following Monday I was distraught, was having significant stress, and [REDACTED]. Due to the emails and meeting with Administrator Keller, I made an [REDACTED] see my

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[REDACTED]  
[REDACTED] Administrator Keller emailed my personal email address in which HR was not copied, asking me to provide directions to my staff while I was out. She knew the condition I was in and that it was work related. I took this as a complete disregard [REDACTED]  
[REDACTED]

When I returned from being out of the office on Wednesday, May 3, 2023, I was asked to have a meeting with Administrator Keller to "catch up." During the initial conversation, I stated if this was going to concern HR matters, I wanted Treasurer Darlene Smith to be a witness. I did share that my [REDACTED] was still being compromised and it was difficult to be in the office. Administrator Keller questioned me on leadership, my job duties, the part-time staff, Laura, responsibilities and her job description. When it got to that point, I stated that needed to be discussed with Treasurer Smith as well sine Laura directly reports to both of us. Administrator Keller asked me to promise that I wouldn't speak to anybody about this conversation. I stated I could not do that as I am under [REDACTED] and, also needed to speak to my family and friends about what has been transpiring. Administrator Keller indicated that since none of my family worked for the Village it was okay to speak to them. Then, she stated she did not want the Village to "look bad".

After seeing the draft Village Board agenda for Tuesday, May 9, 2023 meeting, I assumed that the closed session item regarding stating "to receive information and discuss performance and continued employment matters involving a specific employee" was about me. At no time was I talked to or included on the subject matter before or after the meeting based on the allegations. Up to this point, I have not been informed that I am receiving so much as a verbal warning, received a written warning or suspended as it states under the Discipling section in the most recent version of the Village of Jacksons Employee Handbook, April 9, 2013.

Today, Tuesday, May 23, 2023, I returned to the office after being out yesterday due to a [REDACTED] over the weekend, to receive an email from Administrative Keller stating two incidents that happened in the office without even discussing the issues with me. To not speak to a Department Head on matters in which they were directly involved in, felt incredibly disrespectful. In stating I was unprofessional, discourteous, explosive and erratic behaviors without even asking for my side of the story is incredibly insulting. The sentence "The Board may entertain your removal as Village Clerk, effective immediately, as you serve at their pleasure" comes across as having hatred towards me and is not at all interested in putting in the work to coach me or come up with an action plan.

Due to the very short time length in which the Special Board Meeting was scheduled, I ask this meeting to be postponed. In addition, I am asking for a meeting be held with Human Resources, President Heckendorf and myself in order to speak candidly on what has been transpiring in the last month. Thank you for your time and consideration.

Sincerely,

Jilline Dobratz

Attachments

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



: Jen Keller <[jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)>

**Sent:** Friday, April 21, 2023 9:58 AM

**To:** Jilline Dobratz <[jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)>

**Subject:** Follow-up to April 20, 2023 conversation

Dear Jilline,

I write to you to follow up with you with regard to our discussion on Thursday, April 20, 2023. During that discussion, you made the comment to me that I am “not a leader,” yet when I asked for context you declined to provide me with anything. I want you to understand that I have reflected upon your comment and follow up response. I have served as Administrator for approximately 2.5 years and have been tackling many significant projects during that time of which I am proud of the Village’s accomplishments. In my reflection, I recognized that I need to focus on my management of you and to give you greater direction as my subordinate. You should expect that going forward I will be more deliberate with you. Nonetheless, I want to discuss this issue you in greater detail and will do so with you this afternoon at 2:00PM.

For purposes of our discussion and for your understanding of my expectations, it is important for you to understand the relationship that you and I must have as I serve as Village Administrator and the professional administrative leader of all Village personnel, including you, and it is important for you to know my expectations of you as a department head who supervises other personnel. First, every interaction that you have with me must be designed to be productive, solution-oriented, and consistent with our Village’s mission and values. Snide remarks or other comments or expressions without any professionally constructive component are frankly insulting and have no place in our relationship. No such comments will occur. Second, when I need assistance from you, I need you to work with me rather than pushing me away. I recognize that you may not be in an immediate position to provide assistance, but I need you to respond in a manner that is solution-oriented rather than negative or avoiding of providing assistance. Third, any further explosive behavior by you must end. Other employees have expressed concerns to me about your reactions, attitude and the way that you treat others. You and I are at the point where I need to address these incidents with you. I expect your interactions with me to be professional and I expect that your interactions with your colleagues to be at a high level of professionalism and without emotional outbursts or self-centered perspective.

This communication will begin our discourse on this matter. But I also want to remind you of another very important facet. The Village Board retained me as Village Administrator based upon their perspective of leadership that I can provide. If you have concerns about how I am providing leadership, then you need to raise your concerns to me in a constructive manner and I will spend the time to address that with you. I must ensure that I am leading in a manner consistent with the Board’s vision, which is my ultimate objective and intention. I will certainly receive any constructive feedback from you and may certainly change the way that I lead, but I cannot allow the interaction that you and I had on Thursday to be considered acceptable in any manner.

Sincerely,



**Jen Keller**  
**Village Administrator**

E: [jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)  
O: (262) 677-9001 ext. 215  
M: (262) 305-6754

Jackson Municipal Complex—Administrative Offices  
N168 W19851 Main St.  
Jackson, WI 53037

**From:** Jilline Dobratz <[jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)>  
**Sent:** Friday, April 21, 2023 1:24 PM  
**To:** Jen Keller <[jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)>  
**Subject:** RE: Follow-up to April 20, 2023 conversation

Jen,

A meeting today would not be a productive professional conversation in my opinion. I am not mentally and emotional able to have a conversation at this time. Respectively I ask a meeting to be postponed until next week.

Thank you.

Jilline Dobratz, *MMC/WCPC*

**From:** Jen Keller <[jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)>  
**Sent:** Friday, April 21, 2023 1:44 PM  
**To:** Jilline Dobratz <[jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)>  
**Subject:** RE: Follow-up to April 20, 2023 conversation

Jilline,

It is helpful to know that you recognize you need to work on having productive and professional conversations. As I stated yesterday, and confirmed with you today, we are meeting today to understand what you believe is needed to move forward which I will carefully consider as I hope to no longer have disruptions to the office after we discuss.

Jen

**From:** Jen Keller <[jen.keller@villageofjacksonwi.gov](mailto:jen.keller@villageofjacksonwi.gov)>  
**Sent:** Friday, April 21, 2023 2:28 PM  
**To:** Jilline Dobratz <[jilline.dobratz@villageofjacksonwi.gov](mailto:jilline.dobratz@villageofjacksonwi.gov)>  
**Subject:** Response to request for information - Follow up to April 20, 2023

Dear Jilline,

During our meeting today you stated that you are only willing to speak with me about your concerns of my performance on another day. I am notifying you we will continue the conversation on Monday at 9AM in hopes of understanding what I may need to understand in order to move forward as your supervisor. You also requested an Employee Assistance Program related to help you are seeking. At present, no such program exists through the Village. However, services such as those you have requested may be available to you through the health care benefit which you have enrolled in.

**From:** Jilline Dobratz

**Sent:** Friday, April 21, 2023 4:39 PM

**To:** Jen Keller <jen.keller@villageofjacksonwi.gov>

**Subject:** RE: Response to request for information - Follow up to April 20, 2023

Dear Jen,

Please understand the reason why I was unable to talk today is the same as I requested in my email stating "A meeting today would not be a productive professional conversation in my opinion. I am not mentally and emotional able to have a conversation at this time. Respectively I ask a meeting to be postponed until next week."

It is not that I am refusing to have a discussion, I am physically unable to talk today as my mental and emotional capacity is not at a healthy state. All of this is extremely upsetting to me as I never said you were "not a leader." Yesterday you asked on which day, Thursday or Friday, would I like to talk about what leadership means to me and that was what I was prepared to have a discussion on. Your initial email was a complete shock to me as several times in our conversation yesterday, I said "I don't mean to be rude" and was trying to figure out what the questioning was about. Also, I am asking for examples of what and when employees have had concerns about my reactions, attitude and the way I treat others. What are examples of when I have had interactions with my colleagues that were emotional and self-centered? This information is nothing I've ever heard before from anyone. I have served as Village Clerk for almost 5 years putting in endless hours and my entire heart and soul into my job, the Village, the Board, staff and residents.

Thank you for the update on Employee Assistance Program.

Jilline Dobratz, *MMC/WCPC*

Please see attached [REDACTED]

Thank you,

Jilline Dobratz

**From:** jill d [REDACTED]  
**Sent:** Monday, April 24, 2023 3:18 PM  
**To:** Darlene Smith <darlene.smith@villageofjacksonwi.gov>; Jen Keller <jen.keller@villageofjacksonwi.gov>  
**Subject:** [REDACTED] - Jilline

**Jen Keller** <jen.keller@villageofjacksonwi.gov>

To: jill d  
Mon, Apr 24 at 3:33 PM  
Jilline,

We have received your email containing a [REDACTED] for sick time and understand you will be out on leave until Friday. I also recognize you have vacation time scheduled immediately after that until the following week Wednesday. Please let me know if the Admin. team needs any instructions related to Clerk duties for the applicable time period.

Sincerely,



**Jen Keller**  
**Village Administrator**

E: jen.keller@villageofjacksonwi.gov  
O: (262) 677-9001 ext. 215  
M: (262) 305-6754

Jackson Municipal Complex—Administrative Offices  
N168 W19851 Main St.  
Jackson, WI 53037

[REDACTED]

[REDACTED]

[REDACTED]

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# von Briesen

von Briesen & Roper, s.c. | Attorneys at Law

Village of Jackson  
Attn: Accounts Payable  
N168W19851 Main Street  
Jackson, WI 53037

Invoice Date:  
Invoice Number:  
Attorney:  
Tax ID:

March 21, 2023  
420487  
Kyle J. Gulya  
39-1576289

*For Professional Services through February 28, 2023*

**Matter:** Labor & Personnel  
**Matter Number:** 026359-00001

Total Fees	\$	<u>195.00</u>
Total Due This Invoice	\$	195.00

100-51800-310  
Admin - Professional  
Services



For any questions regarding this invoice or if you would like to receive invoices via email, please contact:  
Korrey J. Dickens at [korrey.dickens@vonbriesen.com](mailto:korrey.dickens@vonbriesen.com) or (414) 287-1382  
To pay your invoice via credit card, please visit: <https://vonbriesen.com/payments>  
This invoice is subject to Attorney Client Privilege

Jackson, Village of

Invoice Date:  
Invoice Number:  
Matter Number:

March 21, 2023  
420487  
026359-00001

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**Time Detail**

<u>Date</u>	<u>Description</u>
02/14/23	Review email from Administrator Keller setting forth compensatory time policy suggestions and questions and consider potential FLSA implications of same (.3); telephone correspondence with Administrator Keller to discuss same (.3).

<b>Total Fees</b>	<b>\$195.00</b>
<b>Matter Total</b>	<b>\$195.00</b>