

PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - July 11, 2007

DATE: July 11, 2007 TIME: 9:00 a.m. PLACE: A260
Adams County Courthouse 400 Main Street Friendship, WI 53934

MEMBERS PRESENT: John West, Harry Davis, Florence Johnson, Cynthia Loken, Jerry Kotlowski

OTHERS PRESENT: Sheriff Renner, Captain Beckman, Dennis McFarlin, Nick Segina, Deb Barnes, Terry Warner, Jane Grabarski, Shirli Suchomel

1. Call to Order – At 9:03 a.m. Vice Chair Florence Johnson called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, Loken, Kotlowski, Davis present. John West joined the meeting.
4. Approve the Agenda – **MOTION** by Loken/Davis to approve the July 11, 2007, meeting agenda. MC/Unan.
5. Approve minutes of the June 13, 2007, meeting – **MOTION** by Johnson/Kotlowski to approve the minutes from June 13, 2007, Public Safety & Judiciary Committee meeting. MC/Unan.

Coroner's Report- Coroner Scheel was hospitalized; Deputy Coroner Nick Segina gave his report and submitted vouchers. Segina reported that one Deputy Coroner has no camera. He was advised to see the MIS who might have an extra, and Sheriff Renner stated that any deputy on the scene would photograph for the coroners.

Family Court Commissioner – Dennis McFarlin had no vouchers and no upcoming training. He inquired about the procedure for the budget process and reported that a mediation fee for every session should be considered for the future. Committee informed him that budget packets would be handed out at the July 26 Department Head meeting.

Child Support –

1. Deb Barnes submitted her June Performance Measures Report. The new secretary started July 10, 2007, and is working out well.
2. Conferences/training: New worker training for the new secretary/receptionist August 21-24 will be held in Madison and will cost meals, mileage, and lodging which are budgeted for. Barnes reported that she will be on vacation that week. **MOTION** to approve the new worker training at the earliest suitable date was made by Loken/Johnson. MC/Unan.
3. Discuss Office activities:
 - a. Discuss Vacant Position update- this position has been successfully filled.
 - b. Discuss Installation of New Combination Door Lock with remaining Improvement Funds: Barnes researched a new combination door lock to replace the lock on the Child Support department door to the public hall. She approached the Executive Committee and received approval for the purchase pending Public Safety and Judiciary Committee's approval. Of the \$442.60 left in the Improvement Fund, she proposed \$231 be used for the new lock, and the rest for a new ergonomically correct keyboard for the secretary/receptionist. Committee had no objections to this use of funding.
4. Barnes submitted her department's June vouchers. Barnes asked the date of the next monthly meeting and Committee informed her it will be August 8, 2007.

Clerk of Circuit Court – Not present; vouchers were submitted.

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Register in Probate – Terry Warner gave her vouchers to Committee. **MOTION** by Johnson/Loken to convene in closed session per Wis. Stat. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Discuss Chapter 51 issues. Roll call vote: Davis: Yes. Johnson: Yes. Loken: Yes. West: Yes. Kotlowski: Yes. Meeting closed at 9:45 a.m. Committee, Sheriff Renner, and Terry Warner remained in the session. At 10:15 a.m. **MOTION** by West/Loken to reconvene in open session per Wis. Stat. 19.85 (2) to consider and vote on appropriate matters.

District Attorney – not present; vouchers were submitted.

Emergency Management

1. Communication System update: On June 21 the south repeater went down. Bids for the new system will be opened at the Consultant's office where he will evaluate the validity of the bids.
2. Grant status update – On July 18, 2007, the Office of Justice Assistance will audit equipment purchased through the Radio Interoperability Grant.
3. Exercises update: An Invitation Tabletop exercise is being held August 15 at the Friendship Village Hall to simulate a spill at Grande Cheese. On August 23 Public Health is holding a full-scale exercise simulating a flu pandemic.
4. Regional Planning update: The Southwest Regional Emergency Management directors will hold an all-day meeting in Madison on sharing resources in emergency situations. Next month they will meet to solidify evacuation plans.
5. No training or conferences.
6. 2-1-1 Memorandum of Understanding, discussion and possible action: Grabarski presented Committee with a brochure explaining 2-1-1 Resource Line telephone services to the general public. United Way funds this Resource Line and it is expected to relieve the load on dispatch in providing general information about where to go for assistance. **MOTION** by Loken/Davis approving Emergency Management signing the Memorandum of Understanding with United Way to approve the 2-1-1 Resource Line. MC/Unan.
7. Office Activity: Grabarski will speak at the Towns Association this Friday informing them of their responsibilities in emergencies and disasters. She reported that she had a display in the recent sesquicentennial event.
8. Vouchers were signed.

Sheriff's Department

1. Communications – Sheriff had a letter in Committee's packet from FCI Oxford thanking us for K9 support. Hope House battered women's shelter wrote a thank-you letter for assistance provided. Sheriff reported a new hire, Robert Hamilton, started July 9, 2007. Deputy Goldberg is leaving the department but expressed a desire to work part-time. Sheriff reported a glitch in the E911 information system that is being worked on now. The radio club expressed thanks for Sheriff's Department assistance in the sesquicentennial activities and Village President John Jones complimented the department on this as well. Sheriff sent letters to Townships encouraging them to request Sheriff's Department presence if they have questions or concerns,

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and so far three Townships have responded requesting this. Sheriff reported that contracts have been tentatively settled with both unions.

Animal Shelter/Animal Control reports were in Committee's packet.

2. Jail Captain Report
 - a. Safekeeper Report was in Committee's packet. Electronic monitoring revenue and Huber revenue are not currently shown in this report; Captain will revise the reporting system for next month's meeting to reflect these figures.
 - b. HVAC in Pod – The cooling system in Pod shuts itself off periodically and it takes hours to cool once Maintenance gets it back up. It is still being worked on.
 - c. Hiring status – Positions have been advertised and testing is completed. Test results will be in next week and then interviews can be scheduled. Two officers are needed now.
 - d. Information only: The Mid-State Technical College contract wording has been finalized and the contract is good to go to County Board. Friday at 1:30 p.m. MIS Dawn McGhee and Administrator/Financial Director Barb Petkovsek will be discussing purchase of a link system.
3. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee's packet.
4. Set next meeting date – Wednesday, August 8, 2007, 9:00 a.m. in Conference Room A260. Add to next month's agenda: Discuss Budget Items in each of the eight departments' agendas.
5. No closed session necessary.

Committee signed the vouchers. **MOTION** by Davis/Loken to approve Emergency Management, Clerk of Court, Register in Probate, and Child Support vouchers and forward them to Finance Committee. MC/Unan. **MOTION BY** Davis/Kotlowski to approve the Coroner's vouchers and forward them to Finance Committee. MC/Unan. **MOTION** by Davis/Loken to approve the Sheriff's Department vouchers and forward them to Finance Committee. MC/Unan. **MOTION** by Davis/Loken to approve the District Attorney's vouchers and forward them to Finance Committee. MC/Unan.

MOTION at 11:15 a.m. to adjourn was made by Davis/Loken. MC/Unan. Meeting adjourned until August 8, 2007, 9:00 a.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

These minutes are not yet approved by Public Safety & Judiciary Committee (07/13/07)