

PUBLIC SAFETY & JUDICIARY

DATE: April 11, 2007

TIME: 9:00 a.m.

PLACE: A231

Adams County Courthouse

400 Main Street

Friendship, WI 53934

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

EXCUSED ABSENT: John West

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Terry Warner, Dee Helmrick, Jane Grabarski, Becky Kirsenlohr, Shirli Suchomel, Roberta Sindelar

1. Call to Order – At 9:02 a.m. Vice Chair Johnson called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, Loken, Kotlowski, Davis present.
4. Approve the Agenda – **MOTION** by Kotlowski/Davis to approve the agenda for the April 11, 2007, meeting. MC/Unan.
5. Approve minutes of March 14, 2007, meeting – **MOTION** by Loken/Davis to approve the minutes from 03/14/07 Public Safety & Judiciary Committee meeting. MC/Unan.

Coroner's Report- Coroner Scheel gave his report and submitted vouchers. He reported 10 deaths and two re-investigations in March. He informed Committee of a training conference in Janesville where he wants to send two deputy coroners; however, the budget will only allow for one. For the next agenda: Letters of Understanding with American Tissue Service and Columbia County.

Family Court Commissioner – Dennis McFarlin had no vouchers. He explained functions of the Municipal Procedures Act concerning governmental agencies and stated his duties could include handling these cases.

MOTION by Kotlowski/Loken to approve the Coroner's vouchers. MC/Unan.

Child Support –

1. At 9:32 a.m. Deb Barnes distributed her Performance Measures March report. The numbers are good and they are ahead of last year.
2. Conferences/training: Barnes requested one extra night's lodging and meals at the Spring Conference Director Dialog in Stevens Point April 19-20, which Committee approved in the March meeting. The funds are in the Child Support budget. **MOTION** by Loken/Kotlowski to approve Deb Barnes's request for the additional Wednesday night lodging and meals at the Spring Conference. MC/Unan.
 - a. Tori and Janet have a financial roundtable coming up May 10 in Chippewa Falls, at the cost of travel and meals only. Barnes requested Committee approval for this training. **MOTION** by Loken/Davis to approve Tori and Janet's May 10, 2007, financial roundtable training. MC/Unan.
 - b. DocGen issue: not addressed.
3. Office activities: Vacant position issue – Barnes wished to wait for the closed session to discuss this.

Committee deviated the agenda to **Register in Probate**. At 9:49 a.m. Terry Warner submitted a training request to attend a conference in Madison May 16-18 with travel and meals, which is covered in her budget. She submitted her vouchers and left the meeting.

Child Support (continued) Barnes explained a federal regulation for receiving and sending child support payments, and then requested the meeting be closed. **MOTION** by Davis/Loken to convene in closed session per Section 19.85 (1)(c) and (1)(g) Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on Grievance No. 03092007, filed by Courthouse Union Local 1168. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken: Yes. Kotlowski: Yes. Meeting closed at 9:56 a.m. and all parties except Committee members and Barnes exited the meeting. **MOTION** to go into open session per Wis. Stat 19.85(2) was made by Kotlowski/Davis. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken: Yes. Kotlowski: Yes. Unanimous. At 10:40 a.m. meeting reconvened in open session.

4. Payment of March 2007 bills: Vouchers for Child Support were signed. **MOTION** by Kotlowski/Davis to approve the vouchers for Child Support and Register in Probate. MC/Unan.

Clerk of Court – not present

District Attorney – not present

Emergency Management

1. County Communication Systems discussion – Jane Grabarski reported that the communication towers project is going to appear on Tuesday's County Board agenda. She explained the monetary differences between renting and building towers. Cindy Loken had two letters of support for this project from the Town of Rome and from Adams County Fire Officers.
2. Municipal Plans status – Townships of Adams, Lincoln, New Chester, and Springville have completed their emergency operations planning.
3. No training.
4. Grants update – Auditors will be here next week to see that monies received have been put into proper revenue accounts.
5. Office activity – The Kingsway dam repairs are finished and the lakes are filling at a rate of five inches per day, first Camelot, then Sherwood. Target date for completion is May 1, 2007. The six-month report was in Committee's packet and Grabarski explained it.
6. Vouchers were signed.

Clerk of Circuit Court –

1. Clerk of Court presented her vouchers along with the District Attorney's, and stated that no one from the District Attorney's office would be attending today's meeting. She explained one unbudgeted expense of needing a wall outlet for new CCAP machinery. Committee directed her to give the bill to Maintenance.
2. No conferences or training.
3. Community Service report was compiled by Shannon, the LTE. Sandy Davis will be the Community Service Coordinator on April 9, 2007, and has requested a second telephone for her office. There has been no change in the personnel problem. Helmrick's LTE is finished on April 18 or 19. She is requesting a different position, non-deputized, of Collections Clerk and she is writing a job description to include accounts receivable and collections. She reported that the judge is enthusiastic about starting video conferencing, and Helmrick requested Committee support for this.

MOTION by Davis/Kotlowski to approve Emergency Management vouchers

Sheriff's Department

1. Communications – Sheriff Renner stated: WRJC radio invited him to do an interview on Friday. The Quincy rescue air boat is on display at 5:00 p.m. tonight at the Town Hall. The Sheriff's Department will have a Kid's Day booth. Two new hires for Road Officer are starting: Patrick Heuer on the 16th, and Samuel Klumb on the 17th. One new hire is coming on in the near future. He presented a letter from Shirli Suchomel requesting an evaluation of duties.
2. Animal Shelter/Animal Control reports were in Committee's packet.
3. Chief Deputy Report:
 - a. Inmate revenue – Chief presented a written report requested by Finance Committee for information only, no action.
 - b. Additional part-time transport officer has been hired as one more option for the transport team. More will be said in closed session.
 - c. Update on Spillman and E-911 – Spillman is up and running. E911 has a problem with Verizon stalling on its end of bargains, but their promises are well documented and the grant can be extended, so the project is on target now.
 - d. Conferences/Training: none.

On behalf of John West, Loken asked Chief if the five new squad cars have arrived and Chief stated they have. She asked who was assigned to which car and he reported that four new squads replaced the worst of the fleet, and one is now the Sheriff's whose old squad was then rotated back to the fleet. The sergeant in charge of fleet maintenance was consulted by the Sheriff and the Chief Deputy to determine which squads were most in need of replacement. Of the 11 squads that were requested only five were granted, so this will affect squad rotation for years to come.

4. Jail Captain Report
 - a. Jail Inspection – Jail painting was done by inmate labor, which saved money. The Jail Inspector said that medical records have to be moved from their current location into a separate area under lock and key. He has issue with inmate movement near armed officers in the department, which is an architectural issue that will be eliminated with the Space Needs project. It is now documented this way in the Jail Inspector's report.
 - b. Safekeeper Report was included in Committee's packet. Captain explained the State Inmate contract.
 - c. Inmate monitoring system- Captain Beckman reported he is still working on it, and it is still a no-cost issue.
 - d. Swanson kiosk – Captain wants this as a no-cash outlay project. Eventually orders will be placed by inmates from a machine in the recreation area.
 - e. Vote on use of Inmate Telephone Revenue to replace fingerprint machine which is no longer functional – Captain explained that our fingerprint machine is so out of date that no repair can be made to it, and he requested Evercom telephone profits be used to purchase the new machine that is compatible with the State and with Spillman. He consulted County Clerk, and he has a letter from the State of Wisconsin approving this use of inmate telephone profits. He gave the cost of \$24,670 which includes training and a

year's maintenance contract, the machine, and a printer. **MOTION** by Loken/Kotlowski to approve purchase of the new fingerprint machine to be funded by the Inmate Telephone revenue, per State of Wisconsin recommendation. MC/Unan.

- f. Social Security Revenue – Adams County is the best in the State of Wisconsin at reporting incarcerated recipients of Social Security. A \$400 bounty per person is paid to the jail, and over the years \$22,000 revenue was generated from this program. Sgt. Tina Fennell and Sgt. Dawn Bradshaw did an outstanding job recouping these funds.
- g. Facility Security Update – To establish a perimeter around the facility, SGTS has recommended a card reader, not a card swiping system, to automatically open doors that the employee has clearance to enter. The start-up cost is \$25,000 and it will eliminate “lost” keys, as each card can be de-activated and no retooling of locks will ever have to be done.
- h. Issues discussed at Southern Region Jail Administrators Meeting – Inmate classification and sub-classifications training is available for spring and summer.
- i. Purchase of OSHA Personal Protective Equipment – Captain had to purchase waterproof suits to perform forced showers of inmates who refuse to shower.
- j. Tuberculosis tests to be offered to Jail Deputies per OSHA – RN Becky Koehn will perform these tests on our jail officers free of charge to fulfill OSHA requirements.
- k. Jail Ministry Program – Classes for clergy are being conducted on jail security, and clergy will be contacted for inmate counseling in addition to or in place of Social Services at inmate request.
- l. Summer Teaching Program at the Library – Jail Officer Darin Babcock has become involved in this children's program for public relations in community events.

5. Committee Reports, Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee's packet.

MOTION at 11:40 p.m. by Kotlowski/Johnson to approve the Sheriff's Department vouchers and District Attorney's vouchers and send them to Finance. MC/Unan.

6. The next Public Safety & Judiciary Committee meeting will be Wednesday, May 9, 2007, at 9:00 a.m., Adams County Courthouse Conference Room to be determined.

MOTION by Davis/Loken to approve the Clerk of Court's vouchers. MC/Unan.

MOTION by Kotlowski/Davis to approve the District Attorney's vouchers. MC/Unan.

Harry Davis deviated the agenda back to Communications and he read a letter by Michael Goc of the Historical Society concerning any courthouse expansion projects, asking consideration for the historical significance of the courthouse lawn, which was donated to the County as its original park.

MOTION by Loken/Kotlowski to go into closed session per Wis. Stat. 18.95(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning

strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Coroner's matter; and Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Discussion of WPPA CBA Negotiations Update. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. Loken: Yes. Kotlowski: Yes. Unanimous. At 1:10 p.m. all parties except Sheriff, Chief, and Committee left the room. Per Cindy Loken, **MOTION** at 2:20 p.m. to adjourn was made by Kotlowski/Davis. ROLL CALL vote was unanimously in favor. Meeting adjourned.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

These minutes are not yet approved by Public Safety & Judiciary Committee (04/20/07)