

Public Safety & Judiciary Committee

Wednesday, August 8, 2012

9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. All present. Miller absent/excused. Green, Wollin, Fahrenkrug, McFarlin, Reynolds, Steffens (Eyes of Hope Shelter), Barnes, Helmrick, Hinze, Bonnett, Cada, Gervais.
4. Approve the Agenda. Eggebrecht, James, MC/UN
5. Approve minutes of prior meeting. Not included. Attach for September meeting for approval.
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.

Action Items:

Discuss update on the “Productive Security Committee”. Sheriff Wollin provided an update. They have been meeting on this issue. There has been more activity with this committee. The Judge, the DA, Clerk of Courts, Sheriff Wollin, Jack Albert, and Captain Beckman to discuss courthouse security concerns. They are currently gathering information on different options available such as U.S. Marshalls doing a building survey to see how feasible these recommendations are. Right now we are simply at the fact finding stage and not at any point to present a proposal. The next step is to begin with the PS&J Committee, then Property and move forward according to recommendations from those committees. The Judge is required to have this committee according to a Supreme Court Ruling and has been in place for several years according to D. Helmrick. There is no deadline on completing this project. Mr. McFarlin stated he’d been a member of this committee for quite some time. One change he will be introducing is a panic button in his courtroom as he has no way of contacting any emergency personnel if needed.

8. Family Court Commissioner – Dennis McFarlin –Present.

Discuss/Approve Monthly Expenditures and Vouchers.

Discuss general operations of department. Mr. McFarlin serves on the Elder Abuse, Child Death Review and the Courthouse Security Committees.

Approve conference/training if any.

Discuss/Act on 2013 Budget. Mr. McFarlin introduced his budget to the committee. He has proposed an \$80/month (\$961) increase for one specific contract. He’s also included an increase for the mediator and increased the anticipated revenue for mediation. Last year’s budget was \$36689. Mr. McFarlin will make some small changes to his budget and return within an hour to acquire final approval.

9. Child Support – Deb Barnes – Present.

Review Performance Measures for July 2012. There are approximately 80 additional cases compared to last year. Review Check Summary. No questions.

Discuss and Act on 2013 CSA Budget. Ms. Barnes introduced a discussion regarding a bullet resistant glass window being placed similar to the Sheriff’s Office. It is possible that if/when the Court House Security Committee brings forward a proposed Courthouse security plan, replacing the CSA window may be included. The CSA 2013 budget has been reduced by 4.38% over the 2012 budget. As a whole, the budget will eliminate the Secretary position. Health insurance stayed neutral and expenses increased in a few different areas such as the travel and mileage expenses. The Training and conference worksheet was discussed as well as the OT line that she removed. She exchanged this amount and added it to the on call line item which they do require those services periodically. Terry James has asked she remove two items from her training schedule to reduce the dollar amount and or change the wording as to who may or may not attend as needed. It was pointed out that all program

administrative costs are reimbursed at 66% by Federal Financial Participation (FFP) dollars. With that revision, Terry James asks to move forward with recommending approval of the Child Support budget for 2013. James/Edwards. Motion carried, Unanimous.
Discuss Office Activities. None.

10. Clerk of Circuit Court – Dee Helmrick – Present.

Summary Report of Expense Vouchers submitted for payment.

Approve conference/training

Discuss General Operations of Department

- a. Community Service Coordinator's Monthly report
- b. Preliminary Budget for 2013. Ms. Helmrick handed out a very preliminary draft she received this morning with an overall increase of \$4,000 to her budget. The final will be introduced at a later date as due to the lateness in dollar amounts coming from the AC office, she was not able to have this complete for today's meeting. Expenditures and Revenues were discussed at length. Even with a 0% increase required by the County it would be impossible to reach this due to the overall increase in wages and benefits. The training and conference worksheet was discussed as well. Ms. Helmrick will leave the meeting to get her complete budget together and bring it back to the meeting for final approval.

11. Register in Probate – Terry Reynolds – Present.

Discuss/Approve Monthly Expenditures and Vouchers. She addressed a few concerns regarding her expenditures and overall budget so far for 2012 as well as areas in her revenues.

Discuss general operations of department. Still working on Teen Court. Will have to design training for this. We are trying to make sure our Teen Court is self sufficient. There is money already there does Ms. Reynolds need a Resolution to go forward to County Board to enact the Teen Court? Or how does this process work? Supervisor Sebastiani advised she speak with Jack Albert regarding this.

Approve conference/training if any. None.

Discuss/Act on 2013 Budget. Several issues were discussed. One employee will be going down to a single policy but this could not be incorporated into the budget at this time. Ms. Reynolds did project higher in her Revenues to offset the increase in expenses. Questions were asked by the committee regarding several expense lines.

Motion to approve the Register in Probate's 2013 budget by James/ Eggebrecht. Motion carried. Unanimous.

Mr. McFarlin returned with his final budget numbers. He handed a copy to each committee member. Motion to approve the Family Court Commissioner's budget by Eggebrecht/Edwards. Motion carried. Unanimous.

12. District Attorney – DA Tania Bonnett and Janis Cada–Present.

Proposed 2013 District Attorney Budget. Increase in revenues and expenditures were explained to the committee.

Ms. Bonnett explained the witness fees to the committee. They also explained the anticipated expenses for a large sexual assault trial to be held in June of 2013. Motion to approve the District Attorney's 2013 budget by James although he believes the training expenditures are a bit high but feels it necessary to approve. Ms. Bonnett asks to note in her 2013 budget under Summary they noted under "Projects" and the static shelving they are in conversations with Trena and Tracy in Maintenance regarding a remodel of the front office. Final motions by James/Edwards.

Motion carried. Unanimous.

Monthly expenditures report. No questions.

General Office Activities. None.

Motion for a seven minute recess at 11:07 am. James/Edwards. Motion carried. Meeting called back to order at 11:11 am.

13. Emergency Management – Jane Gervais –Present.

Monthly Check Summary/Expenditures. No questions.

Discuss and/or approve Agreement with Current Technologies for Annual Service/Maintenance on the generators at the Communication Tower Sites. Same agreement introduced last year with a no change in cost (\$430/unit x 6) at the Communications Tower Sites. In addition to that they will charge an hourly rate for mileage on calls and an additional cost for any parts needed. Last year Tracy, from Maintenance, looked at the agreement and he thought it was a reasonable agreement. Motion to approve the Contract with Current Technologies for the generators and ongoing service. James/Eggebrecht. Motion carried. Unanimous.

Discuss and/or approve annual budget. The overall budget has decreased over \$4,000 due to not having to budget for programming of radios to narrowband and for updating the mobile command trailer, and the Hazmat balance has decreased due to physicals and contract payments. Supervisor James would like to see \$400 cut from her training budget on items that are not mandatory or required for certification in her position. Other increases and decreases were discussed within the EM 2013 budget. Motion to approve the Emergency Management's 2013 budget by Edwards/Eggebrecht. Yes – all but Supervisor James (Nay). Motion carried.

Update on Enbridge pipeline failure. Enbridge's Line 14 of the pipeline was restarted yesterday afternoon. Air, soil and groundwater monitoring will continue until DNR tells them to stop. Loads of contaminated soil will continue to be hauled out and then new soil will be brought in. They are taking contaminated soil to Veolia at Cranberry Creek in Wisconsin Rapids. She worked with the townships, the county Highway Department and Enbridge on a Road Usage agreement. She attended many daily briefings and meetings out at Enbridge. They were the most professional, courteous people she has ever worked with. She couldn't speak highly enough about them.

14. Sheriff's Office - Sheriff Wollin Chief Deputy Fahrenkrug – Present.

Eyes of Hope Shelter to give summary of monthly report. For future meetings, place Eyes of Hope Shelter at the front of the agenda. General monthly updated given by Kris Steffens.

Discuss general operations of department. Personnel wise we've been dealing with the Pipeline and have committed two people to that since it began. We were released from this on Monday afternoon. We did not have to get involved with the press or media and working with Jane's office has been fantastic as well as receiving 100% reimbursement for our services. Everything is going as scheduled and going well. The Memorial has been completed outside the Sheriff's Office and is a great tribute to Mike Shannon. The Memorial Service is set for the end of August sometime.

Approve conference/training if any. None.

Discuss/Act on scheduling separate/special meeting with PS&J for end of August regarding 2013 budget. This meeting will be scheduled for August 14, 2012 at 1:00 pm. Sandra will try to reserve Conference Room A260.

Ms. Helmrick arrived to hand out her final budget paperwork for 2013. They will review it and deliver it to her after the meeting.

Discuss/Act on Dispatch Sergeants position description. That was approved by Resolution back in March 2012. There have been no changes since the draft. We'd like to proceed with this as soon as possible. We know there are several in house position/dispatchers that will apply for the Sergeant position. Chief Fahrenkrug also handed them a Personnel Recruitment Form. Motion to approve the job description for Dispatch Sergeant by James/Edwards. Motion carried. Unanimous. Motion to approve the Personnel Recruitment Form for the Dispatch Sergeant by James/Eggebrecht. Motion carried. Unanimous.

Update on inmate and sentencing. This inmate has not received any medical care since July. To date, normal non-discounted charges to this office for medical care have amounted to \$176,411.70. With Medicare discounts we have paid \$34,055.49 for a savings of 142,356.21. He is scheduled for a three day trial the end of November and they are waiting for sentencing after that. The DA's office will try to recoup these costs if at all possible. Discuss/Act on filling of patrol deputy. We've been advertising for this position due to a resignation. Chief Fahrenkrug gave the committee a Personnel Recruitment Form to sign for this position. Motion to approve the Personnel Recruitment for the Patrol Deputy position by Edwards/James. Motion carried. Unanimous.

Chief Deputy Fahrenkrug – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Bring these back for September, not able to review today.

Discuss additional general operations of department if applicable. None.

Animal Control monthly report included in packet. Reviewed.

15. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers –Ms. Hinze Present.

Discuss/Approve Monthly Expenditures and Vouchers. Ms. Hinze does have a couple of concerns regarding her current budget which are completely out of her control. She explained call volume in detail and how it ties in with the budget. The open position in the ME's office was discussed at length.

Discuss general operations of department.

Approve conference/training if any.

Action Item/July meeting: Discuss/possible action of organization of the ME's office and contract/agreement. Angela has introduced an option to contract with Adams County. It is not in writing but was a verbal preliminary offer to pay her \$15K and place the other \$5K back in the budget. Additional discussion was held regarding how a new contract agreement would be accomplished. A preliminary agreement is said to be name Angela the Chief Deputy along with consulting and have two Chief Deputies working with Angela. Ms. Hinze provided to the new committee members background on her qualifications for the Medical Examiner's position. Angela will need to place all of this information onto paper into a contract and bring this forward to the Administrative and Finance Committee. A proposal was discussed by the Committee and Ms. Hinze, but will need to be submitted on paper at our next committee meeting. The ME's draft budget was discussed at length in regard to revenues and expenditures. The ME's budget and final numbers will be placed first on the agenda for August 14th at 1:00.

16. Approval of all vouchers and monthly expense reports. Not able to approve, no time for review. Return with July and August vouchers in September for approval of all.

17. Identify upcoming agenda items.

- a) Schedule budget review and approval for the ME, the Sheriff's offices and then the Clerk of Courts Office along with a closed session under the ME portion for August 14, 1:00 pm in Conference Room A160. Discuss contract proposal for the ME's office.
- b) Bring back to September meeting: Review and approval of all July vouchers.
- c) Place Eyes of Hope Shelter at the front of the agenda.

18. Set next meeting date. Next meeting scheduled for August 14th to review and approve the ME's and Sheriff's budgets. The next regular meeting will be scheduled for September 12, 2012 at 9:00 am in Conference Room A260.

19. Adjournment. Meeting adjourned at 1:45. Edwards/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Eggebrecht / Miller / Edwards / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter