

Public Safety & Judiciary Committee

Tuesday, August 14, 2012

1:00p.m. – Conference Room A160

MINUTES

1. Call the Meeting to Order. Meeting called to order at 1:00 pm.
2. Was the meeting properly announced? Yes.
3. Roll Call. All present. Green, Rogers, Wollin, Fahrenkrug, Kaye, Jake Roseberry, Hinze
4. Approve the Agenda. Motion by James/Edwards. Motion carried. Unanimous.
5. Public participation (*If requested by the Committee Chair*). As needed.
6. Correspondence. None.

7. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers.

Discuss/act on 2013 budget. Discuss/act on organization of the ME's office and contract/agreement. Discuss budget purposes for the ME's office in regard to the contract for 2014 and associated fees as well as the Deputy positions. She placed into the budget for the Chief position at \$22K, Chief Deputythis is the last proposal talked about. The position for ME cannot be appointed but has to go through the recruitment process. James stated the discussion with Ms. Rogers regarding her position was had yesterday. There are still some unknowns that need to be discussed and addressed. Ms. Rogers started by saying not a lot of this position is not known what it entails. She wants everyone to better understand why \$25K is a reasonable offer for what is required for this position. Discussion was held regarding response calls and how they are handled. Ms. Rogers handed out an "Explanation of Duties" to the entire committee. Subjects of this packet included were Response Calls, Home/Hospice, Cremations, NJA's, 2011 break down of #'s of each call type, examples of miscellaneous duties, office work, other duties and an explanation of what "on call" entails.

A concern Mr. James brought up was staffing in the ME's office. He would like to know how we're going to proceed in getting these positions filled and why is it taking so long? Ms. Kaye said we have not actively recruited because the decision with the ME's office to share the money between the two current employees. The positions have been out there and she will begin to actively recruit more. Ms. Hinze explained the reason for this lack of recruitment, lack of applications and interest in the positions. Mr. James stated when we were short one MOU the extra \$7333 not being used by one Deputy was split between Ms. Rogers and Ms. Koehn.

As of right now until January 1, 2013 Ms. Hinze is the Chief ME for Adams County. Another concern Mr. James has is the working of shifts per month and how many shifts are filled and he is stating there has to be some flexibility there. Ms. Rogers states the MOU's are hard to rewrite but would like to see both of them have the same amount of hours worked with flexibility within those hours. Ms. Kaye states her concern is the ME position is not a county position. In our Employee Handbook it states those filling in on-call, LTE and part time positions cannot be placed into a position without going through the recruitment process. She provided all of this information to Ms. Hinze and Ms. Rogers and stated if this is going to be a County position we have to follow all of the county guidelines in creating this position. It would then be up to the committee to decide the wage scale and whether or not she will be offered the position from the pool of applicants.

We need to follow the process with a new position in the budget and go through the proper approval process within the County. Most likely this would be an exempted position but the committees would need to decide on the job expectations, hours, insurance, salary, on call hours, etc. Ms. Hinze provided detailed information she obtained from other counties in the State of WI as it relates to an ME or Coroner wage, calls per year and additional related fees. Ms. Edwards had some questions regarding the hourly vs. MOU – why can't we work with some of these people to have more individuals to divide all the shifts between those people. Mr. James recommendation is we approve the budget as presented but share with Admin/Finance regarding the situation we are in. Mr. Sebastiani asks do we continue with the way we are or move on with an agreement.

The deadline to let Columbia County know is by the end of the month. Ms. Hinze needs to know how we want to proceed from here. As it stands now, the 2 deputy salaries are the same, so certainly the amount of work (or shifts) should be the same. The amount of shifts required could change if the MOU's were rewritten.

Mr. Eggebrecht feels the ME position is worth the \$25,000. Miller doesn't have an issue with either \$22K or \$25K. Ms. Edwards would like to go with the \$25K. Mr. James thoughts are \$23,500 for the Chief ME position but he is fine with the \$25. Motion by Eggebrecht/Miller to go with \$25K for the Chief ME position. Motion carried. Unanimous. Ms. Hinze will begin the posting of the positions, will speak with Jack Albert and will work with Marcia Kaye to rewrite the position description as needed. Ms. Hinze provided information on how to accurately rewrite the position description so they will accommodate potential applicants.

8. Sheriff's Office - Sheriff Wollin Chief Deputy Fahrenkrug – Attending

Discuss/act on increase in department fee structure. Sheriff Wollin also addressed a few changes he'd like to make the in Department Fees under Electronic Monitoring when double units are issued. Motion to approve the revisions to the department fee schedule by James/Eggebrecht. Motion carried. Unanimous.

Discuss/act on 2013 budget. First explanation was regarding Safe Keeper fees. Mr. Sebastiani asked Sheriff Wollin to explain the lack of Revenue for 2012 and going into 2013. Discussion was held regarding a few of the Revenue lines as well as the sale of squads. Regarding the Jail Simplex Upgrade Supervisor Sebastiani asked we bring this up to the Admin/Finance committee meeting. Other questions were addressed regarding the expenditure line items such as vehicle maintenance, leases, fuel, as well as the number of squads available to the Deputies. Additional questions were raised regarding the Sheriff's recreational vehicles. Motion to approve the 2013 Sheriff's Office budget with one change noted on cover sheet (remove on call pay in 52100-141 - \$9K) by James/Edwards. Motion carried. Unanimous.

9. Clerk of Circuit Court – Dee Helmrick – Attending.

Discuss/Act on 2013 budget. Ms. Helmrick handed out copies of her budget information. Discussion took place on Revenues and court fees. The office is full-staffed at this point and the part time line item is for the Community Service program which is one full time and one part time person. Discussion was held regarding the account Indigent Counseling 51240 and Ms. Helmrick explained the expense line for this and how the fees are calculated. Motion to approve the 2013 Clerk of Circuit Court's budget and forward to the Admin/Finance Committee by James/Eggebrecht. Motion carried. Unanimous.

10. Adjournment. Motion to adjourn at 3:25 by Edwards/Eggebrecht. 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