

PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - February 14, 2007

DATE: February 14, 2007 TIME: 9:00 a.m. PLACE: A260
 Adams County Courthouse 400 Main Street Friendship, WI 53934

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

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Corporation Counsel Kneiss, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Jane Grabarski, Shirli Suchomel, Brent York, Jolene Orłowski, Craig Orłowski, Sam Wollin, Jason Spice, Thom Myron

1. Call to Order – At 9:09 a.m. Chair West called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, West, Loken, Kotlowski, Davis present.
4. Approve the Agenda – **MOTION** by Kotlowski/Loken to approve the agenda for the February 14, 2007, meeting. MC/Unan.
5. Approve minutes of January 10, 2007, and January 17, 2007, meetings – Committee requested this item be on the next regular meeting’s agenda, as copies of these minutes had not been received.

Coroner’s Report- Coroner not present.

Family Court Commissioner – Dennis McFarlin outlined a recent court case to illustrate the public’s expectations of the court system, which affect the caseload and physical capacity of the courtrooms.

Coroner arrived with a deputy coroner and wished to wait for Corp Counsel before discussing anything.

Child Support –

1. Performance measures January report was included in the Committee packet. Deb Barnes reported less of a backlog with the ability to address matters quickly, and the performance numbers are good once again. She mentioned a Senate bill designed to restore performance matches from the Federal government.
2. Conferences/training: none.
3. Office activities: Future plans include accessing the “Paper Clip” file scanning system already used in the county for space saving and cost effectiveness. A Child Support Regional Director will do an on-site inspection next week. Attorney Dan Wood is working out well. She wants to change her copier contract to increase the number of copies allowed by contract.
4. New Employee Packet: Deb presented her manual for new employees outlining testing, expectations, and performance measures.
5. The vacant CSA position has been posted and three parties submitted letters of interest. Testing will include math, typing, and Excel.
6. Payment of January 2007 bills: Vouchers for Child Support were signed.

MOTION by Johnson/Loken to deviate the agenda to Sheriff’s Department #3a: Space Needs Study with Architect Thom Myron. MC/Unan. Thom Myron took the floor and explained his analysis and findings. He then gave his recommendations for current and future needs, to include the new Communications Center.

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Clerk of Circuit Court – Clerk of Court’s vouchers were turned in.

Register in Probate - Vouchers were turned in.

District Attorney- Vouchers were turned in.

Emergency Government –

1. At 10:11 a.m. Jane Grabarski explained the EMPG & EPCRA grant status. She received \$12,085.00, which was approximately \$3,000 over what was expected and the overage will fund her 2006 budget. She is awaiting approval of 2007 budget requests for salary and computer. A grant for Radio Interoperability has been submitted for new equipment and radio programming for ten agencies, including the Sheriff’s Department.
2. Training: Grabarski sought Committee approval to attend the Annual Governor’s Conference on Emergency Management in LaCrosse, which is in her budget to attend. **MOTION** by Davis/Kotlowski to approve Grabarski’s attendance at the Governor’s Conference on Emergency Management in LaCrosse. MC/Unan.
3. LEPC request of Appointment – LEPC requested Sheriff Darrell Renner be appointed to fill the Law Enforcement position now vacant on their committee. **MOTION** by Loken/Johnson to forward to County Board LEPC’s request for appointment Sheriff Renner. MC/Unan. This item will be on the next agenda.
4. Communication Tower Status – Communications Service moved the paging system to the north tower with other equipment, which might affect paging now. The DNR building is in use with their permission, and the DNR is in process of erecting a chain link fence around this building.
5. Office activity – Incident Command System required training will be completed as of 09/30/07. Classes are set for four sessions in the evenings of April 19 and 26, and May 3 and 10. SKYWARN Storm Spotter classes are scheduled for Tuesday, March 13, 2007, 6:30 p.m. at the Community Center where LaCrosse National Weather Service teachers will instruct the general public.
6. Vouchers/Purchase Orders were submitted. Cindy Loken gave grant information to Jane Grabarski.

MOTION at 10:22 a.m. by Loken/Davis to approve the Child Support vouchers. MC/Unan.

Sheriff’s Department

1. Communications – At 10:25 a.m. Sheriff Renner spoke of his recent news releases for public relations. He stated that the direction of the department is coming along well and commended the staff and command. He invited inquiry by Committee members and stated that Chief July will be the one who issues official statements from the department to the media.
2. Animal Shelter/Animal Control reports were in Committee’s packet.
3. Chief Deputy Report:
 - a. Space needs study – addressed previously. Chief reported that the study covers current needs only.
 - b. Bond – The Sheriff’s Department’s portion of the bond resolution as written is \$3.4 million. Grabarski explained the radio tower sites portion of the bonding resolution. At 10:55 a.m. there was a **MOTION** by Loken/Kotlowski to approve items of the resolution

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that concern bond issues pertaining only to Public Safety, and forward it to the County Clerk's office. Discussion followed. MC/Unan.

- c. Update on management projects – Spillman training is ongoing. Management is getting the department policy done. Committee already approved an LTE to type the manual. Equipment is being obtained for E911 compliance with a grant. Les Beckman reported the Spillman went live yesterday in the jail and Loken requested printed Spillman reports for County Supervisors when the system is in use.
- d. Hiring process and lists – The test for the open Investigator's position was February 8, 2007; results will be available one to two weeks from that date, then interviews will be conducted and a list will be established. The test for Road, Jail, and Dispatch Officers was Saturday, February 10, 2006. Over 100 applications for Road came in, about 40 for Jail, and 20-30 for Dispatch. A new Road Officer selected from the existing list will start February 26, 2007. One more Road position is still open. A new Lieutenant starts March 1, 2007, on nights.
- e. Redirecting money for technology needs – Of the five “tough books” originally approved, Chief sought Committee's permission to eliminate one and redirect the funds to other technology purchases, and Committee so approved.
- f. Broadwing long distance problems – Chief deferred this discussion until Corp Counsel was available.
- g. Conferences/Training: none.

4. Jail Captain Report

- a. Safekeeper Report was included in Committee's packet. No revenue was generated for January, as Wood County directed all their inmate overflow to Waushara County, contrary to what they agreed to verbally. Captain Beckman has their official letter. Jail staffing was questioned and Captain Beckman responded that staffing is already at minimum by State standards. He has put out e-mails and invitations to other counties for housing. He explained a State Prisoner 90-day hold that he is researching. At 11:35 a.m. **MOTION** by Johnson/Davis to recess the meeting. MC/Unan. Chair John West resumed order at 11:49 a.m.
- b. Blackberrys – These were working well until the power outage struck Adams County, and they are back up and running now.
- c. Inmate Funds - The Inmate Phone fund is non-lapsing. These are profits made by inmates placing collect calls from the jail.
- d. Inmate Education Costs – Inmate education cost will increase by \$700, but the funds are not budgetary; they are Commissary profit. High school equivalency courses are taught.
- e. Inmate Monitoring System proposal – Jail Officer Rick Sedevic put together a study of inmate monitoring systems, which he put into booklet form for Committee consideration. In-house arrests and Medicaid patient in-house inmates will profit \$13.75 per day. Inmates sentenced out of county but who live here will profit \$17.75 per day. A GPS program will profit \$10.00 per day. Cost of initial outlay, test materials, forms, and daily cost will be passed on to the inmate. A new Huber Officer classification will be needed, as well as a Systems Officer. This system will also be used for juveniles instead of secure lockup at a great cost savings to the County. For the next agenda: Contractor's equipment at no outlay for County.
- f. Courtroom security – Captain reported that money is set aside through the courts or the District Attorney for courtroom security through bulletproofing benches and

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implementing video conferencing. Loken reported that the Executive Committee has security for employees who work in outlying buildings on their agenda as well.

- g. Jail operations report – already covered.

At 12:10 p.m. Corp Counsel Kneiss stated that Jean at Broadwing (now called Level 3) long distance service has reinstated the long distance lines at the Sheriff's Department, with questioned fees to be negotiated. No contract ever existed between the Sheriff's Department and Broadwing.

MOTION at 12:12 p.m. by Loken/Johnson to approve the resolution of Notice of Electors for publication, to be included in the County Board packet. MC/Unan.

5. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee's packet. **MOTION** at 12:14 p.m. by Johnson/Loken to approve the Sheriff's Department vouchers and send them to Finance. MC/Unan.

Coroner's Report – At 12:15 p.m. Coroner Terry Scheel gave his policy manual to Committee, which he will forward to Corp Counsel. It was written per WI State Law 979 concerning what is reportable. He has a memo of understanding with Columbia County for autopsy services at \$1,200 each, compared to \$1,500 at the UW Madison. He gave Committee the American Tissue Service memo of understanding for organ and tissue procurement. He had 17 death investigations in January and 12 cremation permits. During January he has developed policy and organized the office with his deputy Nick Segina. Coroner Scheel reported the need for ordinance or policy concerning unclaimed bodies. He reported purchasing new pagers, which work well; pages are answered in five minutes instead of the hours it used to take. He purchased four digital cameras through MIS for evidence collection. Coroner is working with Emergency Management on a countywide disaster plan including a mass morgue policy. He requested four cell phones for his deputy coroners, and four more keys for the outside doors of the courthouse to gain access to his office, which Committee approved, advising that the phones be obtained through MIS on the county system. Committee questioned the pager contract and requested comparables with other Coroner's Offices, as well as comparables on any future requests for funding goods and services. Nick Segina took the floor and explained at length the policy book, section by section. Coroner Scheel wanted all five of his deputy coroners to have membership in a coroner's association at \$30 each, which will result in a 20% discount in training. He asked that the budget line items of Social Security at \$1,186 and Retirement at \$500 be redirected for use elsewhere. Segina thanked the Sheriff's Department for their support.

The next Public Safety & Judiciary Committee meeting will be Wednesday, March 14, 2007, at 9:00 a.m., Conference Room A231.

MOTION by Davis/Kotlowski to approve vouchers for: Emergency Management, Clerk of Court, District Attorney, Register in Probate, and Coroner, and send them to Finance. MC/Unan.

At 1:10 p.m. **MOTION** by Loken/Johnson to approve Janis Cada's training at Wisconsin Association of Homicide Investigation April 18-20. MC/Unan.

MOTION by Loken/Kotlowski to convene in closed session per Wis. Stat. 19.98(1)(g) and 19.85(1)(e) 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 office matters and DWD Claim; and deliberating or negotiating the

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purchase 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. West: Yes. Loken: Yes. Kotlowski: Yes. Unanimous. Meeting closed. Shirli Suchomel left the room at 1:20 p.m.

Per notes taken by Cindy Loken, **MOTION** to adjourn was made by Davis/Kotlowski. ROLL CALL VOTE was Yes, unanimous. Meeting adjourned at 2:24 p.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

These minutes are not yet approved by Public Safety & Judiciary Committee (02/27/07)