

## Public Safety & Judiciary Committee

Wednesday, August 10, 2011

9:15 a.m. – Conference Room A260

### MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:15 am
2. Was the meeting properly announced? Yes.
3. Roll Call. All in attendance. Jake Roseberry, Dennis McFarlin, Sandra Green, Captain Les Beckman, Sheriff Sam Wollin, Deb Barnes, Dee Helmrick, Jane Gervais, Terry Warner, Janis Cada, Tonia Bonnett, Marilyn Rogers, Angela Heinz
4. Approve the Agenda. Motion by Ward/Miller, MC/UN
5. Approve minutes of prior meeting. Motion by Ward/Keckeisen, MC/UN
6. Public participation (*If requested by the Committee Chair*). As needed.
7. Correspondence. None.
8. Family Court Commissioner – Dennis McFarlin – Present.  
 Review Check Summary. Reviewed.  
 Discuss and approve FCC 2012 Budget. Changes were discussed with the committee. They suggested taking these possible changes to the Finance Committee in September. Motion to approve and forward the FCC budget to the Finance Committee, Ward/James, MC/UN.
9. Child Support – Deb Barnes – Present.  
 Review Performance Measures for July 2011. Reviewed. Caseload was increasing quite rapidly, but has leveled out as the surge has slowed down a bit.  
 Review Check Summary. Reviewed, no questions.  
 Discuss and/or Act on hiring an LTE for Secretary/Receptionist Position. The Child Support office is still working the office with two on-call workers at this time and that has been helping out somewhat. Neither will be able to continue working because of other circumstances. Deb would like to go ahead and start the process of hiring an LTE with the approval of the committee. Deb checked with Marcia on starting salary and LTE starting salary is \$13.32 which is the starting wage for the secretary/receptionist position and follows a couple of other Departments in the County. Ward stated that she disagree with hiring an LTE at the position starting wage and that the wage should be set at \$10.00 an hour. Motion to hire an LTE for \$10.00 an hour, Ward/Keckeisen. Ms. Barnes handed the Resolution to the committee to review during discussion, MC/UN. Supervisor Ward indicated this Resolution was specific to Parks. More discussion took place as to whom and what it was indicated for within the County. Vote. One Ney/James, 4 Aye/Keckeisen/Ward/Sebastiani/Miller. Approved. MC.  
 Discuss and/or Approve CSA 2012 Budget. Budget and changes were discussed. Ms. Barnes indicated her overall reduction is 3.8%. Motion to approve and forward CSA 2012 budget with corrections to Admin and Finance Committee, James/Keckeisen, MC/UN.  
 Discuss Office Activities. Discussed.
10. Clerk of Circuit Court – Dee Helmrick – Present.  
 Summary Report of Expense Vouchers submitted for payment. Reviewed.  
 Approve conference/training. None.  
 Discuss General Operations of Department. They are still working on scanning documents. They've opened up a lot of room in the store room. They picked up two pallets for shredding of documents last time they were here. The audit from the State has been completed and there are some recommendations coming down on some corrective action which may impact the budget.

Community Service Coordinator's Monthly report. Handed out and briefly discussed.

Discuss and/or act on Clerk of Circuit 2012 Budget. Questions and changes were discussed. Supervisor Ward will be meeting with Trena Larson, the Administrative Coordinator to discuss the Fund Balance/Carryover account for this Department. Motion to approve and forward the Clerk of Circuit Court budget to the Finance Committee with adjustments. Ward/James, MC/UN.

11. Register in Probate – Terry Reynolds – Present.

Monthly Expenditures Report. Reviewed.

Discuss/act on 2012 Budget for Register in Probate. Questions and changes were discussed. Motion to approve and forward the Register in Probate 2012 Budget with changes to Finance Committee, Keckeisen/Ward, MC/UN. Discuss/act on addition of a Revenue account. Discussed. Motion to approve addition of Revenue Account for Payment Plan, Ward/Keckeisen, MC/UN.

Motion for a five minute break. Sebastiani/Ward, 10:29 am. MC/UN.

Supervisor Sebastiani called meeting back to order at 10:33 am.

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

Discuss/act on job description update for Legal Secretary position. Motion to approve the Job Description update Ward/Keckeisen, MC/UN.

Request to refill and act upon upcoming Legal Secretary vacancy. Motion to approve and fill the position of Legal Secretary, Ward/James, MC/UN.

Discuss and act on Resolution recognizing Rose Ciaroni for her years of Service to Adams County. Approved.

Update on estimate for security improvements. DA's office was wondering about the estimates which were submitted to Maintenance were received. No update as of yet.

Monthly expenditures report. No questions.

General Office Activities. Discussed.

Discuss and/or act on DA 2012 Budget. Questions and changes were discussed. Motion for approval of an intern to the DA's office which is included in the budget with no increase, Keckeisen/Ward, MC/UN. Motion to approve DA's 2012 budget and forward to the Finance Committee, Ward/James, MC/UN.

13. Emergency Management – Jane Gervais – Present.

Monthly Check Summary/Expenditures. Discussed.

Discuss and/or act on items needed for mobile command trailer. Recently, when the trailer was used by the Sheriff's Department it was discovered there were many items that are needed. Jane has included this line item amount in her 2012 budget. The list of expenses submitted by Jane was reviewed. The committee suggested obtaining actual costs for these items. Committee will leave amount in budget the way it is, Jane should get actual costs of these items and bring this back to Committee.

Discuss and/or act on 2012 budget. Questions and changes were discussed. Motion to approve and forward Emergency Mgmt. 2012 budget with changes to the Finance Committee and have the director check on an actual cost to upgrade the emergency trailer and also remove the \$106,000 Capital Improvement Request– 2014 replacement of the mobile command trailer, Keckeisen/James, MC/UN.

Discuss and/or act on training/conferences, if any. None.

Office Activities. They did have a Hazmat member drop out so they are down to four. She will continue recruiting. A long term recovery meeting on held on Monday. There were seven applicants.

Motion to move to amend the agenda and move to item #15. James/Miller, MC/UN.

14. Sheriff's Department - Sheriff Wollin – Present.

Animal shelter/animal control officer report (reports in packet). The committee wants to see the Revenues regarding the Humane Society.

Department operations. Squad sales will go through State Surplus. They take care of everything and there is a minimal or no cost associated with them selling the vehicle(s) for us. They send us the final bid and we decide if we want to accept the final bid and they send us a check. We'll be participating with Rome and the City of Adams for a drug drop program with the DEA again soon. This process has been working out well. The criminal investigation report regarding previous Jail Sgt. Dawn Bradshaw was finalized and provided to the District Attorney. The initial court date was on Monday and a report was seen on the Wausau News last night. Sunday night there was a "shots fired" incident that was called into the Sheriff's Department Dispatch. Witnesses report that gunshots were fired but no one was hurt. This is believed to be an isolated incident. A news release went out regarding this situation. Approve conference/training if any. Training request for out of State Training for Lt. Tully who is handling the Departments fleet now. It is a Police Fleet Expo in St. Louis. They will have everything in one spot for this event where he will get a good idea of what is needed and what we're going to be dealing with for next year since Crown Victoria's will not be in production. If we can't retro-fit current equipment we will have to purchase new items. Sheriff Wollin will create a Resolution for this and get it to the County Clerk's office today. The cost is \$349 for attending and lodging. Motion to forward to County Board, Keckeisen/Ward, MC/UN.

Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget. Tabled until next month. Place on next month's agenda.

Captain Beckman – Present.

Review monthly expenditure report and check summary. Reviewed.

Discuss and/or act on Sheriff's Department 2012 budget. It was suggested by the committee to take the \$7,000 Capital Improvement project to the Property Committee. Sandra will make sure this gets on the next Property Committee agenda. Motion to move the Sheriff's Department budget forward with the changes, Keckeisen/Ward, MC/UN.

Discuss and/or act on addition to Department Schedule of Fees for "Fingerprinting". Captain Beckman is requesting a revision to our current fees which were put into effect in 2009. With the new CCW law coming in November, the Sheriff's Department is getting between 5-8 customers coming in with UTAH print cards because of the reciprocity between UTAH and 37 other states along with WI now on board. The Captain proposed adding a fee of \$10/card and \$5 additional cards to offset the administrative costs to the Department in Deputies time to take the fingerprints. Corporation Counsel agreed that the Department could charge for this service.

Fingerprinting for employment purposes would still be free to the public. Motion to approve revision of 2009 fees to include fingerprint charges at \$10/card and \$5 additional cards, James/Keckeisen, MC/UN.

2011 Jail Inspection Documentation. Captain Beckman told the Committee that the State Jail Inspection went well, with the Inspector only commenting on why the bulletin boards were not installed and some missing grout. The Committee was given a copy of the documentation the State demands for these inspections.

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

Monthly Expenditures Report. Discussed.

Department operations. Jake Roseberry was present evaluate the Medical Examiner's budget procedure and process. He did have some questions regarding tissue harvest. Those fees show up in the morgue fees in the budget.

Discuss and/or act on 2012 Medical Examiner Budget. Questions and changes were discussed. Motion to forward the Medical Examiner's budget with changes to the Finance Committee and subject to contract. Keckeisen/James, MC/UN.

Review and/or act on the replacement of a deputy medical examiner position. Supervisor Ward had questions on the number of Deputies and how many calls for two compared to three deputies. Angela explained how the MOU

was put together and compared calls and rate of pay. Supervisor Sebastiani moved to place this discussion during the 1:00 meeting with the Executive Committee. Motion to refill the position, Ward/James, MC/UN.

Motion for a five minute break at 11:55, James/Keckeisen, MC/UN.

Meeting called back to order at 11:58.

Per Supervisor Sebastiani, due to time constraints, items #16 and #17 will be removed from this agenda and tabled until next month. Included in this motion is to include placing the Sheriff's Department first on the agenda for September.

16. The Committee will convene in closed session per Wis. Stats. §19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Acting Chief Deputy position wages/compensation.
17. The Committee will continue in closed session per Wis. Stats. §19.85(1)(f), for purposes of 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 and/or act on communication issues between Sheriff's Department and Personnel office.
18. The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.
19. Approval of all vouchers and monthly expense reports. Ward/James, MC/UN
20. Set next meeting date. September 14, 2011, 9:00 am in Conference Room A260.
21. Action items for next meeting.
  - Place on next month's agenda for Sheriff's Department:
    - Place Sheriff's Department first on next month's agenda.
    - Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget.
    - Closed session items #16 and #17.
22. Adjourn. Motion by James/Ward, MC/UN at 1:15 pm.

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

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

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers