

## Public Safety & Judiciary Committee

### MINUTES

Wednesday, January 9, 2013

9:00 a.m. – Conference Room A260

1. Chairman Al Sebastiani called the meeting to order at 9am.
2. Meeting was properly announced
3. Roll Call – All present. Others present are Cheryl Thompson, Carol Collins, Dennis McFarlin, Mark Rogers, Darcie Beckman, Jane Gervais, Nick Segina, Terry Reynolds, Kathie Dye, Deb Barnes.
4. Motion to approve the agenda by James, seconded by Eggebrecht. All in favor, motion carried, unanimous.
5. Committee reviewed the minutes to the prior meetings (Dec 12th and 28th), and the following corrections were noted:
  - Edwards: Eyes of Hope should be Mauston Vet on page 3 of 12-12 minutes
  - Miller: Kathie Day should be Kathie Dye on pg 2 of 12-12 minutes
 Minutes will be corrected.  
 Chair Sebastiani asked for any other corrections, receiving none, he called for a vote. All in favor, unanimously accepted.
6. Public participation will be taken will be taken as it comes.
7. No Correspondence.
8. Eyes of Hope Shelter to give summary of monthly report, but no one was present.
9. **Family Court Commissioner, Dennis McFarlin** provided the Committee with a written summary of the concerns he was about to bring to their attention. He reported to the committee that he feels there may be a security problem in Courtroom B, which is the small courtroom utilized by Small Claims, visiting Judges, Family Court and Child Support. He thinks it is one of the few places in the building that does not have a way to communicate with the Sheriff's Office for assistance in an emergency. The computers are all State owned so they are unable to use the network panic alarm, and there is no hard wired panic button on the bench. He stated that it doesn't happen often, he has only had to call for help twice, but the potential exists. Family cases are often emotionally charged and dramatic. McFarlin recounted a case he had as an example, and stated he would like to see two panic buttons installed, one of them directly on the judge's bench.

Committee Chair Sebastiani feels McFarlin should go to Property Committee with this concern. **Miller motions that this committee forward the recommendation to Property Committee, to have them and Maintenance Dept determine what needs to be done (to install panic buttons in Courtroom B). Seconded by James. All in favor, Motion Carried unanimously.**

McFarlin stated that the next concern is that there is no clerk often times in hearings held in Courtroom B. The extra set of eyes would also help with security as they can assist in scanning the room for potential threats. He does not have a clerk at this time and that was a decision made by the prior Clerk of Courts due to staffing, etc. McFarlin stated that this was probably a decision for Kathie as the new Clerk, and implored her to see what she could do.

Chair Sebastiani asked how many hours a week McFarlin felt would be necessary, and he estimated approximately 3-6 hours for 1 day a week. Kathie Dye was asked what she could do. Dye explained that the prior issue was also due to the fact that Family Court was on Tuesday, and that was also the same day of McFarlin's hearings, so the Clerk couldn't be two places at once. Starting in April this year Monday's intake will be moving to Tuesday and Tuesday's Family Court will be moving to Monday, so that will free up the Family Clerk on Tuesdays. She feels she'd be able to provide a clerk after April without putting too much of a burden

on her office, and will look into it further. McFarlin stated he had no problem waiting until April and thanked her for her cooperation.

Committee advised McFarlin that it would be good for him to attend the Property Committee meeting to explain his position. Miller advised the Property Committee meets on Monday February 4<sup>th</sup> at 8:30am, and he will make sure it's on the agenda. McFarlin thanked the committee.

#### **10. Child Support – Deb Barnes**

Review Performance Measures for December 2012 – Deb distributed the performance report and check summary for December. She noted that the cases were up over 1200 again, and reasoned that over the holidays family situations are sometimes unstable, and hoped to have it stabilize back under 1200 over the next few months. She noted that she does not have the performance money yet for 2013 as far as what we'll be receiving. She believes it is due to the budgetary talks which may have taken priority, but the information should be coming in soon.

Deb stated she agrees with McFarlin regarding the security concern in Courtroom B, noting that substance abuse is also a factor that concerns her.

She stated that she and Atty Wood met with Scott Krug regarding Child Support issues. He is now the Chair of Children and Family Committee at the State level, and stated it was a good meeting, they were able to discuss important issues regarding funding, etc with him. She has a tentative meeting on Friday in Madison with Secretary Anderson to promote the child Support program. Anderson has not been historically supportive of the program, but she's hoping to bring more understanding and positivity to the Secretary's opinion of the program.

Eggebrecht stated he thought there were buttons installed everywhere years ago. He feels all offices should be included. Terry Reynolds stated that they intended to put on in there, but she was advised by Dawn that they were unable to get the button on that side of the building to work because of all the bricks, just like her cell phone loses service. Further discussion followed.

#### **11. Clerk of Circuit Court – Kathie Dye**

Summary Report of Expense Vouchers, Community Service Coordinator's Report submitted for payment distributed

Approve conference/training. (Winter conference Feb 13-15, 2013) Kathie is attending this educational conference, she believes that Dee had already gotten this approved through the Committee.

Kathie stated again that she will work with Dennis McFarlin to try and accommodate his request for a Clerk, and will update Committee on the progress.

#### **12. Register in Probate – Terry Reynolds – distributed her monthly reports. She noted that she is approximately \$25,000 over yearly budget but reminded Committee that they've had several high profile cases that have required the appointment of advocate counsel for the parents. Normally it doesn't happen, but the court deemed it necessary. At the same time, they are quite a bit over in the collection of GAL & Probate fees, approximately \$10,000, so all in all she is over approximately \$15,000 over in total. The attorney fees deemed necessary by the Court are not under her control. Chair Sebastiani asked how she is going to cover the overage, and she stated that it will have to come out of the General Fund. She tries to predict, but can't always do so. Discussion was held regarding a resolution, and Terry noted that she has never had to do a resolution before.**

Supervisor James asked if they were still using the same attorneys listed, Croke and Screnock, for GALs. Reynolds responded they were, and unfortunately Croke doesn't take children any more so that is currently limiting her GAL selection, but they are recruiting others, including Mark Thibodeau.

Reynolds provided Committee with job descriptions for the Register in Probate and the Judicial Assistant. She said she still needs to tweak the descriptions a little, mainly in the educational requirements.

Update on Teen Court – There was a meeting on the 3<sup>rd</sup> at the school which she and the Judge were unable to attend due to being called into court, but it went well. The applications are due back to the school on Friday and there is a meeting set for Jan 28th to review them, so they are still on track for getting it up and running in 2013. Students will have to have parental approval. There are 16 students that were at the meeting and are interested. Training is the next step once the applicants are selected.

Terry is happy about the change to her court dates in April.

Terry has spoken with Cindy Phillippi about Student Government Day, which is coming up in April. They are checking calendar dates, believing that the 24<sup>th</sup> or the 30<sup>th</sup> will work best. The hope is to have a mock trial or some other type of mock activity, as the feedback from the participants is that they like to actually participate rather than just observe.

13. **District Attorney – DA Tania Bonnett** – was unable to attend

14. **Emergency Management – Jane Gervais** – asked if there were any questions regarding the check summary. Committee Chair stated that it's difficult for them to review since they just received the reports and haven't had proper time to review. Gervais noted that they were just placed in our boxes yesterday. Chair Sebastiani stated that he felt the best thing to do was to table the expense voucher acceptance until next month so they could properly review the report.

Gervais distributed copies of her current job description as well as a copy of a revised one with the changes highlighted. The revised version is more specific to her actual duties and contains percentages which she is required to submit to the state annually. She has an original for signatures if so approved by committee.

Adams County Safety Guidelines – Gervais was requested by the Administrative Coordinator to prepare a Safety Plan, and she reported to Committee that she had previously started working on a plan that included bomb threats, fire drills, tornado drills, evacuation plans, etc. She has spoken with other EM Directors and it was suggested that it should be completed by a Safety Compliance Officer, if we have one. She agreed to start it, and has done so, and there have been ongoing meetings between Gervais and Larson (last fall, briefly in December and one scheduled for later today). Gervais prepared an outline and will meet with Trena and report back to Committee.

Approve conference/training if any– Governor's Conference March 6,7 & 8 at Chula Vista in the Dells. The cost is already budgeted for this year.

Marilyn Rogers joined the meeting.

**James motioned to approve the revised job description for the Emergency Management Director. Seconded by Miller. All in favor, motion carried unanimously.**

Sheriff Wollin, Chief Deputy Fahrenkrug joined the meeting.

15. **Sheriff's Office - Sheriff Wollin** –

Chairman Sebastiani advised Sheriff Wollin that Committee would be tabling the voucher report until next meeting in order to have time to properly review it.

Sheriff Wollin advised the 2 new hires are reaching the end of their training cycle and will be on their own soon.

The Investigator position has two candidates and he would like to have a committee member sit in on the interview panel on the 16<sup>th</sup> at 1:30. Sebastiani stated he had been sitting in but if anyone else wanted to they were welcome. Edwards expressed interest and will sit in.

Brian Upton has accepted the offer and will start on Jan 14<sup>th</sup> as a new Patrol Officer. Carol will also start on the 14<sup>th</sup> at the Sheriff's Office, but will continue to go back and forth with Trena's office to assist in transitioning payroll and W2s on days already worked out between the two offices. The Sheriff's Office will be fully staffed at that point.

**Motion by Edwards to appoint Carol Collins as Recording Secretary henceforth. Seconded by Eggebrecht. All in favor, motion carried unanimously.**

Supervisor Eggebrecht provided Sheriff Wollin with an article he found in the Wisconsin Counties magazine regarding insurance on inmates, he'd like Sheriff to look into it to see if can alleviate the large medical costs like we are experiencing right now. Speaking of those expenses, the inmate situation was discussed, and his case was scheduled for trial but he changed his mind on the plea deal, now it is coming before the court again in February so hopefully this time the trial will proceed. Medical expenses were discussed, and Thompson noted that there are still 2012 expenses that do not yet appear on the expenditure report distributed to Committee as they haven't been processed yet.

Wollin informed the Committee of the current working relationship with the City of Adams Police Department. Chief Hanson has been placed on Administrative Leave, but prior to that happening, Chief Hanson and Sheriff Wollin had been trying to work through a plan for city coverage when they are short staffed. Hanson had been directed to leave the coverage to the Sheriff's Department without Sheriff Wollin being involved in the decision. Hanson had worked out a system whereby the city was left uncovered by a city officer only between the hours of for instance 3am-7am when call volume was the lowest, in order to save his allotted part-time hours for the summer so he could fill it and not put a burden on the Sheriff's Office. When Sheriff spoke with Bob Ellisor (sp?) recently, he informed him that the county is NOT dedicating a Deputy to full-time City coverage, but rather would continue to assist only when called for service. The city will receive diminished service during the times there is no city officer on duty. Currently Mark Klaus is in charge of the City PD, and Sheriff will work with him to continue the discussion of coverage for the city. Chief Deputy Fahrenkrug added that the Sheriff's Office can not enforce city ordinances and the center car is the busiest car and that contains the city, and responding to the city will diminish the service to the rest of the county. Sheriff Wollin has put out a directive that we will not respond to ordinance violations in the city.

Supervisor James asked how the dispatch would function, and it was explained that it would function the same as it currently does.

Eggebrecht reported that the City Council agenda for last evening's meeting had noted that they were to accept Chief Hanson's resignation. Sheriff Wollin believed it not to be the case, as he was with him last evening and he was under the impression it was a notice of retirement. Discussion followed.

Chief Deputy Fahrenkrug discussed the monthly Animal Control report, and noted that having the cats no longer be an issue was a good thing.

Fahrenkrug reported back to Committee that the 04 Ford truck that was questioned in the last regular meeting was in fact the ACO vehicle. The cost was for a 100,000 mile check up and some new tires. It is still in the fleet and is a good vehicle, they hope to get a few more years out of it.

Review of Mauston Veterinary statement/monthly report. Fahrenkrug questioned what the procedure was going forward. Committee reminded everyone that Trena was going to look into the contract, but the plan was to go forward with Mauston Vet as stated in the Dec 28<sup>th</sup> meeting. Fahrenkrug will track savings and present it to the committee each month going forward.

Chair Sebastiani entertained a motion for a recess, **James made that motion for a 10 minute recess, seconded by Eggebrecht. All in favor, motion carried unanimously.** Committee took a recess at approximately 10am, and reconvened at approximately 10:15am.

Corporation Counsel Jack Albert joined the meeting.

Chair Sebasitani stated that he has asked Corp Counsel to sit in to keep us on the straight and narrow.

16. Medical Examiner,

Corp Counsel stated that he was asked to sit in regarding the first item on the ME agenda, Discuss/Act on Motion in December 28<sup>th</sup> meeting regarding beginning hiring process for permanent ME. Thompson explained that she put the item on the agenda purely as a housekeeping measure, because in preparing the minutes, and reviewing the tape of the meeting, it was noted that there was a motion and a second on this issue but no formal vote, though the intent was clear. Thompson read the motion back. Albert stated that his review shows the same and advised that a vote would need to take place.

**Motion by James that they start the process for hiring a Medical Examiner, Chief Deputy and other Deputy Examiners, and to authorize Marcia and Trena, with Dean's assistance in putting together the proper protocol and package to offer. Seconded by Miller. All in favor, motion carried unanimously.**

Albert stated he has been in contact with Atty Dietrich and believed Personnel should go forward with the hiring process. Corp Counsel left the meeting.

Marilyn Rogers, Interim ME then reported to Committee that the December Report which was distributed contained comparison to 2011, and a page of an amended copy of a previous report which contained an adding mistake. She noted the correction, and noted that YTD 2012 under Cremations should be \$25,589.50.

Rogers reports the office is running smoothly and they have been busy, 6 calls in the last 8 days. She reports that the UW Forensic Pathologist has saved the county from one autopsy that would've been automatic. Naomi is still on the schedule, being accompanied on her calls.

Rogers reported that there are still \$1400 of removal fees that have not been recovered, she and Trena are looking into taking action on that. There needs to be a billing plan for families. She presented a sample letter to present to families, and she had previously been advised by Trena that it needed to contain a time frame for payment and an action to be taken if not paid within that time frame. Trena and Corp Counsel are going to work on that wording further and Rogers noted that it needs to be done soon as it is not being billed out right now.

The "no third party cash advances" which began in November has been ignored since, and Roseberrys is continuing to be billed, even though it was made clear. There were 15 cases in November and December and Rogers needs a directive on how to handle those. On a personal note, Rogers does not want to bill the family of the victim of the Officer Involved shooting, and requests a directive on that. Rogers reports that all past files are now securely stored except for 7 files that are still out from December. Those files have not been entered into the database and they should be returned so that can be done. Trena has emailed Angela about the cases.

Rogers mentioned last meeting that the 20 heavy duty body bags that were in Columbia County would not be recovered. The purchase of a removal cot that was to cost \$2500, was supposed to have been budgeted for and was not.

Miller asked why the bags would not be recovered. Larson advised that she has had several correspondences with Angela and has done some research with Marilyn and provided the Committee with the information that the bags were last purchased in 2008. Angela is saying that any black bags that remained were Columbia County bags that she got from the Emergency Management Director, and that none of the Adams County funded bags remained. Neither Larson nor Rogers has time to go back and look at every death since 2008 to determine if our bags were in fact used up or not to dispute this claim.

Sebastiani inquired about the cost of the bags, and Rogers stated that they are expensive. She explained that the bags are heavy duty and only used for special occasions, and she has a call in for a quote. She recalled that she took two full boxes down there, and there is only the one in the vehicle. Larson then reported that the costs she has been able to find are approximately \$200 a case for the white bags, which are used primarily, and Marilyn was going to check into the costs of the black bags, which are needed in special circumstances.

Larson stated that when Angela created her budget sheet, she did not put the cot purchase on the sheet so it did not carry forward into the budget. Sebastiani questioned what they are doing now for a cot and Rogers advised she owns her own cot which is the one that is being used.

Larson updated the Committee that both Marilyn (Rogers) and Becky (Koehn) received official letters bringing them on as Interim ME and Interim Chief Deputy ME which were prepared by Atty Dean Dietrich. In those letters, she is their acting Department Head, so Rogers and Larson are having weekly meetings to discuss operations and Rogers has been given Larson's contact information for after hours. Overall she feels the transition has been very smooth and communications are open and responsive. Meetings will continue and there will be action items brought to Committee next month, but more research needs to be completed and written documents prepared.

Supervisor James asked if the personnel had current IDs. Koehn stated hers was created through 2013, so hers is current, but Rogers stated hers is not, and Naomi does not have an ID at all. Larson stated that the County's ID machine is currently out of service and MIS Dept is working on replacing it. Sebastiani stated that machine's been down quite a while already and Committee questioned if there was another place to go for making IDs.

Larson brought forward another item, that Naomi is currently operating under the MOU that expired on December 31<sup>st</sup>, so she does not have a current MOU, so that will need to be brought forward to Committee for action in some form next month. Supervisor James confirmed that that will be prepared with the assistance of Atty Dietrich. Supervisor Edwards asked if it was just the two of them working now, and Rogers reminded Committee that Naomi is going on calls, but she is accompanied by one of them on every call.

Wollin/Thompson offered to make temporary IDs for the ME personnel at the Sheriff's Office.

Sebastiani asked about the \$1400 fees that haven't been recovered. Rogers stated that it goes back to 2011 when Roseberrys began not paying for removal fees. That amount accounts for 7 removal fees. Larson stated that Jack Albert and Angela have had correspondence and she has requested a meeting to be updated on the status and will bring that information to the next meeting and hopefully have a solution to present as well.

Supervisor Eggebrecht asked how many bags were in a case for the \$200 cases, Rogers said that she thought there were 24 of the white bags per case and 12 of the black. Supervisor Sebastiani asked what the difference between the bags was. Rogers explained that the white ones were thin and standard issue. The black bags have handles and are very heavy-duty material, and can handle heavier bodies. Koehn added that they are also better for containment of decomposition. Larson will follow up today on getting some black bags.

Supervisor Eggebrecht questioned the cost of the cot, stating he's heard of costs ranging from \$2500 to \$25,000 mentioned right here in the room. Rogers stated that Hinze came up with the \$2500, and stated that there is a wide range of costs for a cot, that's probably the lower end for a new cot. Sebastiani asked if there were used cots available for purchase, and Larson stated they could look into that. Wollin suggested they ask the hospital since they no longer provide ambulance service, but Koehn believes all the equipment was sold to Curtis Ambulance Service.

Discussion then followed regarding the type of cot necessary. Miller stated that he believed if a cot was to be purchased that it should be one that will work with the vehicle they have now, which is higher than a car, to avoid back injuries from lifting. He recounted a scene recently where he assisted in lifting the cot into the vehicle and recalled how chincy the cot felt.

Supervisor Eggebrecht clarified that they were going to purchase the black bags.

17. Approval of all vouchers and monthly expense reports was tabled until next month.
18. Identify upcoming agenda items – Trena will have items for next month but does not have them prepared right now. She will get them to the Recording Secretary in time to be agendized.
19. Set next meeting date as February 13<sup>th</sup> at 9am.
20. Adjournment. **Motion to Adjourn by Miller, seconded by Edwards. All in favor, motion carried, meeting adjourned at approximately 10:39am.**

These minutes have not yet been approved by the committee.

Respectfully Submitted,

Cheryl Thompson,  
Acting Recording Secretary