

MINUTES OF MEETING

PUBLIC SAFETY & JUDICIARY COMMITTEE

Adams County Courthouse, 400 Main Street, Friendship, WI 53934

DATE: July 8, 2009

TIME: 9:00 a.m.

PLACE: Conference Room A260

COUNTY BOARD MEMBERS PRESENT: Al Sebastiani
Florence Johnson
Cynthia Loken
Terry James
Jerry Kotlowski

OTHERS PRESENT: Chief David July, Sheriff's Department
Sandra Green, Sheriff's Dept.
Deb Barnes, Child Support Director
Dee Helmrick, Clerk of Court
Terry Scheel, Coroner
Jane Grabarski, Emergency Management
Terry Reynolds-Warner, Register In Probate
Joanne Sumpter, County Board Supervisor
Representatives of Consolidated Food Mgmt. Co.

1. Call to Order: 9:00 a.m.
2. Was the meeting properly announced? YES
3. Roll call – Sebastiani, James, Loken, Johnson, Kotlowski
4. Approve the Agenda – Motion by Kotlowski/James. MC/UN.
5. Approve minutes of prior meeting 6/10/09. Motion by James/Loken. MC/UN

Coroner – Terry Scheel

1. Coroner's Report, Vouchers – Vouchers Submitted.
2. Approve Conference/Training Requests – Training in Stevens Point by the Organ and Tissue Procurement Facility. This is free. Jennifer Engels will be attending.
3. There were 13 deaths in June. One was sent for autopsy to determine whether a previous bullet/wound was the reason for death.

***Family Court Commissioner- Dennis McFarlin – Not Present**

1. Approve Conference/Training Requests

Child Support – Deb Barnes

1. Review Performance Measures for June 2009
2. Review Check Summary - Check summary was handed out.
3. Discuss Office Activities

Case load continues to climb. Court order rates have declined by 1% which is most likely due to the increase in caseload. This is the highest case load there has ever been. There are currently 1,115 cases. We are assisting individuals who have lost their jobs through no fault of their own/laid off with review and adjust. We are trying to expedite these cases as much as possible. Angela, the new secretary will attend training September. She is doing a good job. Deb will be on vacation next week and one week in August. Deb had a conference call on the American Recovery Act Funding. On the Federal level it looks good. However, they've attached a lot of strings to it regarding not supplanting the County Levy. The agency has to spend \$64,000 or 90% of what appears to be Levy before she can request the performance money from the

Federal Government. They consider the 66% reimbursement for Indirect Costs, Cooperative Agreements and the percentage that is received for collecting birthing expenses as Levy money.

Clerk of Circuit Court – Dee Helmrick

1. Summary Report of Expense Vouchers submitted for payment – Summary handed out. Some questions regarding expenses were asked by the Committee.
2. Approve conference/training – None.
3. Discuss General Operations of Department – They have a person coming into the office to do scanning for them. It is working out well. There are no tax dollars or expenses associated with this service. She is currently scanning 2005 misdemeanors. After scanning, they will determine if file needs to be retained. If not, the file will be sent for shredding. She hopes to have at least two years (16 boxes) of misdemeanors off the shelf once the scanning is complete.
4. Community Service Coordinator's Monthly report. Discussed the ramifications of a person not being able to complete their community service. It was indicated if they are not showing an effort to comply they are put back on the payment plan or referred back to their prosecuting agency.

Register in Probate – Terry Reynolds Warner

1. Approve Conference/Training Requests, Vouchers – Voucher summary handed out.
2. Probate fees are down a little. People are avoiding probate as much as possible. Talked about budget issues and projected problems. The order for the new Video Conferencing has been placed and anticipates installation during last two weeks in August.

***District Attorney's Office - Janis Cada**

1. Monthly expenditures report
2. Approval for conferences/training, if any

Emergency Management – Jane Grabarski

1. Communication System Upgrade – Report(s) to committee on the project by person(s) who have information on the project and the committee will recognize for input, Review and authorize change orders, Discuss and take action as needed to facilitate project operations.
The FOTH COMMUNICATIONS System project is ongoing. The next three towers should be up by the end of this month or early August. This will bring us to six of the seven towers. There are issues with the tower site in Jackson. It's not a sound tower the way it's instructed. A lot of work needs to be done to strengthen this tower or it may need to be replaced. They are investigating other possible towers. They would like to remain with U.S. Cellular and are working on this with Communications Service.
2. Countywide Level B Hazmat Team – Report to committee on Juneau County Hazmat contracted service implementation, Discuss and take action as needed. Six people have made application to the team – need seven in order to execute the contract. They are hoping this will be accomplished by September. If no contract is in place by September, they will lose the equipment grant and that money will revert to another county that needs it. They want a total of seven individuals from Adams County who want to be a part of this team.
3. ARES/RACES tower on Friendship Mound. Report to committee on status, Discuss and take action as needed. This is still an ongoing approval process. They are hitting a few stone walls because of the height of the tower. They want it to be 80 feet. This exceeds the county ordinance. The FAA has made a determination the 80 feet height would be a hazard to air traffic.
4. Grant status reports -
 - a. CDBG-EAP (2008 flooding repairs) - The report was submitted to the committee. There are seven projects currently being worked on. This is a \$198,000 grant. This will be an ongoing process.
 - b. All Hazards Mitigation Plan update – A rough draft was created and is almost complete. This needs to go to a public hearing. This hearing has been set for 8:30 in Conference Room A260 on August 12, 2009.

This will give the public a chance to review the plan and offer suggestions or comments before it goes to the County Board for approval and then onto the State of WI.

- c. EMGP (Emergency Management Planning Grant) – first half payment of \$14,142 was received. This is awarded twice per year. They are well on track for the second half of the year.

5. Office Activity

a. Storage of trailers – report of Property committee meeting – Talked with the Property Committee concerning storage issues. They were agreeable this should be a priority to construct a building to get these items under cover and in a controlled environment. The Committee asked EMG to explore other issues such as swapping storage areas in the Courthouse with other items that could be stored inside/outside. They will wait for Ayres to study the project and offer input since this will be a sizeable amount of money to build. Approximate cost is unknown at this time.

b. DeCon exercise training with two fire departments - Attended exercise training for decontamination which included hands on and classroom sessions. It was a very good experience. They will perform this exercise with Adams County at the end of this month. The scenario will be a chemical spill. The Fire Departments will respond and evaluate the situation. The victims will be transported to the nearest medical facility.

6. Approve conferences/training, if any - None.

7. Vouchers/Purchase orders, review of Jun- Voucher summary handed out.

Sheriff's Department – Sheriff Renner/Chief July

Sheriff Renner – Communications

- 1. Animal Shelter/Animal Control Officer Report
- 2. Approve Conference/Training
Reports were given to the Committee.

Chief Deputy, July

- 1. Permission requested from board to sell the department's 1985 Lund to the Town of Big Flats. Need more information on boat, i.e. make/model/year/engine/motor-HP/, etc. It was agreed by all this agenda item should be submitted to the Property Committee for approval on the issue selling the 1985 Lund boat to the Town of Big Flats for \$1. Motion by Johnson/James. MC/UN. No other discussion held.
- 2. Opening of sealed bids for the Adams County Huber Jail Shower Resurfacing project. One bid was received. An e-mail was sent to Sheriff Renner with the bid attached from the company in advance of the sealed bid coming in the mail. This does not meet the criteria laid out for the bid process. Therefore a vote was taken and all were in favor of having the project rebid for the Huber Jail Shower Resurfacing Project. Motion by James/Kotlowski. MC/UN.
- 3. Discuss damage at airport storage. There was damage to the storage facility across from the airport. This has happened several times. Damage to the vehicle was around \$2,000. Insurance papers have been submitted. This was brought up to let the committee know of the damage and alert them of a potential storage issue which will need to be addressed in the future.
- 4. Update on Wright Express. Chief July has received all of the cards for purchase of gas. There will be one card for each vehicle. Each employee will have a pin number assigned to them to use the card. Chief July will make sure the system works properly by testing them out at a few different gas stations prior to putting the new procedure into motion by all employees. There will also need to be a directive put out on the proper use of the cards. We should have this up and running by the beginning of August.
- 5. Request from CBM Food Service to reopen bidding on Adams County Jail Food Service Operations. Chief July expressed on behalf of Sheriff Renner they are happy and satisfied with their current food vendor for the jail. An e-mail was received from a representative from CBM Food Service indicating he would like to see the bid process reopen. It was confirmed the current contract with Consolidated Mgmt. goes through November 2011. The food service contract and bidding process was discussed with Corp Counsel. It was agreed the bid process would not reopen until November 2011 which states in the current contract.

Corp Counsel suggested the Sheriff's Department send a letter to CBM Food Service indicating our decision. Motion by Loken/Kotlowski to ignore correspondence from CBM Food Service and remain with current food service until November 2011. MC/UN.

6. Voucher summary reviewed. Questions from the committee regarding a few issues.
7. Captain Beckman will no longer be attending these meetings. An explanation was given by the Chief and if any questions cannot be addressed by the Chief or Sheriff, Captain Beckman will be paged to answer the question. Question was raised regarding the Jail Inmate Safe Keeper Report by the committee. This was explained by Captain Beckman in detail. An agreement was made in the future small notations would be made on the other invoices to indicate reason not being charged for services.
8. Pod/Jail air conditioning system was installed and working fine. The alarms for the freezer are being checked into through Adams County Electric Cooperative. The food service vendor is waiting on a call back.
9. Jail inspection was held on July 7, 2009. It went very well. The inspector indicated a need for training in administration of medication for all employees. Everything noted in last year's inspection was taken care of.
10. Monroe County Safe Keepers – Monroe County will not lock into a written contract for 2010. They are in the process of breaking ground for a new building and will no longer need to send out prisoners.

No closed session was held. Committee will convene in closed session per Wis Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss personnel matters. Committee will then reconvene in open session per Wis Stat 19.85(2) to consider and vote on appropriate matters.

Next meeting date set for August 12, at 9:00 am in Conference Room A260.

Motion by Johnson/Kotlowski to adjourn at 10:39 am. MC/UN

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 / Loken / James / Kotlowski / Johnson / Renner / July / Beckman / McFarlin / Thibodeau / Scheel
Grabarski / Helmrick / Warner / Barnes / Marti / Dudman / McGhee / Phillippi

*=no response

Final Minutes – July 17, 2009