

**Public Safety & Judiciary Committee**

Wednesday, July 14, 2010

9:00 a.m. – Conference Room A260

**MINUTES**

1. Call the Meeting to Order. Meeting called to order at 9:06 am.
2. Was the meeting properly announced? Yes
3. Roll Call: Al Sebastiani, Terry James, Bev Ward, Joanne Sumpter, Mike Keckeisen, Larry Babcock, Joe Stuchlak, David Renner. Also present Sheriff Darrell Renner, David July, Sandra Green, Chuck Price, Terry Scheel, Terry Reynolds Warner, Jane Gervais, Deb Barnes, Lt. David Carlson, Edie Felts-Podoll, Janis Cada, Jack Albert, Barb Petkovsek, Sam Wollin, Angela Hinze, Columbia County Medical Examiner and Chairman, Bob Westby and Co-Chair Andy Ross, Jennifer Swensen, and Chief Hansen from the City of Adams.
4. Approve the Agenda. Motion to approve agenda. Motion Renner/Ward MC/UN
5. Approve minutes of prior meeting. Motion to approve June 9, 2010 minutes. Keckeisen/James, MC/UN
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.
8. Medical Examiner Ad Hoc Committee Report. Convene in joint session with Executive Committee. Discuss and/or act on recommendation of Ad Hoc Committee regarding formation of new Medical Examiner. Present were (All Present). Discussion was held, (Sandra, record vote results or if they are tabling) and executive members being excused (at what time?). Supervisor James made an introduction to what the Ad Hoc Committee accomplished. He then read the recommendations supplement to everyone. Supervisor Ward asked if the budget would stay the same as handed out previously. Angela said when they start to pull numbers and put things together we'll be able to know where they're at. Her goal is stay where the budget is at right now and to not increase or decrease. Bev Ward: Transportation? Angela Hinze: Up to the County whether or not we would purchase a vehicle. She will fit all of this into the budget based on our need for a transport vehicle. Bev Ward: Who pays the removal fee of the body? That removal fee will be forwarded to the funeral home and they will forward that to the family. Will Angela draft all the MOU's? Yes. Joe Stuchlak to AdHoc Committee: Have any other governmental agencies/private sector businesses offered to provide these services? Terry James: "No". If we're not happy with CC service, what happens? Terry James: "We'd have to find another ME because the Coroner system has been abolished." Are the cameras digital? Yes. Dave Carlson: The State Crime Lab is exclusively digital cameras. Does our investigative department still have an option for the attorney to have an autopsy done anywhere else? Terry James: Read a paragraph from the 6/21 minutes which explains this. Dave Renner: Is opting out of the Coroner irreversible at this point? Jack Albert: This decision is reversible and explained the process. Angela Hinze explained the pros of going to a ME system. Angela has also welcomed a member of PS&J and our Personnel Director to sit in on interviews when the time comes to hire personnel. Angela will also try to make all "Death Calls" during the first few months until things get rolling with the ME system. Jack will need to change a line in the Ordinance before it is forwarded to the County Board. Motion to forward and enact the Ordinance and forward to the County Board after revision is made to strike #6 as confirmed by Jack Albert. Sumpter/Ward MC/UN. 1 No: Joe Stuchlak. All others: Yes
9. Extension Office – Jennifer Swensen. Update on Teen Court. Jennifer provided some history on Teen Court in general and the budget. This is a major partnership and it takes a long time to get this process set up and going. This is only for first time offenders. This is requiring a lot of time in coordination. Supervisor Sebastiani: Who is going to be in charge of this project, setting up meetings, how to proceed, etc.? Time and budget is an issue with each department. Terry Reynolds Warner is willing to put some time into this project over the next few months. Bev Ward offered to provide some assistance in any way she can as well. Discussion was held and Terri and Chuck Price will try to work on writing a Grant. Terry will report in a couple of months on the progress of Teen Court.

10. Coroner. Review of Vouchers and Monthly Expense Report. Deputy Nick Segina has turned in his official notification of retirement which will be effective July 31, 2010. Becky Koehn will become the new Chief Deputy and Marilyn Rogers will be the Deputy Coroner.
11. Family Court Commissioner – Dennis McFarlin – Not present.  
Review of Vouchers and Monthly Expense Report.
12. Child Support – Deb Barnes.  
Review of Vouchers and Monthly Expense Report.  
Review Performance Measures for June, 2010.  
Discuss Office Activities. One employee is back from medical leave. Deb will be taking a vacation soon and will be able to be reached by phone if needed.
13. Clerk of Circuit Court – Dee Helmrick.  
Review of Vouchers and Monthly Expense Report.  
Summary report of Expense Vouchers submitted for payment.  
Approve conference/training, if any. None.  
Discuss general operations of Department: Discussion was held.  
(a) Community Service Coordinator monthly report; (b) Community Service Procedure Manual.  
An office employee will be scheduled for surgery soon. One other Deputy has been on medical leave since 6/23/2010 and should be back in one week. In an effort to keep up with an influx, she's had on call hours and borrowed staff from the Community Service office. They have put in extra hours as well.  
Discussion was held regarding hiring a part time employee. Bev Ward suggested submitting paperwork for a Limited Term Employee vs. an on-call position. Budget remains a concern. Dee will be attending the July 20<sup>th</sup> Admin/Finance meeting to have OT approved for her Department. She will need to have Cindy place this item on the agenda. She will also be discussing this situation with Marcia Kaye, the personnel director.
14. Register in Probate – Terry Reynolds Warner .  
Review of Vouchers and Monthly Expense Report.  
Review of April's account payable and receivable. Reviewed and explained expenditures which are over.
15. District Attorney – Janis Cada  
Review of Vouchers and Monthly Expense Report.
16. Emergency Management – Jane Gervais.  
Discuss and/or act on Resolution to authorize utilization of excess communication system capital project bond funds. The Resolution is being redrafted. Admin/Finance committee will be reviewing this prior to County Board on Tuesday and if they approve, it will be brought back to PS&J's August meeting for their approval and then forwarded onto the August County Board meeting.  
Discuss and/or act on training. Motion to contact Lenora to accept the proposal for 12 hours of work and/or training. Ward/ James. MC/UN.  
Grant status report. She received a check in the amount of \$2,925.00 for the EPCRA Planning Grant. This is the EPCRA portion of the 1<sup>st</sup> half Plan of Work. Adams County was awarded the grant for the WISCOM Mobile Radio for the Emergency Operations Center (EOC) for \$4,500. This is a no match grant. All equipment must be purchased and installed by September 30, 2010, to complete the grant. Paperwork was completed and sent back to OJA. Documentation for ordering equipment was completed and forwarded to EF Johnson Company.  
Update on tower extension on County Hwy. F Communications Tower. FAA advised Communications Service that they thought the case would be determined in 30 days. There is a notice out to the public from the FAA to see if there are any objections to the antennae modification.

Office Activities. Attended her 2<sup>nd</sup> new Director's Meeting in June. Met with John Schwingel from the Friendship Ranger Station regarding the Fire Action Plan and the Communications Interoperable Plan. Attended Firewise meeting and tour in Rome. Working on Emergency Support Functions and Facility Site plans for hazardous incidents to comply with 2<sup>nd</sup> half Plan of Work.

Vouchers/Purchase orders, review of June.

Supervisor Sebastiani called a five minute recess at 10:48 am. Meeting called back to order at 10:57am.

17. Sheriff's Department – Sheriff Renner and Chief July

Sheriff Renner – Communications

Animal Shelter/Animal Control Officer Report. Discussion was held regarding the requested increase of the budget line from \$40,000 to \$50,000. Sandra Green will ask the Adams County Humane Society (Christine Ackerman) to attend for an update at the next Committee meeting in August.

Department Operations. Several new laws went into effect. First being OWI new regulations, and UTV regulations of riding on trails. Mandatory insurance information required while driving an automobile and the Smoke Free Air Law.

Northern Bay Rentals requested we have an officer at their location. This service was provided. The Sheriff's Department was reimbursed for these services.

Triathlon on the 24<sup>th</sup> which is a good event for the community.

End of the Watch golf outing. This was organized by families of fallen officers to honor three friends and make a significant donation. This is being held at Neenah this year and is next Monday, July 19<sup>th</sup>.

Approve Conference/Training if any.

Chief July

Review of Vouchers and Monthly Expense Report. Discussed.

Update on the Jail Officer testing and interview process. Interviews conducted yesterday. Went fairly smoothly. Sheriff Renner did make a selection. This information was forwarded to the Personnel Director.

Discussion/Action on possible replacement of K9. Discussion was held regarding Kyra's condition. There is about \$10,800 in the replacement account and will expend approximately \$600 for treatment. What is understood is Kyra is 10 years old and it could potentially be the end of her service in the next couple of months. Request to have Craig Orłowski attend the next Committee meeting to give an update.

Motion to go forward with treatment for Kyra. Ward/James. MC/UN

Update on M&I Credit Card. Reimbursement was requested and received.

Update on Sheriff's Department squad car transfer to Airport. Chief July has had a couple of meetings with Mike Scott. The process for using the airport car was discussed.

18. The Committee will convene in closed session per Wis. Stats. §19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review and discuss any update to ongoing guns investigation. Closed session at 11:55 am. Sumpter/Ward, MC/UN.
19. The Committee will reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters at 12:20 pm.
20. Approval of all vouchers and monthly expense reports. All approved.
21. Set next meeting date. Monday, August 16, 2010 at 9:00 am in Conference Room A231.
22. Action items for next meeting.
  - Adams County Humane Society to attend for an update. Sandra Green, will contact Christina Ackerman and request to the Animal Shelter to be present regarding the budget request at the next committee meeting.
  - Craig Orłowski, K9 officer to attend the next meeting to give an update on finding another K9 to work with him in his position.
23. Adjournment. Motion to adjourn at 12:25 pm. James/Ward, 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 / James / Keckeisen / Sumpter / Ward / Renner / July / Beckman / McFarlin / Cada / Scheel/  
Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green