

**Public Safety & Judiciary Committee**  
**Wednesday, February 10, 2016**  
**9:00 a.m. – Conference Room A260**

**MINUTES**

Chairman Allen called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Robert Eggebrecht, Jack Allen, Robert Grabarski, and Jerry Kotlowski – Orin Nigh was excused.

Others present: Carol Collins, Tania Bonnett, Janet Leja, Marilyn Rogers, Sam Wollin, and Terry Fahrenkrug

**Motion by Kotlowski to approve the agenda, seconded by Grabarski. Motion carried by unanimous vote. Nigh – Excused.**

**Motion by Grabarski to approve the January 13, 2016 minutes, seconded by Eggebrecht. Motion carried by unanimous vote. Nigh – Excused.**

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett – Present

Committee was provided with the financial report for January. Bonnett stated there was nothing unusual to report with the financials and there were no questions. There was no community service report this month to review. Bonnett stated the office is very busy with many trials already scheduled. Committee was informed that Sharon Christensen has resigned so there is currently a vacancy in the Community Services Office. The position is for approximately 19 hours a week. Advertising has already been done and there were thirteen applications received. Bonnett and Allard will be going through the applications in order to narrow them down. Discussion was held regarding the job duties of the position. **Motion by Eggebrecht to hire a replacement for the vacant position, seconded by Kotlowski. Motion carried by unanimous vote. Nigh – Excused.**

Eyes of Hope Shelter—Kris Steffens — Not Present

Steffens was unable to attend the meeting. There was no written report to review.

Family Court Commissioner – Dennis McFarlin – Not Present

The Family Court Commissioner was not scheduled to attend the meeting. Committee was provided with a written report for January. There were no questions.

Child Support – Janet Leja – Present

Committee was provided with the written and financial reports for January along with the 2015 annual report. Leja discussed the reports and there were no questions. Committee was also provided with Resolution 30-2014 and the updated job description for Lead Child Support Specialist. Discussion was held regarding the job description for the Lead Child Support Specialist. Leja stated the current job description is not accurate and needs to be updated to reflect the duties that the employee is already doing. Leja stated the committee only needs to approve the updated job description as the reclassification would be approved by the Executive Committee per resolution 30-2014. Committee requested more time to review the job description and would like to see it brought back next month. **Motion by Kotlowski to have the Lead Child Support Specialist job description on the agenda next month for approval, seconded by Grabarski. Motion carried. Eggebrecht – Opposed. Nigh – Excused.**

Clerk of Circuit Court – Kathie Dye – Not Present

The Clerk of Circuit Court Office was not scheduled to attend the meeting. There was no written report to review.

Register in Probate – Chris Langer – Not Present

The Register in Probate Office was not scheduled to attend the meeting. Committee was provided with a written and financial report for January. There were no questions.

Emergency Management – Jane Gervais – Not Present

Gervais was unable to attend the meeting. Committee was provided with the financial report for January along with a map of the cell towers located in Adams County. Chairman Allen stated he would follow-up with GIS and Gervais since the committee still had questions regarding the map.

Medical Examiner – Marilyn Rogers – Present

Committee was provided with the written and financial reports for January. Rogers stated she has included a line on the report to include the number of WFCAP (Medical Assistance) cases each month. There were no questions. Rogers explained that she billed two families of MA cases. Payment was received in full from one family and there is a payment plan for the other. Rogers informed the committee that Tracy Hamman has cleaned out an area in the heating/mechanical room for her to use as storage once she is issued a key. Committee was provided with the resolution to set medical examiner permit fees and to rescind resolution 2011-76. Rogers explained that resolution 2011-76 referred to an Intergovernmental Agreement with Columbia County that has since expired. Discussion was held regarding the resolution and the committee would like to add to the end of line #26 “with committee approval” with regard to the Medical Examiner waiving permit fees. **Motion by Grabarski to approve the resolution with the change to line #26 to indicate that permit fees may be waived at the Medical Examiner’s discretion with committee approval, seconded by Kotlowski. Motion carried by unanimous vote. Nigh – Excused.**

Sheriff’s Office – Sheriff Wollin and Chief Deputy Fahrenkrug – Present

Committee was provided with the animal control report and financial report for January. There were no questions. Committee was informed that the Sheriff’s Office will be receiving a federal DOT grant for \$4,000. The equipment grant will be used to replace radar units. Wollin discussed the current vacancy in patrol and the upcoming vacancy in dispatch. There is advertising for eligibility lists at this time as the eligibility lists have expired. Committee was provided with a draft of the social host ordinance. Wollin stated that the ordinance has not been reviewed by Corporation Counsel yet so no action is needed at this time. Wollin explained the social host ordinance and how it will help with enforcement of underage drinking. The ordinance will be brought back next month for approval once Corporation Counsel has a chance to review it.

**Motion by Eggebrecht to approve vouchers and monthly expense reports as presented, seconded by Kotlowski. Motion carried by unanimous vote. Nigh – Excused.**

Identify upcoming agenda items: Child Support – Discuss and/or act on Lead Child Support Specialist job description and Sheriff’s Office – Discuss and/or act on social host ordinance

Set next monthly meeting date as March 9, 2016 at 9:00 a.m. Chairman Allen stated he will not be present at the meeting in March.

**Motion by Kotlowski to adjourn, seconded by Grabarski. Motion carried by unanimous vote. Nigh – Excused.**  
Meeting adjourned at 10:16 a.m.

The jail tour took place after the meeting was adjourned. The tour started at approximately 10:20 a.m. and finished at 11:15 a.m. Those present for the jail tour were Chairman Allen, Supervisor Grabarski, Carol Collins, and Marilyn Rogers. The tour was led by Sheriff Wollin and Sgt. Martin. The areas visited in the jail tour this year were the front lobby, Huber office, Huber dorms, jail kitchen, jail laundry room, squad room, jail visitation, nurse's station, POD control, and dispatch.

*These minutes have been approved by Public Safety & Judiciary Committee on March 9, 2016.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Robert Grabarski", written in a cursive style.

Robert Grabarski

Secretary