

MINUTES OF MEETING

PUBLIC SAFETY & JUDICIARY COMMITTEE

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

DATE: August 12, 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: 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
 Dennis McFarlin, Family Court Commissioner
 Janis Cada, District Attorney's Office

1. Call to Order at 9:00 am.
2. Was the meeting properly announced? Yes.
3. Roll call – Sebastiani, James, Loken, Johnson, Kotlowski
4. Approve the Agenda – Motion by James to have a discussion regarding lost firearms and ammunition by Sheriff's office. **Motions by James/Kotlowski. MC/UN.**
5. Approve minutes of prior meeting. **Motions by Loken/Johnson. MC/UN.**

Coroner – Terry Scheel

1. Coroner's Report – There were 15 deaths in the county. Two were sent for autopsies which consisted of one adult and one infant. The Sheriff's Dept. requested the autopsy on the adult. No negative findings were found in the autopsy of the infant. Toxicology results are pending right now but he feels they will come back negative. This death was most likely the result of natural causes. The Wood County coroner had some personal time off so Adams County was asked to cover his area for that time period. The Deputy Coroner has reassigned accepting another position. The key has been turned in. A person happened to see a black garbage bag with bones in it. They called the Sheriff's Dept. and the LT. requested bone identification to be done. They were later identified as animal bones.
2. Approve Conference/Training Requests. None.

Family Court Commissioner- Dennis McFarlin

1. Approve Conference/Training Requests – None. Discussed and acted on proposed 2010 budget. **Motion to approve Family Court Commissioner's 2010 proposed budget by Loken/Johnson. MC/UN.**

Child Support – Deb Barnes

1. Review performance measures for July 2009 – They dropped a bit in court order rates which are due to an increase in cases. They are doing well with collections.
2. Review check summary – check summary was placed in their mailboxes. Questions were asked by the committee and explained by Ms. Barnes.
3. Review/Discuss/Approve CSA 2010 Budget – Revenues still exceed expenses, which is good. Due to increase in caseload the amount of hours contracted with Attorney Wood will be close. They are working on means to improve efficiency. Deb met with Liz regarding ARRA Funding available. She will be able to access those funds for special projects. They would like to purchase misc. items such as a shredder, desk chairs, etc. May

be able to use some of this funding to offset wages. There were questions from the committee regarding conventions and conference fees such as who was going, where they were and how much. Deb explained this conference was in the fall and it was extremely important they attend. Deb and the two Child Support Specialists will be attending. Approximately 66% of the cost is reimbursable by the State as well as ARRA funding to make up the 34% difference. Deb was able to reduce OT and on call pay. Operating expenses are minimal when you look at the big picture. **Motion to approve Child Support Agency 2010 Budget by Johnson/James. MC/UN.**

Clerk of Circuit Court – Dee Helmrick

1. Summary report of expense vouchers submitted for payment.
2. Approve conference/training. None.
3. Discuss general operations of the department.
 - a. Community Service Coordinator's monthly report – spent a lot of time at County Fairgrounds. The question was asked if individuals could be used for cutting along roads. Dee explained how this scenario would work. Explanation of "Good Time" seen on report was also explained in detail.
 - b. 2010 Budget. Discussion was held regarding the Clerk of Circuit Court proposed 2010 budget. There was some concern from Dee regarding conferences as she was nominated "Association Treasurer" and was encouraged to do it. This will require more traveling and time on her part attending Executive Meetings. Revenues may look better than what was presented today after Finance runs new documents in Skyward. Questions were asked regarding passports. Passports can be obtained at the Clerk of Circuit Court for a fee. **Motion to approve the Clerk of Circuit Court 2010 proposed budget by Loken/Johnson. MC/UN.**

Register in Probate – Terry Reynolds Warner

1. Review and approval of proposed budget. They increased their legal's line because in the past it has always been reduced, thereby going in the red each year. She explains there is no control on what is paid to Attorney's, etc. They also increased the Juvenile budget line. They tried hard to recoup monies for reimbursements to guardians and continue to collect other owed revenues. There was discussion by Terry regarding increases and decreases in budget lines. She explained shortfalls in the current budget as well. Approve Conference/Training Requests, Vouchers. **Motion to approve the Register in Probate 2010 proposed budget by James/Loken. MC/UN.**
2. Review of July expenditure/revenue report.
3. Approval for attendance of WI Register in Probate conference, September 16-18, 2009 in Wausau and attendance for a speaking engagement September 22, 2009 in Stevens Point, WI (6th District's Public Library Initiative). Approved – no motion.
4. Approval for attendance at a seminar in WI Dells on September 17, 2009 on "Stop the Revolving Door; Evidence-based response to Alcohol and Drug Use". Approved – no motion. Board explained motions to approve are not needed for training and conferences.
5. Update of video conferencing. Move of sound system by "Celestial Sound" and install of DAR system is progressing. Equipment will be here on Thursday or Friday. The "Kick off Call" is at 2:00 pm to start everything. Installation will take ten days to two weeks to complete. The transport company has contacted the County in regard to getting the equipment into the building.

District Attorney's Office - Janis Cada

1. Monthly expenditures report. No questions or comments.
2. 2010 District Attorney Budget. 2010 budget was presented to the committee. There are no new position requests. The OT budget was cut by \$5,000. The LTE position was eliminated. They are up to full staff as of January. Postage, printing and copy machine lines were increased. Overall, the budget is still less than 2009. Once a Skyward report is generated, all numbers will be correct. Budget is approximately 94% wages and benefits. Continued to discuss various items regarding the budget.
3. The new Legal Secretary has completed her six month probationary period and is doing well. **Motion to approve the District Attorney's 2010 proposed budget by Loken/Kotlowski. MC/UN.**

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 report is included in the committee packet. Project is anticipated to be complete in November or early December 2009. Obtaining the contract w/US Cellular out to Jackson County site is executed now, but this delayed the project. The project is moving along however, but not at the rate they had hoped. The county is still operating with the three tower system. This project will likely require a change order to extend the completion date.
2. Countywide Level B Hazmat Team. Report to committee on Juneau County Hazmat contracted service implementation. Discuss and take action as needed. Jane had a short written report from Juneau County. They are still waiting to add one additional participant to the team to make a total of seven. The project was proposed as \$8,000 to begin. Then they wanted an open ended contract and Corp Counsel said no. This is still requiring further discussion to finalize. They need to have a contract executed by September 30, 2009 or they must turn the money back in.
3. ARES/RACES tower on Friendship Mound. Report to committee on status. Discuss and take action as needed. This is going to the Board of Adjustment for a variance. Wanted tower higher than what is allowed.
4. Grant Status Reports:
 - a. CDBG-EAP (2008 flooding repairs). Jane updated the committee on the status of this grant. They had to completely replace the foundation of this home. They received \$28,000 from FEMA and they are very grateful for this program.
 - b. All Hazards Mitigation Plan Update. Discuss and take action as needed. The hearing was early this morning. **Motion to approve this going to the County Board for Resolution by Loken/James. MC/UN.**
 - c. EPCRA 1st half payment of \$2,848 was received. This is based on the number of plans, populations of the county and is a set figure. Once the paperwork is turned in, the second payment will be received.
 - d. 2010 proposed budget. Discuss and take action as needed. They will not be carrying forward the 1.5M from the Communications System. They discussed the budget in regard to expenses, revenues, conferences and positions. Regional meetings are mandated so they will be attending those. There is an increase in the contracted services line due to U.S. Cellular. Grants cover approximately 60% of salaries. **Motion to approve the Emergency Management 2010 proposed budget by Loken/James. MC/UN.**
5. Office Activity.
 - a. Response trailers storage status report. Met with property on Monday. They looked at three sites that could potentially be a site for a building to accommodate response trailers. First site is the Highway lots by the Old Highway Garage. Second is at the Fairgrounds by the west end toward the Old Farmer's building. Could be a multi-use building there. Third is at the Solid Waste facility which was looked at but has some water issues. They will be bringing this information to the County Board for resolution.
 - b. EPCRA exercise. This was a very good exercise. Lt. Tully, Ms. Grabaraski, an incident commander from New Chester and Quincy, and a few others attended. The scenario was a chemical vehicle crashed into a mini-van with multiple injuries. They staged this at the elementary school. The Chief of the Hazmat team from Dane County attended and performed two training sessions with them. He showed them how to completely decontaminate individuals before placing them in an ambulance as well as decontaminating the firefighters.
 - c. Adams County Fair Booth. Emergency Mgmt. will have a booth once again this year. They will be working with public health to have pandemic awareness materials available.
 - d. LEPC meeting report, take action as needed. With the change at WDKM radio, the LAPC is recommending that people forward her name, Isolina Jackson, WDKM station manager, media representative. Motion is to request her appointment to the Local Emergency Management Committee (LEPC) by Adams County Board of Supervisors. Motion by Kotlowski/Sebastiani . MC/UN.

David July, Sheriff's DepartmentCommunications

1. Animal Shelter/Animal Control Officer Report. The Sheriff's Department hired two people for the Humane Officer positions. They started training with Ed Baron. They will rotate every two weeks with full use of a department vehicle. Everything is going well. They will both be attending Certification training in October. Chief July wanted to remind the committee they gave the Department the go ahead to hire these two individuals. We anticipate Ed Baron no longer being involved in this program by the end of October. At some time in the future, the Department would like to revisit this program to make it a better fit for the Humane Society and the Sheriff's Department. The Department would also like to clear up definitions of an "emergency" when it comes to response to calls.
2. Approve Conference/Training. None.
3. The Department would like to schedule a PS&J meeting prior to the County Board Meeting on August 18th, 2009 in the County Board Room to review, discuss and take action as necessary on the bid for the Jail Shower Resurfacing Project.
4. 2010 Budget. Discuss and take action as needed. The budget was presented to the committee. The committee asked a number of questions regarding increases as well as decreases in account lines. These questions were all answered by the Chief and Fiscal Manager Sandra Green. Discussion was held regarding on call and over time, electronic monitoring, other jail fees, leasing of squads, and the truck to be purchased for the Recreation Officer from the revenue account(s). The committee went through the budget page by page and approved the budget. Motion to approve the Sheriff's Department 2010 proposed budget by James/Kotlowski. MC/UN.
5. Update on Revenue worksheet. Explained the updated Revenue worksheet from Liz in Finance. This was due to the Project Lifesaver and K9 account lines having to be at \$0 for 2010. They should start at \$0 every year. This will most likely change some of our figures.
6. Click It or Ticket Grant. We were selected and awarded \$4,000 to purchase approved equipment. Equipment purchased by Chief July will be one light bar and 30 collapsible orange cones.
7. Status of COPS Hiring Recovery Grant Program. The grant was not accepted.
8. Update on Wright Express Fleet Fuel Card Program. The cards were received and have been disseminated to each employee. Each employee has their own ID# and each vehicle has a fleet card placed in it. Each employee was given instructions on how to use the system. So far, there have been no problems.
9. Update on transfer of Lund boat to Big Flats. They met with the Town Chairman and will be transferring ownership of the boat with some conditions by the committee. They are not sure about the \$1 purchase price. They will run this through their own committee. When purchased, this boat must be used for Mutual Aid for all county entities.
10. Update on firearms missing from the Sheriff's Department.

The committee asked to have one item added for discussion for the next meeting. Discuss information received from two medical examiners in two counties and discussion of medical examiner vs. coroner.

***Special meeting** is scheduled for August 18, 2009 at 5:45 pm in the County Board Room to review, discuss and take action as necessary on the bid for the Jail Shower Resurfacing Project.

Next regular monthly meeting is scheduled for September 9, 2009 at 9:00 am in Conference Room A260.

Motion to adjourn by Loken/James MC/UN. Meeting ended at 1:00 p.m.

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 / Green / Sumpter/Cada