

Public Safety & Judiciary Committee
Wednesday, August 13, 2014
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, Marge Edwards, Jack Allen, and Robert Grabarski. Jerry Kotlowski was excused.

Others present: Carol Collins, Tania Bonnett, Kris Steffens, Dennis McFarlin, Janet Leja, Kathie Dye, Jane Gervais, Marilyn Rogers, Sam Wollin, and Terry Fahrenkrug

Motion by Edwards to approve the agenda, seconded by Grabarski. All in favor, motion carried. Kotlowski – Excused.

Motion by Eggebrecht to approve the prior meeting minutes (July 9, 2014), seconded by Edwards. All in favor, motion carried. Kotlowski – Excused.

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett – Present

Committee was provided with the monthly financial reports for July 2014, the 2015 proposed budget, and Community Services Coordinator's monthly report for July 2014. There were no questions on the monthly financial reports. Bonnett discussed her 2015 proposed budget and stated there were no increases to the revenue or expenses for 2015. When asked, Bonnett stated that the amount budgeted for witness fees is reasonable and does not need to increase. **Motion by Grabarski to approve the 2015 District Attorney Budget as presented, seconded by Edwards. All in favor, motion carried. Kotlowski – Excused.**

Bonnett stated it is business as usual in the office and there is nothing unusual to report. Bonnett is working on her State budget and is evaluating the need for making the Assistant District Attorney a full-time position. Bonnett informed the Committee that the law student has completed her 10-week internship. Bonnett stated she was helpful with writing briefs and running the intake calendar. Bonnett informed the Committee that there was a check on the sex offenders in Adams County and three were found to be noncompliant. The three sex offenders with violations were referred to the DA's Office for possible charges of noncompliance.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for July 2014. Steffens discussed her report and answered the Committee's questions. Steffens stated she would like to request an increase of \$3,000 to her contract for 2015 as veterinary expenses have increased. Allen stated that this can be discussed later in the meeting when the Sheriff's Office budget is presented.

Family Court Commissioner – Dennis McFarlin – Present

Committee was provided with the monthly written report for July 2014 and the 2015 proposed budget. McFarlin stated the office is running smoothly. McFarlin stated Deputy LeBreck is in the courtroom with him occasionally and states his presence in the courtroom makes a difference. McFarlin stated there were some internal adjustments in his budget, but it came in under levy compared to last year. **Motion by Grabarski to approve the 2015 Family Court Commissioner Budget as presented, seconded by Eggebrecht. All in favor, motion carried. Kotlowski – Excused.**

Child Support – Janet Leja – Present

Committee was provided with the performance measures for July 2014, monthly financial reports for July 2014, and the 2015 proposed budget. Leja discussed the performance measures and stated they are trying to catch up due to employees on vacation. Leja stated they are now up and running without the Call Center and that is working well. There were no questions on the financial reports. Leja discussed the 2015 budget and stated it is under compared to last year, but the wages and benefits are questionable. **Motion by Edwards to approve the 2015 Child Support Budget as presented, seconded by Eggebrecht. All in favor, motion carried. Kotlowski – Excused.**

Leja stated warrant information was brought up to date before the Adams County Fair so the most current information was available. Leja stated she met with Deputy LeBreck to put eight warrants on Facebook. Leja stated she is going to a social media training to get information on helpful tools. Leja informed the Committee that she was unable to generate a report on the success rate for employment on individuals that was requested last month. Leja explained that the current KIDS system does not have a way to accurately search for the information as there are too many factors involved. Leja did provide the Bureau of Labor Statistics website if there were additional questions.

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with the monthly financial reports for July 2014 and the 2015 proposed budget. There were no questions on the monthly financial reports. Dye did explain that if there is one more trial she will most likely be over budget on her jury trial expenses. Dye informed the Committee that all of her deputies will be attending training on the new firearm surrender law that will go into effect in November. Dye stated her office is running smoothly and they are busy with the visiting judges and trying to coordinate it all. Dye discussed her 2015 proposed budget and stated it is less than last year. Dye explained this is due to the office remodel that was budgeted for and new employees hired are earning less than the employees they replaced. **Motion by Grabarski to approve the 2015 Clerk of Circuit Court Budget as presented, seconded by Edwards. All in favor, motion carried. Kotlowski – Excused.**

Motion by Eggebrecht to take a short recess, seconded by Edwards. All in favor, motion carried. Kotlowski – Excused. Break for a short recess at 9:57 a.m. Chairman Allen called the meeting back to order at 10:02 a.m.

Register in Probate – Terry Reynolds – Not Present

Committee was provided with a monthly written report for July 2014, the 2015 proposed budget, and monthly financial reports for July 2014. There were no questions on the written report. Reynolds did discuss her budget at the meeting in July. Committee had a question on the 2015 proposed budget regarding the expense for cleaning the court reporter's machine, but Reynolds was unable to be reached as she was at a meeting in Madison. **Motion by Edwards to approve the 2015 Circuit Court Budget as presented, seconded by Eggebrecht. All in favor, motion carried. Kotlowski – Excused.**

Emergency Management – Jane Gervais – Present

Committee was provided with the monthly financial reports for July 2014 and the 2015 proposed budget. Gervais discussed her financial report and answered the Committee's questions. Gervais discussed her 2015 proposed budget and explained the request to purchase a vehicle. Gervais stated even with the \$25,000 for the vehicle purchase, she is still under last year's budget. Gervais explained that she is on-call 24/7 and has additional wear and tear on her personal vehicle. Gervais stated other Emergency Management Directors in her region are provided with vehicles. Gervais provided a handout on her mileage expenses for the previous years. The question was asked if Gervais researched leasing a vehicle versus purchasing a vehicle and Gervais stated she has not, but was willing to research that. Chairman Allen recommended the Committee hold off on approving the budget until they discuss the budget in the Sheriff's Office to see if there is an extra vehicle for Gervais to utilize. **Motion by Edwards to table the 2015 Emergency Management Budget until after the discussion on the Sheriff's Office budget, seconded by Grabarski. All in favor, motion carried. Kotlowski – Excused.**

Gervais updated the Committee on the installation of Bug Tussel's equipment on the Highway communication tower site and stated it is complete. Gervais explained that it went well and that they will be dry testing in the next week or two. Gervais informed the Committee on the Active Shooter Tabletop on 8/19/14 and the functional exercise on 10/20/14. Gervais stated she applied for a grant for the ICS-300 training at the request of the New Chester Fire Chief. The training is required for municipalities to receive FEMA monies when a disaster occurs. The training is scheduled for 9/20/14 and 9/27/14 at the Grand Marsh Community Center. Gervais stated she is required to provide the training manuals, but the cost to copy those is reimbursed by the grant. Gervais stated she attended a meeting with the Juneau County/Adams County HazMat team last week and discussion was held regarding members not attending the meetings. Gervais explained they are still looking for more recruitments to be on the team. Gervais stated the Local Emergency Planning Committee will be meeting on 8/18/14 and that Nick Segina needs to be replaced on the committee as he is no longer the owner of the local radio station. Gervais recommends that Bob Goff replace Nick Segina on the committee. **Motion by Edwards to approve the appointment of Bob Goff to the Local Emergency Planning Committee, seconded by Grabarski. All in favor, motion carried. Kotlowski – Excused.** Gervais informed the Committee she is currently working with the Medical Examiner and Public Health on developing a mass casualty plan. The deadline is next spring, but they would like have it done this fall.

Medical Examiner – Marilyn Rogers – Present

Committee was provided with the monthly activity report for July 2014, the 2015 proposed budget, and monthly financial reports for July 2014. Rogers discussed the monthly reports and there were no questions. Rogers informed the Committee that Becky Koehn is scheduled to take the ABMDI test on 9/11/14. Rogers stated she would like to give her an increase if she passes the test for receiving the additional credentials. Rogers informed the Committee that she had a truly indigent case in July and had to pay those expenses out of her budget. Rogers wanted the Committee's input on where the payment should come from for indigent cases and it was recommended she go to Admin & Finance to see where those payments should come from in the future.

Rogers discussed her budget and stated the revenues increased and expenses decreased for 2015. Rogers stated most everything stayed the same, but did explain the few changes. Rogers stated she is concerned about the physician charges as she can't predict what will happen with those. **Motion by Grabarski to approve the 2015 Medical Examiner Budget as presented, seconded by Eggebrecht. All in favor, motion carried. Kotlowski - Excused.**

Sheriff's Office – Sheriff Wollin and Terry Fahrenkrug – Present

Committee was provided with the monthly financial reports for July 2014, Animal Control Report for July 2014, and the 2015 proposed budget. Wollin discussed the monthly financial reports and answered the Committee's questions. Wollin informed the Committee regarding the expenses to fix the recent damage to the squads as diesel fuel was dumped on them when they were parked by the municipal buildings in the Town of Rome. Wollin stated there were no significant events at the fair this year and that the two K-9 demonstrations went well. Wollin stated that patrol is not fully staffed yet, but a conditional offer has been made to the next individual on the eligibility list. Wollin stated the vacant female jail deputy position has been filled and the employee started this week.

Wollin discussed the 2015 proposed budget. Eyes of Hope Shelter would like to request an increase of \$3,000 in 2015 due to increased veterinary costs. Discussion was held regarding the current vehicles and what employees were assigned vehicles. Wollin stated that he does not recommend any of the vehicles up for sale this year to be transferred to other departments. Committee members would like information on what the difference would be for purchasing a vehicle versus leasing a vehicle. **Motion by Eggebrecht to approved the 2015 Sheriff's Office Budget as presented, seconded by Grabarski.** Discussion was held regarding increasing account 100-18-54950-316 from \$25,000 to \$28,000 to allow an additional \$3,000 for Eyes of Hope Shelter. **Motion by Edwards to amend Supervisor Eggebrecht's motion to approve an increase in the expense budget line 100-18-54950-316-000 from \$25,000 to \$28,000, seconded by Eggebrecht.** Discussion was held regarding having Corporation Counsel change the Letter of Understanding to allow Eyes of Hope Shelter to request up to an additional \$3,000 if the overall expenses for the year were more than \$25,000. **All voted no, amended motion failed. Kotlowski – Excused.** Committee members then voted on the **motion by Eggebrecht to approve the 2015 Sheriff's Office Budget as presented, seconded by Grabarski. All in favor, motion carried. Kotlowski – Excused.**

Committee again discussed Emergency Management's budget that was tabled earlier in the meeting. **Motion by Edwards to approve the 2015 Emergency Management Budget as presented and forward to Admin & Finance for discussion and approval of the vehicle purchase, seconded by Eggebrecht. Voice vote: Eggebrecht- - Yes, Edwards – Yes, Allen – Yes, Grabarski – No, and Kotlowski – Excused. Motion carried by voice vote.**

Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Grabarski. All in favor, motion carried. Kotlowski – Excused.

Identify upcoming agenda items: Committee would like information on the difference in purchasing a vehicle compared to leasing a vehicle.

Set next monthly meeting date as September 10th at 9:00 a.m.

Motion by Grabarski to adjourn, seconded by Edwards. All in favor, motion carried. Kotlowski – Excused. Meeting adjourned at 11:57 a.m.

These minutes have been approved by Public Safety & Judiciary Committee on September 10, 2014.

Respectfully Submitted,



Robert Grabarski
Secretary