

## **Public Safety & Judiciary Committee**

Wednesday, June 8, 2016

9:00 a.m. – Conference Room A260

### **MINUTES**

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

Committee members present: Pete Hickethier, Robert Grabarski, Jack Allen, Rocky Gilner, and Deb Parr filling in for Scott Colburn.

Others present: Carol Collins, Jonathan Barnett, Kris Steffens, Janet Leja, Kathie Dye, Chris Langer, Marilyn Rogers, Terry Fahrenkrug, Thad Kubisiak, and Elaine Fehrs

**Motion by Hickethier to approve the agenda, seconded by Gilner. Motion carried by unanimous vote.**

**Motion by Allen to approve the May 11, 2016 minutes, seconded by Hickethier. Motion carried by unanimous vote.**

There was no public participation. There was no correspondence.

#### District Attorney – Jonathan Barnett – Present

There was no financial report for May to provide to Committee. Barnett explained recent expenses and will provide a copy of the report to committee once it is received. Committee was updated on the recent trials. The summer law intern, Elaine Fehrs, was introduced to the committee.

#### Eyes of Hope Shelter—Kris Steffens — Present

Steffens gave a financial report for 2015 and March 2016. Discussion was held regarding the issue Steffens is having with finding employees to work at the shelter. Steffens is open to any suggestions the committee may have. Leja stated she would refer individuals looking for employment to her. Committee recommended she create a cell phone policy for the employees as cell phone use has been a problem in the past.

#### Family Court Commissioner – Dennis McFarlin – Not Present

The Family Court Commissioner was not scheduled to attend the meeting today. Committee was provided with a written report for May.

#### Child Support – Janet Leja – Present

Committee was provided with the written and financial reports for May. Report shows performance measures are continuing to improve. Nothing unusual to report on the financial report and expenditures are on target. Leja has been working with Sheriff Wollin regarding office space issues and will report more next month. Committee was provided with the job descriptions for the current Child Support Specialist position and the updated Lead Child Support Specialist position. Leja explained the job description needed to be updated to add the duties to properly reflect what the employee is currently doing. Leja also added the duties and knowledge required to reflect the auditor's suggestions to comply with state and federal funding guidelines. The updated job description was approved by Personnel on 6/2/16. **Motion by Hickethier to approve the updated Lead Child Support Specialist job description and forward on to Admin & Finance for recommendation, seconded by Allen.** Discussion was held and Leja addressed the committee's questions in regard to the reclassification if the updated job description is approved. Chairman Grabarski called for a vote after the discussion. **Motion carried. Grabarski – opposed.**

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with a written and financial report for May. Expenditures are on target for this time of year. Dye explained the office is going to mandatory e-file on August 15. CCAP will be training attorneys and their staff the week of August 8. They are currently paperless in the office with documents already being scanned.

Register in Probate – Chris Langer – Present

Committee was provided with a written and financial report for May. Langer attended the probate conference last month and felt it was very educational. Langer informed the committee that mandatory e-file will not be required for her until approximately September 2017. Langer continues to work on cleaning up the probate files. The video conferencing maintenance agreement will be due for renewal in 2017 and funds will need to be budgeted for that. Langer is working on getting a quote for possible options.

Emergency Management – Jane Gervais – Not Present

Gervais was unable to attend the meeting. Committee was provided with the financial report for May.

Medical Examiner – Marilyn Rogers – Present

Committee was provided with the written and financial reports for May. May was finally an average month for calls. Deputies are continuing to work on their training. Rogers continues with the organ/tissue donation presentations to the driver's education classes and prescription drug abuse presentations on behalf of the Drug Free Adams County taskforce. The disinterment scheduled for this month has been reschedule to September so the family can be present.

Sheriff's Office – Chief Deputy Fahrenkrug – Present

Committee was provided with the animal control report and financial report for May. The Citizen's Academy has wrapped up and it went well. There were eight people in the class and the response was very good. Committee was updated on current staffing and vacancies. There is currently two jail deputies attending the jail academy and one patrol deputy is in field training. An offer to hire was sent out for a patrol deputy and is scheduled to start in a couple of weeks. The Jail Administrator position is in the reclassification process and an offer will be made once that is complete. Committee was provided a copy of the letter sent to the Office of Detention Facilities addressing the issue of weapons control within the jail building. Committee was updated on the visit with the architect and what is being done internally to address the issue. Committee was informed that the State is good with the proposed plan and time schedule and is more than willing to address the committee if need be.

**Motion by Allen to approve vouchers and monthly expense reports as presented, seconded by Hickethier. Motion carried by unanimous vote.**

Identify upcoming agenda items: Clerk of Court will provide the number of traffic tickets in Adams County from January 2016 to June 2016 separated out by tickets issued by the county officers, city officers, and state officers.

Set next monthly meeting date as July 13, 2016 at 9:00 a.m.

**Motion by Allen to adjourn, seconded by Gilner. Motion carried by unanimous vote.** Meeting adjourned at 10:08 a.m.

*These minutes have been approved by Public Safety & Judiciary Committee on July 13, 2016.*

Respectfully Submitted,

*Carol A Collins*

Carol Collins

Recording Secretary