

Public Safety & Judiciary Committee
Wednesday, March 8, 2017
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, Jack Allen, Robert Grabarski, Rocky Gilner, and Deb Parr filling in for Scott Colburn

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Janet Leja, Kathie Dye, Sam Wollin, Terry Fahrenkrug, and Barb Petkovsek

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

Motion by Hickethier to approve the February 15, 2017 minutes, seconded by Gilner. Motion carried by unanimous vote.

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett and/or Jonathan Barrett– Not Present

The District Attorney's Office was not scheduled to attend the meeting. There was no financial report for February to review.

Eyes of Hope Shelter—Kris Steffens — Present

Steffens was not scheduled to attend the meeting, but was present for the Sheriff's Office discussion regarding the animal control officer job description. There was no written report for February to review.

Family Court Commissioner – Dennis McFarlin – Present

Committee was provided with a written report for February to review. McFarlin stated things are running smoothly and there are no issues to report at this time.

Child Support – Janet Leja – Present

Committee was provided with a written and financial report for February as well as the 2016 Annual Report to review. Leja stated they continue to do well with their performance measures. There was nothing unusual to report on the financial report. Leja discussed the 2016 Annual Report and stated they achieved all of the 2016 goals except the space issue. Resolving the space issue will continue to be a goal in 2017. Leja stated the office continues to run smoothly with no issues at this time. Discussion was held regarding the classes/presentations that are done at the prison and Leja stated they are helpful in letting the inmates know what they should do in regards to their child support cases once they get out of prison.

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with a written and financial report for February to review. Dye informed the committee that the mandatory criminal e-filing process began on March 1 and stated she hopes to save postage with the e-filing process. Dye explained that the Wood County deputy clerks came to her office in February to spend some time training with her staff on the mandatory e-filing and were very appreciative of their help. Dye discussed her written report and stated they are down on some of the citations to date. Committee was informed that the contract with SKC was reviewed by Corporation Counsel and the signed contract was forwarded to Phil Greenwood at SKC. Dye expects to hear from the project manager from SKC within the next couple of weeks.

Register in Probate – Chris Langer – Not Present

Langer was unable to attend the meeting due to a conflict with a court hearing. Committee was provided with a written and financial report for February to review.

Emergency Management – Jane Gervais – Not Present

Emergency Management was not scheduled to attend the meeting. Gervais provided the committee with a financial report for February to review.

Medical Examiner – Marilyn Rogers – Not Present

The Medical Examiner's Office was not scheduled to attend the meeting. Committee was provided with a written and financial report for February to review.

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

Committee was provided with the financial report for February to review. Committee was informed that all but two squad cameras are installed to date. Currently there are no body cameras, but they could be incorporated in the future. There is a records retention schedule set up to be used for the squad camera footage. Wollin updated the committee on the current staffing levels. Wollin stated Lifestar provided training to the Sheriff's Office staff in regard to administering NARCAN and explained squads will now be carrying NARCAN nasal spray. It will not be given to each officer, but will be kept with each AED. Committee was updated on the vacant animal control officer position. There is not a current job description for the animal control officer so one needed to be developed. Committee was provided with the animal control officer job description for review and approval. The job description has already been approved by Marcia Kaye. Wollin explained that animal control issues are being handled by the deputies and Deputy Lewicki is handling some of the calls right now until the position is filled. **Motion by Hickethier to approved the animal control officer job description as presented, seconded by Allen.** Discussion was held regarding the starting wage and wage options. Committee was informed that this position is not currently part of the WIPFLI wage structure and the wage is set by resolution. **Motion carried by unanimous vote.**

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

Identify upcoming agenda items: None at this time

Set next monthly meeting date as April 12, 2017 at 9:00 a.m.

Motion by Hickethier to adjourn, seconded by Gilner. Motion carried by unanimous vote. Meeting adjourned at 9:55 a.m.

These minutes have been approved by Public Safety & Judiciary Committee on April 12, 2017.

Respectfully Submitted,



Carol Collins
Recording Secretary