

Public Safety & Judiciary Committee

Thursday, January 5, 2012

9:00 a.m. – Conference Room A260

MINUTES

1. Call meeting to order: Meeting called to order at 9:00 am.
2. Was the meeting properly announced: Yes
3. Roll Call: Excused: Ward and Keckeisen. Present, Sebastiani, Miller, James, Green, McFarlin, Reynolds, Larson, Beckman, Wollin, Jake Roseberry, Rogers, Helmrick, Barnes, Hinze arrived at 10:20.
4. Approve agenda: Motion to approve agenda James/Miller, MC/UN
5. Approve minutes: Motion to approve minutes, James/Miller, MC/UN.
6. Public Participation: As needed.
7. Correspondence: None
8. Family Court Commissioner – Dennis McFarlin –Present.
 General Operations of the Department: An update from the Family Court Commissioner's office. Mr. McFarlin will attend PS&J meeting as needed in the coming year. He also indicated he's here if they have any questions and will check in every once in a while when he can. Mr. McFarlin mentioned the Family Court issues have risen over the past year or so due to the economy.
9. Clerk of Circuit Court – Dee Helmrick – Present.
 Summary report of expense vouchers submitted for payment. Not available.
 Approve conference/training. None.
 Discuss general operations of department. The Community Service Coordinator is on leave right now but will be back soon. All is well with the Department.
 Community Service Coordinator's monthly report. Discussed.
10. Register in Probate – Terry Reynolds – Present.
 Monthly expenditures report. Ms. Reynolds provided November's report for expenditures and vouchers submitted Terry is predicting they will be over their budget at the end of December due to juvenile cases. She will be setting up a meeting with Chuck Price regarding the way social workers are handling court cases. These issues will be discussed during this time. Terry also addressed other issues within the Probate office.

 Discuss general operations of department. Since September 1, 2009 there is \$83,818.40 saved on Video Conferencing. Terry states we will be able to get our ROI (Return on Investment) by August or September 2012. Supervisor Sebastiani asks that when the ROI is reached it be brought forward to the County Board to make the announcement.

 Upcoming case filings that may impact the 2012 budget. Ms. Reynolds indicated that her discussions with DHHS they are predicting four TPR's (Termination of Parental Rights) and this will hit her budget hard. The juvenile budget will be hit hard again this year. She will look at cases and try to keep the number of hearings to a minimum. Ms. Reynolds has held off the teen-court process due to many issues as to the involvement of someone that was working on it so we waited for this to be resolved. It has been and will now be moving forward with this project. Sheriff Wollin and Captain Beckman attended the Teen Court in Columbia County many months ago and were very impressed with the process. Supervisor Sebastiani wanted to know if we think this will be an advantage to the County. Everyone agreed it would be and Sheriff Wollin gave some examples as to why it would be beneficial to the County.

11. District Attorney – Janis Cada – Not present. Call if needed.

Monthly expenditures report/budget update.
Discuss general operations of department.

12. Emergency Management – Jane Gervais – Not present. Call if needed.

Monthly Check Summary/Expenditures.
Discuss and/or act on training/conferences, if any.
Discuss general operations of department.

13. Child Support – Deb Barnes – Present.

Review Performance Measures.
Review check summary. Not available.
Discuss general operations of department. First few days of the call center are going well. The customer service representatives take calls and forward messages to the case workers in the agency. The case worker then proceeds with whatever needs to be done on the case. So far things are going well and hope for a good 2012.

14. Sheriff's Department - Sheriff Wollin – Present.

Animal shelter/animal control officer report (reports in packet). Discussion took place regarding the decision to go with Mauston instead of Oxford. The number of hours and days will be limited because of the time and traveling to go to Mauston. Sheriff did talk with Christina at the Humane Society and she offered support if we ever have any questions regarding the transition. Supervisor Miller threw out a scenario about someone calling into Dispatch for a stray cat and Sheriff Wollin explained how this process will work. Again, if there are emergency situations like the large case we had two years ago, we certainly wouldn't wait that amount of time to take that many animals but under a regular scenario, the time would be a day or two for the ACO to pick up the animal and deliver it to the Mauston Vet Clinic. The only thing the Humane Society will accept is personal animals dropped off and they will pay a surrender fee. They will not take animals that are "found" because they would then have to hold the animals for seven days. Trena Larson also mentioned that if anyone has a cat, they can certainly drive to Mauston to deliver the cat to Mauston if they choose to not care for it until they have cat pick-up day. They are all hoping residents take more responsibility in regard to cats.

Discuss general operations of department. Nothing under operations.

Approve conference/training if any. Training Conferences: Out of State Training: Request for training scheduled in February for an Investigator. There is no cost for this training however hotel and meals will be a cost to the County. Sam drafted a Resolution for this training and submitted it to the committee. Motion to send this Resolution to the County Board for the Investigator to attend. Miller/James, MC/UN.

Discussion/Action on Supplemental Employee Handbook. Sheriff Wollin indicated we delivered the 414 Union Contract along with a copy of the Employee Handbook and asked if there were any questions and did not, this will be addressed with the Transition Committee on January 19th. Ms. Larson stated she spoke with Sheriff Wollin regarding the handbook and agrees with Attorney Albert that it should go forward to the Transition Committee for recommendations and/or decisions.

Per Supervisor Miller: Tabled from December Meeting - Discuss/Act Resolution regarding the Sergeant and Lieutenant positions. Supervisor Miller stated he may want to table until February meeting due to Ward and Keckeisen not being present. Supervisor Miller asked Sheriff Wollin what his thoughts are. Sheriff Wollin indicated he was confused as to why this was on the agenda again when this was settled previously or so he thought. He explained his stand in the whole situation, he put everything in writing regarding the resolution and next thing he's told it's tabled again for another meeting. Supervisor Miller again states his concerns are that number one in the future you look at the SO to have three lieutenants and three additional sergeants then look at the County if someone is in business and you have three Lieutenants in a business, but decide you only need two and wait for someone to retire, no one in private business is going to wait to reduce that to two positions they are going to do it immediately. His thoughts are if you only need two Lieutenants then let's do it and move on. Sheriff Wollin states this will be a transition process we can't just flip a switch and move forward with two Lieutenants tomorrow. They will be there to train and guide the Sergeants moving forward and if they are not there it will just set everything back. Supervisor Miller states he takes it seriously when it comes to eliminating someone's job but just because it's in the budget doesn't mean a whole lot. Sheriff Wollin also reminder Miller that if the Resolution states a Lt. position will be eliminated not just under "retirement" but if a Lt. leaves for any reason whatsoever. The transitions of this whole process doesn't just affect one area of the department, it affects many. Supervisor James asked if Sheriff Wollin had a specific time frame for this transition and Sheriff Wollin indicated he does not have a specific time frame for any of this as it's not all set in stone yet. Supervisor Miller in the end indicated he would most likely choose to have all five committee members present for a vote on this. Trena asked if Marcia Kaye has been present and Sheriff Wollin indicated his rights to decide how the Sheriff's Office is run. Supervisor James has stated he would like more understanding of Sheriff Wollin's vision for the Department. Sheriff Wollin said he would be more than happy to sit down with him to explain. Sheriff Wollin also asked what the County would offer this person who would be eliminated as some sort of severance package if this does occur and Supervisor Sebastiani said this would be more of a decision for the Executive Committee.

Motion to table until next regularly scheduled meeting James/Miller, MC/UN

Captain Beckman – Present.

Tabled from December: Review November monthly expenditure report and check summary. No questions, approved.

Motion for a ten minute recess at 10:05, James/Miller, MC/UN. Meeting called back to order at 10:12 am.

Approve December monthly expenditures if available. Not available.

Discuss any additional general operations of department. Supervisor Djumanji stopped down and Captain Beckman gave her a tour of the jail as she requested.

15. Medical Examiner, Angela Hinze – Angela Hinze and Marilyn Rogers, Present.

Monthly expenditures report. Angela Hinze went through the December Activity Report as submitted.

Approve conference/training if any.

Discuss general operations of department. An information booklet was handed to the committee to review for training for Becky Koehn to attend. Becky should be done with her formal training within a month and then will attend this training.

- a) Unpaid balance w/funeral home. She wants to know how to handle the \$800 outstanding removal fee balance which Roseberry's has not paid. They continue to bill on a monthly basis and back a few months ago she forwarded a letter from an Attorney that represents the parties speaking as to how deal with this is entirely up to the Committee. Jake Roseberry does not intend to pay this because he never actually received a direct answer from a question he had asked regarding the removal fees and who the bill is to – the funeral home or

the family? Roseberry's will not pay the removal fees out of their own budget. The funeral home as well as their Attorney states the County cannot bill the funeral home for services they have not requested. Angela Hinze gave more insight and explained how this process works. Mr. Roseberry feels these billings should be directed toward the family rather than through him as a third party as stated again, these are not services they requested and feel they should not be involved at all. Ms. Hinze also states her office has never had this type of an issue come up with any other funeral home. Trena Larson will look into this process for a way the County can bill the party for these removal fees since Roseberry's will not agree to incorporate this into their accounting process. Ms. Larson should bring this forward to the committee next month.

- b) Issues related to donations. The handout "Document of Anatomical Gift Authorization for Organ and Tissue Donation" was explained. Ms. Hinze wanted to first address the fact that three tissue services have been contacted by Jake Roseberry regarding tissue services. He had some inquiries as a citizen as there were some concerns. Supervisor James reminded Mr. Roseberry that if he has specific issues with Ms. Hinze he should be working directly or contacting her directly to work these issues out. She stated we do have three tissue service contracts which means that all hospitals by Act 230 have an agreement for tissue removal related to donations. Ms. Hinze explained this process in detail. The embalming invoice was also explained by Ms. Hinze. The Death Certificate/signature situation was also addressed. Supervisor James wanted to know if Ms. Hinze has received any other complaints from any other business regarding delays in paperwork or other things. Ms. Hinze stated she did not.

Supervisor James asked Jake Roseberry and put forward a scenario and Mr. Roseberry did not agree with the whole scenario and agreed to label this entire conversation "beyond silly". Additional discussion took place regarding this entire situation. Supervisor Sebastiani asked Jake Roseberry what do we have to do to make you happy? Jake Roseberry stated the office should be run by State Statute and explained different ways to make it simply and straight forward to get the stuff done on time. Roseberry's has not raised their cremation prices but has not lowered them either. Mr. Roseberry indicates that if he's ever in the position the committee members are he would surely make some significant changes. This created some interesting dialogue. No other questions were asked of the committee, Mr. Roseberry or Ms. Hinze and the conversation ended.

Ms. Hinze asked the committee that instead of hiring another person in the ME's office, the cost of the third employee would be split between the two current employees. Angela is asking if the committee would have a problem with splitting the 3rd MOU's wages and would not change the budget amount. Questions were raised if two current Assistant ME's were agreeable to what was being proposed. After much discussion and realization, Ms. Hinze's recommendation is to leave the situation as it is right now and leave the third MOU out there in case they should ever need it. Supervisor James would like to see three employees in the ME's office. Ms. Rogers said what she would like to see is to take their time and try to find someone to fill the third position in the office. Trena Larson indicated they could post the announcement with no end date or "until a qualified person is hired" and this would give them more time to find someone qualified and more suitable to fill this position. Motion to remain with the same MOU's we currently have with two positions receiving the pay of three. Also we should post the position without an end date and see if we can get good candidates. James/Miller. MC/UN.

Supervisor James wanted to review the ME's office new departmental policy with regard to signatures due within 24 hours. There was additional discussion on this regarding Roseberry's and the ME's office.

16. Approval of all vouchers and monthly expense reports. December financials were not available yet as this meeting was scheduled a week earlier than usual. December financials will be approved at the February 6th committee meeting.
17. Set next meeting date. Monday, February 6, 2011 at 9:00 am in Conference Room A260.
18. Action items for next meeting.
 - a) Supervisor James would like a progress report on dealing with the new animal set up with dogs and cats.
 - b) Place on February agenda regarding the Sergeants and Lieutenant position within the Sheriff's Office.
 - c) Review and approve December and January financials for each Department.
 - d) Trena will check into a process for the ME's office regarding invoicing for removal fees.
19. Adjourn: James/Miller, MC/UN.

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 / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Bonnett/ Cada / Hinze / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Larson