

Public Safety & Judiciary Committee

Wednesday, November 9, 2011

9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order.
2. Was the meeting properly announced? Yes.
3. Roll Call: James, Miller, Keckeisen Excused, James, Ward, Green, Cada, Bonnet, Helmrick, ME's Office, Barnes, Kirslenlohr
4. Approve the Agenda. Ward/James, MC/UN.
5. Approve minutes of prior meeting. Ward/Miller, MC/UN.
6. Public participation (*If requested by the Committee Chair*).
7. Correspondence. None.
8. Action items from October meeting.
 Discussion/action on Sergeant and Lieutenant positions. Supervisor Miller requested to discuss this today. No action could be taken at a previous meeting. There are a couple of things Supervisor Miller wanted to discuss the first being the Resolution where it indicates a Sgt. position would be eliminated if a Lt. position was created. Sheriff Wollin stated that was only if a Sgt. was promoted to that position so the Resolution does not apply. A floater position was lost in the jail and on the road to afford the two Lts. positions to be created. Sheriff Wollin explained the supervisor structure once again of the Sheriff's Office. Sheriff Wollin would like to move ahead with eliminating the prior resolution and creating a new one. Supervisor Ward stated that because we are doing this in the budget process, this allows you to create new positions without any other paperwork. We placed the Sgt. positions in the budget so possibly a resolution is not needed due to it being done in the budget process. Sheriff Wollin feels the resolution would not need to be retracted due to the wording not applying to the situation. Supervisor Miller read the resolution out loud to everyone. There was discussion related to what the resolution actually was intended for. Additional discussion took place regarding this subject. Sheriff Wollin asked the committee if other departments are being asked to eliminate a position and the answer was no. Sheriff Wollin was asked why he is the only department being asked to eliminate staff when it was agreed that he would eliminate one position through attrition why it has changed now. Supervisor Miller explained his reasoning as to why he feels the Sheriff's Office is top-heavy and why he and Supervisor James feel it is necessary to eliminate one Lt. position. Sheriff Wollin explained his case again that he has agreed in the past and would state and sign his name to a resolution that he would not fill a Lt. position in the future once one is gone through attrition but he does not understand why the urgency to eliminate a Lt. position immediately as of January 1st, 2012. Supervisor James stated he thought the understanding was if the Sgt. positions were approved we would not move forward with Lt. positions but would wait for a position to be vacant through attrition which is also what Sheriff Wollin and Supervisor Ward recalled as well. There will be a resolution created regarding this. Sheriff Wollin would work with Jack Albert on drafting the resolution for this and will be presented at this time. Supervisor Miller also brought up the Department Captain position. Sheriff Wollin explained nothing can be decided on this until the Chief Deputy situation is resolved. Supervisor Miller asked what his intention is in the future once this is resolved Sheriff Wollin explained how this would take place and Supervisor James and Miller said they would be comfortable with this scenario. The goal in all of this is there will be a Sgt. assigned to each shift. Motion to forward a resolution Ward/James, MC/UN.

Discussion on future planning of jail simplex upgrade. Sheriff Wollin explained what the intention is for the future of this project. Sheriff Wollin states it raises a security and safety issue for the safety of the staff and inmates so the Office will need to look at updating the door and intercom controls at some point in the near future. Sheriff Wollin is discussing this with the committee to make them aware of the situation and felt that what we presented at budget time would have been good if it was approved because it was five years with no interest and doesn't know if they will allow this again.

Also, discussion took place regarding parts available to replace ones which fail and Supervisor Sebastiani stated that Tracy Hamann indicated he had the parts available. Sheriff Wollin states the process is when a part fails we call Simplex for them to fix and is not aware of any parts Tracy would have available for repair of this equipment. The request was to call Tracy to discuss this however he's on vacation.

The addition of Bailiff positions/Clerk of Courts office. Not having this position is a security problem. Dee Helmrick explained this and additional discussion took place. This position would be approximately seven days per month on Mondays and Wednesdays. The responsibility of this position would fall on the Sheriff's Office. DA Bonnett explained several situations in court where she feels a LE officer would be needed. Sheriff Wollin agrees this would be a great opportunity to have someone in the courtroom in uniform and a certified LE officer and Supervisor Sebastiani agrees this should be addressed before something happens, not after. A lot of employees know how to diffuse situations but new hires with no training with situations becoming more intense than they have in the past with the combination of things could lead to a dangerous situation. Supervisor Sebastiani suggested getting together with the other department to discuss this possibility of creating this position. These departments would include Sheriff's Office, DA's office, Clerk of Courts and Child Support.

9. Family Court Commissioner – Dennis McFarlin – Not Present.

Review check summary.

10. Child Support – Deb Barnes – Present.

Review Performance Measures for October 2011; This were placed in the Supervisor's mailboxes and reviewed. A new Federal Fiscal year has begun. The Joint Finance will be meeting tomorrow to discuss the issue of Child Support funding and reinstating the Child Support GPR funding.

Review check summary; Discussed.

Discuss office activities; LTE's are in position right now and doing a great job and eliminating pressure on the workload.

11. Clerk of Circuit Court – Dee Helmrick – Present.

Summary report of expense vouchers submitted for payment. Discussed.

Approve conference/training.

Discuss general operations of department. The Collection Clerk has been there six months now and is doing well. The rest of the office is at full staff. Discussion took place regarding Ordinances and how they are being managed.

Community Service Coordinator's monthly report. Discussed.

Motion at 10:20 for a 10 minute recess. Ward/James, MC/UN.

Meeting called back to order at 10:30 am.

12. Register in Probate – Terry Reynolds – Not present.

Monthly expenditures report.

General office activities.

13. District Attorney – Janis Cada – Present.

Monthly expenditures report.

General office activities. Had basic training for her new Case Mgmt. system called Protect 5 and have been doing this since 2002 and are almost 10 years into Protect. Today is the first day to begin to use it.

Update on Legal Secretary Position. This has been awarded to Pam Parks and has completed her probation status and will be staying in the DA's office. This is a good fit and they are happy to have her on board.

14. Emergency Management – Jane Gervais – Not present.

Monthly check summary/expenditures.

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

Animal shelter/animal control officer report (reports in packet). The committee notified Sheriff Wollin that the Animal Shelter rejected our offer of \$40,000/year. Each Supervisor received a letter in the mail yesterday.

Supervisor Ward suggested implementing a six month contract with provisions as stated. We requested Jack Albert to attend but he was tied up in court this morning. Jack Albert did attend the meeting at 11:20 and said he would follow-up on this letter and offer and get back to the committee.

Department operations. Paul Kahr who was an Animal Control officer has resigned. Dale Behling the other AC officer is doing well. His truck had some extensive work that needed to be done and Sheriff Wollin can't see putting money into the vehicle and is looking at auctioning this in the near future. The other truck will be kept at the Sheriff's Office at this time. No other Part Time or On Call position will be allowed to take a vehicle home from now on. The other thing we are doing differently is sending one deputy that has an interest in investigating animal complaints to training so if we do have a major case we can have that person investigating those more serious incidents. We have a new procedure for the Evidence Room.

Approve conference/training if any. None.

Dispatch eligibility listing. We are continuing with the outside advertisement for a Dispatch eligibility list. This was posted and no one was interested internally. To post externally we would need signatures from the committee on the newly updated position description. Sheriff Wollin was notified that a current dispatcher is looking at retiring at the first of the year so we'd like to have an eligibility list sooner than later to prepare for the vacancy and work on getting it filled soon after. Motion to approve the eligibility listing and position description. Ward/James, MC/UN.

Evidence Room and new procedures. Sheriff Wollin has implemented an evidence custodian so we have a good established procedure in handling all evidence received at the department. There will be no more handling of cash as evidence. All cash will be photographed and logged and placed into a Liability account with the County. When this evidence can be released a check will be cut to that individual. Sheriff Wollin explained how the reorganization of the evidence room is being accomplished as well as the added bonus of additional security with cameras installed by SGTS. Overall this will be a better accounting process for all evidence.

Change of Sheriff's Department to Sheriff's Office. Sheriff Wollin discussed the reasons for making the change.

Captain Beckman – Attending

Review monthly expenditure report and check summary.

Water softener for Jail Kitchen. The need for this would save on the equipment and extend the life. Discussion took place. The estimate to purchase this is \$2512. The oven uses steam and the elements are getting limed and ruining the mother boards. The company states the purchase of a water softener would solve this problem. The bills alone for the oven over the past month were more than the cost of the water condition which is being requested. These monies would come out of Jail Assessment. Motion to approve the Hobart estimate for a new water softener. James/Miller, MC/UN.

Jail Sergeant Testing and Selection. Four applied, two were qualified. The offer has been made and accepted by Jason Manternach who is currently employed with Columbia County and will start at the end of the month. He will be mostly trained by Darin Babcock and then work with the other jail Sgts. to receive additional training.

Capital Improvement - Camera Installation. This project is complete and came within budget. The camera system has already been beneficial in catching an inmate fight on camera.

Swanson Install – focus on Cobra Cashier. Sandra Green and Sheriff Wollin explained this installation and process and how this will benefit the department as well as the inmates family to be able to deposit money into their accounts day or night 24/7.

Jail TV's Project is completed. Maintenance did a good job of installing these. Maintenance also installed the bulletin boards in the jail.

Notice of increase for basic television service – from \$6.00 per month to \$59.99. This is an unforeseen increase but it will still be paid out of Commissary funds.

Probation and Probation Holds reimbursement was discussed. We received \$34,808.59 and was deposited into the Revenue Account.

We are at approximately 80 inmates right now. With the changes of laws and classification in inmates we can only house certain inmates in certain areas. We are pretty close to being at max in our Huber housing at this time so Sheriff Wollin did with P&P on releasing a few of these individuals to make more room.

Huber fees were discussed as a Revenue item.

16. Medical Examiner, Angela Hinze – Deputy Coroner, Marilyn Rogers – Attending.

Monthly expenditures report. Discussed. Handout included a copy of the Medical Examiner's Logo for Adams County.

Approve conference/training if any. None.

Department operations. Training of the employees is almost complete.

Roseberry's Letter / Response regarding removal. Copies of this letter was handed out to each committee member. The only time for which this removal fee is charged is when there is an autopsy. Back in July 2011 she had received a letter from Roseberry's Funeral Home regarding removal fees to which he states he never received a response for. Jack Albert stated he advised Angela Hinze on how to respond verbally to Mr. Roseberry regarding removal fees. Additional discussion took place regarding this issue.

17. Approval of all vouchers and monthly expense reports. Motion to approve all vouchers, James/Ward, MC/UN.

18. Set next meeting date. Next meeting scheduled for December 14, 2011 at 9:00 am in conference room A260.

19. Action items for next meeting. Discussion/Action on Humane Society contract.

20. Adjourn. Meeting adjourned at 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 / Cada / Bonnett / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers