

Public Safety & Judiciary CommitteeWednesday, July 13, 20119:00 a.m. – Conference Room A260**MINUTES**

1. Call the meeting to order: 9:00 AM
2. Was the meeting properly announced? Yes.
3. Roll Call. Everyone present. Jane Gervais, Becky Kirslenlohr, Deb Barnes, Sandra Green, Sam Wollin, Les Beckman, Dee Helmrick, Becky Koehn, Marilyn Rogers, Janis Cada.
4. Approve the agenda: Ward/Keckeisen, MC/UN
5. Approve minutes of prior meeting: Ward/James, MC/UN
6. Public participation: None.
7. Correspondence: None.

8. Family Court Commissioner – Dennis McFarlin. Not present.

Review Check Summary

9. Child Support – Deb Barnes – Present.

Review Performance Measures for May 2011: Case load was discussed.

Review Check Summary: Discussed.

Discuss Office Activities: Deb spoke with Trena Larson and she advised she would have budget documents out very soon. Deb will try to have her budget completed by the deadline in August (next PS&J meeting), however due to the delay here in the County she will do her best in preparing this as accurately as possible. The deadline is 8/31 but not sure if she'll have this before next months' meeting.

Discuss/Act on child support secretary/receptionist job description and Discuss and/or act on approval for hiring an LTE for Child Support secretary/receptionist position: Deb explained the downfall to an on-call position for this situation. She needs to have someone there for managing the incoming calls, waiting on customers and using the appropriate programs with security clearances and such. The position would be from 8-4:30 and starting salary is around \$13.00/hour. Supervisor Ward asked if she's checked into using one of the part-time employees already employed with the County because they are already familiar with County operations. Deb will look into all of these options. Supervisor Ward is not sure this would be the most cost effective way to go about this. Deb will check with Marcia Kaye on the best way to pursue this. Deb's main concern is performance funding deadline and the lack of one employee affecting their funding. She wants to do whatever will be more cost effective and efficient for her Department. Motion to have Ms. Barnes check with our Personnel Director regarding hiring an LTE and checking possible candidates. Meet with County Board immediately after the County Board for approval. Ward/James. MC/UN

10. Clerk of Circuit Court – Dee Helmrick – Present

Summary of Report of Expense vouchers submitted for payment. Discussed.

Approve conference/training. None.

Discuss general operations of the Dept. Her employees are very busy. They are working on making more space available for Dept. filing. One of her employees is now sworn in as a full deputy and has met all the County criteria. Dee has concerns fast forwarding through the budget process but will do her best. Dee's concern is if her Department gets her 10%, and someone else gets the 10% and someone else doesn't, this is going to impact our Department. Supervisor Ward says we (each department) should have a good handle on their expenditures and should start preparing this part of the budget ahead of time.

Community service coordinator's monthly report. Discussed.

11. Register in probate – Terry Reynolds – Not present.

Monthly Expenditures Report

12. District attorney – Janis Cada – Present.

Monthly expense report. Discussed.

Janis wanted to advise the committee regarding a request to fill Rose's position for next month's meeting as well as the Resolution regarding her years of service. Last month there was a request to forward info on getting Tania's request for access on her laptop as MIS had not been notified regarding this request. Supervisor Sebastiani has informed her it's being taken care of. They have upcoming conferences in September and November.

13. Emergency Management – Jane Gervais – Present.

Monthly check summary. Discussed.

Discuss/and/or act on WI Emergency Mgmt training portal project funding acknowledgement: The State of Wisconsin wants to improve the way they offer trainings to local emergency management agencies, first responders and other agencies. They are attempting to enhance the capabilities for course registration by implementing a software training portal project. They are asking Counties to sign this acknowledgement. There is no cost to the County. Motion to sign the acknowledgement form to approve the portal project. Ward/James. MC/UN.

Discuss and/or act on weather radios. 25 weather radios were sold in about one week the last time she got these from Juneau County. Clark County Emergency Management is ordering more and they have offered to order 25 more radios with no shipping cost.

Discuss tornado relief long term recovery committee. After discussion with SW Director, this account should go through Grand Marsh State Bank. The Long Term Recovery Committee had their first meeting on 7/1/11. Jane will sit as an advisor on the committee. She put together an application for tornado victims to complete to request assistance. She prepared an ad to make tornado victims aware they can complete an application for monies for unmet needs relief. The ad was sent out to the local paper, radio station, the county's website and placed in the County Market Flyer. Committee members are: Harvey Wagner, Nancy Sorensen, Mary Hillert, Barb Albrecht, Tom Croke and Carla Byrnes. Steve LaValle was not present at the first meeting. Mary Ann Bays will also be an advisor on the Committee.

Discuss and/or act on training conference. Will be attending a Donations Mgmt. Training on 8/11 and 8/12 which is free except for mileage. This is already in the budget.

Office activities. The radios that were ordered for the Sheriff's Department from the Round 6 Radio Replacement Grant and from excess bond monies arrived and were delivered this week.

Communications Services is still working on programming issues with the two mobiles for the Rome Fire Dept. Will hold check until they are installed. Jane participated in a Rail Car derailment exercise as well as other trainings over the past month.

14. Sheriff Department: Sheriff Wollin – Present.

Animal shelter. Reports are in packet. Questions were asked by the committee on funds and where the money goes. Captain Beckman explained this process. Sheriff did speak with Christina at the animal shelter regarding them taking over the Animal Control Officer positions. Their board voted this down immediately but did not have a reason. Sheriff Wollin will explore this more. Regarding the budget, we're furnishing \$40,000 each year yet we are not seeing income as well as expenses and the committee has not been privy to this information in a few years. Does the County have a mandate to have an Animal Shelter? Corp Counsel was asked this question and he stated this is something he will need to check into. Sheriff Wollin also spoke with Christina regarding the barking. The Animal Shelter stated they are required to allow the animals outside for a part of the day and are making adjustments to the hours of the day and the equipment to make the barking less audible by placing a trailer on the other side of the property. Supervisor Keckeisen expressed some concerns regarding this situation as well as why some donations have gone to the Wood County Humane Society in the past instead of Adams County. Supervisor Keckeisen also suggested having a meeting with the Animal Shelter's Board of Director's to discuss some of these issues. It was also discussed that until we receive full disclosure of the Animal Shelter's budget (expenditures and revenues) they will not receive County funds.

Department Operations. The deputy we hired is almost done with all of his training and is working out well. Sheriff Wollin talked to the committee about a serious accident we had over the weekend. The passenger was med-flight for his injuries and the other was taken to UW for his injuries. Both individuals were very young. Their conditions are serious. Squad changeovers are complete. We tried a new vendor for this process and are very happy with the outcome and received the vehicle back in three days. CWC is a bumper to bumper changeover in a short amount of time. With the changeover, the graphics will need to be removed on the old vehicles and either sold outright or put out for auction through the State Auction program. With Ryan Larson's funeral we were advised there was going to be an extremist group present, however even the group advertised they were going to be present, they did not show up. Last week they attended the AG Summit which was a 2 ½ day conference where they received a lot of good information and training.

Approve conference/training: Sheriff Wollin discussed rescheduling the training in Colorado and has the Resolution present for the committee to sign. This Resolution will be in the County Board packet for this month's meeting.

Update/discussion/action on researching cost of three Patrol Sergeants. Sheriff Wollin presented the information regarding expenses for these positions. Supervisor Miller is all for the three sergeants, but has some concerns regarding the structure above. Supervisor Keckeisen expressed starting at the top and moving down the structure as to the duties, appointments and wages. Motion to approve to deviate from the agenda and discuss this after the Closed Session. Motion Keckeisen/James. MC/UN. Motion to deviate from under #14 to after the closed session which is number #16).

Discussion regarding back-up attorney when Corporation Counsel is out of the office. Who do we contact Jack in his absence when he is out of the office and where do we go for guidance? Jack Albert

was present and indicated the system he has in place has worked well to date. Mr. Albert explained this system in detail. The number of Emergency Detentions in this County and other such emergencies may require contact by Corporation Counsel and the system should be used in these situations. Supervisor Sebastiani asked "what if you are out for four weeks, where do we go?" Mr. Albert stated under that circumstance it would be beneficial to have a named back-up for Corporation Counsel. Otherwise, The Mutual provides excellent outside counsel with government experience. Jack Albert has not been asked to designate one person to cover his position if something should happen. This is something the County needs to sit down and discuss. At some point, Jack Albert left the room and called Mark Thibodeau and he agreed to be the acting Corporation Counsel in an emergency situation if needed.

Supervisor Ward commented and commended on how well the Sheriff's Department is working with the City. They are very impressed with the amount of time they receive feedback or answers when contact is made to the Sheriff's Department. They are very happy with the working relationship they now have and look forward to it continuing to grow.

Captain Beckman - Present

Review monthly check summary. Reviewed.

Discussion/Action Consolidated Food Mgmt and Health Professionals Contract. The Health Professionals contract does not need to be discussed. Regarding the Consolidated Mgmt. contract, Supervisor James referred back to the February minutes where the committee had voted to have Captain Beckman to put together a "Request for Proposal". Captain Beckman contacted other Sheriff's Department with same populations for feedback on their contracts and how they compare. Other counties pay approximately \$2.02 - \$2.23 per meal and these are both under new contracts and include inmate labor preparing the food which Consolidated Mgmt. does not use in this facility due to structural and security issues so the prices would be much higher than stated.

Supervisor James questioned why Captain Beckman had not yet prepared a RFP for seeking bids on new vendors. Captain Beckman explained his situation he is in as covering more duties than normal in his position. An RFP would take 60-80 hours to prepare. Supervisor James would like to see a bid proposal prepared and sent out for bid so we can compare to our current contract and act appropriately if changes need to be made. The process should be done by sealed bids and references going back to five years by providing the names of the companies they provide services to and then the County will call the companies for feedback.

Sheriff Wollin has some concerns regarding other vendors coming in and providing a fee for one year, then the next year raising the fees. Also, knowing the fixed price with Consolidated Management is easier in preparing the budget because we know what we will be paying for the next three years. If this is all about putting the contract out to bid so it looks good to the public and not bad for the county, which is worse? Putting the bids out and then not taking the lowest bid? Supervisor James view is yes, we owe it to the public to give the option of bidding on the contract. Supervisor Keckesien's thought is we are going to try and fix something that is not broken and he has concerns approving this motion. Supervisor Sebastiani explained his thoughts on the process and how seeking bids will or will not look to the public.

Motion for a five minute break at 11:00 am. Ward/Sebastiani. MC/UN.

Meeting called back to order at 11:10 am.

Report run from Skyward by Sandra Green, Fiscal Manager, Sheriff's Department which indicates the cost per year for services through Consolidated Management. Supervisor Sebastiani seeks votes on this decision to place the contract out for bid. Voting by roll call are Keckeisen- Ney; Miller-Ney; Sebastiani-Ney; Ward- Ney; James-Aye. Motion to remain with Consolidated Management Co. through November 30th, 2016. Keckeisen/Miller. MC/UN.

Bay West Acquisitions Jail Debt Collection update. Discussed and explained.

Jail Sgt. Job Description. New position descriptions were handed out to the committee because there was an update to the one included in the original packet to each committee member. This change was discussed and approved. Some other things which were changed from the original were certain equipment they must know how to use and training in explore to various diseases. One item which needs to be changed in the Position Description which was presented is the applicant must be an Adams County Resident. This will be removed.

Motion to approve the job description with the deletion of the Adams County Resident provision. Ward/James. MC/UN.

Update on radios from Emergency Mgmt. Jane Gervais already touched on this however, the radios and chargers are in and they are a great product. Captain Beckman thanks Ms. Gervais for her work on this project and will do a lot for morale within the Department.

15. Medical Examiner: Marilyn Rogers and Becky Koehn - Present.

Monthly report. Reports were handed out to the committee and questions were asked and answered. Department Operations.

Discussion regarding a letter from Roseberry Funeral Home. A copy of the letter was received to the ME's office by Jake Roseberry requesting an explanation as to the reason for charges for removal from the place of death to the ME's office in Portage or wherever the autopsy takes place. Ms. Rogers indicates removal fees are waived in the case of tissue donations. The \$200 removal fee would only be issued when the ME's office removes the body and sends it for autopsy. Ms. Rogers explained the complete process so the committee understands how the \$200 is justified. Motion to require payment of the removal fees for autopsies and continue to be bill for these services as required by State Statutes and approved by the Adams County Board. Miller/Keckeisen. MC/UN.

Discuss Intergovernmental Agreement. Supervisor Ward expressed her thoughts on this. Her thoughts are the current Deputy ME's have handled all of the workload since the beginning of the year. Why would Adams County want to sign another annual agreement when we have two people already that are doing all of the work. There was discussion between the committee and two Deputy ME's regarding this. The decision is we need Angela Hinze here to discuss these options and continue in an open format. Marilyn Rogers will call Angela and ask her to come to the meeting immediately. During this time, the committee recessed for lunch. Motion by Keckeisen/Ward until 1:00 pm for lunch. MC/UN. Meeting called back to order at 1:05 pm.

Ms. Hinze was unable to come to the meeting when called so this will be arranged for August 10th at 1:00 pm with a Joint Public Safety and Executive meeting.

16. Motion to go into closed session at 1:07 pm per Wis. Stats. §19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Acting Chief Deputy position wages/compensation. James/Ward. MC/UN.
17. Motion to reconvene in open session at 1:55 per Wis. Stats §19.85(2), to consider and vote on appropriate matters. Ward/James. MC/UN. Motion to compensate the Acting Chief Deputy at 90% of what the Sheriff receives. The date for this to take affect will be retro back to April 1, 2011 and continuing forward until the current Chief Deputy situation is resolved. Ward/James. MC/UN Per committee action the Sheriff's Department will submit a Payroll Change form to the Administrative Coordinator's office.
18. Approval of all vouchers and monthly expenditure reports. Motion to approve vouchers. Ward/Keckeisen. MC/UN.
19. Next meeting date is 8/10 at 9:00 in A260.
20. Action items: None.
21. Meeting adjourned at 2:07 pm. Ward/Keckeisen. 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 / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers