

Public Safety & Judiciary Committee

Monday, February 6, 2012

9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. Al Sebastiani, Terry James, Bill Miller, Mike Keckeisen, Sandra Green, Trena Larson, Kris Steffens, Beverly Ward, Excused.
4. Approve the Agenda. James/Miller, Motion Carried, Unanimous.
5. Approve minutes of prior meeting. Miller/James, Motion Carried, Unanimous
6. Public participation (If requested by the Committee Chair). As needed.
7. Correspondence. No.

8. Family Court Commissioner. Dennis McFarlin. Not present.
Review check summary.
Discuss general operations of department.

9. Clerk of Circuit Court. Dee Helmrick. Present.
Summary Report of Expense Vouchers. No financials for January, not available yet.
Approve conference/training. Winter Conference March 14-16. This is in the budget and will be at the Kalahari. No overnight. Court Safety & Security Conference March 20-22. Dee is requesting approval to send two people to this conference. The registration fees have been waved for Clerk/Court employees. Lodging, mileage and meals would be a total of approximately \$350 for three days for everyone. Motion to allow two people to attend the conference and provide a 15 minute report upon their return. James/Miller. Motion carried, Unanimous.
Discuss General Operations of Department. Discussed.
Community Service Coordinators Monthly report. Discussed.
Personnel Recruitment Form: refill traffic deputy position. The Traffic Deputy position will be vacant in approximately two weeks. The general duties of this position consist of county, state and city traffic, planning and zoning and truancy court. This is a full time position she would like to have refilled. Motion to approve to fill the Traffic Deputy position. Miller/Keckeisen. Motion carried. Unanimous. There is another employee in the office interested in this position. Dee is wondering how this process would work and additional discussion took place. Ms. Helmrick explained how the position reclassification would work. Supervisor James suggested this should be discussed with Jack Albert and Marcia Kaye.

Sheriff Wollin brought up for discussion on whether this process now that it is not union driven should be addressed with the Transition Committee and how this will work in the future. Trena Larson did indicate Marcia Kaye was aware of this absent language in our current policy manual and is working on a draft of policy for filling positions. Trena Larson brought up the language from the policy does indicate Ms. Helmrick would be allowed to move forward with promotion a person within to the Clerks position. It is the understanding of Dee and the committee that Dee can move forward with offering the position to the second closest from prior interviews. Dee will ask for an exit interview as well once Ms. Young leaves.

10. Register in Probate. Terry Reynolds. Present.

Monthly expenditures report. Circuit was \$9800 over budget but also over in collected Revenue. Discuss general operations of department. Grant application regarding Teen Court. Terry will attend a meeting in February for two days to discuss moving forward and is looking for approval from the committee to complete the Grant application to seek funds for the Teen Court program. Motion to approve moving forward with completing the application grant for teen court. Keckeisen/James. Motion carried, Unanimous. The grant is due in April and she will discuss with Sheriff Wollin if anyone in the Sheriff's Office has background writing grants to provide assistance to Terry.

Motion to deviate from agenda and move to #13. James/Miller. Motion carried. Unanimous.

11. District Attorney. Janis Cada. Not present.

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

12. Emergency Management. Jane Gervais. Present.

Monthly Check Summary/Expenditures. Not available yet. There were questions on a Grant reimbursement check which was paid out of an expense line but deposited back into a Revenue line. Discuss and/or act on WISCOM Grant. Lt. Dave Carlson and she attended this conference on 1/26/12. In order to apply for that grant, they had to attend the workshop. She applied for the grant to obtain a new mobile and two portables. The grant if awarded is worth \$5,000. The monies would also be used for a new antenna and other upgrades needed for the mobile command trailer. OJA is working quickly on this and would like to close it out by April 30, 2012. If she is to receive the award she needs to work quickly to get this done. Motion to approve moving forward. Keckeisen/ Miller. Motion carried. Unanimous.

Discuss and/or act on Highway Tower lights/inspection. Advance Tower came out and did an inspection which cost \$191 which was at a discount. The invoice was paid out of Contracted Services. The lights need to be replaced on these lights on an annual basis. The beacon light bulb on top is approximately \$475. The inspection was free. Had Jane had a schedule to replacement of these bulbs, she would have placed the cost in her budget. She will be sure it's included in the future to coincide with the schedule.

Discuss and/or act on generators in Mass Casualty trailer. There are four small generators in the trailer. They have never been started so they are bound up and will need to be repaired. It will be a very minimal cost to do this and will be taken out of the Vehicle Maintenance budget line. Supervisor Keckeisen states those types of things should be on an inventory list and be taken care of and maintained to keep them all in working condition.

Discuss and/or act on generator at Solid Waste Department. Myrna sent Jane an e-mail to inform her the generator needed an overhaul because mice got into it. They no longer have a use for it so Myrna is asking if we have a place to store it. The generator is on wheels and is very large. Some recommendations were mentioned for storage locations. Bill Miller will bring this forward to the Airport Committee.

Discuss and/or act on training/conferences, if any. Governors Conference is coming up in March and has been budgeted for. Jane would like to be excused from the March PS&J meeting to attend this conference. Approved.

Office Activities. Update on WI Disaster Funds from 2011 Tornado. She applied for this last year for Municipalities. Jane received two award letters last week for the Township of Colburn. The WDF allowed 70% and that is what they received. The Township of Strongs Prairie also received a reimbursement.

13. Child Support. Deb Barnes. Present.

Review Performance Measures. Provided to committee ahead of time.
Review check summary. Provided.
Discuss general operations of department. Everything is going well.

14. Sheriff's Office-Sheriff Wollin. Present.

Animal Control/Animal Shelter/Feline Shelter reports (included in packet). The Eyes of Hope Shelter explained their report to the committee in regard to revenues and expenses. This is the first report and indicated if there is anything the committee would like to see written differently she would be happy to change it.

Discuss general operations of department. Hal Quarles a dispatcher resigned from the Department. A list has been established in the recent past and will be moving forward to fill that position. There is one vacancy in the jail as well and will soon be moving forward to fill this position. The Sheriff's Office is co hosting the Sheriffs and Deputy Sheriffs Conference at Chula Vista. They have been meeting with other individuals regarding Court Security. They will be attending the Court Safety & Security conference in March for this and will bring more information back to share. Supervisor Miller is wondering if it is feasible to send four different people from two departments to this training. He sees there are break-out sessions for both departments so approved them to attend.

Wood County Cooperative Agreement. The current budget has \$5,000 slotted for a program to pull information from cell phones and would assist with investigations. An opportunity has presented itself to partner with Wood County to utilize their computer lab and would give us full access the lab. This would give us more out of our money by being able to completely download from computers and telephones to provide forensic searches regarding things such as child pornography. This would include use of the equipment and program currently budgeted for. Sheriff Reichert had contacted Sheriff Wollin to partner in sharing some of the financial impacts on other departments. This agreement and addendum was turned into Jack for review. Sheriff Wollin will bring this forward to the committee next month for approval.

Motion to approve an establishment of a cooperative agreement with Wood County. James/Miller.
Motion carried. Unanimous.

Approve conference/training if any. Approval for attendance of two employees to the Court Safety and Security Conference in March. Approved.

Tabled from January Meeting - Discuss/Act Resolution regarding the Sergeant and Lieutenant positions. Sheriff Wollin handed out an Organizational Chart and explained it to the committee. The testing would be administered here when these positions move forward in being filled. Sheriff Wollin is not asking for additional money within the budget. Supervisor James as asking for an approximate time-frame because attrition could be 7-8 years down the road. Sheriff Wollin stated he does have two Lieutenants who are close to retirement but that doesn't mean they will retire. Motion to move forward with the Sergeants positions. Keckeisen and Miller with more discussion. Discussion took place and Supervisor Miller does not want to wait indefinitely to remove a Lieutenant position and create the four road Sergeants, one Dispatch sergeant. Supervisor Miller would like all three Lieutenants to re-apply for the two Lieutenant positions if at all possible. Sheriff Wollin said the important part of this is the transition time which at this time is unknown and it can't be done overnight. Supervisor James would think one year would be a good transition time and then be able to

evaluate the third Lieutenant. Would the Lieutenants also be able to apply for the Sergeants positions? No, said Sheriff Wollin because it is a Union position. Supervisor James would like to see some finality to this and James and Keckeisen offered a final time period of 18 months. Motion to amend prior motion James/Keckeisen. Motion carried. Unanimous. Amend Mike Keckeisen's motion to arrive at the Organization Chart present with an 18 month time period. Motion as amended. James/Keckeisen. James/Aye. Keckeisen/Aye. Miller/Aye. Sebastiani/Aye. Motion passed. Unanimous. Trena Larson commented on offering an early Retirement package to the Lieutenant in 18 months. This will be brought forward to the Executive Committee. Sheriff Wollin will re-draft the Resolution for the Sergeants which was given in December and bring this back to the committee for signature. Resolution will need to be passed by County Board before moving forward.

On call staff wages. We can now offer overtime as regular time to on-call staff wages. The Sheriff's office would like to update what is paid to on-call staff. We have a number of on call positions for consideration. Sheriff Wollin has drafted a resolution only to show the committee what it looks like on paper. This has not been shown to Jack yet but will be this week. The last time the on call wages were increased was in 2005. He is wondering what direction the County is moving in regarding this. Supervisor Sebastiani asked if the committee would move forward with this Resolution if the money would be in the budget. Sheriff Wollin said the money would be in the budget to cover these increases in on call wages. This Resolution would need to be brought to the Finance committee as a first step. Motion to move this Resolution forward for a wage increase to the appropriate committee. Miller/James. Motion carried. Unanimous. Committee suggestion is Finance for the 17th.

Motion for a seven minute recess at 11:10am. James/Keckeisen. Motion carried. Unanimous. Motion to go back into session at 11:17.

Captain/Acting Chief Deputy Beckman. Present.

Approve December monthly expenditures. Questions answered.

Discuss any additional general operations of department. None.

Portage Glass proposal to frame the Admin windows. Property Committee approved it if we have the funds available in the Jail Assessment Fund to cover the \$620.00 bid (along with the other projects this year). Motion to approve the bid from Portage Glass, Keckeisen/James. Motion carried. Unanimous.

15. Medical Examiner, Angela Hinze. Deputy Coroner, Marilyn Rogers. Present.

Monthly expenditures report. They have only \$800 of outstanding Revenues from 2011. Trena Larson discussed the issue of not separating our removal fees. Approve conference/training if any. Marilyn is taking her test on the 16th. They have a good potential applicant and will look at interviewing him soon if he completes the application.

Discuss general operations of department.

Discuss/Act on unpaid funeral home revenue. Discussion took place. The offer would be to agree to bill the removal fees that the County would only pursue collections on after he has been reimbursed. This would be a possible compromise with Roseberry's Funeral Home. We could also offer the option to do separate billing from the County and the Funeral Home. Jake Roseberry has some conditions which were discussed. Angela Hinze explained the professional expenses, disinterment expenses and cash advances such as catering, casket, music, flowers, etc. Ms. Hinze went on to explain what cash advances are. Ms. Hinze also passed out an embalming certificate and explained that to the committee as well. Instead of making the entire County responsible for those who don't pay is make the Funeral homes responsible for their parts in these funerals. The agreement from the committee and the MEs office is Angela will draft a letter on behalf of Adams County with all current charges and what the process will be in the future. Angela will bring back more information at the next meeting

regarding this subject.

Discuss possible mutual aid development. A discussion took place regarding Revenue from Columbia County being brought to Adams County. Angela explained how this would work. It would be Mutual Aid to fill in for Angela at Columbia County when she takes time off. The committee agrees to not provide Mutual Aid to Columbia County free of charge.

16. Approval of all vouchers and monthly expense reports. Motion to approve vouchers. James/Miller. Motion carried. Unanimous.
17. Set next meeting date. March 14, 2012 at 9:00 am in Conference Room A260.
18. Action items for next meeting. None.
19. Adjourn. Meeting adjourned at 12:17. Miller/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.

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