

**Public Safety & Judiciary Committee**Wednesday, May 14, 20149:00 a.m. – Conference Room A260**MINUTES**

Deputy County Clerk Cheryl Kroening called the meeting to order at 9:05 a.m. The meeting was properly announced.

Committee members present: Robert Eggebrecht, Marge Edwards, Jack Allen, Robert Grabarski, and Jerry Kotlowski

Others present: Carol Collins, Janis Cada, Kris Steffens, Dennis McFarlin, Janet Leja, Char Keach, Terry Reynolds, Jane Gervais, Marilyn Rogers, Sam Wollin, and Terry Fahrenkrug

Kroening called for nominations for Chair of the Committee. Kotlowski nominated Allen. There were no other nominations. **Motion by Grabarski to close nominations and cast a unanimous ballot for Allen for Chair, seconded by Kotlowski. Motion carried by unanimous vote.** Kroening left the meeting and Chairman Allen conducted the remainder of the meeting. Allen called for nominations for Vice-Chair of the Committee. Kotlowski nominated Eggebrecht. There were no other nominations. **Motion by Grabarski to close nominations and cast a unanimous ballot for Eggebrecht for Vice-Chair, seconded by Edwards. Motion carried by unanimous vote.** Allen called for nominations for Secretary of the Committee. Eggebrecht nominated Grabarski. There were no other nominations. **Motion by Edwards to close nominations and cast a unanimous ballot for Grabarski for Secretary, seconded by Eggebrecht. Motion carried by unanimous vote.**

**Motion by Edwards to appoint Carol Collins as recording secretary of the Committee, seconded by Kotlowski. Motion carried by unanimous vote.**

**Motion by Edwards to approve the agenda, seconded by Grabarski. Motion carried by unanimous vote.**

**Motion by Eggebrecht to approve the prior meeting minutes (April 9, 2014), seconded by Edwards. Motion carried by unanimous vote.**

There was no public participation. There was no correspondence.

**District Attorney – Janis Cada – Present**

Cada provided the Committee with the monthly expense report and Community Service report for April 2014. There were no questions. Cada informed the Committee that Pela Steiner has been elected to receive a Victim/Witness Coordinator Award from the State. Cada updated the Committee on the recent Hicks trial. Cada explained the resolution to recognize Pam Parks for her years of service to Adams County. Cada stated interviews to fill the vacant legal secretary position are scheduled for the morning of 5/23/14 and invited the committee members to attend. **Motion by Edwards to approve the resolution to recognize Pam Parks for her years of service to Adams County, seconded by Grabarski. Motion carried by unanimous vote.** Cada stated there is nothing new at this time regarding additional hours needed for the Assistant District Attorney, but will provide more information in the future as they anticipate the need for an increase from the current schedule of eight hours a week.

**Eyes of Hope Shelter—Kris Steffens—Present**

Steffens provided the Committee with her monthly report for April 2014. Steffens discussed the report and there were no questions. Steffens was asked to explain the Eyes of Hope Shelter to the new committee members. Steffens explained the shelter is a no-kill shelter located in Oxford and was already in operation before they contracted with Adams County. They are contracted to keep the dogs for the County for seven days and after that time they become the responsibility of the shelter. Steffens stated this year is the third year the shelter has contracted with Adams County.

**Family Court Commissioner – Dennis McFarlin – Present**

McFarlin explained his department and the history of the Family Court Commissioner to the new committee members. McFarlin was asked how his vouchers are handled and he explained that there are really no monthly vouchers for his department. McFarlin stated the only revenue is mediation fees and the expenses are his annual salary and mediation costs. McFarlin stated he receives a salary and pays for all expenses such as trainings, mileage, and postage himself.

**Child Support – Janet Leja – Present**

Committee was provided with the performance measures for April 2014. Leja explained how state and federal funding is received based on these measures. Leja provided the Committee with the check summary for April 2014. Leja stated there is nothing unusual and there were no questions. Leja updated the Committee on the April projects. Leja discussed the student evaluation results from Reality Day that were provided to the Committee. Leja discussed the Call Center report that was provided. Leja stated there are many complaints and increased wait times with the Call Center. Leja discussed the possibility of hiring a part-time secretary instead of using the Call Center. Leja stated they are paid through the end of June with the Call Center. Leja informed the Committee there would be funds available in the legal services budget line to help pay for the part-time position and understands this will have to go through the hiring process. Leja stated she would need to reallocate the funds to go with the part-time secretary from other budget lines and Committee informed her that would need to go before Admin & Finance. Committee members had concerns if there would be better customer service with the change and if the part-time secretary position would save the county money or cost more than the Call Center contract. **Motion by Edwards to have Leja pursue a change from the Call Center to a part-time secretary by going through the proper channels and bringing it back to the Committee, seconded by Eggebrecht. Motion was carried by unanimous vote.**

**Clerk of Circuit Court – Char Keach – Present**

Dye was in court and unable to attend the meeting so Char Keach appeared on her behalf. Keach informed the Committee that Dye stated her budget is on target. Keach stated their office received two counterfeit \$100.00 bills last week and the proper authorities were contacted. Committee asked that Dye keep them up to date on the resolution that went to County Board in April and Keach stated she would let Dye know.

**Register in Probate – Terry Reynolds – Present**

Reynolds explained the duties of her office for the new members. Reynolds provided the Committee with the monthly expense report for April 2014 and stated she is concerned with her legal expenses again this year. Reynolds explained that these are expenses that she cannot control. Reynolds states the judge does order reimbursement from the families involved, but it is hard to get these fees paid by the families. Reynolds stated that with the increase in cases there is an increase to her expenses. Reynolds states the court reporter wants the County to pay for her machine cleaning every year. Reynolds informed the Committee that she is looking at what other counties do. Reynolds stated the Judge Pollex is thankful for the courtroom security and feels it has made a difference.

**Emergency Management – Jane Gervais – Present**

Gervais explained her office for the new members. Gervais provided the Committee with the monthly expense reports for April 2014 and answered the Committee's questions. Gervais stated the report shows her over on her copy machine budget line, but there was an error on a journal entry so that will be corrected for next month. Gervais updated the Committee on the Operation Mayhem II functional exercise that was on 4/30/14 at the Adams County Emergency Operations Center. Gervais stated it went well. There was good participation and it was a good exercise. Gervais gave an update on the tower load study that was done at the communication tower at the Highway site on County Road F, to add Bug Tussel's equipment. Gervais stated the load study failed. Additional concrete needs to be added to the base of the tower for more stability. Gervais spoke to Corporation Counsel to see if there needs to be an amendment to the Bug Tussel Wireless contract and Corporation Counsel is satisfied without making an amendment. Bug Tussel Wireless will pay for all expenses to get the concrete added for the load study to pass. Eggebrecht asked if Bug Tussel could be used for internet service at Petenwell Park since Solarus is pulling their equipment. Gervais stated internet services are handled by the MIS Department. She will discuss the loss of internet service at Petenwell Park with Dawn McGhee. Gervais informed the Committee that during the annual generator inspection at the Richfield/Coloma tower site, Current Technologies found there was low voltage on the generator. A 50 amp pull breaker needed to be replaced. The cost was \$290.00, which there are monies under Repair and Other Maintenance in the budget to cover this. Gervais stated she submitted her financial report, to the State, that was due 4/30/14. Gervais organized a committee to update

the All Hazards Mitigation Plan that is due by 2015. The committee had their kick-off meeting on 5/5/14. Emergency Management received an EMPG Award for 2013 redistribution check in the amount of \$6,176.87 from the State. This is in addition to the EMPG Grant. Gervais has been meeting with the Safety Coordinator, from MEUW, working on a County Safety/Evacuation policy and taking him to the different county sites. Gervais updated the Committee on upcoming functional and tabletop exercises.

**Motion by Eggebrecht to take a five minute recess, seconded by Edwards. Motion carried by unanimous vote.** Break for a five minute recess at 10:51 a.m. Chairman Allen called the meeting back to order at 10:56 a.m.

**Medical Examiner – Marilyn Rogers – Present**

Rogers provided the Committee with the monthly activity report for April 2014 and explanation of duties for the Medical Examiner. Rogers discussed her report and answered the Committee's questions. Rogers stated she was working on getting a portable cooler stored at the Sheriff's Office to secure evidence when needed. Rogers stated that Roseberry's Funeral Home has a portable cooler in their garage that they are willing to let her use. Rogers provided the committee members an updated copy of the policy and procedure manual for the Medical Examiner's Office.

**Sheriff's Office – Sheriff Wollin – Present**

Wollin explained the current staffing and stated they are still short staffed in the jail due to resignations and FMLA leave. Wollin discussed working on filling the vacant jail deputy position from an employee that resigned in January and has expressed the desire to return. Wollin was advised that by policy the resignation can be rescinded. Wollin updated the Committee on the Community Policing Officer hours and state that most of his time is being spent in the courtroom at this time as the position is new. Wollin stated he has received compliments from defense attorneys regarding the courtroom security. Wollin discussed the claim that was received regarding a call an officer responded to involving a horse. Wollin updated the Committee on the next "Coffee with a Cop" that is scheduled for 5/21/14. Wollin discussed the appointment to the Technology Steering Committee and stated there was no interest from any other departments so he would recommend the Committee appoint Cheryl Thompson. **Motion by Eggebrecht to appoint Cheryl Thompson to the Technology Steering Committee, seconded by Edwards. Motion carried by unanimous vote.**

**Chief Deputy Fahrenkrug – Present**

Committee was provided with the monthly expense report and the animal control report for April 2014. The monthly expense report was discussed and questions were answered. Fahrenkrug updated the Committee on cell phone ordinances and stated he would contact counties/cities directly for more information. Fahrenkrug explained that there would be a cost as there would need to be signage put up regarding the cell phone ordinance. Committee was asked if they would like the Animal Control report continued. Committee advised that it does not need to be a formal agenda item any longer, but make the Committee aware when cats are an issue.

**Motion by Eggebrecht to approve vouchers and monthly expense reports as presented, seconded by Grabarski. Motion carried by unanimous vote.**

Identify upcoming agenda items: None

Set next monthly meeting date as June 11, 2014 at 9:00 a.m.

**Motion by Kotlowski to adjourn, seconded by Grabarski. Motion carried by unanimous vote.** Meeting adjourned at 12:00 p.m.

*These minutes have been approved by Public Safety & Judiciary Committee on June 11, 2014.*

Respectfully Submitted,



Robert Grabarski  
Secretary