

Public Safety & Judiciary Committee

Wednesday, June 8, 2011

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: Keckeisen, Ward, Sebastiani, James. Excused: Miller. Others present were Sandra Green, Les Beckman, Deb Barnes, Dee Helmrick, Janis Cada, Tonia Bonnett, Jane Gervais, Becky ,
4. Approve the Agenda. Motion to approve agenda by James/Ward. MC/UN
5. Approve minutes of prior meeting. Motion to approve by Ward/James. MC/UN
6. Public participation (*If requested by the Committee Chair*). As needed.
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. Caseload count was discussed.
Review Check Summary. Reviewed.
Discuss and/or act on Resolution Opposing Cuts for Child Support in the 2011-2013 Executive Budget. No questions on Resolution as submitted. Motion to approve Resolution to bring forward to County Board. Keckeisen/James. MC/UN.
Discuss Office Activities; May need additional coverage in the office over the next few months due to unforeseen circumstances with staff. Phone tree call distribution was also discussed and how it's working in other counties throughout the State of Wisconsin. Certainly the committee agrees if this option would make the office more efficient it should be explored. Deb will check into this and get back to the committee. Supervisor Ward requested a workload information sheet to see how many phone calls and active cases they work on each day.

10. Clerk of Circuit Court – Dee Helmrick – Present.
Summary report of expense vouchers submitted for payment. Reviewed.
Approve conference/training. None.
Discuss general operations of the department.
 - a. Community service coordinator's monthly report.
 - b. Status of office staff. Still doing some scanning in their office. Will be calling the person to pick up some documents for scanning. If other offices have documents they want destroyed, they should contact Dee. If they fill a pallet full of boxes it costs around \$60. It is \$5.00/box otherwise a pallet is much cheaper. There are two new people in the office. A Collections Clerk and has been there since February. She had the opportunity yesterday to work with a seasoned Collections Clerk to show her some new things to help collect outstanding receivables. A Traffic Clerk went to training yesterday. She came back with some information that will be helpful to her position. Dee is not attending the June Conference this year in Milwaukee.

11. Register in Probate – Terry Reynolds Warner – Not present.

Monthly Expenditures Report.

12. District Attorney – Janis Cada - Present.

Cell phone update for newly appointed District Attorney. There are two components here which are internet access and the cell phone. She has opted to use her personal cell phone instead of the County purchasing an additional one for work purposes. There will be no additional costs to her to use her cell phone for work. She would like internet access in the courtroom and has requested this from MIS. Until that time she can use her cell phone as a modem. The extra expense to her is the internet modem which is \$25/month and would be reimbursed to Ms. Bonnett. The issue is security as to why she cannot use the County's or Child Support's wireless connection. This will be placed as a priority to be placed on the Admin/Finance committee agenda. Motion by Keckeisen/Ward to forward this to the Administrative & Finance committee to place this as a priority. Motion to allow the DA to have the \$25 reimbursed to the DA for internet access. James/Ward. MC/UN

Security issues. They had talked with the Property Committee regarding this subject. Courthouse security issues were discussed. There is no building security or security partition in the DA's office and she would like to open the dialogue regarding security, staff and the public. It would be nice to create some sort of separation from the office and the public and these options can be discussed. The committee is in favor of pursuing the security issue. This will also be forwarded and discussed with the property committee.

Monthly expenditures report. Reviewed.

13. Emergency Management – Jane Gervais –Present.

Monthly Check Summary/Expenditures. Reviewed.

Application Request for State Public Assistance (Wis. Disaster Fund). Jane completed applications for State Public Assistance for Adams County, which includes the Highway, Parks & Sheriff's Departments and Adams-Columbia Electric Cooperative. She also completed applications for each of the four townships. The entire amount for the County is \$54,041.49 submitted for reimbursement. Township of Colburn - \$6,470, Township of Monroe - \$6,981.25, Town of Preston - \$25,399.47 and Strong Prairie Township - \$7,462.53.

Tornado Relief Fund - As of yesterday there was \$5,638.58. Donations still being made as of Monday, June 6th.

Discuss and/or act on training/conferences, if any. Attended an Incident Command System/Emergency Operations Center training last month at Volk Field and was very beneficial. Also attended a two-day required Incident Command System (ICS) 400 Training. Jane is still receiving calls regarding the tornado. There was an F16 Military plane crash in the Town of New Chester on Tuesday, June 7th. Water and Gatorade was donated by A-F County Market and Kwik Trip. The New Chester Town Hall was opened for the residents that were evacuated. Wristbands are only being issued to the primary residents at this time, per the Sheriff. Jane did work with the National Guard to send out Press Releases regarding the secured area. At the request of the military, porta-potties were delivered by Dolatas. Jane spoke with Town of New Chester Chair, Barb Morgan, and they agreed to pay for the porta potties. Jane contacted American Red Cross and Salvation Army. American Red Cross was at New Chester Town Hall and they will go door to door to residents to offer any assistance the resident might need. Salvation Army was out at the scene giving meals to responders and will be there until Thursday.

Motion to deviate and move to Medical Examiner. James/Keckeisen. MC/UN

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

Animal shelter/animal control officer report (reports in packet).

Department operations. The Animal Control Officers, both have exceeded their 600 hours and will not be paid retirement. Sheriff Wollin is exploring using a Law Enforcement Officer to cover some of the calls the Humane officers are going out on now that can be handled by someone else. This was discussed in more detail and will also be discussed with Christine at the Humane Society. Other issues were discussed regarding the Humane Society. Another option which could be discussed with Dee as she's done this before is hiring those officers under

“Contracted Services”. This way they could go over the 600 hours at any time and not have to be paid retirement. The Committee also likes this idea so this should be explored for the 2012 budget. An option is having the ACO’s report to the Humane Society since we pay them the \$40,000 we could increase it to \$60,000. This will be discussed. Investigative follow-up will be referred to the SD.

Three minute break requested at 10:30 am. All in favor. MC/UN

Motion to go into open session at 10:40 am. All in favor. MC/UN

The plane crash regarding the National Guard F16 was discussed. The pilot is OK. The military is up and doing an investigation to make a determination to move forward with clean-up which will be anywhere from 3-22 days. The SD is setting the perimeter to allow only permanent residents to enter. This incident will result in additional overtime for the Department. Sheriff Wollin has requested assistance from the State Patrol as well.

The Sheriff and Captain attended Teen Court and Sex Offender Registry Training by DOC. Now they can conduct checks with DOC and U.S. Marshalls for compliance checks for registered sex offenders. Attended Teen Court in Columbia County in the morning and they were very impressed with the panel jury and process. Sheriff Wollin thinks this would be a great benefit for the community and the school. The Teen Court was discussed in detail in how Sheriff Wollin envisions this to work in our community. Teen Court sessions are held once a month. Parents are also brought to answer questions from the panel. Terri Warner will need to hold a meeting in the near future to discuss how to move forward with this. Minimal costs are associated with this (materials).

Approve conference/training if any. The Colorado conference was canceled and rescheduled for September. Must do a new Resolution for this. Motion to approve out of state training for Sam. Keckeisen/Ward. MC/UN – Sam will revise and update the prior resolution and Sandra will place on the agenda and notice a PS&J Committee meeting prior to County Board on June 21st in Conference Room A260 from 5:15 to 5:45.

Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget. This will be tabled until July meeting.

Workmen’s comp and WI State Statutes. This will be tabled until July meeting.

Update on reimbursement of overtime fees and payment from DOA for Mutual Aid. Sandra explained the letter received from DOA requesting an itemized statement on all expenses.

Captain Beckman – Present.

Review monthly expenditure report and check summary. Reviewed.

Video Conferencing ROI Report. The Captain has been waiting for a report from the court which he just received this morning. It was decided we do not need this on future agendas but to bring forward once the system is paid for.

Discussion on Health Professionals Contract Renewal. Captain Beckman explained how he negotiates these contracts. Questions were asked as to how much the contract is for, how long it’s been since it’s been sent out for bids and how long the contract is for. Recommendations were made by Corp Counsel as to the renewal language in the contract and those were agreeable and the changes were made. Supervisor James recommended putting out a feeler for vendors to see if even necessary to go through the motions. He also recommended at this time being six months overdue already we should sign the contract. Motion to sign the contract and take a look at the contract with a year to go to decide if there are competitive bids out there. Motion by James/Keckeisen. Aye Vote: Keckeisen/Sebastiani/James/. Nay Vote: Ward. The discussion went on how we can pick and choose which contracts we can renew at one and three year intervals and seeking bids on ones which are expired. Captain

Beckman will get some in-house advise as to what contractor other jails are using and will provide information back to the committee. The Health Professional Contract will be renewed as done.

Place discussion on next agenda regarding the Food Contract.

Annual committee jail tour and lunch.

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

Monthly Expenditures Report. The committee has requested they indicate on the report who the autopsy was for and who ordered it. The reports submitted were complimented by the committee. A background was given on the new Deputy ME, Jennifer. She has a full-time day job so she is available most evenings. She had knowledge of the medical profession and will now be in training for the death investigation portion of it. They are working 24-7 and Jennifer is riding along on calls at this time to learn. They are hoping by mid-July she can be on her own. Department operations. They met with the DA to discuss various subjects. They had three organ donations this past month. The DMV would be a good place to put up information regarding organ donation. She should get permission from the Village of Friendship – Kathy Pierce. She'll be attending a week long course on death investigation in August in St. Louis and will then have her certification. This is not budgeted and will be paid for by Marilyn. Marilyn will also check with Angela to see if some of the training can be paid for out of the ME budget.

16. Approval of all vouchers and monthly expense reports. Motion by Ward/Keckeisen. MC/UN.

17. Set next meeting date. July 13, 2011 at 9:00 am in conference Room A260.

18. Action items for next meeting. Discussion/Action: Consolidated Food Management Contract; Discussion/Action on budgeting for three patrol sergeants.

19. Adjourn at 1:00 following Jail tour and luncheon. Motion by Keckeisen/James. 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