

## Public Safety & Judiciary Committee

Wednesday, December 14, 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. Sebastiani, Ward, Keckeisen, Miller, James, Sebastiani, Chris from Eyes of Hope Shelter, Inc., Jack Albert, Jake Roseberry, Jane Gervais, Marilyn Rodgers, Angela Hinze, Les Beckman, Sandra Green, Deb Barnes, Janis Cada, Dee Helmrick
  4. Approve the Agenda. James/Sebastiani, MC/UN
  5. Approve minutes of prior meeting. Ward/Miller, MC/UN
  6. Public participation (*If requested by the Committee Chair*). As needed.
  7. Correspondence. None.
8. Discuss and/or act on Letter of Understanding with Eyes of Hope shelter for 2012. Chris is in attendance from Eyes of Hope. Letter was handed out to all on the Committee. Jack Albert connected Trena Larson on the teleconference call to discuss this agenda item. Going through the letter briefly it focuses on the parameters which were discussed previously. Trena Larson explained the financial accounting process with the County on how the vendor has been paid previously and how the new vendor will be paid in the future. The dog license fees will be allocated and paid monthly. Jack Albert would characterize this discussion as a “source of funds” and not to be a discussion for our commitment with our letter of agreement with an outside contractor. Trena agrees. Cindy Philippi, the County Clerk arrived at 10:20 pm to explain the dog license fees. Cindy indicates she just got off the phone with the State and the money we have in there as of March could go to the new entity we will be doing business with. It is the Corp Counsel’s decision on whether to pay up front or pay as a monthly contract payment. The County can only keep \$1000 of those monies. Jack Albert continued to explain his concerns with the discussion regarding internal accounting and how they will be paid. This letter is simply an understanding with the County on a monthly payment made to them and how these funds are allocated should not be of discussion during this meeting. Chris from the Eyes of Hope Shelter, Inc. addressed the licensing issue. They are non-profit. They are Eyes of Hope Shelter, Inc. They have a license 267310-DS – (Dog Shelter). They are not licensed as a breeder. They have had approved inspections throughout and will provide information on these inspections as needed. She also indicated the letter does not say \$15 per day, per dog and that should be changed. It also doesn’t say what the payment date will be and would like to have it for the 1<sup>st</sup> of the month. Trena will make sure this is taken care of. Motion to enter into Letter of Understanding with Eyes of Hope Shelter, Inc. as drawn up by our Corp Counsel and that on page 2 after \$15 per day, we add the words “per dog” and that the payment be the first of each month. Ward/James, MC/UN. Trena Larson also mentioned the Financial Disclosure regarding the shelter.
9. Medical Examiner, Angela Hinze – Deputy Coroner, Marilyn Rogers – Both present.  
 Monthly expenditures report. No questions.  
 Approve conference/training if any. None.  
 Department operations. The staffing situation was discussed with the other employees to not hire a third employee. They feel that between the two individuals in the office and they were comfortable with this scenario. The first of the year the MOU’s will be re-written. They are also working on the Policy & Procedures Manual for the ME’s office for Adams County.

Discuss/Act on letter from Roseberry's regarding misinformation. Jake Roseberry spoke of his concerns regarding the condition of the individuals when received from the ME's office. He states they end up shooting up to 3x the embalming fluid they would normally use. It seems the internal charade is getting consistently nicked to affect the distribution of the fluid. They've had other autopsy cases from Madison and have never had problems from these entities. Angela Hinze indicates she works with hundreds of other funeral homes and has absolutely no issues with those businesses. Jake Roseberry was also informed by the committee that he should be contacting Angela Hinze when he has issues with their office, not her Chief Deputy and not the PS&J Committee out of Adams County. Angela expressed her concerns to Mr. Roseberry regarding his issues he has with her directly. Angela also expressed that if Jake has issues with the way things are done and is going to write letters, they should be addressed to her directly and also address the way he would like the issues fixed, be proactive in the decision in making changes to the protocol that is used by the ME's office in Adams County. Terry James asked that Angela Hinze follow up with which the pathologists are that performed the autopsies on these specific bodies and make sure they aren't doing anything wrong. Jake's main concerns are the autopsies are done poorly; he doesn't have a vested interest in where we send the bodies just so they arrive to him in good shape. The relationship Roseberry's has with the ME's office is almost nothing like he's ever experienced. Angela explained how all of that worked to Mr. Roseberry. More discussion was held by Mr. Roseberry and Ms. Hinze regarding the operations of the ME's office with Roseberry's Funeral Home and their direct working relationship. Terry James indicates he appreciates the discussion between both sides. Jake Roseberry was instructed to address all of his concerns in the future through the proper channels. Angela Hinze will follow-up on the last three autopsies done in Columbia County and as well as sign all Death Certificates immediately even if pending so the families can move forward with proper arrangements.

James/Ward, motion for a five minute break at 10:25am.

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

Review check summary.

11. Child Support – Deb Barnes – Present.

Review Performance Measures for November 2011;

Review check summary. No questions.

Discuss office activities. Notification of employee Angela Hinze's passing on December 2<sup>nd</sup>.

Review performance measures for November 2011. There has been a change in procedures in how performance dollars are awarded. Deb explained this process in detail. The other change is they decided to go strictly with the Federal Guidelines about their performance which is 80% across the board. This was also discussed in detail as well as other changes made to the expected performance measures.

Review Check Summary. One question answered by Deb.

Discuss Office Activities. Deb went to visit the call center last week for a day to see how things operate. They do a very nice job of ironing out issues and work well with the Supervisors of the Department.

12. Clerk of Circuit Court – Dee Helmrick – Not present – contact if needed.

Summary report of expense vouchers submitted for payment.

Approve conference/training (None scheduled).

Discuss general operations of department.

Community Service Coordinator's monthly report.

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

Monthly expenditures report.

14. District Attorney – Janis Cada – Present

Monthly expenditures report/budget update.

General office activities. Check report was given to everyone on the committee. Janis inquired about the glass for the DA's office which is coming from the Sheriff's Department. Janis also asked if monies in their budget could be used for other things other than the conference monies which were budgeted. If monies are leftover in these other line items she would like to purchase one transcriber and one dictator with an estimate of \$848 to spend to upgrade this system which would include a portable Dictaphone as well. Janis is informing the committee she may need to reallocate monies from one line to another and will work with Trena Larson to do this. No questions from the committee.

15. Emergency Management – Jane Gervais – Present.

Monthly Check Summary. No questions.

Discuss and/or act on Resolution to adopt the Adams County Emergency Response Plan. Table this until next month.

Discuss storage space/rental fee/lease agreement for the Emergency Management Mobile Command Trailer.

Met with Friendship Village Board about storage and the mobile command trailer. There were some concerns regarding the \$1/day fee. Jane explained to the Village Board that the \$365/year is already budgeted for in EM's 2012 budget. The Friendship Village Board approved extending the contract to June 1, 2012. Originally, the contract went from August 2010 – August 2011. The Village Board discussed charging \$3/day to cover electricity, heat and storage. Jane will check with Highway about heated storage. Jane will bring this back to the committee in April or May after the Village Board discusses it. Discussion was held.

Discuss and/or act on training/conferences, if any. None.

16. Sheriff's Department - Sheriff Wollin – Not Present.

Captain Beckman – Present

Review monthly expenditure report and check summary. Table until next month.

Animal shelter/animal control officer report. No questions/discussion.

Department Operations: We have not heard anything from Marcia Kaye on the Dispatch applications yet.

Captain Beckman explained in the past we have adjusted salaried Command positions hours to cover holidays, County Fair, etc. This means that while the County Holiday policy may state that they have the day before Christmas off we actually have a Lieutenant work that day and give them the "Holiday" on another day. What he would like to do is use our Lieutenants and other Command personnel to be scheduled during the County mandated holidays to provide supervision and then give that employee the holiday on another day. There is no fiscal impact to the budget in doing this. Motion to allow the Sheriff the latitude to adjust salaried positions to cover the holidays. Keckeisen/Ward, MC/UN.

Approve conference/training if any. None.

Discussion/Action on approval of Resolution regarding three promotions of Sergeants. Supervisor Miller has some concerns regarding this Resolution and would like to see some changes. He would like to table this Resolution until next month when Sheriff Wollin is present so he can explain his reasons. Motion to table this Resolution on the Sergeant positions until next month. Miller/James, MC/UN.

Discussion/Action on Approval to fill Jail Deputy vacancy. The Personnel Recruitment of the open Jail Deputy position. The Sheriff's Department is requesting a signature on this form as well as signatures for the updated Jail Deputy position description. Motion to approve the Sheriff's Office move forward to fill the Jail Deputy vacancy. Keckeisen/Miller. MC/UN.

Jail Sergeant Hire – Jason Manternach. Jason is working out well.

17. Approval of all vouchers and monthly expense reports. Motion to hold and approve all vouchers next month.

James/Keckeisen, MC/UN.

18. Set next meeting date. January 5th, 2011 at 9:00 am in Conference Room A260.

19. Action items for next meeting.

Resolution on three sergeants; Approve Sheriff's November vouchers and monthly expense reports.

20. Adjourn. Motion to adjourn at 11:35. Miller/Ward. MC/UN.