

**Judicial/Law Enforcement and  
Emergency Management Committee  
August 21, 2012**

A special meeting of the Judicial/Law Enforcement and Emergency Management Committee was called to order by Chair Debra Schubert at 5:30 PM on August 21, 2012 in the Committee Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present:       Gene Thom  
                  Debra Schubert  
                  Mike Starshak  
                  Sue Wendt

Also Present:  Marge Bostelmann, County Clerk, and Sue Krueger, Clerk of Courts, and Sheriff Podoll

The Pledge of Allegiance was recited.

**AGENDA**

***Motion/second(Schubert/Starshak)*** to approve agenda. Motion carried.

**PUBLIC COMMENTS** – None

**FILLING VACANT POSITION IN THE CLERK OF COURTS OFFICE**

Sue Krueger explained that one of her Court Records Clerks was selected to be the Judicial Assistant creating a vacancy in the Clerk of Courts office. Krueger presented information relating to the need to fill the position. She also explained that the job description has been modified to require 2 years of clerical experience rather than “some” clerical experience.

***Motion/Second(Wendt/Schubert)*** to approve filling the position and sent it on to the Personnel Committee. Motion carried.

***Motion/Second(Starshak/Wendt)*** to approve the job description modification. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:**   September 12, 2012 at 4:30 PM

**Future Agenda Items:**

**ADJOURNMENT**

***Motion/second (Schubert/Starshak)*** to adjourn at 5:45 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk