



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

March 10, 2010

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Thom at 4:30 PM on Wednesday, March 10, 2010 in the County Board Room, Courthouse, Green Lake, WI.

Roll Call:

Present Gene Thom, Chairman
Debra Schubert, Vice-Chairman
John Zelenski
Howard Sell

Others Present:

Mark Podoll, Sheriff	Susan Krueger, Clerk of Courts
Mark Putzke, Chief Deputy 5 PM	Winn Collins, DA
Jeff Haase, Asst. Corp. Counsel	Sue Wendt, Secretary
Joel Gerth, Lieutenant	

Thom stated that the requirements of the open meeting law were certified as being met.

AGENDA

Motion/Second (Schubert/Sell) to approve the agenda. All Ayes. Motion carried.

MINUTES

Minutes from February 10, 2010 were read. *Motion/Second (Sell/Zelenski)* to approve the minutes from February 10, 2010. All Ayes. Motion carried.

PUBLIC COMMENTS

None.

APPEARANCES

None.

CORRESPONDENCE

Boat Patrol financial audit was approved for 2009.

Thank you note to Marge Bostelmann, County Clerk, for tour of Sheriff Department from cub scouts.

Thank you from Dave Lukoski, Ripon Police Chief and commendation to Chief Deputy Mark Putzke on assistance he provided their department. Chief Deputy Putzke conducted a thorough and professional investigation into this matter and we appreciated his assistance in regard to this sensitive matter.

Thank you from Jenna Walker, Sorenson Law Office, for the outstanding assistance Deputy Vandekolk provided one of their clients.

CARRYOVERS – CLERK OF COURTS

Sue Krueger, Clerk of Courts gave an explanation of the \$7,000 Capital Equipment Carryover she requested that was put aside for ADA counters, that she wants to use for a new copy machine in the future. Her copy machine was purchased in 2006 and is about 4 years old. Schubert explained that Finance had approved that committees could authorize departments to put \$1000 a year away for capital equipment purchases. If the next budget is directed to come in at 0% your committee can still approve you putting in \$1000 for capital equipment even if it goes over the 0%. Put a line item in your budget for this purpose. The committee and Finance agree that you can carryover the \$7000 this year for the copier and then continue to add \$1000 each year to build up for the next one etc.

DEPARTMENT COMMENTS

The Sheriff stated that the male inmate in Florida needed to be picked up and this time Transporting was cheaper than flying down to get him. It took 7 days for him to get here.

Training is going on with Waushara and Marquette County on Domestic Assaults. Our DA and a State Trainer from the DOJ is conducting the training.

Lieutenant Gerth, gave an update on the progress of the Transition Team. They have been revising 125 policies and procedures. Lots of progress going on in the building. Working on a pilot project to combine educational programs and 10 months technical training expertise in “Close to Home Program” which helps inmates transfer back into the community. If this program is successful, the State would like to model it for the rest of the State.

Chairman Helmer and Vice Chair Priske attended the first day of training for the Transition Team and the trainers from New York and Oregon commented that seldom do County Board Chairman or Vice Chairman attend the training or even stay all day. The trainers were very impressed that they showed so much interest in this program.

Discussion was held on the new direction the company contracted for serving meals to the prisoners would be taking.

OJA GRANT - DA

Winn Collins, DA explained the OJA grant to the committee. It is a 3 year grant with no matching funds, resulting in full funding for 3 years. A $\frac{3}{4}$ position which works 10 hours per week in each County. He will be working with first time offenders, trying to keep them from becoming repeat offenders.

JOB DESCRIPTIONS COURT SERVICES UNIT

Court Services Deputy job description was reviewed by the committee.
Court Services Officer job description was reviewed by the committee.

Motion/second (Schubert/Sell) to approve the above job descriptions and forward to Personnel. All Ayes. Motion carried.

POLICIES & PROCEDURES – SHERIFF DEPT.

The committee reviewed the Correctional Staff Conduct Policy NO. 400.5.1.
Motion/second (Schubert/Sell) to approve the Correctional Staff Conduct Policy. All Ayes. Motion carried.

EXPENSE & REVENUE MONTHLY REPORTS

The February monthly expense and revenue reports were reviewed by the Committee.
Motion/second (Schubert/Zelenski) to approve the Expense and Revenue reports.
All Ayes. Motion carried.

MONTHLY SHERIFF REPORTS

Committee reviewed the reports.
Motion/second (Schubert/Sell) to approve the monthly reports as presented. All Ayes. Motion carried.

PURCHASE REQUESTS

Meal Cart Insulated meal cart to assure hot meal delivery to a large quantity of inmates. Account No. 00-400-00-58200-518-000 Bids: Cortech \$4050.00 (Sole Vendor to allow us to use our current meal trays)

Heat Sealer Inmate personal property sealer to store inmate property in minimal space. Account No. 00-400-00-58200-518-000 Bids: abacoffice.com \$288.57; Boatman Marking, Inc. \$293.50.

Clean Linen Rack For placement of inmate clean linens in the laundry area. It also doubles as a distribution point for laundry exchange. Account No. 00-400-00-58200-518-000 Bids: Laundrycarts.us \$422.75; American Laundry Equipment \$515.14.

Guard1 Plus and the Pipe Rounds Tracking System to save large amounts of personnel time in mandatory inmate record keeping. 00-400-58200-518-000 Bids: TimeKeeping \$8,393.05 Exclusive manufacturer.

14.8 Ft. Cubic Foot Refrigerator For cold storage of male Huber bag lunches. Account No. 00-400-00-58200-518-000 Bids: Lowes \$359; Best Buy \$449.

Air Packs with case & air Cylinder – 4 Required to be available in case of fire/smoke emergency. Account No. 00-400-00-58200-518-000 Bids: Bendlin Fire Equipment Co., Inc. \$5,844.00; Boatman Marking, Inc. \$6,280.00

Teacher Laptop Computer w/Docking Station For inmate classroom use. The purchase of this computer through Law Enforcement has been approved by the GL Co. IT Director. In order for MPTC to put their software on this computer it has to be an MPTC computer. They will do annual upgrades free of charge. This computer will be 100% reimbursed through an OJA grant. Account No. 00-100-09-52700-810-000 Bids: MPTC (Sole Vendor) \$1,451.25

Inmate & Teacher Desk Top Computers w/keyboards and monitors (5) For inmate classroom use. The purchase of this computer through Law Enforcement has been approved by the GL Co. IT Director. In order for MPTC to put their software on this computer it has to be an MPTC computer. They will do annual upgrades free of charge. This computer will be 100% reimbursed through an OJA grant. Account No. 00-100-09-52700-810-000 Bids: MPTC (Sole Vendor) \$3,825.00

GED Software Licenses (6) For use by inmates to obtain their GED, taught by MPTC instructors. The purchase of these computer software licenses through Law Enforcement has been approved by the GL Co. IT Director. These licenses will be 100% reimbursed through an OJA grant. Account NO. 00-100-09-52700-810-000 Bids: MPTC \$2,096.25 Sole Vendor

Lighted Channel Marker Bouys (2) Channel Marker buoy replacement. The Green Lake Association normally donates to the total cost of these bouys. Account No. 00-100-09-52120-810-002 Bids: Rolyan Bouys \$369 plus shipping; OKSolar.com \$499.32 plus shipping.

TV's 46" (3) These will be needed for use in the new facility in the EOC/Training room and in the small conference room. Account No. 00-400-00-58200-518-000 FF&E Bids Best Buy \$799.95; Van Vreedes \$799.95

TV's 32" (22) These will be needed for use in the new facility in the Administrative area, Court Video Room, Inmate Cells and the Inmate Classroom. The unit for the Inmate Classroom will be 100% reimbursed by an OJA grant. Account No. 00-400-00-58200-518-000 FF&E (5); 00-101-09-52700-999-001 Inmate Canteen (16); 00-100-9-52700-810-000 Jail Capital Equipment (1) Bids: Best Buy \$369.99; Van Vreedes \$369.95

TV's 22" (4) These will be needed for use in the new facility in the Detective Division and interview waiting room area. Account No. 00-400-00-58200-518-00 FF&E; Bids: Best Buy \$299.99; Van Vreedes \$289.95

Copy Machine – Patrol/Detectives For replacement of an old copier that needs repair often. The County Purchasing Department has agreed that this copier needs to be replaced and has obtained this quote. Account No. 00-100-09-52100-810-000 Modern Business Machines \$1,029.42 State Bid.

Motion/second (Schubert/Zelenski) to approve the above purchases per Property & Insurance approval as needed. All Ayes. Motion carried.

Letter from Sheriff Podoll requesting Spillman Training for DeAnna Lueptow , Jail Administrator in Salt Lake City Utah. \$3,850 covers training plus airfare, lodging and meal costs. \$8,845 if trainers come to Wisconsin. Dates April 25th – April 30th at a cost not to exceed \$5,500 for training and use of the 6.1 Spillman Software upgrade. ***Motion/second (Schubert/Sell)*** to approve DeAnna Lueptow attending Spillman Training at Salt Lake City Utah, April 25th – April 30th at a cost not to exceed \$5,500.00. All Ayes. Motion carried. A letter will be sent to County Board for their approval.

RESOLUTIONS/ORDINANCES

None.

NEW BUILDING UPDATE

Glass in the Master Control Area is in. Painting jail doors and hung, ceiling tiles up. The Property & Insurance Committee met with Samuels and Potter Lawson and signed the contract and resolution for completion of the 3 story addition to the County A site.

MONTHLY VOUCHERS

The committee reviewed the monthly claims for payment for the Coroner. Listing was signed, dated, March 10, 2010, in the amount of \$1,808.38

The committee reviewed the monthly claims for payment for the Judge, Circuit Court. Listing was signed, dated, March 10, 2010 in the amount of \$2,777.77

The committee reviewed the monthly claims for payment for the Clerk of Courts. Listing was signed, dated, March 10, 2010 in the amount of \$1,836.70

The committee reviewed the monthly claims for payment for Child Support. Listing was signed, dated, March 10, 2010 in the amount of \$3,710.11

The committee reviewed the monthly claims for payment for District Attorney. Listing was signed, dated, March 10, 2010 in the amount of \$219.22

The committee reviewed the monthly claims for payment for the Sheriff's Department. Listing was signed, dated, March 10, 2010 in the amount of \$192,503.60.

Motion/second (Schubert/Zelenski) to approve all the above claims. All Ayes. Motion carried.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

Chief Deputy Putzke reported that one of the missing buoys from Spring Lake Park last summer was found tucked away on the South side of the lake in some bull rushes. The other buoys have not been recovered yet.

NEXT MEETING DATE

Next regular meeting set for Wednesday, April 14, 2010, 4:30PM in the County Board Room.

CLOSED SESSION

Motion/second (Schubert/Zelenski) to move into closed session per ss.19.85 (1) (c) Personnel matters, Discipline Employee DA, (d) Crime prevention (g) Confer with legal counsel. Roll Call - 4 Ayes, 0 Nays. Motion passed. 5:30 PM.

RESUME OPEN SESSION

Motion/second (Schubert/Zelenski) to move into open session. Roll Call - 4 Ayes, 0 Nays. Motion passed. 5:35PM

ANNOUNCE FINDINGS OF CLOSED SESSION

None.

ADJOURN

Motion/Second () to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:36PM.

Respectfully submitted,

Sue Wendt,
Secretary