



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

February 13, 2013

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:31 PM on February 13, 2013 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom, Chairman
Debra Schubert, Vice-Chairman
Sue Wendt
Michael Starshak

Others Present:

Sara Radloff, Deputy County Clerk
Mark Putzke, Chief Deputy
Judge Slate
Dan Hurst, Corporation Counsel
Bill Smith, Deputy Coroner

Kyle Sargent, DA
Darlene Strey, Coroner
Chad Holdorf, Detective
Tony Daly, Berlin Journal Papers
Terri Stellmacher

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the January 9, 2013 Judicial and Law Enforcement Committee meeting were included in the packet. *Motion/Second (Schubert/Wendt)* to approve the minutes with adding Herschberger's Company is also a resource for alternative squad fuel under Department Comments. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES

None

APPEARANCES – PUBLIC COLLECTIONS

None

CORRESPONDENCE

None

PURCHASE REQUESTS

Trunk Organizer (1): Equipment for new squad car due to the size change of the vehicle. Havey Communications cost is \$2,795.00 and Truck Vault cost is \$2,995.00. Account number 13-101-09-52150-999-003.

Software Licenses Upgrade for the Forensic Examiner computer equipment for the District Attorney's Office. Cellebrite USA is the sole vendor and cost is \$2,998.99. Account number 13-101-03-51310-999-003.

Motion/Second (Schubert/Wendt) for approval of both purchase requests that were presented and sending the Trunk Organizer on to the Property & Insurance Committee. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution 6-2013 Eliminating the full-time Account Clerk II position in the Child Support Agency/Veteran's Service Office and creating a part-time (up to 1040 hours per year) Deputy Veteran's Service Officer Position in the Veteran's Office. Wendt explained why the change in position and Discussion was held.

Resolution 7-2013 Creating a full-time Legal Assistant/Administrative Assistant in the Corporation Counsel Office/Child Support Agency Office. Starshak asked if funding for this position was budgeted for this year and Discussion was held.

Motion/Second (Wendt/Schubert) for approval of the resolutions that were presented and sending to Personnel Committee then County Board. Starshak wants to make sure Corporation Counsel and/or Child Support has funding budgeted for the Legal Assistant/Administrative Assistant position. All Ayes. Motion carried.

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT COMMENTS

Chief Deputy Putzke reported that the winter has been busy. We have an injured employee on workers compensation and he is expected to return soon. Putzke mentioned that Green Lake County did have a fatal fire last week and law enforcement worked closely with the Coroner's Department and with local fire departments.

Detective Holdorf presented the new tactical vest and showed the committee the special features. He also thanked the committee and Chief Deputy for purchasing the vest for the department. The vests were purchase with grant money that Putzke applied for.

Coroner, Darlene Strey reported that she and her Deputies worked closely with the Sheriff's Department and local fire departments on the fatal fire that happen in the county.

ANNUAL REPORTS

2012 Annual reports were included in the packet from Emergency Management, Coroner's Office, Clerk of Circuit Court, Child Support Agency, Register in Probate, Sheriff's Department and District Attorney's Office.

Motion/Second (Schubert/Starshak) for approval of all annual reports that were presented and sending them to County Board. All Ayes. Motion carried.

JOB DESCRIPTIONS

Job Descriptions for Child Support Administrator, Child Support Specialist, Child Support Specialist II, Child Support Specialist III, Sheriff's Office Clerk, Communications Officer, Corrections Officer, Detective, Deputy Sheriff, and Deputy Sheriff of Recreation Patrol, Master Control Aide, Recidivism Reduction Aide, Court Services Deputy and Court Services Officer were presented and Discussion was held. Starshak would like to see one change in the Deputy Sheriff and Detective job descriptions to add the following under the Purpose of the Position "serves and protects the citizenry".

Motion/Second (Starshak/Schubert) for approval of all job descriptions that were presented with the one addition to the Deputy Sheriff and Detective job descriptions and sending them to the Personnel Committee. All Ayes. Motion carried

POLICIES AND PROCEDURES

Conditions of Employment No.100.05.0: was presented and discussion was held on the Administration/Front Office on page 5. These employees are to follow the County Personnel Policy and Procedure Manual for “Attendance” and “Sick Leave”.

Duress Alarm System No. 511.01.0: was presented and discussion was held on the purpose of the alarms and how they work.

Fitness Center No. 190.01.0: was presented and discussion was held. Starshak asked if there would be a sign-up sheet in the Fitness Center room to log how often employees are using the facility.

Motion/Second (Starshak/Schubert) for approval of all policies and procedures that were presented. All Ayes. Motion carried

TRAINING

Discussion was held on all training requests that were in the packet and distributed. ***Motion/Second (Wendt/Starshak)*** to approve training requests for the Sheriff’s Office and Coroner’s Office that were included in the packet and those that were distributed at the meeting. All Ayes. Motion carried.

OUT OF STATE TRAINING FOR THE SHERIFF

Out of state training was included in the packet for Sheriff Podoll to attend the National Sheriff’s Conference in Charlotte, NC on June 22-26, 2013. Discussion was held. ***Motion/Second (Schubert/Wendt)*** to approve out of state training requests for the Sheriff’s Office that was included in the packet and sending to County Board. All Ayes. Motion carried.

BUDGET ADJUSTMENTS

Two budget adjustments were presented for the Sheriff’s Office and Clerk of Circuit Court Office. Discussion was held. ***Motion/Second (Schubert/Wendt)*** to approve the budget adjustments from the Sheriff’s Office and Clerk of Circuit Court Office. All Ayes. Motion carried.

COMMITTED, RESTRICTED, APPLIED FUNDS

Request for Committed, Assigned, and Restricted Funds from the Sheriff’s Office, Clerk of Circuit Court and District Attorney’s Office were presented. ***Motion/Second (Wendt/Schubert)*** to approve the Committed, Restricted, Applied Funds for the Clerk of Circuit Court Office, Sheriff’s Department and District Attorney’s Office that were submitted and forward them onto the Finance Committee. All Ayes. Motion carried.

EXPENSE AND REVENUE REPORTS

Motion/Second (Schubert/Starshak) to approve the Expense and Revenue Monthly Reports. All Ayes. Motion carried.

MONTHLY SHERIFF REPORTS

The monthly Sheriff's Office reports were presented.
Motion/Second (Starshak/Schubert) to approve the Monthly Sheriff Reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated February 13, 2013 for the following offices in the following amounts:

	2012	2013
Child Support:	\$ 0	\$1,528.84
Clerk of Circuit Court:	\$ 1,647.83	\$3,731.51
Coroner:	\$ 0	\$1,271.30
District Attorney:	\$ 10,297.37	\$2,107.15
Emergency Management	\$ 0	0
Judge-Circuit Court:	\$ 2,584.30	\$854.50
Sheriff's Office:	\$ 62,788.53	(includes 2012 & 2013)

Motion/Second (Wendt/Schubert) to approve all the above claims. All Ayes, Motion carried.

The committee reviewed and signed the monthly claim for 2013 for the payment dated February 13, 2013 for the following office in the following amount:

Clerk of Circuit Court: \$ 73.16 (For Sue Wendt)

Motion/Second (Schubert /Starshak) to approve all the above claims. Roll call vote: Schubert-Aye; Wendt-Abstain, Starshak-Aye, Thom-Aye. Motion carried.

CLOSED SESSION

Motion/second (Wendt /Schubert) to move into closed session per ss. 19.85(1) (5), considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person – employee administrative suspension and internal investigation and (c)

considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - evaluations and interviews. Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into closed session at 5:32 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Wendt/Schubert) to move into open session Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into open session at 6:13 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second (Schubert/Wendt) to approve the evaluations from the Sheriff's Office for Corrections Officer Bruce Walker, Communications Officers Sheri Rahmer, Samantha Gajdosik and Jessica Schroeder and forward them to their personnel files and forward one to the Personnel Committee. All Ayes. Motion carried.

Motion/second (Wendt/Schubert) to have Sheriff Podoll rate the applicants that were interviewed and make the final decision. All Ayes. Motion carried.

COMMITTEE DISCUSSION

None

NEXT MEETING DATE

Next regular meeting set for Wednesday, March 13, 2013 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:15 p.m.
Respectfully submitted,

Sara Radloff
Deputy County Clerk