



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

March 11, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on March 11, 2015 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 - Chair
Sue Wendt – Vice Chair
Debra Schubert
Michael Starshak

Others Present:

Joy Waterbury, Co Board Supervisor	Diane Meulemans, Corp. Counsel
Judge Slate	DA Andrew Christenson
Chief Deputy Mark Putzke	Lori Evans, Admin. Ass't to Sheriff
Amy Thoma, Clerk of Courts	Amanda Thoma, Coroner
Tony Daley, Berlin Journal – arrived after closed session	
Sheriff Mark Podoll and Emergency Management Director Gary Podoll were at an Emergency Management meeting in Milwaukee	

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the February 11, 2015 meeting were read. **Motion/Second (Starshak/Wendt)** to approve the minutes as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES

None

CORRESPONDENCE

Thank you from Linda Ottman to Deputy Colhouer for his professionalism and understanding in a recent case.

Thank you from Enita Jubery expressing her gratitude to the dispatcher, officers and EMT's that recently responded to her parent's home when her mother suddenly passed away. She appreciates all that emergency staff does for the community.

Thank you to Officer Dustan Thompson from Brian Jones for teaching him a very valuable lesson about his driving. He was given a warning instead of a ticket. His parental punishment was that he will not be able to drive from now until the end of school.

PURCHASE REQUESTS

Request from the Sheriff's Office for purchase of (4) dispatch chairs. The integrity of the seats and back padding no longer exists to provide support for personnel working 10 and 12 hour shifts in our current chairs. The hydraulic pistons are failing and the warranty has expired. We were told when we bought the chairs four years ago that they were 24 x 7 chairs; we are now told they are not meant for that type of use. Dick Buss and Associates \$1,350 each, Concept Seating with C loop arms - \$1,659 each, Concept Seating with swing arms \$1,729 each. Account Number 15-100-00-52110-810-000 for \$5,000 and Account Number 15-101-09-52700-999-008 for \$1,620. **Motion/Second (Wendt/Starshak)** to approve the purchase of the chairs from Dick Buss and Associates upon approval of the warranty by Supervisors Schubert and Starshak. All Ayes. Motion carried.

DISCUSSION ON REGISTER IN PROBATE/JUDICIAL ASSISTANT/ DEPUTY CLERK POSITION(S)

The Judge gave a history on the positions of the Clerk of Courts Office, the Register in Probate and Judicial Assistant/Assistant Register in Probate position. Formerly there were more positions in those combined offices than there are now and currently there are two budgeted unfilled full-time positions, those being the Register in Probate and a Deputy Court Records Clerk. The Judge in cooperation with the Clerk of Circuit Court proposes to try a new combined position while keeping the other two current positions, so in the event the combined position does not work they can revert back to the original positions.

The Judge and the Clerk of Circuit Court would like to create a new full-time fully benefited position at a rate of \$17.67 per hour called a Deputy Register in Probate/Deputy Court Records Clerk. That person would work 20 hours per week as a Deputy Register in Probate and 20 hours per week as a Deputy Court Records Clerk. The person would have their actual work station in the Clerk of Circuit Courts Office. This person would report to the Clerk of Circuit Court who would be in charge of overseeing this person, approve/deny leave time for them and perform other administrative duties involving employees. A lengthy discussion pursued including where the current Judicial Assistant/Assistant Register in Probate fit into the plan. The answer to that question was undetermined at this time. Discussion revolved around her possibly filling the other position, but that position name was not disclosed. Also no reference was made as to the actual Register in Probate position. It was determined that the Judge needed to bring his proposal back in writing.

The Committee approved advertising for the new position of Deputy Register in Probate/Deputy Court Records Clerk and asked the Judge to send the following in next month's packet: the new job description, the justification form for the position and the fiscal impact. This should be put on the next Judicial/Law Enforcement Committee meeting agenda. He was also advised to inform the Personnel Committee of the plan, but that the Personnel Committee should take no action until the Judicial/Law Enforcement Committee has had a chance to review the written documents and take action.

The Judge informed the Committee that he feels that the County has saved approximately \$6,700 by not filling the Register in Probate position yet. He has been spending a lot of his time performing the Register in Probate duties while Family Court Commissioner Henri Conti has been taking over a number of Court hearings for the Judge. He recommended that Mr. Conti be paid an additional \$6,000 this year for those extra duties. ***Motion/Second (Starshak/Schubert)*** to pay the Family Court Commissioner an extra \$6,000 in 2015 only for the additional workload he is undertaking. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES, EXOTIC/ANIMAL ORDINANCE PROPOSAL

Corporation Counsel reported that she has continued to do research regarding adding exotic animals to the County Ordinance. She has met with Jeannie at the Green Lake Animal Shelter. She has also reviewed our current Ordinance and compared it with those from municipalities within our County. Chairman Thom asks that she check with the veterinarians in the County. Corporation Counsel is leaning towards repealing and rewriting the ordinance due to the large amount of striking that will need to be done. This should be placed on next month's agenda.

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT COMMENTS

Chief Deputy Putzke reported that the Department has just finished with CPR/AED/TB training along with CART training with Marquette and Waushara Counties. Currently Pay for Performance meetings are being scheduled. Discussion on Pay for Performance ensued. Corporation Counsel advised that to further expound on this discussion, it should be placed on next month's agenda. Another Heroin Summit, very similar to the last summit has been scheduled in Markesan. Flyers were distributed and members were asked to get the word out for their constituents to attend. The Chief Deputy also reported that a truck went through the ice in the Beyers Cove area of Big Green Lake. The driver and vehicle were removed safely. He also reported that the Sheriff's Office applied for a BOTS grant.

Judge Slate reported that there are ongoing multi departmental discussions regarding the Drug Court. The Public Defender has applied for a grant. He will keep the Committee posted once things become more formalized.

The Clerk of Courts and DA stated they had no news to report.

Coroner Thoma reported that she and one of her deputies attended a Heroine Training recently. It was very interesting and was a great learning experience. She also reported that there will be a student from Lawrence University interning with her this spring. She indicated that there is a need for Smart Phones in her office and she will be budgeting for them in the future.

TRAINING

Motion/Second (Wendt/Starshak) to approve the training requests for the Judge and Judicial Assistant/Deputy Register in Probate that were in the packet. All Ayes. Motion carried.

BUDGET ADJUSTMENTS

None

MONTHLY SHERIFF REPORTS

Motion/Second (Starshak/Wendt) to approve the monthly Sheriff's Office Report All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS

Motion/Second (Schubert/Wendt) to approve the monthly Revenue and Expense Reports. All Ayes. Motion carried. Mr. Starshak questioned why the Asset Forfeiture revenue was so high. Lori will check and get back to him.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated March 11, 2015 for the following offices in the following amounts:

Child Support:	\$	1,258.70
Clerk of Circuit Court:	\$	4,083.39
Coroner:	\$	193.87
District Attorney:	\$	920.70
Emergency Management	\$	0
Judge-Circuit Court:	\$	3,744.25
Sheriff's Office:	\$	48,200.18

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

The committee reviewed and signed the monthly claim for 2015 for the payment dated March 11, 2015 for the following office in the following amount:

Clerk of Courts: \$ 50.00 (For Sue Wendt)

Motion/Second (Schubert/Starshak) to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

CLOSED SESSION

Motion/second (Starshak/Schubert) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to evaluations. Roll call vote:

Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays.
Motion carried. Moved into closed session at 5:31 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Schubert/Starshak) to move into open session Roll call vote:
Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays.
Motion carried. Moved into open session at 5:38 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

It was announced that the Sheriff's Office evaluations for Deputies Dustan Thompson, Raymond Colhouer and Karl Guenther, Administrative Assistant Lori Evans and Detective Joshua Ward were approved and should be placed in their personnel files. Chief Deputy Putzke advised the Committee that this would be the last of the evaluation forms that the Committee has been reviewing. New evaluation forms will be upcoming in a few months.

LEXIPOL

The Committee reviewed the Lexipol policies that were e-mailed to them. A lengthy discussion ensued regarding unmanned Aerial Systems including how we can protect the people from abuse of them, infringement of privacy rights and what the positive uses are for them. *Motion/Second (Wendt/Shubert)* to approve Lexipol Policies 210-ACADIS; 342- Office Technology Use; 344-Report Preparation; 410-Career Shadow/Intern; 460-Automated License Plate Readers (ALPR); 612-Brady Material Disclosure; 613 – Unmanned Aerial System (UAS) Operations. Three Ayes, one Naye – Starshak. Motion carried.

COMMITTEE DISCUSSION

None

NEXT MEETING DATE

The next meeting is set for April 8, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items for discussion – Deputy Records Clerk /Judicial Assistant/Deputy Register in Probate position, Exotic Animal Ordinance and Pay for Performance.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:01 p.m.

Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff