



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

October 14, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Secretary Lori Evans at 4:30 PM on October 14, 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 - Absent
Sue Wendt – Vice Chair - Absent
Debra Schubert
Michael Starshak
Vicki Bernhagen - Alternate

Others Present:

Dawn Klockow, Corp. Counsel
Sheriff Mark Podoll
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Judge Slate
Amanda Thoma, Coroner

Joy Waterbury Board Supervisor
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Chief Deputy Mark Putzke
Andrew Christenson, DA
Terri Stellmacher, CSA

ELECTION OF CHAIR PERSON

Corp. Counsel Klockow explained that in the absence of both the Chair and the Vice-Chair, the Secretary was required to call the meeting to order and a Chair person needs to be elected. ***Motion/Second (Starshak/Bernhagen)*** to appoint Deb Schubert as “Pro-Tem” Chair. All Ayes. Motion carried. Meeting turned over to Pro-Tem Chair Deb Schubert at 4:34pm.

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the September 9, 2015 meeting were read. *Motion/Second (Starshak/Bernhagen)* to approve the minutes as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

Expression of gratitude to Officer Dustan Thompson from Chad Lewandowski for the warning he received due to a lead foot issue recently. He stated that Officer Thompson was very professional and wanted our Department to know that he is proud to have officers like Dustan patrolling and serving our County.

Thank you from Eric Larson to Deputy Schroeder complimenting him on his professionalism and ability to relate to people during a recent traffic stop.

Kudos to all those participating in the Speed Task Force Grant this year from the DOT. Our numbers were impressive.

Unsolicited thank you e-mails from Jefferson Co.; Wood Co.; St. Croix Co.; Kewaunee Co.; Waupaca Co.; Marquette Co.; Eau-Claire Co.; Richland Co.; Dodge Co.; Lafayette Co.; Monroe Co.; Washburn Co.; and Iron Co. to Lori Evans for putting together and hosting the Wisconsin Sheriff's Administrative Professionals meeting in September. This group is an invaluable resource to Sheriff's Administration in Wisconsin.

DISCUSSION OF SUPERVISOR SLATE’S COMMENTS MADE AT THE SEPTEMBER 9TH JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE MEETING DURING PUBLIC COMMENTS

Motion/Second (Starshak/Bernhagen) to defer this matter until the next meeting. All Ayes. Motion carried.

CREATION OF POSTIONS – JUDICIAL ASSISTANT/CLERK OF COURT

Clerk of Circuit Court, Amy Thoma stated that she did not believe that enough time has passed to make a decision on adopting a formal resolution regarding the Judicial Assistant/Clerk of Court combination position. She respectfully requests the Committee to hold off on making that determination. The Committee instructed that a review of this position be placed on the January 2016 agenda.

JOB DESCRIPTIONS – JUDGE’S OFFICE

Judge Slate stated that enclosed in the packet were a cover letter from Corp. Counsel Dawn Klockow regarding the job descriptions for the two positions in his office, along with the a copy of each job description showing the tracked changes. One job description is for the Register in Probate and one is for the Judicial Assistant/Deputy Register in Probate. He stated that both Corp. Counsel and the County Administrator have reviewed and approve of both job descriptions. The Deputy qualifications required are the same as those required for the Legal Assistant/Admin. Assistant in the Office of Corporation Counsel, except for the part requiring a driver’s license. Questions were raised on the Deputy Register in Probate position as to the statement “works up to 1040 hours per year”. *Motion/Second (Starshak/Bernhagen)* to defer this to the next meeting. All Ayes. Motion carried. The Committee requested a clean, non- tracked copy of both of the job descriptions for the next meeting.

FILLING OF VACANCY

Child Support Administrator Vacancy: Child Support Administrator Terry Stellmacher announced that she will be retiring at the end of December 2015. The Committee members were sad to hear that and complimented Terry on the fine job she has done in that office. They asked if she was going to do an exit interview. She said yes, in November or December.

The packet contained a letter from Terry thanking the Committee for the opportunities she received while working for the County and stated that she genuinely enjoyed working for Green Lake County. Her letter also stated that she included justification for filling her position as well as the job description in the packet. She asked that the position be filled and distributed a handout of Reasons to Keep the Child Support Agency as a “Stand Alone” Office along with a Fiscal Note. She noted the high standings her office has in the State receiving the Certificate of

Excellence almost annually and stating that they are ranked number 2 in the State for Collections.

Also included in the packet was a memo from Marge Bostelmann, County Clerk, recommending the Committee wait before making a decision on this matter as Deb Pagel of Schenk is nearly finished with her organizational assessment report which will be addressing the structure of the Child Support Department if a vacancy occurs.

The Committee asked that the County Clerk be asked to place this matter on the next County Board Agenda for informational purposes, to get a feel as to their thoughts on proceeding. She should also be advised that the Committee wishes to move forward as quickly as possible on this so that there is a smooth transition when Terry leaves. The Committee felt that it was important to get someone in and trained while Terry is still available and that the Department Head issue could be addressed at a later date.

Motion/Second (Starshak/Bernhagen) to defer this until after the County Board meeting. All Ayes. Motion carried.

Deputy Sheriff Vacancy: Sheriff Podoll announced that there is a vacant Deputy Sheriff position due to the retirement of Deputy Mark Trochinski. The justification form for filling the position and the job description were enclosed in the packet and have been approved by the County Administrative Coordinator.

Motion/Second (Bernhagen/Starshak) to approve the request and send it on to the Personnel Committee. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

The Animal Ordinance is in draft form. This was to be put on the November meeting agenda. ***Motion/Second (Starshak/Bernhagen)*** to defer this to the November meeting. All Ayes. Motion carried.

Coroner Thoma explained to the Board that State law had been modified to make Coroner fees what they were as of April 15, 2015. Resolution 8-2015 was passed after that date; therefore that resolution needs to be rescinded. ***Motion/Second (Starshak/Bernhagen)*** to approve the Resolution Number 16-2015 to rescind Resolution 8-2015 relating to Increasing Coroner Fees. All Ayes. Motion Carried.

COURTROOM UPGRADES

The Judge is waiting to meet with a party who may be able to assist with Courtroom audio issues. The projector has been installed but is not yet operational. He will bring these matters back to the next meeting.

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

Motion/Second (Starshak/Bernhagen) to approve the training requests that were included in the packet from the Sheriff's Office, Coroner's Office. All Ayes. Motion Carried.

The Child Support Office did not feel that the form the Sheriff's Office used for Training was user friendly so they created a new form for review and use which was presented for approval. The Committee requested information as to how other Committees approve training and what form, if any that they use. This matter should be placed on the November agenda.

DEER PICK-UP

Chief Deputy Putzke reported that the Highway Commissioner is looking at options for picking up deer that are left. After December 1 there could be a new deer pick-up vendor.

DEPARTMENT RELATED COMMENTS

Child Support: Terry once again thanked the Committee for their kind words and support.

Clerk of Courts: Reported that her staff is working out well. She also stated that they just completed a week long jury with an outside Judge and it went well.

Circuit Court/Register in Probate: Nothing else to report

District Attorney: Nothing to Report

Coroner's Office – Reported that they are having review team training tomorrow regarding education and prevention of child deaths. She stated that she has the possibility of two more people that are interested in being appointed as Deputy Coroner's.

Emergency Management: No appearance

Sheriff's Office: The Sheriff stated that he had attended a lot of training since the last meeting.

Chief Deputy Putzke reported that the Speed Task Force program this year was very successful. The DRE program is doing great. Recently there were two DRE stops in one night during the week. Up until now that has been virtually unheard of. He also reported that there have been 5 Drug Overdoses reported in the last 7 days within the Central Wisconsin Drug Task Force area. There were also 2 OWI daytime arrests in the County recently and during one of the recent interdictions there were two drug charges.

He also reported that there have been hunting violations in Dodge Park. Corp. Counsel is reviewing the ordinance. He also reported that the Silver Alert program is serving its purpose well. Recently a Silver Alert was issued in Northeast Wisconsin and the person was stopped in Winnebago County.

The packet was mailed last Wednesday and had not yet arrived at some of the Supervisor's homes. The packets were hand delivered to the Committee members. Mail is now being distributed through Milwaukee. The Clerk's Office is checking into the delays.

BUDGET ADJUSTMENTS

None

MONTHLY SHERIFF REPORTS AND MONTHLY EXPENSE AND REVENUE REPORTS

Motion/Second (Starshak/Bernhagen) to defer action on these until the November meeting. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated October 14, 2015 for the following offices in the following amounts:

Child Support:	\$	1,058.95
Clerk of Circuit Court:	\$	9,129.87
Coroner:	\$	96.90
District Attorney:	\$	14,145.33
Emergency Management	\$	130.00
Judge-Circuit Court:	\$	6,453.42
Sheriff's Office:	\$	91,035.06

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

LEXIPOL

Chief Deputy Putzke e-mailed the following Lexipol policies to the Committee.

- 340 Standards of Conduct
- 401 Mobile Architecture for Communications Handling
- 1032 Fitness for Duty
- 1034 Meal Periods and Breaks
- 1035 Lactation Breaks
- 1036 Payroll Records

Motion/Second (Starshak/Bernhagen) to approve all of the Lexipol Policies. All Ayes, Motion carried.

MOVE INTO CLOSED SESSION

Motion/second (Starshak/Bernhagen) to move into closed session per ss. 19.85(1); (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to interviews for a Full-time Communications Officer.

Roll call vote: Schubert – Aye, Starshak-Aye, Bernhagen – Aye, Three Ayes. No Nays. Motion carried. Moved into closed session at 5:41 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Starshak/Bernhagen) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Bernhagen-Aye. Three Ayes. No Nays. Motion carried. Moved into open session at 5:54 p.m.

Two candidates were interviewed for Full-Time Corrections Officer. Either would be acceptable. The Sheriff will determine which of them is to be hired.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for November 11, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Items to be placed on the agenda are Discussion of Supervisor Slate's comments made at the September 9th Judicial and Emergency Management Committee meeting during public comments, Job Descriptions-Judge's Office – Register in Probate, Judicial Assistant, Filling of Vacancy – Child Support Administrator, Resolutions/Ordinances Relating to Ordinance amending the Code of Green Lake County Chapter 103 Animals, Courtroom Upgrades, Training, Deer Pickup, and October Sheriff Reports and Revenue and Expense Reports. Agenda item for either November or December, closed session – exit interview for Child Support Administrator.

ADJOURN

Motion/Second (Bernhagen/Starshak) to adjourn. All Ayes. Motion carried.
Meeting adjourned at 5:55 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff