



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

October 12, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 4:30 PM on October 12, 2016 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: Michael Starshak – Chair
Larry Jenkins – Vice Chair
Sue Wendt

Absent: Peter Wallace

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Amanda Thoma, Coroner
Andrew Christenson, DA

Dawn Klockow, Corp. Counsel
Judge Slate
Tony Daley, Berlin Journal
Gary Podoll, EM Director

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

AGENDA

Motion/Second (Jenkins/Wendt) to approve the amended agenda. All Ayes. Motion carried.

MINUTES

Motion/Second (Jenkins/Wendt) to approve the minutes of the September 14, 2016 Judicial/Law Enforcement meeting with a correction in the title, to the year 2016. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you from Marc Dosogne to thank our officers and staff for the job they did in handling the circumstances of the underage drinking party that occurred at his home without his knowledge. He felt the officers were professional and appropriate. He also appreciates the follow-up efforts we are making with Crime-Stoppers in trying to find the stolen items.

Thank you from Lafayette County Sheriff's Office to Lori Evans in gratitude for her counseling and photos of the dispatch set-up. Thanks to her they will be much better prepared when they go live with Spillman in two weeks.

Thank you to Lori Evans from Vickie Thoe, Lead Records Specialist, Waushara County Sheriff's Office for all of the hard work and time she put into preparing and presenting at the fall Wisconsin Sheriff's Administrative Professionals meeting.

Thank you from Aviand's Food Service to Todd Morris and the Green Lake County Land Conservation Department for tending the garden this year and producing the great vegetables that were served as part of the inmate meals. The food was very much appreciated.

Thank you from the Markesan Police Department and the Citizens of Markesan to Deputy Vande Kolk, Deputy Thompson and Detective Ward for their assistance on September 6, 2016 with a stabbing incident in their city. They provided insight, ideas and overall knowledge to the entire incident. Their assistance meant a lot to Chief Pflum.

E-mail from Christian Burkert requesting a reduction of fines (secure detention cost reimbursements). No action taken on his request. This should be put on next month's agenda.

PURCHASE REQUESTS

None

DRUG GRANT

Judge Slate appeared and reiterated to the Committee that he had been approved for, but has not yet received a Drug Court grant in excess of \$100,000. He is talking to DHS regarding implementation of the grant. He does not believe the program will be up and running until after January 1, 2017.

TRAINING

Training and Coroner Thoma's department report were moved up on the agenda due to the fact that the Coroner had to leave for another function. The Coroner reported that their office has been busy lately. Cremation permits are up and she had another autopsy recently.

Request from Coroner Thoma for Deputy Coroner Rachel Merrick and Deputy Coroner Amanda Stibb be allowed to attend the Wisconsin Coroners and Medical Examiners Association Annual Fall Conference on Oct. 24-26, 2016 at the Best Western in Neenah as per her written request that was in the packet. They will not require lodging.

Motion/Second (Wendt/Jenkins) to approve the training request. All Ayes. Motion carried.

RESOLUTION RELATING TO DESIGNATING October 23-29, 2016 AS MEDICOLEGAL DEATH INVESTIGATORS WEEK IN GREEN LAKE COUNTY

Coroner Thoma explained the Resolution Relating to Designating October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County which was included in the packet. Chairman Starshak didn't feel there was a significant enough purpose for the Committee and Board to be spending time and resources on this type of recognition resolution. He was not referring to this particular resolution but this type of resolution in general. Supervisor Wendt felt that it was a good, no cost way, to show appreciation to employees. Supervisor Jenkins felt that though there was no tangible reason for it, he felt that it was a good way to show that the County supports State legislation and that the public sees that the County supports their employees.

Motion/Second (Wendt/Jenkins) to approve the resolution. 2 Ayes, 1 Nay-Starshak. Motion carried.

RESTRUCTURING OF COMMUNICATIONS DIVISION STAFF IN SHERIFF'S OFFICE

The Sheriff updated the Committee on his plan to restructure the Communications Division. In that division a full-time Communications Officer resigned, the Communications Administrator retired and in December another full-time Communications Officer will be retiring. He has determined that it would be more cost effective to have the Communications Administrator position and one of the Communications Officer positions be eliminated and in their place have two Sergeant of Communications positions created. These would be working Sergeants with limited supervisory duties and some administrative duties. Those duties will not detract from their dispatch duties. Their main focus will still be dispatching. They will perform the administrative duties when they are not dispatching. The personnel duties held by the Communications Administrator have been transferred to the Chief Deputy and will remain with him. The Sheriff has taken over the infrastructure duties. He hopes that by doing this we will be able to see a reduction in the 2018 staffing costs in that division.

REVIEW JOB DESCRIPTION – SERGEANT OF COMMUNICATIONS/RESOLUTION RELATING TO ELIMINATING A COMMUNICATIONS OFFICER POSITION AND ELIMINATING THE COMMUNICATIONS ADMINISTRATOR POSITION AND CREATING TWO SERGEANTS OF COMMUNICATIONS POSITIONS

With the change in the structuring of the Communications Division, a job description for Sergeant of Communications was created and reviewed by the Committee. Under duties and responsibilities a bullet should be added to say performs dispatch duties. A Resolution Relating to Eliminating a Communications Officer Position and Eliminating the Communications Administrator Position and Creating Two Sergeant of Communications Positions that was in the packet was discussed. The Sheriff explained the fiscal impact of the resolution. With the Chief Deputy taking on added responsibilities, the recommendation is that some of the savings from the restructuring be applied to his wage. He also explained the need to put aside funds for the upcoming State mandate to upgrade E911. At this time it is an unfunded mandate and he anticipates the cost to be in the range of \$250,000, with implementation in the next couple of years. We only have \$60,000 set aside for this project. If a grant should be awarded and the savings seen from the restructure are not needed, those funds could then be transferred to the County general fund.

Motion/Second (Jenkins/Wendt) to approve the restructuring plan for the Communications Division, the Sergeant of Communications job description and the Communications Division Restructuring Resolution and forward it on to the Personnel Committee for approval and then on to County Board for approval. All Ayes. Motion carried.

REVIEW JOB DESCRIPTION – CHIEF DEPUTY

As discussed earlier the job description for the Chief Deputy has changed. A new job description was distributed and discussed. Mr. Starshak asked that a bullet be added to the job duties section stating “Works cooperatively with other offices within County government .” He asks that Supervisor Wendt recommended to personnel that this job duty be added to all Department Head job descriptions in the future. *Motion/Second (Wendt/Jenkins)* to approve job description and send it on to Personnel. All Ayes. Motion carried.

REVIEW JOB DESCRIPTIONS/FILL VACANT POSITIONS

Detective Patti Crump is retiring next week. The job description has not changed. The job description and four part form were included in the packet. *Motion/Second (Wendt/Jenkins)* to approve the job description and four part form and forward them to the Personnel Committee with a recommendation that the position be filled. All Ayes. Motion carried.

With the posting of Detective Crump’s vacancy, it is anticipated that one of our current Deputies will post for the position. Therefore, an unchanged job description and four part form were included in the packet for the anticipated vacancy of a Deputy Sheriff position. *Motion/Second (Wendt/Jenkins)* to approve the job description and four part form and forward them to the Personnel Committee for approval along with a recommendation that the position be filled should a vacancy occur through the promotion of a Deputy Sheriff to the Detective position. If a deputy does not post for the vacancy in the Detective Division, this position will not need to be filled. All Ayes. Motion carried.

VOLUNTARY UNPAID LEAVE REQUESTS

One, to be handled in closed session.

DEPARTMENT RELATED COMMENTS

Clerk of Courts: No appearance. She is at a conference in Eau Claire.

Circuit Court/Register in Probate: Nothing to report.

District Attorney: Nothing to report.

Coroner's Office: Reported earlier.

Emergency Management: Gary has submitted grants for 2017 and is closing grants for 2016. He has State mandatory training in Green Bay tomorrow. He continues to work on the State Credentialing Program and he is starting to sort through and dispose of some old files.

Sheriff's Office: The Sheriff reported that there was a bike fatality at the end of September that his office investigated. They are also continuing to work on wrapping up the burglary cases in the southern end of the County. Some reports are still coming in. Deputy Schroeder is doing a great job assisting in the cases.

Chief Deputy Putzke reported that the department is working on their Neogov evaluations and pay for performance. The 2016 evals will be coming to an end soon. 2017 goals are being formulated. The Corrections Administrative Staff is at the annual Jail Conference and were unable to attend tonight's meeting. The Chief Deputy reported that he is finishing up on the BOTS grants for 2016 and has been advised that we have been targeted to receive 2017 funding. This is a result of factors that are formulated from county crash reports. Some of those factors include were seat belts worn and was speeding a factor.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

2017 BUDGET

Nothing

MONTHLY SHERIFF REPORTS

The monthly Sheriff's reports were reviewed.

EXPENSE AND REVENUE MONTHLY REPORTS

The monthly Sheriff's expense and revenue reports were reviewed.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claim for the payment dated October 12, 2016 for the following office in the following amount:

Clerk of Courts: \$ 45.00 (For Sue Wendt)

Motion/Second (Starshak/Jenkins) to approve the claim for Sue Wendt. Two Ayes, Wallace absent, Wendt-Abstained. Motion carried.

The committee reviewed and signed the monthly claims for payment dated October 12, 2016 for the following offices in the following amounts:

Clerk of Circuit Court: \$ 10,086.14

District Attorney: \$ 5,621.17

Coroner: \$ 463.35

Emergency Management \$ 2,778.20

Judge-Circuit Court: \$ 3,714.89

Sheriff's Office: \$ 65,224.61

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

CLOSED SESSION

Motion/second (Wendt/Jenkins) to move into closed session Wis. Stat. § 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 employee medical leave and 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 is regarding compensation for the Chief Deputy. Roll call vote: Jenkins – Aye, Starshak-Aye, Wendt-Aye, Wallace-Absent. Three Ayes. No Nays. Motion carried. Moved into closed session at 5:29 p.m.

RECONVENE TO OPEN SESSION

Motion/second (Wendt/Jenkins) to move into open session Roll call vote: Jenkins-Aye Starshak-Aye, Wendt-Aye, Wallace-Absent. Three Ayes. No Nays. Motion carried. Move into open session at 5:38 p.m.

It was announced that the committee recommends to approve the unpaid leave request that was presented and send it on to Personnel and to put compensation for the Chief Deputy on next month's agenda.

LEXIPOL

None.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for November 9, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items to include - Drug Court Grant – hiring a part-time person and establishing accounts; Chris Burkert request for reduction in Juvenile board invoice; compensation for the Chief Deputy in closed session.

ADJOURN

Motion/Second (Wendt/Jenkins) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:39 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff