



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**April 13, 2016**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on April 13, 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: Gene Thom – Chair  
Sue Wendt – Vice Chair  
Debra Schubert  
Michael Starshak

Others Present:

Mitzi Putzke, DA'S Office  
Mark Podoll, Sheriff  
Lori Evans, Admin. Ass't to Sheriff  
Lynn Ryan, RR Coordinator  
Jeanne Theune - CS  
Marge Bostelmann, County Clerk  
Joy Waterbury, County Board Member  
Jessica Walker, Applicant for CS position

Joel Gerth, Corrections Administrator  
Judge Slate  
Tony Daley, Berlin Journal  
Amanda Thoma, Coroner  
Andrew Christenson, DA  
Marcia Kleiman, Former Child Support  
Samantha Koscher, MCA/CSU applicant

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **AGENDA**

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

## **MINUTES**

*Motion/Second (Wendt/Starshak)* to approve the minutes of the March 9, 2016 Judicial/Law Enforcement meeting and the March 21, 2016 combined Judicial/Law Enforcement and Personnel Committee meeting as presented. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **CORRESPONDENCE**

Thank you from Corrections Sgt. Adam Quade to Ed Schuh and the FRI staff for their assistance with the new inmate handbooks. They were helpful, quick and did a great job.

Thank you from Adam Spitler, Mental Health Case Manager to the law enforcement officers in our County for the positive interactions he has seen between the officers and his clients. He has seen better long term outcomes due to the officers caring and the professionalism they have shown, along with going the extra mile to help keeping them safe.

## **UPDATE CHILD SUPPORT ADMINISTRATOR**

Jeanne Theune reported there has been no movement on the filling of this position. Supervisor Schubert asked that Supervisor Wendt, as the Personnel representative for this committee stimulate action on this matter.

## **DISCUSS STAFFING IN CHILD SUPPORT OFFICE**

Job descriptions for the Child Support Specialist, Child Support Specialist II, Child Support Specialist III, and Child Support Administrator and Resolution numbers 53-80, 5-90, 35-90, 51-90 were included in the packet and Resolution number 63-94 was distributed at the meeting by Clerk Bostelmann. There is no Child Support III position at this time. It was agreed that this job description be kept active for now. Clerk Bostelmann felt that the resolutions did not indicate the number of employees that could be in each position in Child Support, therefore she feels they could have two Child Support I's or two Child Support II's or one of each. The Committee would like to have the Child Support Interim Department Head review the Child Support II job description and bring it back to the Committee for review.

## REVIEW OF JOB DESCRIPTION/FILL VACANT POSITIONS

Nothing at this time.

## PURCHASE REQUESTS

Request from the Sheriff's Office for the purchase of 4 radars to replace outdated units. This purchase is anticipated to be 38% funded by a BOTS grant. Bids: Laser Technology for \$2,450.00 each. State Bid. Account number 16-100-09-52150-810-003.

Request from the Sheriff's Office for the purchase of 2 I-Phones for the Sergeants in Patrol. Their phones are very old and need to be replaced. The new phones will have texting and e-mail capabilities and will not cost any more on the monthly cell phone bill than the ones they currently have. Purchase price for the phones is 1 cent from US Cellular.

*Motion/Second (Schubert/Wendt)* to approve the purchases as presented. All Ayes Motion carried.

## TRAINING REQUESTS

None

## RESOLUTIONS/ORDINANCES

None

## VOLUNTARY UNPAID LEAVE REQUESTS

None

## DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune stated that she went to the State Directors Dialogue last week. It was very informative. The State Director is not happy that we are still understaffed after all this time. He offered to send up an intern to help us out and assist in training new staff at no cost to the County. Jeanne was also given a Certificate of Excellence for the Child Support Office performance in 2015 which she displayed to the Committee. She also advised the committee that Green Lake County was third in the Country for Child Support collections and eleventh in the Country for collections on

arrearrages. The committee praised her and her office on the outstanding accomplishments.

Clerk of Courts: No Appearance

Circuit Court/Register in Probate: The Judge reported that the technician was back to do a little tweaking on the courtroom video recording system that was included in the original bid, there were no extra costs incurred.

District Attorney: All is going well; he is looking forward to being fully staffed.

Coroner's Office: Amanda Thoma apologized for not being able to attend last month's meeting. She was at a training seminar regarding the Sandy Hook School disaster. Which was a very eye opening experience and gave her a lot of insight as to what it takes to manage a disaster of that magnitude. She will be participating in the Markesan District Schools mock disaster next week, urging students not to text and drive nor drink and drive. The week after next she will be attending the WCMA meeting for which she is the First Vice President of the organization. They will be discussing the Columbine shooting and synthetic marijuana. She is developing a policy regarding removing prescriptions from the homes of the deceased. She will be making up bags with cards attached to them explaining to family members as to how to dispose of the meds of the deceased.

Emergency Management: No Appearance

Sheriff's Office: CA Gerth reported that the jail was very short staffed. There are 2 out with surgeries; one is just back on light duty. One full-time and one part-time Corrections Officer have just resigned and one Corrections Officer will be out on maternity leave starting in August. It will be very challenging for the next few months.

Lynn Ryan, Recidivism Reduction Program Coordinator presented a breakdown of comments inmates in the program made upon their release. There were many positive remarks. She also distributed a few sample questions of the GED tests that the inmates are required to pass in order to obtain their GED's. The Committee was very appreciative of her presentation.

Sheriff Podoll reported that the K-9's are being used regularly by the various municipalities in the County. They are utilized almost every night shift they are on. He noted that Deputy Prachel in 2015 was one of the top ten performers out of over 100 in the state as a Drug Recognition Expert. We are also in the top ten in the state in VINE, which is notification of an inmates release from jail to victims in the case. The Sheriff shared that we had a missing person 2 weeks ago outside of Green Lake. Our K-9 Roky tracked him to a building, but then lost the scent. The DNR night vision helicopter was brought in, but didn't find anything, however during that time another call came in a few miles away of someone pounding on doors and windows. Our officer and the helicopter responded and the helicopter picked up on someone knocking on a door. It turned out to be our officer checking the home. So the night vision does work.

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We did find the missing person via a tip as a result of the CodeRed program. Winnebago County K-9 trained with the SWAT team recently and that went well. There were 12 slide-offs in Friday night's spring snow storm, none with injuries. The Sheriff stated that the SWAT truck is no longer dependable. It is the old ambulance. He will be bringing information regarding replacement to a future meeting. Emergency Management is working diligently on the Railroad Plan. They had a final meeting Monday night with the Town of Kingston and will be meeting with the Amish community later this week. Everything is going well and everyone is very appreciative of the efforts that are being put forth. Sheriff Podoll presented plaques on behalf of himself and Chief Deputy Putzke to retiring Chairman Thom and Supervisor Schubert for their many years of fine service on the Judicial/Law Enforcement Committee. He expressed his appreciation for the support and help both have given to his office, the County, and their constituents.

### **UCR Report**

Supervisor Starshak commented on the good summary the UCR report made regarding crime in Green Lake County. It was informative and easy to read. He asked that it be given to the entire County Board.

### **BUDGET ADJUSTMENTS/NEW ACCOUNTS**

None

### **MONTHLY SHERIFF REPORTS**

The monthly Sheriff's reports were approved as presented.

### **EXPENSE AND REVENUE MONTHLY REPORTS**

The monthly Expense and Revenue reports were approved as presented.

### **MONTHLY VOUCHERS**

The committee reviewed and signed the monthly claims for payment dated April 13, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	5,874.92
District Attorney:	\$	683.18
Coroner:	\$	2,220.00
Emergency Management	\$	0
Judge-Circuit Court:	\$	5,916.22
Child Support:	\$	1,383.11

Sheriff's Office: \$ 69,907.13

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

The committee reviewed and signed the monthly claim for the payment dated April 13, 2016 for the following office in the following amount:

Clerk of Courts: \$ 45.00 (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/Wendt)** 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 is regarding interviews for Child Support Specialist I, Part-time Corrections – Master Control Aide, Paralegal/Office Manager, exit interview for a Child Support employee and to review closed session minutes. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:09 p.m.

## Open Session

**Motion/second (Schubert/Wendt)** 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 5:50 p.m.

Findings from closed session were as follows:

**Motion/second (Starshak/Wendt)** to approve the minutes from the March 9, 2016 closed session meeting. All Ayes. Motion carried.

**Motion/second (Schubert/Starshak)** to approve Mitzi Putzke as Paralegal/Office Manager in the District Attorney's Office. All Ayes. Motion carried.

**Motion/second (Schubert/Starshak)** to approve Jessica Walker as Child Support Specialist I in the Child Support Office. All Ayes. Motion carried.

**Motion/second (Schubert/Wendt)** to approve hiring Samantha Koscher as Master Control Aide in the Sheriff's Office. All Ayes. Motion carried.

**LEXIPOL**

None

**COMMITTEE DISCUSSION**

None

**FUTURE MEETING DATE AND AGENDA ITEMS**

The next meeting is set for May 11, 2016 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 5:54 p.m.  
Respectfully submitted,  
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff