



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

December 9, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on December 9, 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:

Dawn Klockow, Corp. Counsel
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Judge Slate
Andrew Christenson, DA
Scott Weir, Maintenance

Mark Putzke, Chief Deputy
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Joy Waterbury, Board Supervisor
Gary Podoll, EMD
Terri Stellmacher, CSA

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Starshak/Schubert) to approve the minutes of the November 11, 2015 meeting as amended, with the addition of the sentence that “ The Committee felt that they had the right to discuss those types of things” at the end of the paragraph under Discussion of Supervisor Slate’s comments made at the September 9th Jud/Law meeting. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

Letter from the State of WI, DOC advising us that we received \$73,364.48 for probation holds for the fiscal year ending June 30, 2015. It was supposed to be paid at the rate of \$40.00 per day per person, however there were not enough funds appropriated on the state level so we got \$35.84 per day per person.

CREATION OF POSITIONS

No discussion. This should be placed on the January 2016 agenda. Chairman Thom asked that the title of this item be changed to Creation/Deletion of Positions.

JOB DESCRIPTIONS

None except the one listed below.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITION – PARALEGAL/OFFICE MANAGER – DA’S OFFICE

Corporation Counsel Klockow reported that Linda Jesko, Paralegal/Office Manager for the DA’s Office was retiring in February, 2016. The job description that they have is outdated and a new one was being drafted. DA Christensen stated that he had a copy of the updated job description and distributed it to the Committee. Chairman Thom asked that a job duty for that position be added – to keep job descriptions updated. The DA stated the need for this position in coordinating cases by support staff, budgeting, training, and orientation of new employees. He stated that he has a

heavy case load and does not have time to take on the additional duties of the Office Manager.

The Committee requested that Corp. Counsel ask Marge if this position requires Schenk's review. This matter should be placed on next month's agenda. Copies of the old job description should also be made for the Committee.

RESOLUTIONS/ORDINANCES

None

COURTROOM UPGRADES

Judge Slate was at another meeting; however he included 4 quotes in the packet for repairing the Courtroom audio issue. His recommendation is to go with CEC for \$9,000.

Scott Weir appeared to discuss the issue. He recommended that the audio issues be resolved first and then quotes be obtained to convert the video portion from analog to digital. He also recommended going with CEC.

According to Judge Slate's memo, there is money in the Courtroom upgrade account that can pay for some of the cost. The revenue for this year is above what was estimated by about \$12,000. The Committee stated that funds cannot be paid out of revenues. The overage will have to come out of the Judge's capital equipment account even if that account goes in the red for the year.

Motion/Second (Wendt/Starshak) to recommend to P&I that the Courtroom audio issues be repaired by CEC for \$9,000. All Ayes. Motion carried.

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

None

RECOMMENDATION FOR EMERGENCY MANAGEMENT DIRECTOR AND VSO

Corp. Counsel advised that VSO should not have been listed on the Jud/Law Agenda that is a DHHS matter.

The Emergency Management Director position is a five year position as established by County Ordinance. *Motion/Second (Schubert/Wendt)* to appoint Gary Podoll for another term as the County Emergency Management Director. All Ayes. Motion carried. It was determined since this position is required by State Statute that this position did not need to go through the Schenk review.

DEPARTMENT RELATED COMMENTS

Child Support: CSA Terri Stellmacher gave the board an update as to what has happened regarding the filling of her position since the last Jud/Law meeting. She stated that Personnel has moved to have the position reviewed. She also stated that she took offense to a comment made by Chairman Gonyo at the Personnel meeting that it wouldn't matter to her what happens as she will be gone after December. She stated that she has worked in that office for over 32 years to build it to the great office that it is now and it does matter to her what happens.

Supervisor Wendt, as representative of Jud/Law on Personnel stated that she did agree with the Personnel Committee that looking at the structuring for that position was appropriate. Not saying that it should change, but that it should be reviewed. The Committee asked Corp. Counsel who had the final decision on matters such as this. She stated that if a change was going to be made it would have to be done by County Board. *Motion/Second (Schubert/Starshak)* to request that the following be added to the December County Board agenda "Discuss filling of Child Support Administrator Position". All Ayes. Motion carried.

Clerk of Courts: No appearance

Circuit Court/Register in Probate: No Appearance

District Attorney: DA Christensen explained the job duties of his staff and stated that if the Paralegal/Office Manager position remained vacant after February 5, 2016, it would be a great hardship for his office.

Coroner's Office – Coroner Thoma called Lori and asked her to relate that she had no business and would not be appearing at the meeting.

Emergency Management: Gary Podoll reported that the Emergency Operations plan had been completed and will be going to Committee and then on to County Board in the future. The Railroad plan is going well. He is working with the Amish on it. The Railroad is very interested in the logistics of the plan involving the Amish population. The plan may serve as a prototype for other Railroad plans. The Amish are very thankful that we are including them in the plan. The Committee thanked Gary for all of his hard work.

Sheriff's Office: Sheriff Podoll was at Badger State Sheriff's training and was unable to appear.

Chief Deputy Putzke reported that we have taken delivery of our two dogs. They are getting acclimated and are in training with their new handlers. There has been very positive interaction with the new canines. There was Active Shooter and Officer Involved Shooting Training at Berlin High School last night. The training went very well. There was also a meeting last night regarding fuel purchases. It was very informative. He stated that he is organizing training for CPR, AED, BBP, and OSHA for the Department for January and February.

Lynn Ryan, Recidivism Reduction Coordinator distributed a copy of the DOC Becky Young Community Corrections Recidivism Reduction Fiscal Year 2015 Report and explained the highlights regarding the Green Lake County project.

BUDGET ADJUSTMENTS

None

MONTHLY SHERIFF REPORTS

Motion/Second (Schubert/Wendt) to approve the December Monthly Sheriff's Reports. All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS

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

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated December 9, 2015 for the following offices in the following amounts:

Child Support:	\$	912.85
Clerk of Circuit Court:	\$	7,530.85
Coroner:	\$	225.00
District Attorney:	\$	167.20
Emergency Management	\$	7,382.56
Judge-Circuit Court:	\$	5,298.06
Sheriff's Office:	\$	32,704.30

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

Motion/Second (Starshak/Schubert) to approve the claim dated December 9, 2015 for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried

COMMITTEE DISCUSSION

Supervisor Starshak questioned that with the price per gallon of gas going down in 2016 was the Sheriff's Office going to be asking for a carry-over of the non-spent fuel funds. Chief Deputy Putzke advised him that they would be.

Chief Deputy Putzke asked how the committee would like sensitive Lexipol policies delivered in the future. A lengthy discussion ensued about electronic communications. It was decided that for now those policies would be distributed in paper format at one meeting and discussed at the next meeting.

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for January 13, 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 5:37 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff