



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

March 9, 2016

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

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Marge Bostelmann, County Clerk

Joel Gerth, Corrections Administrator
Gary Podoll, EM Director
Tony Daley, Berlin Journal
Jack Meyers, County Board Chairman
Andrew Christenson, DA

AGENDA

Motion/Second (Schubert/Starshak) 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/Wendt) to approve the minutes of the February 10, 2016 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you from an inmate to Officer Dustan Thompson for trying to help him recently.

UPDATE CHILD SUPPORT ADMINISTRATOR

Nothing at this time.

CREATION/DELETION OF POSITIONS – JUDICIAL ASSISTANT/DEPUTY REGISTER IN PROBATE/COURT RECORDS CLERK

An updated job description for the Court Records Clerk was in the packet. The only change was that Full-Time was taken out of the title. *Motion/Second (Wendt/Starshak)* to approve the job description with the change of approval date from January 3, 2013 to March 9, 2016 and forward it on to Personnel. All Ayes. Motion carried.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITIONS

Nothing at this time.

PURCHASE REQUESTS

Request from the Sheriff's Office for the purchase of a laser radar to replace an outdated unit. This purchase is anticipated to be 100% funded by a BOTS grant.
Bids: Laser Technology for \$1,295.00. State Bid.
Account number 16-100-09-52150-810-003.

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

TRAINING REQUESTS

Training requests from the Sheriff for the National Sheriff's conference in Minneapolis in June. *Motion/Second (Schubert/Starshak)* to approve the training requests as submitted and forward it to County Board. All Ayes. Motion carried.

WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

Emergency Management Director Gary Podoll explained the Wisconsin Credentialing and Asset Management System. A copy of the Memorandum of Agreement regarding this was sent out in the packet. *Motion/Second (Starshak/Schubert)* to authorize Marge Bostelmann to sign the Memorandum of Agreement and act as Administrator of the program. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES-RELATING TO THE GREEN LAKE COUNTY EMERGENCY RESPONSE PLAN

Emergency Management Director Gary Podoll explained that the Green Lake County Emergency Response Plan is now complete. The document is available in the County Clerk's Office for viewing. It replaces the Emergency Operations Plant that was approved in 1993. The resolution had some date errors in it that needed to be corrected. *Motion/Second (Starshak/Wendt)* to approve the Emergency Response Plan resolution as corrected and forward it on to the County Board for final action. All Ayes. Motion carried.

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune said that she recently did some presentations at the Berlin Schools Health classes. The students were very interested and appreciated her coming. She stated that it was very rewarding. She also stated that they have been very busy, trying to keep up and putting in a lot of overtime.

Clerk of Courts: No Appearance

Circuit Court/Register in Probate: No Appearance

District Attorney: DA Christenson reported that his office has been busy and they are trying to catch up after the big jury trial. He also assisted in County-wide training at the Sheriff's Office.

Coroner's Office: No Appearance

Emergency Management: EM Director Gary Podoll reported that the Railroad Plan is going well. Working with the Amish has been great. More meetings are planned. He hopes to get the plan completed by summer and have a table top exercise in fall.

Sheriff's Office: The Sheriff reported on two unfounded incidents recently, one regarding an ATV going through the ice on Lake Puckaway and one reporting a suicidal subject with a gun. The Sheriff also reported on SWAT, Crimes against the Elderly, and Instructor Development training that some of his staff were attending.

Chief Deputy Putzke reported that we are assisting Princeton Police Department on a drug related death investigation. He also reported that they are following up on a case where an individual hit the Clerk of Courts sign in front of their office and it fell.

Possible charges and a request for restitution for repairs will likely be requested. He announced that we have been approved for another BOTS grant this year for approximately \$15,000 towards traffic enforcement. He further explained the County-wide training that the DA referred to and expressed his appreciation to the DA for his assistance with that training.

Corrections Administrator Gerth reported that he has two Corrections Officers in intoxilyzer school right now and more going in May.

RR Coordinator Lynn Ryan reported that the scoring for passing the GED testing was lowered to 145 by the State of Wisconsin. This is good news for some of our former inmates as that small change made the difference of them now obtaining their GED. The Committee was interested in the GED test. Lynn said she would bring along a copy of the test for the Committee to review at the next meeting.

COMMITTED FUNDS

Requests for Committed and Restricted funds were either included in the packet or distributed at the meeting. *Motion/Second (Wendt/Schubert)* to approve the Committed and Restricted Funds requests from the Sheriff's Office, DA's Office and Clerk of Courts Office and forward them on to the Finance Committee. All Ayes. Motion carried.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

MONTHLY SHERIFF REPORTS

Motion/Second (Starshak/Wendt) to approve the monthly Sheriff's reports as presented. All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS

Motion/Second (Wendt/Schubert) to approve the monthly Expense and Revenue reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated March 9, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	6,029.68	
District Attorney:	\$	2,032.24	
Coroner:	\$	110.27	
Emergency Management	\$	3,991.11	
Judge-Circuit Court:	\$	5,026.31	
Child Support:	\$	1,352.26	
Sheriff's Office:	\$	57,276.22	
Sheriff's Office:		730.45	Journal Entries for DHHS

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

The committee reviewed and signed the monthly claim for the payment dated March 9, 2016 for the following office in the following amount:

Clerk of Courts:	\$	50.00	(For Sue Wendt)
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Motion/Second (Schubert/Starshak) to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

CLOSED SESSION

Motion/second (Schubert/Starshak) 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 employment, compensation and promotion of a Child Support employee and interviews for part-time Master Control Aides. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:18 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 5:34 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

It was announced that the committee recommended a rate adjustment for the interim Child Support Administrator and that two Master Control Aide applicants were interviewed and both were found to be acceptable candidates.

LEXIPOL

No Lexipol policies were reviewed. Logistics in disbursing the policies to the committee members was discussed. County Board members now have secure County e-mail addresses. It was determined that the Lexipol policies would be e-mailed to the Committee members. Due to the volume of pages of policy to be reviewed, paper copies will not be provided unless a committee member felt they had a question on a policy and needed a paper copy at the meeting to discuss it. If that should occur, they should e-mail Chief Deputy Putzke and he would provide a paper copy at the meeting.

COMMITTEE DISCUSSION

Disbursement of Committee reports was discussed. Clerk Bostelmann suggested using the County e-mail for that also.

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for April 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 5:38 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff