



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**May 11, 2016**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 4:30 PM on May 11, 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

Vicki Bernhagen - Alternate

Others Present:

Mark Putzke, Chief Deputy  
Mark Podoll, Sheriff  
Lori Evans, Admin. Ass't to Sheriff  
Lynn Ryan, RR Coordinator  
Jeanne Theune - CS  
Dawn Klockow, Corp. Counsel  
Amy Thoma, Clerk of Courts

Joel Gerth, Corrections Administrator  
Judge Slate  
Tony Daley, Berlin Journal  
Amanda Thoma, Coroner  
Andrew Christenson, DA  
Gary Podoll, EM Director  
Joy Waterbury, County Board Member

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **AGENDA**

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

## MINUTES

**Motion/Second (Jenkins/Wendt)** to approve the minutes of the April 13, 2016 Judicial/Law Enforcement meeting as presented. All Ayes. Motion carried.

## PUBLIC COMMENTS

None

## CORRESPONDENCE

Letter of Congratulations from the Director of the WI Dept. of Children and Families to Jeanne Theune for receiving the Federal Fiscal Year 2015 Certificate of Excellence Award.

Thank you from Sherry Millette of the Berlin School District to Jeanne Theune for her presentation at the health classes. She appreciated the great information that Jeanne shared.

Thank you from the Roy Creek Ramblers 4-H group for the recent K-9 demonstration that was presented recently by Deputy Mike Prachel.

Thank you to Lori Evans from Stephanie Craig-Hanewall from the Lafayette County Sheriff's Office for the wealth of information she has shared with the WI Sheriff's Administrative Professional group. She thanked her for her dedication to both her employer and the Law Enforcement world in general.

Note from Jeff Peterson expressing how impressed he was with how Deputy Vande Kolk responded to his recent boat theft complaint. He stated Deputy Vande Kolk was understanding and knowledgeable and went above and beyond by checking on other boats to be sure they weren't tampered with.

Thank you to Deputy Thompson from Tanya Witthun for making a very good impression on her son on a recent traffic stop for speeding for which her son received a warning. Deputy Thompson called Tanya and informed her of the situation for which she was very grateful. Her son had been considering a law enforcement career and this contact with law enforcement has left a long lasting and positive impression on him.

## UPDATE CHILD SUPPORT ADMINISTRATOR

Jeanne Theune reported that at the last Personnel Committee meeting, Chairman Gonyo made it perfectly clear that he wants the Child Support Office under the direction of the Dept. of Health and Human Services. He wants comparables for the next Personnel

Committee meeting. Jeanne has talked to Marge about this and Marge and Jeanne will be working together to get that information assembled.

## REVIEW OF JOB DESCRIPTIONS

Legal Clerk in the DA's Office: There has always been one Legal Clerk in the District Attorney's Office. In 2005 the position was reevaluated and a pay raise given due to the length of time and increase in experience the person accrued. There was no change in the job description. Therefore the job description for the Legal Clerk position is still from 2000. A new job description was distributed along with the four part need for the position form. The position would be at pay group 13.

**Motion/Second (Wendt/Jenkins)** to approve the job description and four part form and to post for the position once it has been approved by Personnel. All Ayes. Motion carried.

Child Support Specialist II: There is no current opening for this position in the Child Support Office, but the job description for the Child Support Specialist II was read and discussed. **Motion/Second (Wendt/Jenkins)** to approve the job description and send it on to Personnel. All Ayes. Motion carried.

## PURCHASE REQUESTS

Request from the Sheriff's Office for the purchase of a 2016 Ram 1500 Crew Cab Pickup from Ewald Automotive on the State Bid for \$28,095.00. This is to replace a van style squad that will become the transport van as the transport van has nearly 200,000 miles on it. Account Number 16-100-09-52150-810-003.

Request from the Sheriff's Office for the purchase of a 2016 Ford Transit Cargo Van for the SWAT Program from Ewald Automotive on the State bid for \$34,517.00. Vehicle replacement for a very old unit. Account Number 16-100-09-52150-810-003.

Request from the Sheriff's Office for the purchase of one Tactical Bullet Proof Vest from Advantage Police Supply for \$1,390.00. The other bid was from Body Armor Outlet for \$1,698.99. Replacement for old Armor. Account Number 16-100-09-52150-810-003.

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

## RESOLUTIONS/ORDINANCES

None

## VOLUNTARY UNPAID LEAVE REQUESTS

None

## **DEPARTMENT RELATED COMMENTS**

**Child Support:** Jeanne Theune reported that Jesica Walker has started as a full time Child Support Specialist and is doing well. She is catching on quickly. They were able to get her into the recent training session. Terri Stellmacher has come back as an LTE for the summer. The office did have a complaint filed against them with the Governor's Office by a custodial parent saying she was not adequately served. The issue has been satisfactorily resolved.

**Clerk of Courts:** Amy Thoma reported that all is going well in her office.

**Circuit Court/Register in Probate:** The Judge reported that there is nothing new to report, everything is going well in his office.

**District Attorney:** DA Christensen reported that there is nothing new to report in his office.

**Coroner's Office:** Amanda Thoma reported that there has been an increase in the number of deaths being reported, most of them being elderly. They are having more autopsies recently as there are more unexplained deaths.

**Emergency Management:** Gary Podoll reported that he has met with the Amish and the Town of Kingston regarding the Railroad plan. Those meetings have been very well received. The Amish were very appreciative that they are being included in the plan. There will be a few more community meetings. Gary is hoping to implement the plan by early fall. Since the Committee is new, he asked the members how often they would like him to appear. The consensus was that he should come quarterly unless something special comes up.

**Sheriff's Office:** Corrections Administrator Gerth reported that there is still a staff shortage, but things are improving. One officer will be returning  $\frac{1}{2}$  time soon after being out for surgery and should be able to go back to work full-time in a month or so. A female Corrections Officer has just been hired to a full-time position; however another full-time female Corrections Officer will be off on maternity leave starting in the mid-summer, as well as one part-time female MCA. The other full-time male Corrections Officer that had surgery is expected to return in August.

Lynn Ryan, RR Program Coordinator reported that she filled in for Bob Dore when he was on vacation for the outside Therapeutic Community (TC) group. It was a very good experience for her. She related that this group formed while the people were in custody and is basically an aftercare program once they were released. Group size is increasing and now includes general public who had or are working diligently on behavior modification. She passed out a flyer to the Committee about the TC groups. She also reported on the progress that the County has had in establishing a Narcotics Anonymous support group in Berlin. This program has been proven to be very beneficial to many.

Supervisor Jenkins reported on his recent tour of the Sheriff's Office and Correctional Facility. He was very impressed with the facility, staff and programs.

Chief Deputy Putzke reported that the program for turning in unwanted RX and OTC drugs has been a great success. To date we have disposed of over 260 pounds of raw drugs. This program gets the drugs out of circulation, keeps them out of the ground water and stops people from taking meds inappropriately.

He also reported that the Bureau of Transportation Safety (BOTS) grant has been received and implemented this year.

Sheriff Podoll reported the recently we did 3 K-9 demonstrations in one week. The Committee felt that was very good public relations and a great learning tool for the community, especially the children that saw the 4-H demos.

### BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

### MONTHLY SHERIFF REPORTS

The monthly Sheriff's reports were approved as presented. The Committee liked the new format, however they would like to see the cases sorted by the type of contact and they would still like to get the full jail report. They were pleased with the more condensed version of the report.

### EXPENSE AND REVENUE MONTHLY REPORTS

The monthly Expense and Revenue reports were discussed. *Motion/Second (Wendt/Jenkins)* to approve the reports as presented. All Ayes Motion carried.

### MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated May 11, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	4,884.55
District Attorney:	\$	181.27
Coroner:	\$	739.46
Emergency Management	\$	0
Judge-Circuit Court:	\$	4,027.03
Child Support:	\$	368.49
Sheriff's Office:	\$	61,456.85

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

The committee reviewed and signed the monthly claim for the payment dated May 11 2016 for the following office in the following amount:

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

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

### **CLOSED SESSION**

There was no closed session needed for this meeting.

### **LEXIPOL**

Chairman Starshak and Chief Deputy Putzke gave a presentation on Lexipol Policy past and future.

### **COMMITTEE DISCUSSION**

None

### **FUTURE MEETING DATE AND AGENDA ITEMS**

The next meeting is set for June 8, 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 Child Support update.

### **ADJOURN**

***Motion/Second (Wendt/Jenkins)*** to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff