

# **LAW ENFORCEMENT & JUDICIARY COMMITTEE**

**August 3, 2011**

**9:00 A.M.**

Chairman O'Melia called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse.

## **LAW ENFORCEMENT COMMITTEE MEMBERS PRESENT:**

Chairman David O'Melia, Vice Chairman Bob Metropulos, Member Paul Dean, and Member Billy Fried. Member Jack Young was excused.

**OTHERS PRESENT:** Sheriff Jeff Hoffman, Clerk of Circuit Court Brenda Behrle, Judicial Assistant Branch II Deb Shawl, Judicial Assistant Branch I Kathy Belliveau, Family Court Commissioner Secretary Tammy James, District Attorney Secretary Bonnie Wilcox, and Recording Secretary Jill Butzlaff.

Motion by Dean to approve the August 3, 2011, agenda as posted, second was offered by Fried, all ayes on voice vote; the motion carried 4-0.

Motion by Fried to approve the July 13, 2011, minutes, second by Dean, all ayes on voice vote; the motion carried 4-0.

## **MATTERS FOR DISCUSSION / ACTION:**

### **Family Court Commissioner - 2012 Budget**

Family Court Commissioner Secretary, Tammy James, was present and distributed a budget to the Committee. James noted there were no increases or decreases to the budget. Brief discussion followed regarding the status of the current year's budget and undetermined changes for 2012.

Motion by Fried to approve the budget as presented and forward to the Finance Committee for further analysis, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

### **Branch I & II - Staffing Request – Law Clerk**

Judicial Assistants, Kathy Belliveau and Deb Shawl, were present. Shawl stated the law clerk position is shared with Vilas County and is hired with a one year contract.

Motion by Fried to approve the 2012 staffing request for the law clerk that is split between Oneida and Vilas County and forward to Labor Relations and Employee Services, second by O'Melia. Brief discussion followed regarding the wages for the position. All ayes on the motion; the motion carried 4-0.

### **District Attorney - Staffing Requests 2012**

District Attorney Secretary, Bonnie Wilcox, was present. Wilcox stated the request is for the law clerk that is utilized 10 weeks in the summer. Wilcox stated \$2,500 is contributed from the law school.

Motion by Dean to approve the position and forward to Labor Relations and Employee Services, second by Dean, all ayes on voice vote; the motion carried 4-0.

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### **Clerk of Circuit Court - Gov Pay Net**

Clerk of Circuit Court, Brenda Behrle, was present. Behrle noted Gov Pay Net will allow individuals to pay fines, forfeitures, filing fees and bonds with a major credit card in the office or online. The program will accept all major debit or credit cards. Behrle stated there is no cost to the County as the consumer pays the fees. Behrle noted that the computers in her office are owned by the State.

Motion by O'Melia to approve the use of Gov Pay Net, second by Metropulos. Brief discussion followed regarding other County Departments using this system and the fees associated with the program. All ayes on the motion; motion carried 4-0.

### **Clerk of Circuit Court - Staffing Requests 2012**

Clerk of Circuit Court, Brenda Behrle, was present. Behrle stated she is requesting a data entry limited term employee to do bulk scanning. Behrle noted the files in the Clerk of Court need to be kept for numerous years.

Motion by Metropulos to approve the staffing request for a Typist/Data Entry LTE and forward the request to Labor Relations and Employee Services, second by Dean, all ayes on voice vote; the motion carried 4-0.

### **Sheriff's Office - Staffing Requests 2012**

Sheriff Jeff Hoffman was present and distributed a staffing request for LTE Corrections Officers. Hoffman noted there are currently two qualified LTE's. Brief discussion followed regarding the jail population and the status of the State inmates. Hoffman noted the LTE's are certified to perform the duties of Corrections Officers.

Motion by O'Melia to approve the staffing request for the Corrections Officer LTE's and forward to Labor Relations and Employee Services, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Sheriff Hoffman presented a staffing request for the LTE Dive Team Members. Hoffman discussed the costs associated with the positions and the functions of the Dive Team.

Motion by Fried to approve the staffing request for LTE Dive Team Members, and forward to Labor Relations and Employee Services, second by Dean, all ayes on voice vote; the motion carried 4-0.

Sheriff Hoffman presented a request for the School Resource Officer. Hoffman noted the majority of the wages for this position are paid by the School District of Rhinelander. Hoffman stated this position has been with the Department for several years.

Motion by O'Melia to approve the staffing request for the School Resource Officer and forward to Labor Relations and Employee Services, second by Dean, all ayes on voice vote; the motion carried 4-0.

Sheriff Hoffman presented a request for the Northwest Community Policing Officer. Hoffman stated the Office has received grant funding for this position for approximately ten years.

Motion by O'Melia to approve the staffing request for the Community Policing Officer and forward

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to Labor Relations and Employee Services, second by Metropulos, all ayes on voice vote, the motion carried 4-0.

**AUDIT OF ALL LAW ENFORCEMENT DEPARTMENTS**

Following examination of line item transfers, Fried made a motion to approve the Sheriff's Office line item transfers, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Following examination of financial information submitted by law enforcement departments, O'Melia made a motion to approve all vouchers, BPO Reports, and other financial information as submitted by law enforcement departments, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

**DISCUSS TOPICS FOR NEXT AGENDA / SET DATE AND TIME OF NEXT MEETING**

The next regular meeting was scheduled for:                    August 24, 2011                    9:00 a.m.

**PUBLIC COMMENTS/DISCUSSIONS/COMMUNICATIONS**

There were no other public comments or discussions.

**ADJOURNMENT**

There being no further business before this committee, Metropulos made a motion to adjourn with a second by Dean, all ayes on voice vote; the motion carried 4-0 and the meeting was adjourned at 10:04 a.m.

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COMMITTEE CHAIRMAN

COMMITTEE SECRETARY      jab