

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
AUGUST 15, 2012**

**COMMITTEE MEMBERS PRESENT:** Chairperson Bob Metropulos, Dave Hintz, Billy Fried, Jack Martinson and Mike Timmons.

**OTHERS PRESENT:** Bruce LaRose (Northwoods Restorative Justice), Dennis Nielsen (Vilas County Board Supervisor), Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Amy Franzen (Register in Probate), Bonnie Wilcox (District Attorney), Tammy James (Family Court Commissioner), Brenda Behrle (Clerk of Courts), Ken Kortenhof, Emergency Management Director and Dawn Robinson, Committee Secretary.

**CALL TO ORDER**

Chairman Metropulos called the meeting to order at 9:30 a.m. at the Oneida County Courthouse, Committee Room #2, stated the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law and noted accommodations would be made for handicap accessibility.

**APPROVE AGENDA**

MOTION: To approve the Agenda (Timmons/Martinson, PASSED).

**APPROVE PREVIOUS MEETING MINUTES**

MOTION: To approve the July 17, 2012 Committee Meeting Minutes (Martinson/Hintz, PASSED, Fried abstained).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for September 12, 2012 at 10:30 a.m.

**BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS WITH NO AGENDA ITEMS**

MOTION: To approve bills, vouchers and line item transfers for Public Safety Departments (Fried/Martinson, PASSED).

MOTION: To allow the Chairman to move around on the agenda (Fried/Timmons, PASSED).

**REGISTER IN PROBATE**

*2013 Register in Probate Budget:*

The Probate Registrar presented the department budget, Exhibit #1 and stated the budget is the same as last year.

A question was asked where money could be saved, what could be cut. The Probate Registrar indicated the requested budget for non-personnel expenses is only \$4,131.00 for the entire year which calculates out to \$344.00 per month to be used for supplies, phones, copies, trainings, etc. to run the Probate office.

MOTION: To approve the 2013 Register in Probate Budget as presented (Fried/Timmons, PASSED).

*Bills, vouchers and line item transfers for Register in Probate:*

The Probate Registrar indicated the office is cost conscious in saving money where they can and provided an example on how they reuse supplies.

MOTION: To approve the bills, vouchers and line item transfers for Register in Probate (Fried/Hintz, PASSED).

## **DEPARTMENT ITEMS:**

### **Corporation Counsel**

*2013 Corporation Counsel Budget*

Corporation Counsel presented the department budget, Exhibit #2 and stated the budget is the same as last year.

A question was asked who pays for outside counsel. Corporation Counsel explained the Mining Committee had their own budget for outside counsel and the County's insurance company pays for outside counsel that they appoint.

A Committee member suggested receiving budgets one week in advance prior to a Committee meeting to allow ample time to review budgets. Other Committee members agreed.

MOTION: To approve the 2013 Corporation Counsel Budget as presented (Timmons/Martinson, PASSED).

*Bills, vouchers and line item transfers for Corporation Counsel:*

MOTION: To approve bills, vouchers and line item transfers for Corporation Counsel (Fried/Martinson, PASSED).

### **Family Court Commissioner**

*2013 Family Court Commissioner Budget:*

The Family Court Secretary provided the department budget, Exhibit #3. The department decreased Employee Auto Allowance to \$12.00 and Other Supplies & Expenses to \$20.00. It was noted both the Commissioner and the Secretary are 50% positions.

MOTION: To approve the 2013 Family Court Commissioner Budget as presented (Martinson/Hintz, PASSED).

*Bills, vouchers and line item transfers for Family Court Commissioner:*

MOTION: To approve the bills, vouchers and line item transfers for Family Court Commissioner (Timmons/Martinson, PASSED).

### **Sheriff's Office**

*2013 Staffing Request(s):*

The Chief Deputy presented staffing requests for Dive Team, Patrol Deputy State Community Policing Grant, Patrol Deputy School Resource Officer and LTE Corrections Officers, Exhibits #4-#7 and informed the Committee these requests are the same as last years. The Chief Deputy stated the number of LTE Correction Officers was increased from two (2) to three (3). The third position was added due to money reallocated from the overtime budget to cover the third position as a money saving effort to control costs due to shift vacancies, vacations, etc., fiscally neutral.

There was discussion regarding how much the school contributes/funds the School Resource Officer's position.

The Chief Deputy requested to adjourn this issue to allow him to conduct Sheriff's Sales and affirmed he would return to the meeting to discuss the issue and to address the department's bills. The Chief Deputy left the meeting at 9:59 a.m.

### **District Attorney**

#### *2013 Staffing Request(s):*

The District Attorney's Secretary provided 2013 Staffing Request, Exhibit #8 and mentioned the department has had an intern since before her employment with the County.

MOTION: To approve the 2013 Staffing Request for the District Attorney's Office (Martinson/Hintz, PASSED), Fried abstained.

It was stated the Governor would not be appointing a District Attorney before elections.

#### *Bills, vouchers and line item transfers for District Attorney's Office:*

MOTION: To approve bills, vouchers and line item transfers for District Attorney's Office (Hintz/Timmons, PASSED).

### **Emergency Management**

#### *2013 Staffing Request(s):*

The Emergency Management Director provided staffing requests for Volunteer HazMat Members, HazMat Chief and Deputy Emergency Management Directors, Exhibits #9-#11 and stated all staffing requests are annually requested.

A question was asked where money could be saved, what could be cut. There was discussion regarding the number of HazMat Members, how many of them are volunteers and if the number of members could be reduced.

It was explained Committees of Jurisdiction are looking at budgets in order to make better decisions on where to reduce costs verses having the Administration Committee make the decision. The Director explained last year the Deputy Directors wages were under \$2,000.00, stated if wages needed to be reduced, he (Director) recommended reducing the Deputy Directors wages to \$2,000 turning back \$1,375.00 to the County and recommended leaving the HazMat Members wage as is.

The Chairman asked how this would affect the operation of the Emergency Management Department and the Director stated this would increase his workload. There was discussion.

MOTION: To approve the 2013 Staffing Requests for Emergency Management as adjusted (Hintz/Timmons).

Discussion on motion:

There was discussion regarding adjusting the department's budget.

MOTION: To approve the 2013 Staffing Requests for Emergency Management as adjusted (Hintz/Timmons, PASSED).

It was reiterated; Committee members need to review department budgets at least one week in advance of a Committee meeting to allow ample time for review.

*2013 Grant Funding:*

The Emergency Management Director explained annual EMPG Grant (Emergency Management Performance Grant) and annual EPCRA Grant (Emergency Planning and Community Right-to-Know Act Grant). The Director requested approval of grant funding to allow him to apply for funding grants and to accept both grants.

MOTION: To approve 2013 Grant Funding (Martinson/Hintz, PASSED).

*Bills, vouchers and line item transfers for Emergency Management:*

MOTION: To approve bills, vouchers and line item transfers for Emergency Management (Timmons/Hintz, PASSED).

**Sheriff's Office**

The Chief Deputy returned at 10:23 a.m.

*Continuation of 2013 Staffing Request(s):*

Discussion continued on the School Resource Officer LTE Position.

It was explained Committees of Jurisdiction are looking aggressively at budgets. The Chief Deputy cited public safety needs of taxpayers and meeting challenges without hurting services. A Committee member stated if grant money runs out, positions could be eliminated.

Reference was made to the Minocqua School Resource Officer position and what the school funds towards salaries and benefits. The Chief Deputy stated the Rhinelander School has increased their costs over the years and affirmed law enforcement wants a safe school environment. There was discussion regarding school district tax levy verses county tax levy.

It was explained it is better to forward budgets with reductions made at Committee of Jurisdiction level rather than during the final hour on the County Board floor.

The Chief Deputy explained other duties the School Resource Officer performs during summer vacation, school closed days, etc. and informed the Committee the school budget is set earlier in the year.

The Chief Deputy offered to provide School Resource Officer direct and indirect expenses and requested discussion to be tabled. There was discussion if the information needed to be provided before taking action on the LTE request. The Committee agreed to take action on LTE Staffing Requests today, agreed they would like to have direct and indirect expenses of the School Resource Officer position and agreed they (Committee) are not debating safety concerns.

MOTION: To approve the 2013 Staffing Requests for the Sheriff's Office (Martinson/Timmons, PASSED).

*Bills, vouchers and line item transfers for Sheriff's Office:*

There was discussion regarding batches of vouchers, blanket purchase orders, personnel expense vouchers and line item transfers that were presented.

MOTION: To approve bills, vouchers and line item transfers for Sheriff's Office (Hintz/Martinson, PASSED).

**Circuit Court Branch I and Circuit Court Branch II**

*2013 Staffing Request(s):*

Both Circuit Court Branch I and Circuit Court Branch II have the same staffing request, LTE-Law Clerk/Court Commissioner (Yearly Contract); Exhibit #12 and Exhibit #13. The 2013 Staffing Request was addressed jointly. It was explained this position is shared with Vilas County and the contract runs from June to June calendar year, not fiscal year.

MOTION: To approve the 2013 Staffing Request for both Circuit Court Branch I and for Circuit Court Branch II (Martinson/Hintz, PASSED). Fried abstained due to conflict.

*Bills, vouchers and line item transfers for Circuit Court Branch I and for Circuit Court II:*

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch I and Circuit Court Branch II (Hintz/Timmons, PASSED).

**Clerk of Court**

*2013 Staffing Request(s):*

The Clerk of Courts provided the 2013 Staffing Request for LTE Bailiffs, Exhibit #14. The Clerk explained this is an annual staffing request, hours are dependant upon number of jury trials scheduled, have money in budget to cover costs and added Judges appoint Bailiffs.

The Clerk of Courts presented the Committee with an Oneida County Vacant Position Analysis for a new part-time (50%) Deputy Clerk position, Exhibit #15, and a Deputy Clerk of Circuit Court Job Description, Exhibit #16.

The Clerk of Courts (Clerk) explained the reason for the vacancy analysis, appreciated how departments work with less and stated there comes a time staff needs to be added. The new Deputy Clerk position would have more duties and responsibilities than an LTE position, would require more knowledge and skills to answer questions and assist the public, would have same duties as current Deputy Clerks but would probably be most useful assisting Criminal and Traffic and would help perform duties when someone is on vacation. The Clerk referred to bulk scanning activities, addressed cross training duties, mentioned LTE duties/responsibilities and wage and indicated on a weekly basis their department is short one-to-two people. The Clerk explained the documentation to support the request. Clerk also noted an employee will be on maternity leave for six (6) to eight (8) weeks sometime between March and May, 2013.

A question was asked if instead of hiring a new position and paying benefits, the department could add two more LTE positions. The Clerk stated the courts need to statutory approve the new position, explained those duties performed require confidentiality, indicated she (Clerk) is uncomfortable with a LTE position performing such duties and added the new position would require knowledge of operations and procedures. An LTE should not have the responsibility to go into court and handle confidential sensitive material.

There was discussion regarding if the staffing request should be tabled to the next meeting to allow ample time to review request. The Clerk indicated staffing requests are due to the Labor Relations Department by September 7<sup>th</sup> to be addressed at the September 12<sup>th</sup> meeting, explained the job description was created and approved by the Human Resource Director, a fiscal impact (wages & benefits) was attached along with judicial staffing levels in the 9<sup>th</sup> Judicial District (created in 2011) based upon a forty-hour work week. The Clerk stated all department staff (including herself) was included in the study comparison and noted, compared to a one-judge county, the department still has fewer employees.

There was discussion regarding public assistance, data provided, workload and staffing deadline. The Committee stated any issues would be addressed at the LRES (Labor Relations/Employee Services) meeting.

MOTION: To forward the Deputy Clerk/Part-Time Position to Labor Relations/Employee Services with information presented (Timmons/Metropulos, PASSED).

MOTION: To approve the 2013 Clerk of Courts Staffing Request as presented (Hintz/Martinson, PASSED).

*2013 Clerk of Court Budget:*

The Clerk provided the 2013 Clerk of Courts Budget, Exhibit #17 and informed the Committee the 2013 Budget includes the new Deputy Clerk Position.

The budget reflects an increase in public charges court fees for copies, etc.

The Clerk explained there are two revenue accounts that should not be considered additional revenue for the 2013 budget. Acct. 451900 Bonds & Defaults is “free” money. These dollars are collected when/if bonds are ordered forfeited. These dollars then go back into the general fund. Acct. 461401 Public Chgs-Jail Asses is also not budgeted revenue. These dollars are a percentage collected from fine/forfeitures and are strictly for use by the Sheriff’s Office to fund construction, remodeling, repair or improvements of the County Jail. The Clerk has asked they be removed from the Clerk Of Courts (COC) budget, but Finance Director leaves in COC Budget as it seems to be the best way to track those dollars.

MOTION: To approve the 2013 Clerk of Courts Budget depending upon new position request (Martinson/Timmons, PASSED).

A County Board member stated it is the Department heads responsibility to develop a budget within reason with the Committee of Jurisdiction having an advisory role.

*Bills, vouchers and line item transfers for Clerk of Courts:*

There were no bills, vouchers and line item transfers for the Clerk of Courts.

#### **NORTHWOODS RESTORATIVE JUSTICE PROGRAM**

The 2012 Northwoods Restorative Justice Annual Report was mailed to Committee members in advance of today’s presentation.

The Northwoods Restorative Justice Director, Bruce LaRose, cited, explained and addressed information and programs disclosed in the 2012 Annual Report, Exhibit #18 and requested support of, and funding for, the 2013 budget. The Program is an investment for the community and for the County.

The Director (Northwoods Restorative Justice) affirmed incarceration does not work and suggested looking into alternatives that are cost affective, provides better results and alternatives and allows individuals to be accountable for their actions. The Director cited the programs success rate of individuals who do not become re-offenders and who become better individuals.

In 2010, Oneida County paid \$12,500 through the Mental Health Foundation but since then, the County has not renewed/allocated funds. The Director is asking Oneida County for \$12,500 to support the Program.

The Committee Chairman suggested contacting the County Clerk’s Office to have the Northwoods Restorative Justice Program listed on a future County Board of Supervisors Agenda to allow the full County Board to hear the presentation.

A Vilas County Board Supervisor, Dennis Nielsen, spoke favorably about the program, explained the Program is for first offenders, keeps individuals out of the criminal system and also works with victims.

**PUBLIC COMMENTS**

No public comment was given.

**ITEMS FOR FUTURE AGENDAS**

Place Teens Active in Government Representation on the Public Safety Committee on the next agenda and place Dispatching services for the City of Rhinelander on a future agenda.

**ADJOURN**

**12:00 p.m.** MOTION: To adjourn the meeting (Timmons/Hintz, PASSED).

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Bob Metropulos, Chairman

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Dawn Robinson, Committee Secretary