

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
DECEMBER 18, 2013**

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

OTHERS PRESENT: Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Lisa Charbarneau (Human Resources Director), Larry Mathein (Medical Examiner), Bonnie Wilcox (District Attorney), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Brenda Behrle (Clerk of Courts) 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 Second Amended Agenda (Hintz/Martinson, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the November 20, 2013 Public Safety Committee Meeting Minutes (Timmons/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for January 16, 2014 at 9:30 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 (Martinson/Hintz, PASSED).

CARLSON-DETTMAN STUDY

The topic was listed in anticipation of possible discussion.

Committee member Fried stated the topic was not brought before the County Board of Supervisors Meeting, explained the Labor Relations/Employee Services (LRES) Committee/Department is looking at developing an implementation plan and noted, any feedback and/or concerns should be forwarded onto LRES.

There was discussion regarding departments addressing issues/concerns and feedback at the Committee of Jurisdiction level prior to a plan being forwarded onto the County Board of Supervisors for consideration.

The Human Resources Director indicated the process took longer than anticipated and explained at tomorrow's LRES meeting, the Committee will be addressing issues

associated with the study and mentioned the issue could possibly be addressed at the January County Board of Supervisors meeting.

Committee member Martinson encouraged the Human Resource Director to keep Committee of Jurisdictions informed prior to taking the issue/plan before the County Board of Supervisors.

Circuit Court Branch I/ Circuit Court Branch II/ Family Court Commissioner and Probate

2014 Department Long Range Plans (Branch I/Branch II/Family Court Commissioner & Probate)

The 2014 Long Range Plan was provided, Exhibit #1. The plan was designed towards safety and concerns were identified. There was discussion regarding how to proceed. Committee member Fried suggested forwarding a formal request onto the Building & Grounds Director.

There was discussion regarding Social Services no longer providing a support staff person to assist the Family Court Commissioner, the increased workload (and workload details) of both Judicial Assistants who now provide the support, lack of communication regarding the contracted Family Court Commissioner position, office hours of the Family Court Commissioner and if the Family Court Commissioner is providing their own support person.

Corporation Counsel mentioned contract requirements need to be met/finalized, stated the Family Court Commissioner is required to provide their own staff person as cited in the contract and explained the Social Services support staff person filled a vacancy role within the department due to retirement occurring. Corporation Counsel will follow-up with the Committee on this issue.

Committee member Fried requested an update be provided on the Family Court Commissioner at the next meeting.

MOTION: To accept the 2014 Department Long Range Plans for Branch I/Branch II/Family Court Commissioner & Probate (Timmons/Hintz, PASSED).

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

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch I/Branch II/Family Court Commissioner & Probate (Martinson/Timmons, PASSED).

Clerk of Circuit Courts

2014 Department Long Range Plan

The 2014 Department Long Range Plan was presented, Exhibit #2. The Clerk of Circuit Court continued the conversation related to the change to the Family Court Commissioner (FCC). The FCC no longer has clerical support and the workload has been assigned to the Judicial Assistants by the judges. She explained that the Deputy Family Clerk, from her office, works closely with the FCC and is currently assisting both

Judicial Assistants on process/procedures. In summary, the courts have absorbed the additional workload related to the FCC. It was explained that there is a very high percentage of self-represented litigants with family and small claims cases, which involves one-on-one staff time with customers explaining the process, assisting with paperwork, scheduling, and follow-up. It is now up to staff mentioned above to see that proper paperwork is filed prior to the case being heard by the FCC.

The Clerk of Court mentioned that the department has received complaints in the past from attorneys and parties due to there being no set hours on when/how/where to contact the FCC office. There is currently a computer and printer designated for the FCC support staff, which is not being used. Access to CCAP on-site is necessary in order to send out hearing notices, view status of cases, etc.

The Clerk of Court's biggest complaint is that when the change to the FCC was considered, her department and others directly impacted by the change were neither directly included, nor informed of meetings/changes to the FCC even though she was in contact with LRES as to status.

There was discussion regarding contract and support services during transition.

Chairman Metropulos stated other departments affected by Family Court Commissioner should have been included at meetings.

Committee member Hintz felt someone should look into this issue.

Committee member Timmons requested the Family Court Commissioner issue to be addressed at next month's Committee meeting.

Courtroom security and emergency safety plans are listed as security goals on the long range plan. The Clerk of Circuit Courts asked the Committee how these goals can be met/completed.

Committee member Fried advised the Clerk to provide a written formal request to the Buildings & Grounds Director/Department.

Regarding technology, the Clerk of Circuit Courts indicated CCAP is encouraging counties to go paperless and e-file documents. This would eventually require Judges to go online and pull up cases on their computers, rather than having paper files to look through. If the courts were to go paperless, there was indication that a kiosk would need to be made available to the public. ITS support is mostly provided through the State, with little involvement by the County ITS Department.

MOTION: To accept the 2014 Long Range Plan for Clerk of Circuit Court (Fried/Hintz, PASSED).

10:24 a.m. Committee member Hintz asked to be excused to attend another meeting.
Bills, vouchers and line item transfers for Clerk of Circuit Courts

A Financial Summary Report was presented reflecting the department's blanket purchase orders.

MOTION: To approve bills, vouchers and line item transfers for Clerk of Circuit Courts (Martinson/Fried, PASSED).

10:26 a.m. Committee member Hintz was excused.

At the Chief Deputy's request, the Medical Examiner was moved up on the agenda.

Medical Examiner

2014 Department Long Range Plan

The 2014 Long Range Plan was provided, Exhibit #3. The Medical Examiner (ME) stated the State no longer utilizes paper death certificates, certificates are provided electronically with an integrated process established between funeral homes, ME's and the State. The ME and Investigators are working with the county ITS Department to implement the use of tablet technology on scene/remotely to eliminate duplication of and speed up their reporting processes. The ME explained there are no formal agreements in place with surrounding Counties but the ME and surrounding Counties do work together when needed or requested however, most surrounding Counties have Coroners which bill for services. The ME is working towards comprehensive mutual aid agreements. He noted that there have been queries from other counties regarding the possibility of contracted service similar to the Forest County Contract, with Oneida to provide more of a Regional service.

There was discussion regarding whether first responders have the ability to pronounce a person as deceased? The ME referred to State law and explained first responders are trained to recognize if a person is deceased.

MOTION: To approve the Long Range Plan for the Medical Examiner (Timmons/Martinson, PASSED).

Bills, vouchers and line item transfers for Medical Examiner's Office

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

At the Chief Deputy's request, Corporation Counsel was moved up on the agenda.

Corporation Counsel

2014 Department Long Range Plan

The 2014 Long Range Plan was provided, Exhibit #4.

There was discussion regarding Open Meeting Law trainings, office equipment and staffing levels.

MOTION: To accept the 2014 Long Range Plan for Corporation Counsel (Timmons/Fried, 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).

Sheriff's Office/Emergency Management

Vacancy Review Patrol Sergeant and Deputy Sheriff

Due to the retirement of a Patrol Sergeant, a vacancy was created for a Deputy position. The Chief Deputy requested vacancy review be waived per County Code.

MOTION: To approve Vacancy Position Analysis for Deputy Sheriff Position and forward request to the Labor Relations/Employee Services Department/Committee (Martinson/Timmons, PASSED).

Oneida County Code 5.25(2) Duty Weapon upon Retirement

The Chief Deputy informed the Committee that County Code allows the Committee to issue a duty weapon upon retirement and requested approval to transfer the Sergeant's duty weapon.

MOTION: To approve disposition of duty weapon upon retirement per Oneida County Code 5.25(2) (Fried/Timmons, PASSED).

2014 Department Long Range Plan

The 2014 Long Range Plan was provided, Exhibit #5. The Chief Deputy explained the color-coded long range plan.

MOTION: To accept the Long Range Plan of the Sheriff's Office (Martinson/Timmons, PASSED).

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

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

The Committee requested status of Family Court Commissioner and Carlson Dettmann update be listed on next agenda.

ADJOURN

11:24 a.m. MOTION: To adjourn the meeting (Timmons/Fried, PASSED).

Bob Metropulos, Chairman

Dawn Robinson, Committee Secretary