

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
AUGUST 20, 2014**

COMMITTEE MEMBERS PRESENT: Chairperson Mike Timmons, Bob Metropulos, Billy Fried and Mitch Ives.

COMMITTEE MEMBERS ABSENT: Scott Holewinski.

OTHERS PRESENT: Bill Freudenberg (County Board Supervisor), Sheriff Hartman, Chief Deputy Dan Hess, Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Michael Schiek (District Attorney, Denise Briggs (District Attorney's Office), Noel Lawrence (District Attorney's Office Intern), Amy Franzen (Register in Probate), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Brenda Behrle (Clerk of Circuit Courts), Ken Korten Hof (Emergency Management) and Dawn Robinson, Committee Secretary.

CALL TO ORDER

Chairman Timmons called the meeting to order at 9:00 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 (Fried/Metropulos, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the July 17, 2014 Public Safety Committee Meeting Minutes (Metropulos/Ives, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for September 17, 2014 at 9:00 a.m.

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

Public Safety Departments in attendance had agenda items listed including, bills vouchers and line item transfers.

DEPARTMENT ITEMS:

Corporation Counsel

Lexis Nexis Contract

Corporation Counsel explained currently West Law is contracted to provide legal research services with the County paying monthly payments.

Several County departments (court system departments) who use West Law services attended a presentation by a competitive company named Lexis Nexis who provides research and additional services than what the County currently has access to.

Corporation Counsel explained Lexis Nexis not only provides legal research capabilities, Lexis Nexis has capabilities for more specific information that the County has not had access to and, Lexis Nexis provides MS Word features. Corporation Counsel indicated if the County entered into a three-year contract with Lexis Nexis, there would be a significant cost savings and cited the base contract rate plus monthly charge compared to the West Law contract charges. The Clerk of Circuit Courts affirmed and explained how the specific search information would benefit the Clerk of Circuit Courts Office.

Due to the high level of information that is provided by Lexis Nexis, clearance has to be issued by the Company and staff would have to be credentialed in order to use the system. Corporation Counsel indicated due to the high level of information that can be researched, the County would have to develop policies regarding who has access to the information and how the information is to be used.

Lexis Nexis offers a Bridge Agreement that allows the County to transition into the system the last three-months of the West Law Contract. Corporation Counsel cited the monthly charge, explained the rate is reduced more for the last two-months of the West Law Contract and, cited the dollar amount the County would be saving by using Lexis Nexis. Budget monies and funding options were discussed to pay for the Bridge Agreement.

Corporation Counsel explained licensing/number of users that can utilize the system.

MOTION: To approve moving forward with Lexis Nexis as presented contingent upon finding money within budgets (Fried/Metropulos, PASSED).

Bills, vouchers and line item transfers for Corporation Counsel

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

Staffing levels were cited.

Sheriff's Office/Emergency Management

Oneida County Code 5.25(2) Duty Weapon upon Retirement-Deputy Kurt Kopacz

Deputy Kopacz retired, took a higher paying job in the private sector and left in good standing.

MOTION: To authorize the Deputy Weapon to be Issued Upon Retirement per Oneida County Code 5.25(2) (Metropulos/Ives).

Discussion on motion:

There were questions regarding staff being given their duty weapon or if staff was required to purchase their duty weapon upon retirement. The Sheriff referred to County Code and explained if a Deputy has twenty-years of service and leaves in good standing, County Code allows the Deputy to be gifted his duty weapon and, if a Deputy

has less than twenty-years of service and leaves in good standing, the Deputy can purchase the duty weapon. Duty weapons cost approximately \$500.00.

MOTION: To authorize the Deputy Weapon to be Issued Upon Retirement per Oneida County Code 5.25(2) (Metropulos/Ives, PASSED).

Vacancy Reviews for Patrol and Corrections

Patrol

The Sheriff stated his office is under staffed due to recent vacancies and informed the Committee the Patrol eligibility list is current. The Sheriff requested filling the vacancy.

There was discussion regarding the process of filling positions and the Committee asked if there was a way to improve and shorten the process. There was discussion.

MOTION: To approve the Vacancy Review for Patrol and forward request to the Labor Relations & Employee Services Department/Committee (Fried/Ives, PASSED).

Corrections

The Sheriff stated his office is under staffed due to recent vacancies and informed the Committee an eligibility list needs to be established. The Sheriff requested filling the vacancy.

There was discussion regarding promoting from within for a Corrections Sergeant, filling vacancy and Corrections training process taking four-weeks.

MOTION: To approve the Vacancy Review for Corrections and forward request to the Labor Relations & Employee Services Department/Committee (Timmons/Fried, PASSED).

Staffing Request(s)

Staffing Requests for the following were presented: Deputy Sheriff, Patrol Deputy-School Resource Officer, Dive Team-LTE Employees, Corrections Officer-LTE Employees, HazMat Chief Position, Deputy Emergency Management Directors and Per Diem Payment for Volunteer HazMat Members, Exhibit #1.

The following were discussed; School Resource Liaison Officer(s) contracts/calculations and billing hours, Dive Team LTE Employees fundraising efforts verses budget and staff three LTE Corrections Officers every year. Same staffing requests as last year.

MOTION: To approve the Patrol Deputy State Community Policing Grant, Patrol Deputy School Resource Officer, Dive Team LTE Employees, Corrections Officer LTE Employees, Reimbursement Payment for the HazMat Chief Position, Deputy Emergency Management Directors and Per Diem Payment for Volunteer HazMat Members Staffing Requests (Ives/Metropulos, PASSED).

Capital Improvement Program

The following Capital Improvement Program projects were provided; Computer Forensics Lab, Lenco BearCat and Ambulance Building Project, Exhibits #2.

The Chief Deputy explained the Forensics Lab is used to track child crimes and other more serious crimes and indicated the Lab is a two-phase project. The Sheriff noted 2014 payment is \$90,000 and in 2015 the final payment will be less as, the Chief Deputy negotiated the cost of the project down with no interest incurred.

The Committee inquired which Committee would receive the Capital Improvement Projects.

The Sheriff stated the Lenco BearCat surrounds the outside of the BearCat, explained the vehicle is used to transport law enforcement to high-risk/high-crisis calls, indicated the vehicle was purchased new in 2005 and has a service life, affirmed the vehicle and equipment has to work when it is needed and needs to purchase a replacement vehicle in five-years. The Sheriff referred to conversations with the State regarding the vehicle and indicated tentatively, the State agreed to fund 50% of the vehicle cost through a grant but at this time, the Sheriff's Office does not have the percentage in writing. The Sheriff explained the cost listed on the Capital Improvement Program Sheet is the total cost of the vehicle and stressed if the State provides a grant and dictates the vehicle has to be purchased this year then the Sheriff would have to purchase the vehicle this year. At this time, the Sheriff has not been informed when funding would be available.

A Committee member indicated the project could be debatable because of the full dollar amount the County would have to pay and felt the project would not be an issue if the State was paying 50% of the purchase cost. The Sheriff informed the Committee the vehicle is used on an average of eight calls per year, not counting the number of assistant calls from surrounding Counties.

The Sheriff informed the Committee the vehicle is currently ten-years old, is planning ahead for replacement and in five-years the vehicle will be at the end of its service life. There were discussions regarding agreements between Sheriff's for use of the vehicle, manpower, etc.

A Committee member asked if there was a Capital Improvement Fund. The Sheriff indicated it is the County's General Fund and explained the capital improvement program is a new concept to identify (and plan for) projects and earmark monies in advance.

There were discussions regarding projects coming in below budget, offering departments incentives to do so and rolling savings forward into other projects. The Chairman referred to the Computer Forensics Lab Project coming in below the projected amount.

The Support Services Administrator/Emergency Management Director informed the Committee that an ambulance is housed at the Nokomis Fire Station for free and is

used to back-up both ambulance hospitals. The Director was invited to attend a Town of Nokomis Meeting where the Town was looking ahead at their building needs and engaging in preliminary discussions regarding a building project (either add onto the Fire Department or possibly relocated the ambulance to the old Town Hall on Highway K and Highway 51). The Director wanted the Committee to be informed in the event a request may come in to address the topic further, indicated Highway K and Highway 51 would be the best location for the ambulance and noted, the Town of Nokomis been good to the County. When asked by the Committee which number this would be ranked as a project presented today, the Director felt it would be number three because discussions had just begun. The Committee felt this could be a critical project.

MOTION: To accept the Capital Improvement Program Projects as presented and forward to Administration (Fried/Metropulos, 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/Fried, PASSED).

Inmate Medical Contract was discussed.

Register in Probate

2015 Department Budget

The Budget is the same as last year with the exception of salaries, Exhibit #3.

MOTION: To approve the Register in Probate 2015 Budget as presented (Fried/Ives, PASSED).

Bills, vouchers and line item transfers for Register in Probate

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

Door access and security were discussed.

District Attorney

2015 Department Budget

The District Attorney's Office came in below budget due to the reduction in personal expenses when a staff member retired after forty-years of service. The District Attorney (DA) met with the Finance Director to develop the department's budget which has remained consistent for a few years and noted staffing requests are included in budget. Exhibit #4.

Job Reclassifications for Secretary II and Victim Witness Coordinator Positions

With the retirement of a staff member and with shifting duties around, the DA evaluated the department and is proposing to create an Office Manager position and reclassify a Secretary II position from Level Grade F to Level Grade G. The DA's Office has money within the budget to make the changes to the operation of the Office.

The Committee discussed forwarding reclassifications onto LRES to work out the details and come back to the Committee with a final dollar amount while staying below or the same as last years budget.

MOTION: To accept the District Attorney's 2015 Budget as presented and present reclassifications to LRES as long as the budget stays the same or less as last years budget (Fried/Metro).

Discussion on motion:

The Committee agreed with the concept when someone retires at a higher wage is the time to re-evaluate operations, make changes and reclassify staff is well deserved.

MOTION: To accept the District Attorney's 2015 Budget as presented and present reclassifications to LRES as long as the budget stays the same or less as last years budget (Fried/Metro, PASSED).

Staffing Request(s)

The Summer Intern Staffing Request, Exhibit #5, is included in the budget. The DA explained the County allocates money to the position and the UW System matches the dollar amount.

There were discussions regarding rate, type of work performed and case loads.

The DA referred to an annual conference in Eau Claire September 24-26, 2014 and stated he would like all three of his staff members to attend the conference as it pertains to the PROTECT Program which the department works with and is a great networking opportunity for his staff. The DA would have someone come into the office to answer phones while staff members are gone.

There was discussion regarding if the assistance would be offered in-house first before seeking outside assistance.

MOTION: To approve the Summer Intern Staffing Request and forward onto to Labor Relations/Employee Services for approval (Timmons/Fried, PASSED).

The Committee asked if more help is needed in office along with reclassifications. The DA will disc issues with Assistant DA and will address what is needed.

Bills, vouchers and line item transfers for District Attorney

MOTION: To approve bills, vouchers and line item transfers for District Attorney (Metro/Ives, PASSED).

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

2015 Department Budgets

The Circuit Court Branch I (Exhibit #6), Family Court Commissioner (Exhibit #7) and Circuit Court Branch II (Exhibit #8) Budgets were presented.

Branch I budget includes both the Family Court Commissioners budget and the Register in Probate's budget.

The Family Court Commissioner is a contracted position. The budget is listed under Legal Services and was reduced from \$61,000 to \$35,000. There is no longer a court reporter but now has a recording device and the transcription budget has been eliminated.

There were discussions regarding both Judicial Assistants performing Family Court Commissioner's reception and scheduling duties. Labor Relations/Employee Services requested Judicial Assistants to complete and submit new job descriptions for review. It was explained that the Family Court Commissioner does not have access to information to do the scheduling when working in other counties. Lack of Communication was cited.

A Committee member asked if there were areas money could be saved or generated for revenues. The Branch II Judicial Assistant explained her court started looking into possibly scheduling people, who have not been paying Court Appointed Attorney and Guardian Ad Litem Fees, to appear before the Judge to collect monies.

There was discussion regarding Ministry not being interested in entering into a contract with the County regarding charges for medical examinations on mental health commitments and guardianships. Aspirus expressed interest if there was a hospital in the area.

MOTION: To approve Circuit Court Branch I/Circuit Court Branch II/Family Court Commissioner 2015 Department Budgets as presented (Fried/Ives, PASSED).

Staffing Request(s)

Circuit Court Branch I, Circuit Court Branch II and Vilas County each pay one-third of the LTE Law Clerk's position. Both Branch I and Branch II provided a Staffing Request for their portion of the LTE position, Exhibits #9 and #10.

MOTION: To approve the LTE Law Clerk/Court Commissioner Staffing Requests for both Circuit Court Branch I and Circuit Court Branch II (Fried/Ives, PASSED).

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

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

Clerk of Circuit Courts

Vacant Position Analysis

10:53 a.m. the Committee took a break to allow for copies to be made of the Oneida County Vacant Position Analysis, Exhibit #11.

10:56 a.m. the meeting reconvened.

The Small Claims Court Clerk has accepted a higher paying position in the private sector and is leaving the County's employment in September. This is a budgeted position and the Clerk of Circuit Courts is requesting moving forward to fill the vacancy. Work duties were cited, computer equipment is provided by the State and, Judge Bloom supports the request.

MOTION: To approve the Vacancy Position Analysis and forward analysis request onto Labor Relations/Employee Services (Timmons/Fried).

Discussion on motion:

There were discussions regarding no advancement opportunity within the department, knowledge of operations and expertise in the field.

MOTION: To approve the Vacancy Position Analysis and forward analysis request onto Labor Relations/Employee Services (Timmons/Fried, PASSED).

2015 Department Budget and Staffing Request(s)

Staffing requests for the LTE Bailiffs and LTE Bulk Scanning Position and, the department budget were presented, Exhibits #12 and #13. The Clerk of Circuit Court indicated staffing requests are included in the budget, positions were explained and retention dates of original records were cited. The State provided the department with a bulk scanner.

The Committee addressed space issues and felt the LTE Bulk Scanning request should be supported.

MOTION: To approve the Clerk of Circuit Courts 2015 Department Budget (Fried/Metropulos, PASSED).

MOTION: To approve LTE Bailiffs and LTE Bulk Scanning Staffing Requests as requested and note for the record, the importance in honoring both requests (Fried/Ives, PASSED).

The Committee discussed how they can express strong support of staffing requests and issues.

Bills, vouchers and line item transfers for Clerk of Circuit Courts

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

Medical Examiner

2015 Department Budget

The department budget was presented, Exhibit #14.

Revenues are projected to increase due the rising cremation wishes verses burials, staff per diems projected to increase, overall expenses have increased, and referred to autopsy expenses. The Medical Examiner (ME) explained operations have changed

due to the increased demand of work being completed via telephone and via fax verses via email. There were discussions regarding increased expenses in lab work, x-ray, transportation and postage costs. Training and Conference Fees and Meals and Lodging have been eliminated from the budget and, employees are not claiming Employee Auto Allowances.

The Committee expressed concern with eliminating Training and Conference expenses. The ME stated the option has been available for years without being used, felt employees can pay that cost themselves and referred to a staff member who has done so.

The Committee complimented the ME and his office for the professionalism they have brought to the department.

MOTION: To approve the Medical Examiner Office 2015 Budget (Metropulos/Ives, PASSED).

Bills, vouchers and line item transfers for Medical Examiner

MOTION: To approve bills, vouchers and line item transfers for Medical Examiner (Metropulos/Ives, PASSED).

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Oneida Dispatch call volumes and jurisdictions.

ADJOURN

11:40 a.m. MOTION: To adjourn the meeting (Metropulos/Ives, PASSED).

Bob Metropulos, Vice Chairman

Dawn Robinson, Committee Secretary