

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
JUNE 18, 2015**

COMMITTEE MEMBERS PRESENT: Chairperson Mike Timmons, Billy Fried, Scott Holewinski and Mitch Ives

COMMITTEE MEMBERS ABSENT: Bob Metropulos was excused.

OTHERS PRESENT: Medical Examiner Larry Mathein, Clerk of Circuit Court Brenda Behrle, Deb Shawl (Branch II), Kathy Belliveau (Branch I), Denise Briggs (District Attorney's Office), Brian Desmond (Corporation Counsel), Sheriff Grady Hartman and Andi Seidel, Committee Secretary.

CALL TO ORDER

Chairman Timmons 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 (Fried/Holewinski, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the May 28, 2015 Public Safety Committee Meeting Minutes (Holewinski/Ives, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for July 16, 2015 at 9:30 a.m. August meeting set for August 20, 2015.

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 (Holewinski/Fried, PASSED).

It was mentioned with meetings being at the end of the month, vouchers are not signed, employees not reimbursed/paid until end of month. Members stated they would keep that in mind when scheduling meetings.

Fried questioned State Bar Dues. Briggs stated State Bar Dues were to keep licenses. Bednar pays half of hers. Desmond reported that he paid both his dues and Wiensch's dues last time.

Discussion of Medical Examiner vehicle, how purchased, government discount, etc.

CLERK OF CIRCUIT COURTS

LTE Request-Record/Storage Area

Behrle stated she was sorry she wasn't here for last meeting. Behrle is going to advise LRES to remove LTE/Staffing request from the agenda for 6/24/15. Behrle spoke with Finance regarding the LTE Position. Behrle stated the LTE would more than likely be someone not familiar with records/court system. There was discussion. Behrle has given her staff the opportunity to work comp time/overtime, but has also put some of the scanning into the staff's daily work load. Behrle discussed pros of staff performing work. The Finance Director was okay with Behrle having her staff perform the work. Ives asked what tasks the LTE was performing. Behrle stated bulk scanning. Behrle stated outsourcing was brought up at last meeting. By 2016 the department should be paperless. Ives asked what percent of files located in the records/storage area are scanned. Behrle stated 75-80 percent of those files have been scanned. The small claims cases in that area are not scanned. Small Claims were scanned beginning 2014. Ives stated that this was not as big of an issue (bulk scanning) as they thought it was. The issue is weight from file storage. Behrle stated Building & Grounds has already moved one shelf unit. Ives asked how records were destroyed. Behrle stated most of their records are public records and the confidential documents are removed from the file and shredded. Otherwise files are put in the recyclable bins. Ives asked what will happen with the room once files are gone. Behrle believed this would be part of the 3rd floor renovation. Behrle will provide monthly updates (files and finances). Ives asked if they were under a time restriction. Holewinski asked if use of comp time would affect office coverage. There was discussion regarding the maximum amount of allotted comp time before it is paid out, what staff members prefer (comp verses overtime), overtime budget and budget transfer if needed. Behrle provided the Departmental Monthly Summary, Exhibit #1.

Fried questioned if the bulk scanning provides an opportunity to verify what you are scanning. Behrle stated bulk scanning is where the entire file is scanned. The files from 2006 to present have individual documents scanned and are listed in the court record. Scanning process changed in 2012. There should be no need to check files from that point going forward. Behrle stated criminal records from 2006 are close to being completed.

There was discussion regarding the two Vacancy Analysis requests. Behrle stated she is on the LRES agenda for 6/24/15 to request the waiting period be waived. Holewinski asked if Behrle had one opening. Behrle stated one vacancy, possibly two. Behrle requested waiving the waiting period so position can be filled immediately. Behrle had explained what happened at the last LRES meeting when she had requested a waiver of the six-month waiting period for small claims in October. LRES wanted to perform evaluation due to drop in case filings and revenue. Behrle reported the waiver was approved last October but not until after 30-40 minutes of discussion. Behrle noted that an evaluation never did take place. As for the current vacancy requests, the Small Claims Clerk wants to move to the Criminal Clerk Position so the department will be training two employees at one time. Behrle stated the criminal clerk has given verbal notice of leaving but has not given two week's notice. There were discussions regarding creating an eligibility list as they do at the Highway Department and the Sheriff's Office.

It was suggested to do an eligibility list, determine the top three candidates and acquire approval. Behrle then will have candidate(s) ready to hire. Ives stated approval is not needed for interviews.

Fried stated he would back Behrle at the LRES meeting on June 24, 2015 regarding the vacancy analysis. The Committee wants full speed ahead on filling the two open positions.

SHERIFF'S OFFICE

State HazMat Grant

The Sheriff explained that Ken Kortenhof received a State HazMat Grant to operate the HazMat Program. The Sheriff explained that this money goes to wages, with a large amount of the funds going to the City. There was discussion regarding the grant.

MOTION: To approve the State HazMat Grant (Holewinski/Fried).

Discussion on motion:

Fried asked if the County receives the money and distributes it to the City. The Sheriff stated yes. Holewinski asked if the City receives majority of the grant funds. There was discussion as to why the City receives majority of the funds, who staffs the Team, and if the grant offsets overtime or straight time. The Sheriff stated if we did not have the grant, we would not have the HazMat Team. There was discussion regarding the type of calls the HazMat Team responds to. The Chairman and the Sheriff explained that they do initial contact while an incident is happening, evaluate mitigation measures, and they have to be able to respond immediately. Examples were provided. Ives questioned if the HazMat Team would respond to a meth lab. The Sheriff stated that if the event met criteria then yes, but the State has special teams in place for that purpose.

MOTION: To approve the State HazMat Grant (Holewinski/Fried, PASSED).

State Inmate Programs that may enhance eligibility for housing

There were discussions regarding State inmates being housed at the Oneida County Jail. Holewinski asked if the jail was required to have specific programs in order to house State inmates. The Sheriff stated the GED program was cut by the former Sheriff (Hoffmann) some time ago. The Sheriff was unaware of any programs that were required at the jail and affirmed the Jail is ready to house State inmates. Holewinski asked if we would not be considered to house State inmates because the jail does not have specific programs. The Sheriff reiterated that he was not aware of the jail needing any specific programs. Timmons commented that programs would just be "bells and whistles" and would not affect decisions on the Jail receiving State inmates. Holewinski stated that he was not asking to put programs in place, but wanted the jail to house State inmates and didn't want to lose State inmates to a county that does have programs in place. Ives stated that was what he was trying to say at the last meeting. Holewinski stated that we cannot add budget monies. The Sheriff stated he would not support that either, but if the State said you can have x amount of inmates if you have x program(s), then he would evaluate budget, costs and programs.

The Sheriff stated that the jail had an outstanding inspection. Holewinski stated the County Board was behind fixing the showers, etc. Ives asked what the current inmate number was. The Sheriff stated 75. Ives questioned the number of inmates the jail could house and The Sheriff stated 201 with the right classifications. Ives stated having room was not the issue. Holewinski stated that Jail staff remains the same whether 3 or 300 inmates are housed. The Sheriff stated the more inmates that are housed, more expenses there will be (food, medical care costs, etc.) but a higher inmate count is positive to county.

Ives stated that when the Oneida County Jail houses a Marathon County Jail inmate, the Oneida County Jail provides health insurance, but who pays the health insurance for a State inmate? The Sheriff stated that Oneida jail pays approximately \$50 per day. Fried asked if Marathon County paid for their inmate health care while the inmate is housed in Oneida County. The Sheriff stated Oneida pays. The Sheriff stated the jail will turn away someone with major health issues like heart issues or cancer because of this. If a State inmate is admitted to the hospital, Oneida County has to stand guard. This was discussion if the State has any inmates at different counties at this time. Fried asked if there was anything the Committee could do to help get State inmates housed at the Oneida County Jail. The Sheriff stated no. When/if the State says here are some inmates, then the Sheriff will assess any needs and programs. There were discussions regarding jails showers and costs. Ives reported rumblings of State inmates being sent out. The Sheriff stated he would not hinge his creditability on rumblings, as lawmakers change their minds and it is a financial issue.

No action needed to be taken on this agenda item.

Inmate Health Insurance

Holewinski asked about inmates on Huber that do not have a job, if they can perform duties such as cleaning ditches, etc. The Sheriff stated that he has started a program like this within the last couple weeks with approximately five inmates working with various County Departments and Townships (Town of Crescent, Law Enforcement Center and Buildings & Grounds). The Sheriff explained that the Huber inmate receives a reduction of their sentence hour-for-hour, which is a reduction to county costs, and saves taxpayer monies. This also gives inmates a chance to repay their debt to society. Ives asked if this is for inmates granted Huber who do not have a job. The Sheriff stated yes or for those who were not granted Huber because their job is located outside of the county, etc. Holewinski asked that if someone on Huber was to get hurt, who would pay. The Sheriff stated he would and that was the potential negative, but the positives outweigh the negatives. The Sheriff stated any injuries would go through Workman's Comp. Ives asked the Sheriff if he had to get a separate policy. The Sheriff stated no, he just has to call the HR Director or the Finance Director and give them the Huber inmate name(s) to add to the policy. Holewinski asked how the Huber inmate(s) get to the work site. The Sheriff stated typically someone picks up the Huber inmate and transports them to and from work. The Sheriff reported that he makes the decision on who is allowed on this program. The Sheriff stated that he is taking the best inmates who are positioned to succeed. Holewinski questioned if the Huber inmates are tested when they get back to be sure they have not been drinking, etc. The Sheriff stated

these Huber inmates are considered normal Huber/trustee workers, so all rules and testing applies.

No action needed.

Fried asked where the committee could look for direction as to why inmates need insurance. The Sheriff stated this was a state law. Fried questioned if someone was on Badger Care or some type of insurance that the person does not pay for, does the jail still have to pay for insurance. The Sheriff stated that once a person was in jail, it is jail insurance. Ives commented that the jail recently changed their medical unit. The Sheriff reported that they changed from CHC to Aspirus.

There was discussion about the new Bearcat. The Sheriff reported that the new Bearcat arrived last week and the cost was \$282,000. Holewinski asked where the extra money came from to cover the cost. The Sheriff stated it was from extra grant money and we sold our Bearcat to Washington County for \$61,000, but are still waiting on them for payment. Holewinski thought the Bearcat was to be sold for \$100,000 and Ives thought it was \$65,000. There was discussion about different Bearcats in different counties and what they are used for. It was reported that most are designed for Iraq and not for winter driving.

The Sheriff had a bill to sign. There was discussion if approval was needed for this since it was not brought for signature with the others (Agenda Item #5). It was decided that the bill was approved through Agenda Item #5.

PUBLIC COMMENTS

None.

ITEMS FOR FUTURE AGENDAS

None.

ADJOURN

Time 10:29 a.m. MOTION: To adjourn the meeting (Fried, Timmons, PASSED).

Mike Timmons, Chairman

Andi Seidel, Committee Secretary

Bob Metropulos, Vice-Chairman