

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
March 10, 2016**

COMMITTEE MEMBERS PRESENT: Mitch Ives, Scott Holewinski, Chairman Mike Timmons

COMMITTEE MEMBERS ABSENT: Billy Fried, Bob Metropulos (both excused)

OTHERS PRESENT: Deb Shawl (Branch II), Kathleen Belliveau (Branch I), Amy Franzen, (Register in Probate), Denise Briggs (DA Office), Brenda Behrle (Clerk of Courts), Brian Desmond (Corporation Counsel), Sheriff Grady Hartman, Chief Deputy Dan Hess, and Jill Butzlaff (Sheriff's Office).

CALL TO ORDER

Chairman Timmons called the meeting to order at 1:00 p.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 (Holewinski/Ives, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the February 18, 2016, Public Safety Committee Meeting Minutes (Holewinski/Ives, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for April 21, 2016 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 (Holewinski/Ives, PASSED).

CORPORATION COUNSEL

Public Declaration Letter

Brian Desmond reported the Town of Newbold Fire Department is purchasing a Drone. The DOJ, city attorney, or corporation counsel needs to write a public declaration letter to allow this. Emergency Management Director Ken Kortenhof asked that Desmond write that letter. Discussion on how the drone can be a helpful tool for search and rescue situations, among others, and that there could be other townships asking for this in the future.

MOTION: To approve Corporation Counsel Brian Desmond to draft a public declaration letter for the Town of Newbold (Holewinski/Ives, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR CORPORATION COUNSEL

MOTION: To approve bills, vouchers, and line item transfers for Corporation Counsel.

Bills, vouchers, and line item transfers for Corporation Counsel were presented in Agenda Item #5.

REGISTER IN PROBATE

2015 Budget Closeout

Amy Franzen presented the 2015 Budget Closeout for the Register in Probate Office (Exhibit #1).

MOTION: To approve Budget Closeout of Register in Probate as presented (Holewinski/Ives, PASSED).

Probate Spring Educational Conference

Franzen has not yet received the registration fee form from the committee handling the Spring Educational Conference. The conference will be held May 11-13, 2016 in Sheboygan. Franzen will be the only one attending from the office.

MOTION: To approve Franzen attending the Probate Spring Educational Conference (Holewinski/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.

Bills, vouchers, and line item transfers for Register in Probate Office were presented in Agenda Item #5.

DISTRICT ATTORNEY

Summer Intern Staffing

Denise Briggs reported the District Attorney's Office has always had a summer intern (position is 10 weeks), except for last year. Briggs reported this is already in the budget, but needs approval from the committee. Holewinski asked why there was not an intern last year. Briggs reported it was due to budget reductions at the UW level, as this is where the person comes from. Discussion on the jobs the intern performs. This intern will be especially helpful this summer, as ADA Steve Michlig has retired and ADA Jodie Bednar-Clemens has accepted a position elsewhere and will be leaving at the end of the month.

MOTION: To approve the hiring of a Summer Intern at the District Attorney's Office (Ives/Holewinski, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR THE DISTRICT ATTORNEY'S OFFICE

MOTION: To approve bills, vouchers, and line item transfers for District Attorney's Office.

Bills, vouchers, and line item transfers for District Attorney's Office were presented in Agenda Item #5.

CIRCUIT COURT BRANCH I/BRANCH II
2015 Budget Closeout Line Item Transfers

Branch II was already closed out, Branch I closed out today.

MOTION: To approve Budget Closeout of Circuit Court Branch I as presented (Holewinski/Timmons, PASSED).

Annual Law Clerk Position

This position is shared with Vilas County, Branch I, and Branch II. It is in the budget, needs approval from this committee, then on to LRES next week. The Clerk performed research and the salary has been the same for many years. If the Clerk stays for a second year, then by state law they need to be in the retirement program. Holewinski questioned if the retirement program money was budgeted and it was reported it was not because the retirement program changes every year. They will adjust budget and come back to the committee if the person stays a second year.

MOTION: To approve the Annual Law Clerk Position as presented (Holewinski/Ives, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR CIRCUIT COURT BRANCH I/BRANCH II

MOTION: To approve bills, vouchers, and line item transfers for Circuit Court Branch I/Branch II.

Bills, vouchers, and line item transfers for Branch I and Branch II were presented in Agenda Item #5.

CLERK OF CIRCUIT COURT

Memorandum of Understanding (MOU)/Consolidated Court Automation Program (CCAP) Contract

Brenda Behrle reported this contract would cost approximately \$60.00 per year (Exhibit #2). This covers the court commissioner recording device (FTR). Audio recordings are currently backed up onto a disc. With the new contract, CCAP will store the recordings for the courts. It was noted that CCAP back-up has three different storage areas in the state. This cost will allow for the back-up of recordings. There was discussion on if this was mandated by the State, who would pay for upgrades, how it is supported, and cost of equipment.

MOTION: To approve the Memorandum of Understanding (MOU)/Consolidated Court Automation Program (CCAP) Contract as presented (Holewinski/Ives, PASSED).

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 (Holewinski/Ives, PASSED).

There were no line item transfer, they were presented last month. Only reimbursement for a conference presented.

SHERIFF'S OFFICE

Patrol Deputy Vacancy Reviews

Sheriff Hartman reported there are currently three patrol vacancies: one patrol sergeant who retired tomorrow (March 11), one patrol deputy who resigned a few weeks ago, and one patrol deputy who retired Tuesday (March 8). Holewinski questioned if all three positions needed to be filled. Sheriff Hartman reported yes, they are in the budget. Sheriff Hartman stated the process will begin in April and expect to hire within eight weeks after that, but more likely will be 10 to 12 weeks. The new deputies should be trained and ready to go by fall. Holewinski asked Sheriff Hartman if he keeps a list of those who pass the test, so when this happens he can just go down the list and hire the next in line. Sheriff Hartman stated he does, but they are at the end of the list, with one new deputy that started March 7 and a Dispatcher who will be moving to a Deputy position. There was discussion on people on the eligibility list will be hired by other agencies before there is another opening in our agency.

No motion needed, informational only.

Update Fee Schedule

Changes in the doctor/nurse visit and medication costs (Exhibit #3). There was discussion on why the fee is not larger and the amount they can take from an inmate account. There was discussion on Huber Fees and what jobs are allowed for Huber.

MOTION: To approve the updates in the Fee Schedule of the Sheriff's Office as presented (Holewinski/Ives, PASSED).

Budget Closeout

The Budget Closeout for the Sheriff's Office was presented (Exhibit #4). Total under budget was \$11,158 including Emergency Management. Sheriff Hartman, Chief Deputy Hess, and Jill Butzlaff stated they met with Finance (Margie) this week and finalized these numbers. That amount will go back to the General Fund.

Sheriff Hartman presented information on the 2015 Inmate Worker Program (Exhibit #5) showing how this saved the county \$46,000 (using the lowest county employee wage on the scale) by supplying labor through using inmates vs. the county hiring employees. There was discussion on how the inmates are chosen for this program, where they work, transportation of inmates, if the inmates have to pay to work, and how this program makes the inmates accountable.

It was suggested that Sheriff Hartman send this information, along with a cover letter, to all county board members to show what has been done, as it seems a lot of county board members do not understand what goes on at the Sheriff's Office.

Write-offs were presented (Civil Process, Juvenile Detention, Prisoner accounts, Accounts Receivable). There was discussion on the write-off process.

MOTION: To approve Budget Closeout of the Sheriff's Office as presented (Holewinski/Ives, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR SHERIFF'S OFFICE

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

PUBLIC COMMENTS

No public comment

ITEMS FOR FUTURE AGENDA(S)

No items for future agenda(s)

ADJOURN

MOTION: To adjourn the meeting (Holewinski/Ives, PASSED).

TIME: 1:52 p.m.

Mike Timmons, Chairman

Andi Seidel, Committee Secretary

Bob Metropulos, Vice-Chairman