

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
July 25, 2016**

COMMITTEE MEMBERS PRESENT: Bob Metropulos, Ted Cushing, Billy Fried, Chairman Mike Timmons

COMMITTEE MEMBERS ABSENT: Mitch Ives

OTHERS PRESENT: Clerk of Courts Brenda Behrle, Register in Probate Amy Franzen, Kathleen Belliveau (Branch I), Jennifer Allen (Branch II), Shari Gorney (Corporation Counsel/Medical Examiner), Denise Briggs (District Attorney's Office), Tim Melms (Civil Service Commission), Brian Desmond (Corporation Counsel), Sheriff Grady Hartman, Chief Deputy Dan Hess, Jill Butzlaff (Sheriff's Office), Dave Hintz,

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 (Cushing/Metropulos, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the June 16, 2016, Public Safety Committee Meeting Minutes (Cushing/Metropulos, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for Thursday, August 18, 2016, 9:30 a.m. in Committee Room #2 at the Oneida County Courthouse.

Discussion regarding breaking down into two meetings when efficiency reports are presented so committee is able to digest the information/rules presented from each department.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS

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

Kathy Belliveau introduced Jennifer Allen, the new judicial assistant in Branch II. Allen was welcomed by the committee.

IT TECHNOLOGY UPDATE

IT Department representative did not show.

MEDICAL EXAMINER

Shari Gorney reported that Larry Mathein was currently at a fatality in Forest County.

Efficiency Team Report

Committee reviewed Medical Examiner's Efficiency Team Report prior to this meeting.

MOTION: To approve the Medical Examiner Efficiency Team Report (Cushing/Fried, PASSED).

Medical Examiner Vehicle Purchase

Due to ME Mathein being on a call, the committee asked for this to be on next month's agenda.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR MEDICAL EXAMINER

Previously approved under Agenda Item 5.

DISTRICT ATTORNEY

2017 Staffing Request

Denise Briggs from the District Attorney's Office presented the summer intern staffing request. Briggs reported the District Attorney's Office pays half and the state pays half of this position's wages.

MOTION: To approve the District Attorney's Office 2017 staffing request for a summer intern as presented (Cushing/Metropulos, PASSED).

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

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

CLERK OF CIRCUIT COURTS

Efficiency Team Report

Committee reviewed Clerk of Circuit Courts' Efficiency Team Report prior to this meeting.

MOTION: To approve the Clerk of Circuit Courts' Efficiency Team Report (Cushing/Metropulos, PASSED).

LTE (2) Requests

Clerk Brenda Behrle requested the yearly LTE for scanning. Behrle reported they were still getting rid of the weight load, files in the back room, comparing files, closed files, preparing for the mandatory efilng. This would be the same hours as previously, eight hours per week. Behrle reported they were down three shelves and getting close to eliminating another.

MOTION: To approve the LTE request from the Clerk of Circuit Courts as presented (Cushing/Fried, PASSED).

Mandatory eFiling/WiFi Update

Clerk Behrle gave an update on the Wi-Fi project, which was approved by the administration committee. Looking at the entire courthouse, the project would cost \$55,000 or court related areas only would be \$29,000. The project was approved for the entire courthouse and is on the agenda for the August County Board meeting. Behrle reported the Clerk's Office is scheduled for mandatory eFiling beginning December 1, 2016, with the Wi-Fi up and running before that. Behrle reported CCAP will do training the week before and after, so everyone has an understanding of the use.

MOTION: No motion required, informational only.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR CLERK OF CIRCUIT COURTS

Previously approved under Agenda Item 5.

CIRCUIT COURT BRANCH I, CIRCUIT COURT BRANCH II, REGISTER IN PROBATE AND FAMILY COURT COMMISSIONER

Increasing Fees for Medical Exams and Evaluations

Kathleen Belliveau reported they recently received word that one of the physicians they work with will be changing to a flat fee for Chapter 51.15 work. They will be charging a flat fee per case of \$600 and \$150 travel time. Corp Counsel Brian Desmond reported that about six months ago, St. Mary's Hospital stated their doctors were unwilling to assist any longer and stated they were no longer going to perform this service. There was discussion on why St. Mary's no longer wished to perform the evaluations any longer. A bit factor was the doctor's did not like to testify in court. Desmond reported that they reached out to Aspirus, but they have no on trained or available locally to assist with the Chapter 51.15 process.

There was discussion regarding the Chapter 51.15 process. The goal is to have the patient stay at St. Mary's, but sometimes they need to be transported elsewhere. The brunt of the cost will be on the Sheriff's Office due to transporting the patient to a different facility.

MOTION: No motion required, informational only.

2017 Staffing Requests

Belliveau and Allen requested the annual law clerk, which is shared and paid for three ways – Vilas County, Branch I, and Branch II.

MOTION: To approve the Law Clerk request for Branch I and Branch II as presented (Cushing/Metropulos, PASSED).

Register in Probate Amy Franzen requested an LTE position for a scanner. Franzen reported her office is in the same boat as the Clerk of Courts with regard to old cases. There are hundreds of old cases, some back to 1967, for guardianships. All need to be scanned into CCAP when electronic filing starts, as all parties need to have access to

the files. Franzen reported there is no time in the regular work day to scan the old files. Franzen requested a person for approximately 23 hours per week, with the only benefits being Social Security and Workman's Comp, and this position would be for 2017 and will be in the budget.

MOTION: To approve the LTE scanner position for the Register in Probate Office as presented (Cushing/Fried, PASSED).

Fried clarified that these staffing requests are for the next budget year.

Approval to Attend WRIPA Fall Educational Conference in Onalaska, WI

Franzen requested approval to attend the WRIPA Fall Education Conference in Onalaska and for the annual association dues of \$50.00 to be paid. Both of these items are in the budget.

MOTION: To approve the Register in Probate to attend the WRIPA Fall Education Conference in Onalaska, WI and pay the annual association dues of \$50.00 as presented (Cushing/Metropulos, PASSED).

Efficiency Team Reports

Committee reviewed Branch I, Branch II, Register in Probate, and Family Court Commissioner's Efficiency Team Reports prior to this meeting.

MOTION: To approve the Branch I, Branch II, Probate, and Family Court Commissioner's Efficiency Team Report (Cushing/Fried, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR CIRCUIT COURT BRANCH I, CIRCUIT COURT BRANCH II, REGISTER IN PROBATE AND FAMILY COURT COMMISSIONER

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch I, Circuit Court Branch II, Register in Probate and Family Court Commissioner.

Previously approved under Agenda Item 5.

SHERIFF'S OFFICE

Emergency Management All Hazards Mitigation Plan Approval

Emergency Management Director Ken Korten Hof presented an update to the All Hazards Mitigation Plan, which must be updated every five years. Korten Hof requested the committee review the document, come back to this committee with any questions/changes, and then forward to the county board to be ratified at their September meeting. It was noted that Freeman Bennett's name was in this plan and he would be retiring. Korten Hof explained that Bennett was an author of the plan, whoever replaces him was not, and those who worked on the plan were listed.

MOTION: No motion was made.

2017 Staffing Requests

Sheriff Grady Hartman reported there was nothing different for the last several years.

MOTION: To approve the 2017 staffing requests of the Sheriff's Office and forward to the LRES Committee as presented (Cushing/Fried, PASSED).

Fried asked about the cost of the school resource officer. Hartman stated it roughly calculates to \$60,000 that the school district pays and we pay the remainder.

State Inmates

Hartman reported that the number of state inmates on today's date was 65. At that last meeting, it was approximately 18. Hartman reported they were being paid for 64, one inmate was in court and would be leaving.

MOTION: No motion required, informational only.

Jail Electrical

Hartman reported they were adding kiosks in the pods at the Jail. These needed to be hard wired to the internet and power. The kiosks will allow electronic visitation with loved ones through the internet, electronic messaging with loved ones, etc. Hartman reported many of the state inmates come from the Milwaukee area and this would allow them to visit with their family. There will be a per-minute fee to use the kiosk. Hartman reported the up-front cost for the wiring and installation will be approximately \$17,000 and he was making the committee aware of that cost and he will take from the revenue the state inmates are bringing in. Hartman reported the present internet connection was not robust enough, there would be one kiosk in each of the 10-12 pods (approximately 20 inmates in each pod) at the jail. All installation would be performed by the company.

There was discussion of where the money would come from, if this was in the budget, the long term cost benefit to the county, charges per message and/or visitation. In the long run this would be a cost benefit to the county.

Cushing asked if this was included in the capital projects. Hartman reported it was not. Fried asked if someone else was handling the fees and we received a percentage. Hartman stated they were working on a contract with the company, but nothing had been signed as of yet. Fried asked if the kiosks could be used for video conferencing. Hartman thought that would be quite disruptive to do that.

Fried asked if the money was coming out of the Sheriff's Office budget. Hartman stated he was hoping to take this out of the revenue from the inmates. The revenue would be built back into the county budget. Timmons asked if the user fees would recoup the \$17,000. Further discussion was held and it was suggested the money be taken from jail assessment. Fried asked if all equipment was provided by the company and there were no other fees for the county. Hartman reported that there were none as far as he could see. Timmons asked if there were monthly fees. Hartman reported there were not that he could foresee. Fried asked when it would be implemented. Chief Deputy Hess reported they were working through some things with the vendors and hoped by

the end of the year. Timmons asked if the county IT Department was involved. Hess reported the IT department was not involved.

MOTION: To approve the electrical needs at the Oneida County Jail to install the kiosks in the pods with the payment coming from jail assessment as presented (Fried/Metropulos, PASSED).

Telecommunicator Vacancy Review

Hartman reported that a telecommunicator resigned a few weeks ago. Asking for the standard vacancy review to replace that position.

MOTION: To approve the standard vacancy review for the Telecommunicator vacancy at the Sheriff's Office as presented (Cushing/Fried, PASSED).

Efficiency Team Report

Committee reviewed the Sheriff's Office Efficiency Team Report prior to this meeting.

MOTION: To approve the Sheriff's Office Efficiency Team Report (Cushing/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 (Cushing/Fred PASSED).

CORPORATION COUNSEL

Efficiency Team Report

Committee reviewed Corporation Counsel's Efficiency Team Report prior to this meeting.

MOTION: To approve Corporation Counsel's Efficiency Team Report (Cushing/Metropulos, PASSED).

Department Budget

Desmond reported \$27,000 in non-departmental costs.

Timmons asked if Corporation Counsel had scanning issues like the other departments. Desmond reported not at the moment, that new files were electronically filed, but lawyers liked paper copies.

MOTION: To approve the Corporation Counsel Department Budget as presented and forward to the administration committee (Cushing/Fried, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR CORPORATION COUNSEL

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

Previously approved under Agenda Item 5.

Ted Cushing was excused from the meeting at approximately 10:30 a.m.

SHERIFF/CORPORATION COUNSEL

Closed Session: It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, Sec. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data & Section 19.85(1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. A roll call vote will be taken to go into closed session. Topics: Oneida County Case 15CV53, Western District of WI Case 16CV412, and ERD Complaint CR201501082.

MOTION: To go into closed session pursuant to Wisconsin Statutes, Sec. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data & Section 19.85(1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved.

Topics: Oneida County Case 15CV53, Western District of WI Case 16CV412, and ERD Complaint CR201501082 (Fried/Metropulos, On a Roll Call Vote:

CUSHING: Aye
IVES: Absent
FRIED: Aye
TIMMMONS: Aye
METROPULOS: Aye

TIME COMMITTEE WENT INTO CLOSED SESSION: 10:35 a.m.

Bob Metropulos was excused from the meeting at 12:00 p.m. David Hintz appointed himself as a member to form a quorum.

TIME COMMITTEE RETURNED TO OPEN SESSION: 1:32 p.m.

MOTION: To return to open session (Hintz/Fried, On a Roll Call vote:

CUSHING: Excused
IVES: Absent
FRIED: Aye
TIMMMONS: Aye
METROPULOS: Excused
HINTZ: Aye

No motions were made during Closed Session. The Committee stated their support of Corporation Counsel and the Sheriff's Office on the reporting in closed session regarding open and ongoing investigations.

PUBLIC COMMENTS

None.

ITEMS FOR FUTURE AGENDA(S)

Medical Examiner's Vehicle

Fried stated the Committee should be looking at the efficiency reports to be used during budget requests and would like to discuss the heroin issues in Oneida County.

ADJOURN

1:35 p.m. MOTION: To adjourn the meeting (Fried/Hintz, PASSED).

Mike Timmons, Chairman

Andi Seidel, Committee Secretary

Bob Metropulos, Vice-Chairman