



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

February 10, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on February 10, 2016 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom – Chair
Sue Wendt – Vice Chair
Debra Schubert
Michael Starshak

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Jeanne Theune - CS
Andrew Christenson, DA
Judge Slate

Joel Gerth, Corrections Administrator
Amanda Thoma, Coroner
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Joy Waterbury, Board Supervisor
Marge Bostelmann, County Clerk
Board Chair, Jack Meyers

AGENDA

Motion/Second (Schubert/Starshak) to approve the amended agenda. All Ayes.
Motion carried.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Starshak/Wendt) to approve the minutes of the January 13, 2016 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

None

HIRING PROCESS

Clerk Bostelmann distributed a copy of section IV of the County Administrative Policy Manual regarding Recruitment and Hiring with areas highlighted regarding filling a vacancy involving a Department Head. She gave the committee a short overview of the various steps involved in the hiring process.

CREATION/DELETION OF POSITIONS

Judge Slate reported that the job description for the Judicial Assistant/Deputy Register in Probate already says up to 2080 hours per year. The job description for the Court Records Clerk/Deputy Clerk of Court positions needs to be updated to say up to 2080 hours per year.

REVIEW OF JOB DESCRIPTION/FILL VACANT POSITIONS

Child Support Administrator - The four part necessity of position form and the job description dated January 19, 2016 were included in the packet. This is being sent back to Jud/Law from the Personnel Committee as the job description that was presented to Personnel hadn't been updated since 2013. Jeanne Theune, Interim Child Support Administrator distributed a further updated job description upon the request of Supervisor Wendt which deleted the words **is desired** from the Qualifications, Education section of the job description from the sentence Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field is desired. Discussion was held as to whether or not this would disqualify current employees from qualifying for that position. Clerk Bostelmann indicated that under Qualifications/Experience/Job Knowledge it indicates-or equivalent combination of

education and 3-5 years management experience. The Committee asked if Terry Stellmacher had either of those qualifications and the response was that she did not. The Committee asked who had the final say on who was hired. Clerk Marge Bostelmann indicated that the Jud/Law Committee in conjunction with the Administrative Coordinator would interview applicants and determine the final candidate. The Clerk informed the Jud/Law Committee that they would have the final say on which candidate was chosen. Marge went on record stating that job descriptions should be created based on the position and not on the person. *Motion/Second (Wendt/Starshak)* to approve the Child Support Administrator as distributed at the meeting today and forward it on to Personnel. All Ayes. Motion carried.

Paralegal/Office Manager - DA Christenson stated that the job description that he distributed in December remained unchanged. The Committee questioned the absence of a four part position review form. Clerk Bostelmann indicated that since it wasn't a Department Head position it was not required. *Motion/Second (Starshak/Wendt)* to approve the Paralegal/Office Manager job description for the DA's Office as presented in December, 2015 and forward it on to the Personnel Committee. All Ayes. Motion carried.

PURCHASE REQUESTS

None

TRAINING REQUESTS

Training requests from the Coroner, Register in Probate, and Child Support were included in the packet. Sheriff Podoll gave a verbal listing of the trainings for some of his staff. *Motion/Second (Schubert/Wendt)* to approve the training requests as submitted. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

2015 Annual Reports

Annual reports from Child Support, Sheriff's Office, Clerk of Circuit Court, Coroner's Office, and Emergency Management were discussed. They were either included in the packet or were available on the website.

DEPARTMENT RELATED COMMENTS

Child Support: Jeanne Theune reported that she is putting in 9 hour days and Marcia is putting in 8.5 hour days to try to keep up but they are still falling behind.

Clerk of Courts: The double homicide jury went for 6 days instead of 10 days. It went very smoothly. The bailiff's, Sue Wendt, Lyle Plagenz and Betty and Arnie Malzhan did a great job.

Circuit Court/Register in Probate: The Judge reiterated that the Jury went very well. He said that there was very good cooperation between the Sheriff's Office, Clerk of Courts Office and his office and he voiced his appreciation of that. He stated that 95% of the court room audio problems have been fixed at a cost less than previously estimated. Chairman Thom explained that the reason for this is that when the initial wiring was put in it was clearly labeled. The Judge explained that with that savings he will be getting wireless microphones for the courtroom which they learned are very much needed.

District Attorney: DA Christenson reported that the Courtroom technology worked very well for the Jury trial. His expenses will be higher for this month due to the Jury trial.

Coroner's Office: Coroner Thoma reported that the \$107 that was charged for lodging at the Oct. 1, 2015 conference was the government rate for that facility.

Emergency Management: No appearance.

Sheriff's Office: Sheriff Podoll reported that the Emergency Management Rail Road plan is going well. He and Gary will be meeting with the Amish on Friday to go over it. A lot has been happening in the Legislature the last two weeks. For years Sheriffs have not been receiving the full \$40.00 per day per P & P inmate housed. Legislation unanimously passed Committee and goes on to the floor to rectify that problem. The Sheriff stated that he brought in extra patrol for the anticipated snow storm. A planning meeting was held between all entities that might be affected by the storm. The Highway Department had agreed to plow out any road where emergency services might be needed. The storm did not develop to the extent that it was predicted. There were a lot of slide-offs, but that was about it.

The new squad has arrived and will be assigned to Sgt. Kiener.

Chief Deputy Putzke reported on the ATV that went through Big Green, everything turned out alright. He also reported about a possible lost fisherman out on the poor ice on Big Green during the snowstorm. We were unable to see out onto the lake so the Officer used his PA and siren to attract the fisherman's attention. The fisherman came to shore and reported that due to the cold his battery on his cell phone did not work. His family was notified and the fisherman after being cautioned went back out on the ice.

Lynn Ryan, Recidivism Reduction Coordinator reported that the RR Program has resumed the storybook project. There have been 98 stories created since the inception of

the program. Students from Ripon College volunteer their time for this project as well as to tutor inmates. We have had 60 college student volunteers in the last 6 years. Corrections Administrator Joel Gerth reported that due to the Therapeutic Community project in the RR program he has seen more progress by the inmates in the last year and one half than he has seen in his 26 year career with the Sheriff's Office. The progress by the inmates has grown by leaps and bounds. He finds it very gratifying. He gave two examples of inmates who were recently released. One sought out the officers who arrested him and apologized. He went on the Berlin Community website and offered free services to the elderly and/or needy for snow removal during and after the big snowstorm. He received nearly 30 posts regarding his positive actions and appreciation for all of his efforts. Another inmate gave 400 hours of community service back to the community, has been sober for over a year, got a job and purchased a vehicle to be able to transport his family to work, school and appointments. In consideration of his progress, his change in demeanor and actions through cooperation from the DA and Court he was sentenced to time served and probation, rather than to prison or a longer jail sentence. CA Gerth commended the Court and DA for their assistance with the program. They play an intricate part in the success of the program.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

MONTHLY SHERIFF REPORTS

Were reviewed and discussed.

EXPENSE AND REVENUE MONTHLY REPORTS

Were reviewed and discussed.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated February 10, 2016 for the following offices in the following amounts:

2015

Clerk of Circuit Court:	\$	3,363.57
Emergency Management	\$	13.73
Judge-Circuit Court:	\$	636.83
Sheriff's Office:	\$	46,189.42

2016

Child Support:	\$	863.16
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Clerk of Circuit Court:	\$	8,990.40
Coroner:	\$	0
District Attorney:	\$	10,622.97
Emergency Management	\$	0
Judge-Circuit Court:	\$	4,839.24
Sheriff's Office:	\$	88,792.17
Sheriff's Office – W2W	\$	440.00

Motion/Second (Schubert/Wendt) to approve all of the above claims. All Ayes. Motion carried.

The committee reviewed and signed the monthly claim for the payment dated February 11, 2016 for the following office in the following amount:

Clerk of Courts: \$ 50.00 (For Sue Wendt)

Motion/Second (Schubert/Starshak) to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

CLOSED SESSION

Motion/second (Starshak/Schubert) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is related to interviews for full-time Deputy Sheriff. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:31 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Wendt/Starshak) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 5:48 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

It was announced that one candidate was interviewed for the Sheriff's Office Deputy Sheriff position. The committee approved that the candidate should continue on to the next step in the hiring process.

LEXIPOL

None

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for March 9, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff