



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**November 11, 2015**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on November 11, 2015 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:

Dawn Klockow, Corp. Counsel  
Sheriff Mark Podoll  
Tony Daley, Berlin Journal  
Amy Thoma, Clerk of Circuit Court  
Judge Slate  
Marcia Kleman, Child Support

Terri Stellmacher, CSA  
Lori Evans, Admin. Ass't to Sheriff  
Lynn Ryan, RR Coordinator  
Amanda Thoma, Coroner  
Joy Waterbury, Board Supervisor  
Jeanne Theune, Child Support

## 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

Minutes from the October 14, 2015 meeting were read. *Motion/Second (Starshak/Schubert)* to approve the minutes with the change in the spelling of Terry Stellmacher's name to Terri. All Ayes. Motion carried.

## PUBLIC COMMENTS

None

## APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

## CORRESPONDENCE

Thank yous to Sheriff Podoll and Lori Evans from Stephanie Craig-Hanewall, Administrative Assistant for the Lafayette County Sheriff's Office and from Ryan Andreasen of Spillman Technologies in appreciation for the time spent demonstrating the Spillman RMS system to representatives from Dodge and Lafayette Counties recently. They were very appreciative of our time and efforts.

## DISCUSSION OF SUPERVISOR SLATE'S COMMENTS MADE AT THE SEPTEMBER 9<sup>TH</sup> JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE MEETING DURING PUBLIC COMMENTS

Discussion was held on the part-time Communications position going to full-time. Sheriff Podoll explained that the reason the \$4300 savings from 2011 wasn't a cost in the 2015 resolution was that in 2011 the position was in a set schedule, under WPPA contract and when that person took a leave day it was filled by seniority at overtime. Since Act 10 was passed the new position is a float and not in the WPPA contract. The person in that position will normally be taking a day off that he/she is not scheduled for due to the flexibility in scheduling. If they do take a day that needs coverage it will be filled by employee's not receiving overtime. Corp. Counsel felt that this discussion was a moot point as the resolution has already been passed. She recommended that no more time be spent on it. However, if Committee members want any further numbers they should contact the Sheriff. The Committee felt that they had the right to discuss those types of things.

## JOB DESCRIPTIONS – JUDGE’S OFFICE

The packet included both the tracked changes copies and the new finished copies for the Judicial Assistant/Deputy Register in Probate and the Register in Probate positions. Corp. Counsel explained the job description process and noted that these job descriptions have been approved by Corp. Counsel and the County Administrator. ***Motion/Second (Wendt/Starshak)*** to approve the job descriptions and pass them on to Personnel. All Ayes. Motion carried.

## FILLING OF VACANCY

Discussion was held on the filling of the upcoming vacancy for the Child Support Administrator position. The packet included a copy of the Reasons to keep the Child Support Agency as a “Stand Alone” Office from CSA Stellmacher and an excerpt from a draft of the recommendations from Deb Pagel that will be discussed at the December County Board meeting from Clerk Bostelmann. The recommendation stated that as the County has turn over at the leadership level within the various offices we recommend an evaluation be done to assess the opportunity to create efficiencies and possibly consolidate and move reporting relationships to different departments....

***Motion/Second (Starshak/Schubert)*** to recommend to Personnel that the Child Support Administrator position be filled. All Ayes. Motion carried. The Committee would like the Personnel Committee to be aware of the reasons for this motion. Those reasons being the excellent job the department head has done, the opportunity to have a smooth transition and the outstanding fiscal numbers.

## RESOLUTIONS/ORDINANCES

The Animal Ordinance was presented by Corp. Counsel Klockow. ***Motion/Second (Wendt/Schubert)*** to pass the ordinance and send it on to County Board. Three Ayes. Starshak – Nay. Motion carried.

Relating to Creating a Green Lake County Fatality Review Team. Coroner Thoma explained the need for Creating a County Fatality Review Team. This will encompass all deaths, not just children. ***Motion/Second (Starshak/Wendt)*** to approve the Resolution with a change to the fiscal note and send it on to the County Board. Instead of saying Fiscal Impact: None. It should read: No Fiscal Impact. All Ayes. Motion carried.

**COURTROOM UPGRADES**

Judge Slate apologized for being late; he was at a seminar in Madison. He apologized that he also had to leave early due to another commitment. He has not yet heard back from the first person who was going to get back to him regarding audio in the Courtroom. However he did find another vendor to come in and look into the issues. The gentleman was from CEC. He determined that there were no hardware problems. He believed the problems were due to software issues. He recommends that every 6 months someone come in and do a review of the software. His company does not do that, but he will send the Judge some names of people who do that kind of work. He also looked at the three bids that were submitted previously. The one for \$66,000 was for new hardware and rewiring. The one for \$33,000 was for all new hardware. The one for \$14,000 was for a new operating system. The CEC representative did not think any of the bids were acceptable for what we need. The Judge will be talking to Bill in the IT Department about the situation also.

**DISCUSSION AND ACTION ON VEHICLE USE POLICY**

Sheriff Podoll explained the need for the SWAT/CTU commander, Deputy Matt Vande Kolk, to be able to respond from home with his emergency vehicle. He lives 14.5 miles from the Sheriff’s Office, 6 miles from the County line. *Motion/Second (Wendt/Schubert)* to approve that Deputy Vande Kolk is allowed to take his vehicle home. All Ayes. Motion carried.

**PURCHASE REQUESTS**

None

**VOLUNTARY UNPAID LEAVE REQUESTS**

None

**TRAINING**

*Motion/Second (Schubert/Starshak)* to approve the training requests that were included in the packet from the Coroner’s Office. All Ayes. Motion Carried.

At the Department Head meeting Clerk Bostelmann asked other Departments how they handle training requests. A memo regarding her findings was distributed at the meeting with the results being:

- 1. A list of budgeted training is presented to the Committees at the beginning of the year and the list is approved by motion of the committee at that meeting.

2. A training budget is approved through the budget process and the department head selects the appropriate trainings for him/her and their staff.  
This will be discussed later in the meeting under Jud/Law Packet contents.

<b>DEPARTMENT RELATED COMMENTS</b>
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Child Support: Nothing to report

Clerk of Courts: Nothing to report

Circuit Court/Register in Probate: Nothing else to report

District Attorney: No appearance

Coroner's Office – Coroner Thoma thanked the Committee for allowing her to go to the Child Injury Conference last week. She gave a short explanation of some of the things she learned.

Emergency Management: Sheriff Podoll reported that he, Gary Podoll and two of the newest dispatchers went to a meeting at the National Weather Service recently. It was very valuable training regarding emergency weather situations. The Sheriff also reported that they are continuing to work on the train derailment plan. It should be done soon.

Sheriff's Office: Sheriff Podoll reported that they just completed some very good SWAT training at the new FVTC training facility. It's a great facility. He stated that he and Lori went to the Dodge County Board meeting to assist the Sheriff in support of their purchase of the Spillman RMS. They were very appreciative of our presence and the Board unanimously passed a motion to approve the purchase of Spillman. He reported that there was a crash on CTH F recently involving farm equipment. Supervisor Schubert asked if there was anything we could do to help prevent accidents like this from occurring. The Sheriff said that educating the farmers and being proactive by getting information out through the media are the best ways to accomplish this. If people see violations he recommends that they report it so that officers can talk to the parties involved.

Lynn Ryan, Recidivism Reduction Coordinator gave a very informative report on the RR program. Highlights were that of the 43 inmates in custody, 16 are working Huber inmates, 27 are eligible to be in the RR program. Of that there are 21 participants. That is a great participation rate. Many are participating in the education program with two working on their GED's. There are 2 volunteer tutors along with the MPTC teacher who has been with us for over six years and is doing an excellent job.

## BUDGET ADJUSTMENTS

None

## COMMITTED, RESTRICTED AND ASSIGNED FUNDS

A copy of the 2014 Jud/Law Committee Department's General Committed Funds was included in the packet along with letters from the Clerk of Circuit Court and the District Attorney's Office requesting continuance of their Committed Funds accounts. The Sheriff requested that a separate Committed Fund be established for the K-9 funds. *Motion/Second (Schubert/Wendt)* to approve the Sheriff's request to establish a K-9 committed fund for current and future donated funds to be used for expenses for the eight year life expectancy of the K-9s. All Ayes. Motion carried. Lori Evans explained that the committee needed to approve accounts and not amounts for Committed, Restricted and Assigned funds already in effect. *Motion/Second (Starshak/Schubert)* to continue with all of the Committed funds that have already been established. All Ayes. Motion Carried.

## MONTHLY SHERIFF REPORTS OCTOBER AND NOVEMBER

*Motion/Second (Starshak/Schubert)* to approve the October and November Monthly Sheriff's Reports. All Ayes. Motion carried.

## EXPENSE AND REVENUE MONTHLY REPORTS OCTOBER AND NOVEMBER

*Motion/Second (Starshak/Wendt)* to approve the October and November Monthly Expense and Revenue Reports. All Ayes. Motion carried.

## JUD/LAW PACKET CONTENTS

The Sheriff explained that he had security and safety concerns about not only the Jud/Law packet contents being available on the internet, but other Committee packets as well. The Committee understood and agreed with his concerns and asked him to go to the next Administrative meeting to explain those concerns. For the Judicial/Law Enforcement Committee, in the future copies of anything that have security, safety, or personnel concerns will be handed to the Committee members at the time of the Committee meeting and no longer be included in the packet. Voucher lists will also not be included in the packet. Detailed monthly training information will no longer be disbursed in printed format but will be discussed during Department Head comments.

**MONTHLY VOUCHERS**

The committee reviewed and signed the monthly claims for payment dated November 11, 2015 for the following offices in the following amounts:

Child Support:	\$	738.07
Clerk of Circuit Court:	\$	2,196.67
Clerk of Circuit Court:	\$	50.00
Clerk Thoma reported that the \$50.00 is for Betty Malzhan this month, not Sue Wendt)		
Coroner:	\$	636.00
District Attorney:	\$	2,920.61
Emergency Management	\$	130.00
Judge-Circuit Court:	\$	11,228.39
Sheriff's Office:	\$	94,833.84

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

**MOVE INTO CLOSED SESSION**

*Motion/second (Starshak/Wendt)* 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 relates to an exit interview. Roll call vote: Schubert – Aye, Starshak-Aye, Wendt– Aye, Thom – Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 6:00 p.m.

**RECONVENE INTO OPEN SESSION**

*Motion/second (Starshak/Schubert)* to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Wendt– Aye, Thom – Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 6:28 p.m.

It was reported that there was an exit interview in the closed session.

**COMMITTEE DISCUSSION**

The committee raised concerns that the smaller offices did not have reports to the County Board. They felt that it was important to hear from those Departments and would like to request that those reports be scheduled in the future.

## **FUTURE MEETING DATE AND AGENDA ITEMS**

The next meeting is set for December 9, 2015 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 6:31 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff