



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

April 10, 2013

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on April 10, 2013 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, Chairman
Debra Schubert, Vice-Chairman
Sue Wendt
Michael Starshak – arrived late

Others Present:

Mark A. Podoll, Sheriff
Tami Eisenga, Register in Probate
Sue Krueger, Clerk of Circuit Court
Tony Daly, Berlin Journal Papers
Chief Deputy Mark Putzke

Lori Evans, Admin. Asst. Sheriff
Judge Slate
Dan Hurst, Corporation Counsel
Coroner Darlene Strey

AGENDA

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the March 13, 2013 Judicial and Law Enforcement Committee meetings were included in the packet. *Motion/Second (Wendt/Schubert)* to approve the minutes as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES

None

APPEARANCES – PUBLIC COLLECTIONS

None

CORRESPONDENCE

Letter from Joseph Wichman commending Deputy Michael Prachel for the impressive professionalism he showed Mr. Wichman on a recent traffic stop. The Committee complimented Officer Prachel on the great job he does.

E-mail from Kathy Kautz, daughter of former Sheriff Ray Wianecki, thanking the Sheriff, Chief Deputy and Tony Daley for the great article in the paper regarding memorabilia given to the County by Kautz from her father's estate.

Letter from State of WI, DNR awarding the Sheriff's Office \$16,149.45 for reimbursement for the 2012 boating season.

Supervisor Starshak arrived at 4:38 p.m. *Motion/Second (Schubert/Wendt)* to seat Supervisor Starshak. All ayes. Motion carried.

PURCHASE REQUESTS

AED's/Defibrillators for each of the Sheriff's Office 18 Squad cars. To provide potential life- saving equipment for all squad cars. Funded 100% through donations. Quotes – Responder Services \$1,280.00 each, Allied 100 - \$1,495.00 each. Account number 13-100-09-52150-810-006. *Motion/Second (Schubert/Wendt)* to approve the purchase of 18 AED's/Defibrillators from Responder Services. All Ayes. Motion carried.

RESOLUTIONS AND ORDINANCES

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT COMMENTS

Sheriff Podoll reported that there was a traffic fatality since last month's meeting. He also reported that the Patrol Division had MAC training this month. This involved how to use vehicles in CERT type calls. He also reported that there was a squad verses deer crash. The squad is being repaired.

Sue Krueger was pleased to report that next month her office will be back to full staff for the first time in seventeen months.

JOB DESCRIPTIONS

The job description for Sheriff's Office Patrol Sergeant and management were mailed in the packet and reviewed. *Motion/Second (Schubert/Wendt)* to approve the job descriptions and send them on to Personnel. All Ayes. Motion carried. Lori Evans also advised the Committee that all Sheriff's Office job descriptions have been updated to include the addition that all employees are certified in the use of AED's and that the wording is preferred or is required in any job description qualification at the end of the sentence stating "any combination of education and experience that provides equivalent knowledge, skills and abilities" was removed.

Position Description for the Register in Probate was distributed at the meeting. This did not allow the committee adequate time for review. They requested that the job description be sent on to the Personnel Committee, however they requested that it be put back on the Judicial Law Enforcement Committee agenda for the May meeting.

POLICIES AND PROCEDURES

The Drug Endangered Children policy number 202.10.0 was sent in the packet. *Motion/Second (Starshak/Wendt)* to approve the policy. All ayes. Motion carried.

TRAINING

Motion/Second (Schubert/Starshak) to approve training requests for the Child Support Office and for the Sheriff's Office that were included in the packet. All ayes. Motion carried.

BUDGET ADJUSTMENTS

Motion/Second (Starshak/Schubert) to approve the creation of a revenue account for funds received in the Sheriff's Office from grants where the money was spent from

the Squad and Squad Equipment account and is now being reimbursed. This is being done as directed by the auditor. All Ayes. Motion carried.

EXPENSE AND REVENUE REPORTS

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

MONTHLY SHERIFF REPORTS

Motion/Second (Schubert/Wendt) to approve the Monthly Sheriff Reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated April 10, 2013 for the following offices in the following amounts:

Child Support:	\$	1,029.24
Clerk of Circuit Court:	\$	3,030.57
Coroner:	\$	5,000.18
District Attorney:	\$	1,094.85
Emergency Management	\$	0
Judge-Circuit Court:	\$	1,067.70
Sheriff's Office:	\$	95,000.84

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

The committee reviewed and signed the monthly claim for the payment dated April 10, 2013 for the following offices in the following amounts:

Clerk of Courts:	\$	50.00	(For Sue Wendt)
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Motion/Second (Schubert/Starshak) to approve all the above claims. Roll call vote: Schubert-Aye; Wendt-Abstain, Starshak-Aye, Thom-Aye. Motion carried.

CLOSED SESSION

Motion/second (Starshak /Schubert) to move into closed session per ss. 19.85(1) (5), considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person – employee administrative suspension and internal investigation and (c)

considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - evaluations Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into closed session at 5:12 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Starshak/Schubert) to move into open session Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into open session at 5:31 p.m.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second (Starshak/Schubert) to approve the evaluations from the Sheriff's Office as presented by Chief Deputy Mark Putzke for Corrections Officers Jesica Walker and Adam Quade, Corrections Sergeant Lori Leahy, Corrections Lieutenant Joel Gerth, Deputy Sheriff's Dustan Thompson, Troy Schroeder, Matt Vande Kolk, Ted Kuklinski and Karl Guenther, Detectives Josh Ward and Patti Crump, and Administrative Assistant to the Sheriff Lori Evans. Also included in the motion was approval of the evaluations submitted by Department Heads for Kathi Somers by Clerk of Circuit Court Sue Krueger and for Marcia Kleman submitted by Terry Stellmacher, Child Support Administrator. All evaluations should be placed in the employee's personnel files, except for the 6 month evaluation of Kathi Somers which should be forward to the Personnel Committee. All Ayes. Motion carried.

COMMITTEE DISCUSSION

None

NEXT MEETING DATE

Next regular meeting set for Wednesday, May 8, 2013 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 5:33 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff