

# **LAW ENFORCEMENT & JUDICIARY COMMITTEE**

**December 7, 2011**

**10:00 A.M.**

Chairman O'Melia called the meeting to order at 10:00 a.m. in Committee Room #2 of the Oneida County Courthouse.

## **LAW ENFORCEMENT COMMITTEE MEMBERS PRESENT:**

Chairman David O'Melia, Vice Chairman Bob Metropulos, Member Jack Young, Member Paul Dean, and Member Billy Fried.

**OTHERS PRESENT:** Sheriff Jeff Hoffman, Jail Administrator Kaye Juel, Corporation Counsel Brian Desmond, Clerk of Circuit Court Brenda Behrle, and Recording Secretary Jill Butzlaff.

Motion by Dean to approve the December 7, 2011, agenda as posted, second was offered by Fried, all ayes on voice vote; the motion carried 5-0.

Motion by Metropulos to approve the November 2, 2011, minutes, second by Dean, all ayes on voice vote; the motion carried 5-0.

## **MATTERS FOR DISCUSSION / ACTION:**

### **Corporation Counsel - 2012 Goal Planning**

Corporation Counsel, Brian Desmond, was present and distributed the Corporation Counsel Departmental Plan for 2012. Desmond discussed ongoing and priority projects with the Committee. Desmond noted his department continues to work on changes as a result of the Budget Repair Bill, and will continue to address the space needs of the department. Brief discussion followed regarding training in the department.

Motion by Metropulos to accept the goal planning document for the Corporation Counsel office, second by Dean, all ayes on voice vote; the motion carried 5-0.

### **Clerk of Circuit Court - Long Range Departmental Action Plan**

Clerk of Circuit Court, Brenda Behrle, was present and distributed the Long Range Plan for 2012. Behrle noted there was not a previous plan in place in the department. Behrle discussed the capital improvements and how revenues are collected in the department.

Motion by Metropulos to accept the long range departmental plan for the Clerk of Circuit Court, second by Dean, all ayes on voice vote; the motion carried 5-0.

### **Clerk of Circuit Court - LexisNexis - Contract w/company for driver's license info**

Clerk of Circuit Court, Brenda Behrle, was present and distributed information on Accurint for Government. Behrle noted this service was used in the past to help gather address data for individuals that are not obtainable through current resources. Behrle noted the cost for this service would be approximately \$50 per month. Brief discussion followed regarding what resources are available to various government offices for obtaining address information, and whether Behrle could transfer the money for this cost from another line item. The Committee requested Behrle speak to the Finance Director and return in January with further information. Discussion was information only, no action taken.

### **Sheriff's Office - Regular Hours of Work for Sheriff's Office Employees**

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Sheriff, Jeff Hoffman and Jail Administrator, Kaye Juel, were present. Hoffman noted that the new Employee Handbook states that all employees work 37.5 hours per week unless approval has been obtained by the proper Committees of jurisdiction. Hoffman is requesting Sheriff's Office employees continue to work 40 hour work weeks in order to operate effectively. Hoffman noted the proposed 37.5 hour workweek would require a need for six additional staff in the Corrections division. Hoffman noted the budget was prepared with 40 hour work weeks.

Motion by Metropulos to maintain a 40 hour work week at he Sheriff's Office at the Sheriff's discretion, second by O'Melia, all ayes on voice vote; the motion carried 5-0.

### **Sheriff's Office - 2012 Goal Planning**

Sheriff, Jeff Hoffman, was present and distributed the Sheriff's Office 2012 Departmental Plan. Hoffman stated there are minor changes in the plan. Hoffman stated Phase III has been delayed until 2013, although the money was originally allocated for 2012. Brief discussion followed regarding the warranty issues with the roof at the law enforcement facility, the status of the computer system upgrade, and the trend of the state inmates. Young suggested the Committee review these plans in June to see a status report of goals.

Motion by O'Melia to accept the Sheriff's Office departmental plan, second by Metropulos, all ayes on voice vote; the motion carried 5-0.

### **Sheriff's Office - 2011 Jail Inspection**

Sheriff, Jeff Hoffman, and Jail Administrator, Kaye Juel, were present. Hoffman provided copies of the inspection to the Committee for their review prior to the meeting. Hoffman thanked Juel and Assistant Jail Administrator LaDu-Ives for a positive inspection. Brief discussion followed regarding the inspection and prison trends.

Motion by O'Melia to accept the 2011 Jail Inspection, second by Dean.

Fried questioned who would make the repairs noted in the inspection, and Hoffman stated Buildings and Grounds would take care of those items.

All ayes on the above motion, motion carried 5-0.

## **AUDIT OF ALL LAW ENFORCEMENT DEPARTMENTS**

Following examination of financial information submitted by the law enforcement departments, O'Melia made a motion to approve all line item transfers, vouchers, BPO Reports, and other financial information as submitted, second by Young, all ayes on voice vote; the motion carried 5-0.

## **DISCUSS TOPICS FOR NEXT AGENDA / SET DATE AND TIME OF NEXT MEETING**

The next regular meeting was scheduled for:            January 4, 2012            10:00 a.m.  
Tour the Law Enforcement Center new construction

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**PUBLIC COMMENTS/DISCUSSIONS/COMMUNICATIONS**

There were no other public comments or discussions.

**ADJOURNMENT**

There being no further business before this committee, Metropulos made a motion to adjourn with a second by Dean, all ayes on voice vote; the motion carried 5-0 and the meeting was adjourned at 11:45 a.m.

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COMMITTEE CHAIRMAN

COMMITTEE SECRETARY      jab