

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
MARCH 10, 2015**

COMMITTEE MEMBERS PRESENT: Chairperson Mike Timmons, Bob Metropulos, Billy Fried and Mitch Ives.

COMMITTEE MEMBERS ABSENT: Scott Holewinski was excused.

OTHERS PRESENT: Jonathan Anderson (Lakeland Times), Bill Freudenberg (County Board Supervisor), Sheriff Hartman, Jill Butzlaff (Sheriff's Office), Brian Desmond (Corporation Counsel), Ann Marie Zuiker (Corporation Counsel), Shari Gorney (Corporation Counsel), Larry Mathein (Medical Examiner), Denise Briggs (District Attorney), Amy Franzen (Register in Probate), Deb Shawl (Branch II), Brenda Behrle (Clerk of Circuit Courts), Traci Running (Clerk of Circuit Courts) and Dawn Robinson, Committee Secretary.

CALL TO ORDER

Chairman Timmons called the meeting to order at 9:30 a.m. at the Oneida County Courthouse, Committee Room #1, 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 (Metropulos/Fried, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the February 24, 2015 Public Safety Committee Meeting Minutes (Fried/Ives, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for April 16, 2015 at 9:30 a.m.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS WITH NO AGENDA ITEMS

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

DEPARTMENT ITEMS:

The Clerk of Circuit Courts asked the Committee if she could present an employee service award to allow the employee to return to the office.

Clerk of Circuit Courts

Employee Service Awards

Running was recognized and received service award for 20-years.

Register in Probate

Line Item Transfers

The Probate Registrar provided and recapped the department's Line Item Transfers, Exhibit #1.

MOTION: To approve bills, vouchers and line item transfers for Register in Probate as presented (Fried/Ives, PASSED).

Approval of Conference Attendance for Register in Probate and Juvenile Clerk

The Voucher Summary Sheet was provided, Exhibit #2. The Registrar addressed annual spring conferences for both her and the Juvenile Court Clerk. Both conferences are budgeted.

MOTION: To approve Conference attendance for Register in Probate and Juvenile Clerk as presented (Fried/Metropulos, PASSED).

Bills, vouchers and line item transfers for Register in Probate

The topic of Notary was discussed.

Fried inquired the department/county charge fees for Notary's. There was discussion regarding department staff member(s) being a Notary and if departments collect fees for service. The Registrar explained the County does not collect fees. Fried inquired if County notary's offer service and collect fees outside of the departments. Metropulos stated very few notaries' charge for service.

MOTION: To approve bills, vouchers and line item transfers for Register in Probate as presented (Metropulos/Fried, PASSED).

Corporation Counsel

Employee Service Awards

The following employees were recognized and received service awards; Gorney (30-years) and Zuiker (25-years). Chairman Timmons recognized Desmond for 10-years of service.

Bills, vouchers and line item transfers for Corporation Counsel

MOTION: To approve bills, vouchers and line item transfers for Corporation Counsel (Fried/Metro, PASSED).

Chairman Timmons inquired how many county employees are notaries. Corporation Counsel explained Attorneys who pass the bar receive notary seals for life.

District Attorney

2014 Budget Closeout

Fried inquired if the Finance Director was consulted during the process. The District Attorney Secretary confirmed the Director was.

In reviewing department budget closeouts, Fried wondered how much money is left in the budget. Chairman Timmons suggested checking with the Finance director on issue.

The Clerk of Circuit Courts explained and addressed contingency funds. Chairman Timmons referred to Committee's he represents and stated those departments have not requested contingency monies.

MOTION: To approve the District Attorney 2014 Budget Closeout as presented (Fried/Ives, PASSED).

Bills, vouchers and line item transfers for District Attorney

MOTION: To approve bills, vouchers and line item transfers for District Attorney (Ives/Fried, PASSED).

Circuit Court Branch I, Circuit Court Branch II and Family Court Commissioner

2014 Budget Closeouts for Circuit Court Branch I, Circuit Court Branch II and Family Court Commissioner

The Branch II Judicial Assistant provided Exhibit #3 Circuit Court Branch I Line Item Transfer, Exhibit #4 Family Court Commissioner Line Item Transfer and Exhibit #5 Circuit Court Branch II Line Item Transfer.

Exhibit #3 Branch I Line Item Transfer.

Fried inquired about the Professional Liability line item and asked if it was insurance. The Judicial Assistant explained the budget and stated this was Branch I budget. Chairman Timmons suggested Fried consult with the Finance Director with questions regarding the line item. Fried inquired what monies remain in the budget. The Judicial Assistant explained the budget process.

Exhibit #4 Family Court Commissioner Line Item Transfer.

Fried asked if departments are required to have Committee approval to exceed a budgeted line item(s). Chairman Timmons explained it is not required to do so as long as a department does not exceed their bottom-line/end budget.

The Judicial Assistant referred to Guardian of Litem fees increasing and noted she (Assistant) consulted with the Finance Director regarding the issue.

Exhibit #5 Branch II Circuit Court Line Item Transfer.

The Judicial Assistant stated there was some money left in the budget and noted departments she presented today did not request monies from the General Fund.

Fried asked why it is a slow court year. The Judicial Assistant explained less people are coming in for court appointed attorney (income level, services, disability, social security, etc.). The Assistant explained the procedure.

MOTION: To approve the Circuit Court Branch I, Circuit Court Branch II and Family Court Commissioner 2014 Budget Closeouts as presented (Fried/Metropulos, PASSED).

Bills, vouchers and line item transfers for Circuit Court Branch I, Circuit Court Branch II and Family Court Commissioner

Fried inquired into an attorney bill. The Assistant explained some attorneys agree to be a court appointed attorney and/or a Guardian of Litem attorney.

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch I, Circuit Court Branch II and Family Court Commissioner as presented (Metropulos/Ives, PASSED).

Clerk of Circuit Courts

2014 Budget Closeout

The Clerk of Circuit Court provided Exhibit #6, Line Item Transfer and indicated this is the closest the department has used all of the Jury Fees monies.

MOTION: To approve Clerk of Circuit Courts 2014 Budget Closeout as presented (Fried/Ives, PASSED).

Bills, vouchers and line item transfers for the Clerk of Circuit Courts

MOTION: To approve bills, vouchers and line item transfers for Clerk of Circuit Courts (Fried/Metropulos, PASSED).

Sheriff's Office/Emergency Management

General Maintenance

The Sheriff asked the Committee for more details on this topic. Chairman Timmons explained the Committee would like a list of projects that need to be done.

There was discussion regarding what is considered furniture, etc.

Chairman Timmons requested general maintenance to be placed on the next agenda.

2014 Budget Closeout

The Office Administrator presented the Sheriff's Office Budget Summary, Exhibit #7, explained the budget process, quarterly reviews and informed the Committee the Sheriff's Office has a positive budget variance.

The Sheriff mentioned the positive variance could be used towards completing a project in the Jail. There was discussion regarding what could be completed and updated. The Sheriff indicated projects would be completed within budget.

Fried inquired how revenue is generated by supplies. The Office Administrator explained restitution revenue money did not fit in any other line item so it was placed in that account. Fried questioned if revenues are represented in parenthesis. The Administrator explained negative revenues are in parenthesis and positives are not and, the Administrator explained how the budget process used to be and how it is now.

The Administrator discovered after meeting with the Finance Director, continuing appropriations monies would not be shown on the budget summary. The Finance Director instructed the Administrator to present those line items separately and provided the information to the Committee.

Fried inquired if divisions were separated or part of the full budget presented. The Administrator clarified the Sheriff's Office budget consists of division budgets.

Ives inquired into overtime for Patrol. The Sheriff explained there is overtime due to vacancies in Patrol. There were discussions regarding filling vacancies and the hiring process.

MOTION: To approve the Sheriff's Office 2014 Budget Closeouts as presented (Timmons/Metropulos, PASSED).

Bills, vouchers and line item transfers for Sheriff's Office

Fried inquired about the ComTech Invoice and asked about inmate health care. The Administrator explained the ComTech Invoice pertains to the key card system and the Sheriff stated project is completed. The Sheriff informed the Committee inmates health care was changed to Aspirus. Fried asked the Sheriff to share Aspirus services with the court system as costs are increasing with no negotiating of prices with current health care provider.

There was discussion regarding who pays for state inmate health insurance coverage.

MOTION: To approve bills, vouchers and line item transfers for Sheriff's Office (Metro/Ives, PASSED).

Ives referred to new hires in Patrol and inquired if they have completed certification. The Sheriff indicated certification is a condition of employment for Patrol and new hires in Corrections are reimbursed by the State to complete certification, the County pays for wages.

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

General Maintenance List.

ADJOURN

10:31 a.m. MOTION: To adjourn the meeting (Metropulos/Fried, PASSED).

Mike Timmons, Chairman

Dawn Robinson, Committee Secretary

Bob Metropulos, Vice-Chairman