

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
AUGUST 20, 2015**

COMMITTEE MEMBERS PRESENT: Chairperson Mike Timmons, Bob Metropulos, Scott Holewinski, and Mitch Ives.

COMMITTEE MEMBERS ABSENT: Billy Fried (excused).

OTHERS PRESENT: Amy Franzen (Register in Probate), Mike Fugle (Corp Counsel), Brenda Behrle (Clerk of Courts), Denise Briggs (District Attorney's Office), Kathleen Belliveau (Branch I), Medical Examiner Larry Mathein, retired Oneida County Detective Sergeant Shannon Murray, Sheriff Grady Hartman, Chief Deputy Dan Hess, Jill Butzlaff (Sheriff's Office), and Andi Seidel, Committee Secretary.

CALL TO ORDER

Chairman Timmons called the meeting to order at 9:30 a.m. at the Oneida County Courthouse, Committee Room #2, 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.

Chairman Timmons noted that we were working off the second amended agenda.

APPROVE AGENDA

MOTION: To approve the Agenda (Metropulos/Holewinski, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the July 16, 2015 Public Safety Committee Meeting Minutes (Holewinski, Metropulos, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for September 17, 2015 at 9:30 a.m. Due to scheduling conflicts, the October meeting date was changed to October 22, 2015.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS

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

Register in Probate

Fall Probate Educational Conference

Amy Franzen reported that this education conference was on bills and vouchers signed at this meeting. Franzen reported that this conference is held in the spring and the fall, and there is one that juvenile court attends. Franzen reported that this conference is included in the budget. Holewinski and Timmons stated this needed to be separate, as out of town travel needed approval.

MOTION: To approve attendance at the Fall Probate Educational Conference (Holewinski/Metropulos, PASSED).

2016 Department Budget

Holewinski noted that health insurance went down (Exhibit #1). Franzen reported that she did not know why and those numbers came from the Finance Department. Franzen stated she only estimates and budgets for #522005 and down. Franzen reported the numbers were left the same as 2015. Franzen reported that she does not have a lot of control over the Postage and Box Rental line item. Franzen reported that most documents are sent to parties requesting they send a self-addressed return envelope, but that does not always happen. Holewinski stated that this could be lowered to \$700 and a line item transfer could be completed from elsewhere if needed.

MOTION: To adjust the Postage and Box Rent Line Item from \$1,000 to \$700 and then move the Register in Probate 2016 Budget forward to admin committee. (Holewinski/Timmons, PASSED).

District Attorney

2016 Department Budget

Denise Briggs reported that line item 461600 (see Exhibit #2) has taken in \$79,000 in revenue-Puchter payment. Holewinski asked where the money goes. Briggs reported this is general fund money to be used by the entire county. Holewinski questioned line item Other Professional Services for \$2,500. Briggs reported this is the summer law clerk. She stated the DA Office did not get a law clerk this summer due to UW budget cuts, but stated they were assured they would be able to get one for next year. Holewinski questioned why the Expert Witness fund was so high. Briggs stated they have the double murder trial and another big trial coming up. Holewinski questioned why line item Printing and Duplication was \$4,800 when it had been an average of \$4,000 for the last two years. Briggs reported this was due to Discovery with the two big cases coming up. Ives questioned if the DA Office would need more money budgeted for the victim witness services due to the two cases. Briggs reported they would not.

MOTION: To approve the 2016 District Attorney Budget as presented. (Holewinski/Ives)

Class A Conference for Administrative Support Personnel

Briggs reported that this conference has been approved for the past 25 years. Heidi Ihn and Anna Gauthier will attend this year and the conference lasts three days.

MOTION: To approve attendance of two employees at the conference as presented. (Holewinski/Metropulos, PASSED).

Sheriff's Office

Oneida County Code 5.25(2) Duty Weapon upon Retirement

Sheriff Hartman reported that a Detective Sergeant retired this year with 20+ years of experience. The Sheriff reported that under Oneida County Code 5.25(2) the deputy is gifted their duty weapon.

MOTION: To authorize the duty weapon be issued upon retirement per Oneida County Code 5.25(2) (Holewinski/Timmons, PASSED).

Staffing Request(s)

Staffing Requests for the following were presented: Patrol Deputy-School Resource Liaison Officer, Patrol Deputy-State Community Policing Officer, Corrections Officer-LTE Employees, 911 Telecommunicator-LTE Employee, Dive Team-LTE Employees, and Per Diem Payment for Volunteer HazMat Members.

Chief Deputy Hess reported that the School Resource Liaison Officer position is partially funded by the Rhinelander School District (estimated to be \$58,000 for 2015) and will continue to receive funding in 2016 (Exhibit 3a). Hess reported that historically, the school liaison officer works at the school during the school year, then supplements patrol on the road during the busy summer months.

There was discussion regarding the Community Policing Grant (Exhibit 3b). Hess reported that this position has been the same for ten years and works in the Minocqua-Woodruff-Lake Tomahawk area. Holewinski asked if this position had been removed before and Timmons reported that it has been around since the Tim Miller days. The Sheriff reported that \$30,000 comes from a state grant, but will not know the exact number until the grant process was complete. Holewinski asked if labor relations has ever bucked on this position. The Sheriff reported they had not.

Hess reported that the Sheriff's Office would like to hire three LTE Corrections staff at \$16.03/hour with a 600-hour limit to be utilized as necessary (Exhibit 3c). Hess reported that previously, retirees have come back and worked in these positions. The Sheriff reported that he would like to see the jail fully staffed, with enough inmates to hire part-time help.

Hess reported that the Sheriff's Office would like to hire one LTE 911 Telecommunication at \$18.86/hour with a 600 hour limit to be utilized as necessary (Exhibit 3d). The Sheriff reported this was new and the Sheriff's Office had a good retiree who can come back on a LTE basis. Ives asked what wage E911 starts at and was told at \$16.60. Hess stated they decided to go with \$18.86/hour because the person was a retiree and no training was involved.

Hess reported that the Dive Team consists of 13 members (Exhibit 3e). Assistant team leaders/master divers will be paid \$17.48/hr and members will be paid \$16.03/hr. Previously all members were paid \$15.00/hr. The Town of Woodruff Police Officer is

covered by a re-imbursement for actual wages/fringes. Dive Team members train once a month with additional emergency deployment.

Hess reported that Emergency Management per diem payment for Volunteer HazMat Members will change to \$45 per diem (Exhibit 3f), Deputy Emergency Management Director will be changed to \$18.92/hr., up to 225 hours (Exhibit 3g), and Reimbursement payment for the HazMat Chief Position will be at \$1,280.80 for approximately 240 hours (Exhibit 3h). There was discussion regarding the per diem payment. Ives asked how the figures compare to when they actually go on a call. Hess reported that this figure was for when they are called out. The Sheriff reported that this was for meetings, training, or being called out. Ives asked if that could be several hours' time and the Sheriff reported that it could.

MOTION: To move staffing requests of the Oneida County Sheriff's Office to LRES (Metropulos/Ives, PASSED).

Sheriff's Office ITS

Hess reported that they are looking to improve IT within the Sheriff's Office and presented an implementation plan (Exhibit #4). Hess reported there are 91 full-time employees at the Sheriff's Office and a computer count of 96. Hess stated that approximately 60% of the ITS work is conducted at the Sheriff's Office. Hess presented that the Sheriff's Office would like to move three IT employees full-time to the Sheriff's Office. There was discussion on how important this was to enhance public safety, the quality of services, backup of services, and a team effort. Hess reported that the Sheriff's Office goals would be implemented more effectively, outsourcing could be avoided, and projects could be done in a timely fashion. It was reported that there is opportunity for grant funding to obtain monies for technology.

Office Administrator Jill Butzlaff stated that the Sheriff's Office was at the mercy of IT when it came to budgetary discretions. Butzlaff reported instances where equipment was bought from the Sheriff's Office budget, but was on the inventory of IT and could go to a different department because they did not have funding in their budget. Hess reported that the Sheriff's Office knows what they need and would be more efficient in getting it accomplished with an IT staff in their building.

Holewinski stated that "timely" had been mentioned quite often and asked if there was a problem with IT dragging their feet. The Sheriff reported that the Sheriff's Office goals and IT goals did not match up. Holewinski stated that if the Sheriff's Office got their own IT, then Social Services and others would ask for their own IT. It was reported to Holewinski that Social Services already has their own IT. Holewinski stated it would be more efficient and that means the budget would go down. There was discussion of how the Sheriff's Office ties into the court system through IT. Holewinski reported that other departments in the courthouse have voiced frustrations with IT.

There was further discussion on the topic regarding new services the Sheriff's Office could offer, social media they could be a part of, the chain of command flow chart, and short-term goals if the implementation plan was approved.

Hess reported that the Sheriff's Office is 60% of IT work conducted for the county and was asking for 43% of the IT budget. There was discussion regarding the budget. Holewinski commented that it would have been nice to have the Finance Director here for the budget aspect. The Sheriff stated that he worked with LRES on what the Sheriff's Office was envisioning, the concept, and looked at the Carlson Dettman report for appropriate placement in the scale. Butzlaff reported that the current numbers came from the Finance Director. Butzlaff stated the numbers could be more or less, but went with the higher case scenario. There will need to be a meeting with the IT director to see what is currently spent at the Sheriff's Office.

Hess asked to move forward with the implementation plan and to meet with the IT director to get real budget figures. The Sheriff reported that he met early on with county board chair and Timmons, and believed that he had support from both of them. The Sheriff was looking for approval of the concept, with movement to the administration committee to have them decide what they think, and then to move into the nuts and bolts of the project.

Ives asked if this would involve the forensic lab. Hess reported it would not. Ives remembered this being talked about when New World was brought on. Hess reported that it was a little bit, but it was not the right time at that point. Holewinski commented that one department over here saves money, and then the Sheriff's Office wants to take it. Hartman stated that they have to look at job descriptions, look at the JDQ, and LRES needs to place the positions in the wage scale. Job descriptions will not be written until much further into the project.

Holewinski questioned the red note on the side of the proposal, which noted raises to Butzlaff and Hess. The Sheriff reported that he could not ask his department to take on another department and not give them more money. Holewinski asked why we could not leave everything as it was and just fix the issues in the IT Department. The Sheriff stated that he was trying to be politically correct, but reported that what was going on now was not working and it was affecting public safety. The Sheriff reported that he has been patient, but projects need to be done and the only other way would be to hire a company, which would raise what he is spending. The Sheriff reported that under this proposal, projects could be performed within the current budget. The Sheriff stated that while you can and should raise the pay for the Chief Deputy and Office Administrator, the budget was not different because of the IT Director retiring.

Holewinski reported that he was not fighting this, that he thought it was a good idea, but he needed more time to talk to the Finance Director and LRES. Holewinski stated that with the IT Director leaving, it should be a savings, but money would be going to the Sheriff's Office.

MOTION: To encourage the Sheriff's Office to move forward with the IT concept as presented. (Metropulos/Ives, PASSED).

Holewinski reported that he would like to do more research. Ives stated that research would be done as the project moved forward.

The Sheriff asked if the motion could be amended to read that the Sheriff's Office should move forward to the next appropriate committee.

MOTION: To encourage the Sheriff's Office to move forward to the next appropriate committee with the IT concept as presented (Metropulos/Ives, PASSED).

Holewinski asked how this would affect the Sheriff's Office budget. Butzlaff did not know if they had an answer for that, but probably would be a shift of money from one department to another. There was discussion about how the transfer of money from one department to another would work.

The Sheriff's Office presented their bills, vouchers, and line item transfers. There was discussion about the bills, vouchers, and line item transfers being approved for all departments under agenda item #5.

Circuit Court Branch I/Circuit Court Branch II/Family Court Commissioner 2016 Department Budgets

Kathleen Belliveau presented the bills, vouchers, and line item transfers for Circuit Court Branch I/Circuit Court Branch II/Family Court Commissioner. Belliveau was delayed in arriving at the meeting, therefore missed the approval under agenda item #5.

Belliveau reported that Deb Shawl was on vacation and she was presenting the budget for Branch II (Exhibit 5). Belliveau reported that the six month actual is really closer to a four month actual. There was discussion on budgeting so much when spending was much less. There was discussion on the guardian ad litem and how that goes up and down each year, which was dependent upon the caseload, and that the excess goes back to the general fund or to the other branch, as Branch I and Branch II share. Ives reported that he did not see anything drastic in the budget.

Board members discussed how sometimes the budgets are hard to figure out as every department does their budget a little differently and some budgets give back.

MOTION: To approve Circuit Court Branch II 2016 Budget as presented. (Timmons/Ives, PASSED)

Belliveau reported that the six month actual is really closer to four month actual, personnel was six month (Exhibit 6). Timmons stated that explained why everything appears out of balance when you look at it. Belliveau reported one significant change was that the professional liability insurance Judge O'Melia had was dropped. Holewinski commented well there's \$10,000 that we could give to the Sheriff's Office.

Belliveau reported that the family court commissioner was now a contracted position, with a significant drop over the last few years. Holewinski commented that the county

overpaid for years. Belliveau stated that the county was paying her benefits. Discussion was held on the work schedule of the family court commissioner and that she was paid for the hours that she was here.

MOTION: To approve 2016 budget for Circuit Court Branch I and Family Court Commissioner as presented (Holewinski/Metropulos, PASSED).

Staffing Request(s)

Belliveau reported that Branch I/BranchII/Vilas County share a law clerk and each pay 1/3 of the cost. Belliveau reported that they were able to keep the law clerk that they currently employ, and those figures are part of the LTE in the budget. Holewinski asked if anyone in LRES was bucking at that position. Belliveau reported that they have never been asked to come to a Labor Relation Committee meeting.

MOTION: To approve the LTE Law Clerk for Circuit Court Branch I and Circuit Court Branch II as presented (Metropulos/Ives, PASSED).

Holewinski asked why Branch II did not show in their budget that Vilas County pays 1/3 of the cost. Belliveau stated she would point out that Vilas County should be listed as paying 1/3 of the cost.

Clerk of Circuit Courts

LTE Request(s)

Brenda Behrle reported that the only difference from previous years is due to a change from LRES in the LTE wage schedule (Exhibit 7). Behrle reported that she has two LTE Bailiffs at \$11.42 and two slightly under. Holewinski asked how much of the \$5,000 was used and Behrle reported that she has never reached \$5,000.

Behrle reported that the LTE was still scanning, filing, etc. (Exhibit 8). The LTE was taken off bulk scanning of old cases and put on comparing the paper file with the electronic file to eliminate the weight issue. Behrle reported that her staff has very minimal staff time to do any scanning. Behrle reported that since the memo in July, she has eliminated three shelves. The current files being eliminated are the heaviest and as soon as they are done scanning, the shelves will be removed.

Holewinski asked if the increase in budget was because of the LTE. Behrle reported that the LTE wage scale increased, maybe an additional \$300. Behrle stated that as of 01-01-16, they are going paperless and part of that process is going through files and scanning all current open cases so when judges are on the bench, everything is available for them on their laptops.

MOTION: To approve LTE-Bailiffs and LTE-Bulk Scanning requests as presented (Holewinski/Timmons/second, PASSED).

2016 Department Budget

Behrle reported that in regard to revenue, a lot is dependent upon the number of cases filed and the amount of monies coming in and being collected (Exhibit 9). Behrle

reported that forfeitures were higher than in the past, penal fees dropped considerably since she has been on board, and this is all in regard to case filing, state forfeitures, and types of forfeitures being written. Behrle is hopeful that this is at a consistent amount, but it continues to go down. Holewinski thought Behrle was being very conservative.

Behrle reminded the committee that bonds and defaults were not part of her revenue, they are in addition, and go into the general fund. They only show in the budget because the Clerk of Courts Office tracks them. Behrle reported that she would like to see the money being defaulted from the courts go into a pot for remodeling. Holewinski asked where the money went. Behrle reported her wish to keep the default money for the courts, but the money goes to the general fund. There was discussion on how the money was tracked and who tracks it. Behrle reported that she asked the Finance Director to remove this from her budget, but was told that it needed to stay there. Holewinski commented that sometimes what the Finance Director does makes no sense to him. Ives asked if that was the way it had to be or if that was the way the Finance Director wanted it to be.

Behrle reported to the committee that they were being “put on notice” of sorts, that the switch has been flipped for electronic filing and there could be a loss of revenue for copies. If an attorney or law firm wants to file electronically, they would have access to the court documents. Timmons asked if the clerk could put on a price tag, like the Register of Deeds Office does. Behrle stated there is an additional \$5.00 filing fee.

Behrle reported that there was a \$300 reduction in expenses, mostly interpreter fees and noted that Central Purchasing reduced by \$600 because of going paperless in January 2016. Behrle would like to join the National Association of Court Management and that annual membership fee was in the budget. Ives asked about the jury fees staying the same. Behrle stated this has reduced a couple years in a row by a couple thousand dollars, but adjusts depending upon the number of trials. There are a couple of big trials coming up and this year’s number could change.

MOTION: To approve the Clerk of Circuit Court 2016 Budget as presented (Metropulos/Ives, PASSED).

Behrle reported that the law library was part of her budget and she has changed to Lexis Nexis, which was approximately a \$3,000 savings.

Update on Record/Storage Area

Discussed during LTE requests.

Medical Examiner

2016 Department Budget

Larry Mathein reported that the Medical Examiner budget remains fairly static, some pushes and shoves, but as close as possible to six month actual (Exhibit 10). There was discussion about the per diem shift for part-time employees. Mathein would like to increase the per diem for part-timers (highlighted line item on Exhibit 10). Mathein

reported that he did not know there were two separate line items for shift per diem and was combining wages and call pay for part-time employees.

Medical Examiner Fees

Mathein discussed being saddled with unfunded mandates from the State level, how in the past the Medical Examiner's Office was able to make up the cost of fees, and that has changed now due to new legislation. Timmons asked if that was what Mathein asked him to talk to Senator Tiffany about. Mathein stated yes, and that he was applying great due diligence to be sure regarding services provided. Mathein stated he was trying to keep everything stable, but costs of tests, autopsies, etc. were rising.

Mathein reported that at some point in the spring of this year, a budget bill was presented to the state government and they determined they were going to limit and reduce the amount of money reimbursed to funeral homes and families that meet certain requirements (indigent, are on Badger Care, etc) (Act 55). There was further discussion on this topic and how it became effective when the State budget was signed. Mathein reported that no coroner or medical examiner received information regarding this.

Mathein thought it would be appropriate to let larger counties fight it out and see where it would go from here. Mathein explained the billing process used in the Medical Examiner's office and there was discussion regarding a comprehensive way to go forward. Mathein explained that sometimes you do not know people are indigent until the State says they are. There was discussion on how this could affect the Medical Examiner's budget.

MOTION: To approve the 2016 Medical Examiner Budget as presented (Timmons, Metropulos, PASSED).

There was discussion regarding the purchase of a new vehicle, where it was in the budget, and how it was submitted to Capital Project and rated a C. Mathein reported that he was told to bring it back to the committee. It was discussed that they might not realize what the vehicle was used for. Holewinski commented that the Medical Examiner's Office should borrow one from the Sheriff's Office, as they have them sitting around. Mathein reported that he was told to go this process and bring this back to the committee. Holewinski stated that what Mathein needed to do was to resubmit back to the capital outlay. Mathein reported that the committee was to direct Mathein to address the vehicle with the administrative committee during the budget hearing. Holewinski asked if we hire out to transport. Timmons reported this vehicle was so the Medical Examiner does not have to use their personal vehicle on a transport.

MOTION: To resubmit the purchase of a vehicle for the Medical Examiner's Office to the appropriate committee (Holewinski/Timmons, PASSED).

2016 Forest County Contract

Mathein reported that he met with the Finance Director on the Forest County numbers. There was discussion on how the call volume for Forest County has increased and the

types of calls have required more autopsy work. Mathein reported it was costing about 5% more to serve Forest County and the Finance Director stated to raise this by \$2,000 and it should be good.

There was discussion on the amount of autopsies for each county and if the \$40,000 was still covering Oneida County, including the Medical Examiner's time. It was reported that the autopsy number was still less than standard and how it was a different environment in Forest County.

MOTION: To approve the 2016 and 2017 Oneida County Medical Examiner Contract with Forest County (Holewinski/Metropulos, PASSED).

It is anticipated that the Committee will adjourn to closed session pursuant to WI Stats Section 19.85(1)(c) 'for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or responsibility'. Topic: Medical Examiner Performance Evaluation and Compensation

MOTION: To go into closed session pursuant to WI Stats Section 19.85(1)(c) 'for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the body has jurisdiction or responsibility'. Topic: Medical Examiner Performance Evaluation and Compensation (Holewinski/Ives, On a Roll Call Vote: TIMMONS: Aye; METROPULOS: Aye; FRIED: Absent; HOLEWINSKI: Aye; IVES: Aye.

The committee entered into closed session at 11:46 a.m.

MOTION: To return to open session (Holewinski/Metropulos, On a Roll Call vote: TIMMONS: Aye, METROPULOS: Aye, FRIED: Absent; HOLEWINSKI: Aye; IVES: Aye.

The committee returned to open session at 12:03 p.m.

MOTION: To forward a recommendation for step increase for Medical Examiner Larry Mathein (Metropulos/Timmons, PASSED).

PUBLIC COMMENTS

Mathein commented on the discussion regarding the Sheriff's Office and IT, and stated he also was frustrated with IT. Mathein reported that he could see where the Sheriff was coming from and he also was stymied by the lack of response from IT where silly little things could have been accomplished. Mathein gave an example that his office is now filing everything electronically and asked a year and half ago for a Surface Pro 3 type of equipment. Mathein reported that he was told sure, we'll put you in the que. Mathein reported that he has been in the que for a year and half. Mathein reported that it was disappointing to find out that IT was buying 21 computers for board members, but could not buy one computer for an employee who uses it every day. The IT Department is flying here and there, and things in the middle are dropped.

ITEMS FOR FUTURE AGENDAS

None

ADJOURN

Time 12:07 a.m. MOTION: To adjourn the meeting (Metropulos/Ives, PASSED).

Mike Timmons, Chairman

Andi Seidel, Committee Secretary

Bob Metropulos, Vice-Chairman