

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, July 11, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – June 13, 2011
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
 - Line Item Transfer Discussion/Action
 - Disbursement of ME annual evaluation packets
 - 2012 Budget Discussion/Action
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Unanticipated Revenue Discussion/Action
 - Disbursement of EM annual evaluation packets
 - 2012 Budget Discussion/Action
- Dispatch
 - Approve Vouchers
 - 2012 Budget Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - 2012 Budget Discussion/Action
- Circuit Court
 - Approve Vouchers
 - 2012 Budget Discussion/Action
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
 - 2012 Budget Discussion/Action
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- Clerk of Court
 - Approve Vouchers
 - 2012 Budget Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - Community Service Work Vest Discussion/Action
 - Explore Subcontracting of Services Discussion/Action
 - Promote CSW Supervisor to Coordinator Discussion/Action
 - Fill CSW Supervisor Position Discussion/Action
 - Half Time Position Discussion/Action
 - Credit Card Request Discussion/Action
 - Three EM Presentations Discussion/Action (no more than 15 minutes each)

- Reimbursement/Line Item Transfer Discussion/Action
- CD Presentation regarding OWI Court (15 minutes)
- 2012 Budget Discussion/Action
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
July 11, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Carol Las, Craig Buswell, Anthony Boltik, Dan Olson

Members Absent:

Also Present: Sheriff Pete Quirin, Chief Deputy Lisa Josvai, Randy Williams, Peggy Thorsen, Cindy Struve, Judge Ziegler, BI representative

Irwin called the meeting to order at 5:00 p.m. Roll taken with Boltik & Olson absent.

McTaggart moved to approve the June 13, 2011 meeting minutes, second by Buswell. Motion carried (5-0)

Boltik & Olson arrived at 5:02 p.m.

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$10,316.88. Humphrey moved to approve, second by Las. Motion carried (7-0).

Review Monthly Department Activities: Monthly activities explained.

Unanticipated Revenue Discussion/Action: Unanticipated training grant revenue as mailed with the Agenda. Said money will be used to pay expenses. Humphrey moved to accept the unanticipated grant revenue as presented, Second by Las. Motion carried (7-0)

Disbursement of EM annual evaluation packets: Evaluation packets handed out for next month.
2012 Budget Discussion/Action: Struve is looking into physicals for HazMat members.

DISPATCH

Randy Williams presented vouchers in the amount of \$151.53 & \$778.37. Humphrey moved to approve, second by Las. Motion carried (7-0).

2012 Budget Discussion/Action: Williams will be putting a request for repeaters for narrow banding, a Mutual Aid Box Alarm System and new antennas into his 2012 budget.

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$27,562.87 (admin), \$44,770.66 (jail) and \$60.00 (CTU), \$860.82 for credit card and pre paid vouchers in the amounts of \$171.94, \$20,519.15, \$18,905.09, \$270.12 & \$1,348.20. Humphrey moved to approve, second by Buswell. Motion carried (7-0).

Overtime/Caseload Statistics: Written report/statistics provided and discussed. Written statistics for the past several years were provided by Las and discussed. McTaggart asked what the recidivism rate was for those on bond monitoring and Judge Ziegler indicated the program is too young to determine that.

2012 Budget Discussion/Action: No real changes for 2012.

JUSTICE DEPARTMENT

EM Presentation by Cathy Fulda of BI, Inc. Equipment provided with explanations as to what they do and how Justice Department staff would use it. An explanation of what the company does was presented, along with a handout. BI already contracts with Human Services. Good

cellular coverage is necessary for the GPS to work properly. Justice Department staff would do the monitoring, based on the parameters entered by staff. Irwin asked how much more labor intensive this would be and Thorsen indicated it would not be at all as she is notified already when violations occur. The alcohol device rental cost \$7 per day for alcohol only and \$8 per day for alcohol and radio monitoring. Only have to pay when devices are actually used. We currently have a month to month contract with Sun Monitoring. Thorsen indicated this is better service with about \$2,000 per month in saving potential. Irwin asked how much more this would cost for labor and Thorsen indicated she does this without charge currently, but if someone would be on call, it would be about \$500 per month. Olson asked why calls couldn't go to Dispatch which is manned 24/7. Thorsen indicated there are several calls that are weeded out that go nowhere so someone would have to weed out the minor calls. **Olson moves to switch to BI, Second by Las.** Irwin asked that this be tabled as he is uncomfortable approving without RFP's and without this being reviewed by the County Administrator or Corporation Counsel. Humphrey is uncomfortable with only having one presenter. Olson indicated this is a month to month contract as is the current program so there would be nothing to lose and if we could save \$2,000 a month, we should act on this. Thorsen said there will be no additional staff or labor charges at all. BI indicated there are no start up costs and no software costs. **Las called to question to end discussion, Second by McTaggart. Roll taken with 5 yes and 2 no (Humphrey & Olson). Roll taken on the original motion with 3 yes and 4 no (Irwin, Buswell, Humphrey, Olson).** Olson indicated he is concerned the contract has been at corporation counsel for a couple months. Humphrey indicated he would like to hear further on this matter with the County Administrator and Corporation Counsel having reviewed the contract. Boltik asked if RFP's will be provided by next month. **Olson moves to reconsider the original motion, Second by Las.** Thorsen indicates she believes the current contract is month to month. Thorsen asked if RFP's could be requested for next month. Buswell indicated it would be a good idea to have direction from the County Administrator for RFP's. Olson said there is no reason not to switch if all contracts are month to month. Thorsen indicated she will put out RFP's with the County Administrator's assistance and present them next month. **Olson withdraws his motion.** RFP's and/or bids will be provided next month.

Peggy Thorsen presented department vouchers in the amount of \$7,624.70 & \$1,011.67. **Humphrey moved to approve, second by Las. Motion carried (7-0).**

Community Service Report/Court Service Report: Written report provided and explained.

Community Service Work Vest Discussion/Action: **Las moves that the wearing of vests be left up to the discretion of the CSW supervisor, Second by Buswell. Motion carried (6-1) Olson opposed.**

Explore Subcontracting of Services Discussion/Action: Irwin indicated he put this on regarding services in the department in order to review the services in the department to see if they can be subcontracted out. **Olson moves to explore the subcontracting of CSW and bond monitoring employees. Motion falls for lack of a second.** McTaggart indicated these positions need to be filled now. Irwin indicated it is 1 position, the coordinator position, at this time. Las indicated that ATTIC initially was used and the county decided it could better handle CSW. Thorsen said if it's cheaper, we should do it, but she doesn't believe the service would be the same. Irwin asked that this be explored and to send out RFP's. Humphrey asked how we could fill these positions and explore subcontracting at the same time. McTaggart indicated he would not approve doing away with any positions. **Las moves that the subcommittee explore subcontracting of these positions. Las withdraws her motion.** McTaggart believes the filling of open positions should continue. Per Mar could provide someone to take out community service workers. **Humphrey moves that the Reduction & Privatization**

Subcommittee explore alternatives to the county providing these employees, Second by Olson. Motion carried (7-0).

Promote CSW Supervisor to Coordinator Discussion/Action: Humphrey moves to approve this promotion, Second by Las. Las believes there is a need to fill these positions to keep the programs going as they are. Boltik asked what happens if the RFP's come in lower and it was indicated that would be dealt with at that time. Motion carried (7-0).

Fill CSW Supervisor Position Discussion/Action: Humphrey moves to fill this position, Second by McTaggart. Motion carried (6-1). Olson opposed.

Half Time Position Discussion/Action: Withdrawn

Credit Card Request Discussion/Action: McTaggart moves to approve the credit card request with a limit of \$300, Second by Las. Motion carried (7-0).

Reimbursement/Line Item Transfer Discussion/Action: Irwin asked if the county meal allotments were used and Thorsen indicated she could not answer that. Las moves to approve the line item transfer as presented using the state reimbursement amounts, Second by McTaggart. Motion carried (7-0)

CD Presentation regarding OWI Court: 10 minute CD played regarding OWI Court.

2012 Budget Discussion/Action: No changes expected.

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$30.00 and \$58.03. Humphrey moved to approve, second by Boltik. Motion carried (7-0).

Caseload Statistics: Provided

Line Item Transfer Discussion/Action: Humphrey moves to approve the line item transfer as presented, Second by Buswell. Motion carried (7-0)

Disbursement of ME annual evaluation packets: Disbursed.

2012 Budget Discussion/Action: No discussion.

CIRCUIT COURT

Department vouchers were presented in the amount of \$13,169.45. Humphrey moved to approve, second by Buswell. Motion carried (7-0).

2012 Budget Discussion/Action: No discussion.

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$586.90 and \$1402.32. Humphrey moved to approve, second by McTaggart. Motion carried (7-0).

Caseload Statistics: Written report provided.

2012 Budget Discussion/Action: No discussion.

CLERK OF COURTS

Department vouchers were presented in the amounts of \$10,180.43, \$1,577.40, \$113.49, \$1,180.39 and 124.54. Humphrey moved to approve, second by Las. Motion carried (7-0). McTaggart would like to commend Shirley for writing a trip report regarding her conference attendance.

2012 Budget Discussion/Action: No discussion.

Agenda Items for Next Meeting: 2 Department Head Evaluations, RFP's for electronic monitoring.

Next Meeting Date/Time: August 8, 2011 at 5:00

Olson moved to adjourn at 8:02 p.m., second by Boltik. Motion carried (7-0).

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, August 8, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – July 11, 2011
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
 - Vacancy Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - RFP's and/or Bids for Monitoring Discussion/Action
 - Handout 2012 Budget for Review
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Credit Card Discussion/Approval
 - Administrative Assistant/Receptionist Vacancy Discussion/Action
 - Jailer Vacancy Discussion/Action
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
- Dispatch
 - Approve Vouchers
- Circuit Court
 - Approve Vouchers
- Clerk of Court
 - Approve Vouchers
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Closed session pursuant to Wis. Stats. 19.85(1)(c) to conduct annual department head evaluations (Medical Examiner & Emergency Management) at approximately 6:00 p.m.
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
August 8, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Carol Las, Craig Buswell, Anthony Boltik, Dan Olson

Members Absent:

Also Present: Sheriff Pete Quirin, Chief Deputy Lisa Josvai, Lynn Kloety Jamesson, Lt. Stan Hendrickson, Judge Ziegler, Cindy Struve

Irwin called the meeting to order at 5:00 p.m. Roll taken with Olson absent.

Boltik moved to approve the July 11, 2011 meeting minutes, second by Buswell. Motion carried (6-0)

DISTRICT ATTORNEY

Lynn Kloety Jamesson presented department vouchers in the amount of \$2,718.81 and \$134. Humphrey moved to approve, second by Las. Motion carried (6-0).

Caseload Statistics: Written report provided and explained.

Vacancy Discussion/Action: Humphrey moves to approve the filling of the vacancy, second by Buswell. Motion carried (6-0)

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$71,063.96 and pre paid vouchers in the amounts of \$24,721.35 and \$91,051.34. Humphrey moved to approve, second by Buswell. Motion carried (7-0).

Olson arrived at 5:15 p.m.

Monthly Activities/Caseload Statistics: Lt. Hendrickson was introduced to the committee. Written report provided and discussed.

Credit Card Discussion/Approval: Buswell moves to approve the credit card for Lt. Hendrickson, second by Humphrey. Motion carried (7-0)

Administrative Assistant/Receptionist Vacancy Discussion/Action: Humphrey moves to approve the filling of this vacancy, second by Las. Motion carried (7-0).

Jailer Vacancy Discussion/Action: Las moves to approve the filling of this vacancy, second by Boltik. Motion carried (7-0).

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$861.80. Humphrey moved to approve, second by Buswell. Motion carried (7-0).

Review Monthly Department Activities: Written report provided.

JUSTICE DEPARTMENT

Department vouchers were presented in the amount of \$9,224.78. Humphrey moved to approve, second by Las. Motion carried (7-0).

Community Service Report/Court Services Report: Written report provided.

RFP's and/or Bids for Monitoring Discussion/Action: Withdrawn.

Handout 2012 Budget for Review: Preliminary budget provided for review. Las questioned why the CSW position was pulled from the budget. Irwin indicates Personnel approved filling the position with LTE's so it is unclear. Las asked what the Consolidation recommendation was and it was indicated that process is not complete. McTaggart indicated this committee approved the position and Personnel did not and they have the final say.

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$4,557, \$58.03 and \$123.91. Humphrey moved to approve, second by Boltik. Motion carried (7-0).

Caseload Statistics: Provided

DISPATCH

Department vouchers were presented in the amount of \$980.73, \$173.62, \$120.44 and \$2,010. Humphrey moved to approve, second by Buswell. Motion carried (7-0).

CIRCUIT COURT

Department vouchers were presented in the amount of \$6,325.52 and \$948.22. Buswell moved to approve, second by Humphrey. Motion carried (7-0).

CLERK OF COURTS

Department vouchers were presented in the amounts of \$11,914.26, \$1,658.66, \$422, \$418.70, \$276.93 and \$366.23 Humphrey moved to approve, second by Buswell. Motion carried (7-0).

Agenda Items for Next Meeting: RFP's, OWI Coordinator Position?
Next Meeting Date/Time: September 12, 2011 at 5:00 p.m.

Roll taken to go into closed session at 6:16 p.m. pursuant to Wis. Stats. 19.85(1)(c), with unanimous vote.

Boltik moved to go into open session, second by Buswell, Unanimous roll call vote.

Boltik moved to adjourn at 6:40 p.m., second by Humphrey. Motion carried (7-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, September 12, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – August 8, 2011
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
 - Line Item Transfer Discussion/Action
- Dispatch
 - Approve Vouchers
 - Dispatcher End of Probation Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Jailer Vacancy Discussion/Action
 - Credit Card Discussion/Action
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Budget Adjustments (2) Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - RFP for OWI Court Case Manager Discussion/Action
 - RFP for Electronic Monitoring Discussion/Action
 - Community Service Work Program Discussion/Action
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
- Circuit Court
 - Approve Vouchers
- Clerk of Court
 - Approve Vouchers
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
September 12, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Carol Las, Craig Buswell, Dan Olson

Members Absent: Anthony Boltik

Also Present: Sheriff Pete Quirin, Randy Williams, Cindy Struve, Peggy Thorsen, Judge Ziegler, Lynn Kloety Jamesson,

Irwin called the meeting to order at 5:00 p.m. Roll call taken with Boltik & Olson absent.

Humphrey moved to approve the August 8, 2011 meeting minutes, second by Buswell. Motion carried (5-0)

DISPATCH

Randy Williams presented department vouchers in the amount of \$2,164.64 & 131.81. Humphrey moved to approve, second by Buswell. Motion carried (5-0).

Dispatcher End of Probation Discussion/Action: Humphrey moved to approve retaining the end of probation Dispatcher, second by Buswell. Motion carried (5-0).

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$76,108.38 and prepaid vouchers in the amounts of \$2,101.69, \$270.12 and \$5,491.90 and credit card expenditures totaling \$405.69. Humphrey moved to approve, second by Las. Motion carried (5-0).

Monthly Activities/Caseload Statistics: Written report provided and discussed.

Jailer Vacancy Discussion/Action: Humphrey moved to approve filling the Jailer position, second by Buswell. Motion carried (5-0).

Credit Card Discussion/Approval: Humphrey moved to approve a credit card for the new patrolman, second by Buswell. Motion carried (5-0)

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$688.41. Humphrey moved to approve, second by Las. Motion carried (5-0).

Review Monthly Department Activities: Verbal report provided with department activities to include chemical fire training and then the Northern Engraving chemical fire occurred, severe storms in the area, tabletop exercises and other training.

Budget Adjustments (2) Discussion/Action: Buswell moves to approve the Budget Adjustment in the amount of \$59,746.76 as provided, second by Humphrey. Motion carried (5-0). Humphrey moves to approve the Budget Adjustment in the amount of \$506.56 as provided, second by Las. Motion carried (5-0).

JUSTICE DEPARTMENT

Peggy Thorsen presented department vouchers in the amount of \$9,319.17 & 265.14. **Humphrey moved to approve, second by McTaggart. Motion carried (5-0).**

Community Service Report/Court Services Report: Written report provided and questions answered. Las asked what the Privatization Committee has done with positions for this department. Irwin indicated Personnel approved an LTE for this position. Per Mar was also approved for the positions.

Olson arrived at 5:39.

Thorsen indicated this committee approved the promotion of the supervisor to coordinator and to fill the supervisor position in July, however, Personnel has not approve these positions/promotions and she is asking for help as she is unable to find an LTE. Las is uncomfortable hiring a LTE who would drive county vehicles, operate machinery, etc.

RFP's for OWI Court Case Manager Discussion/Action: Request for Proposal draft was provided. Irwin asked if Ken Kittleson has been asked about this contracted position and it was indicated he has not been made aware of it. **Las moved to approve the OWI Court Case Manager position, second by McTaggart.** Las indicated this money was put in the budget in 2011 and this is the next step. Olson asked if this would save the county money. Judge Ziegler indicated it would save jail bed days. In the beginning, the cost will be more than the savings, but hopefully the recidivism rate would be reduced, thereby reducing county costs in the future. Olson asked how many people would be monitored and Judge Ziegler indicated about 20-25 individuals. The fee charged to the individuals would be less than \$1,000. Thorsen believes the salary for a case manager would be less than \$60,000 for a full time individual. **Irwin moved to change the RFP to indicate contracted services and/or individual, second by Humphrey. Motion carried (5-1) Las opposed. Motion carried on original motion (5-1) Las opposed.**

RFP's for Electronic Monitoring Discussion/Action: Withdrawn due to caseload.

Community Service Work Program Discussion/Action: Judge Ziegler indicated the importance of county employees and not having contracted individuals supervise the community service program workers so that all individuals have the confidence that these workers are being supervised. Ziegler also indicated the status quo with these positions cannot continue. **Buswell moves to promote the current community service supervisor to the coordinator position and to fill the supervisor position, second by Humphrey. Motion carried (4-2) Olson & Irwin opposed.**

DISTRICT ATTORNEY

Lynn Kloety Jamesson presented department vouchers in the amount of \$810.36 & 69.01. **McTaggart moved to approve, second by Humphrey. Motion carried (6-0).**

Caseload Statistics: Written report provided and explained.

Line Item Transfer Discussion/Action: **Humphrey moved to approve the line item transfer as provided, second by Buswell. Motion carried (6-0).**

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$128.60, \$56.62 and \$5,826.47. **Humphrey moved to approve, second by Las. Motion carried (6-0).**

Caseload Statistics: Provided

CIRCUIT COURT

Department vouchers were presented in the amount of \$9,921.43. **Humphrey moved to approve, second by Las. Motion carried (6-0).**

CLERK OF COURTS

Department vouchers were presented in the amounts of \$11,672.84 and 4,956.95. **Humphrey moved to approve, second by Las. Motion carried (6-0).**

Agenda Items for Next Meeting: EM line item transfers
Next Meeting Date/Time: October 10, 2011 at 5:00 p.m.

Buswell moved to adjourn at 6:49 p.m., second by Olson. Motion carried (6-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, October 10, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – September 12, 2011
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Resolution Approving Request for Law Enforcement Aid for the Wisconsin Ho Chunk Nation Population Discussion/Action
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Line Item Transfer Discussion/Action
 - Budget Adjustment Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - New Position – Case Manager, OWI Court Discussion/Action
 - Review Job Descriptions for CSW Supervisor and Coordinator Discussion/Action
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
- Dispatch
 - Approve Vouchers
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
- Circuit Court
 - Approve Vouchers
- Clerk of Court
 - Approve Vouchers
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
October 10, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Carol Las, Craig Buswell, Dan Olson, Anthony Boltik

Members Absent:

Also Present: Lisa Josvai, Cindy Struve, Judge Ziegler

Irwin called the meeting to order at 5:00 p.m. Roll call taken with Boltik absent.

Olson moved to approve the September 12, 2011 meeting minutes, second by Buswell. Motion carried (6-0)

SHERIFF

Chief Deputy Josvai presented department vouchers in the total amount of \$68,672.65, \$732.74, 270.12 & \$1,908.66. Humphrey moved to approve, second by McTaggart. **Motion carried (6-0).**

Boltik arrived at 5:03.

Monthly Activities/Caseload Statistics: Written report provided.

Resolution Approving Request for Law Enforcement Aid for the Wisconsin Ho Chunk Nation Population Discussion/Action: **Buswell moved to approve the Resolution as presented, second by McTaggart. Motion carried (7-0)**

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$853.97. Humphrey moved to approve, second by Las. **Motion carried (7-0).**

Review Monthly Department Activities: Written report provided and questions answered.

Line Item Transfer Discussion/Action: **Humphrey moved to approve the line item transfer from conferences/office supplies to vehicles in the amount of \$634.17, second by McTaggart. Motion carried (7-0)**

Budget Adjustment Discussion/Action: **Humphrey moved to approve the budget adjustment as presented, second by Buswell. Motion carried (7-0)**

JUSTICE DEPARTMENT

Department vouchers were presented in the amount of \$7,991.85. **Olson moved to approve, second by Humphrey, with the exception of the 'close out printer' line which was removed. Motion carried (7-0).**

Community Service Report/Court Services Report: Written report provided.

New Position – Case Manager, OWI Court Discussion/Action: Withdrawn.

Review Job Descriptions for CSW Supervisor and Coordinator Discussion/Action: Job descriptions provided of the CSW supervisor, CSW coordinator and jailer positions. **Olson moved to recommend that the Coordinator and Supervisor job descriptions be reviewed by the Personnel Department, second by Irwin.** Las indicated that the department head should be here during this discussion. Irwin indicated this committee is doing nothing, other than recommending that the Personnel Department review the descriptions and that the department head chose to leave prior to the meeting starting. Olson believes it is a good idea that this committee reviews all descriptions and sees no harm in having them reviewed. Las

asked if this is going to be done with all department vacancies. Irwin indicated he does not know, but it should be. Las believes this department and these positions are being singled out. Boltik asked who makes up the descriptions and if this committee could make recommendations. It was indicated it could. Buswell agrees that Personnel should review all descriptions when they are vacant. **Motion carried (4-3) Las, Boltik, McTaggart opposed.**

Las moved to have the temporary position and coordinator position appealed to the full County board. Irwin ruled this motion out of order.

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$1,232.56 & 610.88. Olson moved to approve, second by Humphrey. **Motion carried (7-0).**

Caseload Statistics: Written report provided.

DISPATCH

Department vouchers were presented in the amount of \$123.48 & 958.09. Humphrey moved to approve, second by Olson. **Motion carried (7-0).**

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$750.00. Humphrey moved to approve, second by Boltik. **Motion carried (7-0).**

Caseload Statistics: Provided

CIRCUIT COURT

Department vouchers were presented in the amount of \$10,443.08. Humphrey moved to approve, second by Olson. **Motion carried (7-0).**

CLERK OF COURTS

Department vouchers were presented in the amounts of \$11,327.03 & 1565.33. Olson moved to approve, second by Boltik. **Motion carried (7-0).**

Agenda Items for Next Meeting: Las: CSW Coordinator/Supervisor positions to full County Board, Irwin ruled out of order as the positions have not been rejected by Personnel.
Next Meeting Date/Time: November 14, 2011 at 5:00 p.m.

Humphrey moved to adjourn at 6:07 p.m., second by Olson. **Motion carried (7-0)**

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, November 14, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – October 10, 2011
- Clerk of Court
 - Approve Vouchers
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Budget Adjustments (2) Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - Line Item Transfer Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Jailer Vacancy Discussion/Action
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
- Dispatch
 - Approve Vouchers
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
- Circuit Court
 - Approve Vouchers
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
November 14, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Carol Las, Craig Buswell, Anthony Boltik arrived at 5:31
Members Absent: Dan Olson
Also Present: Sheriff Pete Quirin, Lisa Josvai, Shirley Chapiewsky, Cindy Struve, Peggy Thorson, Randy Williams

Irwin called the meeting to order at 5:00 p.m. Roll call taken with Boltik & Olson absent.

Humphrey moved to approve the October 10, 2011 meeting minutes, second by Buswell. Motion carried (5-0)

CLERK OF COURTS

Shirley Chapiewsky presented department vouchers in the amounts of \$8,782.77, \$5,258.97, \$382.93, \$4,002.92, \$40.00, \$118.21 & \$571.00. Humphrey moved to approve, second by Buswell. Motion carried (5-0).

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$2,210.76. Humphrey moved to approve, second by Buswell. Motion carried (5-0).

Review Monthly Department Activities: Written report provided & explained.
Budget Adjustments (2) Discussion/Action: Buswell moved to approve the HS Grant Revenue Budget Adjustment as presented, second by McTaggart. Motion carried (5-0).
Buswell moved to approve the HazMat Response Team donation Budget Adjustment with the money going into 10.242.52920.345, HazMat Equipment & Supplies, second by Humphrey. Motion carried (5-0).

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$105,263.55, \$248.66, \$2,724.18 & \$18,332.01. Humphrey moved to approve, second by Buswell. Motion carried (5-0).

Monthly Activities/Caseload Statistics: Written report provided & questions answered.
Jailer Vacancy Discussion/Action: Humphrey moved to approve the filling of the jailer vacancy, second by Buswell. Motion carried (5-0).

DISPATCH

Randy Williams presented department vouchers in the amount of \$19,385.15 & 94.79. Boltik arrived at 5:31. McTaggart moved to approve, second by Boltik. Motion carried (5-0).
Las stepped out briefly.

JUSTICE DEPARTMENT

Department vouchers were presented in the amount of \$9,131.36 and \$38.70. Buswell moved to approve, second by Humphrey. Motion carried (6-0).

Community Service Report/Court Services Report: Written report provided.

Line Item Transfer Discussion/Action: Humphrey moves to approve the line item transfer as presented, second by McTaggart. Motion carried (6-0)

DISTRICT ATTORNEY

Department vouchers were not presented nor were caseload statistics provided.

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$947.00. Humphrey moved to approve, second by Buswell. Motion carried (6-0).

Caseload Statistics: Provided

CIRCUIT COURT

Department vouchers were presented in the amount of \$10,402.23. McTaggart moved to approve, second by Humphrey. Motion carried (6-0).

Agenda Items for Next Meeting: Clerk of Court Line Item Transfer
Next Meeting Date/Time: December 12, 2011 at 5:00 p.m.

Humphrey moved to adjourn at 5:58 p.m., second by McTaggart. Motion carried (6-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: Monday, December 12, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AMENDED AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – November 14, 2011
- Rule 21 Resolution for Building Referendum on April Election Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - Budget Adjustment Discussion/Action
 - RFP'S for the Community Service Coordinator and Supervisor Positions Discussion/Action
 - RFP's for OWI Program Discussion/Action
- ✓ Circuit Court
 - Approve Vouchers
 - Line Item Transfer Discussion/Action
- ✓ Clerk of Court
 - Approve Vouchers
 - Line Item Transfer Discussion/Action
- ✓ Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
 - Budget Adjustment Discussion/Action
 - Line Item Transfer Discussion/Action
- Emergency Management
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Road Ranger Chemical Spill Response Discussion
 - Budget Adjustments (2) Discussion/Action
- Dispatch
 - Approve Vouchers
 - Purchase of Radios/Repeaters for Narrowbanding Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
 - Budget Adjustments (2) Discussion/Action
 - AED Donation Discussion
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

12/9/11 emailed to Dept
mailed to committee
Ken
Cathy
Shelley

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
December 12, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Craig Buswell, Dan Olson, Carol Las arrived at 5:02, Anthony Boltik arrived at 5:24

Members Absent:

Also Present: Sheriff Pete Quirin, Lisa Josvai, Randy Williams, Cindy Struve, Peggy Thorson, Judge Ziegler, Ken Kittleson, Eric (CSW Supervisor)

Irwin called the meeting to order at 5:01 p.m. Roll call taken with Boltik & Las absent.

Buswell moved to approve the November 14, 2011 meeting minutes, second by Humphrey. Motion carried (5-0)

Las arrived at 5:02

Rule 21 Resolution for Building Referendum on April Election Discussion/Action: Withdrawn. Humphrey indicated this will be brought forward to the Administrative Committee tomorrow.

DISPATCH

Randy Williams presented department vouchers in the amount of \$2,201.07, \$102.38, & \$2,010.00. **Humphrey moved to approve, second by Buswell. Motion carried (6-0).**

Purchase of Radios/Repeaters for Narrowbanding Discussion/Action: Williams explained that a presentation was made earlier in the year regarding required radios and repeaters and the money was budgeted. Williams recommends that the equipment be purchased from Motorola with an approximate cost of \$30,500. Las, Olson, Buswell & McTaggart believe it should be put out for bids. **Olson moves that the purchase of radios/repeaters for narrowband be put out for bids, second by Las. Motion carried (6-0).**

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$29,805.90. **Humphrey moved to approve, second by Buswell. Motion carried (6-0).**

Review Monthly Department Activities: Written report provided and explained.

Road Ranger Chemical Spill Response Discussion: Withdrawn

Boltik arrived at 5:24 p.m.

Budget Adjustments (2) Discussion/Action: Humphrey moves to approve the Budget Adjustment (\$6,836.00) as provided, second by Buswell. Motion carried (7-0). Las moves to approve the Budget Adjustment (\$8,020.81) as provided, second by McTaggart. Motion carried (7-0).

McTaggart asked how the State budget cuts to Emergency Management will affect her department. Cindy indicated there is no change to her budget at this time.

JUSTICE DEPARTMENT

Peggy Thorson presented department vouchers in the amounts of \$11,981.33. **Humphrey moved to approve, second by Buswell. Motion carried (7-0).** Warrens Cranberry Fest's donation was received in the amount of \$1,000.

Community Service Report/Court Services Report: Written report provided and explained. Las asked how the bond monitoring program is coming along and what the rough estimate was of violators. Peggy estimated 10 – 20% violation rate. Las asked why this committee did not review the lease contract for this building. Irwin indicated the contract was for 2 years.

Budget Adjustment Discussion/Action: McTaggart moves to approve the Budget Adjustment (\$5,588.82) as provided, second by Buswell. Motion carried (7-0).

RFP's for the Community Service Coordinator and Supervisor Positions Discussion/Action: Irwin asked where the RFP's are in the process. Peggy indicated she is waiting for them to go out. Kittleson indicated there was a draft, but it was incomplete. Irwin asked when this will get done. Kittleson indicated he offered to help, but the items she needs are not items he can provide. Cathy Schmitt sent samples to Peggy and Peggy completed what she could, but needs assistance to complete the process. Las asked if the Personnel Committee has reviewed these positions. Kittleson indicated the Personnel Committee is waiting for the RFP's to make a decision on the services/positions. Irwin asked that Peggy meet with Cathy and Ken to complete the RFP's.

RFP's for OWI Program Discussion/Action: Ziegler indicated the RFP was completed and sent to Cathy in September. Cathy responded last week with changes to the RFP. Boltik asked if the positions are still open while paper is passed around. It was indicated that the positions have been filled with temporary employees. Las indicated the employees are being treated terribly. Las moved to get rid of the RFP's and fill the positions with the people that are in the positions now, second by McTaggart. Irwin indicated the motion is out of order as this committee has already made their position known on the record. Las moves that this committee recommends that the Administrator do something with these RFP's. McTaggart indicates that this department is being singled out for review of their positions. Peggy wanted to stress that she cannot put the RFP out, she just drafts it.

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$16,829.53, \$65,674.34, \$1407.60, \$8,671.18, \$270.12 & \$5,616.81. **Humphrey moved to approve, second by McTaggart. Motion carried (7-0).**

Monthly Activities/Caseload Statistics: Written report provided & questions answered.

Budget Adjustments (2) Discussion/Action: Olson moves to approve the Budget Adjustment (\$1,203.00) as provided, second by Boltik. Motion carried (7-0). Humphrey moves to approve the Budget Adjustment (\$5,631.00) as provided, second by Olson. Motion carried (7-0).

AED Donation Discussion: Chief Deputy explained that the Sparta Area Ambulance is conducting a fundraising campaign and asked if they could donate AED's to the department with the proceeds from this campaign. Corporation Counsel advised that there is no statute prohibiting acceptance of these AED's.

CIRCUIT COURT

Department vouchers were presented in the amount of \$7,353.02. **Olson moved to approve, second by Humphrey. Motion carried (7-0).**

Line Item Transfer Discussion/Action: Buswell moves to approve the line item transfer (\$6,518.81) as provided, second by Humphrey. Motion carried (7-0).

CLERK OF COURTS

Department vouchers were presented in the amounts of \$16,747.27, \$4,445.92, \$1,692.03, \$2,041.36 and \$381.78. Humphrey moved to approve, second by McTaggart. Motion carried (7-0).

Line Item Transfer Discussion/Action: McTaggart moves to approve the line item transfer (\$21,611.00) as provided, second by Humphrey. Motion carried (7-0).

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$4,563.31. Humphrey moved to approve, second by McTaggart. Motion carried (7-0).

Caseload Statistics: Provided

Budget Adjustment Discussion/Action: Humphrey moves to approve the Budget Adjustment (\$5,600.00) as provided, second by Buswell. Motion carried (7-0).

Line Item Transfer Discussion/Action: McTaggart moves to approve the line item transfer (\$450.00) as provided, second by Humphrey. Motion carried (7-0).

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$1,451.56, \$135.00, \$343.38 and \$186.00. Humphrey moved to approve, second by McTaggart. Motion carried (7-0).

Agenda Items for Next Meeting: None

Next Meeting Date/Time: January 9, 2012 at 5:00 p.m.

Humphrey moved to adjourn at 6:44 p.m., second by Boltik. Motion carried (7-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
Special Meeting

Date: Wednesday, December 21, 2011
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Closed Session Pursuant to Wis. Stats. 19.85(1)(c) to Discuss Justice Department Personnel Matters w/Possible Action
- Return to Open Session
- Announce Any Action During Closed Session
- Community Service Program Discussion/Action
- Adjourn

Rick Irwin, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
SPECIAL MEETING MINUTES
December 21, 2011

Members Present: Rick Irwin, Larry McTaggart, Bruce Humphrey, Dan Olson, Carol Las, Anthony Boltik arrived at 5:04, Craig Buswell arrived at 5:05.

Members Absent:

Also Present: Peggy Thorson, Sheriff Pete Quirin, Chief Deputy Lisa Josvai, Cathy Schmit, Ken Kittleson, members of the public,

Irwin called the meeting to order at 5:02 p.m. Roll call taken with Buswell & Boltik absent.

Boltik arrived at 5:04.

Humphrey moved to go into closed session pursuant to Wis. Stats. 19.85(1)(c) to discuss Justice Department personnel matters, Second by Olson. Roll taken with Buswell absent.

Buswell arrived at 5:05.

Humphrey moved to return to open session, Second by Olson. Roll taken with all members in agreement.

Announce Any Action During Closed Session: No action taken during closed session.

Community Service Program Discussion/Action: Thorson indicated she is down staff and recommends in the short term to let community service out on their own. She would then investigate different programs and ideas. Irwin indicated it is possible to have community service out on their own with someone keeping track of the hours worked. They would not be driven to different sites nor would they be supervised. Boltik asked if the jail door would be open and inmates told to come back at a certain time. Thorson indicated that inmates are usually given 60 days to report to jail, so they could do the community service during that time to work off some of their actual jail time. Humphrey indicated the inmates would have to initiate the community service. Thorson indicated that some of the county projects wouldn't be done and mowing/shoveling for seniors couldn't be guaranteed. Irwin indicated workers could report to the Public Works Department for the City of Sparta or the County Maintenance Department and get job details. Las asked if inmates are not released then the jail population would increase. Thorson is asking to revamp the program and begin day reporting instead of community service work. The coordinator was doing 50% coordinator work and 50% bond monitoring. Thorson would like to review the description and make adjustments to programs. Boltik agrees revamping is good, but these inmates need guidance to actually do the community service. Humphrey asked what the consequences would be for not doing community service. Josvai had a survey from other counties who have no program, have a program with supervision and a program with no supervision. Irwin indicated the inmates could very easily do the community service before reporting to jail. Someone will have to sign off that the workers actually do the work. Humphrey asked what the consequence is for not doing what the court orders. Josvai indicates that more jail time would have to be served as punishment. Boltik believes the structure of this program gets them to do the community service. Las believes that if there is no structured program, workers will not show up. Many do not have cars and can't get to the work area. Irwin indicated if workers report to someone in the morning and are told where to go or different jobs available, then they are sent there. There are concerns regarding how workers will get to the jobs. Irwin indicated that some accommodations can be made. Schmit indicated we can still coordinate the jobs and the judges can certainly emphasize the

importance of completing the service. Schmit indicated that the liability associated with the current program is more costly than structure for those that need their hand held. Olson likes the idea of putting the responsibility on the inmate to meet their own obligations. The person who signs off on the workers, does have to verify that the workers are there and have done the worked required. McTaggart asked how many people from the jail would be released for an unsupervised community program. Josvai indicated a program could be implemented, but the details would have to be worked out so that question couldn't be answered now. Quirin indicates that it is possible to do away with the Huber program. Defendants could be sentenced to secure detention, community service or electronic monitoring by the judges. Quirin indicates that the community service workers that come from the jail are inmates that have Huber privileges, but they don't have jobs so they are released for community-service. Irwin asked what happens to Huber inmates when they leave in the morning. Quirin indicated they are unsupervised and go to their job on their own. Thorson asked if the community service workers should go out tomorrow with the LTE or not. Las believes the program should continue as is as it cannot be revamped tonight as there are many options available and it can't be decided tonight. **Las moved to continue with the community service program as is, Second by McTaggart.** Olson asked if a new program could be in place by February 1st. Quirin asked if the judges agree at their meeting on January 17th, then yes. Thorson indicated the job descriptions would have to be changed which is possible. Schmit indicated that maybe it would be better to have a moratorium on the program until the program is reconfigured due to liability issues. Olson believes the question is whether to have supervision or not with the workers. McTaggart indicated it has been months to fill the two positions and if the program stops, it will not get started again. Olson indicated the LTE could work for Peggy while the job descriptions are redone. Buswell indicated unsupervised community service could be tried for a month or two. Thorson indicated the LTE could coordinate what jobs to do and tell the workers where to go and then work for her in the office for the bond monitoring program. Thorsen indicated there is no way to know if unsupervised workers will work until it is tried. Irwin asked Thorsen if she would be best served to have Eric work in the office and coordinate community service. Thorson indicated yes. Thorson will redesign the job descriptions with Personnel. **Motion failed (3-4). Buswell, Humphrey, Olson and Irwin opposed. Humphrey moved to move Eric into the office to do the coordinating and bond monitoring, Second by Olson.** Olson asked that the public be acknowledged and Irwin indicated it had already been indicated that discussion would be between committee members only. **Las moves to disagree with the chair in not allowing the public to speak. Motion fails for lack of second. Las indicated she feels bad for the seniors who have counted on the workers for shoveling. Motion carried (6-1) Las opposed.**

Humphrey moved to adjourn at 6:28 p.m. Motion failed due to lack of second. Humphrey moved to adjourn at 6:29 p.m. Some committee members upset over not acknowledging the public. Second by Olson. Motion carried (7-0)

Recording Secretary
Cindy Culpitt