

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: January 12, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – December 8, 2014 & December 22, 2014
- Dispatch
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Removal of the Petty Cash Fund-Discussion/Action
- Medical Examiner
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Case Load Statistics
- Monroe County Sheriff
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Monthly Activities/Caseload Statistics
 - Warrant Fee-Discussion/Action
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Clerk of Circuit Court
 - Budget Review
- Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
January 12, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Teddy Duckworth, Carol Las, Wallace Habhegger, and Paul Steele.

Members Absent: None

Also Present: Sheriff Scott Perkins, Peg Thorson, Randy Williams, Lynn Kloety.

Kuhn called the meeting to order at 5:02 pm.

Steele moved to approve the December 8th and December 22nd 2014 meeting minutes, second by Habhegger. Motion carried (7-0).

DISPATCH

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Randy Williams presented a line item transfer to transfer \$150 from Equipment Maintenance to Electricity. **Buswell made a motion to approve, second by Habhegger. Motion carried (7-0).**

Removal of the Petty Cash Fund: Williams requested the removal of the petty cash fund. Dispatch no longer needs this fund since he now has a credit card. **Buswell made a motion to approve, second by Las. Motion carried (7-0).**

Randy Williams provided a 2014 annual report of dispatch service calls for the committee to review.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Line Item transfer: Pulled from the agenda. The Medical Examiner's office will be presenting a Budget Adjustment in February.

Case Load Statistics/Explanation of Assists: Reviewed and questions answered amongst members present.

SHERIFF

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Pintarro presented a line item transfer for the 2014 budget to represent actual expenses. Request for a transfer of \$467.35 from Tribal LE Fringe/Social Security and \$19.79 from Tribal LE Workers Comp, transferring \$165.36 into Tribal LE Overtime and \$321.78 into Tribal LE Mileage. **Duckworth made a motion to approve the line item transfer, second by Habhegger. Motion carried (6-0).** Las absent for vote.

Monthly Activities/Caseload Statistics: Written reports provided and questions answered.

Warrant fee: Information presented to incorporate a warrant fee to subjects, who get arrested due to a Monroe County warrant. On August 11, 2014 the committee approved a motion to implement the state statute in place approving \$12 plus mileage. This creates a lot of questions in reference to calculating mileage with other departments such as the Clerk of Courts and dispatch. It is being proposed to assess a flat fee. **Buswell made a motion to bring forth a resolution to set a flat fee of \$25 warrant fee, second by Habhegger. Motion carried (6-1).** Las opposed.

JUSTICE DEPARTMENT

Budget Review: The current budget schedules were reviewed and questions answered.

Credit Card Voucher: Peg Thorson presented a voucher for credit card purchases. **Las made a motion to approve, second by Duckworth. Motion carried (7-0).**

Community Service Report: Report presented and discussed. There were a few cancellations with the cold weather. Alternate assignments were providing assistance for Tomah Parks and Recreation.
Justice Programs Report: Report presented and discussed. Average 40-45 on OWI program, 13-18 for OWI treatment court, and EMP program averages 20-25 per day.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and questions answered. Numbers have been consistent at over 150 case per month.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered. Request to review attorney fees.

Agenda Items for Next Meeting: Budget Adjustment for the Medical Examiner's Office.

Next Meeting Date/Time: February 9, 2015 5:00pm at the Justice Department

Duckworth moved to adjourn at 7:19 p.m., second by Wallace. Motion carried (7-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: February 9, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – January 12, 2015
- Medical Examiner
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Budget Adjustment-Discussion/Action
 - Case Load Statistics
- Circuit Court
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Budget Adjustment-Discussion/Action
- Clerk of Circuit Court
 - Budget Review
 - Budget Adjustment-Discussion/Action
 - Credit Card Approval-Discussion/Action
- Justice Department
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Electronic Monitoring Position(s)-Discussion/Action (if required)
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Budget Review
 - Line Item Transfer(s)-Discussion/Action
 - Budget Adjustment 2015-Discussion/Action
 - Monthly Activities/Caseload Statistics
 - Warrant Fee-Discussion/Action
- District Attorney
 - Budget Review
 - Case Load Statistics
- Dispatch
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Elert and Associates Contract-Discussion/Action
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

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PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
MEETING MINUTES
February 9, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Teddy Duckworth, Carol Las, and Paul Steele.

Members Absent: Wallace Habegger

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Lt Stan Hendrickson, Peg Thorson, Eric Weihe, Shirley Chapiewsky, Toni Wissestad, Judge Todd Ziegler.

Kuhn called the meeting to order at 5:02 pm.

Duckworth moved to approve the January 12, 2015 meeting minutes, second by Las. Motion carried (6-0).

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed and questions answered by Wissestad.

Line Item transfer: Wissestad presented a line item transfer for the 2014 budget to transfer: \$2,088 Transportations, \$250 Office Supplies, and \$160 Medical Supplies, moving the monies to: \$1,446 Autopsies, Pathological and \$1,052 Laboratory & Toxicology. Budget went over based on total deaths that needed to be investigated. **Steele moved to approve the line item transfer, second by Buswell. Motion carried (6-0).**

Budget Adjustment: Wissestad presented a 2014 budget adjustment adding the following revenues: \$160 Cremation and \$\$2,700 Death Certificates. The total added revenues of \$2,860 received are being applied to Autopsies/Pathological. **Steele moved to approve the budget adjustment, second by Duckworth. Motion carried (6-0).**

Case Load Statistics/Explanation of Assists: Monthly report was presented by Wissestad. The report was reviewed and questions answered.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Judge Todd Ziegler presented a 2014 line item transfer to transfer the following monies/accounts: \$547.17 Salaries, \$1,491.60 Court Expense-Juror, \$3.53 Workers Comp, \$14,500 Dr Exams, \$871.70 Telephone, \$2,659.70 Office Supplies, \$63.88 Postage, \$253.66 Printing, \$232.21 Books/publications, \$257.45 Conferences, \$228 Equipment Service, and \$106.64 Mileage. Transferring the total of sum of \$21,215.54 to the following: \$381.33 Retirement, \$16.68 Social Security, \$78.64 Medicare, \$4,218.27 Attorney Fees, and \$16,520.62 GAL fees. **Duckworth moved to approve the line item transfer, second by Sherwood. Motion carried (6-0)**

Budget Adjustment: Judge Ziegler presented a 2014 budget adjustment to transfer added revenue of \$4,290.20 of Probate fees due County as follows: \$814 Attorney fees and \$3,476.20 GAL fees. **Sherwood moved to approve the budget adjustment, second by Buswell. Motion carried (6-0).**

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered.

Budget Adjustment: Shirley Chapiewsky presented a budget adjustment for 2014 reflecting added revenues as follows: \$21,723.42 Attorneys fee due County, \$1,012.08 Guardian Ad Litem, and \$2,222.47 Judicial Reimburse. The total added revenue of \$24,957.97 are added as follows: \$3,630.78 Salaries, \$701.50 Retirement, \$143.81 Medicare, \$295.40 Interpreter Mileage, \$12,000 Attorney Fees, \$7,566.48 GAL fees, \$570 Doctor Exams, and \$50 Errors & Omissions. **Duckworth moved to approve the budget adjustment, second by Buswell. Motion carried (6-0).**

Credit Card Approval: Chapiewsky presented credit approval for self to be used to pay for lodging when attending conferences and office supply orders when needed. **Sherwood moved to approve the request for credit card, second by Duckworth. Motioned carried (6-0).**

JUSTICE DEPARTMENT

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Thorson presented a 2014 line item transfer to transfer \$13,338 from SCRAM and \$16,000 contracted services OWI court, transferring the funds to \$28,277 Lab and \$1,061 Telephone. **Duckworth moved to approve the line item transfer, second by Las. Motion carried (6-0).**

Electronic Monitoring Positions(s): Thorson presented a request for four (4) EMP Program Assistance Coordinator positions. The current LTE position will be coming up for expiration in May. The LTE staff is currently at 2.5 positions. The four positions are requested to provide coverage for weekends and holidays, which are now being covered by Thorson. The jail project does not have kitchen and laundry facility until phase 2 of construction. Based on this timeline the LTE will not provide sufficient coverage. These positions would be revisited in 18 to 24 months. **Duckworth moved to approve the concept of four additional electronic monitoring positions and move forward to the Personnel Committee, second by Las. Motion carried (6-0).**

Community Service Report: Weihe and Thorson presented the report. The report was discussed and questions answered. Sex offenders included in the program are low level sex offenders. The higher level sex offenders, who are in need of GPS monitoring, are monitored by Probation. Different scenarios, which bring people to the community service programs, were discussed.

Justice Programs Report: Report presented and discussed.

SHERIFF

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Pintarro presented a line item transfer for the 2014 budget to pay investigative bills that have come in. Request for a transfer of \$1500.00 from Employee Education and Training, transferring \$1500.00 into Investigative Expenses. **Sherwood made a motion to approve the line item transfer, second by Las. Motion carried (6-0).**

Budget Adjustment 2015: Pulled from agenda.

Monthly Activities/Caseload Statistics: Written reports provided and questions answered.

Warrant fee: Pulled from agenda. Resolution has not been returned from Corporation Counsel.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and discussed.

DISPATCH

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Pulled from agenda.

Elert and Associates Contract: The Elert contract was brought forth by Pintarro and presented by Kuhn, who had knowledge of the resolution. **Duckworth made a motion to approve the Elert & Associates contract and move forward to the Finance Committee and the County Board, second by Buswell. Motion carried (6-0).**

Agenda Items for Next Meeting: Sheriff's Office Warrens PD disband and credit card increase approvals.

Next Meeting Date/Time: March 9, 2015 5:00pm at the Justice Department.

Las moved to adjourn at 7:10 p.m., second by Sherwood. Motion carried (6-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: March 9, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – February 9, 2015
- Circuit Court
 - Budget Review
 - Line Item Transfer-Discussion/Action
- Dispatch
 - Budget Review
 - Update on Radio System Project-Discussion
- Monroe County Sheriff
 - Budget Review
 - Warrens PD Disband-Discussion
 - Credit Card Approval-Discussion/Action
 - Credit Card Credit Limit Adjustment-Discussion/Action
 - Purchase of Pickup Truck(s)-Discussion/Action (if required)
 - Warrant Fee-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
March 9, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Teddy Duckworth, Carol Las, and Paul Steele, and Wallace Habhegger.

Members Absent:

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Peggy Thorson, Randy Williams, Denise Secrist, and Lynn Kloety.

Kuhn called the meeting to order at 5:00 pm.

Rod Sherwood moved to approve the February 9, 2015 meeting minutes, second by Carol Las. Motion carried (6-0).

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered.

Line Item Transfer: Denise Secrist presented a 2014 line item transfer to transfer \$55.00 from Doctor Examination to Office Supplies for the purchase of paper that was not posted on the previous budget report. **Rod Sherwood moved to approve the line item transfer, second by Wallace Habhegger. Motion carried (6-0).**

DISPATCH

Budget Review: The current budget schedules were reviewed and questions answered.

Update on Radio System Project: Williams provided an update on the radio project including handing out radio system project balance summary.

SHERIFF

Budget Review: The current budget schedules were reviewed and questions answered.

Warrens Police Department Disband: Sheriff Perkins reported the disband of the Warrens Police Department. Sheriff Perkins updates that he is gathering exact numbers and may come back next month to the committee to request LTE Part-Time Deputy for busy time of year in Warrens (Memorial weekend through weekend after Cranfest). Sheriff Perkins explained the increase of workload due to disband of Warrens Police Department and the reasoning for why extra help would be needed during busy time of year. Sheriff Perkins continued to say that during the busy time of year with tourism at 3 Bears Lodge and Cranfest the county's population increases roughly 30,000 – 40,000, causing a significant increase in 911 calls. Sheriff Perkins tells the committee that the Sheriff's Department would now need to cover 911 calls 24 hours a day 7 days a week and be responsible for all follow up investigations. Sheriff Perkins continues to say that before being disbanded, Warrens Police Department worked and responded to majority of 911 calls during the busy hours and was responsible for all follow up investigations. Committee asked if the county would be responsible for all the costs associated with patrolling the Warrens area and be responsible for patrolling special events in the area such as Cranfest. Sheriff Perkins reports that the county will still be responsible for patrolling the area and will respond to 911 emergency calls. Sheriff Perkins also states that county will not respond to civil calls and would only patrol special events if the county would get reimbursed. Sheriff Perkins informs the committee that the county has gotten reimbursed in the past for directing traffic at Cranfest and will coordinate reimbursement agreements, if Warrens requests special help with any future non emergency requests. Wallace Habhegger told the committee that he believes that state statute only requires a police chief for cities with a population of 5,000 or more and that additional officers are not required. Sheriff Perkins tells the committee that anytime a police agency disbands that the responsibility of patrols and responding to emergency calls are left to the county.

Credit Card Approval: Chief Deputy Conroy requested approval of a credit card for a newer deputy. **Craig Buswell made a motion to approve the credit card approval, second by Teddy Duckworth. Motion carried (6-0).**

Credit Card Limit Adjustment: Chief Deputy Conroy presented a request for credit card limit approval for the following: Rader, who is now scheduling department training. Due to credit authorizations on his credit card a limit of \$2,500 is being requested. **Wallace Habhegger made a motion to approve the credit card authorizations, second by Teddy Duckworth. Motion carried (6-0).**

Purchase of Pickup Truck(s): Sheriff Perkins informs committee that he wants to be upfront and keep the committee informed that the Sheriff's Department's intentions are to get 1-2 pickup trucks instead of SUVs for

admin employees. Sheriff states that the pickup trucks will only be purchased if they are found to be cheaper than the SUVs. Sheriff Perkins informs that pickups would be better suited than SUVs for use off road uses and to haul large collections of evidence. Committee found that no action was needed; the committee will leave the purchasing of vehicles to Sheriff's Department.

Warrant Fee: Chief Deputy Conroy reports that they were taking Warrant Fee off the agenda for this meeting.
Monthly Activities/Caseload Statistics: Written reports provided and questions answered.

JUSTICE DEPARTMENT

Budget Review: The current budget schedules were reviewed and questions answered.

Thorson informs committee of two credit card expenditures for October, 2014 credit card expeditor totaling \$472.57 and January, 2015 credit card expeditor totaling \$91.87. Thorson updates committee that in the future she would not be presenting credit card expenditures to the committee because they will not longer need to approve future credit card expenditures under new approval system. Carol Las asked when did that approval process get taken away from the committee. Chair James Kuhn states that the change in approval was approved by the board at a previous meeting. **Paul Steele made a motion to approve both credit card expenditures, second by Carol Las. Motion carried (6-0).**

Community Service Report: Thorson presented the report. The report was discussed and questions answered.
Justice Programs Report: Report presented by Thorson and discussed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed. Lynn Kloety from DA office answered questions.
Case Load Statistics: Written report provided and discussed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Monthly report was presented, copies of report handed out by Eric Weihe. The report was reviewed.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and questions answered.

Agenda Items for Next Meeting: Next Meeting Date/Time: April 13, 2015 5:00pm at the Justice Department.
Craig Buswell moved to adjourn at 6:47 p.m., second by Wallace Habegger. Motion carried (6-0).

Recorder
Eric Weihe

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: April 13, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS-AMENDED

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – March 9, 2015
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Budget Review
 - Monthly Activities/Caseload Statistics
- Dispatch
 - Budget Review
 - Radio Tower Update Report-Discussion
 - Change Order Process for New Radio System-Discussion/Action
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
April 13, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Teddy Duckworth, Carol Las, and Paul Steele, and Wallace Habegger.

Members Absent: None

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Randy Williams, Rob Dillon, and Dave Steinhoff.

Kuhn called the meeting to order at 5:00 pm.

Rod Sherwood moved to approve the March 9, 2015 meeting minutes, second by Wallace Habegger. Motion carried (7-0).

JUSTICE DEPARTMENT

Budget Review: The current budget schedules were reviewed.

Community Service Report: The report was provided and discussed amongst committee members.

Justice Programs Report: Report was provided and discussed amongst committee members.

SHERIFF

Budget Review: The current budget schedules were presented by Chief Deputy Conroy. Budget reviewed and questions answered.

Monthly Activities/Caseload Statistics: Written reports provided with an explanation of Monroe County beds being occupied with the Huber dorm being inoperable. Questions answered.

DISPATCH

Budget Review: The current budget schedules were provided by Randy Williams. Report reviewed and questions answered.

Radio Tower Update Report: Randy Williams provided a Final design map with a summary of improvements. Questions answered about the US Cellular tower use. Williams presented a change request of additional savings and cost due to changes in design. The total change(s) present a net result in a savings of \$828. Further discussion of the microwave system presented and explained by Dave Steinhoff from Communications Services. Also, looking at future replacement of Tomah tower equipment, located at the courthouse, that may not be compatible with the new microwave system. The current courthouse tower will not support the new equipment and will need to be replaced. Waiting on cost estimate on replacement.

The past month at the County Board meeting had a bond proposal presented to them that combined the radio project bond and the new jail bonding for the purpose of saving the County money. That bond proposal was voted down, which meant the radio project bond was voted down. Williams is concerned with delays to the radio system project and is requesting support by the committee from the committee for the bonding that will be coming back in front of the board so that there is no further delay.

William is looking for guidance on how much information should be provided to the full County Board. Williams states he would like to keep the board up to date on the project. It is suggested that up-to-date facts and progress be provided periodically to the full board. Habegger states updates would be appreciated by board members.

Change Order Process for New Radio System: Kuhn presented the idea that Randy Williams would be able to authorize changes to the current system, possibly up to \$10,000. If it goes over the total approved cost it would go to board for approval. Williams will move forward to get a resolution drafted up and will bring it back to committee next month.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and discussed amongst committee members.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed and discussed amongst committee members.

Case Load Statistics/Explanation of Assists: No reports were received for review.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed and discussed amongst committee members.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed and discussed amongst committee members.

Case Load Statistics: Written report provided and discussed.

Agenda Items for Next Meeting: Resolution for change orders for Randy Williams.

Next Meeting Date/Time: May 11, 2015 5:00pm at the Justice Department.

Paul Steele moved to adjourn at 6:49 p.m., second by Craig Buswell. Motion carried (7-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: May 11, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS-AMENDED

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – April 13, 2015
- Dispatch
 - Budget Review
 - Radio Project Update Report
 - Radio System Project Change Order Policy-Discussion/Action
- Monroe County Sheriff
 - Budget Review
 - Speed Wave Grant Budget Adjustment-Discussion/Action
 - Review of Sheriff Admin Assistant I-Discussion/Action
 - Request for a second Jail Lieutenant-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Justice Department
 - Budget Review
 - Credit Card Increase Authorization-Discussion/Action
 - Community Service Report
 - Justice Programs Report
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

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PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
MEETING MINUTES
May 11, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Carol Las, and Paul Steele.

Members Absent: Teddy Duckworth and Wallace Habegger.

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Randy Williams, Pat Deethardt, and Peg Thorson.

Kuhn called the meeting to order at 5:01 pm.

Rod Sherwood moved to approve the April 13, 2015 meeting minutes, second by Craig Buswell. Motion carried (5-0).

DISPATCH

Budget Review: The current budget schedules were provided by Randy Williams. Report reviewed with no questions.

Radio Project Update Report: Randy Williams provided an update on the radio tower project. Currently meeting with Ft. McCoy and the Village of Warrens for equipment needs. Update on Cataract tower: Tower in that location was not picked due to cost. US Cellular still in review of contracts, which may cause some delay on the project. Otherwise, the project will move ahead with some tower locations complete by the end of this year and the beginning of next year. Will be conducting a site visit tomorrow, at Ridgeville, to get the process progressing forward.

Radio System Project Change Order Policy: Williams presented a policy for change order, which will grant Williams approval for changes to the radio program. Any changes exceeding \$10,000 will need to come back to committee for approval. All changes will remain within the original budgeted amount. **Buswell made a motion to approve the radio system project change order policy as written, second by Sherwood. Motion carried (5-1). Las with an opposing vote.**

SHERIFF

Budget Review: The current budget schedules were presented by Chief Deputy Conroy. Budget reviewed and questions answered. There was a concern brought up in reference to EM budget information. Budget impact was expressed by Sheriff Perkins with the possibility of contracting services for Sparta Police Department. No further discussion on this but the subject will be put on the agenda for the June meeting.

Speed Wave grant Budget Adjustment: Chief Deputy Conroy presented a budget adjustment for a WI Dot Grant for Speed waves in the amount of \$11,600. This same dollar amount will make up expenditures in salaries, overtime, retirement, social security, Medicare, health insurance, dental insurance, life insurance, and workers comp. **Buswell made a motion to approve the budget adjustment. More discussion of the Speed Waves presented by Sheriff Perkins. Steel made a motion to approve, second by Las. Motion carried (5-0).**

Review of Sheriff Admin Assistant I: Pulled from agenda.

Request for a second Jail Lieutenant: Sheriff Perkins presented the need of a second Jail Lieutenant based on the increase of inmates with the new facility. **Buswell moved to support the request of a second Lieutenant, second by Sherwood. The Sheriff will move forward with the Personnel Committee. Motion carried (5-0).**

Monthly Activities/Caseload Statistics: Written reports provided and questions answered.

JUSTICE DEPARTMENT

Budget Review: The current budget schedules were reviewed.

Credit Card Increase Authorization: Peg Thorson presented an approval to increase her credit card amount from \$500 to \$1,500. **Steele made a motion to approve the credit card increase, second by Sherwood. Motion carried (5-0).**

Community Service Report: The report was provided and discussed. Thorson explained that currently 32 lawns are mowed, and the referrals come from Senior Services. The program also does odd jobs, such as painting.

Justice Programs Report: Report was provided and discussed. Slightly up on violations in bond monitoring. There were 43 violations and 11 orders to detain.

Celebrating Sobriety is being sponsored by the ATTIC Correctional Services. There is also an AA open meeting coming up with Judge Ziegler.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Reports were presented for the months of March and April.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed and discussed amongst committee members.

Case Load Statistics: Written report provided and reviewed.

Agenda Items for Next Meeting: City of Sparta PD contracting with Monroe County

Next Meeting Date/Time: June 8, 2015 5:00pm at the Justice Department.

Las moved to adjourn at 6:14 p.m., second by Sherwood. Motion carried (5-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: June 8, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – May 11, 2015
- Dispatch
 - Budget Review
 - Radio Project Update Report
 - Radio System Change Order(s)-Discussion/Action
- Monroe County Sheriff
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - City of Sparta Contracting Police Services with Monroe County-Discussion Only
 - Monthly Activities/Caseload Statistics
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
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 - Budget Review
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- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

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PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
MEETING MINUTES
JUNE 8, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Carol Las, Teddy Duckworth, Wallace Habegger, and Paul Steele.

Members Absent:

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Randy Williams, and Steve Dubberstein

Kuhn called the meeting to order at 5:00 pm.

Rod Sherwood **moved to approve the May 11, 2015 meeting minutes, second by** Teddy Duckworth. **Motion carried (7-0).**

DISPATCH

Budget Review: The current budget schedules were provided by Randy Williams. Randy informed the committee that DOJ T.I.M.E licensing is on track with the budget because it gets charged quarterly each year. Randy reports dental insurance and health insurance is not far over budget.

Paul Steele asks why the dental line is not on track. Randy stated that in this year's budget the dental and health insurance is laid out differently in the budget from past years but those numbers are set by the Finance Department. Jim Kuhn mentions that dental line is an estimate and the county does not know what the exact amount will be for the year.

Carol Las asked Randy if he was full staffed at Dispatch. Randy states he has all full time staff filled but does not have as many on call staff as he would like. Randy states he is waiting to see what happens with a few on call staff. Carol Las asked how often does a dispatcher have to be recertified. Randy stated that a dispatcher has to take a test every 2 years to stay certified.

Radio Project Update Report: Randy Williams provided an update on the radio tower project.

Randy states that Brawn Intertec out of La Crosse wants to boar were the Centurylink lines are currently. Randy is waiting to hear back from Centurylink to see if the lines are in the way and if those lines need to be moved.

Carol Las asked if the downtown tower could be built on top of the new building to save money. Steve Dubberstein from the company Motorola sitting next to Randy answered the question. Steve told the committee that the tower has to be at least 90 feet off the ground to avoid interference from the tree lines. Steve went on to say it would be more expensive to build the tower on the new justice building because the structure of the building would have to be changed. Randy is hopeful to get the downtown tower completed by phase 2.

Carol Las asked Randy how much was originally planned for the tower. Randy said none and that it would have to come from the contingency plan.

Jim Kuhn asked Steve if this downtown tower was in the RFP. Steve states that it wasn't in the original RFP. Jim Kuhn asks why it was not in the RFP. Randy states that he didn't know what type of equipment would be needed for the tower. Randy also stated the tower would need replacing because it was at least 20 years old. Jim Kuhn stated he believes the tower is even older.

Randy reports that since the initial Kick Off meeting there have been 6 Conference Calls. A few items have slowed the project down but there has been great progress. The group visited the tower with Dairyland Power on May 27, 2015. Randy states the Dairyland is very interested in working with us to use their towers free of charge. Dairyland only lets public safety organizations use their towers for free.

Craig Buswell asks what is being done with the Tower Loading studies. Steve responds that for each tower a crew has to climb the tower, document the tower from top to bottom, and report what needs to be added or modified. Steve mentions that Dairyland Tower results should come back the fastest since he was able to hire the crew and not have to wait for U.S. Cellular's study results. Steve reports that the Dairyland tower was built in 1992 and that the strict standards from the cell phone industry has caused it to remain current in industry

standards. Dairyland has been going through a recent spec test for an insurance company and those results should come back soon. Steve is hopeful that Dairyland passes the specs test or will upgrade the tower without passing the cost on to the county since those upgrades will be needed for cell phone industry use.

Randy states that he is hoping to get at least 4 towers done before phase 1 before it gets too cold and shelters are needed on the tower sites. The tower loading studies can take anywhere from 4-6 months and up to 1.5 years.

Steve reports to the committee in the meantime he is working on plotting the maps with all the users. So when it comes time to license there will be less problems. Steven states he is not applying for licenses until the studies come in but right now is just checking into it.

Randy states that the Dispatch console will be coming this fall once Dispatch moves to the new location. Steve mentions that there will be a savings to the county of approximately \$42,500 due to a rebate.

Randy also stated that we looked at two sites in Cataract. The first bid from American Tower was \$2,200 per month but later lowered the bid to \$1,000 per month to lease. Randy reports that we are applying to use the Bedford Tower Site instead of the U.S. Cell Tower. Randy mentions that U.S. Cellular has raised their monthly lease to approximately \$800 per month from \$200. Making the Bedford site a useable and cost effective site for use.

Craig Buswell asked why the increase for U.S. Cellular lease fee per month. Steve explained how U.S. Cellular is no longer going to be only charging \$200 per month because it is below the average lease price. Steven reports that U.S. Cellular charges other counties around \$1,600 per month and he was able to cut the commercial rate in half to \$800 per month. Steve told the committee that to build one tower would range from \$200,000 - \$300,000 and therefore it would be cheaper to lease towers rather than the county builds them. Randy states there will be five towers, not one tower, and to lease would be approximately \$48,000 per year.

Randy mentions that we are still in the process of getting approval to use the Fort McCoy Tower to complete our loop design but this matter is still pending. This has been a slow process but he has another option if this doesn't work.

Randy states that an important part of the process is FCC licensing. Randy mentions that there cannot be any conflicts with other counties or that conflict could cause interference. One conflict has been found and that is with our Fire Channel in Sauk County. To resolve this conflict Randy is looking into other options either through existing frequencies we have already licensed or by getting a new license through the FCC.

Randy mentions that there is an invoice for \$2,940 from Elert for their work through April.

Randy reports there will be some change orders coming forward in the next couple of months. There will be a new tower at courthouse because the old one cannot withstand the new loading. The new tower will be self-standing tower vs. the current guide-wire tower we now have. The new tower will eliminate the wires going into the new building. Estimated cost \$100,000 - \$125,000 for the new tower. The second change order will be for a Soil Boring Test for \$3,255. The third is American Tower application \$650 more expensive than U.S. Cell. Randy states the 4th change order is for filtering changes. The change in filtering is related to fixing new and old interference issues between frequencies and will be cost roughly \$24,000 and \$30,000. Randy states he will not know the exact amount until the conflict in Sauk County Fire Channel is resolved.

Randy asks to take off the motion to approve the radio system project change order because he knows there will be another change order coming due to conflict with Fire Channel in Sauk County. Randy requests that he be able to present both change orders at the same time.

Jim Kuhn takes the motion off the discussion for tonight.

SHERIFF

Budget Review: The current budget schedules were presented by Chief Deputy Conroy. Chief Deputy Conroy reports that the out of county will be more over budget because they have not submitted any invoices for last month. Budget reviewed and questions answered.

Line Item Transfer: Chief Deputy Conroy presented a line item transfer. The request is to transfer \$2,000 from vehicle operations into recruitment expenses. Chief Deputy Conroy mentions that they have saved money in vehicle operations due to the lower than expected price of gasoline. The process for hiring additional jail staff eliminated several unexpected candidates, requiring additional cost for psychological and medical exams. The cost per candidate for the psychological exam is \$400. Chief Deputy Conroy stated that as part of the hiring process the candidate is offered a conditional offer before the psychological exam can be completed. They have had gone through more candidates in the hiring process than originally estimated.

Teddy Duckworth asked if there were a lot of candidates applying. Chief Deputy Conroy stated that there were a lot of candidates applying but it has been more difficult to find a qualified candidate. Teddy Duckworth asked if it was harder to find jailors or patrol. Chief Deputy Conroy responded by stating it was easier to find jailor candidates because they only require 400 hours of training verses 700 hours of training for patrol.

Craig Buswell asked if Act 10 has affected them. Chief Deputy Conroy said that it had affected unions and benefits. The jail isn't union anymore and has less benefits. There has been less pay and benefits given in corrections and in patrol so there are less qualified candidates going into this field.

Carol Las asked if any other Sheriff's Department makes a new candidate stay for a certain time period due to the cost of training them. Chief Deputy Conroy reports that other police agencies do have new candidates sign a contract that they will stay with the police department for a certain time period or pay a financial penalty.

Sheriff Perkins states that he believes Tomah PD makes their new hires sign a contract that they will stay for three years. If the candidates does not stay for a certain time period they have to pay a financial penalty.

Chief Deputy Conroy reports that he has talked to Corporation Counsel about this issue but has been advised that enforcing this type of contract would be difficult. With guidance from Corporation Counsel, the Sheriff's department has not pursued this type of contract with new employees.

Craig Buswell made a motion to approve the line item transfer, second by Paul Steele Motion carried (7-0)

City of Sparta Contracting Police Services with Monroe County: Sheriff Scott Perkins talked about the interest of the City of Sparta contracting police services with Monroe County. There was a meeting about possible predicted savings for the City of Sparta. Sheriff Perkin's provided that the Sparta Police Departments budget is approximately \$1,821,953.37 and his rough estimate is that the Sheriff's Department would need approximately \$1,388,732.38 to provide adequate coverage. That would be an approximate savings of \$433,220.99 in savings to the city of Sparta. Sheriff Perkins states that there would be some savings in eliminating the police chief, lieutenant, secretary, potential other supervisory positions, and building costs such as heating and electricity.

Sheriff Perkins states that this is only an estimate because they do not have a detailed budget for Sparta PD. He would need a more detailed budget and more additional information from Sparta for what kind of services that Sparta is requesting. Sheriff Perkins reports that he will not contract for just two additional officers from Sparta, he would need enough staff to adequately cover all services and police calls from the city of Sparta.

Chief Deputy Conroy reports that Monroe County receives approximately 19,000 calls for service and that Sparta PD receives roughly 15,000 calls. Sheriff Perkins states that his department and Sparta receive similar amount of calls that turn into investigations such as theft, burglary, domestic calls that require more time than other service calls. Chief Deputy Conroy stated that if the county were to contract with Sparta for police services that the county would be responding to double the calls they are now.

Teddy Duckworth mentions that the City of Sparta wouldn't have to build a new four million dollar building if they had their police services contracted with the county. Chief Deputy Conroy mentions that in the new building they planned for expansion and therefore would have room for new staff. Jim Kuhn points out that if their office space gets full now, they will not have the room for expansion in the future if needed.

Teddy Duckworth asked if all Sparta had to do was have a voter referendum to contract services. Sheriff Perkins states that the city may be able to contract with Monroe without having to have a voter referendum.

Wallace Habegger stated that Sparta could dissolve their police department without contracting. Sheriff Perkins reports that Sparta is not asking to dissolve police department without contracting for those services.

Teddy Duckworth asked if there has been more of a caseload since Warrens disbanded their police department. Chief Deputy Conroy states that their caseload has increased. Craig Buswell asked what the state statute states for when cities have to have a police department. Sheriff Perkins and Chief Deputy Conroy reported that they believe a city of 10,000 residents or more have to have a police chief.

Teddy Duckworth states that he sees the city of Sparta saving four million dollars by not having to build a new building and saving money by having some positions cut but that most of the positions will have to be kept. Wondered how much does a Monroe County deputy make verse a Sparta Police officer. Chief Deputy Conroy states that a recent patrol deputy started at \$21.00 per hour and Sheriff Perkins stated that Sparta Police Officers start at \$22.93 per hour. There is a difference in benefits and Chief Deputy Conroy stated that if they were to contract services that deputies would not get a take home squad for Sparta.

Sheriff Perkins mentioned that there are other factors as well such as enforcement of ordinances and where that revenue would go. He mentioned that if these talks go further the Sheriff from Waukesha County is willing to help with the process of merging services. Sheriff Perkins states that contracting police services with Sparta is just in discussion only and that he would need more information from Sparta. Such as what the city of Sparta is requesting for type of service, benefits on new staff, and more details on Sparta Police Department's budget. Chief Deputy Conroy reports that he estimates if this contracting services were to happen it would occur in a 2-3 year window.

Monthly Activities/Caseload Statistics: Written reports provided and questions answered. Chief Deputy Conroy states that they have been using full time jailors for transporting to offset some of the costs in the building projects delays. He reminds the committee that the out of county invoices have not yet been submitted for last month.

Wallace Habegger asks about the contract with court house security. Sheriff Perkins states that they are under contract with Per Mar Security for court house security. He mentions that he has been looking into the possibility of using transport officers for security rather than contracting.

Carol Las mentions that when Par Mar Security was contracted it was based on previous Sheriff Patterson's cost comparison of jailors vs Par Mar personnel. Sheriff Perkins states that he is working on this issue with Chief Deputy Conroy about this possibility.

Teddy Duckworth asked if we get the two arrested in Tennessee. Chief Deputy Conroy reports that we contract with Wisconsin Lock N Load to pick up those individuals. He reports that that this company contracts with many counties and is more cost effective to contract than to go pick them up. There is \$10,000 budgeted for contracting out of county picking up of individuals and that they rarely go over budget but this year might be different.

JUSTICE DEPARTMENT

Budget Review: Eric Weihe presented the current budget. Eric Weihe states that some of the items in the budget will get adjusted due to the recent approval by the County Board for new EMP program. Budget discussed and questions answered.

Community Service Report: The report was provided by Eric Weihe. Report discussed. Rod Sherwood asked if we mow the county owned vacant lot in Kendal. Eric reported that at this time we do not mow it but do mow the lawns approved by Monroe County Human Services, Angelo Park for Forestry and Parks, cemetery at Rolling Hills, and on occasion mow the shooting range for the Sheriff's Department. Eric suggested that the CSW crew could mow the vacant lot for Monroe County and will contact Gary Spohn from maintenance to coordinate the possibility.

Justice Programs Report: Report was provided and discussed. Carol Las mentioned about being on the Monroe County Coordinating Justice Council in the past and that that committee was wondering if she could join as a member of the Public Safety and Justice Coordinating Committee. Jim Kuhn said that he would look into seeing if she was able to do that.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed and discussed.

Case Load Statistics: Written report provided and reviewed.

Agenda Items for Next Meeting:

Next Meeting Date/Time: July 13, 2015 5:00pm at the Justice Department.

Teddy Duckworth moved to adjourn at 7:00 p.m., second by Wallace Habegger. Motion carried (7-0).

Recorder
Eric Weihe

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: July 13, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – June 8, 2015
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Dispatch
 - Budget Review
 - Radio Project Update Report
 - Radio System Change Order(s)-Discussion/Action
- Monroe County Sheriff
 - Budget Review
 - Budget adjustment for Equipment Grant with related line Items-Discussion/Action
 - Credit Card Approvals-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
JULY 13, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, and Paul Steele. Carol Las arrived just after roll call at 5:04pm.

Members Absent: Teddy Duckworth and Wallace Habegger

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Peg Thorson, and Randy Williams

Kuhn called the meeting to order at 5:04 pm.

Two corrections were pointed out. **Rod Sherwood moved to approve the June 8, 2015 meeting minutes with corrections, second by Paul Steele. Motion carried (5-0).**

JUSTICE DEPARTMENT

Budget Review: Peg Thorson presented the current budget. Budget reviewed.

Community Service Report: The report was provided by Thorson. Report discussed. Community service workers will be assisting in transferring boxes of files to the new facility. The department is still reviewing this process.

Justice Programs Report: Report was provided by Thorson and discussed with members.

DISPATCH

Budget Review: The current budget was provided by Randy Williams. Budget reviewed by committee members with some questions. Based on some vacancies it was noted that the overtime budget is still good.

Radio Project Update Report: Randy Williams provided an update on the radio tower project. Tower loading studies are ongoing and being conducted right now. Soil testing is also complete at the courthouse site. Frequency analysis is also complete. Additional questions were answered based on additional cost to the City of Tomah with the radio project. With the 2003 merger of dispatch, the cities agreed that they would be responsible for maintaining their radio systems and frequencies.

Radio System Change Order: Williams presented a change order to the radio system. The change requests: \$23,395 for filter configuration changes. **Paul Steele made a motion to approve the radio system project change order, second by Rod Sherwood. Motion carried (5-0).**

SHERIFF

Budget Review: The current budget was presented by Chief Deputy Conroy. Budget reviewed and questions answered. Extradition is high based on current out-of-state transports on subjects that were wanted on warrants. Recruitment expense line item transfer has not been complete yet so that reflects greater than 100%. Out of county housing also is up due to the delay of the building project.

Budget Adjustment: Chief Deputy Conroy presented a budget adjustment. By participating in nationwide mobilizations, such as Click it or Ticket, Monroe County Sheriff's Office became eligible for a special \$4,000 equipment grant. The agency reported enforcement rates on Wise-Grants and was selected to receive grant monies. There is a local match requirement of \$1,000, which will utilize current equipment budget monies. There is a revenue of \$4,000 offset by grant expenses of \$4,000. **Craig Buswell made a motion to approve the budget adjustment, second by Rod Sherwood. Motion carried (5-0).**

Credit Card Approval: Chief Deputy Conroy presented an approval request for credit cards for three (3) new deputies in the amount of \$500 each. Patrol deputies are out of the county for situations that include emergency commitments and training. The credit cards use usually entails gas for squads and lodging for training. **Carol Las made a motion to approve the credit cards, second by Craig Buswell. Motion carried (5-0).**

Monthly Activities/Caseload Statistics: Written reports provided and reviewed.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and reviewed.

Agenda Items for Next Meeting:

Next Meeting Date/Time: August 10, 2015 5:00pm at the Justice Department.

Paul Steele moved to adjourn at 6:40 p.m., second by Rod Sherwood. Motion carried (5-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: August 10, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – July 13, 2015
- Medical Examiner
 - Current Budget Review
 - Case Load Statistics
 - Proposed 2016 Budget-Discussion Only
- Clerk of Circuit Court
 - Current Budget Review
 - Proposed 2016 Budget-Discussion Only
- Circuit Court
 - Current Budget Review
 - Proposed 2016 Budget-Discussion Only
- Monroe County Sheriff
 - Current Budget Review
 - Monthly Activities/Caseload Statistics
 - Proposed 2016 Budget-Discussion Only
- Justice Department
 - Current Budget Review
 - Line Item Transfer Rent-Discussion/Action
 - Community Service Report
 - Justice Programs Report
 - Proposed 2016 Budget-Discussion Only
- Dispatch
 - Current Budget Review
 - Radio Project Update Report
 - Radio System Change Order(s)-Discussion/Action
 - Proposed 2016 Budget-Discussion Only
- District Attorney
 - Current Budget Review
 - Case Load Statistics
 - Proposed 2016 Budget-Discussion Only
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
AUGUST 10, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Teddy Duckworth, Wallace Habhegger, and Paul Steele. Carol Las arrived after roll call at 5:07pm.

Members Absent:

Also Present: Sheriff Scott Perkins, Chief Deputy Rob Conroy, Toni Wissestad, Randy Williams, Pat Deethardt, Shirley Chapiewsky, Judge Todd Ziegler, Lynn Kloety, and Eric Weihe.

Kuhn called the meeting to order at 5:00 pm.

Craig Buswell moved to approve the July 13, 2015 meeting minutes, second by Wallace Habhegger. Motion carried (6-0).

MEDICAL EXAMINER

Current Budget Review: Toni Wissestad presented the current budget. Budget reviewed.

Case Load Statistics/Explanation of Assists: Toni Wissestad informed the committee that she had provided the case load statistics to Darlene Pintarro and did not know she couldn't make it tonight. Toni Wissestad updated the committee that the case load statistics have not changed much from last month and that she will provide those statistics to the committee during next month's meeting.

Proposed 2016 Budget-Discussion Only: Toni Wissestad updated the committee that nothing has changed in the 2016 proposed budget from 2015 budget and there is a 0% increase to the budget. Toni Wissestad tells the committee that she is unable to say if the salaries and benefits part of the budget has changed, due to finance not releasing those figures yet. Toni Wissestad reports that certain fees may be increasing in May, due to Governor Walker freezing the budget for three years. Toni Wissestad informs the committee that autopsy fees may be increasing from UW system but will not know until January.

CLERK OF CIRCUIT COURT

Current Budget Review: Shirley Chapiewsky presented the current budget. Budget reviewed. Shirley Chapiewsky reports that her department will be going over on attorney fees. Shirley Chapiewsky informs the committee that she has \$65,000 budgeted for attorney fees and has spent \$47,000 so far. Shirley Chapiewsky reports that she has met both judicial reimbursement and guardian ad litem revenues.

Teddy Duckworth asked for more clarification about forfeitures. Shirley Chapiewsky stated that forfeitures can be traffic and the county collects just fine portion of the fee. Teddy Duckworth asked what was involved in the part of the budget around \$99,000 fees. Shirley Chapiewsky responded by stating that is through the state and the county can collect certain parts of fines issued by State Troopers or DNR. Shirley Chapiewsky went on to say that the county collection can range from 50% of the fine to 10% depending on the fine.

Proposed 2016 Budget-Discussion Only: Shirley Chapiewsky handed out copies of proposed budget and informed the committee that revenue will go up \$2,000 and that expenses will go up \$18,000. Shirley Chapiewsky explained that each year she goes over budget with attorney fees and in 2016 budget she is requesting in increase to avoid going over budget.

Wallace Habhegger asked on page 2, are the attorney fees of \$22,500 revenue? Shirley Chapiewsky reports that it is revenue and that comes from court appointed attorney fees collected. Wallace Habhegger asked what the current guardian ad litem fee is. Shirley Chapiewsky told the committee that the guardian ad litem fee is currently \$70.00. Shirley Chapiewsky informed the committee that certain individuals that do not qualify for a Public Defender can still qualify for a Court appointed attorney. The Court appointed attorney is provided by the county at \$70.00 per hour and the individual is required to reimburse the county for those fees. Judge Todd Ziegler also spoke up explaining that all three judges in Monroe County review and appoint Court appointed attorneys and spread out the cases to all attorneys that are willing to take those cases. Judge Ziegler also stated that the state is changing the guidelines on who qualifies to be represented by the State Public Defender's Office. Once those guidelines take affect more individuals will qualify to be represented by the State Public Defender's Office.

Paul Steele asked on page 6 why conference/seminars line increased. Shirley Chapiewsky responded that the state mileage and hotel reimbursement rates went up and there are more seminars for staff to attend.

James Kuhn states that raising the budget now makes sense so you don't have to look later for more money to cover attorney fees.

CIRCUIT COURT

Current Budget Review: Judge Ziegler presented the current budget. Budget reviewed.

Proposed 2016 Budget-Discussion Only: Judge Ziegler handed out copies of the proposed 2016 budget and stated that he is requesting an increase of \$32,000 for attorney fees. Judge Ziegler explains that there has been a significant increase of \$40,000 in attorney fees. Those attorney fees are due to guardian ad litem fees but mainly to an increase in CHIPS (Child In Need Of Protection and/or Services). Judge Ziegler continued to report that due to new training received by Human Services, staff are required to complete more investigations which result in more CHIPS cases. In these CHIPS cases either the children are taken out of the home or are monitoring through a case worker. In 2014 there were 33 CHIPS cases and we are on pace to getting 80 CHIPS cases this year. Judge Ziegler continues by stating that other surrounding counties have seen an increase in CHIPS cases as well which means more attorneys and guardian ad litem being appointed.

Wallace Habegger asked why there has been such an increase in cases. Judge Ziegler stated that Human Services new trainer requires more investigations to be completed. There has been a big focus with law enforcement and human services with drug endangered children program, which has also increased the number of investigations and CHIPS cases.

Teddy Duckworth asked what the increase would be for attorney fees. Judge Ziegler responded by stating that 2015 budgeted \$80,000 and in 2016 proposed budget would be \$120,000.

Judge Ziegler mentions that doctor fees will be increasing. The current doctor worked for the Court at a reduced rate and will no longer be able to work. Judge Ziegler is not sure of what the new doctor fee is yet but predicts it will be at an increased rate.

Paul Steele asked why phone fees were going down. Judge Ziegler responded by stating they are requiring attorneys, when possible, to use calling cards to avoid the county from having to pay the phone bill.

Wallace Habegger asked on page 4 why there is an increase in printing. Judge Ziegler explained that there is a new state requirement to collect DNA samples from defendants in serious felony and certain misdemeanor cases. Judge Ziegler reported that a policy and forms needed to be created so that individuals could go to the Sheriff's Department to get a DNA sample and have that submitted to the Clerk of Court. The increase is to pay for the forms in reference to the DNA collection process.

Paul Steele asked why publication was decreasing. Judge Ziegler stated that currently the county uses West Law online for legal research and that they are switching to Lexisnexis to save \$350-\$400 per month. Judge Ziegler also reported that conference/seminars is decreasing due to many conferences being held closer to Monroe County, overnight lodging will not be needed.

SHERIFF

Current Budget Review: Sheriff Scott Perkins and Chief Deputy Rob Conroy handed out copies of 2015 current budget. Budget reviewed. Chief Deputy Conroy reports that out of county housing will be going over budget this year by \$200,000. Chief Deputy Conroy states that when budgeted, all inmates were supposed to be in the new facility by now. Due to some building delays, the new jail will not be ready in time and therefore the county will continue to have to house inmates out of county. Sheriff Perkins and Chief Deputy Conroy believe that the increase in out of county costs can be absorbed within their budget; due to some cost savings including not having to transport as many inmates, no overtime in jail due to extra staff, roughly \$30,000 in savings for training (were able to complete training in county rather than having to go out of county).

Chief Deputy Conroy reports that there will be an increase in medical because they now have a nurse on hand 40 hours a week. This is due to new state standards and having a nurse hand out medications rather than jail staff.

Monthly Activities/Caseload Statistics: Written reports provided and reviewed.

Chief Deputy Conroy reports that out of county bill for July has not come in yet. Chief Deputy Conroy mentions that in September part of the jail wall will be torn down causing 8 more inmates to be shipped out of county.

Proposed 2016 Budget-Discussion Only:

Sheriff Perkins and Chief Deputy Conroy report they have not submitted the proposed 2016 budget but provided copies to the committee of estimated increases in their budget in 2016 from 2015.

Wallace Habegger asked why there was out of county budgeted. Sheriff Perkins stated that the most recent estimate of when the jail will be completed is in December of 2015 but it will still take time approximately 2 months to transport all out of county inmates back to Monroe County. Chief Deputy Conroy also mentioned that they will still have to transport inmates for hearings and medical appointments.

Chief Deputy Conroy reports that Patrol budget is decreasing. Chief Deputy Conroy also reports that the proposed budget shows Jail budget decreasing, but the salaries of 8 new jailors isn't shown in his budget. Motor vehicles operations budget is also decreasing, mainly due to lower gas prices.

Carol Las asked who is taking care of Emergency Management. Chief Deputy Conroy stated that Darlene and he are currently managing Emergency Management.

Chief Deputy Conroy stated that food services is budgeted for 3% increase and in contracted services they are going from 20 hours a week for all medical personnel to 60 hours; 40 hours will be for a nurse and additional hours are due to new standards required for mental health.

JUSTICE DEPARTMENT

Current Budget Review: Eric Weihe handed out copies of the current budget and presented the current budget. Budget reviewed. Eric Weihe reports that everything looks good in the budget except for rent. Eric Weihe reports that the Justice Department planned on being into the new Justice Center by September but due to building delays that will not be happening. The three months of rent can be paid for by transferring funds out of the OWI Court/Contracted Services account.

Line Item Transfer Rent-Discussion/Action:

Eric Weihe presented a line item transfer. The transfer is taking \$4,380 from OWI Court/Contracted Services to Building Rent. 2015 budget estimated that Justice Dept. would be moved into the new Justice Center by September, 2015. Due to the delay in the building project, Justice Dept. will still be renting in 2015 and therefore will need three more months of rent.

Teddy Duckworth made a motion to approve the budget adjustment, second by Rod Sherwood. Motion carried (7-0).

Community Service Report: The report was provided by Eric Weihe. Report discussed.

Justice Programs Report: Report was provided by Eric Weihe and discussed with members.

Proposed 2016 Budget-Discussion Only: Eric Weihe handed out copies of the proposed 2016 budget. Eric Weihe reports that he will answer questions in absence of Department Head, Peggy Thorson.

Eric Weihe states that the proposed 2016 budget increases in several areas from 2015 budget. In the 2015 budget, EMP program was only budgeted for 9 months. In the proposed 2016 budget the EMP program is budgeted for 12 months. Eric Weihe states there will be increases in supplies, electronic monitoring equipment, education/treatment services, staffing, overtime, and on call pay.

Paul Steele asks why there is \$10,000 put into drug test instant testing. Eric Weihe reports that currently most of the UA drug testing is sent to a lab for preliminary and confirmation testing. Eric Weihe states that in order to

reduce spending with drug testing, our department will be conducting more instant drug testing. Instant drug testing is cheaper than sending in UA's to a lab if the individual's UA tests negative for drugs. Our department will focus on conducting instant drug testing on participants most likely to be negative of drugs, such as inmates serving on electronic monitoring.

Paul Steele asks why there is an increase in CJP Women's Issues. Eric Weihe states that 2015 budget only accounted for treatment services provided such as Domestic Violence classes for 9 months. In the 2016 proposed budget we are budgeting for a full 12 months.

Paul Steele asks why there is a roughly \$10,000 increase in CJP other Expenses. Eric Weihe states that since the EMP is being budgeted for 12 months instead of 9 months there will be an increase in miscellaneous supplies and other miscellaneous items. Eric Weihe stated that he will ask Peggy Thorson for more details about this question and the committee will receive a more detailed answer next month.

Paul Steele asked why there was a decrease in EMP/Sob Scram. Eric Weihe states that part of the budget should have increased due to EMP program going for 12 months rather than 9 months. Eric Weihe states that he will have to check with Peggy Thorson and make sure the numbers are entered correctly for the proposed 2016 budget.

James Kuhn asks why there is \$5,000 request in vehicles when last year was \$10,000. Eric Weihe explains that our department is planning on replacing the Bond Monitoring car. Eric Weihe explains they will use the \$10,000 from 2015 budget along with \$5,000 in proposed 2015 budget to purchase a new vehicle.

Paul Steele asks if it is just the Bond car and not the Community Service van that needs to be replaced. Eric Weihe states that the Community Service van doesn't need to be replaced and that our department is only planning on replacing the Bond Monitoring car.

James Kuhn informs Eric Weihe that he should check into seeing if the \$10,000 from 2015 budget can be rolled over into the 2016 budget.

DISPATCH

Current Budget Review: Randy Williams handed out copies and presented the current budget. Budget reviewed.

Radio Project Update Report: Randy Williams presented the radio project update report and questions were answered. Randy Williams reports that the radio project is moving along very well. All current towers have passed the required tests and the process of lease agreements with US Cellular has begun.

Randy Williams states that the downtown tower is on track to being completed before phase II in the Justice Center. If the tower is completed as projected that will save the county money because construction workers will not have to work around the extra wiring.

Radio System Change Order: Randy Williams presented two change orders to the radio system.

Randy Williams reports the first change order is \$19,600 for the US Cell site drawings.

Randy Williams reports the 2nd change order is \$750 for the Warrens Tower modifications. Randy reports that the Warrens tower was inspected and tests showed it needed some minor modifications, include having the rail secured.

Randy Williams confirms with the committee that any change order over \$10,000 has to be approved by the committee.

Paul Steele made a motion to approve the radio system project change order for US Cell Tower Site Drawings for \$19,600, second by Carol Las Motion carried (7-0).

Proposed 2016 Budget-Discussion Only: Randy Williams hands out copies of proposed 2016 budget and informs the committee that his budget will be increasing next year. He states that his electricity bills are going up from

\$2,052 to \$14,726. Randy Williams states that there will be 10 towers instead of 2 towers. Randy Williams states that each tower will consume electricity differently, depending on the location and type of tower. Randy Williams reports that tower maintenance will be increasing from \$5,290 to \$68,300. Randy Williams reports that currently we pay a monthly maintenance fee of \$230 and those rates will be increasing due the new towers. Each tower site is charged based on amount of space used, for example the Kendall Tower will be \$2,000 per month.

Randy Williams reports that he normally pays all the equipment maintenance up front to receive a 5% discount but did not do that for 2016 budget. Randy Williams states he does not know how much the equipment maintenance would be up front for the new towers, therefore, he cannot pay the fees upfront to receive the discount.

Randy Williams reports there is a typo under generator fuel, it should be \$1,000 instead of \$100. Randy Williams states that there will be 10 tower generators for back up electricity. He also mentions that the towers are tested weekly to ensure that if power is lost, the generators will automatically turn on.

Randy Williams is optimistic that all 10 towers will be fully operational by fall 2015, ahead of schedule. Randy Williams reports that this will cause an increase to his 2015 budget, due to tower monthly leases and other fees. He also reports that the board originally was planning on using 2016 contingency funds to help pay for the towers.

Randy Williams states that there will be an increase to meals but he plans on offsetting those costs by reducing his training costs.

Teddy Duckworth asks how tall a tower can be without causing issues with airplanes. James Kuhn reports that the downtown tower is going to be 90 feet tall to clear the trees. Randy Williams confirms that towers have to be at least 90 feet tall to clear any trees/interference.

Carol Las asked for an update on the Fort McCoy tower. Randy Williams reports that he is waiting for the military to get back to him on the joint use of the tower.

DISTRICT ATTORNEY

Current Budget Review: Lynn Kloety presented the current budget. Budget reviewed.

Case Load Statistics: Written report provided and reviewed. Lynn Kloety reports that there are a total of 1,271 referrals so far this year. She states that in order to be more efficient, the District Attorney's office has been combining referrals into one case. Instead of creating multiple case files for each charge, their office has been combined multiple criminal charges including traffic charges from one incident into one case.

Lynn Kloety states that her office should have 7 prosecutors due to the volume of referrals but has to work with only 3. Lynn Kloety states that her office is virtually paperless. By going paperless her department has saved money and time by storing case files digitally. Her staff does not waste time looking for case files and all the information can be brought to court on a laptop rather than 3 large plastic bins.

Proposed 2016 Budget-Discussion Only: Lynn Kloety hands out copies of proposed 2016 budget and informs the committee that her budget will be increasing next year. Lynn Kloety is proposing for the county to pay the \$500 State Bar dues for each prosecutor for a total of \$1,500. Lynn Kloety states that Monroe County is having a difficult time keeping prosecutors and that there has been 3 new hires since Dan Cary died.

Lynn Kloety also proposed that the county pay for two conferences per prosecutor each year, so the attorneys do not have to pay out of his or her pocket. Lynn Kloety reports that hotels and mileage will be increasing due to the state rate increase.

Lynn Kloety updates that every 4 years the state provides new desktop computers for everyone in her office. Lynn Kloety reports that everyone in her office will be getting laptops instead of desktops so they can bring computers to court and be paperless. The state makes the county pay the difference between a desktop and laptop which is \$400 (total of \$800). Lynn Kloety is also requesting additional funds for 4 new monitors at \$210 each (total \$840). Lynn Kloety is requesting the additional monitors so her staff can be paperless. In order to be able to go paperless, her staff will need two monitors to be able to look at two documents at the same time.

Carol Las asked why her budget for paper was so high if she rarely uses paper. Lynn Kloety was not sure but believes the contract with EO Johnson includes providing a new copy/fax/printer if their machine breaks.

Lynn Kloety reports that she is going to delay as long as possible with the state in replacing the old computers that are due for renewal. Every time that the state provides a new computer they have to come in and install the equipment. Lynn Kloety states if she waits until their office gets moved into the new building, than she will only have to pay the state once to bring the equipment. Lynn Kloety states if the delay is too long in the building project she will have to replace the computers and pay the state to move the computers.

Agenda Items for Next Meeting: none

Next Meeting Date/Time: September 14, 2015 5:00 p.m. at the Justice Department.

Teddy Duckworth moved to adjourn at 7:53 p.m., second by Rod Sherwood Motion carried (7-0).

Recorder
Eric Weihe

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: September 14, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – August 10, 2015
- Dispatch
 - Budget Review
 - Radio Tower Update Report-Discussion
 - Radio System Change Order(s)-Discussion/Action
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Budget Review
 - Jail Line Item Transfer-Discussion/Action
 - Emergency Management Line Item Transfer-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
SEPTEMBER 14, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Paul Steele, Wallace Habegger, and Teddy Duckworth. Carol Las arrived at 5:03pm.

Members Absent: None

Also Present: Sheriff Scott Perkins, Peg Thorson, and Randy Williams

Kuhn called the meeting to order at 5:00 pm.

Review of the August 10, 2015 minutes. **Craig Buswell moved to approve the August 10, 2015 meeting minutes, second by Teddy Duckworth. Motion carried (6-0). Las was absent during vote.**

DISPATCH

Budget Review: The current budget was provided by Randy Williams. Budget reviewed by committee members. Williams states OT has gone up due to a recent resignation. There is a new hire that is completing her training. There is another on call employee recently hired that is also interested in fulltime. There was additional talk about starting salaries and the comparison of Monroe County to Jackson County as it relates to salary.

Radio Project Update Report: Randy Williams provided an update on the radio tower project. In current review of lease agreements with US cellular. The new tower that was approved last month is on order. All three Dairyland tower sites have failed loading studies. The costs and fix are currently being reviewed. Someone will come in and do an engineer and structural modification report. The contingent funds for the tower project currently is \$158,000, prior to the current change order.

Radio System Change Order: Williams presented a change order to the radio system. The change requests: \$8,250 for engineering sites. Since the change order was less than \$10,000 it was approved by Williams; therefore, there is no action required.

Another issue came up today that would test towers for a category three versus category two. It be a \$1000 cost to possibly save additional funds. Level G3 is required for publicly owned public safety towers. Testing at the category 2 could increase risk for the County. This information is being brought up to inform the committee for discussion only. Kuhn is requesting additional information.

JUSTICE DEPARTMENT

Budget Review: Peg Thorson presented the current budget. Budget reviewed. Only concern is with EMP funds are currently at 36%. These funds have not been used because of over estimation of EMP numbers but the EMP is going up.

Community Service Report: The report was provided by Thorson. Report discussed. Working with child support to get some purges out. Also still talking to the Sheriff about utilization of community service members for the move to the new justice center.

Justice Programs Report: Report was provided by Thorson and discussed with members. Up in treatment courts. Bond monitoring also up for the month but 19 ended up back in jail for violations. Diversion increasing on average by about 10 per month. Program participants are high risk offenders. Low risk offenders self-correct and there is no need for action and you would not want to cross contaminate with high risk offenders.

Current staffing prioritizes work flow. Steele asked if the work is doable with the current staffing. Thorson advised that an additional half-time staff member would be beneficial. Kuhn advised that Thorson would have to show the need. Current staffing scheduling discussed. Male staff test males and female staff tests female based on cost of urine versus oral testing methods.

SHERIFF

Budget Review: The current budget was presented by Sheriff Perkins. Budget reviewed. The Sheriff pointed out the high percent in out-of-county transport salaries. The department is trying to alleviate the cost by utilizing

transition team members as well as jailers. The K9 fund was noted as low. The Sheriff indicated that his focus has been on the construction of the justice center but he would like to again focus on K9 and continues some efforts.

Jail Line Item Transfer: Sheriff Perkins presented a jail line item transfer for out of county housing. Based on delays of the new jail construction, out-of-county housing will be short in the 2015 budget. The line item transfer requests \$80,000 from jail overtime and \$60,000 from jail prisoner meals be transferred to out of county housing. The total transfer of \$140,000 will cover expenses through part of September. **Craig Buswell made a motion to approve the line item transfer, second by Rod Sherwood. Motion carried (7-0).**

Emergency Management Line Item Transfer: Sheriff Perkins presents an EM line item transfer of \$6,100 from education and training to Hazmat equipment/supplies. This will allow utilization of a Hazmat equipment grant. **Paul Steele made a motion to approve the line item transfer, second by Sherwood. Motion carried (7-0).**

Monthly Activities/Caseload Statistics: Written reports provided and reviewed.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and reviewed.

Agenda Items for Next Meeting: None

Next Meeting Date/Time: October 12, 2015 5:00pm at the Justice Department.

Rod Sherwood moved to adjourn at 6:59 p.m., second by Carol Las. Motion carried (7-0).

Recorder
Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: October 12, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – September 14, 2015
- Monroe County Sheriff
 - Budget Review
 - Line Item Transfer-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Dispatch
 - Budget Review
 - Radio Tower Update Report-Discussion
 - Radio System Change Order(s)-Discussion/Action
 - Line Item transfer-Discussion/Action
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
October 12, 2015

Members Present: James Kuhn, Rod Sherwood, Craig Buswell, Paul Steele, Wallace Habegger, and Teddy Duckworth.

Members Absent: Carol Las

Also Present: Sheriff Scott Perkins, Peg Thorson, Randy Williams, and Robert Conroy.

James Kuhn called the meeting to order at 5:00 pm.

Review of the September 14, 2015 minutes. **Rod Sherwood moved to approve the September 14, 2015 meeting minutes, second by Teddy Duckworth. Motion carried (6-0).**

SHERIFF

Budget Review: The current budget was presented by Robert Conroy. Budget reviewed and discussed by committee. Conroy discussed Transport salaries coming up short but they will be receiving a SCAAP grant for \$20,000 to offset.

Jail Line Item Transfer: Conroy discussed the Jail line item transfers and he is checking with Finance and the Monroe County Administrator to see if they can do 1 line item at the end instead of doing multiples due to the delays of the new jail construction. Uniforms were not budgeted for so they will eventually need a line item transfer also.

Monthly Activities/Caseload Statistics: Written reports provided and reviewed.

JUSTICE DEPARTMENT

Budget Review: Peg Thorson presented the current budget. Budget reviewed. Revenue is down but Peg and Eric Weihe met with Finance and Tina believes that will be ok at the end of the year. Revenues should rise with EM in November and December. There are a couple of big contracts that have yet to be paid. Will have line item transfers next month. There is also \$22,500 in grant money for contracted services in revenue that is an in/out on paper only and not actual funds.

Community Service Report: The report was provided by Thorson. Report discussed. Nothing new, still working on same mowing, Rolling Hills cemetery maintenance, and wood splitting for the campgrounds.

Justice Programs Report: Report was provided by Thorson and discussed with members. Currently looking at making a change in curriculum to Evidence based where participants are routinely tested. State standards embrace Evidence based testing twice a week randomly. For higher risk participants, a 3rd random test is added. The new curriculum is proving to be effective as long as there is accountability and an immediate consequence.

DISPATCH

Budget Review: The current budget was provided by Randy Williams. Budget reviewed by committee members. Williams highlighted the OT but said that the overall budget was looking good to date. The Health and Dental should balance out at the end of the year.

Radio Project Update Report: Randy Williams provided an update on the radio tower project. The new tower should go in tomorrow (10/13). They had to order a new crane since the curb and gutter has just recently been put in. US Cellular lease agreements have been signed and forwarded and the Dairyland agreement is close. The goal is to finish soon so that they can develop the site before frost sets in.

Radio System Change Order: Randy Williams presented 3 change orders to the radio system.

- 1) \$1500.00 for the larger crane needed to lift tower over new curb and gutter. Since the change order was less than \$10,000 it was approved by Williams; therefore, there is no action required.
- 2) \$36,938.00 for Warrens Water Tower Structural Improvements.
- 3) \$21,600.00 for Modifications to Dairyland Oakdale Tower

Craig Buswell made a motion to approve both line item transfers for the Warrens Water Tower Structural Improvements of \$36,938.00 and the Modifications to Dairyland Oakdale Tower for \$21,600.00, seconded by Paul Steele. Motion carried (6-0).

Line Item Transfer: Randy Williams presented a line item transfer for \$1000.00 from Equipment Maintenance to Tower Maintenance. The Village of Kendall had mandatory maintenance to their water tower. Monroe Co. has radio equipment/cabbling inside the tower that required attention. The County's cost to move and re-install the equipment/wiring was \$3,500. Transferring \$1,000 gives \$3,500 in the Tower Maintenance Miscellaneous Repairs account to cover the cost. **Rod Sherwood made a motion to approve the line item transfer, second by Wallace Habhegger. Motion carried (6-0).**

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

CLERK OF CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

DISTRICT ATTORNEY

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and reviewed.

Agenda Items for Next Meeting: The committee would like to request that the DA have a representative attend to discuss the worthless check process.

Next Meeting Date/Time: November 9th, 2015 5:00pm at the Justice Department.

Wallace Habhegger moved to adjourn at 6:40 p.m., second by Teddy Duckworth. Motion carried (6-0).

Recorder
Leslie Schreier

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: November 9, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS-AMENDED

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – October 12, 2015
- Clerk of Circuit Court
 - Budget Review
 - Budget Adjustment-Discussion/Action
- Dispatch
 - Budget Review
 - Radio Tower Update Report-Discussion
 - Radio System Change Order(s)-Discussion/Action
- Justice Department
 - Budget Review
 - Line Item Transfer-Discussion Action
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Budget Review
 - EM Line Item Transfer-Discussion/Action
 - Close out of EM Change Drawer-Discussion/Action
 - Monthly Activities/Caseload Statistics
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- District Attorney
 - Budget Review
 - Report on Bad Check Procedures-Discussion Only
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
November 9, 2015

Members Present: James Kuhn, Rod Sherwood, Paul Steele, Carol Las, and Teddy Duckworth. Craig Buswell arrived at 6:03 p.m.

Members Absent: Wallace Habegger.

Also Present: Sheriff Perkins, Chief Deputy Robert Conroy, Peg Thorson, Randy Williams, Shirley Chapiewsky, and Lynn Kloety.

James Kuhn called the meeting to order at 5:04 pm.

Review of the October 12, 2015 minutes. **Teddy Duckworth moved to approve the October 12, 2015 meeting minutes, second by Carol Las. Motion carried (5-0).** Buswell was not present for the vote.

CLERK OF CIRCUIT COURT

Budget Review: Shirley Chapiewsky presented the current budget schedules. Budget reviewed along with the budget adjustment.

Budget Adjustment: Chapiewsky presented a budget adjustment to cover attorney fees. Revenues were received creating an increase in the following amounts: Attorney Fees Due County \$11,879.13, Judicial Reimbursement \$8,222, and State GAL \$3,000. The proposal dictates the total of the \$21,742.83 increase be put into Attorney Fees. **Sherwood moved to approve the budget adjustment as presented, second by Duckworth. Motion carried (5-0).** Buswell was not present for the vote.

DISPATCH

Budget Review: The current budget was provided by Randy Williams. Williams indicates the Overtime budget is high but he has a part-time employee that has almost completed training. It is expected that this employee will be fulfilling quite a few hours, which should help in the overtime budget. Budget reviewed by committee members.

Radio Project Update Report: Williams provided an update on the radio tower project, indicating there has been a lot of progress. Dairy land leases were signed last Friday, and this should allow the project to move forward. Concrete pads have been poured and some electrical has begun.

Since some work has begun at the sites, rental fees have begun. Two (2) bills have been received for two (2) towers at this time. Each are \$800. It is expected that more bills will be coming in shortly. The electrical budget and LP tanks have been increased due to additional sites.

Radio System Change Order: Williams presented a list of change order to date of the radio system.

JUSTICE DEPARTMENT

Budget Review: Peg Thorson presented the current budget. Budget reviewed and discussed.

Line Item Transfer: Thorson presented a line item transfer requesting a transfer of monies from three (3) accounts to provide funding for the purchase of a new vehicle. \$9,000 is proposed to be moved into Capital Outlay from the following: Vehicle Operations Bond \$3,000, Conference Seminar \$2,000, and CJP Victim Impact \$4,000. This proposal will provide \$19,000 funds in capital outlay for the vehicle purchase. The current capital outlay budget is \$10,000. **Sherwood moved to approve the line item transfer, second by Duckworth. Motion carried (5-0).** Buswell was not present for the vote.

Community Service Report: The report was provided by Thorson. Report discussed. One day was cancelled due to low turn-out. The crew has been doing some leaf raking, wood stacking out at McMullen Park, landfill work, museum work, and work as Brossard's Park.

Justice Programs Report: Report was provided by Thorson and discussed with members. Thorson reporting not many changes with OWI programs. To date there have been 17 graduates. Only four (4) have recidivism, either alcohol or nonalcohol related. Success rate is currently 75%. Comparably, nationally 25% is reported as a good rate.

Diversion is at 86 new ones currently this year.

SHERIFF

Budget Review: The current budget was presented by Robert Conroy. Budget reviewed and discussed by committee. Some concerns were expressed about reserve salaries, other fringe benefits, and out of county housing. There will be a budget adjustment to transfer some funds to cover some of the out of county housing. Salaries for transport is currently at 90%, so Conroy has suggested that some non-lapsing SCAAP monies be used to cover that at a future date.

EM Line Item Transfer: Conroy presented a line item transfer for Emergency Management to transfer \$3,301 from salaries to contracted services. This is a fee expended for the completion of a tabletop exercise in September. **Steele moved to approve the line item transfer, second by Duckworth. Motion carried (5-0).** Buswell was not present for the vote.

Line Item Transfer/Speed Grant: Conroy presented a line item transfer to move speed grant expenses to the correct accounts. The following amounts are proposed to be moved from: \$1,415-salaries SP, \$3,250-Overtime SP, \$784-Retirement, and \$91-Social Security. The total funds of \$5,540 are proposed to be divided as follows: \$513-Health Insurance, \$26-Dental Insurance, \$2-Life Insurance, \$4,999-Other Expenses. **Steele moved to approve the line item transfer, second by Sherwood. Motion carried (6-0).**

Jail/Maintenance Budget Adjustment: Conroy presented a budget adjustment, which was prepared by Finance. This adjustment is taking building expenses that will not be used due to the delay of the building project and puts the funds in the out of county housing expenses, which have increased also due to the delay of the building project. The budget adjustment proposes an increase in Board of Prisoner/out of county by \$194,000. The funds being moved from the maintenance budget are as follows: \$135,000-Courthouse Fuel & Gas, \$150,000-Courthouse Electricity, and \$22,000-Courthouse Water & Sewer. **Steele moved to approve the budget adjustment, second by Duckworth. Motion carried (6-0).**

OWI Grant: Discussion by Conroy of the OWI grant, which works in combination with Cashton and State Patrol. The grant will cover salaries and some fringe. There is a 25% grant match. Conroy is seeking approval of the OWI grant. **Steele moved to approve the OWI Grant, second by Buswell. Motion carried (6-0).**

Close out of the EM Change Drawer: There was a change drawer located in Emergency Management with funds equally around \$100. It was discovered that the change drawer was opened at \$50. The excess monies were previously deposited as a miscellaneous EM deposit since a change drawer should never deviate from its original amount. It is thought that the change drawer was for rural addressing but applications historically are submitted with checks or exact cash fees. There appears to be no further need for this change drawer. **Duckworth moved to approve the closure of the change drawer, second by Buswell. Motion carried (6-0).**

Monthly Activities/Caseload Statistics: Written reports provided and reviewed.

DISTRICT ATTORNEY

Budget Review: Lynn Kloety present the current budget. The schedules were reviewed and discussed.

Bad Check Procedures: Kloety advised bad checks are outsourced to Bounce Back. Restitution is submitted back to the victim business. If collection is not achieved, criminal charges will be filed for checks that are \$100 or greater. This outsourcing was mandated when staff was cut. This process does take more time to follow-up with the company for status reports.

Historically, bad checks were sought out for fee collection back to the business regardless of the check amount. There were no fees collected by the County and no charges were filed so as long as the money was recouped.

Case Load Statistics: Kloety presented the case load statistics. Statistics were reviewed and discussed.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

Agenda Items for Next Meeting: None presented

Next Meeting Date/Time: December 14, 2015 at 5:00 p.m.

Las moved to adjourn at 7:06 p.m., second by Sherwood. Motion carried (6-0).

Recorder

Darlene Pintarro

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: December 14, 2015
Time: 5:00 pm
Place: Monroe County Justice Department
919 Hoeschler Drive
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – November 9, 2015
- Dispatch
 - Budget Review
 - Radio Tower Update Report-Discussion
 - Radio System Change Order(s)-Discussion/Action
- Justice Department
 - Budget Review
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Budget Review
 - Line Item Transfer SCAAP fund for transport salaries-Discussion/Action
 - Credit card authorization-Discussion/Action
 - STEP contract-Discussion
 - Monthly Activities/Caseload Statistics
- Circuit Court
 - Budget Review
- Medical Examiner
 - Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Budget Review
- District Attorney
 - Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, 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
MEETING MINUTES
December 14, 2015

Members Present: James Kuhn, Rod Sherwood, Paul Steele, Carol Las, Craig Buswell, Wallace Habegger, and Teddy Duckworth.

Members Absent:

Also Present: Sheriff Perkins, Chief Deputy Robert Conroy, Peg Thorson, and Randy Williams.

James Kuhn called the meeting to order at 5:02 pm.

Review of the November 9, 2015 minutes. **Paul Steele moved to approve the November 14, 2015 meeting minutes, second by Carol Las. Motion carried (7-0).**

DISPATCH

Budget Review: The current budget was provided by Randy Williams. Williams indicates that several line items are high but when they are rolled up they are still within budget. Williams also noted the OT is high, but with a recent hire being released from training their availability to cover shifts will help.

Radio Project Update Report: Installed most of the shelters and LP tanks at five of the shelters totaling seven. The generators are slated to be installed in the next week or two. Updated contingency fund provided to committee. The Wilton tower rental fees are higher than other towers due to the amount of equipment on site. The Wilton tower has three times the equipment on site.

Radio System change order was not presented.

JUSTICE DEPARTMENT

Budget Review: Peg Thorson presented the current budget. Budget reviewed and discussed.

Community Service Report: The report was provided by Thorson. Jobs were available for community service like shoveling and odd jobs. Two CSW workers were identified for the supervised move to new building, but still working out specifics with the Chief Deputy to see if there are any current inmates that can be used.

Justice Programs Report: Report was provided by Thorson and discussed with members. Thorson reporting not many changes with OWI programs. There was a graduation last Wednesday, 40 currently in the program with 12 current enrollees and four (4) expulsions, there are 120 on bond monitoring with 35 written formal violations. There are also 95 new diversion cases.

SHERIFF

Budget Review: The current budget was presented by Robert Conroy. Budget reviewed and discussed by committee. Conroy noted that extradition is currently at 107% but that a line item transfer is not required. Recruitment is at 96% and the department will hold off on the current jail process until after the first of the year. The out of county housing previous adjustment is not yet reflected in the report. EM conference/training is \$54 over but rolls up into mileage.

Line Item Transfer SCAAP Grant: Conroy indicating that the line item transfer SCAAP be pulled from the agenda. The SCAAP Grant will be used for out of county housing transport salary which is currently at 99% of budget. This is appropriated in SCAAP.

Jail Budget Adjustment for out of County Housing: Conroy presented a budget adjustment. Due to the delayed completion of phase one of the Justice Center the Jail is incurring unforeseen additional expenses for the Board of Prisoners Out of County Housing. A projected amount of \$50,000 is needed to cover the expenses for the remainder of 2015. The funds will be transferred from the Contingency Fund. **Duckworth moved to approve the budget adjustment, second by Sherwood. Motion carried (7-0).**

Credit Card authorization: Presented by Conroy for Thao Moua, the new Office Manager, for a \$1,000 credit limit credit card. **Buswell motion to approve and second by Habegger. Motion Carried (7-0)**

STEP Contract: Discussion by Robert Conroy of the STEP Contract. The STEP contract has been finalized in excess of \$24,000 which is the same as the previous year. The same expectations exist and cultural training is included.

Monthly Activities/Caseload Statistics: Written reports provided and reviewed. It was noted that the out of county inmate counts are not reflected accurately in the report. Conroy offered a corrected version of the report be forwarded to committee members the following business day. The committee declined the offer.

CIRCUIT COURT

Budget Review: The current budget schedules were reviewed. There was no warning or red flag in Munis when the attorney fees and doctor fees went over 100%, it is currently at 125%. Overage were being allowed in the Munis program. The issue was identified and should be corrected.

MEDICAL EXAMINER

Budget Review: The current budget schedules were reviewed.

Case Load Statistics/Explanation of Assists: Report was presented and discussed.

CLERK OF CIRCUIT COURT

Budget Review: Budget reviewed and discussed.

DISTRICT ATTORNEY

Budget Review: The schedules were reviewed and discussed. It was noted that convention/education and training is over budget. The committee is requesting for a report back from the DA office and corrective action be taken.

Case Load Statistics: Statistics were reviewed and discussed.

Agenda Items for Next Meeting: The committee would like the District Attorney to have someone discuss the conference and education expense report to committee.

Next Meeting Date/Time: January 11, 2016 at 5:00 p.m.

Sherwood moved to adjourn at 6:14 p.m., second by Las. Motion carried (7-0).

Recorder
Thao Moua