

LAW ENFORCEMENT & JUDICIARY COMMITTEE

August 4, 2010

9:00 A.M.

Chairman O'Melia called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse.

LAW ENFORCEMENT COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT: Recording Secretary Jill Butzlaff, Sheriff Jeff Hoffman, Chief Deputy John Sweeney, County Coordinator John Potters, Jail Administrator Kaye Juel, Clerk of Circuit Court Gina Olson, Judicial Assistant Branch I Kathleen Belliveau, District Attorney Secretary Bonnie Wilcox, Family Court Commissioner Secretary Tammy James, Judicial Assistant Branch II Deb Shawl, Medical Examiner Traci England, and Kevin Boneske Rhinelander Daily News.

Motion by Fried to approve the August 4, 2010, agenda as posted, second was offered by Metropulos, all ayes on voice vote; the motion carried 4-0.

Motion by Fried to approve the July 7, 2010, minutes as presented, second was offered by Young, all ayes on voice vote; the motion carried 4-0.

MATTERS FOR DISCUSSION / ACTION:

District Attorney - 2011 Staffing Requests

District Attorney Secretary, Bonnie Wilcox, was present and noted the staffing request is for a summer law clerk position. Oneida County's portion of the shared cost is \$2,500.

Motion by Young to approve the staffing request and forward to the Labor Relations and Employee Services Committee, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Sheriff's Office - Vacancy Review – Corrections Officer

Sheriff Jeff Hoffman and Jail Administrator, Kaye Juel, were present. Hoffman stated the vacancy is due to a recent retirement. Hoffman noted there are minimum staffing requirements for the jail established by the Department of Corrections to oversee inmates and secure the facility. Hoffman stated he expects to wait the two months to fill the vacancy. Brief discussion followed regarding overtime costs to staff the facility while the vacancy remains.

Motion by Fried to approve the staffing request and forward to the Labor Relations and Employee Services Committee, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Sheriff's Office - Update on Multi-jurisdictional Computer System Upgrade

Project Manager, Jill Butzlaff, was present and distributed an updated budget summary. Butzlaff stated that system analysis had taken place and Computer Aided Dispatch (CAD) master file training is taking place this week. Butzlaff stated the project is within the allocated budget. Discussion was information only, no action taken.

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Sheriff's Office - 2011 Staffing Requests

Sheriff Jeff Hoffman and Chief Deputy John Sweeney were present. Hoffman stated the first position is for a Limited Term Corrections Officer Employee who is trained and can fill in for vacancies or employee absences.

Motion by Fried to approve the staffing request for the Corrections Officer LTE and forward to the Labor Relations and Employee Services Committee, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Sheriff Hoffman presented a staffing request for 13 Dive Team members that are Limited Term Employees. Hoffman noted the team was formed three years ago, and is trained in recovery and rescue of humans or evidence. Brief discussion followed regarding charging other agencies who utilize the Dive Team.

Motion by Metropulos to approve the staffing request for the Dive Team LTE and forward to the Labor Relations and Employee Services Committee, second by O'Melia, all ayes on voice vote; the motion carried 4-0.

Sheriff Hoffman presented the staffing request for the Community Policing position. Hoffman noted the deputy sheriff position is utilized in the northwest area of the county and was established in 2000. Hoffman stated the Sheriff's Office has received grant money in various amounts each year. Brief discussion followed regarding the state aid.

Motion by O'Melia to approve the staffing request for the grant funded Deputy Sheriff and forward to the Labor Relations and Employee Services Committee, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Family Court Commissioner - Department Information Document

Family Court Commissioner Secretary, Tammy James, was present and presented the Department Information Document.

Motion by O'Melia to accept the Family Court Commissioner Department Information Document for 2010, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Family Court Commissioner - 2011 Budget

Family Court Commissioner Secretary, Tammy James, was present and distributed the Department's budget. James highlighted the changes on the budget to meet the requested budget decrease. James stated that additional hearings would result in the office being over budget in 2011. Brief discussion followed regarding the decreases.

Motion by Metropulos to approve the 2011 Family Court Commissioner budget and forward to the Finance Committee, second by Fried, all ayes on voice vote; the motion carried 4-0.

Circuit Court Branch I - 2011 Staffing Requests

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Circuit Court Branch II - 2011 Staffing Requests

Judicial Assistants Kathleen Belliveau and Deb Shawl were present and noted this Law Clerk position is shared with the judges and Vilas County. Shawl stated the Oneida County funded amount for the position is \$26,300.

Motion by Fried to approve the staffing request for the Law Clerk position shared by Branch I and Branch II for 2011, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Circuit Court Branch II - 2011 Budget

Judicial Assistant Deb Shawl was present and distributed the budget to the Committee. Shawl stated she is at a loss where to cut the budget. Shawl stated the guardian ad litem fees were increased last year, but was below budget. Brief discussion followed regarding guardian ad litem and court appointed attorney fees.

Motion by Young to accept the budget as presented and forward to the Finance Committee, second by O'Melia, all ayes on voice vote; the motion carried 4-0.

Medical Examiner - Department Information Document

Medical Examiner, Traci England, was present and distributed the Department Information Document. England highlighted the changes including Oneida County taking over medical examiner duties for Forest County in July of 2008, and elimination of a paid administrative position.

Motion by O'Melia to accept the Department Information Document for the Medical Examiner's office, second by Young, all ayes on voice vote; the motion carried 4-0.

Medical Examiner - Training

Medical Examiner, Traci England, was present and stated she has been chosen by the National Institute of Justice to receive a grant for a two part training.

Motion by O'Melia to congratulate England on receiving the grant and approve attendance at the training, second by Metropulos, all ayes on voice vote; the motion carried 4-0.

Clerk of Circuit Court - 2011 Staffing Requests

Clerk of Circuit Court, Gina Olson, was present and presented a staffing request for the Baliff positions for 2011. Olson noted the positions are paid \$11.42 per hour and paid as needed for trials.

Motion by Metropulos to approve the staffing request for the Bailiff LTE and forward to the Labor Relations and Employee Services Committee, second by Young, all ayes on voice vote; the motion carried 4-0.

AUDIT OF ALL LAW ENFORCEMENT DEPARTMENTS

Following examination of financial information submitted by law enforcement departments, Metropulos made a motion to approve all vouchers, BPO Reports, line items transfers, and other

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financial information as submitted by law enforcement departments, second by Young, all ayes on voice vote; the motion carried 4-0.

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

The next regular meeting was scheduled for:

September 1, 2011 - 9:00 a.m.

Topics for next agenda;

Fried – Medical Examiner Automobile

O’Melia – Storage Facility

PUBLIC COMMENTS/DISCUSSIONS/COMMUNICATIONS

There were no other public comments or discussions.

ADJOURNMENT

There being no further business before this committee, Fried made a motion to adjourn with a second by Metropulos, all ayes on voice vote; the motion carried 4-0 and the meeting was adjourned at 10:15 a.m.

COMMITTEE CHAIRMAN

COMMITTEE SECRETARY jab