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**WASHINGTON COUNTY
PUBLIC SAFETY COMMITTEE**

Sheriff's Department
West Bend, WI

December 2, 2013
8:30 a.m.

Present: Joseph Gonnering, Philip Laubenheimer, Dennis Myers, Thomas Niebler, and Gerald Schulz.

Also present: Sheriff Dale Schmidt, Captain Steve Gonwa, Captain Shirley Miller, County Board Chairperson Herbert Tennies, Administrative Coordinator Doug Johnson, Clerk of Circuit and Juvenile Courts Theresa Russell, Chief Deputy Medical Examiner Craig Garbisch, County Clerk Brenda Jaszewski, Emergency Management Coordinator Rob Schmid, Purchasing Buyer Roy Hartmann, and Chief Deputy County Clerk Linda Doro.

Chairperson Gonnering called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

MINUTES

Moved by Mr. Schulz, seconded by Mr. Laubenheimer to approve the minutes of November 4, and 11, 2013, as presented. Motion carried.

VIDEO CONFERENCING

Ms. Russell distributed a handout for 2013 Video Conference hearings. Total estimated savings for year 2013 is \$48,121.28.

UPDATE ON TIMING FOR MEDICAL EXAMINER CANDIDATE INTERVIEWS

Mr. Johnson reported the Human Resources Department is in the process of receiving applications. Mr. Johnson reported a search team consisting of himself, Captain Steve Gonwa, Deputy District Attorney Stephanie Hanson, and Deputy County Attorney Christine Ohlis will review the applications, conduct the first interviews, and submit a list of candidates to the County Manager and Public Safety Committee for final interviews. A recommendation will be forwarded to the County Board for confirmation in February.

STAFFING PLAN FOR COVERING MEDICAL EXAMINER RESPONSIBILITIES UNTIL MEDICAL EXAMINER POSITION IS FILLED

Mr. Johnson reported that until the Medical Examiner's office is fully staffed, he is recommending the Public Safety Committee authorize Mr. Garbisch to allow a deputy medical examiner to work an average of up to 29 hours per week in order to fulfill minimum requirements of the office. The deputy medical examiner would qualify for Wisconsin Retirement System benefits but not Health Insurance benefits.

Moved by Mr. Laubenheimer, seconded by Mr. Myers to allow a deputy medical examiner to work an average of up to 29 hours per week until the Medical Examiner's office is fully staffed. Motion carried.

LIVERY SERVICE BID AWARD

Mr. Garbisch presented the bid results for the Livery Transportation Services contract. Only one bid was received and it is from J.L.B. Services LLC, in the amount of \$175 per transportation. The term of the contract is for one year with an option to extend one additional year.

Moved by Mr. Myers, seconded by Mr. Schulz to award the Livery Transportation Services contract to J.L.B. Services, LLC as presented, with an option to extend the contract one additional year. Motion carried.

UPDATE ON WORKLOAD IN MEDICAL EXAMINER'S OFFICE

Mr. Garbisch distributed the 2014 fee schedule and reported as of today, the total Medical Examiner caseload is 873.

OUT OF STATE TRAVEL

Moved by Mr. Myers, seconded by Mr. Niebler to approve the out-of-state travel for Radio Systems Administrator John Schrader to attend the International Harris User Group Conference from April 26, to May 1, 2014, in Stone Mountain, Georgia, at a cost of \$1,168, plus airfare. Motion carried.

ELECTED OFFICIAL'S SALARY INFORMATION

Ms. Russell presented a report Finance Director, Sue Haag distributed at the Administrative Services Committee meeting showing the current salaries and 2014 salaries for the Clerk of Courts and Sheriff in surrounding counties.

IS DEPARTMENT CONCERNS

Sheriff Schmidt gave a summary of the concerns he has with the services provided by IS. Recently, the Sheriff's Department has outsourced the position of IS Technician in the Sheriff's Department, and contracted with a Technician from DataMax on October 6, 2013. Within the first week, the Technician had a meeting with the IS Assistant Director to request the authorities and accesses he would need to the Washington County servers and software programs for the Sheriff's department. The Technician was informed he was not going to receive any access to any of the servers managed by the County's IS Department. Without the authorities and accesses, the Technician cannot continue to address the technology issues of the Sheriff's department. Sheriff Schmidt reported he submitted a formal request to the Finance Director, who oversees the IS division, requesting this Technician be provided authorities and access to servers and programs for the Sheriff's Department in order to manage their software programs, however, this request has been denied.

Sheriff Schmidt presented additional concerns regarding IS services and the lack of response from IS staff to various Sheriff's Department requests. Sheriff Schmidt reported he is presenting his concerns to the Finance Committee at their meeting tomorrow.

Chairperson Tennes will meet with the Sheriff, Ms. Haag, IS staff, Doug Johnson and Supervisor Gonnering to try to resolve these issues.

PAID TIME OFF (PTO) PLAN IMPACTS TO SHERIFF'S DEPARTMENT

Sheriff Schmidt discussed how the proposed PTO plan will adversely impact the Sheriff's Department and expressed his concern with the amount of management's time that will be spent administering this plan. For Corrections sergeants and officers, Communications officers, and

1 Patrol sergeants, there is a minimum staff level required on each shift. Whether or not the
2 additional off time will result in overtime costs depends on if and when it is taken. Due to tight
3 staff levels, the vast majority of this additional time will result in overtime to meet minimum
4 staff. The PTO plan is projected to add \$225,000 in additional overtime costs during the
5 transition period. Also, the plan is estimated to add as much as \$200,000 in overtime costs per
6 year going forward. Due to the potential of more days being taken off in non-minimum staff
7 level positions, work productivity will decrease due to less days being worked.

8 9 **DISCUSSION ON ADDITIONAL CORRECTIONS OFFICER POSITIONS**

10 Sheriff Schmidt discussed the trending of the near capacity jail population, presented the current
11 staffing level of the Corrections division, and a proposed plan to add two correction officers on
12 first shift and one correction officer on third shift. Sheriff Schmidt also discussed the possibility
13 of housing inmates in the jails of other counties to reduce overcrowding at the Washington
14 County jail. Sheriff Schmidt will bring back a plan in January on what the costs would be for
15 adding the three additional officers.

16 17 **SHERIFF'S REPORTS**

18 Staffing

19 Sheriff Schmidt reported for Corrections, there was one resignation but an offer has been made
20 and there will be one Lieutenant vacancy in January, due to a retirement. In Communications,
21 there is one officer in training. For Patrol, there is one deputy vacancy, due to a resignation. In
22 Administration, there is one vacancy.

23 24 Jail Population

25 For the month of November, the average daily adult inmate population was 274.03, the Huber
26 daily average was 168.00, the electronic monitoring daily average was 11.67, and the juvenile
27 daily average was 9.10, with 6.00 of those being borders. For the month of November, there
28 were 336 adult jail bookings and 43 juvenile jail bookings.

29 30 Fatalities

31 For the month of November, there were no fatalities, for a total of six fatalities in 2013.

32 33 **NEXT TENTATIVE MEETING DATE**

34 The Public Safety Committee will tentatively meet on Monday, January 6, 2014, at 8:30 a.m.

35 36 **ADJOURNMENT**

37 Moved by Mr. Laubenheimer, seconded by Mr. Myers to adjourn the meeting at 11:06 a.m.

38 Motion carried.

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Brenda J. Jaszewski County Clerk