

## COUNTY BOARD COMMITTEE MINUTES

**COMMITTEE:** LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

**DATE:** March 27, 2009

Meeting called to order by Paul Babcock at 8:32 a.m. All members of the committee were present. Others present were: Sheriff Milbrath, Chief Deputy Parker, Captain Brown, Captain Haferman, Gary Petre, Donna Haugom, Ryan Whisner

Absent: None

**Compliance with open meetings law:** Gary Petre assured compliance with open meetings law.

**Approve agenda:** The agenda was approved as presented.

**Approval of minutes:** A motion was made by Pam Rogers and seconded by Glen Borland that the February 27, 2009 minutes be approved as printed. Motion carried.

**Public Comment:** No public comment.

**Review/revise 2009-2010 Law Enforcement Committee meeting schedule:** Both the November and December meeting dates currently are scheduled for the day after a holiday (Thanksgiving and Christmas). Committee members changed both of those meeting dates to Thursday, November 19, 2009 at 8:30 a.m. and Thursday, December 17, 2009 at 8:30 a.m., respectively.

**Law Enforcement Memorial Day Resolution:** A copy was given to the committee members for review. A motion was made by Rick Kuhlman to forward the resolution on to the County Board for approval. Pam Rogers seconded the motion. Motion carried. The program will be held on Thursday, May 14, 2009 at 11:30 a.m. with Representative Andy Jorgensen as the speaker.

**Community Development Block Grant (Emergency Management):** Donna Haugom said she had applied for a Community Development Block Grant to help with the flood mitigation project that they are working on. It is an emergency assistance program through the Department of Commerce. She said she applied for the Hazard Mitigation Grant as well which has a 12½ percent match for the county. The Community Development Block Grant will assist the process to utilize the funds in the best way possible and help acquire as many properties as they can. There is no match for the county with the Community Development Block Grant (no fiscal impact). The grant mainly deals with low to moderate incomes. Donna said there would be enough funding from the Hazard Mitigation Grant to purchase the greater than 50% damaged homes and the Community Development Block Grant would be used to supplement that funding. Gary Petre asked if the the grant could possibly reduce the match funding that the county has set aside for that purpose. Donna answered that it is possible but there are many factors that come into play such as the cost of acquiring the properties and whether the property owners have an ICC rider on their flood insurance which can be used for the demolition of the property. Pam Rogers made a motion to forward the resolution regarding the Community Development Block Grant on to the County Board for approval. Rick Kuhlman seconded. Motion carried.

**Update on public assistance applied for and received to date from FEMA for flooding (Emergency Management):** Donna said that she wanted to keep the committee informed as to what has been received from the flood mitigation program. The county just received a check in the

amount of \$209,214.22 which covered one of the project worksheets that Emergency Management had supported. This included MIS, the Sheriff's Office, the Parks Dept. and the Highway Dept. The Highway Department's worksheet total that was included was in the amount of \$17,391.00 for equipment and overtime wages of which they received 90%. Donna added that she had signed up for a pilot program (survey) that increased the amount of funding received to the 90/10 (90% received, 10% match) amount. An additional amount was received for the Highway Department and they have all their project worksheets accounted for with the exception of one that is still outstanding. Everyone else has been taken care of. She resubmitted one project worksheet for a little over \$1,300. Donna also said that she has been to the state three times on behalf of Jefferson County and the area municipalities to correct mistakes that were made on project worksheets so that everyone gets the funding they are entitled to. There are a few outstanding amounts: The Highway Department is still looking for the grant fund portion of a project worksheet in the amount of \$60,322.82 and another worksheet amount of \$8,098.92. The Parks Department is still looking for a payment on a worksheet totaling \$2,240.85. Donna added that she is looking for \$1,540.00 which was the missing worksheet. These total approximately \$72,000.00. Glen Borland asked about individual assistance and Donna replied that FEMA has processed those already. Donna said she hopes to start the mitigation process in May (no actual funding amount has been given yet and she will need to wait for the actual grant award letter as well). The greater than 50% damaged properties will be processed first.

Paul Babcock asked about current flooding. Donna said that we are flooding very nicely, thank you. The public will need to go to their municipalities, townships, villages, etc. to get sandbags if needed. The county will support them but it is their responsibility. The Lake Koshkonong area is the hardest hit right now. Blackhawk Island is flooded. Bark River/Rock River Roads are also closed. Donna has contacted all the area municipalities, townships, etc. to see how they are doing.

**Review and recommendation regarding jail and civil process fee structure:** Chief Deputy Parker handed out some informational sheets regarding jail fees and civil process fees and a copy of the proposed resolutions. Spreadsheets were included regarding other agency comparison fees. He went through the proposed increases on the jail fees which are minimal but, based on current collection percentages, could bring in an extra \$44,000.00 or more in revenues. Chief Deputy Parker then went on to outline the civil process fee structure changes. Part of the civil process fee proposal is to go to a flat service fee. While in some cases this flat fee (\$60.00) would be less than charged (at the current rate), it would be paid up front and would eliminate the deficit caused by those who end up not paying the charges at all. Also the fees for serving writs would increase and the deputy stand-by rate would go up as well. This would bring in approximately an additional \$25,500.00 in revenue.

Paul Babcock questioned whether these increases would cause hardship to some people. Chief Deputy Parker said that if an individual is declared indigent by the courts, service cannot be denied to them whether they can pay or not. He said that although others may complain about the differences and increases, it will be a benefit to a lot of them as far as the flat service fee. The only difference will be that it will be paid up front which is a benefit to us. The fee for Sheriff's Sales is set by statute so that fee must remain as it is. Some additional discussion came up about comparisons to other counties. The informational sheets that Chief Deputy Parker handed out show the charges from other counties and how ours will compare. Many counties already have a flat, pre-paid fee for service. Deputies will minimally try three times to serve papers, after that they can substitute serve the papers to anyone over the age of 14 that lives at the address.

Pam Rogers asked about the drug screenings for Huber inmates. Chief Deputy Parker said that when a person is sentenced and will be going out for Huber, the judge usually orders a drug screening which is given before they report to jail. When the person comes in to start a sentence, they are given a drug screening within an hour of booking in. If they are clean, they are allowed out to work. If the test comes back positive, the judge is either sent a letter with the information that the inmate's Huber is revoked or the inmate is given a drug screening every five days until the test comes back clean. After that, the drug screenings are done randomly.

Rick Kuhlman made a motion to forward the resolution regarding civil process fees to the County Board for approval. Glen Borland seconded. Motion carried.

Pam Rogers made a motion to present the resolution regarding jail fees to the County Board for approval. Rick Kuhlman seconded. Motion carried.

**Review list of ideas for expenditure/revenues requested by the Finance Committee:** Chief Deputy Parker handed out a document listing ideas for cutting expenditures and increasing revenues. Some of the items (fees) were discussed above. In addition, the service of papers for the District Attorney's Office will bring in approximately \$33,000.00 in revenue for the Sheriff's Office and will also save the District Attorney's Office \$3,000.00 to \$4,000.00. Another item is the ability to house some state inmates. With the approval of the state jail inspector, we will be able to add 10 extra bunks in one of the dorms. Housing an extra 10 to 15 state inmates will generate from about \$189,000.00 to \$284,000.00 in additional revenue. The state will reimburse the county \$52.00 per day for housing their inmates. Glen Borland asked about the medical costs of the state inmates. Chief Deputy Parker said that if a state inmate incurs medical costs above and beyond reasonable care, they would come and get their inmate from our facility and replace that person with another having no exceptional medical issues. Pam Rogers asked about dedicating the additional beds to house state inmates. Chief Deputy Parker said that no, if the jail becomes full with county inmates the state inmates would have to be removed from the facility. He also said that a disclaimer is included that the additional revenue is not guaranteed depending on the county's inmate population. The jail is averaging between 188 and 190 for a daily population. This fluctuates from day to day, for example, yesterday the population was 199. In the dorm that will contain the extra bunks, another sink will need to be installed. Adding the bunks and the sink will not impact the county fiscally as jail assessment funds will be utilized. Another item addressed was citation revenues. Last year the Sheriff's Office was down 23% in citation revenue, mostly due to the flooding issues in June and July. So far this year, citation revenue is up about 32% compared to the same time frame last year. Inmates are washing squads on third shift to save a few thousand dollars. The Sheriff is focusing on sick time and fine tuning the policy to provide for more accountability. The Sheriff's Office has hired a couple more part-time deputies for transports and courthouse security. Training will be looked at to try and reduce some of the overtime. The possibility of having inmates work in the parks is also being discussed. Glen Borland asked what the cost is to house state inmates per day. The cost was calculated several years ago but hasn't been done recently. The best estimate is somewhere in the mid \$40.00 range.

**Discussion and possible action on Sheriff's Office Operational Audit recommendations:** Chief Deputy Parker said that one of the recommendations that Northwestern made regarding moving the dispatch center from the administrative division to the patrol division has already been completed as of the end of February. Pam Rogers asked if there were any recommendations that the Sheriff's Office cannot or do not want to implement? Chief Deputy Parker said that the items that have no fiscal impact (such as moving the dispatch center responsibility to patrol) will likely be

implemented relatively quickly. He said that there really was nothing on the list that the Sheriff's Office would strongly disagree with. Pam Rogers said there are some things on the list that would have a fiscal impact and wondered how the Sheriff's Office felt about those. The Sheriff said the study recommendations really did not surprise anyone. He added that the supervisory positions that were recommended are not his first priority. He said it is much more important to have enough bodies to fill shifts when an employee is out sick or on vacation without having to resort to overtime. In addition, moving to 12-hour shifts would be a large cost savings for the county but two or three more deputies would need to be hired to implement that shift change in the jail. Chief Deputy Parker agreed, saying that they can't even look at implementing a change in the shift hours due to the fact that there are not enough deputies at this time to do it. Some of the recommendations on the sheet are dependent on others. The Sheriff added that there are some things that can be done and they are looking at doing some other things in different ways. For example, in order to keep costs down with the Support Services Division (transports, paper service, and court security) because the deputy position cuts came from that division, the Sheriff's Office is hiring some part-time deputies to cover some of the duties that are not contractual and would ordinarily require overtime, including transports and courthouse security. Chief Deputy Parker also added that removing additional personnel from the Sheriff's Office will result in more overtime costs. At this point, the Sheriff's Office is stretched pretty thin and services will be affected if more deputies are lost. On a positive note, he did add that the Sheriff's Office is looking outside the box at everything in order to cut costs and increase revenues. Pam Rogers asked if the Sheriff's Office was looking at discontinuing the security at the courthouse entrance. Sheriff Milbrath said that at this point it is up to the County Board as a whole to decide whether they want it continued. If it is decided that the security needs to stop, it can be stopped at any time.

Paul Babcock asked if this item should be included on each agenda for the near future. Gary Petre explained how the process has been working after each of the audits is completed. Basically, he said the committee works with the department to prioritize the recommendations and also find the ones that are easily implemented. The department then goes back and works on those things, reporting back to the committee on what has been accomplished, then moves on to other items. After some discussion, it was decided that reviewing and possible action on the list of recommendations will be added to each agenda in the upcoming months. The Sheriff's Office will work on some of the items on the list and report back to the committee regarding what is accomplished.

Glen Borland asked about the Support Services Division and the recommendation from Northwestern that the paper service be outside of the Patrol Division. Chief Deputy Parker answered that because the cutting of four deputies through the budget came from the Support Services Division and there is now only one process server (paper service), patrol deputies are again being asked to serve papers (warrants, etc.) especially on second and third shifts. This takes time from their usual duties. With the hiring of the part-time deputies, the service of papers can go back to the full-time Support Services deputies.

Discussion and recommendation on an Office of Justice Assistance Grant notification: Chief Deputy Parker said the U.S. Department of Justice Recovery Act has put out a list of grants available to counties and some municipalities. He said that the Sheriff's Office falls under two of the grants, one being the Justice Assistance Grant (JAG). The Chief handed out a sheet listing the fund amounts for counties and municipalities in Wisconsin. The Jefferson County portion is \$40,431.00. The grant covers a variety of items including training personnel, equipment, supplies, technical support, information systems for criminal justice, etc. He added that he is filling out the

grant application and the deadline is April 18. When the grant funding is awarded, an announcement will need to be made to the public that these funds have been received and how they will be used. The public needs to be able to comment on how this grant funding will be used. The other grant available is the Community Oriented Policing (COPS) grant. Chief Deputy Parker said that he would like to go ahead and complete the process for the grant to see if the Sheriff's Office would be eligible for any awards. Before committing to the grant he would like to come back to the Law Enforcement Committee to discuss the impact of the award amount and the commitment it would entail. The county would have to keep the deputies hired for a certain length of time after the grant funding expires (three years). The Chief said he would keep the committee apprised of the status of the grants.

**Report from the Sheriff:** Sheriff Milbrath commented about the COPS grant and the fact that in the three years of the grant funding, the Sheriff's Office will likely have a couple retirements which would facilitate retaining these newly hired deputies. He said if the Sheriff's Office is awarded grant funding, he would definitely support using it. The Sheriff went on to say that at the County Board meeting in April he would be presenting an award to Jennifer Wendt, the jail social worker, for her work in the jail. The jail has had no money expended for mental commitments in the jail for over the past year. He said the Sheriff's Office has a partnership with the University of Wisconsin-Whitewater because of her work. The jail will be getting a couple additional students this year as they had last year. Jennifer has done a very good job and needs to be acknowledged. Another issue the Sheriff is working on is the sick leave policy. He is attending an executive course in Appleton and wants to focus on the sick policy as part of that training. The boats are up and running in case they are needed during the current flooding. The Sheriff also said that through the military surplus program the Sheriff's Office purchased an ambulance (\$1,300.00 – for transportation costs). It will be repainted eventually and will be used as an emergency crime response vehicle (items for collecting evidence at crime scenes, etc.). Sgt. Lee used his budget to purchase the ambulance. It is in great shape and only has about 30,000 miles on it. Lastly, he said Emergency Management is purchasing sandbags to keep on hand. There are approximately 13,000 on hand now and Donna said she is getting another 30,000. Paul Babcock asked about the disposal of the sandbags last year. Donna said they got a permit from the DNR and buried all of the sandbags out at the gravel pit. One other item the Sheriff mentioned was a squad/deer accident by one of the deputies on her way to school. The squad sustained some damage but the main thing is the deputy is fine.

**Discussion held on monthly bills.** – The committee approved the monthly recap report for January bills in the amount of \$190,710.49. The monthly report for February bills totaled \$229,048.33. A spreadsheet summarizing current bills was reviewed by the committee members. A rough draft of the monthly budget report that will be provided to the Finance Committee was also reviewed.

**Monthly Jail/Activity reports:** Jail and activity reports were reviewed.

**Jail assessment fund items:** A recap of last month's jail assessment items was signed by the committee members. Two new items were reviewed. One is in the amount of \$9,546.52 for 10 new bunks for one of the Huber dorms. The other is replacement of the air handling unit (heat and air conditioning) for the pod and kitchen areas. The old one is 18 years old and is getting beyond repair.

The next meeting will be an Emergency Management Meeting and is on April 24, 2009.

A motion made by Rick Kuhlman to adjourn at 10:31 a.m., was seconded by Pam Rogers. Motion carried.

Motions Carried: 5 Lost: 0.

Signed \_\_\_\_\_