

AGENDA
JEFFERSON COUNTY
CRIMINAL JUSTICE COLLABORATING COUNCIL (CJCC)

Jefferson County Courthouse

Room #202

311 S. Center Avenue

Jefferson, WI 53549

January 28, 2015 at 12:00 noon

Committee Members

Randy Koschnick
Circuit Court Judge

Jim Schroeder
County Board Chair

Susan Happ
District Attorney

Paul Milbrath
County Sheriff

Carla Robinson
Clerk of Courts

John David
Mayor – City of Watertown

Jeffrey De La Rosa
Public Defender's Office

Martin Lastrilla
Department of Corrections

Ben Wehmeier
County Administrator

Kathi Cauley
Human Services Director

J. Blair Ward
Corporation Counsel

Lynn Forseth
Literacy Council Executive Director

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from December 3, 2014 meeting.
5. Public comment.
6. Nominations for two positions:
 - a) Police Chief & Sheriff's Association
 - b) Education Representative
7. Update on JCATC.
8. Update on SCRAM.
9. Data gathering on local criminal re-offenders, including criminogenic needs, possibly from jail and/or P&P. (Kathi Cauley)
10. PBT/GPS breath machine issue. (Sara Carpenter)
11. ATC requests of local law enforcement agencies to provide PBT testing for ATC; can a fee be charged?; does PBT need to be administered by sworn LEO?
12. Coordination with Recidivism Council and other agencies.
13. Future meeting dates:

February 25, 2015	12:00 noon
March 25, 2015	12:00 noon
April 22, 2015	12:00 noon
May 27, 2015	12:00 noon
14. Adjourn.

The Committee may discuss and/or take action on any item specifically listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

January 14, 2015

Task Force on County Operations & Organization

1. **Call to Order**
Meeting was called to order by Schroeder at 2:00 p.m.
2. **Roll Call**
Task Force Members
Members present: Kathi Cauley, Jennifer Hanneman, Susan Happ, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer and Timothy Smith.

Others Present: Tammie Jaeger – Administration; Jim Schroeder – County Board Chairman; Benjamin Wehmeier – County Administrator; Stacie Hoffman – Register of Deeds; J. Blair Ward – Corporation Counsel; Brian Lamers – Finance Director and Barb Frank – County Clerk.
3. **Certification of compliance with Open Meeting Law Requirements**
Wehmeier certified compliance with the open meeting law.
4. **Introductions**
The group introduced themselves and gave a brief biography.
5. **Review of Agenda**
None
6. **Public Comment**
None
7. **Authority and Duties of the Task Force – County Board Chairman and County Administrator**
Schroeder distributed a copy of the Jefferson County Resolution “Establishing Task Force on County Government Organization and Operations” for the members to review. He went over some of the goals of the Task Force. The ideas and recommendations that the Task Force makes will be compiled into a report to be considered by the County Board. The Task Force is encouraged to look to Wehmeier for leadership. Wehmeier said that this is an opportunity to give some thought to the next 5-10 years so that the county’s decisions make sense. Staff will be asked to participate in these discussions in the future. No action taken.
8. **Review of Task Force Material**
The Task Force members were given information prior to the meeting so that it could be reviewed and used as a starting point for discussions. The documents included the 2015 Adopted Budget, Administrative Services Audit, Highway Department Study, Human Services Audit, Local Govt. Institute of WI Case Studies, MIS Operational Audit and Sheriff’s Office Audit. In many cases the recommendations were implemented, but some were not. The Task Force will start by reviewing these audits at their next meeting. No action taken.
9. **Election of Chair, Vice-Chair and Secretary**
Nass nominated Hanneman for Chair; Second by George Jaeckel. (Ayes-All) Motion Carried.

Jaeckel nominated Kutz for Vice Chairman; Second by Nass. (Ayes-All) Motion Carried.

Jaeckel nominated Smith for Secretary; Second by Krueger. (Ayes-All) Motion Carried.
10. **Communications**
 - a. Resolution “Establishing Task Force on County Government Organization and Operations”
11. **Set next meeting date**
January 28th at 1:15 p.m. and February 13th at 8:30 a.m. in Room 202

12. Tentative Future Agenda Items and Meeting Dates

- Approval of January 14, 2015 Task Force meeting minutes
- Overview of the Jefferson County 2015 Adopted Budget
- Review of Audits – Human Services, Administrative Services & MIS (January 28th)
- Review of Audits –Highway Department (February 13th)
- Review of Audits – Sheriff's Office
- Discussion on overall county operations & strategic planning
- Review future capital projects
- Review county department structure
- Review County Board Committee structure
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
 - a. Discussion with Mayors & Village Presidents regarding shared services
 - b. Department Head reports including current and potential possibilities for shared services
 - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better

13. Adjourn

Motion made by Jaeckel; Second by Kutz to adjourn at 2:47 p.m. (Ayes-All) Motion Carried.