

## **FOREST COUNTY MEETING NOTICE**

**COMMITTEE(S):**   **JOINT MEETING OF SHERIFF & JUSTICE COMMITTEE &  
SOCIAL SERVICES COMMITTEE**  
**DATE:**               **TUESDAY, SEPTEMBER 6, 2022**  
**TIME:**               **4:30 P.M.**  
**PLACE:**             **COUNTY BOARD ROOM**

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### **AGENDA**

1. Call To Order
2. Roll Call (Sheriff & Justice Committee)
3. Roll Call (Social Services Committee)
4. Approval of the Joint Committee Agenda Items
5. Review and Approval of Minutes from the Sheriff & Justice meeting held on August 1, 2022
6. Review and Approval of Minutes from the Social Services meeting held on August 11, 2022
7. Public Comments on Agenda Items
8. Meet the New Social Services Director
9. Sheriff and Justice Committee Items
  - a. Sheriff and Justice Committee Members Informational Items
  - b. Approve School/Training/Travel Requests
  - c. Discussion and Approval of Potential Budget Transfers
  - d. Discussion and Possible Action on Additional Access Card Readers
  - e. Discussion and Possible Action on Radar Unit Replacement
  - f. Discussion and Possible Action on Air Duct Cleaning in the Jail
  - g. Discussion and Possible Action Purchase of a Jail Scanner
  - h. Discussion and Possible Action on Scheduling and Time Tracking Software System for 2023
  - i. Discussion about the Court Order for Court Deputy and Bailiffs Starting January 1, 2023
  - j. Proposed 2023 Budget Overview
  - k. Approve July Vouchers
  - l. Any Other Business That May Lawfully Come Before Committee
  - m. Future Agenda Items
  - n. Next Committee Meeting Date
10. Social Services Committee Items
  - a. Director's Update
  - b. Financial Update
  - c. Any Other Business That May Lawfully Come Before Committee
  - d. Future Agenda Items
  - e. Next Committee Meeting Date
11. Joint Committee Items
  - a. Discussion and Possible Action on a Transport Van for the 2023 Budget
  - b. Discussion And Possible Action on The Following Job Descriptions and Budget:
    - Jail/Dispatch Administrator Job description
    - Dispatch Sergeant job description
    - Correctional Sergeant job description
    - Dispatch and Executive Administrative Assistant Job Description
    - Corrections And Executive Administrative Assistant Job Description
    - Court Deputy Job Description and Funding
    - Discussion of Court Bailiff Duties and Funding
    - Juvenile Services Detective Sergeant Job Description and Funding

- c. **Closed Session:** The Committees may consider a motion to convene in closed session pursuant to Wis. Stat. §19.85(1)(c) “considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” This closed session relates to:
  - Interview for the Coordinator Services Teams Coordinator/Adult Protective Services (CST/APS) Position
12. Reconvene to open session to take action, if appropriate, on matters discussed in the closed session.
13. Adjournment

*Microsoft Teams Meeting*

Join on your computer or mobile app

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 323-486-2764,,133605260#

United States, Los Angeles

Phone Conference ID: 133 605 260#

The agenda was e-mailed to committee members, the Forest Republican, the Human Service Center, and WERL-WRJO Radio on September 1, 2022, at 3:35 P.M.

The agenda was posted to the public at the east/west entrances of the Forest County Courthouse, on the east door of the Law Enforcement Center, and in the office of the Forest Republican on September 1, 2022, at 3:35 P.M.

Every effort will be made to reasonably accommodate persons with special needs. Please contact the County Clerk’s Office at 715-478-2422 to address your concerns.

Posted at 3:35 P.M. on September 1, 2022, by Jennifer McLean, Forest County Sheriff’s Office

**GENERAL REQUIREMENTS:**

1. Must be held in a location, which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

**NOTICE REQUIREMENTS:**

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

**MANNER OF NOTICE:**

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

**TIME FOR NOTICE:**

1. Normally, minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

**EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:**

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise

those attending the meeting of the nature of the business to be conducted in closed session, and the specific statutory exemption under which the closed session is authorized.

**STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a).
2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing, which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

**CLOSED SESSION RESTRICTIONS:**

1. Must convene in open sessions before going into closed session.
2. May not convene in open session then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final Approval or ratification of a collective bargaining agreement may not be given in closed session.

**BALLOTS, VOTES AND RECORDS:**

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

**USE OF RECORDING****EQUIPMENT:**

The meeting may be recorded, filmed or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

**LEGAL INTERPRETATIONS:**

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting law upon request.

**PENALTY:**

Upon conviction, any member of a governmental body who knowingly attend a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation