

COMMITTEE: SHERIFF & JUSTICE
DATE: SEPTEMBER 6, 2022
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARD ROOM

CALL TO ORDER

Chaney called the meeting to order at 4:30 P.M. and read the agenda.

ROLL CALL

Members Present: William Chaney, Tom Tallier, Luke Peterson, Dave Campbell, Brian Piasini

Absent:

Others present: Ron Skallerud, Alex Walrath, Joshua Bradley, Dana Bailey, Cindy Bradley, Tina Anderson, Scott Goode, Ron Karl, Kathy Fohrman, Elizabeth Ferdon, Lynne Black.

APPROVE AGENDA

Motion by Campbell to charge item 10 to item 11 and 11 to 10 on the agenda, seconded by Tina Anderson. All present voting (AYE). Motion carried.

Motion by Campbell to approve the amended Joint Committee agenda as presented, second by Piasini. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE AUGUST 1, 2022 SHERIFF & JUSTICE MEETING

Motion by Campbell to approve the minutes of the August 1, 2022 meeting, second by Piasini. All present voting (AYE). Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None.

MEET THE NEW SOCIAL SERVICES DIRECTOR

Elizabeth Ferdon introduced herself as the new Social Services Director and the committee and people present introduced themselves to Elizabeth.

SHERIFF AND JUSTICE COMMITTEE ITEMS

- a. Sheriff and Justice Committee Members Informational Items

None.

- b. Approve School/Training/Travel Requests

None

- c. Discussion and Approval of Potential Budget Transfers

Sheriff Skallerud requested to transfer \$3900 from Jail Outlay to Sheriff Outlay for the purchase of scheduling software. Skallerud also requested to transfer \$1389.30 and \$4275.00 from the Reserve account to the Sheriff Outlay to pay for Frontline work and pay for 1st Net squad antennas totaling no more than \$5658.30. Motion by Tallier to approve the transfers and seconded by Peterson. All present voting (AYE). Motion carried.

- d. Discussion and Possible Action on Additional Access Card Readers

- Sheriff Skallerud advised the committee that there were several doors at the Sheriff's Office that were not included in the card access quote. Skallerud asked to include those doors in the cost of the project not to exceed an extra \$8200.
- e. Discussion and Possible Action on Radar Unit Replacement
Sheriff Skallerud advised the committee that a radar unit recently quit working and many of the current units are old and will not be repairable when they fail. Skallerud advised that the tire budget and ammunition budget will be below the expected outlay amount for 2022. Skallerud asked permission to purchase three radar units from the outlay account using the excess money from tire and ammunition. Motion by Tallier to approve the purchases and seconded by Peterson. All present voting (AYE). Motion carried.
 - f. Discussion and Possible Action on Air Duct Cleaning in the Jail
Sheriff Skallerud advised the committee the quote to clean the duct work at the Sheriff's Office was \$5500.00. Sheriff Skallerud asked to table the matter so the amount can be placed in the 2023 budget. No action taken.
 - g. Discussion and Possible Action Purchase of a Jail Scanner
Sheriff Skallerud advised the committee that the jail needs a quality document scanner in the jail for scanning old paper files into electronic files. Skallerud asked permission to purchase a scanner in the amount not to exceed \$600.00 from the Prisoner Expenditures account. Motion by Piasini to make the purchase not to exceed \$600, seconded by Tallier. All present voting (AYE). Motion carried.
 - h. Discussion and Possible Action on Scheduling and Time Tracking Software System for 2023
Sheriff Skallerud explained the "PACE" scheduling software he requests to purchase. Skallerud advised the scheduling is done manually at the Sheriff's Office. Skallerud stated the new software would create schedules, track overtime, managed paid time off, integrate with the software in the County Clerk's Office and replace the antiquated Time Tracking program at the Sheriff's Office. Skallerud requested the money be taken out of the Sheriff Outlay account. Motion by Campbell to purchase the PACE software out of the Sheriff Outlay account, seconded by Tallier. All present voting (AYE). Motion carried.
 - i. Discussion about the Court Order for Court Deputy and Bailiffs Starting January 1, 2023
Sheriff Skallerud advised the committee that he received a court order from Judge Stenz requiring a full time Deputy be placed in the Forest County Circuit Court and two Bailiff's per jury trial. Sheriff Skallerud also advised that the Deputy could be used for courthouse security when court is not in session. Tallier advised the committee that he is 100% behind this decision.
 - j. Proposed 2023 Budget Overview
Sheriff Skallerud advised he turned in his 2023 budget draft last week. Skallerud then explained a potential way to fund the new County Deputy position and Bailiff's outside of the levy cap by a direct borrow from the State of WI or take out a bond. This can be done to fund court orders.
 - k. Approve July Vouchers
Motion by Peterson to approved the vouchers from the August 1, 2022 Sheriff & Justice meeting seconded by Campbell. All present voting (AYE). Motion carried.

l. Any Other Business That May Lawfully Come Before Committee

m. Future Agenda Items

Cindy Gretzinger asked Skallerud how the Brush Run was and if there was anything that could be done in the future. Skallerud advised it went well considering the amount of people in attendance. Skallerud advised there was approx. 20 arrests for minor crimes which is low considering prior years. Skallerud also advised there was a 1st Net satellite truck near the grounds through their contract with the Sheriff's Office and the Deputies had excellent cell signal throughout the weekend.

n. Next Committee Meeting Date

October 3rd at 4:30 PM

JOINT COMMITTEE ITEMS

a. Discussion and Possible Action on a Transport Van for the 2023 Budget

Sheriff Skallerud advised the committees of the need for a transport van. Skallerud advised the van would be partitioned so males and females could be transported at the same time saving the County the need to send several squads around the state on the same day. Skallerud also advised the van could be used by Social Services also, as their vehicle are worn out. Tallier feels this is a great idea and long overdue. Discussion was for budget informational purposes.

b. Discussion And Possible Action on The Following Job Descriptions and Budget:

Sheriff Skallerud provided a new organizational chart and also explained the proposed Jail & Dispatch restructure would save an estimated \$7500 more per year than the current 2022 Sheriff's Office structure. Skallerud also explained the pay structure for the position changes. See job descriptions for more information.

i. Jail/Dispatch Administrator Job description

Skallerud explained the current Jail Administrator is retiring soon. The new position would be a Jail and Dispatch Administrator and a dispatch fill shift would have to be backfilled.

ii. Dispatch Sergeant job description

Two current Dispatch employees would need to be promoted to the rank of Dispatch Sergeant to assist of some of the administrative and supervisory duties.

iii. Correctional Sergeant job description

Skallerud explained a pay increase and the difference between the Jail Sgt pay rate and a Corrections Officer.

iv. Dispatch and Executive Administrative Assistant Job Description

Skallerud explained this position is currently a secretary position that will also include Dispatch duties in the future. There will be some changes in wage, shift structure, and some benefits.

v. Corrections And Executive Administrative Assistant Job Description

Skallerud explained this is a title change and no change in benefits or schedule. Motion by Peterson to forward the above job descriptions to the Personnel Committee with proposed changes, seconded, by Piasini. All present voting (AYE). Motion carried.

vi. Court Deputy Job Description and Funding

Skallerud provided a job description for the Court Deputy position ordered by Judge Stenz discussed under item i & j of the Sheriff & Justice Committee items. Motion by Tallier to forward the job description to the Personnel Committee, seconded, by Campbell. All present voting (AYE). Motion carried.

vii. Discussion of Court Bailiff Duties and Funding

Skallerud provided a job description for the Court Bailiff positions ordered by Judge Stenz discussed under item I & j of the Sheriff & Justice Committee items. Motion by Tallier to forward the job description to the Personnel Committee, seconded, by Campbell. All present voting (AYE). Motion carried.

viii. Juvenile Services Detective Sergeant Job Description and Funding

Skallerud advised that the current position of Youth Prevention Officer is grant funded and the grant is coming to an end in 1 year. Skallerud proposed that the position be changed to include juvenile intake & on-call duties. Skallerud explained the position would be funded by the Sheriff's Office and Social Services budgets. The last year of grant funding could be potentially used to purchase equipment for the Sheriff's Office.

ADJOURNMENT FROM SHERIFF & JUSTICE COMMITTEE MEETING

There being no further business, motion by Piasini to adjourn, second by Tallier. All present voting (AYE). Motion carried.

SOCIAL SERVICES COMMITTEE ITEMS

DIRECTOR'S UPDATE

Director reported that the agency remains short staffed but is making progress filling positions. The new Social Worker, Kayla Pierce, is doing a good job and Kayla Collins has stepped up the plate to assist with extra duties. Additionally, Kathy Fohrman, Aging Director, is continuing to assist with Adult Protective Services until that position is filled. Board Chairperson, Cindy Gretzinger, complimented Social Service Director, Beth Ferdon, for the excellent job she is doing.

FINANCIAL UPDATE

Beth Ferdon did not have the financial updates from Joan Ginter but will provide them at the next meeting.

CLOSED SESSION: The committee may consider a motion to convene into 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 Coordinated Services Team Coordinator/Adult Protective Services (CST/APS) Position

Motion by Goode to convene into closed session, second by Campbell: Roll Call Vote: Anderson (AYE), Goode (AYE), Campbell(AYE), Karl (AYE), Black (AYE). Motion carried.

**RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS
DISCUSSED IN CLOSED SESSION**

Motion by Campbell to reconvene to open session, second by Goode. All present voting (AYE).
Motion carried.

Motion by Karl, second by Goode offer to the position to Wendy Massey at a starting wage of
\$22.37 per hour and follow the County pay/tier scale. All present voting (AYE). Motion
carried.

FUTURE AGENDA ITEMS

Next Meeting Date – September 13, 2022 at 4:30 pm in the Forest County Board Room.

These minutes are not official and are subject to change. They will be officially approved at the
next scheduled Sheriff & Justice meeting and the next Social Service meeting.