

The Florence County Personnel and Law Enforcement Committee met at the Courthouse on March 2, 2017. The meeting was called to order by the Chair. Members present were Supervisors: Bomberg, Johnson, Kelley, Steber and Theer. Absent: None.

Moved by Supervisor Johnson, seconded by Supervisor Steber to approve the Agenda. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Kelley, seconded by Supervisor Johnson to approve the minutes as read for the January 25<sup>th</sup> and 30<sup>th</sup>, February 2<sup>nd</sup> and 21<sup>st</sup>, 2017 meetings. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber approval of Child Support bills and recommend to the Audit and Budget Committee. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Steber, seconded by Supervisor Johnson to approve the status change for the Deputy Coroner to County employee and recommend to Audit & Budget and County Board Committees. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Steber, seconded by Supervisor Theer to approve the Deputy Coroner job description. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber approval for Tanya Neuens to attend Courthouse Security Conference in Appleton - March 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup>; Juvenile Conference in Wisconsin Dells – April 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup>; Register in Probate Conference in Pewaukee - May 17<sup>th</sup>, 18<sup>th</sup>, & 19<sup>th</sup>; Clerk of Court Conference in LaCrosse - June 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> if the Clerk of Courts Office is covered and budget allows. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber approval for Terri Lindstrom, Deputy Coroner, to attend Coroner training in Green Bay - April 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> if the Child Support Office is covered and budget allows. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Kelley approval to increase Emergency Preparedness Coordinator/Community Health Specialist hours through June 30, 2017 supported by Enhancing Local Public Health Agency grant as recommended by the Health Board. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber approval to update Health Officer job description to comply with State Statute 140 Department of Health Services Level 3 Review. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Theer approval to amend revised ADRC/Aging Assistant Cook/Driver job description as recommended by the ADRC/Aging Committee. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Theer approval to hire more than one (1) applicant for the revised ADRC/Aging Assistant Cook/Driver job position as recommended by the ADRC/Aging Committee. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Theer approval to give ADRC I&A Specialist a three (3) month extension to the one (1) year residency compliance for the County. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber approval to revise the Highway Equipment Operator job description to have two (2) skill levels as recommended by the Highway Committee. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Steber, seconded by Supervisor Johnson approval to advertise and interview for the revised Highway Equipment Operator job description as recommended by the Highway Committee. Ayes: Five (5). Nays: None (0). Motion carried.

Donna Trudell, County Clerk, reported to the Committee that the Wisconsin State Elections Commission is requiring all counties to have an Election Emergency Contingency Plan in place in the event the Florence County Clerk's Office at the Courthouse would be evacuated on Election Day. This plan would allow election operations to be relocated to a predetermined emergency operations site to be used for all election activity. Moved by Supervisor Theer, seconded by Supervisor Kelley approval of the Election Emergency Contingency Plan. Ayes: Five (5). Nays: None (0). Motion carried.

David Gribble, Emergency Management Director, reported that he will be working with Bay-Lake Regional Planning Commission to prepare the 2018-2023 Florence County Hazard Mitigation Plan, which will continue the County's eligibility for Federal Emergency Management Agency (FEMA) non-emergency Public Assistance. He explained that the estimated cost is \$35,476 with \$26,047 will be covered by a grant and \$9,429 will be in-kind services from the County by local staff and volunteers.

Moved by Supervisor Kelley, seconded by Supervisor Steber approval to move forward with Bay-Lakes Regional Planning Commission to prepare the 2018-2023 Florence County Hazard Mitigation Plan and recommend on to County Board. Ayes: Five (5). Nays: None (0). Motion carried.

David Gribble, Emergency Management Director, explained that part of the Emergency Management Directors duties are to have an Emergency Operation Plan (EOP). The purpose of the EOP is to define the actions to be taken by the Florence County government offices and other non-governmental organizations in the event of an emergency/disaster of any nature. The EOP consists of a Basic Plan and 12 functional annexes and hazard specific appendices which he updates every two (2) years. Gribble said that he is updating the Basic Plan and annex B and E at this time. Chairwoman Bomberg thanked Gribble for all the hard work he puts into the plans and that there is a lot of good information in the plan and annexes that our Board members should know in the time of an emergency.

Moved by Supervisor Johnson, seconded by Supervisor Theer approval of updates to the Emergency Operation Basic Plan and annex B and E and recommend on to County Board. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Steber, seconded by Supervisor Johnson approval to update the Sheriff's Department fee schedule. Ayes: Five (5). Nays: None (0). Motion carried.

Sheriff Rickaby presented the Committee with several employees going out of town for trainings. He said that the department holds state licensing so each employee is required 24hrs of training per year. Dare training for Teresa Chrisman in July, Narcotics Officer training for Mike Short in March, ATV/Snowmobile training for Ed Kelley in March, Instructor Development training for Adam Anderson, and Tom Williams applied to the National Fire Academy for Arson Investigating in September.

Chairwoman Bomberg asked the Sheriff if they use a Train the Trainer Program and to explain how this works. Sheriff Rickaby said they do and explained that the State of Wisconsin allows the employees to use up to 8hrs of online training and the other 16hrs of training has to be classroom or hands on training. The Sheriff's Department has several certified employee trainers on staff that they use to train the other employees in certain hands on training exercises.

Moved by Supervisor Steber, seconded by Supervisor Theer to approve employee trainings at the Sheriff's Department. Ayes: Five (5). Nays: None (0). Motion carried.

The Sheriff and Emergency Government monthly reports were next on the Agenda.

Sheriff Rickaby presented his monthly report. He informed the Committee the month of February, 2017 was an average month for the department recording 54 incident complaint reports, 14 accident investigations, 29 jail bookings and releases, 55 citations and a high number of 86 calls for 911 received. Fines and revenues totaled \$9,669.

Moved by Supervisor Johnson, seconded by Supervisor Steber to approve the Sheriff and Emergency Government monthly reports as presented. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Kelley, seconded by Supervisor Johnson to approve the Sheriff and Emergency Government's monthly bills and recommend to Audit and Budget. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber to adjourn to Closed Session Pursuant to the following:

- WI State Stat. §§ 19.85(1)(c) and (e) Considering employment, promotion, compensation or performance of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the meeting is a change to three (3) employee's hours and benefits.
- WI State Stat. §§ 19.85(1)(c) and (e) Considering employment, promotion, compensation or performance of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the meeting is to finalize changes to Performance Evaluations.

A roll call vote was taken and all members voted Aye. Motion carried.

Moved by Supervisor Johnson seconded by Supervisor Steber to reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber to approve the ADRC/Aging Director to schedule employees as needed. Ayes: Five (5). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Steber to approve the recommendations of the Personnel Committee for the Performance Evaluations. Ayes: Five (5). Nays: None (0). Motion carried.

There being no further business and on a motion made, seconded, and carried, the meeting was adjourned.

Respectfully submitted,

Donna Trudell  
County Clerk