

NOTICE OF MEETING

LAW COMMITTEE

May 6, 2021 - 4:15 PM

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

LEC-West Conference Room

To Join the Meeting Remotely Dial: +1 617-675-4444

Enter Pin #: 896 072 736 4620

Press: #

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Law Enforcement Center or listen remotely.

Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications

District Attorney

- Consideration of VPR Human Services Specialist

Clerk of Circuit Court

- Consideration of Vacant Position Request for Court Services Specialist

Sheriff

- Consideration of TO change and subsequent Vacant Position Request for Alternatives to Incarceration Coordinator
 - Consideration of Vacant Position Request for Communications Center Manager
 - Consideration of Budget Adjustment for a Community Grant
 - 1st Quarter Variance Report
 - Consideration of repairs to Squad 33
 - Discussion regarding correctional officer and dispatcher wages
-
- Consideration of approving vouchers

- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by:
Jodi LeMahieu
Recording Secretary

Charlette Nennig
Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to notify Jodi LeMahieu, 459-3895, prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wearing a mask is strongly encouraged. The LEC West Conference Room has a capacity limit of nine individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, the Committee Chair may ask attendees to leave and participate remotely or adjourn the meeting and reschedule it for another time.

SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Remote Meeting via Google Meet

March 18, 2021

Called to Order: 4:15 PM

Adjourned: 4:27 PM

MEMBERS PRESENT: Vice Chairman Gerald Jorgensen, Secretary Brian Hoffmann,
Member Paul Gruber, Member Wendy Schobert

MEMBERS ABSENT: Chairman Charlette Nennig

ALSO PRESENT: Chad Broeren, Melody Lorge, Chris Nehring, Justin Neese

Call to Order

Vice Chairman Jorgensen called the meeting to order.

Certification of Compliance with Open Meeting Law

The meeting notice was posted on March 16, 2021 at 12:15 p.m. in compliance with the open meeting law.

Approval of Minutes

Motion by Hoffmann, second by Schobert, to approve the minutes from the previous meeting. Motion carried unanimously.

Correspondences/Communications

Inspector Broeren gave an update to the Committee regarding state prison inmates.

Clerk of Circuit Court

Motion by Hoffmann, second by Gruber, to approve the Vacant Position Request for Court Services Specialist. Motion carried unanimously.

Medical Examiner

Motion by Schobert, second by Hoffmann, to approve Vacant Position Request for Deputy Medical Examiner. Motion carried unanimously.

Sheriff

Motion by Hoffmann, second by Gruber, to approve adding Oostburg Fire Department Medical First Responders to the EMS Plan. Motion carried unanimously.

Approval of Attendance at Other Meetings or Functions

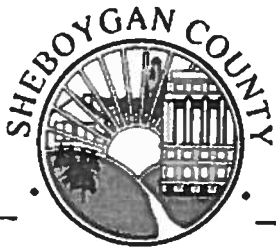
There were no requests for approval of attendance at other meetings or functions.

Adjournment

Motion by Gruber, second by Schobert, to adjourn. Motion carried unanimously.

Jodi LeMahieu
Recording Secretary

Brian Hoffmann
Committee Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 4/19/2021

To: Law Committee Members

From: Joel Urmanski

Position Request:

Position: Human Services Specialist/Victim Witness

Reason for Vacancy: Retirement

Justification:

The Human Services Specialist/Victim Witness is a crucial position within the Victim Witness Division. This position provides services and assistance to victims and witness as well as works as a liaison and advocate for those victims with the criminal justice system.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$51,418	\$39,020	\$90,438

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____

Date: 4/23/21

Human Resources Director Signature _____

Date: 04/21/2021

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/23/2021

To: Law Committee Members

From: Melody Lorge, Clerk of Court

Position Request:

Position: Court Services Specialist and any domino effect positions

Reason for Vacancy: Resignation

Justification:

The recordkeeping for all in-court related activities, as well as clerking in the courtrooms, collecting all fines, cost and filing fees. In order to accomplish this, it is necessary to be at full staffing levels

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$39,728.	\$30,349	\$70,077

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date:

Human Resources Director Signature

Date:

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

Form Process:

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REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Sheriff	Date: 05/06/2021
Effective Date of Change:	06/01/2021

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Corrections Rehabilitation Corporal	1	0	0	0	0	0
Corrections Rehabilitation Coordinator	0	0	0	1	0	0
TOTALS						

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

The Corrections Rehabilitation Coordinator is a certified Correctional Officer and is in charge and oversees the administration of the Huber, EMP (Electronic Monitoring Program), Community Service and Day Reporting programs.

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

Denied

Date: _____

Committee Chair: _____

Human Resources Committee:

____ Approved

____ Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/6/2021
To: Law Committee Members
From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Corrections Rehabilitation Coordinator (ATI Coordinator)
Reason for Vacancy: Corrections Rehabilitation Corporal is retiring.

Justification:

Due to the Corrections Rehabilitation Corporal retiring we are seeking to fill the vacated position and to change the title to Corrections Rehabilitation Coordinator. We have determined that we need to continue to staff the position to maintain supervision and efficiencies within the Alternatives to Incarceration Unit (ATI Unit). This is a vital unit within the Corrections Division which oversees all of the inmates that are not being held in our Detention Center which is crucial to managing overcrowding issues.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: N/A

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$60,070	\$33,255	\$93,325

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____

Date: 4/27/2021

Human Resources Director Signature _____

Date: 05/03/2021

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

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5. HR begins recruitment process.

01/2021



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/6/2021
To: Law Committee Members
From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Communication Center Manager and subsequent position vacated by replacement candidate.

Reason for Vacancy: Communication Center Manager is retiring.

Justification:

Due to the Communication Center Manager retiring we are seeking to fill the vacated position. The Communication Center Manager is vital to the overall operations and management of our Communications Center. The Communication Center Manager is also responsible for the supervision of all dispatch and dispatch supervisor positions, as well as the day-to-day operations of the Communication Center.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: N/A

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$71,344.00	\$34,181.00	\$105,525.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____

Date: 4/27/2021

Human Resources Director Signature _____

Date: 05/03/2021

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

Form Process:

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5. HR begins recruitment process.

01/2021

**SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF**

*Cory Roeseler, Sheriff
Chad Broeren, Inspector*

Phone: (920) 459-3111 FAX: (920) 459-4305

TO: Law Committee

FROM: Sheriff Cory Roeseler and Inspector Chad Broeren

DATE: May 6, 2021

RE: 2021 Budget Adjustment – Alliant Energy Foundation Community Grant

The Sheriff's Department is requesting permission to go to the Finance Committee with a 2021 budget adjustment for a grant received. The adjustment is budget neutral.

The Special Events Team received the Alliant Energy Foundation Community Grant in the amount of \$1,000. These funds will be used for the purchase of riot helmets.

Thank you for your consideration.

**VARIANCE REPORT FOR DEPARTMENT -- SHERIFF
FOR THE QUARTER ENDING 03/31/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
X	Intergovernmental Revenues		
	State Grants	(12,282.53)	Have not worked as many hours for the Seatbelt Grant as anticipated. Water Safety expenses are lower than budget due to the timing of the season.
	Public Charges for Services		
	Public Safety	48,068.65	Receiving aid from the State for housing sentenced, prison ready, inmates that have not been able to be transported to prison due to the pandemic.
X	Interest and Other Revenue		
	Other Misc. Revenue	(53,159.16)	End of life squads and fire arms have not been sold.
	Personnel Related Expenditure		
	Wages	(76,673.03)	Due to retirement payouts of \$51,884 and 2020 year end payouts for the union employees being posted in 2021 in the amount of \$114,687.
	Overtime	(48,575.16)	Due to vacancies in Corrections and Dispatch.
	Benefits	(19,464.62)	Due to vacancies in Corrections, Dispatch, and payouts.
	Operating Expenses		
	Purchased Services	29,528.24	Lower inmate population has created lower correctional healthcare costs and inmate meal costs.
X	Repairs and Maintenance	9,868.00	The majority of the budgeted auto parts have not been purchased at this time.
X	General Operating	19,586.18	Budgeted equipment and general supplies have not been purchased yet.

X	Fixed Charges	(49,838.68)	More individuals are being placed on electronic monitoring due to the pandemic which has caused more than budgeted costs to rent additional monitoring bracelets
	Interdepartmental Charges		
	Employee Related Insurance	43,018.44	Due to retirements and vacancies in Corrections and Dispatch.
	Capital Outlay	36,631.45	The upgrades to the radio system software and publishing current inmates on the internet has not happened yet.
	Variances Less Than Justification Threshold	5,718.32	
	TOTAL	(67,573.90)	