



# **Jackson County Sheriff's Office**

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**DUANE M. WALDERA, SHERIFF – MARK J. MOAN, CHIEF DEPUTY**

E-MAIL: sheriff@co.jackson.wi.us

Call to order: On Monday, May 15, 2017 at 9:33 a.m. All present. Also present Sheriff Waldera, Barb Pfaff, EM Coordinator Kristina Page and Personnel Director Diane Peterson.

Approve minutes: Motion by Ransom 2<sup>nd</sup> by Greendeer-Rave all in favor motion carried.

Agenda Revisions: None

Next Meeting Date & Time: June 22nd 9:30 a.m.

Animal Shelter Quarterly Report: Written quarterly report submitted. Overcrowding in the cat room. Animals are being treated. Dog count is down. Request made by committee to update quarterly report form with current costs.

Animal Shelter Community Worker Procedures: Would like to have the committee put a policy in place that community service workers can only be present when the animal shelter control person is present. Cannot be there if Barb is not present. Community Service work is always documented with what they do, how long they are there. Motion by Amo 2<sup>nd</sup> by Greendeer-Rave to adopt policy. All in favor; motion carried.

Feasibility of Combined Position of Medical Examiner with Jail Nurse: Approached about possibility of changing over the coroner position to a Medical Examiner position which is not a full time position and would have hours available to work in the jail as the jail nurse. Issue of coverage of non-working days, vacation, sick call. Statutorily, who has the ability to do an investigation? Coroner is an elected position. Would need to be abolished by County Board prior to next election. On the jail side, we have a contract with the hospital and the relationship is working well. There is a proposal for new contract language to add a 3% rate increase the 1<sup>st</sup> of every year rather than CPI. Need to have the professional medical staff do the med passes. We have been discussing with DHHS Director Hovell about public health nurse. Costs with the hospital are going to continue to increase. Need to look at the feasibility of a position if the costs get too high. Would need to look at having coverage for 7 days a week and hours of work outside the 8:00 – 4:30 scope of regular work hours. Correctional health is different than standard medical care at a public facility. Required to give basic care to inmates. Would be nice to have a nurse in house on staff for the jail but would need coverage for time off. We are doing better from a cost stand point with the hospital than the previous contract with Advanced Correctional Healthcare and we have 7 day a week coverage now. It would be difficult to have a medical director sign off on something that they aren't involved in. With the hospital contract we currently have sign off from a medical director. The concept of this position may be possible but could also be very complex to establish and sustain. Would need to discuss with hospital if they are willing to continue a subcontract with us for the coverage of off time. Responses from survey with other counties were that some have part time medical examiners such as Barron County. Others are starting to provide some clerical support for billing etc. Monroe has a part time medical examiner. Combining with another nearby county would be an idea as

well. Feel more comfortable having a contract in place, reduced liability and medical risks. Current contract is renewable annually. A 3% annual increase is pretty standard with other vendors. Committee advises personnel to move forward with researching joining with adjacent counties for combined position and contact hospital for discussion.

Approve Merit Pay Increases: Once employees get to midpoint, they are eligible for bonus.

- Motion by Greendeer-Rave 2<sup>nd</sup> by Carney to approve Correctional & EM merit pay increases.
- Corrections – there is a compression issue with Sergeants and detectives becoming equal pay. Recommend moving position with either new grade or keep authorizing over midpoint. If move up a grade it would go to level 8. Motion by Greendeer-Rave 2<sup>nd</sup> by Amo to approve merit pay increase for corrections division based on personnel recommendations including resolution to county board for Sergeant pay increase. All in favor; motion carried.
- Patrol – motion by Greendeer-Rave 2<sup>nd</sup> by Ransom to approve merit pay increase for patrol division based on personnel recommends including resolution to county board. All in favor; motion carried.

Divisional Reports: - written reports submitted.

- EM: Motion 50 has to deal with next gen 911 and is web based. \$7,000,000 annual funding appropriation which will also include ESI Net, creates 911 sub-committee, IT software updates, etc. Doesn't really matter what company we go with but it must be Next Gen compatible and will be over \$100,000 with \$250,000 being more reasonable.
- Daily jail population was at 41 average. Inmate count remains steady.
- Detectives are gaining ground. They are very busy. The cases we refer for charging we are getting very good information and the reports have been very thorough.

Staff Vacancies & Recruitment Updates: Communication officers interviews coming up June 1<sup>st</sup>. Filled part time jail female. Patrol LTE's one finishing up, one starting and one combined with communications.

Vouchers Payable: Have we discussed other vendors for inmate medical? We have not but will check with Captain Bowe regarding other possible options will check into what the prison uses. Need to pay the additional card readers in the courthouse from misc supplies and make line item transfers later if needed. Motion by Amo 2<sup>nd</sup> by Ransom to approve vouchers and pay the SGTS invoice for \$1193. Will discuss with Cindy and possibly facilities on where to fund from.

2017 Budget: On track for 2017.

Closed Session: Committee convene to closed session at 11:11 pursuant to section WSS 19.85(1)(c) Roll Call all Yes.

- Animal Shelter – Motion by Amo 2<sup>nd</sup> by Ransom to approve Pfaff evaluation. All in favor. Motion carried.
- Patrol Eval – One year evaluation – Whaley. Motion to approve evaluation by Carney; 2<sup>nd</sup> by Ransom. All in favor; motion carried.

Motion to Adjourn by Ransom; 2<sup>nd</sup> by Amo at 11:41 all in favor; motion carried.