

Dodge County External Audit Review Oversight Committee Minutes

November 25, 2019 – 10:00 a.m.

First Floor – Rooms H & I

Administration Building, Juneau, WI

Call to Order:

The meeting was called to order at 10:00 a.m. by Joe Marsik.

Roll Call:

Members present: Russell Kottke, David Frohling, Joe Marsik, Dan Hilbert and MaryAnn Miller.

Also present were: Shelby J. Miller, Chief Deputy County Clerk, Sheriff Schmidt, Scott Mittelstadt, Chief Deputy, Kimberly Nass, Corporation Counsel and Dave Ehlinger, Finance Director .

Approval of Minutes:

A motion was made by Hilbert, second by Miller to approve the minutes of the November 11, 2019 meeting as presented. Motion carried.

Discuss Sheriff's Office Operational Review:

Review and Evaluate Jail – 8 hour shifts/12 hour shifts:

Sheriff Schmidt informed the Committee that the Sheriff's Office has been looking at implementing 12 hour shifts in the Jail since 2016 and this is a very complex issue. Overall, there are more positives than negatives to 12 hours shifts. 12 hours shifts may cost more on the front end but they prove to have no reduction in efficiency, rejuvenate staff and reduce overtime significantly. Sheriff Schmidt has looked at what other agencies are currently doing and a lot of jails have 12 hours shifts as well as other police agencies. Approximately 1 ½ years ago the Sheriff's Office implemented 4 – 12 hour shift positions in the jail. It did not go over well in the beginning but now the 4 people in the 12 hour shift positions are extremely happy with the 12 hour shifts as they have more days off, get more weekends and have more free time in their personal lives. The Committee would like to see the Sheriff's Office continue to further study, explore and analyze 12 hour shifts for the jail.

Review and Discuss Administrative Processes/Fees:

Scott Mittelstadt provided 3 handouts to the Committee: Jail Fees by County as of April, 2019, Civil Process Fees by County as of 5/10/19 and a listing of Dodge County Sheriff's Office current fees, recommended fees and Matrix recommendation of fees. The Committee agrees with the recommended fee increases by the Sheriff's Office. Sheriff Schmidt said it was the recommendation of Corporation Counsel Kimberly Nass to have these fees set by the Sheriff's Office in accordance with State Statutes and to review them annually. Sheriff Schmidt also advised there is currently one set of fees, false alarm fees, in County Ordinance 5.08. Currently the false alarm fees are as follows: 1st = \$0.00, 2nd = \$15.00 and 3rd = \$25.00. Sheriff Schmidt would like this Ordinance updated and would like to see the false alarm fees increased. Sheriff Schmidt said there are currently some businesses that would rather pay the false alarm fee than get their alarm fixed, as it is cheaper, and they don't take into account that false alarms take up a lot of his staff's time. Per the Matrix report, the total cost per false alarm for the Sheriff's Office is \$166.00. After doing some checking with other Sheriff Offices, Sheriff Schmidt's recommendation for false alarm fees are as follows: 1st = \$0.00, 2nd = \$25.00 and 3rd and subsequent = \$150.00. Marsik would like to see the Sheriff's Office collect the full cost of \$166.00 for false alarm fees versus the \$150.00. Issuing citations with restitution were also discussed. Corporation Counsel Kimberly Nass advised that restitution could be collected when issuing a citation and that if the citation or restitution is not paid, that these fees could be turned over to the State Debt Collection (SDC). The

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Committee would like to encourage the Sheriff's Office to issue a citation after the 3rd false alarm offense. Nass to rewrite the portion of County Ordinance 5.08 that relates to false alarm fees as well as all other fees to be set by the Sheriff's Office and provide it to this Committee at their next meeting.

The Committee summarized this meeting as follows:

Review and Evaluate Jail – 8 hour shifts/12 hour shifts	The Committee would like to see the Sheriff's Office continue to further study, explore and analyze 12 hour shifts for the jail at the Sheriff's Office discretion.
Review and Discuss Administrative Processes/Fees	The Committee agrees with the recommended fee increases by the Sheriff's Office. As for the false alarm fees, this Committee would like to see Nass's rewritten Ordinance 5.08 language at the next EAR Committee meeting and then it will be sent on to the Judicial and Public Protection Committee for approval.

The Committee plans to prepare their final recommendations at their next meeting and would like to see the Judicial and Public Protection Committee monitor the progress of the Sheriff's Office on these recommendations.

The Committee will discuss the following at the next meeting:

- **Sheriff's Office Operational Review Final Recommendations**

Determine Future Meeting Schedule

Next meeting is scheduled for **Monday, December 9, 2019, at 10:00 a.m.** in Room 4B.

Adjourn: Motion by Frohling, second by Hilbert to adjourn at 11:13 a.m. Motion carried.

Russell Kottke, Russell Kottke, Secretary