

EMS/Judicial Committee
Service Center Room 248.1
Wednesday March 14, 2012
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee
Members Present – Lee, Krueger, Giese, Mittelsteadt and Caylor
Visitors Present – Leydet, Byer, Odegard, Jankowsky, Thomsen, Dunphy, Judge Hartley, and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Caylor/Krueger to approve minutes of February 8, 2012 as provided in packet. – all voting aye.
12. **Day Reporting Program 90 Day Contract** – Chairman Lee asked to move agenda items 12 and 13 up to allow Judge Hartley to leave earlier - all agreed. Byer and Judge Hartley recapped the Committee's actions in February and relayed subsequent events. Byer contacted Tracey Lambrecht requesting day reporting program information. Byer also received a 90 contract from Lutheran Social Services (LSS) regional office requesting it be signed by the judges and returned by March 5th or LSS will pull out on March 9th. The Judges replied that they do not have authority to sign the contract. LSS vacated the office in the courthouse on March 9th. Discussion followed. At this time the 90 day contract will not be pursued.
13. **Day Reporting Request For Proposal (RFP)** – Further discussion on the day reporting program followed. Byer stated that she did not know enough about the program to write the RFP. Several committee members said the committee will follow up on the process. Chairman Lee stated he will gather information for the committee to consider at the April meeting.
3. **Tomahawk Report** - Duchac reported that gross billings were \$60,460.90 and expenses were \$52,976 for February. M/S Krueger/Mittelsteadt to place on file – all voting aye.
4. **Merrill Report** – Written reports were provided in the packet and Odegard fielded questions. Reports showed expenditures were 14.59% of budget, slightly below budget targets. M/S Krueger/Mittelsteadt to place on file – All voting aye.
5. **Victim Witness Budget Modification** – End of year line item adjustment needed. M/S Lee/Giese to approve budget modification – All voting aye.
6. **District Attorney Budget Modification** - End of year line item adjustment needed. M/S Giese/Mittelsteadt to approve budget modification – All voting aye.
7. **District Attorney Contingency Fund Request** – Dunphy explained that due to union bumping provisions in the union contract he had additional staff for a period of time in his office. Additionally, the DA had two large trials with additional witness and prosecutor expenses. The total expenditures exceeded budgeted expenditures by \$25,926. Contingency funds are needed cover the variance. M/S Giese/Mittelsteadt to approved request for contingency funds and forward to Finance and Insurance Committee - All voting aye.

- 8. Clerk of Courts Budget Modification** – Jankowsky explained that the Clerk of Courts came in under budget and that line item adjustments are needed. M/S Lee/Krueger to approve budget modification – All voting aye.
- 9. Family Court Commissioner Budget Modification** - End of year line item adjustment needed. M/S Lee/Giese to approve budget modification – All voting aye.
- 10. Circuit Court Budget Modification** - End of year line item adjustment needed. M/S Mittelsteadt/Krueger to approve budget modification – All voting aye.
- 11. Circuit Court Contingency Fund Request** – Byer noted that the higher number of psychological evaluations exceeded budget by \$9,794. Contingency funds will be needed to cover these costs. M/S Mittelsteadt/Krueger to approved request for contingency funds and forward request to Finance and Insurance Committee - All voting aye.
- 14. Closed Session: Convene into Closed Session Pursuant to Sec. 19.85(1)(c) Wis. Stat. for Considering Employment, Promotion, Compensation, or Performance Evaluation Data of Any Public Employee**
 - A. Performance Evaluation of Register in Probate/Clerk of Juvenile Court**
– M/S Mittelsteadt/Krueger to go into closed session – All voting aye by roll call vote.
- 15. Open Session: Take Any Necessary Action on Items Discussed in Closed Session** – M/S Mittelsteadt/Giese to give Byer favorable evaluation and step increase – All voting aye.
- 16. Emergency Medical Fund Budget Modification** – End of year line item adjustments. Leydet explained that increased runs and fees in 2011 resulted in \$235,763.99 in revenue over the budgeted amount more than covered the budgeted shortfall in ambulance expenditures. M/S Mittelsteadt/Lee to approve the budget modification – All voting aye.
- 17. Monthly Charge Report, including Write Offs and Collections** – Leydet presented reports to the Committee. Total runs are lower than last year at this time. Writes offs in the amount of \$1,973.89 were reported. M/S Lee/Krueger to approve write offs and place reports on file. All voting aye.
- 18. Review Year-to-Date Budget Reports** – Leydet presented February year-to-date budget reports. No concerns were noting in the any of the budgets at this time. M/S Lee/Giese to place reports on file – All voting aye.
- 19. Set Next Meeting Date** – April 11, 2012 at 8:30 a.m.
- 20. Adjourn** – M/S Giese/Lee to adjourn at 9:52 a.m. – all voting aye.

Minutes prepared by,

**Dan Leydet
Finance Director**

