

**Amended
8/29/11**

**COUNTY BOARD STAFF/FINANCE COMMITTEES
August 15, 2011**

Call to Order. County Board Staff Committee Chair Podzilni called the joint meeting of the County Board Staff Committee and the Finance Committee to order at 3 P.M. in the Sheriff's Conference Room, Rock County Sheriff's Office.

Committee Members Present County Board Staff Committee – Supervisors Podzilni, Arnold, Brill, Collins, Jensen (3:02 PM), Kraft, Peer, and Yankee. Finance Committee – Supervisors Beaver, Kraft, and Podzilni.

Committee Members Absent: Supervisor Bussie, County Board Staff Committee; Supervisors Diestler and Mawhinney, Finance Committee.

Other County Board Members present: Supervisor Wiedenfeld.

Staff Members Present: Craig Knutson, County Administrator; Randy Terronez and Nicholas Osborne, Assistants to the County Administrator; Jeff Smith, Finance Director; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst; Sheriff Robert Spoden; Chief Deputy Tillman; Commander Chellevoid; Commander Knudson; Captain Strouse, Captain Christianson; Captain Fell; Captain Maurer; Captain Groelle; Sergeant Coulter; Grace Becker, Sheriff's Secretary; Rhoda Grosenick, Commander Chellevoid's Secretary; Patricia Swartout, Commander Knudson's Secretary; Diane Michaelis, Finance Office Manager, Sheriff's Office.

Approval of Agenda. Supervisor Arnold moved approval of the agenda as presented, second by Supervisor Yankee. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Review and Discussion of Preliminary 2012 Budget Projections and Program Information – Sheriff's Office. At this time Chair Podzilni turned the meeting over to Sheriff Spoden.

Sheriff Spoden said it is difficult to put a budget together with these tough economic conditions. He thanked Chief Deputy Tillman, Commander Chellevoid, Commander Knudson, Captain Strouse, Captain Christianson, Captain Fell, Captain Maurer, Captain Groelle, Sergeant Coulter, Grace Becker, Rhoda Grosenick, and Patricia Swartout whose help was invaluable in putting this budget together.

Sheriff Spoden said he would go over the highlights of the 2012 budget for the various services.

1) Law Enforcement Services: The overriding priority for the budget was to be a good steward of the County's funds. Increases in the budget were primarily contractual wage increases and increases in fuel costs. Correctional Services is functioning with two central

controls; personnel is at 203, which is the same as last year; they are looking to add a part-time Investigative Assistant to do criminal background checks, which would allow better use of our detectives time.

Revenue for Law Enforcement Services is projected at \$461,220, which is an increase of \$4,169 over the 2011 budget. The largest changes are in Officer Fees with a 15.6% increase, Civil Process Fees with a 3.11% increase, and Warrant Fees with a 10.29% decrease.

Personnel costs for Law Enforcement are projected at \$8,308,290, which is an increase of \$148,067 over 2011. Operational Expenses are projected at \$1,300,416, which is an increase of \$7,082 over 2011. This is primarily due to a decrease of 17.1% in telephone (HIDA is covering some of the costs), a decrease in Security Supplies of 25.75% (not as many vests are needed next year), and an increase in Gas and Other Fuel of 20%. Sheriff Spoden said he is a firm believer in education so Staff Education has an increase of 22.86%. Capital Assets has a decrease of 82.25% due to grant funding and funds brought in from seizures and drug arrests.

2) Correctional Facility. Revenues are projected at \$1,268,212 a decrease from 2011, primarily due to Jail Diversion Fees down 33.15% (unemployment and inability if inmates to pay for bracelet fees). This is still less expensive at \$16 per day then if they would be incarcerated, which is in excess of \$60 per day. Board of Prisoners – State has a decrease of 7.72%.

Personnel costs of \$8,796,975, which is a decrease of \$36,220 from 2011, due primarily to Wages up 1.54%, and Retirement-Employers down 19.06% from COs and unilaterals paying 5.8% of retirement.

Operational Expenses of \$2,147,847, which is a decrease of \$97,668 from 2011. Other Contracted Services is down 15.58% due to not using Midwest Monitoring as the “middle man” and contracting directly with the vendor. Household Services has a decrease of 40.34%, they went out for bid for cleaning supplies and were able to save quite a bit of money. Physicians and Other Services are up 2.92% due to a 3% increase in cost, which is normal.

RECAP Contracted Services is up 6.47% from the quotes from CESA II for site supervisors while the inmates are out in the community and also for counseling services.

The Community RECAP program will have a decrease in State Aid of 32.5%. However, it appears current sites will continue to be funded but at a lower level.

Sheriff Spoden said, in summary, we are projecting \$2,158,165 in Revenue, Expenses of \$21,144,687, for a County Share total of \$18,986,522, or .95% over 2011.

Sheriff Spoden said, to achieve a 2% reduction from 2011 we would need to cut 10 positions for a savings of \$558,925. These positions are a .3 Sheriff’s Office Worker, which would create more overtime monies to handle the high volume of demands on the clerical staff; .3 Vehicle Maintenance Technician, this position supervises the inmates who clean the squads and transports vehicles to service sites, this would create higher costs to the Sheriff’s Office; .45 Vehicle Maintenance Supervisor who supervises the Sheriff’s Office Fleet Maintenance and

coordinates the maintenance of the emergency response vehicles; 1 Sheriff's Office User Support Specialist who has a great many computer-related duties that would then fall on the County's IT staff, which would impact their operations; 1 Public Safety Utility Clerk, which would reduce the efficiency in Jail records and Jail bookings during 3rd shift and force Correctional Officers to assume clerical duties resulting in delays in admissions and release of inmates; 1 Administrative Assistant – Civil Process, which would greatly reduce the efficiency of our entry operation and would create a backlog of civil papers being entered and served; 1 Administrative Assistant – Detective, then the burden of typing and data entry for the Detective Bureau would be placed on other clerical staff and delay other clerical work; 1 Correctional Officer, which would reduce our ability to classify inmates and facilitate inmate behavior management efforts resulting in potential inmate on inmate assaults or inmate on staff assaults; and 2 Deputy Sheriffs – SIU and would reduce or eliminate the ability to investigate drug offenses. Sheriff Spoden said these cuts would be at a dangerous cost to our community.

Supervisor Yankee asked if the Sheriff had any plans for the implementation of the upcoming concealed carry. Sheriff Spoden said they do have plans, though they are in the infancy stage yet. They are addressing the issues of how to handle a weapon and provide training for the community. If these people are trained through our department we feel they will have the tools to handle fire arms more safely. The Sheriff said they are still looking at how to handle this at the fairgrounds, parks, etc.

Supervisor Peer asked if there are changes in the vests. Captain Fell said they are always working on making them lighter, easier to carry and to breathe. They are made a little better each year. The vests only have a 5-year warranty.

Supervisor Wiedenfeld commended the Sheriff and staff on the recovery of monies. He asked do they have any innovative ways to check for drugs. Sergeant Coulter said our Deputies are trained on the questions to ask, things to look for, if they are fidgety or nervous, and how they answer questions, if they make eye contact, etc.

Approval of Minutes – August 4, 2011. Supervisor Jensen moved approval of the minutes for August 4, 2011, second by Supervisor Arnold. ADOPTED.

Adjournment: Supervisor Arnold moved adjournment at 3:49 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEES.