



PORTAGE COUNTY

MEETING MINUTES

JUDICIAL/GENERAL GOVERNMENT COMMITTEE

PORTAGE COUNTY ANNEX
CONFERENCE ROOM 5
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

Tuesday, October 26, 2021

4:45 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 862 114 762, then press #

To attend this meeting by video: [Click here to join the meeting](#)

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to jentzl@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting.

Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

CALL TO ORDER

The Judicial/General Government Committee meeting was called to order at 4:45 p.m.

Members present in-person: M. Jacowski, Medin, Miresse, Potocki

Member present by phone: Raabe

Staff present in-person: County Clerk Filen, Justice Programs Director Behnke, and Veterans Services Director Clements

Staff present virtually: Corporation Counsel Ray, Clerk of Courts Roth, and Finance Treasury Coordinator Hlavac

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

None

APPROVAL OF MINUTES

1. August 24th, 2021 Minutes
September 28th, 2021 Minutes

A motion was made by Supervisor Potocki, seconded by Supervisor Medin to approve the August 24 minutes. Motion to approve carried by voice vote, with no negative votes.

A motion was made by Supervisor Medin, seconded by Supervisor Miresse to approve the September 28 minutes. Motion to approve carried by voice vote, with no negative votes.

REPORTS

2. Vendor Invoice Lists
 - a. Vendor Invoice Lists September 2021

Chair Jacowski stated that any questions on the reports could be addressed during the office and budget update for the respective department.

DISCUSSION/POSSIBLE ACTION

3. Discussion/Possible Action Re: Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)
 - Request for special meeting attendance
 - Approval of attendance of special meetings

- Special meeting attendance reports

None

4. Corporation Counsel
 - a. Office and Budget Update

Corporation Counsel Ray provided an office and budget update to the committee.

5. Justice Programs
 - a. Office and Budget Update

Justice Programs Director Behnke provided the following report:

Since October 26, 2021, Justice Programs has expended 72% of its allotted budget.

Treatment Court has 8 active participants and 4 pending referrals.

The TAD quarterly report was submitted on October 8, 2021.

Treatment Court Oversight Committee will be held on November 1, 2021.

The Justice Coalition Meeting was canceled. Nothing to report.

Justice Programs continues to gather data in conjunction with two social work professors from UW-Stevens Point to evaluate 2015-2018 day report/pretrial program to determine if using an assessment sparingly had an impact of court appearances and pretrial rearrest.

b. 2022 Budget Presentation

Justice Programs Director Behnke presented the 2022 Department Budget

- c. Discussion/Possible Action Re: Authorization for 2022 Contract Over \$100,000 with JusticePoint (Day Report/Pretrial/Post Supervision).

The title of the resolution was updated by Justice Programs Director Behnke to reflect the correct year (2022) and to include JusticePoint, Inc. Chair Jacowski stated he would take a motion to approve the resolution as presented at the meeting. A motion was made by Supervisor Miresse, seconded by Supervisor Potocki to approve the resolution as presented. Motion carried by voice vote, with no negative votes.

- d. Discussion/Possible Action Re: To Approve 2022 Contract Above \$25,000 But Less Than \$100,000 with Elmergreen Associates

A motion was made by Supervisor Miresse, seconded by Supervisor Potocki to approve the contract. Motion passed by voice vote, with no negative votes.

- e. Office Update on 2022 Contracts Less Than \$25,000 with Equivant/Northpointe, JusticePoint Electronic Monitoring, For the Record, Aspirus Behavioral Health

Justice Programs Director Behnke presented information on this contract.

- f. Update on Day Report/Pretrial/Post Supervision Fees

Justice Programs Director Behnke provided an update.

- g. Update on Treatment Court Fees

Justice Programs Director Behnke provided an update.

6. Clerk of Courts
 - a. Office and Budget Update

Clerk of Courts Roth provided the following report:

Budget Update:

Current budget status:

Expenses = 70.8% Budget is currently on track.

Department Update:

Earlier this month a deputy clerk of court position was filled with an individual who came with experience from Adam County Sheriff's Office and has an Associates Degree in Criminal Justice. She is showing great success early in training; her name is Rebecka Obenauf.

Administrative Associate II position is a current recruitment posted and set for a first review of applicants at the end of this week to determine candidates to offer an interview.

Last month I brought up some ideas of transferring or abandoning passport services as a department or county. Since that meeting, I have met with Register of Deeds, Cindy Wisinski who showed interest in taking this over and increasing her part-time staff person to full time. Her office remains interested. After further discussion with HR and Finance, I am hopeful for a transition of this service into the new year, possibly February.

Wisconsin (WCCCA) Clerk of Court conference was held in Stevens Point earlier in the month. Our chief deputy and myself attended the event which included a tour of our Circuit Court area. Highlight to the conference was a demo of an upgraded CCAP 3. Portage County is set for implementation in late November to early December and we are looking forward to some great enhancements to the programs.

I attended WPELRA Supervisory Training offered by HR training funds in Waukesha last week.

Judge Eagon recently administered an oath to a new court commissioner, Erick McFarland. Erik is currently the municipal judge for the Stevens Point/Plover Joint Municipal Court. Erik will be taking over small claims hearings and non-eviction trials next year. For the balance of the year he is working with current commissioner Mike Lauterbach and will take over entirely in 2022.

7. Veterans Services
a. Office and Budget Update

Veterans Services Director was present and provided a written report that was included in the agenda packet.

8. District Attorney
a. Office and Budget Update

No one was present from the District Attorney's Office to provide an office and budget update.

9. County Clerk
a. Office and Budget Update

County Clerk Filen provided the following report:

1. 2021 Budget expenditure 70.7%
2. Redistricting
 1. The Final Supervisory District Plan will be going to the Redistricting Committee on Monday, November 1st for approval. A public hearing will be held on November 9th prior to the County Board meeting for adoption of the Final Plan. During Stage 3 reconciliation of the municipal wards plans and the supervisory plan, minor conflicts were discovered within the City's ward plan. As a result, there were a few small changes that were made to supervisory districts located in the City since the adoption of the Tentative Plan.
 2. Following final adoption by the Board new maps will be available for current and prospective supervisors to utilized for circulating nomination papers.
3. Elections
 1. Preparations for 2022 elections have begun.
 2. E-pollbooks
 1. We recently hosted the WEC for an e-pollbooks open house for the municipal clerks. E-pollbooks are offered by the Wisconsin Elections Commission and are an alternative to paper pollbooks. E-pollbooks are secure and are never connected to the internet. A decision to purchase e-pollbooks must come from the municipal level and will be at the cost of the municipality. From a County perspective we are just helping facilitate the sharing information.
 3. Tabulators
 1. In conjunction with the Finance Director, I am developing a proposal for a cost-share program to help municipalities purchase electronic tabulators to either replace old equipment or upgrade from the hand-count process. Upgrading the equipment and software in the County will help make elections more secure and efficient.

4. Website updates

1. We are working on various improvements to the County website including cleaning up pages that have outdated information, consolidating and simplifying citizen recruitment.
2. We are also looking into programs to re-codify and manage our Code of Ordinances.
3. There was a change to the County meeting calendar due to the transition from Granicus to CivicClerk. The IT Department continues to work with Granicus, our website provider to remove/update outdated formatting on the home page. The previous calendar view is no longer available for upcoming meeting as of October 1. CivicClerk is developing a calendar view that will be available in a future update, but until then the meeting calendar will be a linear listing of meetings.

b. Update Re: Portage County Website Agenda/Minutes Schedule Format

CORRESPONDENCE

None

NEXT MEETING DATE

Next meeting is scheduled for Tuesday, November 23rd at 4:45 p.m.

ADJOURNMENT

A motion was made by Raabe, seconded by Potocki to adjourn. Motion carried by voice vote, with no negative votes. The meeting adjourned at 5:56 p.m.

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.