



PORTAGE COUNTY

MEETING MINUTES

JUDICIAL/GENERAL GOVERNMENT COMMITTEE

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

Tuesday, February 22, 2022

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: 325 302 647, 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 04:45 PM

Members Present: Vinnie Miresse, Stan Potocki, Matt Jacowski

Attending In-Person: Stan Potocki, Matt Jacowski

Attending Online: Vinnie Miresse

Members Excused: Dennis Raabe, Dave Medin

Staff Attending In-Person: Register of Deeds Wisinski, County Clerk Filen, Family Court Commissioner Dalkert, Justice Programs

Director Behnke, Clerk of Courts Roth

Staff Attending Online: Veteran Services Director Clements, Corporation Counsel Ray, Human Resources Director Belanger, Finance Director Jossie

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.

APPROVAL OF MINUTES

1. January 25, 2022 Minutes

A motion was made by Stan Potocki, seconded by Vinnie Miresse, to approve the January 25th minutes. Motion to approve carried by voice vote, with no negative votes.

REPORTS

2. Vendor Invoice Lists

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

4. Discussion/Possible Action Re: Justification Memo for Increase for Assistant to Family Court Commissioner from 20 to 30 Hours Per Week on a Permanent Basis

A motion was made by Vinnie Miresse, seconded by Stan Potocki, to approve the memo. Motion to approve carried by voice vote, with no negative votes.

5. Veterans Services
 - a. Office and Budget Update

Veteran Services Director Clements provided a verbal report of the office and budget update that was included in the agenda packet.

6. Register of Deeds
 - a. Office and Budget Update

Register of Deeds Wisinski provided the following report:

2021 budget I received from the Finance department I show that we took in \$138,000 plus in revenue above what was budgeted and turned back \$39,000 plus in expenses.

2022 budget – It is still very early into the year. Based on everything that has come in so far, we are just slightly above on revenue received and below on expenses.

We started a new search program for Laredo users. There have been many questions and a few issues. Staff has been busy working with this along with daily tasks/projects.

We have a small window, of a slower period, in the office right now. So, we like to work on projects.

- b. Discussion/Possible Action Re: Resolution to rescind Resolution 188-2020-2022 and to approve the Clerk of Courts remaining a Passport Acceptance Agency for Portage County.

Register of Deeds Wisinski provided the following details on the resolution:

After getting this passed at several County committees and the County Board in January, we were able to apply to be an issuance agent for passports. I contacted U S Department of State Passport Services in Illinois and asked them to email me the required paperwork and testing. We were approved, tests were taken and passed, facility and agent numbers were assigned. February 10, 2022, we received a call that after further review the State Department denied the Register of Deeds/Land Description office from being a passport issuance facility due to our duties regarding birth records. Even though this wasn't considered a problem at first by the Department of State, as Wisinski had many discussions with them, management above said it was. Wisinski made many attempts to change their minds, with no luck. Clerk of Courts Roth did notify the Department of State at the beginning of the process that if approved by County Board, these duties were going to be transferred to the Register of Deeds office. The Annual Certification Facility Information that is completed every year, clearly states issuing birth records would create a problem for becoming a passport issuance facility/agent. This form was not available or shared with Wisinski until after County board had transferred the duties.

This resolution will revert resolution 188-2020-2022 and put passport issuance back in the Clerk of Courts office. All funding and staffing associated with resolution 188-2020-2022 reverts as well.

A motion was made by Matt Jacowski, seconded by Stan Potocki, to approve the resolution. Motion to approve carried by voice vote, with no negative votes.

7. Corporation Counsel
 - a. Office and Budget Update

The following report was provided by Corporation Counsel Ray:

- Tax Deed Properties—those which did not sell at previous Wisconsin Surplus auctions will go back onto that company's website on or about March 8, 2022, for another attempt to sell those properties.
- Former H2O parcels available for sale in the Village of Plover—All remaining parcels except one are scheduled to close during calendar year 2022 as follows: one parcel is scheduled to be sold by the end of March; another should be sold in June or July; and the final parcel currently under contract should be sold in September or October.
- Recently filed an extensive brief in an ongoing Board of Adjustment Case pending for approximately two years. We anticipate a written decision from the court within 45 days.
- Working on updating the County's animal control contracts with:
 - Humane Society of Portage County; and

- All county municipalities who contract to have the county provide animal control services to those municipalities.

Revisions to both sets of contract forms will allow ALL those contracts to be put on the same timetable.

- POWTS Septic System Cases—Most of the small claims enforcement lawsuits were settled with the property owners, who brought their septic systems into compliance with state and local law that require satisfactory inspection results once every three years. In those lawsuits which did not settle, the county obtained default judgments against the property owners, but is still willing to explore settlement alternatives with the owners who agree to bring their septic systems into compliance with the law.
- The following item was intended to be reported on, but was inadvertently not mentioned: Working with Space and Properties Committee on a contract for the county to hire an owner's representative for the county's multiple building issues that are under review—Sheriff's Office/Jail, courtrooms and court system facilities, municipal offices, etc.

8. Justice Programs

a. Office and Budget Update

Justice Programs Director Behnke provided the following report:

- In 2022, Justice Programs has expended 3% of its allotted budget
- Treatment Court Oversight Committee was held on February 7, 2020
 - Changed participant contract to include certain hallucinogenic drugs
- Director Behnke is addressing the following topics to be addressed at the next Treatment Court Oversight Committee meeting:
 - Working with UW-Extension Nutritionist to work with participants on healthy eating in early recovery.
 - Changing Phase 5 requirements to assist participants with the transition out of Treatment Court.
 - Working with the Victim Witness Coordinator on Victim Rights Law.
 - Due Process language
 - Developing policy on Termination Hearings
 - Changing the recordkeeping policy to fit the TAD standards
- Judge Baker has asked that the Treatment Court day be changed to Tuesday with a possible time change. The Treatment Team agrees of the day change, but the time of day is still being worked out.
- The Treatment Court AODA provider who is also the Portage House AODA provider is retiring. Director Behnke has been in contact with clinics in the area to see if they have a therapist who is interested.
- Treatment Court current statistics:
 - Current Active Participants: 7
 - Terminated: 1
 - Administrative Discharged: 1
 - Pending: 2
 - Ineligible: 3
 - 2 – Current or prior violent offense
 - 1 – Did not reside in Portage County
 - Declined Participation: 1
- The Public Defenders office asked Justice Programs to look into adding Second OWI offenses to the Pretrial Program. Director is currently exploring that option.

9. District Attorney

a. Office and Budget Update

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

10. Clerk of Courts

a. Office and Budget Update

Clerk of Courts Roth provided the following report:

Budget Update:

Current budget status:

2022 Expenses = 12.5%

Department Update:

In the office we are currently preparing for a major update to CCAP. We will upgrade from CCAP-2 to CCAP-3 which is web based.

This is the Case Records and In-Court processing programs. We began yesterday (02/21) with five rounds of in-house classes that all support staff (clerk of courts and judicial branches) attended. Today we opened up a practice data base to train prior to implementation which is scheduled for next week Tuesday, March 1st. At the time of implementation, we will have CCAP staff here all of next week to assist with one on one training needs in the office and in the courtrooms.

Last week - attended Wisconsin Clerks of Circuit Court Institute. Court Operations and CCAP updates along with other related coursework were provided. This is the annual institute put on entirely by the state.

In addition to attending the institute, I finished committee involvement there where I am now able to graduate from UW-Green Bay with a *Certificate of Court Executive Development for Leadership in Circuit Court Administration*. I started this program through the Clerk's Association in 2015. Graduating requires a combination of UW-Green Bay classroom credits, association involvement as an officer or committee member, credits from prior formal education, and also years of service as a Clerk of Circuit Court.

11. County Clerk
a. Office and Budget Update

County Clerk Filen provided the following report:

Office and Budget Update 2.22.22

2022 Budget expenditure is on track

Elections

The Spring Primary was last Tuesday. There were only minor issues on Election Day. The turnout was 21% which is very good for a Spring Primary. We completed the County Canvass yesterday and it went well. We are now preparing for the Spring Election.

CORRESPONDENCE

NEXT MEETING DATE

Tentatively scheduled for March 22, if warranted.

ADJOURNMENT

A motion was made by Stan Potocki, seconded by Vinnie Miresse, to adjourn. Motion carried by voice vote.
Meeting adjourned at 05:17 PM

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.