



PORTAGE COUNTY

MEETING MINUTES

JUDICIAL/GENERAL GOVERNMENT COMMITTEE

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

Monday, October 24, 2022

5:30 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: 693 817 059, 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 05:30 PM
Members Present in-person: Lionel Weaver, Pat Keller, Andrew Rockman, Suzanne Oehlke

Present virtually: Matt Jacowski

Staff Attending: Justice Programs Director Starr, Veteran Service Director Clements, County Executive Pavelski, Register of Deeds Wisinski, District Attorney Cousins (virtual), Clerk of Courts Roth (virtual)

PUBLIC NOTICE

None.

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. August 22, 2022 minutes

A motion was made by Supervisor Rockman, seconded by Supervisor Oehlke, to approve the August 22, 2022 minutes. Motion to approve carried by voice vote, with no negative votes.

REPORTS

2. Vendor Invoice Lists

Chair Weaver stated that any questions could be asked during the respective Director's report.

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. Register of Deeds
 - a. Office and Budget Update

Cindy Wisinski, Register of Deeds discussed the 2022 office budget and where it is at; how the Wisconsin Real Estate Transfer Tax fee is split between the County and Department of Revenue and plans to try and get this changed increasing the County's percentage; CRIS-Federal Legislation and how it will affect not only the Register of Deeds office but others as well; law library moving from the Register of Deeds office; upcoming educational seminars; and Property Fraud Alert.

5. Clerk of Courts
a. Office and Budget Update

Presently the Clerk of Courts office is operating two staff members short. The chief deputy position has been filled by internal promotion. Shirley Skrzeczkoski was appointed October 20th. She has been with Portage County Clerk of Courts since 2011 and prior to with Adams County for 14 years. Shirley comes with an extraordinary amount of experience for this appointment and is always eager in improving our department.

With the promotion comes the need to back-fill her current position. I have submitted a Request to Fill HR and County Executive for consideration.

In addition, our entry level position, Administrative Associate II was vacated in early October. I have received an accepted offer and our new hire will start on November 8th.

Judge Michael Zell was again sworn into office in his Investiture Ceremony on October 14th. This event was very well attended.

All three judges have full calendars and our office is extremely busy especially with the turnover, recruitment and soon to be training of new staff.

At our last meeting I informed you of the transfer of the Law Library over to the Public Library location. The electronic WestLaw access has been transferred and we are now waiting on Facilities to move the book collection.

b. Changes to Passport Acceptance Facility Services

Our office has been a passport acceptance facility with the US Dept of State for at least 30+. As you can imagine, with our circuit court operating at full capacity now that all judges are on board, turnover in the office, it has come to the point where court-related customers are in line, waiting for individuals and families to have their passport applications processed. Our primary business is courts. I made the decision in mid-September to eliminate photo processing revenue from the budget and discontinue the service. I have also reduced passport application acceptance to Tuesdays and Thursday, which commenced October 1st. It has helped to designate these specific days. We will continue to monitor this service into next year with perhaps eliminating the service all together.

6. District Attorney
a. Office and Budget Update

Budget – DA's Office is on budget for the year.

1. Expert witnesses – DA's Office just incurred significant expense for an expert witness in a serious case, consuming a large portion of the 2022 allotment for fees, but remain within the annual budget with no major expenses on the horizon.

2. Staff – No major updates or changes

3. Still awaiting approval of the TAD program restructuring to allow for a 0.6 diversion coordinator position.

4. Office manager reclassification for LA Paige Redmann was in the budget.

5. Update on ongoing scheduled "judge's meeting" and current focus on review of criminal court process to find improvements and new efficiencies.

7. Veteran Services
a. Office and Budget Update

Office update – all staff is now nationally accredited through the U.S. Dept of Veterans Affairs Office of General Counsel.

Budget status – 65.7% of the allotted budget for FY 2022 has been expended. The budget is on-track as forecast. The Veterans Service Director and the Veterans Benefits Specialist performed outreach activities at the Guns N' Hoses baseball game on October 9, 2022.

8. Justice Programs**a. Office and Budget Update**

Since October 24, 2022, Justice Programs has expended 65% of its allotted budget.

1. Treatment Court has 11 active participants and 5 pending referrals.
2. The TAD quarterly report was submitted on October 12, 2022
3. The TAD grant is due November 2, 2022. We asked for \$20,000 additional funds for a part time peer support specialist.
4. The Treatment Court Oversight Committee will be held on November 18, 2022.
5. The Justice Coalition meeting will be held on November 10, 2022.

b. Discussion/Possible Action: Resolution Authorizing for 2023 Contract Over \$100,000 with JusticePoint (Day Report/Pretrial).

A motion was made by Supervisor Oehlke, seconded by Supervisor Rockman to bring to the floor. Motion to bring to the floor carried by voice vote with no negative votes. Motion made by Supervisor Oehlke, seconded by Supervisor Rockman to approve the Resolution. Motion to approve the Resolution carried by voice vote with no negative votes.

c. Discussion/Possible Action: Approve 2023 Contract Above \$25,000 but Less Than \$100,000 with The Centre for Well-Being, Inc.

A motion was made by Supervisor Oehlke, seconded by Supervisor Rockman to bring to the floor. Motion to bring to the floor carried by voice vote with no negative votes. Motion made by Supervisor Oehlke, seconded by Supervisor Rockman to approve the contract above \$25,000 but less than \$100,000. Motion to approve the contract above \$25,000 but less than \$100,000 carried by voice vote with no negative votes.

d. Discussion/Possible Action: Approve 2023 Contract Above \$25,000 but Less Than \$100,000 with JusticePoint (Treatment Court Coordinator).

A motion was made by Supervisor Rockman, seconded by Supervisor Keller to bring to the floor. Motion to bring to the floor carried by voice vote with no negative votes. Motion made by Supervisor Rockman, seconded by Supervisor Keller to approve the contract above \$25,000 but less than \$100,000. Motion to approve the contract above \$25,000 but less than \$100,000 carried by voice vote with no negative votes.

e. Office Update on 2023 Contracts less than \$25,000 With Equivant/Northpointe, JusticePoint Electronic Monitoring, Aspirus Behavioral Health, Options Lab, and For The Record.

Office Update on 2023 contracts less than \$25,000 with Equivant/Northpointe, JusticePoint Electronic Monitoring, Aspirus Behavioral Health, Options Lab, and For The Record.

f. Update on Day Report/Pretrial Supervision Fees.

Update on Day Report/Pretrial Supervision Fees

g. Update on Treatment Court Fees.

Update on Treatment Court Fees.

CORRESPONDENCE

None

NEXT MEETING DATE

January 23, 2023 at 5:30 PM

ADJOURNMENT

The meeting adjourned by the call of Chair Weaver at 06:15 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.