



# PORTAGE COUNTY

## MEETING MINUTES

### JUDICIAL/GENERAL GOVERNMENT COMMITTEE

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

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Monday, April 24, 2023

5:30 PM

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#### REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813 , after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 277 712 978, then press #

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

#### CALL TO ORDER

The Judicial/General Government Committee meeting was called to order at 05:30 PM

#### Members Present:

Attending In-Person: Matt Jacowski, Pat Keller, Suzanne Oehlke

Attending Online:

Members Excused: Andrew Rockman

Members Absent:

Staff Attending: Justice Programs Director Starr, Register of Deeds Wisinski, Judge Molepske

Others Attending: County Executive Pavelski, HR Director Belanger, Register of Probate Marfillius

#### PUBLIC NOTICE

No one from the public present.

**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.**

#### CORRESPONDENCE

None

#### APPROVAL OF MINUTES

1. January 23, 2023 Minutes

A motion was made by Jacowski to approve the January 23, 2023 minutes as presented. Seconded by Keller. Motion to approve carried by voice vote, with no negative votes.

#### ELECTION OF OFFICERS

2. Chair

A motion was made by Jacowski to nominate Susan Oehlke as Chair. Seconded by Keller. Motion to approve carried by voice vote, with no negative votes.

3. Vice Chair, if necessary

A motion was made by Jacowski to nominate Andrew Rockman as Vice Chair, seconded by Keller. Motion to approve carried by voice vote, with no negative votes

#### REPORTS

4. Vendor Invoice Lists

Wisinski explained that the vendor list submitted for the Register of Deeds was incorrect. A correct list was handed out to members during the meeting. No questions. The vendors' list was placed on file.

#### DISCUSSION/POSSIBLE ACTION

**5. Discussion/Possible Action Re: 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

No items were presented.

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

Justice Programs Department Update – Andrea Starr, Director – April 24, 2023. As of today's date, Justice Programs expended 20% of its allotted budget. 2. 2023 Treatment Court stats follows: a. 11 active participants b. 1 inactive participant (AWOL) c. 3 pending d. 3 ineligible i. Does not meet residency requirements – 1 ii. Was eligible but Judge did not sentence – 1 iii. Prior violent offense – 13. The TAD quarterly report was completed April 12, 2023. 4. Wisconsin Association of Treatment Court Professionals Conference is held this week. 5. OWI 2nd workgroup has concluded and recommendations from that workgroup were approved by the Justice Coalition Executive Committee and the Justice Coalition. Changes to the pretrial program are as follows: a. 2nd OWI's with high BAC from the PBT (.15 or higher) b. 2nd OWI's or higher with possession or consumption of a controlled substance. A point of emphasis will be not allowing individuals into the Pretrial Supervision Program and Post Trial Supervision Program if they have successfully completed the Post Trial Supervision Program in the past. i. At the Initial Appearance, the Judge will order a Report to Justice Programs and comply with the requirements for assessment and reporting. ii. Courts will be notified by JusticePoint staff if an individual has participated in Pretrial Supervision and Post Trial Supervision in the past. iii. If an individual successfully completed Post Trial Supervision in the past, the individual will be placed into the Day Report Program. The Courts will be notified. iv. If an individual was referred to the Pretrial Supervision Program and was unsuccessful in completing the program, the individual is eligible to participate in the Pretrial Supervision Program again. The Courts will be notified. 6. Director Starr has been meeting with Equivant/Northpointe to begin discussions of how the software for the Public Safety Assessment (PSA) will look. 7. Director Starr will be taking 12 weeks of intermittent FMLA leave starting in a few weeks to a month.

b. Office Update: On 2023 contract less than \$25,000 with JusticePoint Certified Peer Support Specialist for Treatment Court.

Office Update on 2023 contract less than \$25,000: Certified Peer Support Specialist \$15,105.28 May 1st – December 31, 2023. .3LTE through JusticePoint

**7. Register of Deeds****a. Office and Budget Update**

Register of Deeds Wisinski -2023 budget is about 18% behind in real estate transfer fees revenue; about 8% in recording revenue. Wisinski just talked with a local realtor today and he stated that sales are picking up again. This is typical for this time of year. Prices of homes are not dropping much, if any. They are seeing that people are starting to get more comfortable with the higher interest rates. There is still a lack of homes available for sale. -Wisinski continues to work on a committee with DOR to revise Chapter 7 of the WI Property Assessment Manual (WPAM). We have made good progress and should be done with it in June. -conferences/meetings are in full swing. Some staff will be attending an education meeting along with the Register of Deeds. Due to this meeting, Wisinski will not be attending the May 22nd meeting. The summer WRDA conference is being held at the Holiday Inn in Stevens Point in June. There will be about 80 people in attendance. This would include RODs and some deputies. -Daniels Law has taken effect. This is a law that was passed at the national level that would require federal judges to remove certain information from the county records. This does not just apply to the Register of Deeds office but several offices within the county. There are varying opinions on how this applies. I have forwarded all the information to the Corporation Council to interpret how Portage County needs to proceed with any requests. -Assessors are submitting their assessment rolls to us. 16 out of 27 have been completed and waiting for a board of review. Leaving 11 remaining. -Since moving to mostly paperless recording, we have saved approximately \$1500 in expenses in 3 months.

**8. Discussion/Possible Action Re: Resolution to Request the State Revise the Current Real Estate Transfer Fees Revenue Sharing Formula**

A motion was made by Jacowski to approve the resolution to request the state revise the current real estate transfer fees revenue sharing formula, seconded by Keller. Motion to approve carried by voice vote, with no negative votes.

**9. Discussion/Possible Action Re: Resolution authorizing an additional 20 hours per week, for the 20 hour per week Judicial Assistant position and an additional 20 hours per week for the 20 hour per week Deputy Register in Probate position for Circuit Court Branch 2**

A brief discussion took place. A motion was made by Jacowski to approve a resolution authorizing an additional 20 hours per week, for the 20 hour per week Judicial Assistant position and an additional 20 hours per week for the 20 hour per week Deputy Register in Probate position for Circuit Court Branch 2, seconded by Keller. Motion to approve carried by voice vote, with no negative votes.

**10. Discussion and Possible Action re: Budget Amendment Transfer Request for 20 hours judicial assistant and 20 hours**

deputy register in probate

A motion was made by Jacowski to approve the budget amendment transfer request for 20 hours judicial assistant and 20 hours deputy register in probate resolution, seconded by Keller. Motion to approve carried by voice vote , with no negative votes.

**NEXT MEETING DATE**

11. May 22, 2023

**ADJOURNMENT**

*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.*