

DODGE COUNTY EXECUTIVE COMMITTEE

June 4, 2019, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; Dodge County Sheriff Dale Schmidt; Dodge County Sheriff Lieutenant Dustin Beck; Human Services and Health Director Becky Bell; Human Resources Director Sarah Hinze; Veteran Service Officer Andrew Miller; Matrix Consulting Group President and Project Manager Richard Brady; County Board Supervisor Jeffrey Caine; County Board Supervisor David Guckenberger; County Board Supervisor Dan Hilbert; County Board Supervisor Thomas Schaefer; County Board Supervisor Eugene D. Wurtz; and Watertown Daily Times Reporter Ed Zagorski.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Dan Hilbert, and Eugene D. Wurtz.

There was no public comment.

Motion by Marsik, seconded by Maly to approve the May 7, 2019 minutes, as presented. Motion carried.

There was no discussions on Resolutions from Other Counties.

Matrix Consulting Group President and Project Manager Richard Brady appeared before the Committee to provide an update on the Sheriff's Office Operational Review. Mr. Brady reported that two (2) documents, one (1) entitled *Analysis of Dodge County Sheriff's Office Employee Survey Results*, and the other document entitled *Status Report and Preliminary Resource Issues – Dodge County Sheriff's Office (6/3/19)*, were provided to the Committee members, and Mr. Brady highlighted the following:

- Two-Thirds (2/3) of Dodge County Sheriff's Office employees responded to the anonymous survey.
- Some positive findings from the survey were teamwork, quality staff, and training. Some issues from the survey were recruitment and retention, staffing and scheduling in patrol, and the use of part-time staff.
- Patrol – response times are high, proactive time is used well, scheduling will be looked at; Dispatch – below 10% employee turnover rate which is positive; Detectives – caseloads are low, but they have collateral duties; Jail – adequate staffing for first and second shifts, focus will be on third shift; Court Security – full time employees vs. part time employees.
- The goal is to capture the jail's indirect and direct costs.
- Jail costs that may need improvement: Contracted Costs, Capital Costs, Dodge County Sheriff's Office overhead, and Maintenance Costs.
- Currently working on the draft report, and it is anticipated that the draft report will be provided in July of 2019.

Dodge County Sheriff Dale Schmidt provided an oral report to the Committee regarding an out-of-state travel request. The out-of-state travel request is for Dodge County Sheriff's Office Sergeant Joe Nicholas to attend the K9 Handler Instruction and Training Seminar (HITS), held in Chicago, Illinois,

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on August 13-16, 2019. Sheriff Schmidt reported that the training and registration costs are being covered by the current K9 training Kennel, and the seminar includes the dog with trainer.

Motion by Maly, seconded by Frohling to approve the out-of-state travel request. Motion carried.

Human Services and Health Director Becky Bell provided an oral report to the Committee regarding an out-of-state travel request. The out-of-state travel request is for Public Health Officer Abby Sauer to attend the Community Anti-Drug Coalitions of America (CADCA) 18th Annual Mid-Year Training Institute, Transforming Communities – The Power of Prevention, held in Dallas, Texas, on July 14-18, 2019. Ms. Bell reported that the cost to attend the training is covered by the Opioid Prevention Grant that the Dodge County Human Services and Health Department received from the Northeastern Wisconsin Area Health Education Center, Inc. Motion by Berres, seconded by Schmidt to approve the out-of-state travel request. Motion carried.

Emergency Management Director Amy Nehls commented that a Letter of Commendation to Emergency Management Deputy Director Joseph Meagher to recognize his involvement with a delivery of a baby at the Dodge County Courthouse on May 10, 2019, was included in the packet materials.

Ms. Nehls provided an oral report to the Committee regarding the Watertown Interoperability Project. Ms. Nehls reported that in 2018, redistribution funds were reallocated for the purpose of allowing Emergency Management to purchase radio equipment to be used for interoperability with the City of Watertown. Ms. Nehls further reported that the radio equipment has been installed and is working well.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding the EMS Workgroup. Ms. Nehls reported that Purchasing Agent Jamie Beckwith and she prepared an outline of a Request for Proposals to be presented to the EMS Workgroup at their meeting June 4, 2019. Ms. Nehls commented that her goal is to keep the discussion with the EMS Workgroup focused.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the June 18, 2019 County Board meeting. Ms. Gibson reported that the packet materials included a document entitled *Proposed agenda items for June 18, 2019 CB Meeting*, and the meeting will include a presentation regarding the adjustment to the compensation plan and evaluation dates, numerous committee appointments, a Resolution from the Executive Committee, and Reports and Ordinances from the Land Resources and Parks Committee.

Ms. Gibson provided an oral report to the Committee regarding a Resolution Supporting Legislation Incentivizing Emergency Medical Services Volunteers. Ms. Gibson reported that a draft Resolution was included in the packet materials, and the deadline to submit Resolutions to the Wisconsin Counties Association (WCA) is June 24, 2019. The Committee continued with a discussion on possible changes to the draft Resolution. Motion by Schmidt, seconded by Marsik to allow Ms. Nass to make the changes requested by the Committee to the draft Resolution, and forward the Resolution to the County Board for their approval at the June 18, 2019 meeting. Motion carried.

County Administrator Jim Mielke provided an oral report to the Committee regarding the ERP Project. Mr. Mielke further reported the following:

- On June 4, 2019, Information Technology Director Justin Reynolds, Database Administrator Kevin Nakielski, Senior Accountant Makenzie Drays, and Human Services Division Manager Fiscal Support Services Monica Hooper are attending a Tyler User Group in West Bend, Wisconsin, and this will include an Enterprise Asset Management (EAM) session.

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- On June 3, 2019, there was a status call with Tyler Technologies Project Managers Lindsey Fulton, and Erin Becker.
- The task list is being updated by Ms. Fulton, and she is scheduled to appear by phone at the June 11, 2019 Finance Committee meeting.
- The team is continuing to gather information from other counties currently using Tyler Munis, and how those counties handle Highway financials/State DOT Reporting.
- If it is decided to utilize CHEMS, which is a state reporting system for highway, it would not be a permanent solution, and the reporting for highway would eventually transition into Tyler Munis.

Mr. Mielke provided an oral report to the Committee regarding the recruitment of the Finance Director. Mr. Mielke reported that second interviews occurred on May 29, 2019, and he will be contacting two (2) finalists today. Mr. Mielke further reported that the Finance Committee has a special meeting on June 11, 2019 to consider the Resolution to confirm the Finance Director Appointment, and a recommendation to the County Board will be presented at the June 18, 2019 meeting.

Mr. Mielke provided an oral report to the Committee regarding the July 2019 Property Insurance Coverage Renewal. Mr. Mielke reported that the renewal has been submitted, and premium quotes have not been received. The renewal date for property insurance is July 1, 2019.

Mr. Mielke reported he will be submitting his registration to attend the Wisconsin Counties Association (WCA) Annual Conference to be held in Wisconsin Dells, Wisconsin, on September 22-24, 2019. No lodging is required because the meeting he will be attending is on Monday, September 23, 2019.

Mr. Mielke reported that Corporation Counsel Kimberly Nass, Dodge County Treasurer Patti Hilker, Human Resources Director Sarah Hinze, Assistant Finance Director Eileen Lifke, and he will be attending the *Fraud Risk, Awareness, Prevention, Management, and Response* WCA Educational Seminar to be held in Stevens Point, Wisconsin, on June 17, 2019.

Mr. Mielke commented that he will be on vacation June 20-21, 2019, and July 3-5, 2019.

Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass provided an oral report to the Committee regarding the activities from Taxation Committee. Ms. Nass reported the following:

- The Taxation Committee met on May 15, 2019, and five (5) out of the seven (7) 2019 In Rem parcels have sold, and two (2) are being re-advertised.
- The next meeting of the Taxation Committee will be on June 18, 2019.

The Committee continued with a discussion on County Governing Policies. Ms. Nass reported that there have been internal discussion regarding a central location for posting policies. Mr. Mielke commented that county policies will be an agenda item for the next Management Council meeting.

Supervisor Marsik provided an oral report to the Committee regarding the Broadband Workgroup. Supervisor Marsik reported the following:

- Angie Dickison of the Wisconsin State Broadband Office provided a presentation to the Broadband Workgroup at the May 21, 2019 meeting.

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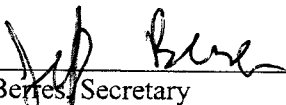
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- It is anticipated that Dodge County and Jefferson County will work together with Internet providers Netwurx and Bertram.
- The workgroup had discussions on white space technology, which is unused television channels that can be used to deliver wireless internet.
- It is anticipated that Dodge County will have some financial involvement.

There was no oral Committee Member Reports on Wisconsin Counties Association meetings.

Meeting adjourned at 9:28 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, July 2, 2019, at 8:00 a.m.**, Rooms H & I, located on the first floor of the Administration Building.



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.