

Dodge County External Audit Review Oversight Committee Minutes

September 30, 2019 – 10:00 a.m.

First Floor – Rooms F & G

Administration Building, Juneau, WI

Call to Order:

The meeting was called to order at 10:00 a.m. by Joe Marsik.

Roll Call:

Members present: Russell Kottke, David Frohling, Joe Marsik, and MaryAnn Miller. Larry Schraufnagel was absent.

Also present were: Shelby J. Miller, Chief Deputy County Clerk, Sheriff Schmidt, Scott Mittelstadt, Chief Deputy, Dave Ehlinger, Finance Director, County Supervisor Donna Maly.

Approval of Minutes:

A motion was made by Frohling, second by Miller to approve the minutes of the September 17, 2019 meeting as presented. Motion carried.

Discuss Sheriff's Office Operational Review:

Review Matrix Recommendations and Layout Plan of Work

The Committee, together, with Sheriff Schmidt and Mittelstadt, reviewed Matrix' recommendations and came up with the following list of items to work on:

<p><u>Jail</u></p> <ol style="list-style-type: none">1. 8 hour shifts/12 hours shifts2. New jail sergeants3. Reduction of correctional officers/corporals4. Staffing @ Court Security5. Additional Deputy Secretary	
<p><u>Jail Costs</u></p> <ol style="list-style-type: none">1. Redefine direct/indirect/countywide costs. Make sure costs are not duplicated.2. Have all cost incurred by Sheriff's Office billed to that department as is done in Highway.3. Semi-annual analysis of inmate costs, which be simpler due to #2 above.4. Direct appropriate costs to each class of inmates.5. If #2 above is implemented countywide costs to Sheriff's Office from minimal use departments (Finance, IT, HR, Corp Counsel, etc.).6. Document support cost provided by the Sheriff to the jail.7. Change cost to depreciation schedule from percentage.	

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8. Calculate transportation costs for ICE inmates and compare to reimbursement.	
<u>Patrol</u> 1. Evaluate Crash Investigation Team (CIT) 2. Add a Sergeant on Patrol which replaces CIT 3. 12 hour shifts	
<u>Detectives</u> 1. Transitioning a Detective to a Sergeant 2. Evaluate Drug Task Force a. Staffing b. Agreement	
<u>Fleet & Organizational</u> 1. Maintenance and replacement 2. Review administrative processes	
<u>Fees</u> 1. Record Retrieval 2. Civil Process 3. Huber Fees 4. Implementation of False Alarm Fees 5. Other appropriate fees	

Kottke questioned whether we should call Dave Ehlinger to attend this meeting for his input on jail costs, etc. Ehlinger arrived to the meeting at 10:42 a.m. Ehlinger advised on direct/indirect/countywide cost allocations. The Committee asked Ehlinger if it would be possible to have all costs for the Sheriff's Office go through the Sheriff's Office budget. Ehlinger advised that it could be done but would want approval and guidance from Administrator Jim Mielke and the Finance Committee. Ehlinger left the meeting at 11:05 a.m.

The Committee, together, with Sheriff Schmidt and Mittelstadt, had a discussion on Fees (i.e. accident report fees, booking fees, Huber fees, 911 call copies, civil process, false alarm fees). Mittelstadt advised fees are minimal in a multi-million dollar budget. Sheriff Schmidt advised that he could bring a comparable fee listing to a future meeting.

Maly asked if while prioritizing, the above work list, if there would be other staff members asked to be involved and if so, the committee should be pinpointing them now and letting them know.

The Committee, together, with Sheriff Schmidt and Mittelstadt, prioritized the above work list and came up with the following list of items to work on at future meeting dates:

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October 14, 2019 External Audit Review Oversight Committee Meeting

- Discuss all staffing – current and future staffing positions.

October 28, 2019 External Audit Review Oversight Committee Meeting

- Jail Costing
 - Redefine direct/indirect/countywide costs. Make sure costs are not duplicated.
 - Calculate transportation costs for ICE inmates and compare to reimbursement.
 - Have all cost incurred by Sheriff's Office billed to that department as is done in Highway.
 - Semi-annual analysis of inmate costs, which be simpler due to Bullet #2 above.
 - Direct appropriate costs to each class of inmates.
 - If Bullet #2 above is implemented countywide costs to Sheriff's Office from minimal use departments (Finance, IT, HR, Corp Counsel, etc.).
 - Document support cost provided by the Sheriff to the jail.
 - Change cost to depreciation schedule from percentage.

November 11, 2019 External Audit Review Oversight Committee Meeting

- Evaluate Drug Task Force
- Fleet

November 25, 2019 External Audit Review Oversight Committee Meeting

- Jail – 8 hours shifts/12 hours shifts
- Review administrative processes

Sheriff Schmidt asked if this Committee could make a finding or recommendation if it is worth the Sheriff's Office continuing with immigration and get that recommendation out to the public. It was the consensus of the Committee that this Committee will do a Final report once their review is completed and the Sheriff can utilize that Final report.

Determine Future Meeting Schedule

Next meeting is scheduled for **Monday, October 14, 2019, at 10:00 a.m.** in Rooms 1H & 1I. Future meetings will be held on the 2nd and 4th Mondays of the month at 10:00 a.m. in Rooms 1H & 1I.

Adjourn: Motion by Frohling, second by Miller to adjourn at 11:39 a.m. Motion carried.

Russell Kottke, Russell Kottke, Secretary