

Dodge County External Audit Review Oversight Committee Minutes

December 9, 2019 – 10:00 a.m.

Fourth Floor – Room 4B

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, Dan Hilbert and MaryAnn Miller.

Also present were: Shelby J. Miller, Chief Deputy County Clerk, Sheriff Schmidt, Scott Mittelstadt, Chief Deputy, Kimberly Nass, Corporation Counsel, Dave Ehlinger, Finance Director and County Supervisor Kira Sheahan-Malloy.

Approval of Minutes:

A motion was made by Frohling, second by Hilbert to approve the minutes of the November 25, 2019 meeting as presented. Motion carried.

Review Rewritten Ordinance Chapter 5, Section 5.08:

Corporation Counsel Kimberly Nass put together a draft of Ordinance Chapter 5, Section 5.08 with regards to the false alarm fee section, only, of this Ordinance that was part of the packet for this meeting. The Sheriff plans to meet with Kim Nass, Mittelstadt, the Operations Captain and the Communications/Support Lieutenant to update the rest of the Ordinance which will then go before the Judicial and Public Protection Committee. Nass informed the Committee that with the new language of this Ordinance, that any modifications to these fees may be made during the annual budget review.

Discuss Sheriff's Office Operational Review Final Recommendations:

Items addressed	Recommendation by External Audit Review Oversight Committee
Staffing at Court Security	Recommend to increase the pool of part-time Court Security Staff to be done at the Human Resources & Labor Negotiations Committee level.
Deputy Secretary	Recommend to approve.
Patrol Sergeant (Crash Investigation)	Recommend to approve.
New Jail Sergeants	Recommend to add 2 additional jail sergeants.
Detective to Sergeant	Recommend to further review and study – compression to be addressed in Compensation Study.
Redefine direct/indirect/countywide costs – make sure costs are not duplicated	Recommend to be done through the Finance Department.
Have all costs incurred by Sheriff's Office billed to that department as is done in Highway	Recommend to be done through the Finance Department.
Semi-annual analysis of inmate costs	Recommend to be reported to the Judicial and Public Protection Committee.
Direct appropriate costs to each class of inmates	Recommend to use software available with Finance Department.

Dodge County External Audit Review Oversight Committee Minutes

December 9, 2019 – 10:00 a.m.

Fourth Floor – Room 4B

Administration Building, Juneau, WI

Page 2 of 2

Document support cost provide by the Sheriff to the jail	Recommend to be done on a percentage basis via the employee staff roster.
Change cost to depreciation schedule from percentage	Recommend to change cost to depreciation schedule from percentage to straight line depreciation in the indirect cost plan.
Calculate transportation costs for ICE inmates and compare to reimbursement	Recommend to continue to maximize the use of the part-time pool of transportation staff.
Review and Evaluate Drug Task Force	Recommend 3.5+ FTE's to work in the Drug Task Force.
Review and Discuss Vehicles/Fleet	Recommend a replacement schedule at 125,000 miles and to also have the Sheriff's Office continuously look at all options for purchasing/leasing vehicles.
Review and Evaluate Jail – 8 hour shifts/12 hour shifts	Recommend the Sheriff's Office continue to further study, explore and analyze 12 hour shifts for the jail at the Sheriff's Office discretion.
Review and Discuss Administrative Processes/Fees	Recommend the increase in false alarm fees as provided in Kim Nass's draft of Ordinance Chapter 5, Section 5.08 and that the rest of the Ordinance should be updated and go before the Judicial and Public Protection Committee for approval.

It was the consensus of the Committee to provide a written final report to the County Board of Supervisors. The Committee asked the Chief Deputy County Clerk to prepare a final report and submit it to the Committee and the Sheriff. The Committee will review the report and submit any changes or additions to the Chief Deputy County Clerk prior to it being finalized. A final report will be placed on the desks at January 21, 2020 County Board meeting.

Discuss Need for Future Meeting(s)

Chairman Marsik stated no future meetings were needed.

Adjourn: Motion by Hilbert, second by Miller to adjourn at 10:31 a.m. Motion carried.

Russell Kottke, Russell Kottke, Secretary