



MARATHON COUNTY PUBLIC SAFETY COMMITTEE MINUTES

Wednesday, April 8, 2020, at 12:00 p.m.
Courthouse Assembly Room – B-105, 500 Forest St, Wausau

Attendance:

<u>Members</u>	<u>Present</u>	<u>Absent</u>
Craig McEwen, Chair	WEB	
Jim Schaefer, Vice-Chair		X
Kelley Gabor	WEB	
Jean Maszk	WEB	
David Nutting	WEB	
Arnie Schlei	WEB	
Chris Voll		X

Others Present: Lance Leonhard, Ruth Heinzl, Chad Billeb, Theresa Wetzsteon, John Robinson (via web)
Mary Palmer

1. Call Meeting to Order

The meeting was called to order by Chair Craig McEwen at 12:00 p.m.

2. **Public Comment (15 minute limit)** – The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-18-20, dated March 17, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in

3. **Approval of the Minutes of the Public Safety Meeting on February 12, 2020 and the Joint Meeting with the Infrastructure Committee on March 5, 2020, 2020**
MOTION BY MASZK; SECOND BY SCHLEI TO APPROVE THE MINUTES OF THE FEBRUARY 12, 2020, PUBLIC SAFETY COMMITTEE AND THE JOINT MEETING WITH THE INFRASTRUCTURE COMMITTEE ON MARCH 5, 2020. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

- A. County's role in Ensuring Access to 9-1-1 Service Municipal Code

Discussion:

Supervisor John Robinson, Infrastructure Chair – Some ideas that came out of the joint meeting were to find out where fiber is in place and where is the best location for potential towers. Follow-up with Design 9 and start a Task Force. Greater Wausau Prosperity is interested in working with us on broadband. Let Supervisor Robinson know if there are more issues with Frontier.

Incomplete and inaccurate information has been given to FCC by various companies. There have been complaints across the state, but only one formal complaint from Marathon County. Encourage anyone you know having problems with Frontier or other carriers to file formal complaints. Frontier has been working very well with the Sheriff's department and have been responsive with dispatch.

It was suggested that Public Safety should take the lead to notify people in the County that they should submit a complaint. Possibly sending out a post card with the information on it would get almost all citizens. We can also get the information out through the Eastern and Western Towns meetings and ask town chairs to take the information back to their municipalities. One caution is that the County will not be the collector of the complaints. And if the complaints come back to us, what do we do with them? Give this some more thought and what would be the cost and who would pay for it and is a postcard the best way to go?

Action:

No action taken.

Follow through:

CPZ may be contacted to see about the postcard process they used for Uniform Addressing.

5. Operational Functions Required by Statute, Ordinance or Resolution - None

6. Educational Presentations/Outcome Monitoring Reports

- A. Update on Operational Changes at Courthouse in light of COVID-19 prevention efforts and Safer at Home Order.

Discussion:

Some of the changes in the courthouse due to Covid-19 are:

- Additional disinfecting to high use areas
- Public hours are from 1:00 to 4:00 p.m.
- Many are working from home
- DA's office is closed and are in contact through instant messaging
- Courts have cancelled all jury trials; and essential hearings are handled through Zoom
- Sheriff's Office is controlling the influx to jail and outlying jails will not take any of our inmates
- Sheriff's Office has also received a grant and have purchased UV light and fogging system to clean small offices and patrol cars.

Follow through:

No follow through requested.

- B. Update on Policy Development - County Support of Sport/Large Events Proposed to Occur on County Highways and Other Property or Request County Staff Resources

Discussion:

Administrator Leonhard - The last meeting was held in early March and then a couple days later the Covid19 response team started meeting. He's not sure if Wausau Police Department and Public Works will participate in the near future. Right now it's not a top priority, but we need to keep working on it. Just prior to the last meeting he found policy 12.04 and that will be a start to a new policy.

Follow through:

No follow through requested.

- C. Update from Committee Chair on NACo Legislative Conference

Discussion:

Chair McEwen attended the NACo Legislative Conference February 29 through March 4 in Washington DC. There were several really good sessions that he attended.

The Rural Action Caucus outlined success of the Testit App (test internet speeds). It has been successful App and shows that 65% noted below minimum downloads and uploads. This supports the inaccurate connectivity data given to FCC by providers and prohibiting local solutions on municipal owned broadband.

Technology Innovations listed the importance of data to reduce recidivism. We are doing this through Evidence Based Decision Making (EBDM).

The 2020 NACo policy has 9 priorities that they will be working on with congress.

Follow through:

No follow through requested.

7. Next Meeting Time, Location, Announcements and Agenda Items

- A. Next meeting: ~~Wednesday, May 13, 2020, Noon~~. May 6, 2020 at 2:00 p.m.

- B. Announcement: Thank you committee members for all the support given to citizens of Marathon County. We got a lot of work done over the last two years. Thank you to Vice-Chair Schaefer. Supervisor Nutting thanked Chair McEwen for his leadership and insight.

8. Adjournment

**MOTION BY NUTTING; SECOND BY GABOR TO ADJOURN THE MEETING. MOTION CARRIED.
(1:20 pm)**

Respectfully submitted by,
Mary Palmer

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Sheriff's – Jail Division Date: 02/27/2020

Position Requested: Custodian – Part Time FT PT FTE 72.5 %
(If unsure of classification, indicate "To be determined") Number of Positions: _____

Division Position Will Be Assigned To: Jail Division
(Indicate NA if not applicable)

Projected Start Date of Position: 04/05/2020 Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?
This is an expanded position request. The current employee was allocated 20 hours per week when the position was first transferred from Facilities and Capital Management oversight to oversight by the Sheriff's Office. Providing a safe environment through cleanliness is of course, important in every environment. FCM has demanded that 100% of the upkeep of the jail be done through arrangements made by the jail. We attempt to use inmate workers whenever possible but there are many spaces they cannot go. The facility could use a full time custodian but we also understand the costs associated with that. We make every sacrifice to continue to using existing staff and inmates but are pulled to do more with less in every single direction.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan? The mission of the Marathon County Jail shall be to protect the public, insure the safety of staff and inmates, operate the facility consistent with the law and the Constitution, and operate in an efficient manner, effectively working with other justice agencies.

Providing a clean environment supports the safety of staff in permitting a clean and safe working space.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

The amount of space, versus the amount of time allotted for this position has changed under the direction of Facilities and Capital Management. When this position was first transferred to the jail, FCM continued to provide services to the entryways into the facility. Over the past 3 years, FCM unilaterally decided that they would no longer clean any areas considered the jail, including the entry from the Courthouse or the Public entry from Washington Street. This added 5 additional bathrooms, and 4 additional hall/public areas. In addition, the jail has added 3 additional office spaces and the hallway and service elevator.

D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The jail has attempted to supplement the cleaning of areas with inmate workers, due to the inability of this current position to fulfill all of the needs based upon the added spaces. The problem is that Inmate Workers cannot be left unattended in office spaces, bathrooms or the corridors outside of the facility. Every employee deserves a clean and sanitary restroom to use, as does the public want to see a well maintained tax funded building. This position is necessary to achieve proper sanitation.

E. Indicate any alternatives to creating this position that were considered and why you still chose to request

the position?

The alternative to keep the spaces on a rotating cleaning schedule. This allows for dirt buildup, questionable hygiene in public bathrooms, and the appearance of poorly kept facilities. In addition, proper capital management reduces wear and tear and prolongs the life of the building.

- F. What will be the effect if the proposed position is not created? Things will continue to operate as is, and appear unkempt, and dirty, at times.
- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) This position is already being performed in other areas, and is subject to biannual evaluations.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty. 100% - cleaning of facilities
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not? There are a significant amount of custodial staff that work countywide. At this time we do not share personnel but we certainly could if an arrangement can be made.
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable? The person is currently doing the job at 27.5 hours per week and only approved for 20 hours per week. He is simply not eligible for any of the Time off Benefits. We would be looking to make things right, and give him the extra hours that are needed to truly do some of the additions that have come in the last 4 years.

We currently have inmate workers clean some of the areas if/when they are available. They do the job for time off their sentencing and do not work to the level that an employee would. In addition, we do not always have inmate workers to clean the posts. The current custodian does the rest of the areas on a rotating basis based upon the fact that we can

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The jail personnel budget has paid for this position to work the additional hours over the last 18 months due to vacancies and management of overtime costs. Even if the jail was fully staffed, it is not anticipated that the jail would need any more money to fund this position at the 72.5% status (29 hours per week).

- F. Explain specifically how position will be funded. Existing budget would fund the additional \$7400 for 2020. No additional tax levy for 2020.

Amount of County tax levy: _____ % of total costs: _____

Amount of any outside funding: _____ % of total costs: _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

- B. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? No

- C. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

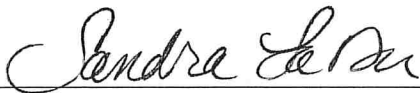
Maintenance and cleanliness always leads to longer life in buildings.

- D. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.
No. This position is currently a \$13.83 per hour position. There is no indication that we could purchase or obtain the services for less cost than that.

V. COMMITTEE OF JURISDICTION – Public Safety.

What is the recommendation of the committee of jurisdiction?
Position expansion will be placed on Public Safety agenda.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.



Signature of Supervisor/Manager Completing Request



Date



Department Head Signature



Date

SHERIFF'S OFFICE - JAIL

Expand .50 FTE PT Custodian to .725 FTE PT Custodian

Current employee working extra hours, increase allocation to reflect need.

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Current Employee Rate \$13.83	Minimum \$11.92	Mid-Point \$13.71	Maximum \$15.96
DBM A11 - .50 FTE (20 hr/wk)		\$14,383	\$12,398	\$14,257	\$16,600
Health - Family		\$0.00	\$0	\$0	\$0
Dental - Family		\$0.00	\$0	\$0	\$0
FICA Retirement Rate	6.20%	\$892	\$769	\$884	\$1,029
FICA Medicare Rate	1.45%	\$209	\$180	\$207	\$241
Unemployment Insurance	0.10%	\$14	\$12	\$14	\$17
Retirement - Employer	6.75%	\$971	\$0	\$0	\$0
Worker's Comp - Clerical	0.08%	\$12	\$10	\$11	\$13
PEHP	\$21	\$546	\$0	\$0	\$0
Total Estimated Cost for .50 FTE:		\$17,027	\$13,369	\$15,373	\$17,900

Item	Projected 2020 Rates	Current Employee Rate \$13.83	Minimum \$11.92	Mid-Point \$13.71	Maximum \$15.96
DBM A11 - .725 FTE (29 hr/wk)		\$20,856	\$17,976	\$20,672	\$24,070
Health - Family	\$1,766.22	\$0.00	\$0	\$0	\$0
Dental - Family	\$60.32	\$0.00	\$0	\$0	\$0
FICA Retirement Rate	6.20%	\$1,293	\$1,115	\$1,282	\$1,492
FICA Medicare Rate	1.45%	\$302	\$261	\$300	\$349
Unemployment Insurance	0.10%	\$21	\$18	\$21	\$24
Retirement - Employer	6.75%	\$1,408	\$1,213	\$1,395	\$1,625
Worker's Comp - Clerical	0.08%	\$17	\$14	\$17	\$19
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost for .725 FTE:		\$24,443	\$21,143	\$24,233	\$28,125
Increase in Cost:		\$7,415	\$7,775	\$8,860	\$10,225

*at .725 position eligible for WRS, PEHP, and Holiday & PTO (Current employee was already grandfathered for WRS & PEHP)

Custodian Part-Time

(Custodian)

Payroll Occ Code: **5221** (6102)

DBM Rating: A11

FLSA: Non-Exempt

Reports to: Jail Administrator

Definition of Class

This is routine basic manual work cleaning public buildings. Work involves performing routine cleaning tasks such as sweeping, mopping, washing walls and windows, cleaning restrooms, picking up paper, etc. Work is performed according to established routines and procedures or written or oral instructions. Close supervision is received for new assignments; however, once routine assignments have been learned, they are performed without direct supervision. Work originates as a result of the continuing need for general routine maintenance of public buildings. Work is reviewed by the immediate supervisor by spot checks of work in progress and inspection of completed work.

Examples of Work Performed

- Cleans building floors by sweeping, mopping, polishing or vacuuming.
- Washes walls, windows, and woodwork.
- Empties waste baskets.
- Dusts, polishes, arranges, and moves furniture and equipment.
- Cleans restrooms and replenishes supplies.
- Cleans and polishes metal work.
- Locks doors at end of work shifts.
- Notifies supervisor in the event of unusual happenings.
- Develops solutions to work issues that add value for our customers.
- Maintains regular and predictable attendance; works extra hours as required.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Knowledge of cleaning methods, materials, and equipment.
- Knowledge of proper safety precautions to be taken when using cleaning equipment.
- Ability to perform more routine custodial duties without close supervision.
- Ability to follow instructions both written and verbal.
- Cleaning skills.
- Ability to recognize equipment in need of maintenance.
- Ability to work independently.

Qualifications

High school graduation or equivalent and some paid work experience doing custodial duties preferred.

NECESSARY SPECIAL QUALIFICATIONS: Because the job duties can involve access to secure areas and confidential and/or criminal and prosecutorial information, the selected candidate(s) must possess a good reputation and background which will withstand pre-appointment investigation including a fingerprint-based check.

(7) *Public Safety Committee.*

- (a) *Mission/purpose:* Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to public safety initiatives of Marathon County.
- (b) *Statutory responsibilities:* Space reserved.
- (c) *Membership:* The Public Safety Committee shall be comprised of seven County Board Supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.
- (d) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.
- (e) *Reporting relationship:* The Public Safety Committee shall be accountable to the County Board. It shall have responsibility for outcome monitoring and oversight for the implementation of all policies relating to public safety for the County. The Public Safety Committee shall have the primary responsibility of conferring with, and providing guidance to, the following County departments:

Sheriff's Office

Clerk of Courts' Office

District Attorney's Office

Circuit Court Judges

Medical Examiner's Office

- (f) *Duties and responsibilities:* The duties and responsibilities of the Public Safety Committee include, but are not limited to:
 - 1. Foster the implementation of the County's Strategic Plan.
 - 2. Identify the need for, and recommend to the County Board, policies related to the public safety of the County.
 - 3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
 - 4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
 - 5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County public safety.
 - 6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
 - 7. Initiate a study to determine the future criminal justice issues.
 - 8. Fulfill all statutory requirements assigned by the County Board.
 - 9. Additional duties as assigned by the County Board Chairperson.
- (g) *Committee relationships:* The Public Safety Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following committees of the County:

Criminal Justice Coordinating Council/Evidence Based Decision Making

Local Emergency Planning Committee

Civil Service Commission

- (h) *Other organization relationships:* The Public Safety Committee will serve as the Marathon County Boards liaison (non-governance) to the following organizations:

Humane Society of Marathon County

Department of Corrections (Probation and Parole)