



MARATHON COUNTY PUBLIC SAFETY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Wednesday, June 30, 2021 at 1:30 pm**

Meeting Location **WebEx/Courthouse Assembly Room, (B105), Courthouse, 500 Forest St., Wausau**

Committee Members: Matt Bootz, Chair; Brent Jacobson; Vice-Chair, Jennifer Bizzotto; Bruce Lamont; Jean Maszk; Allen Opall; Arnold Schlei

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Committee Mission Statement: *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.*

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Public Safety Committee members and the public to attend this meeting remotely. Instead of attendance in person, Committee members and the public may attend this meeting by **telephone conference**. If Committee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone#: 1-408-418-9388

Access Code: 146-159-7938

The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

1. **Call Meeting to Order**
2. **Public Comment (15 Minutes)** *(Any person who wishes to address the County Board, or one of its committees, during the "Public Comment" portion of meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting.)*
3. **Approval of the June 2, 2021 Public Safety Committee Meeting Minutes**
4. **Policy Issues Discussion and Potential Committee Determination**
 - A. Resolution and Ordinance creating Criminal Justice Collaborating Council
5. **Operational Functions Required by Statute, Ordinance or Resolution:**
 - A. Administrative Reorganization to Address Dispatcher Priority
 - 1) Abolish one Administrative Coordinator (B23) within the Sheriff's Office and create a new position Communication Specialist (B23) within the Sheriff's Office (Chad Billeb)
 - 2) Reclassification of one Criminal Justice Specialist (B22) within the Investigations Division and assign this position to the Patrol Division as an Administrative Coordinator (B23) (Chad Billeb)
 - B. Reclassification of the Law Enforcement and Corrections Manager(s) and Communication Manager (C52 to D61) to address compression issues between Captains and Lieutenants. (Chad Billeb)
6. **Educational Presentations/Outcome Monitoring Reports**
 - A. Strategic Plan Update (Craig McEwen)
7. **Next Meeting Time, Location, Announcements and Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion
 - B. Next meeting: **Wednesday, August 4, 2021 at 2:00 pm**
8. **Adjournment**

*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261-1500 or e-mail countyclerk@co.marathon.wi.us one business day before the meeting

SIGNED /s/ Matt Bootz
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: Lance Leonhard

FAXED DATE: 6/25/2021

FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE

BY: Lance Leonhard

DATE: 6/25/2021

TIME: _____



**MARATHON COUNTY
PUBLIC SAFETY COMMITTEE MEETING
MINUTES**

Wednesday, June 2, 2021 at 2:00 pm

WebEx/Courthouse Assembly Room, (B105), Courthouse, 500 Forest St., Wausau

Members	Present/Web-Phone	Absent
Chair Matt Bootz	X	
Vice Chair Jennifer Bizzotto	Phone	
Brent Jacobson		Excused
Bruce Lamont	W	
Jean Maszk	W	
Allen Opall	W	
Vacant		

Also Present: Lance Leonhard, Michael Puerner, Theresa Wetzsteon, and Toshia Ranallo. Two members of the public.

VIA Web or Phone: Craig McEwen, Jessica Blahnik, and Kelly Schremp.

1. Call Meeting to Order

The meeting was called to order by Chair Bootz at 2:00 p.m.

2. Public Comment – None

3. MOTION BY MASZK; SECOND BY BIZZOTTO TO APPROVE THE MINUTES OF THE MAY 5, 2021 PUBLIC SAFETY COMMITTEE MEETING. MOTION CARRIED.

4. Policy Issues Discussion and Potential Committee Determination – None

5. Operational Functions Required by Statute, Ordinance or Resolution:

- A. Recommendation to Amend the 2021 Capital Improvement Program to add Regional Forensic Science Center Project – Facility Acquisition and Design (Jessica Blahnik), to be forwarded to the Capital Improvement Committee for consideration.
- B. 2022 Capital Improvement Program request for Regional Forensic Science Center Project – Construction

6. Educational Presentations/Outcome Monitoring Reports

- A. Forensic Science Center Project Update, including Autopsy Service Constraints (Jessica Blahnik)

Discussion:

Agenda items 5a, 5b, and 6a were grouped into one discussion. The Regional Morgue Task Force was created in 2017 to study the needs in order to make recommendations to develop a regional forensic morgue to serve Marathon County and other counties in North Central Wisconsin. Medical Examiner Jessica Blahnik gave an extensive presentation on these efforts and explained there are only a few locations in the state that have forensic pathologists. They are located in Dane, Fond du Lac, and Milwaukee and Waukesha counties.

Marathon County is an ideal location due to easy access to Highways 29 and 51, hospitals, medical colleges, and having the largest medical examiner’s office and staff to support this type of facility. It would reduce commute time to reach forensic pathologists for all surrounding counties. Upper Michigan counties have expressed interest in coming to this facility and utilizing these potential services. With a crime lab located in Wausau, their technicians also see this as a benefit to be able to see through the outcome of their cases.

Mass fatality management is one of the major needs for this facility. This has always been a concern but the recent pandemic highlighted this issue.

The full presentation can be viewed on the [Marathon County YouTube Channel](#) and [packet materials can be accessed on our website here](#).

Action:

MOTION BY MASZK; SECOND BY LAMONT TO AMEND THE 2021 CAPITAL IMPROVEMENT PROGRAM (CIP) TO ADD A REGIONAL FORENSIC SCIENCE CENTER PROJECT AND TO ALSO INCLUDE IT IN THE 2022 CIP, TO BE FORWARDED TO THE CAPITAL IMPROVEMENT COMMITTEE FOR CONSIDERATION. MOTION CARRIED.

Follow Up:

Forward on to the CIP Committee.

B. System Budgeting Update – (Bootz and Jacobson)

Discussion

The committee reviewed system budgeting memos submitted in the packet by the Sheriff's Dept., the Justice Coordinator, Administration on behalf of Social Services, and the Clerk of Courts. Items included:

- Digital Evidence Management System
- Expand Electronic Monitoring
- Securus Technology
- Remote Courtroom Access
- Electronic Calendaring
- Pretrial Case Management
- Social Services Information Sharing Review

Administrator Leonhard identified a need for two positions, a dispatcher and legal assistant, which he will incorporate in the Administrators 2022 budget.

Chair Bootz explained he will be extending the June deadline for a report to be presented at the July County Board meeting.

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

- A. Next meeting: Wednesday, June 30, 2021 at 1:30 p.m.**

8. Adjournment

MOTION BY LAMONT; SECOND BY BIZZOTTO TO ADJOURN THE MEETING AT 3:05 P.M. MOTION CARRIED

MARATHON COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

BYLAWS

Article I: Name

The name of this Council shall be the Marathon County Criminal Justice Collaborating Council. It will be referred to as the CJCC throughout these by-laws.

Article II: Creation

The CJCC is created by ordinance as adopted by the Marathon County Board of Supervisors.

Article III: Mission

The principal mission of the CJCC is to improve the administration of justice and promote public safety through community collaboration, planning, research, education, and system-wide coordination of criminal justice initiatives.

Article IV: Roles and Responsibilities

The CJCC shall monitor trends, identify system-wide issues, assess program function and efficacy, develop recommendations for systems improvement, enhancement, and change; serve as a forum for discussions on implementing operational systems change which link current and future adult justice programs to the County's public safety goals; and identify potential policy questions for consideration by the Public Safety Committee, Health & Human Services Committee, and ultimately County Board of Supervisors. The CJCC may also make recommendations to individual or selected members and justice system stakeholders for consideration. The Council may perform other general functions as requested by the County Board of Supervisors or its subordinate committees and it shall provide updates to the board or its subordinate committees as requested.

Article V: Structure

Section A: Membership:

The CJCC shall be composed of not more than 19 voting members. Fourteen voting members are designated by the position they hold.

1. Marathon County Circuit Court Judge as selected by the Judges
2. Marathon County Administrator
3. Marathon County Board Chairperson
4. Health & Human Services Committee Chairperson or his/her designee
5. Public Safety Committee Chairperson or his/her designee
6. Marathon County Sheriff or his/her designee
7. Chief of Police of City of Wausau Police Department or his/her designee
8. Marathon County District Attorney or his/her designee

9. Marathon County Clerk of Court or his/her designee
10. State Public Defender's Office local attorney manager or his/her designee
11. Department of Community Corrections local office supervisor or his/her designee
12. Marathon County Department of Social Services Director or his/her designee
13. North Central Health Care Chief Executive Officer or his/her designee
14. Women's Community Executive Director or his/her designee
15. Municipal law enforcement representative (outside of the Sheriff's Office and City of Wausau Police Department) as appointed by the Chair of the Council
16. Not more than four citizen members, as appointed by the Chair of the Council.

Designation for purposes of Representation: Council members, excluding citizen members, may designate another competent person to represent them and vote at Council meetings. Any Council member wishing to appoint a designee is to identify the designee in writing addressed to the Chair of the Council. Designees can only be changed by notifying the Chair in writing.

In the event of a vacancy of a Council member, excluding citizen members, the out-going Council member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

Chairperson Appointments: Citizen members and the municipal law enforcement representative shall be appointed by the Chair of the Council, subject to confirmation by the Council, to serve two-year terms commencing at the first meeting of even-numbered years following the election of the county board of supervisors. Any appointed member may resign by submitting notice of resignation to the Chair. Vacancies should be filled in the same manner as the original appointment and for the remaining term of the original appointment. Any appointed member shall serve in such capacity for no more than three (3) consecutive two-year terms. At least one citizen member shall be an individual who has received justice system services or shall be a family member of an individual who has received justice system services.

Removal of a Member: Any member of the Council may recommend in writing to the Executive Committee removal of any member whom he or she believes is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Any request for removal is subject to a vote of the Council.

Selection of Chairperson: The Chair of the Council shall be either the County Board Chair or the Circuit Court Judge selected by the Judges as the member of the Council. The individual not serving as the Chair of the Council shall serve as the Vice-Chair. The County Board Chair and the Presiding Circuit Court Judge should meet each April in even-numbered years following the Organizational Meeting of the County Board of Supervisors to determine the Chair and Vice-Chair positions. Their decision should be announced at the May meeting of the Council.

Section B: Authority of the Council:

The Council has no legal authority to order changes to Marathon County's criminal justice system, but it may bring about policy changes through consensus by the participating entities. The Council may review and recommend policies, programs, and budgets within the criminal justice system and forward recommendations to all justice system partners, the Public Safety Committee, the Health & Human Services Committee, and the County Board of Supervisors.

Section C: Executive Committee Roles and Responsibilities:

The Executive Committee is composed of the CJCC Chair, CJCC Vice-Chair, County Administrator, and one member of the Council that is elected at-large at the May meeting of the Council during even-numbered years. The at-large member should serve a two-year term, concluding with the at-large election of a replacement member. Any member appointed to serve on the Executive Committee shall serve in such capacity for no more than three (3) consecutive two-year terms. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure matters are ready for Council meetings.
- b. Ensure assignments are completed and prepared for Council meetings.
- c. Propose to the Council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees
- d. Recommend to the Council individuals to serve as chairs and members of below-listed committees.
- e. Coordinate the membership and structure of the standing committees, subcommittees, and ad hoc committees.
- f. Assist the Chair as necessary in identifying citizen members for appointment to the Council.

Section D: Meetings of the Council and Executive Committee

1. Meetings of the Council and of the Executive Committee shall be scheduled by the Chair. It is anticipated that the Council meet in each odd-numbered month; however, upon the petition of any four members or at the discretion of the Chair, additional Council meetings may be held. The Executive Committee should meet as necessary. Notice of Council and Executive Committee meeting times and locations shall be provided to all members and duly posted and conducted in compliance with open meetings statutes and Marathon County ordinances.
2. Minutes of the Council and Executive Committee meetings shall be recorded and distributed to members.

3. A quorum of the Council is a simple majority of the membership described in Section A. A quorum of the Executive Committee is a simple majority of the membership appointed.
4. It is preferred that recommendations of the Council and subordinate committees be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of members.

Section E. Workgroups

Based on the direction from the CJCC it is envisioned that justice system stakeholders will convene workgroups as necessary. At the May meeting of the Council in even-numbered years, the Chair should appoint, subject to confirmation by the Council, a member of the Council to serve as a lead for each of the following workgroups:

1. Evidence Based Decision Making (EBDM)
 - a. Mission – to examine each of the key decision points within the criminal justice process and examine opportunities to implement proven, data-driven, cost-effective improvements to enhance outcomes for victims, offenders, and the community.
 - b. Responsibilities:
 - 1) To evaluate functioning of the pretrial case management and supervision program, proxy, and any other evidence-based practices implemented at criminal justice decision points in Marathon County and make recommendations relative to necessary modifications in light of evidence-based practices.
 - 2) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
2. Case Processing
 - a. Mission – to identify case flow issues and recommend process improvement for moving cases more efficiently through the system from initial law enforcement contact to sentencing.
 - b. Responsibilities:
 - 1) A primary focus of the committee is to reduce the median age of criminal cases at disposition, particularly those cases involving incarcerated defendants. (e.g., monitoring the hot sheet data and CCAP data)
 - 2) Identifying and tracking other key data relative to case processing in the justice system.
 - 3) Improve communication and coordinate policy among the courts, agencies and departments within the criminal justice system.
 - 4) Work to standardize and memorialize court processes through local court rules as appropriate.
 - 5) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
3. Mental Health

- a. Mission – to improve the capacity of the justice system to address the mental health needs of those justice system engaged persons.
 - b. Responsibilities:
 - 1) Reduce mental health crisis detentions
 - 2) Develop and implement a plan to train law enforcement, corrections staff, and first responders in Crisis Intervention Partners and Crisis Intervention Team advisory.
 - 3) Periodically evaluate our crisis diversion and stabilization systems.
 - 4) Improve cross disciplinary communication to improve service delivery to consumers.
 - 5) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
 - c. Membership – the Chair of the Case Processing committee will be selected by the Council at the May meeting in even-numbered years. Membership on the committee will be selected at the May meeting in even-numbered years.
4. Community Outreach, Victim Rights and Communication Committee
- a. Mission – to educate the public about initiatives, programs and services within the system as necessary and to identify community concerns related to the justice system.
5. System Budgeting
- a. Mission – identify internal and external funding sources for justice system initiatives and operations, review position requests provided by justice system departments (i.e., Courts, District Attorney, Sherriff’s Office)

Article VI: Officers

Section A: Duties of Officers and Leads

The Chair shall preside at all meetings of the Council or Executive Committee. The Vice-Chair shall preside in the absence of the Chair. The presiding officer shall take care to ensure that all meetings are posted in accordance with Wisconsin law and that minutes are appropriately taken.

The Lead of each workgroup identified above is responsible for ensuring that workgroup working sessions do not violate Wisconsin open meeting statutes. In the event that a quorum of the Executive Committee or a quorum of the Council is likely to be present for a workgroup working session, the Lead should ensure appropriate notice is posted.

Section E. Subcommittees and Ad Hoc Committees

The Council may authorize the formation of Subcommittees and Ad Hoc Committees, to deal with specific problems or issues. Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

Article VII: Change in By-Laws

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.

ORDINANCE #O-___-21

CREATING SECTION 2.05(15) OF THE MARATHON COUNTY CODE TO ESTABLISH THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

WHEREAS, Section 2.05 of the General Code of Ordinances for Marathon County sets forth the structure, reporting relationship, duties, responsibilities, and membership of Marathon County governance committees; and

WHEREAS, Section 2.04(7)(g) of the General Code of Ordinances for Marathon County establishes the Public Safety Committee as the committee of jurisdiction with respect to a Criminal Justice Coordinating Council; and

WHEREAS, the structure, reporting relationship, duties, responsibilities, and membership of the Criminal Justice Coordinating Council has not yet been established by ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marathon does hereby ordain to create Section 2.05(15) of the General Code of Ordinances for Marathon County as follows:

(15) *Criminal Justice Coordinating Council (CJCC)*

- (a) *Reporting Relationship*: Reports to Public Safety Committee.
- (b) *Mission*: The Criminal Justice Coordinating Council (CJCC) is established to improve the administration of justice and promote public safety through community collaboration, planning, research, education, and system-wide coordination of criminal justice initiatives.
- (c) *Statutory Responsibilities*: None.
- (d) *Membership*. The CJCC shall be composed of not more than nineteen (19) voting members). Fourteen (14) voting members are designated as follows:
 - 1. A Marathon County Circuit Court Judge as selected by Marathon County Circuit Court Judges
 - 2. Marathon County Administrator
 - 3. Marathon County Board Chairperson
 - 4. Health & Human Service Committee Chairperson or his/her designee
 - 5. Public Safety Committee Chairperson or his/her designee
 - 6. Marathon County Sheriff or his/her designee
 - 7. Chief of Police of the City of Wausau Police Department or his/her designee
 - 8. Marathon County District Attorney or his/her designee
 - 9. Marathon County Clerk of Court or his/her designee
 - 10. State Public Defender's Office local attorney manager or his/her designee
 - 11. Department of Community Corrections local office supervisor or his/her designee
 - 12. Marathon County Department of Social Services Director or his/her designee
 - 13. North Central Health Care Chief Executive Officer or his/her designee
 - 14. Women's Community Executive Director or his/her designee

The remaining five (5) members shall be appointed as follows:

- 1. A municipal law enforcement representative (outside of the Marathon County Sheriff's Office and the City of Wausau Police Department) appointed by the Chair of the CJCC
 - 2. Not more than four citizen members, as appointed by the Chair of the Council.
- (e) *Member terms*: Citizen members and the municipal law enforcement representative shall serve two-year terms commencing at the first meeting of even-numbered years following the election of the County Board of Supervisors.

(f) *Duties and Responsibilities:* The CJCC shall monitor trends, identify system-wide issues, assess program function and efficacy, develop recommendations for systems improvement, enhancement, and change; serve as a forum for discussions on implementing operational systems change which link current and future adult justice programs to the County’s public safety goals; and identify potential policy questions for consideration by the Public Safety Committee, Health & Human Services Committee, and ultimately County Board of Supervisors. The CJCC may also make recommendations to individual or selected members and justice system stakeholders for consideration. The Council may perform other general functions as requested by the County Board of Supervisors or its subordinate committees and it shall provide updates to the board or its subordinate committees as requested.

BE IT FURTHER RESOLVED that the ordinance shall take effect upon passage and publication as required by law

Dated the ____ day of _____, 2021.

PUBLIC SAFETY COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Impact: None. CJCC is already established and operating, but has not previously been codified in an ordinance.

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name: <u>Sarah Barttelt</u>
Your Supervisor's Name: <u>Captain Sean McCarthy</u>
Your Division: <u>Patrol/Investigations</u>
Your Department: <u>Sheriff's Office</u>
Your Current Classification: <u>Criminal Justice Specialist - Investigations (B22)</u>

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ) When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: Upgrade classification from B22 to B23

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Since April 2021, all of the primary responsibilities of the Administrative Coordinator (Patrol) were transferred to this position. The following duties (not all-inclusive) are in addition to that of the current Criminal Justice Specialist position:

1. Prepare and submit monthly to the Wisconsin Department of Transportation, Highway Safety Project Grant Funded Program Activity and Reimbursement Reports; 2. Prepare and submit monthly to the Wisconsin Department of Natural Resources, Grant Funded Program Monthly and Annual Reports to support ATV/UTV, Boat and Snowmobile Patrol activities. Attend annual DNR audits answering questions related to each program so reimbursement can be made to the Sheriff's Office; 3. Order initial issue and replacement uniforms for personnel in Corrections, Court Security and Patrol. Purchase and maintain inventory of duty gear for law enforcement use; 4. Coordinate with vendor(s) on body armor-related purchases for personnel. Maintains an issuance schedule accordingly to monitor replacement orders as necessary; 5. Create, develop and maintain computerized spreadsheets, word processing forms, brochures, invoices and other reports as requested; 6. Attend quarterly Highway Safety Committee meetings. Responsible for the transcription, composition and distribution of the meeting minutes and agenda; 7. Attend monthly sworn lieutenant's meetings. Responsible for the transcription and composition of the meeting minutes. Necessary to maintain confidentiality to sensitive information.

Use additional sheets if necessary

<u> / Sarah Barttelt</u>	<u>6/24/2021</u>
Employee Signature / Typed Name	Date


Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

This is an integral role that directly supports the mission of two entire divisions within the sheriff's office. As evidenced by the myriad duties added to the current position, I believe this request is very reasonable and merits serious consideration for the upgrade in classification.

 / Sean D. McCarthy _____ 6/24/2021 _____
Immediate Supervisor Signature / Typed Name Date


Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30th**.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

I CONCUR WITH THE INFORMATION PROVIDED AND LOOK FORWARD TO THIS BEING REALITY.

 _____ 24 June 21 _____
Department Head Signature / Typed Name Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30th**.

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name: Marathon County Sheriff's Office Division Commanders (Captain , Jail Administrator)
Your Supervisor's Name: Chief Deputy Chad Billeb
Your Division: Administration, Communications, Corrections, Investigations, Patrol
Your Department: Sheriff
Your Current Classification: Law Enforcement and Corrections Manager/Communication Manager (C52)

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: Upgrade classification from C52 to D61

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

The Sheriff's Office is attempting to prevent significant wage compression between the ranks of Lieutenant and Captain. With the increase Lieutenants will see in July we have in essence created a situation where our Lieutenants have a base wage that is well above the midpoint of that of our Captains. In July a Lieutenant's base wage will be \$85,668. The midpoint for a Captain (C52) is currently \$78,843 with a maximum of \$94,742. Currently all of our Captains and Jail Administrator are at the maximum.

This in essence creates two challenges

- 1) The first challenge is where to start a new Captain since they will be leaving a Lieutenant position with a base of \$85,668. I did some checking with other counties to see how they handle the situation. Many were in the same boat we were and were trying to rectify the situation. The best solution I found was through Dane County where they say the following: "Notwithstanding anything to the contrary in this chapter, an employee serving in a supervisory or management position shall be paid the greater of either the rate as provided in the managerial salary schedule or at a rate which is 105% of the pay that such employee would earn, if holding a position in the highest pay range he or she supervises or manages with the same number of accrued longevity credits. (b) Rate of pay. When calculating the 105% rate of pay, overtime and differential pay earned by an individual in the supervised position are not included in determining the rate of pay." If we use this theory and something the Sheriff and I would recommend is that we start a new Captain at \$89,951.40.
- 2) The second challenge is then created by starting the new Captain at a rate that is relatively close to the current Captains who are "maxed out". We would ask that the County change the classification of our Captains from a C52 to a D61. By doing so you would alleviate the compression with the Lieutenants and still maintain a healthy separation from the Chief Deputy. By making this change there would be little monetary impact on the County budget for several years since the new Captains would be starting at a lower rate making up for any increases the current Captains might realize.

Use additional sheets if necessary


Employee Signature / Typed Name _____ Date 03/12/2021

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Compression concerns may have an impact on the Sheriff's Offices' ability to promote individuals with the best skills and abilities. If the pay scale is not adjusted enough, compression based upon agreements with this bargaining unit will only escalate the problem. The proposed solution does not directly impact the current pay for performance plan provided by the county by increasing wages in the short-term. Overtime if not addressed, a Lieutenant's base wage would be greater than that of a Captain and would be a dis-incentive to promotion.



Immediate Supervisor Signature / Typed Name

03/12/2021
Date


Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30th**.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Due to rank structure within the Sheriff's Office, comments listed in the immediate supervisor section are being completed by the Sheriff "Department Head" and would be mirrored in this section.


Department Head Signature / Typed Name

12 MAR 21
Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30th**.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Sheriff's Office Communications Division _____ Date: June 16, 2021 _____

Position Requested: Public Safety 911 Dispatcher – B23 _____ FT PT FTE _____ %
(If unsure of classification, indicate "To be determined") Number of Positions: 1 _____

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

Projected Start Date of Position: 09/01/2021 _____ Priority Number of This Position: #1 _____
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? *Yes, this position will better allow the 911 Center to make Marathon County the safest in Wisconsin*
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? *The Marathon County Sheriff's Office exists to provide a safe, secure and crime-free community through trust-building, enforcement and public safety management.*
- 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. *This position would be to replace/rename the Administrative Coordinator position vacated by Carol Bauer's retirement in April 2021. Please reference the attached "Marathon County Sheriff's Office 911 Communications Division Analysis" prepared by Northwestern University Center for Public Safety.*
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? *This position will allow us to get one position closer to being able to add a radio channel which will relieve some of the congestion on the emergency radio system which will in turn provide better officer safety. This will also allow us to staff more dispatchers enabling us to sign into the 911 system so we are able to answer more 911 calls as they come into our center.*
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? *We have consolidated or eliminated many tasks associated with the "Administrative Coordinator" position that we did not fill (Carol Bauer's) and therefore the creation of this position would be at no additional tax levy dollars to the county. Furthermore, we have now resorted to having Communications Supervisors working an active console instead of supervising. Due to the growth of emergency services in Marathon County, the Communications Center needs to also grow to meet the demand.*
- F. What will be the effect if the proposed position is not created? *We will continue to provide the best service we can to the citizens and emergency responders. However, due to the extremely saturated radio channels officer/deputy safety concerns will remain present and continue to worsen as the officers/deputies cannot get on the radio when needed. During extreme weather events or large scale emergencies not as many 911 calls will be able to be answered and they will then divert to another county resulting in the timely service our citizens expect to be diminished.*
- 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?) *The decrease in*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?


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



Signature of Supervisor/Manager Completing Request

Captain William Millhausen

June 16, 2021 _____
Date



Department Head Signature

Sheriff Scott Parks

May 3, 2021 _____
Date