

WINNEBAGO COUNTY BOARD OF SUPERVISORS
JUDICIARY & PUBLIC SAFETY COMMITTEE

DATE: JULY 13, 2009

TIME: 9:00 A.M.

PLACE: WINNEBAGO COUNTY SHERIFF'S OFFICE
RICHARD MEYER COMMUNITY RESOURCE ROOM
4311 JACKSON STREET, OSHKOSH

PRESENT: HARVEY RENGSTORF
LAWRENCE SMITH
BILL WINGREN
TOM ELLIS
DONALD GRIESBACH

ALSO PRESENT: SUE ERTMER – COUNTY CLERK
JULIE PAGEL – REGISTER OF DEEDS
DAVID ALBRECHT – COUNTY BOARD CHAIRMAN
MICHAEL BROOKS – SHERIFF
BILL TEDLIE – SHERIFF
MARK HABECK – SHERIFF
JEFF BOLLIER – NORTHWESTERN

Chairman Harvey Rengstorf called the meeting to order at 9:00 a.m.

1. Approved the minutes from the June 8, 2009 meeting

A motion to approve the minutes was made the Donald Griesbach, seconded by Lawrence Smith. All in favor, motion carried 5-0.

2. Communications

None

3. Input on agenda items by public

None.

4. Resolution to increase marriage license waiting period waiver fee – County Clerk's Office

Sue Ertmer handed out a draft resolution to increase the current 5-day waiting period waiver fee from \$10 to \$25. The Governor's budget just past legislation that allows the County Clerk's Office to raise this fee to \$25. This increase will increase their revenue approximately \$1,000 a year.

A motion to approve a resolution to increase the 5-day waiting period waiver free from \$10 to \$25 was made by Bill Wingren, seconded by Tom Ellis. All in favor, motion carried 5-0.

5. Resolution to set fees for Domestic Partnerships – County Clerk’s Office

Domestic Partnerships is new and was also included in the Governor’s budget bill. The County Clerk’s Office will now be issuing Domestic Partnerships to same sex couples and Sue Ertmer handed out copies of the resolution and the Domestic Partnership Law related to vital records. The law states that they must charge the same amount that is charged for a marriage license which is \$95; however, they can only charge \$10 for the waiting period waiver fee. If one or both of the partners want to terminate the partnership, they must go the County Clerk’s Office and fill out a comparable form as to when they obtained the partnership and that fee will also be \$95. The County Clerk’s office will also get to keep a majority of the fees collected.

A motion to approve the resolution for Domestic Partnerships with the fees set at \$95 to open, \$95 to terminate, and \$10 for the waiting period waiver fee was made by Lawrence Smith, seconded by Bill Wingren. All in favor, motion carried 4-0. Donald Griesbach abstained.

6. Report from County Clerk on possible early voting in Wisconsin

Sue Ertmer explained that Wisconsin currently has Absentee Voting, which many people think is Early Voting, but it is not. Early Voting is where an individual fills out a ballot and then actually places it into a voting machine. With Absentee Voting, an individual casts an absentee ballot, places it inside envelope, which is to be secured until Election Day when it is then taken to the polls and inserted into the voting machine.

She handed out informational paperwork pertaining to this matter, but did not cover everything that was addressed as they are hoping it will not come to pass as the costs are so prohibitive. The County Clerk’s just had their conference 2-weeks ago and voiced their opposition to implementing Early Voting at this time due to the cost factor. The State doesn’t have any money to give towards it and the counties don’t have the money for it.

One of the options the State is considering is Regional Early Voting, which would put most of the work onto the counties. Currently in Wisconsin, post-election procedures are handled at the municipal level. This option would make counties establish early voting polling places, requiring additional voting equipment and staffing. She estimates they would need to create six-(6) early voting sites. Estimated cost for the voting equipment alone is well over \$100,000.

Another option that the County Clerks hope the State will look at is to basically just streamline the current Absentee Voting process and eliminate some of the requirements for voting by absentee ballot. Many of the additional supplies the clerks need to provide such as the absentee ballot envelopes would no longer be needed which would save them some money.

7. Discuss possible purchase of optical scan voting equipment – County Clerk

Sue Ertmer handed out a price sheet reflecting the cost to replace the optical scan voting equipment they currently have which was purchased in 1994. It is very outdated with all of the changes in technology. The computer software they have to support election results is tied to this equipment and changes have been made where the State is requiring different security measures be implemented. Their current system will meet the State and Federal guidelines with the new software, but the new software will also make some of their voting equipment obsolete and some things will need to be done manually as they would not be able to implement some of the new accumulation software that will come with the new voting equipment. The cost to replace the countywide system for all of the municipalities is \$411,000. She would like to coordinate the purchase for all of the municipalities which would create a cost reduction for each individual unit and implementation costs bringing the cost to about \$7,756 per machine. Each

municipality would then reimburse the County, making the cost for Winnebago County about \$16,000.

These figures are based on the costs provided by their current vendor. The clerks will be having a meeting to talk with other vendors as well. She has included these costs in her budget but has not yet met with the County Executive. The State has not authorized any equipment to be purchased yet as it is still going through federal certification. She is hoping that the State will get the federal certification by August where they can start their testing. They are looking at 3-4 manufacturers that they will approve for counties to make a purchase.

8. Social Security number redaction – Register of Deeds Office

Julie Pagel advised that due to an incident occurring in another county where someone searched that county's land records and found the social security number for one of their County Board members and used it in a negative manner, along with the ongoing issues of identity theft, her office had an upgrade to their current system installed in mid June. They have a contract with Fidlar who came up with a redaction program where the software will black out the social security number for public view only. By law, the Register of Deeds Office can not alter a document that is recorded in their office. This software program will still maintain an intact document in their records that only her staff can access. There was no cost for this upgrade as it was covered under the life cycle contract with Fidlar.

Due to the large volume of records in her office, it will take some time to go through each document and prepare the system to redact the social security numbers. In the event that a social security number is missed and not redacted, the State Statute protects the Register of Deeds Office. As of 2006, the State Statute was changed which allowed the Register of Deeds Office to reject any document and not record it if it came in with a social security number on it, which her office does in fact do.

Social Security was started in the 1930's. The documents that will be protected by the redaction process will go from 1972 until the present day. Her office still needs to convert some records, especially those going back to the 1930's in order for them to be protected also.

9. Budget Transfer for conversion of records – Register of Deeds Office

Julie Pagel advised that this is not actually a budget transfer. She just wanted explain why she has continued to ask for these funds year after year and asked the committee for their support in allowing the funding to continue. The last two years she had included \$75,000 in her budget for the conversion process and she is asking for \$60,000 in her budget for 2010.

The funds will come from the Land Records Modernization budget. She intends to convert everything in her office as they are still using the index books. With all images on a computer, it will increase their off-site access which will create more revenue and will also protect their records.

10. Sec. 6.0 and 6.1 of County Board Rules – Chairman David Albrecht

Chairman David Albrecht requested a change to the County Board Rules as he believes that any Chairman of the County Board should have the authority to set the agenda.

Currently 6.4 reads as follows: *“Public comments will be heard by the Board at the appropriate time in the Agenda, but in any case shall begin no earlier than 15 minutes after the Call to Order and no later than 60 minutes after the Call to Order.”*

He would like to have it changed to read: *Now therefore be it resolved by the County Board of Supervisors, public comments will be heard by the County Board at the appropriate time.*” This would eliminate the 15 minutes and 60 minutes and also enable the Chairman to change the agenda without suspending the rules.

A motion to bring this change forward was made by Donald Griesbach, seconded by Bill Wingren. All in favor, motion carried 5-0.

11. Resolution for food service contract for jail – Sheriff’s Office

Sheriff Brooks requested a resolution to approve a 3-year contract, with options for year 4 and 5, with ARAMARK. This will be a joint contract between Winnebago and Outagamie County. By entering this contract jointly, Winnebago will see a significant savings in meal costs along with an increase in the percentage of revenue received from the inmate Commissary. ARAMARK will also be purchasing a Kiosk for the front lobby of the Sheriff’s Office at no additional cost. The Kiosk will be tied into the Inmate Trust Account System and will accept money. This will allow individuals to deposit cash into an inmate’s account and then issue them a receipt.

Current meal costs

Floating scale of \$1.18 - \$1.25 per meal

Meal costs with new contract

**Combined average of both Winnebago & Outagamie \$0.96.5 - \$1.01

Current Commissary Revenue

33.5 %

Commissary Revenue with new contract

**34.5%

**Prices are contingent on both counties being entered into the contract. If one county pulls out, the prices will increase to about \$1.06.4 - \$1.10 per meal, but is still less than the current cost per meal.

Impact on the budget is a projected savings of approximately \$73,716.00 in food expense, an approximate Commissary Revenue increase of \$2,000 per year, and the Kiosk will require less manpower and free up the Clerks to perform other duties.

A motion to approve a resolution approving a 3-year contact with ARAMARK, with a 4- and 5-year option, to provide food service for the Winnebago County Jail was made by Lawrence Smith, seconded by Donald Griesbach. All in favor, motion carried 5-0.

12. Sheriff’s Report

Sheriff Brooks advised that both Winnebago and Outagamie County will be talking to their current vendor and Human Services regarding Day Reporting to look at what would be in the best interest of each county and to the individuals in Day Reporting. It will probably involve another bid process and Sheriff Brooks will bring their recommendations to the committee at a future date.

Sheriff Brooks has not yet received a report on the costs incurred from Life Fest, but advised that Country USA was larger and busier than last year. Country USA does reimburse the Sheriff’s Office for the cost of officers on scene. His office is trying to develop an Ordinance in regard to large gatherings, but it is taking time to get everyone’s approval.

Sheriff Brooks advised that his budget is almost done. He is reevaluating the fringe benefit rate for both regular time and over time as he has a 5.4% increase in his budget due to Fringe Benefits increasing by 10%. He was given a target of 3% and he is not sure how he will meet this target. He is not sure that the fringe benefit rate for overtime is accurate so he will be looking into this. Capital increased due to the effort to replenish squads on a regular schedule and also because the way he can figure his budget for this item has been changed so that he can now include the cost of equipment in the squads and the cost for changeover which used to be a separate budget item. He had no increases in any other area of his budget.

Sheriff Brooks has a meeting today at 2:30 p.m. in regard to funding for the radio project.

There are currently 369 inmates in the jail, with 30 of those inmates being State inmates.

13. Items for next agenda

None.

14. Future meeting date

An exact date was not set due to upcoming budget hearings with the County Executive.

15. Adjournment

A motion to adjourn was made at 9:55 a.m. by Lawrence Smith, seconded by Tom Ellis. All in favor, motion carried 5-0.

Respectfully Submitted:

Sandy Schauz
Winnebago County Sheriff's Office