

GRIEVANCE REVIEW BOARD MINUTES
January 21, 2014

Present: Tom Shandonay, Joe Hotynski, LeRoy Dahms, Brenda Keller

Excused: John Nichols

Also present: Ron Montgomery, Sheriff Matz, Chief Deputy Christopherson

Meeting called to order at 9:00 **by** Joe Hotynski

Approval of the minutes of the 7-30-13 **meeting**

Motion by Tom Shandonay

Seconded by Brenda Keller

Carried 4-0

Procedural Questions from Members

None

Motion by Brenda Keller **to go into closed session, seconded by** LeRoy Dahms, pursuant to an exemption provided in Section 19.85 (1)(b), Wisconsin Statutes, for the purpose of investigating charges against public employees and considering the possible discipline of public employees. Roll call vote: Dahms, aye; Hotynski, aye; Keller, aye; Shandonay, aye **Carried** 4-0

Discussion

Joe Hotynski noted that the Board had convened to consider disciplinary action of a one day unpaid suspension against Deputy Carla Schreiber for violation of Rule of Conduct .14 – unsatisfactory performance.

Sheriff Matz stated that Deputy Schreiber had incidents of paperwork mistakes. One of her primary responsibilities is to interpret and document court minutes and probable cause determinations. On November 21st Deputy Schreiber reviewed court minutes and did not properly read the paper from the court and an inmate was not released until the next day. This is her sixth violation since 2006 and the Sheriff is asking to remove her from the position and suspend her for one day without pay. LeRoy Dahms asked if the Sheriff could elaborate on the violations. The Sheriff said all the previous violations were misinterpreting court minutes and the inmate was either held too long or released too early.

The position requires someone to be very detail-oriented and take the appropriate action. Deputy Schreiber is a good employee but not the right person for this job. Joe Hotynski asked how many employees were in the position and the Sheriff said two. One works 7-3 and Deputy Schreiber works noon – 8. There are no issues with the other employee. Joe Hotynski asked if there were any payroll ramifications and the Sheriff said no. Brenda Keller asked what kind of training there was for this position and the Sheriff said when the position was in the corrections division he had to hire based on seniority and wasn't able to look at work history. Ron Montgomery stated there wasn't an economic issue except one day of lost pay for Deputy Schreiber. LeRoy Dahms referred to the Sheriff's memo of December 10, 2013, and said that despite all the documentation of violations the Sheriff still thought she was a good employee, that she would be happier in a new position and it would be best for the entire organization. LeRoy Dahms asked how long she's been with the department and the Sheriff said since 1996.

Motion by Brenda Keller to accept the Sheriff's recommendation of a one day unpaid suspension against Deputy Carla Schreiber and also to remove her from the position.

Seconded by LeRoy Dahms

Carried 4-0

Motion by Brenda Keller to reconvene in open session. **Seconded by** LeRoy Dahms

Roll call vote: Dahms, aye; Hotynski, aye; Keller, aye; Shandonay, aye

Carried 4-0

Joe Hotynski asked how it was decided where the meeting was going to be held. Ron Montgomery stated if witnesses were needed from the Sheriffs Office, especially if any of them needed to be sequestered prior to testifying, it is more practical to have the meeting held there. Ultimately, Montgomery said, the decision rests with the Chairman and the board. Joe Hotynski informally asked the Board about this, and all members agreed that meetings should continue to be held at the Sheriffs Office.

Motion to adjourn at 9:20 by Tom Shandonay

Seconded by LeRoy Dahms

Carried 4-0

Submitted by
Kathy Rumlow