

Agenda

Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, February 15, 2023 – 3:00 PM
County Courthouse, Room 3420
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Join via WebEx Online:

[Meeting Link](#)

Meeting Number: 2596 738 5690

Password: JudLaw

Join via Phone:

Dial In: 1-415-655-0001

Access Code: 2596 738 5690

Passcode: 583529

Notice Regarding Public Comment: *Members of the public wishing to make comments are encouraged to email Eric Huse at Eric.Huse@da.wi.gov at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.*

1. Call to Order
2. Confirmation of Public Meeting Notice
3. Call of the Roll
4. Public Comment
5. Approve Minutes from December 14, 2022 Meeting – discussion/action pg. 2
6. Criminal Justice Services Data Collection & Performance Measures – discussion
 - a. [Data Dashboard Link](#)
7. Sheriff's Office Updates – discussion
 - a. 2022 Eau Claire County Jail Annual Inspection Report pg. 5
 - b. Jail population & COVID-19 response
 - c. Recruitment, retention, protective status, and other staffing challenges
8. Resolution 22-23/089 – *Abolishing One (1.0 FTE) Judicial Assistant and Creating One (1.0 FTE) Supervising Judicial Assistant* – discussion/action pg. 7
9. Set Future Meeting Date(s) – discussion/action
10. Set Future Agenda Item(s) – discussion/action
 - a. Sheriff's Office
 - i. Jail population and COVID-19 response
 - ii. Recruitment, retention, protective status, and other staffing challenges
 - iii. DHS investigation update
 - b. Committee oversight duties and responsibilities review
11. Adjourn

Posted: 02/13/2023

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or County Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 715-839-6945, (FAX) 715-839-1669, or 715-839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

Minutes
Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, December 14, 2022 – 3:00 PM
County Courthouse, Room 3420
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Members Present: Brett Geboy, Allen Myren, Stella Pagonis*, Connie Russell, and Gerald Wilkie.

Ex-Officio Member Present: Nick Smiar.

Others Present In Person: TRY Mediation Director Todd Johnson, Sheriff Cory Schalinske, Lieutenant Travis Holbrook, Lieutenant Dustin Walters, Administrative Services Division Manager Katrina Ranallo, Clerk of Circuit Court Susan Schaffer, Finance Director Norb Kirk, and Eric Huse.

Others Present via Cisco WebEx: Captain Dave Riewestahl and Register in Probate/Clerk of Juvenile Court Susan Warner.

Call to Order

The meeting was called to order by Chairperson Wilkie at 3:00 PM.

Confirmation of Public Meeting Notice

The Clerk confirmed the meeting was properly noticed to the public.

Call of the Roll

The Clerk called the roll. Attendance is noted above.

Public Comment

No public comment was made.

Approval of Minutes from November 09, 2022 Meeting

Supervisor Russell moved to approve the minutes from the November 09, 2022 meeting. The minutes were adopted as published in the meeting materials via 5-0 voice vote.

Department Data Collection & Performance Measures

- **TRY Mediation**

- Director Todd Johnson presented. Director Johnson explained historical data collection and measures used by TRY Mediation and future items they will report. The Committee engaged in general discussion.

*Supervisor Pagonis left at this time.

- **Circuit Court**

- Clerk of Circuit Court Susan Schaffer presented. Clerk Schaffer told the Committee the circuit court currently reports on interpreter usage and the number of court appearances held. Clerk Schaffer told the Committee that other data and information is collected and provided through the State Court's Consolidated Court Automation Program (CCAP). Clerk Schaffer also noted that some performance standards are set by the state. The Committee engaged in general discussion.

- **Clerk of Court**

- Clerk of Circuit Court Susan Schaffer presented. Clerk Schaffer told the Committee her office currently reports on collection efforts through the State Debt Collection program and tracks the number of hearings clerked and number of docket events. The Committee engaged in general discussion.

- **Criminal Justice Services**
 - Criminal Justice Services Director Tiana Glenna was not available for this meeting. This agenda item will be carried over to the next meeting.
- **District Attorney**
 - Operations Manager Eric Huse presented. Operations Manager Huse told the Committee about recent changes to performance measures and the on-going collaboration with other departments like Criminal Justice Services and the Sheriff's Office to improve reporting and to avoid duplicate reporting. The Committee engaged in general discussion.

*Supervisor Pagonis returned at this time.

- **Register in Probate/Clerk of Juvenile Court**
 - Register in Probate/Clerk of Juvenile Court Susan Warner presented. Register in Probate Warner told the Committee her office will be adding information regarding the number of hearings clerked and docket events to future performance measure reports. The Committee engaged in general discussion.

Sheriff's Office Updates

- **Data collection & performance measures**
 - Sheriff Schalinske presented. Sheriff Schalinske told the Committee his office is looking to involve the Criminal Justice Services data analyst to identify, collect, and analyze new data. Sheriff Schalinske told the Committee his office is working to find ways to measure community protection. The Committee engaged in general discussion.
- **Jail population & COVID-19 response**
 - Sheriff's Office staff reported the average daily jail population is increasing while weekly booking numbers are trending downward. The jail recently adjusted COVID-19-related procedures by moving to an eight day quarantine period with a test on day six. Sheriff's Office staff noted that the new procedure is not in compliance with CDC guidance due to space constraints. The Sheriff's Office reported no current COVID-19 cases in the jail and noted they are still coordinating with the City-County Health Department and jail health services provider to provide flu & COVID-19 vaccinations.
- **Recruitment, retention, protective status, and other staffing challenges**
 - Sheriff's Office staff told the Committee they have received 11 Correctional Officer resignations or 17% of Correctional Officer staff in 2022. Staff also told the Committee that legislation for enacting protective status for correctional officers statewide is still expected to be introduced in the state legislature in 2023.
- **Vehicle fleet policies & procedures**
 - Sheriff Schalinske presented the information provided in the meeting materials. The Committee engaged in general discussion.

Report on County Justice Peer Learning Network Peer Exchange Workshop

Captain Dave Riewestahl presented this item and key takeaways from the workshop in Lucas County, Ohio. The Committee engaged in general discussion.

Future Meeting Dates

- The next regular meetings of the Committee on Judiciary and Law Enforcement were scheduled for January 25, 2023 and February 22, 2023 at 3:00 PM.

Future Agenda Items

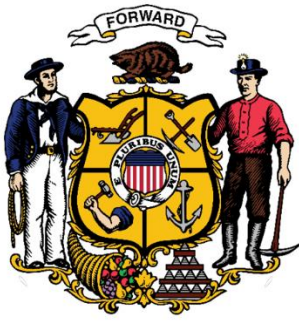
- Criminal Justice Service
 - Data collection & performance measures
 - Data dashboard
- Sheriff's Office
 - Jail population, staffing, & COVID-19 response
 - Recruitment, retention, protective status, and other challenges for correctional officers
 - DHS investigation update
- Committee oversight duties and responsibilities review

Adjournment

The meeting was adjourned by Chairperson Wilkie at 4:57 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Office of Detention Facilities

Date: January 19, 2023

Sheriff Dave Riewestahl
Eau Claire County Sheriff's Department
710 2nd Ave.
Eau Claire, WI 54703

RE: 2022 Annual Inspection

Facility Name: Eau Claire County Jail
Address: 710 2nd Ave.
Eau Claire, WI 54703

Facility Type and Applicable Wisconsin Administrative Code:

- Juvenile Detention Facility (Chapter DOC 346)
- Secured Residential Care Center for Children and Youth (Chapter DOC 347)
- Huber Facility (Chapter DOC 348)
- Municipal Lockup Facility (Chapter DOC 349)
- Jail (Chapter DOC 350)

Date of Inspection: December 13, 2022 **Inspected By:** Brad Hoover

Inspection Process: The annual inspection of the facility was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections administrative code. This inspection consisted of a tour of the facility to assess the safety, sanitation, adequacy, and fitness of the facility; dialogue with staff and inmates; and a review of facility records and documentation.

Approved Capacity Details

Maximum Rated Capacity	Population on the Day of Inspection	Is Facility Approved to Double Cell	Is Facility Approved to Hold Juveniles
418	181	Yes	No

Inspection Results:

On the day of inspection, the following violations were noted:

- **Wisconsin Administrative Code DOC 350.06 (7)(a) *Holding Rooms***

On the day of inspection there were two inmates sleeping in the holding rooms because all the receiving cells were occupied. Per code, holding rooms are intended to be used for admission, release, and investigative purposes. A holding room may not be used as a cell, dormitory, or receiving cell.

Although all the receiving cells may have been occupied, holding rooms are not designed nor meant for overnight detention. It has been referenced in past inspections that if the jail is in need of more receiving cells, you may need to consider converting your holding rooms into receiving cells. If this is not an option, you may need to house these inmates in other counties to ensure compliance with this code provision.

Inspection Comments:

I met with the administrative, security, healthcare, and foodservice staff to conduct the annual inspection. The inspection included a review of records and practices, as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. My observations during the inspection revealed cordial and professional interactions between the staff and persons in custody.

On the day of inspection, the facility appeared to be clean and in good repair. A walkthrough of the facility showed all doors, locks and intercoms in good working conditions. While conducting the inspection I did not receive any complaints regarding the conditions of confinement or staff supervision.

I would like to thank you and your staff for their cooperation during this inspection process. If you have any questions regarding this report or any other matter please feel free to contact me.

Sincerely,



Brad Hoover, Inspector
Office of Detention Facilities

Cc: Travis Holbrook, Jail Lieutenant
Greg Bucholtz, ODF Director
File

FACT SHEET

TO FILE NO. 22-23/089

This resolution abolishes one (1.0 FTE) Judicial Assistant with the courts and creates one (1.0 FTE) Supervising Judicial Assistant.

The Eau Claire County judges are requesting the creating of a Supervising Judicial Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants. The current position of Judicial Assistant is at pay grade H. The Supervising Judicial Assistant results in a change in salary to pay grade I. A job description for the Supervising Judicial Assistant has been created to incorporate the additional duties required.

Fiscal Impact: For 2023 - \$1,761 - \$1,850.

Respectfully Submitted,

Sharon McIlquham
Corporation Counsel
Eau Claire County, Wisconsin

2
3 ABOLISHING ONE (1.0 FTE) JUDICIAL ASSISTANT AND CREATING ONE (1.0 FTE)
4 SUPERVISING JUDICIAL ASSISTANT

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein created outside of the budget process be submitted to the County Board of Supervisors for
8 authorization; and

9
10 WHEREAS, the Eau Claire County judges are requesting the creation of the Supervising Judicial
11 Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants;
12 and

13
14 WHEREAS, the current position of Judicial Assistant is at pay grade H. The Supervising Judicial
15 Assistant results in a change in salary to pay grade I; and

16
17 WHEREAS, a job description for the Supervising Judicial Assistant position has been created; and

18
19 WHEREAS, the request from the Courts is to abolish one 1.0 FTE Judicial Assistant and create one
20 1.0 FTE Supervising Judicial Assistant; and

21
22 WHEREAS, the reclassification of this position has the potential increase in annual cost of \$1,761 -
23 \$1,850 in the year 2023.

24
25 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
26 abolishes in the Courts one (1.0 FTE) Judicial Assistant (Grade H) position, and creates one (1.0 FTE)
27 Supervising Judicial Assistant (Grade I) position.

28
29 ENACTED:

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39 Judiciary and Law Enforcement Committee

Human Resources Committee

40
41 Dated this ____ day of _____, 2023.

Dated this ____ day of _____, 2023.

42
43 Vote: _____ Aye _____ Nay

Vote: _____ Aye _____ Nay

44
45 _____
46 _____
47 _____

48
49 Finance and Budget Committee

50 Dated this ____ day of _____, 2023

Vote: _____ Aye _____ Nay