

**Minutes**  
Eau Claire County  
Committee on Judiciary and Law Enforcement  
Wednesday, February 15, 2023 – 3:00 PM  
County Courthouse, Room 3312  
721 Oxford Avenue, Eau Claire, WI 54703  
& Virtual via Cisco WebEx

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**Members Present:** Brett Geboy, Stella Pagonis, and Connie Russell.

**Members Absent:** Allen Myren.

**Members Appearing via Cisco WebEx (having voice but no vote):** Gerald Wilkie.

**Others Present In Person:** Supervisor Dane Zook, Criminal Justice Services Director Tiana Glenna, Criminal Justice Data Analyst Crystal Ruzicka, Corporation Counsel Sharon McIlquham and Eric Huse.

**Others Present via Cisco WebEx:** Sheriff Dave Riewestahl, Captain Cory Schalinske, Captain Travis Holbrook, Administrative Services Division Manager Katrina Ranallo, Finance Director Norb Kirk, Risk Manager Sonja Leenhouts

**Call to Order**

The meeting was called to order by Vice-chairperson Pagonis at 3:02 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 December 14, 2022 Meeting**

A spelling error of the word “Sheriff” under the jail population section was noted and corrected. Vice-chairperson Pagonis moved to approve the minutes from the December 14, 2022 meeting as corrected. The minutes were adopted as corrected via 3-0 voice vote.

**Criminal Justice Services Data Collection & Performance Measures**

Criminal Justice Services Director Tiana Glenna and Data Analyst Crystal Ruzicka presented. They outlined current data collection efforts and showed current work on an internal data dashboard which will feed into a public-facing dashboard in the future. A preliminary data dashboard was presented. The Committee engaged in general discussion.

**Sheriff’s Office Updates**

- **2022 Eau Claire County Jail Annual Inspection Report**
  - Sheriff Riewestahl presented the annual inspection report, which was included in the meeting materials. The Committee engaged in general discussion.
- **Jail population & COVID-19 response**
  - Captain Holbrook reported there have been two positive COVID-19 cases in the jail over the last month. In partnership with the health department, a vaccination clinic is planned for next week for any inmates who wish to be vaccinated. Jail staff is also working with the health department to change testing procedure to move to rapid test in lieu of PCR test which requires sending the test to a lab for testing. The Committee engaged in general discussion.

- **Recruitment, retention, protective status, and other staffing challenges**
  - Sheriff's Office staff reported all three divisions are currently hiring. There are approximately 20 vacancies throughout the department. Staff also reported that protective status legislation has been introduced in both the State Assembly and State Senate. The Committee engaged in general discussion.

**Resolution 22-23/089 – Abolishing One (1.0 FTE) Judicial Assistant and Creating One (1.0 FTE) Supervising Judicial Assistant**

Corporation Counsel Sharon McIlquham presented the resolution. The Committee engaged in discussion. Supervisor Russell moved to approve the resolution. Motion **passed** via 3-0 voice vote.

**Future Meeting Dates**

- The next regular meeting of the Committee on Judiciary and Law Enforcement was scheduled for March 22, 2023 at 3:00 PM.

**Future Agenda Items**

- 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
- Proposed statewide bail reform

**Adjournment**

The meeting was adjourned by Vice-chairperson Pagonis at 4:16 PM.

Respectfully Submitted:

*Eric Huse*

Eric Huse  
Committee Clerk

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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

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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

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

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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

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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.

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29 ENACTED:

30 *John Pappas*  
31 \_\_\_\_\_  
32 *Constance Russell*  
33 \_\_\_\_\_  
34 *Scott G.*  
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39 Judiciary and Law Enforcement Committee

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Human Resources Committee

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41 Dated this 15<sup>th</sup> day of February, 2023.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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43 Vote: 3 Aye 0 Nay

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

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49  
50 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Finance and Budget Committee

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay