

Agenda

Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, September 27, 2023 – 3:00 PM
County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Join via WebEx Online:

[Meeting Link](#)

Meeting Number: 2596 952 7888

Password: JudLaw

Join via Phone:

Dial In: 1-415-655-0001

Access Code: 2596 952 7888

Passcode: 583529

A majority of the County Board of Supervisors may be in attendance at this meeting; however, only members of the above noted committee may take action on an agenda item

Notice Regarding Public Comment: *Members of the public wishing to make comments are encouraged to email Eric Huse at Eric.Huse@dc.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.*

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1. Call to Order
 2. Confirmation of Public Meeting Notice
 3. Call of the Roll
 4. Public Comment
 5. Approve Minutes from Previous Meetings – discussion/action
 - a. June 14, 2023 pg. 2
 - b. July 26, 2023 pg. 4
 - c. July 27, 2023 pg. 6
 6. Sheriff's Office Updates – discussion
 - a. Jail population
 - b. Recruitment, retention, and other staffing challenges
 - c. Asset forfeiture policies and procedures
 - d. Wisconsin Department of Health Services Opioid Epidemic Grant
 - i. [Grant funding announcement](#)
 - e. Overdose Data to Action Community Prevention: Narcan and fentanyl test strip vending machine pg. 8
 7. Resolution 23-24/041 – *Abolishing Two (2.0 FTE) Corporal Positions in the Eau Claire County Sheriff's Office and Creating Two (2.0 FTE) Administrative Sergeants* – discussion/action pg. 9
 8. Resolution 23-24/042 – *Abolishing Twelve (12.0 FTE) Correctional Officer Positions in the Eau Claire County Sheriff's Office and Creating Twelve (12.0 FTE) Training Corporal Positions* – discussion/action pg. 13
 9. Set Future Meeting Date(s) – discussion/action
 - a. October 25, 2023 at 3:00PM
 10. Set Future Agenda Item(s) – discussion/action
 - a. 3rd quarter department fiscal & performance measures review
 - b. Sheriff's Office
 - i. Jail population
 - ii. Recruitment, retention, protective status, and other staffing challenges
 - iii. Jail death investigation/review
 11. Announcements – discussion
 12. Adjourn

Posted: 09/25/2023

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, June 14, 2023 – 3:00 PM
County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Members Present: Brett Geboy[^], Stella Pagonis*, Connie Russell, and Gerald Wilkie.

Members Absent: Allen Myren.

Ex-Officio Member Present: Nick Smiar.

Others Present In Person: Clerk of Circuit Court Susan Schaffer, Chief Deputy Clerk of Circuit Court Cherie Norberg, Register in Probate/Clerk of Juvenile Court Susan Warner, Sheriff Dave Riewestahl, Administrative Services Division Manager Katrina Ranallo, District Attorney Peter Rindal, and Eric Huse.

Others Present via Cisco WebEx: Risk Manager Sonja Leenhouts and Captain Cory Schalinske.

Call to Order

The meeting was called to order by Chairperson Wilkie at 3:01 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.

*Supervisor Pagonis arrived at this time.

Public Comment

No public comment was made.

Approval of Minutes from April 19, 2023 Meeting

Supervisor Pagonis moved to approve the minutes from the April 19, 2023. The minutes were adopted as published in the meeting materials via 3-0 voice vote.

1st Quarter Fiscal & Performance Measures Review

- **Register in Probate/Clerk of Juvenile Court**
 - Register in Probate/Clerk of Juvenile Court Susan Warner presented the Register in Probate/Clerk of Juvenile Court 1st quarter review. Register in Probate Warner noted filing fees are up for the first quarter but total case filings are down slightly.

[^]Supervisor Geboy arrived at this time.

- **TRY Mediation**
 - Director Todd Johnson was not in attendance to present the TRY Mediation 1st quarter review. This agenda item will be carried over to a future meeting.
- **Circuit Court**
 - Clerk of Circuit Court Susan Schaffer presented the Circuit Court 1st quarter review. Clerk Schaffer reported they are waiting for state court reimbursement funds which happen every six months. She also reported the reduced 1st quarter personnel expenses are a result of position vacancies. Court interpreter need has risen significantly, will likely need to seek additional levy dollars in future budget years.

- **Clerk of Court**
 - Clerk of Circuit Court Susan Schaffer presented the Clerk of Court 1st quarter review. Clerk Schaffer stated the department is on target for budget through 1st quarter. The 1st quarter had substantial staff transition with staff shifting into new roles within the department. Clerk Schaffer reported she will be holding open a vacant position to permit existing staff to get comfortable and accustomed to new roles before adding a new staff member.
- **Criminal Justice Services**
 - Director Tiana Glenna was unable to attend the meeting. This agenda item will be carried over to a future meeting.
- **District Attorney**
 - District Attorney Peter Rindal and Operations Manager Eric Huse presented the District Attorney's Office 1st quarter review. They reported there were personnel savings from vacant positions that took time to fill; the department is now fully staffed on the county-personnel side. They also reported that there are some unanticipated costs associated with their office remodel and restructuring but they anticipate being able to remain within their budget.

Sheriff's Office Updates

- **1st quarter fiscal & performance measures review**
 - Administrative Services Division Manager Katrina Ranallo presented the Sheriff's Office 1st quarter review. Division Manager Ranallo noted Sheriff Riewestahl was sworn in as Eau Claire County Sheriff in January.
- **Jail population & COVID-19 response**
 - Sheriff Riewestahl reported the jail average daily population is 185 people which is an increase from the same time period last year.
- **Recruitment, retention, and other staffing challenges**
 - Sheriff Riewestahl reported the following current vacancies:
 - Security Services Division: 13 correctional officers, with additional expected vacancies in the near future, 2 corporals, 1 bailiff, and 1 lieutenant.
 - Field Services Division: 8 patrol deputies, 1 civil process deputy, 1 West Central Drug Task Force detective, and 2 detectives.

Future Meeting Dates

- The next two meeting dates are scheduled as joint meetings with the Committee on Finance and Budget:
 - July 26, 2023 at 3:00PM
 - July 27, 2023 at 3:00PM

Future Agenda Items

- 2024 Department Annual Budget Review
- Sheriff's Office
 - Jail population
 - Recruitment, retention, protective status, and other staffing challenges
 - DHS investigation update
 - Jail death investigation/review
 - Asset forfeiture policies and procedures

Adjournment

The meeting was adjourned by Chairperson Wilkie at 4:55 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk

Minutes

Joint Meeting - Eau Claire County
Committee on Judiciary and Law Enforcement | Committee on Finance and Budget
Wednesday, July 26, 2023 – 3:00 PM
County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Committee on Judiciary & Law Enforcement Members Present: Brett Geboy, Allen Myren*, Stella Pagonis, Connie Russell, and Gerald Wilkie.

Committee on Finance & Budget Members Present: Jim Dunning, John Folstad, and Dane Zook.

Committee on Finance & Budget Members Present via Cisco WebEx (having voice but no vote): Cory Sisk.

Committee on Finance & Budget Members Absent: Robin Leary.

Ex-Officio Member Present: Nancy Coffey.

Others Present In Person: Finance Director Norb Kirk, Senior Accounting Manager Amy Weiss, Sheriff Dave Riewestahl, Captain Cory Schalinske, Captain Travis Holbrook, Admin. Services Division Manager Katrina Ranallo, and Eric Huse.

Others Present via Cisco WebEx: County Administrator Kathryn Schauf, Assistant to County Administrator Samantha Kraegenbrink, Corporation Counsel Sharon McIlquham, Register in Probate/Clerk of Juvenile Court Susan Warner, Risk Manager Sonja Leenhouts, Financial Analyst Erika Gullerud, and Fiscal Associate Jennifer Prozondek.

Call to Order

The meeting was called to order by Chairpersons Wilkie & Zook 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.

2024 Department Budget Presentations

- **TRY Mediation**
 - Director Todd Johnson presented the 2024 TRY Mediation funding request. The Committees engaged in general discussion about the request.
 - Supervisor Pagonis moved to support the TRY Mediation funding request as presented. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.

- **Register in Probate/Clerk of Juvenile Court**
 - Register in Probate/Clerk of Juvenile Court Susan Warner presented the 2024 Register in Probate/Clerk of Juvenile budget request. The Committees engaged in general discussion about the request.

- Supervisor Russell moved to support the Register in Probate/Clerk of Juvenile Court budget request as presented. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.
- **Sheriff's Office**
 - Sheriff Dave Riewestahl, Admin. Services Division Manager Katrina Ranallo, Captain Cory Schalinske, and Captain Travis Holbrook presented the 2024 Sheriff's Office budget request. The Committee engaged in general discussion about the request.

*Supervisor Myren left at this time.

- Supervisor Pagonis moved to support the Sheriff's Office budget request, with corrections to be made to the performance management section as discussed. The motion **passed** via 4-0 voice vote by the Committee on Judiciary and Law Enforcement.

Future Meeting Date

The next meeting of the Committee on Judiciary and Law Enforcement and Committee on Finance and Budget is a joint meeting scheduled for July 27, 2023 at 3:00 PM.

Adjournment

The meeting was adjourned by Chairpersons Wilkie & Zook at 4:59 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk
Committee on Judiciary and Law Enforcement

Minutes

Joint Meeting - Eau Claire County
Committee on Judiciary and Law Enforcement | Committee on Finance and Budget
Thursday, July 27, 2023 – 3:00 PM
County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI 54703
& Virtual via Cisco WebEx

Committee on Judiciary & Law Enforcement Members Present: Brett Geboy, Allen Myren, Stella Pagonis, Connie Russell, and Gerald Wilkie.

Committee on Finance & Budget Members Present: Jim Dunning, John Folstad, Cory Sisk, Robin Leary, and Dane Zook.

Ex-Officio Member Present: Nancy Coffey.

Others Present In Person: County Administrator Kathryn Schauf, Finance Director Norb Kirk, Senior Accounting Manager Amy Weiss, Human Resources Director Angela Eckman, Financial Analyst Erika Gullerud, Corporation Counsel Sharon McIlquham, Data Analyst Crystal Ruzicka, Chief Deputy Clerk of Court Cherie Norberg, Supervising Judicial Assistant Angela Marinello, District Attorney Peter Rindal, and Eric Huse.

Others Present via Cisco WebEx: Clerk of Court Susan Schaffer, Sheriff Dave Riewestahl, Accountant Linda O'Mara, and Assistant to County Administrator Samantha Kraegenbrink.

Call to Order

The meeting was called to order by Chairpersons Wilkie & Zook at 3:00PM.

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.

2024 Department Budget Presentations

- **Criminal Justice Services**
 - Data Analyst Crystal Ruzicka presented the 2024 Criminal Justice Services budget request. The Committees engaged in general discussion about the request.
 - Supervisor Pagonis moved to support the Criminal Justice Services budget request, with corrections to be made to the performance management section as discussed. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.
- **Circuit Court**
 - Clerk of Court Susan Schaffer presented the 2024 Circuit Court budget request. The Committees engaged in general discussion about the request.
 - Supervisor Myren moved to support the Circuit Court budget request as presented. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.
- **Clerk of Court**
 - Clerk of Court Susan Schaffer presented the 2024 Clerk of Court budget request. The Committees engaged in general discussion about the request.
 - Supervisor Geboy moved to support the Clerk of Court budget request as presented. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.

- **District Attorney**

- District Attorney Peter Rindal and Operations Manager Eric Huse presented the 2024 District Attorney budget request. The Committee engaged in general discussion about the request.
- Supervisor Russell moved to support the District Attorney budget request as presented. The motion **passed** via 5-0 voice vote by the Committee on Judiciary and Law Enforcement.

Future Meeting Date

The next meeting of the Committee on Finance and Budget is scheduled for August 04, 2023 at 3:30PM. The next meeting of the Committee on Judiciary and Law Enforcement is scheduled for August 23, 2023 at 3:00PM.

Adjournment

The meeting was adjourned by Chairpersons Wilkie & Zook at 5:12PM.

Respectfully Submitted:

Eric Huse
Committee Clerk
Committee on Judiciary and Law Enforcement

Overdose Data to Action Community Prevention

Narcan and fentanyl test strip vending machine

Eau Claire County Sheriff's Office & Eau Claire City-County Health Department

The Overdose Data to Action Community Prevention grant came to an end on August 31st. This is the grant that purchased the vending machine, fentanyl test strip kits, signage for the machine, and created educational/instructional handouts for Narcan and fentanyl test strips in English, Spanish, and Hmong.

Numbers from when the vending machine was installed on June 15 – August 31:

- 202 boxes of Narcan nasal spray have been dispensed
- 118 fentanyl test strip kits have been dispensed
 - Each kit has 5 test strips

Handout taken from the side of the vending machine:

- 13 resource packets ([Opioid Overdose Education Booklet \(eauclairewi.gov\)](http://eauclairewi.gov))
- 28 Narcan training handouts in Spanish
- 26 Narcan training handouts in Hmong
- 14 Fentanyl test strip instructions in Spanish
- 2 Fentanyl test strip instructions in Hmong

QR Code scans:

- 10 scans for Narcan instructions in Spanish
- 4 scans for Narcan instructions in Hmong
- 24 scans for Fentanyl test strip instructions in Spanish
- 16 scans for Fentanyl test strip instructions in Hmong
- 8 scans of the QR code on front of the website – linked to our www.GetInvolvedASAP.org website
- 11 scans of the QR code on the Fentanyl test strip kit – linked to the resource packet ([Opioid Overdose Education Booklet \(eauclairewi.gov\)](http://eauclairewi.gov))

Through September 11, 2023, 50 boxes of Narcan have been dispensed. Between Wednesday (9/6) and Monday (9/11) alone, 49 boxes of Narcan were dispensed

FACT SHEET
for Files 23-24/041 and 23-24/042

Resolution 23-24/041 and Resolution 23-24/042 propose changes within the Sheriff's office, jail division, based on the findings of a time study analysis and feedback from interviews. Here's a breakdown of the proposed changes:

1. **Abolishment of Two Vacant Corporal Positions:** The resolution 23-24/041 suggest eliminating two vacant "Corporal" positions within the Sheriff's office, jail division. These positions are currently at a grid placement of 11 according to the new salary structure.
2. **Creation of Two Administrative Sergeants:** In place of the abolished Corporal positions, resolution 23-24/041 proposes the creation of two new positions called "Administrative Sergeants." These roles are deemed necessary due to the findings that 50-75% of the Jail Sergeant team's time is spent on administrative duties. One Administrative Sergeant would focus on master scheduling, and the other would be responsible for managing the Field Training Officers program. These positions are suggested to be placed at a grid placement of 12 based on the job duties, skills, and experience required.
3. **Abolishment of Twelve Vacant Correctional Officer Positions:** Resolution 23-24/042 recommends eliminating twelve vacant "Correctional Officer" positions. These positions are currently placed at a grid placement of 10 according to the new salary structure.
4. **Creation of Twelve Training Corporals Positions:** In place of the abolished Correctional Officer positions, resolution 23-24/042 proposes the creation of twelve "Training Corporals" positions. These Training Corporals would replace the supplemental "Field Training Officer" pay, which has been found insufficient in motivating interest or adequately compensating for increased responsibilities associated with the role. These positions are suggested to be placed at a grid placement of 11 based on job duties, skills, and experience.

The rationale behind these proposed changes is to address primary concerns expressed during exit interviews and stay interviews, which centered around scheduling and training issues. By creating Administrative Sergeants and Training Corporals, it is expected that the Sheriff's Office can better allocate resources and personnel to improve administrative efficiency, scheduling, and employee training and development.

Additionally, these changes are intended to align job roles more accurately with the required skill sets and responsibilities, potentially serving as a career progression and retention strategy for Correctional Officers, all while minimizing the net impact on the current budget.

Fiscal Impact:

As of now, the Corporal position has a starting wage of \$27.08/hr. The fiscal impact would be taking this position to a grade level P in the 2023 grid of \$31.02/hr. which is equivalent to a Jail Sergeant. The fiscal impact would be **\$16,390** $((\$31.02-27.08)*2080)*2$ positions.

Effective 2024, the new starting rate for the Sergeant would be \$33.81/hr at a grid placement of 13 vs. the grid placement of 11 with a starting rate of \$30.09/hr for the corporals. The total fiscal impact would be **\$15,475** $((\$33.81 - \$30.09) * 2080) * 2$ positions

For the (12) Correctional officers that we would be transitioning to “Training Corporals”, the fiscal impact would be just to the 2024 budget as we would still need to development an application process, which won’t likely be confirmed until after January. The wage difference for that would be transitioning a Correctional Officer (grid placement of 10), with a starting rate of \$28.39/hr to a grid placement recommendation of 12 with a new starting rate of \$31.90/hr. The total fiscal impact of this would be **\$87,609.60** $((\$31.90 - 28.39) * 2080) * 12$ positions

Respectfully submitted,

Angela Eckman

Angela Eckman
Human Resources Director

Dave Riewestahl

Dave Riewestahl
Eau Claire County Sheriff

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Committee on Finance and Budget

Dated this ____ day of _____, 2023.

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FACT SHEET
for Files 23-24/041 and 23-24/042

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2. **Creation of Two Administrative Sergeants:** In place of the abolished Corporal positions, resolution 23-24/041 proposes the creation of two new positions called "Administrative Sergeants." These roles are deemed necessary due to the findings that 50-75% of the Jail Sergeant team's time is spent on administrative duties. One Administrative Sergeant would focus on master scheduling, and the other would be responsible for managing the Field Training Officers program. These positions are suggested to be placed at a grid placement of 12 based on the job duties, skills, and experience required.
3. **Abolishment of Twelve Vacant Correctional Officer Positions:** Resolution 23-24/042 recommends eliminating twelve vacant "Correctional Officer" positions. These positions are currently placed at a grid placement of 10 according to the new salary structure.
4. **Creation of Twelve Training Corporals Positions:** In place of the abolished Correctional Officer positions, resolution 23-24/042 proposes the creation of twelve "Training Corporals" positions. These Training Corporals would replace the supplemental "Field Training Officer" pay, which has been found insufficient in motivating interest or adequately compensating for increased responsibilities associated with the role. These positions are suggested to be placed at a grid placement of 11 based on job duties, skills, and experience.

The rationale behind these proposed changes is to address primary concerns expressed during exit interviews and stay interviews, which centered around scheduling and training issues. By creating Administrative Sergeants and Training Corporals, it is expected that the Sheriff's Office can better allocate resources and personnel to improve administrative efficiency, scheduling, and employee training and development.

Additionally, these changes are intended to align job roles more accurately with the required skill sets and responsibilities, potentially serving as a career progression and retention strategy for Correctional Officers, all while minimizing the net impact on the current budget.

Fiscal Impact:

As of now, the Corporal position has a starting wage of \$27.08/hr. The fiscal impact would be taking this position to a grade level P in the 2023 grid of \$31.02/hr. which is equivalent to a Jail Sergeant. The fiscal impact would be **\$16,390** $((\$31.02-27.08)*2080)*2$ positions.

Effective 2024, the new starting rate for the Sergeant would be \$33.81/hr at a grid placement of 13 vs. the grid placement of 11 with a starting rate of \$30.09/hr for the corporals. The total fiscal impact would be **\$15,475** $((\$33.81 - \$30.09) * 2080) * 2$ positions

For the (12) Correctional officers that we would be transitioning to “Training Corporals”, the fiscal impact would be just to the 2024 budget as we would still need to development an application process, which won’t likely be confirmed until after January. The wage difference for that would be transitioning a Correctional Officer (grid placement of 10), with a starting rate of \$28.39/hr to a grid placement recommendation of 12 with a new starting rate of \$31.90/hr. The total fiscal impact of this would be **\$87,609.60** $((\$31.90 - 28.39) * 2080) * 12$ positions

Respectfully submitted,

Angela Eckman

Angela Eckman
Human Resources Director

Dave Riewestahl

Dave Riewestahl
Eau Claire County Sheriff

4 ABOLISHING TWELVE (12.0 FTE) CORRECTIONAL OFFICER POSITIONS IN THE EAU
5 CLAIRE COUNTY SHERIFF'S OFFICE AND CREATING TWELVE (12.0 FTE) TRAINING
6 CORPORAL POSITIONS

7 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director evaluated
8 position vacancies as part of long range strategic plans as well as organizational structure; and
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10 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director assessed job
11 duties and job descriptions and the structure surrounding the departments current workforce; and
12

13 WHEREAS, after review of the needs and structure of the Sheriff's Office, the creation of
14 twelve (12.0 FTE) Training Corporals would better serve the needs of the department.
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16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
17 Supervisors hereby approves abolishing the twelve (12.0 FTE) Correctional Officer Positions in
18 the Sheriff's Office and creating twelve (12.0 FTE) Training Corporal positions.
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20 ADOPTED:

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31 Committee on Judiciary and Law Enforcement

32 Dated this ____ day of _____, 2023.

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46 Committee on Finance and Budget

47 Dated this ____ day of _____, 2023.

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Committee on Human Resources

Dated this ____ day of _____, 2023.