



MINUTES

Personnel and Veterans Service

June 10, 2011
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Jerry Martens and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Boivin, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Roger DeGroot, IS Director Dean Marzofka, Sheriff Jerry Sauve, Jail Administrator Bob Majewski, Tom Bourque, Kathy Cleven, Ellen Hanneman, Library Director Jennifer Thiele, Mariel Carter, Supervisor Cheryl Wruk and Peshtigo Times

1. Call to order

Chair Seefeldt called the meeting to order at 9:30 a.m.

Moment of silent prayer in remembrance of Supervisor Steve Dill

2. Agenda

Motion (Martens/Casper) to approve agenda and addendum. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Casper/Martens) to approve minutes of May 13, 2011. Motion carried.

6. New 2012 Position IS Department – Programmer Analyst

Motion (Casper/Martens) to recommend County Board approve a 2012 additional Programmer Analyst position pending Finance Committee approval. Motion carried.

7. Continuation of Education and Programs Correction Officer Position

Motion (Keller/Martens) to recommend County Board approve the Inmate Education and Program Correction Officer position as a permanent position after federal grant expiration of 08-31-2012. Motion carried. Exhibit A

8. Continuation of Three Correction Officer

Motion (Seefeldt/Casper) to deny the continuation of three correction officer positions funded 50% by federal grant funding, at 100% after federal grant funding extension ends on 08-31-2012. Motion carried. Exhibit B

9. Wisconsin County Mutual Claim Committee Meeting

Report by Supervisor Seefeldt – Discussion only.

10. Human Resources Director's Report

Exhibit C

11. Schedule of Invoices

Committee reviewed June Schedule of Invoices.

12. Future Agenda Items

None

13. Veteran Service Officer Report

- Federal VA and State WDVA Benefits, 2010 final figures, program updates
- Veterans Service Commission expenditures, 2010 final figures, program updates
- M&M DAV Van Transportation Program, 2010 final figures, program update
- CVSO Training, Presentations, Meetings, etc.

14. Adjournment

Motion (Martens/Casper) to adjourn at 11:21 a.m. Motion carried.

Next meeting date: July 8, 2011 at 9:30 a.m.

BobbieJean Boivin
Deputy County Clerk

Date approved/corrected:



OFFICE OF
COUNTY ADMINISTRATOR

ROGER L. DEGROOT
COUNTY ADMINISTRATOR

DATE: June 3, 2011

TO: Personnel Committee & Law Enforcement Committee Members

FROM: Roger DeGroot

RE: Recommendation Regarding Sheriff Department New Position Requests for 2012 Budget

The Marinette County Sheriff has submitted a request to add the following position to the 2012 budget:

1. Inmate Education & Programs Correction Officer

The above position was currently funded through August 31, 2011 by a federal grant. The position would have been eliminated at that time unless an extension to the grant was approved or Marinette County agreed to fund the position. An extension to the grant was requested and has been approved. The extension will fund this position through August 31, 2012.

County's Commitment

	Jan – Aug 2012	Sept – Dec 2012
Grant extended through 08/31/2012	\$0	\$26,400

The only available source for funding this position, after all grant funds are exhausted, is the County tax levy.

I have evaluated this position request as follows:

1. Service provided to Marinette County and residents
2. Additional cost added to annual county budget

Marinette County established a Criminal Justice Coordinating Committee in 2004 because it recognized a need to have a more efficient and effective county criminal justice system. Adding the position of an Inmate Education & Programs Correction Officer was one step taken to improve the system. This position coordinates and develops inmate education programs and opportunities for self improvement. The accomplishments made by this program are quite impressive. I have enclosed information regarding the program as well as some testimonials by Judge Miron and others.

I must also consider the impact adding this position will have on the overall budget of Marinette County. The current uncertainty with the Budget Repair Bill and the State budget makes it difficult for counties within the state to determine what effect the bills will have on the local county budget. Reduction of state revenues to the county is a certainty. The summary above shows financial impact to the county to continue funding this position for 2012 is \$26,400.

Taking all facts into consideration, my recommendation is to fund the position for 2012.

CC: Sheriff Jerry Sauve



Job Title: Inmate Education & Programs Corrections Officer

Department: Sheriff
Position Reports to: Civilian Jail Administrator
Pay Grade Level: To Be Determined
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to coordinate inmate educational requirements and to develop, execute and evaluate programs that serve inmates in order to promote a range of productive and rehabilitative options for use by the criminal justice system. This position will coordinate and collaborate with partnering education agencies, justice system partners, volunteers, transitional agencies, as well as, other agencies to enhance and promote opportunities for offenders through alternative programs aimed to reduce recidivism. This position will also receive work direction from the Administrative Corrections Officer.

ESSENTIAL JOB FUNCTIONS

- A. Develop, implement and coordinate inmate education programs and productive and rehabilitative programs and evaluate effectiveness.
- B. Develop, implement and enforce inmate education program rules and policies for inmates, jail, tutors and incoming agencies.
- C. Coordinate applicable services with individuals/agencies.
- D. Perform inmate assessments to determine program eligibility.
- E. Ensure court ordered inmate participation and participate with court proceedings.
- F. Refer inmates to appropriate community and educational resources.
- G. Monitor inmate participation and outcomes.
- H. Complete required paperwork/documentation and track inmate program information for grant and other reporting.
- I. Locate, arrange and monitor inmate activities at work sites.
- J. Assist the Criminal Justice Coordinating Committee at scheduled meetings as needed.
- K. Research issues of concern and submit the results to the Jail Administrator and Administrative Corrections Officer and report to committees when required.
- L. Perform inmate reclassifications.
- M. Develop, train, coordinate and stabilize program volunteer pool.
- N. Expand community awareness of programs and research the availability of grant/scholarship funding and provide information to Jail Administrator.
- O. Maintain the inmate library.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Implement grant goals in accordance with grant timeliness and reporting requirements.
- C. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- D. Maintain knowledge of classroom management techniques and instructional methods.
- E. Operate modern office equipment.
- F. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- G. Communicate orally and in writing effectively.
- H. Present information to management, small groups and individuals.
- I. Respond to sensitive inquiries, complaints or questions from a group or individual setting.
- J. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- K. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- L. Possess excellent public relation skills.
- M. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- N. Requires knowledge of legal compliance regarding prisoner rights.
- O. Must be familiar with standard correctional procedures.
- P. Maintain a level of awareness and good judgment at all times.

- Q. Move quickly to any unusual disturbance.
- R. Intervene during aggressive situations with program inmates.
- S. Define problems, collect data, establish facts and draw valid conclusions.
- T. Add, subtract, divide and multiply.
- U. Memorize and retain information over long and short periods of time.
- V. Apply attention to detail.
- W. Apply procedures and interpret instructions accurately.
- X. Plan and monitor assigned activities.
- Y. Prioritize multiple tasks and meet scheduled deadlines.
- Z. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- AA. Work as team player in the absence of or with minimal supervision.
- BB. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent.
- B. Prefer an understanding of Adult Basic Education functioning levels and DPI-WI regulations.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Must not have been convicted of a felony.
- E. Requires 70% tested proficiency on State of Wisconsin Jail Officer Exam.
- F. Requires Jail Officer Certification within one year of hire.
- G. Requires Time System Certification, CPR Certification and other State and County required certifications.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors but in the confines of a vehicle.
- C. Operate a municipal vehicle to perform duties.
- D. Work an 8-12-hour day with no scheduled breaks.
- E. Work in wet or humid conditions.
- F. Work with long periods of solitary work.
- G. Work in client homes and the community as needed.
- H. Travel to all county workstations on an as needed basis.
- I. Deal with challenges and criticism on a regular basis.
- J. Interact with abusive, difficult, stressed, intoxicated, drug influenced and/or mentally ill individuals.
- K. Work in fast-paced high-pressure situations.
- L. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Stoop, kneel, crouch or crawl frequently.
- E. Bend, squat, stretch, and twist frequently.
- F. Lift and/or carry up to 50 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Perform Civilian Corrections Officer duties during emergency situations.
- D. Attend trainings when required.
- E. Participate in department meetings when requested.
- F. Testify in court when required.
- G. Maintain all certifications and training requirements.
- H. Maintain state statutory responsibilities.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 08/09, 09/09, 10/09
Approved: 10/02/2009 County Administrator
10/05/2009 Governing Committee
10/06/2009 Job Description/Position pending Evaluation

Marinette County Sheriff Department
Jail Inmate Education, Programs & Corrections Enhancement Project
2009-SD-B9-0224

The \$530,543 Category 3 Rural Law Enforcement to Enhance Rural Corrections grant awarded to Marinette County Sheriff Department is to increase staff levels to improve the coordination and delivery of Jail Inmate Education programs. The timeframe of the grant awarded is 9/1/09 through 8/31/11. The project is to provide comprehensive inmate education and programming utilizing incarceration time to assist in breaking the cycle of recidivism through increased education and coping skills which allows inmates to become more productive community members, increases employability, and improves life skills. The funded project will end, without extension, on 8-31-11. We are respectfully requesting a one year extension of this grant until August 31, 2012 so we are able to achieve the deliverables and outcomes stated in our application. The major deliverables are to 1) continue employment of the full-time Inmate Education & Programs Corrections Officer 2) ensure jail safety by increase of three half-time Corrections Officers to full-time status to ensure the safety of staff, partnering agencies and inmates and 3) provide comprehensive education opportunities for incarcerated inmates to increase employability and to reduce criminal behaviors and recidivism. Our project's implementation was delayed due to release of funds in January 2010 and the time to implement the project by following the protocols required by County and federal governments for hiring and purchasing of services and goods. We are a little more than 50% complete with our project. Consequently we need the additional one year time to achieve the objectives as stated in the grant application. We have sufficient funds remaining in our budget to extend the grant until August 31, 2012. As of 3-31-11 we have \$298,797 (our average per quarter expenditure is \$46,349) remaining of the \$530,543 awarded. The amount remaining will provide sufficient funds to extend this worthy project until 8-31-2012.

Justification for Permanent Position - Inmate Education & Programs Corrections Officer (Post Grant)

The Marinette County Sheriff's Department was awarded a two year, \$531,000 federal rural corrections enhancement grant in September 2009. The award provides comprehensive inmate education and programming utilizing incarceration time to assist in breaking the cycle of recidivism through increased education and coping skills. This allows inmates to become more productive community members, increases employability, and improves life skills. The project award created a full-time inmate education & programs officer and increased three 50% Correction Officer Positions to full-time. One of the conditions of the grant award was that the County would make a good faith effort to retain these positions upon completion of the grant.

The Sheriff's Department is respectfully requesting that the Inmate Education & Programs CO (IEPCO) remain as a permanent position after conclusion of the federal grant due to end on August 31, 2011. A grant extension will be requested and may occur, but is not guaranteed. We estimate, if the extension is granted, funding will continue through June 30, 2012.

The main duties of this job (see attached Job Description) are:

- Develop, implement, and coordinate inmate education and rehabilitative programs
- Perform inmate assessments to determine program eligibility
- Ensure court ordered inmate involvement and participate with court proceedings
- Coordinate applicable services with individuals/agencies
- Develop, implement, and enforce inmate education program rules and policies for inmates, jail, tutors and incoming agencies
- Increase collaboration and program awareness with members of the Criminal Justice Coordinating Council (CJCC), the Northeast Wisconsin Technical College (NWTC), Marinette High School, Bay Area Work Force Development, local support agencies, and other partners

The grant award has allowed us to hire a full-time Inmate Education and Programs Corrections Officer (IEPCO) to coordinate and develop inmate education programs and opportunities for self-improvement within the County Jail. With a fulltime IEPCO collaboration has increased tremendously with the Northeast WI Technical College, partnering agencies, and area groups to enhance the development of inmate educational, self-help and transitional opportunities. As a result, many additional educational and program opportunities for Marinette County inmates are occurring with significant progress being made and barriers to education and self-improvement are being removed. Traditionally Marinette County is a conservative area and has been much better at punishing rather than offering the opportunity for rehabilitation and has been slow to change this mode of operation and attitude. The County, through establishment of the CJCC in 2004, recognized the need to make

changes to promote a more efficient and effective criminal justice system. After more than a year the CJCC was still struggling with questions as to their value and effectiveness in improving collaboration throughout the criminal justice system. After a technical assistance study was requested and conducted by the National Institute of Corrections (NIC), the CJCC identified four main areas of concern: 1) Prevent rather than simply punish crime 2) Stop the "revolving door" 3) Reduce "sit time" in Jail by utilizing incarceration time to provide programs and 4) Increase the efficiency of the criminal justice system by changing and trying new methods. The top priority was the provision of GED and education services for jail inmates. Prior to the receipt of the grant award the inmate education programs being offered *lacked coordination* and *were floundering*. The Marinette County Criminal Justice Coordinating Committee wanted these programs but could not fund them. With this grant award, and the full-time IEPCO coordinating the programs, the County is experiencing the many life changing and cost effective benefits to providing programming for inmates in the Jail's facilities. Additionally new direction and purpose has been given to the Criminal Justice Coordinating Committee along with multiple accomplishments made possible by the grant award.

A few of the accomplishments and 11 programs initiated this past year by the grant funded IEPCO position are:

- **GED program** expanded and NWTC instruction hours doubled
- **Addendum test site** in the jail was established, so all GED tests can be taken at the jail; eliminating transport by Corrections Officer to the local campus
- **Onsite Jail General Equivalency Diploma (GED) Testing** (comprised of 5 tests including math, reading, writing, social studies, and science) in:

2010

- 21 GED completions achieved (4 with Honors)
- 100 GED individual tests completed
- 6 GED graduates are attending Technical College
- 11 Jail programs added, served **2,911** participants

2011 (1/20/11 through 3/10/11)

- 6 GED completions achieved (1 with Honors), and
- **Project 30 + GED completions for 2011, minimum 43% increase over 2010**
- 29 GED individual tests completed
- 12 Jail programs served **661** participants (1/1 to 2/28/11)
- **Incarcerated Youth Education Program** partnership coordinated with Marinette HS and Dept. of Public Instruction to ensure education continuity and appropriation instruction for incarcerated youth
 - 3 High School Diplomas awarded to Incarcerated youth
 - 1 enrolled at UW Fox Valley

- **“Work Certified”**, a three week program aimed at improving employability skills provided by WI Job Center. Two sessions were held in the Jail this year.
 - 16 inmates completed the course and received employability skills “work” certification
- **Onsite financial advisory visits** twice monthly by Technical College advisors to expedite registration and financial aid information removing that barrier to inmate continuing education
- **“Cage Your Rage”** an anger management program to address inmate anger issues, 17 completions
- **“Stinking Thinking,”** a program aimed at changing criminal thinking, facilitated by a volunteers, and DVD set purchased with grant funds, 17 completions
- **“Love and Logic,”** parenting classes to improve inmate parenting skills, 18 completions
- **“Narcotics Anonymous,”** provided by two volunteers for males and females
- **“Safe Sex”**, a program giving information on birth control, Sexually Transmitted Diseases, Hepatitis, etc. facilitated by a counselor from NEWCAP
- **“Story Time”**, with books donated from Stephenson Library, and DVD’s purchased with grant money. The parent (inmate) is videotaped reading age-appropriate books to their child, and then the DVD and the books are sent to the child
- **“Veterans Services”**, connected incarcerated inmates with services offered by WI Job Center
- **Marinette High School, NWTC, Marinette County Highway Dept., Bay Area Workforce Development Board, WI Job Center, Probation and Parole, Goodwill Industries, Habitat for Humanity, Stephenson Public Library, Volunteer Tutors, and Religious Groups** collaborations established to promote inmate education

Prior to receiving the grant award, the inmate education programs being offered *lacked coordination* and *were struggling*. The Marinette County Criminal Justice Coordinating Committee wanted these programs but did not fund them. The IEPSCO provides needed facilitation of inmate education programs, program scheduling, coordinates jail agreements, budget development and grant reporting.

To understand the justification for the Inmate Education & Programs CO, please consider the characteristics of Marinette County and the Marinette County Jail:

- Approximately **45%** of inmates entering our facility are **without H.S. diplomas or equivalency**, vs. a **17%** rate for Marinette County’s general population
- Approximately **83%** of inmates entering our facility have **Alcohol & Drug (AODA)** issues
- **Majority** of inmates have **anger** issues
- **Approximately 50%** of inmates booked each year are under age **30**

- **Salary & benefit cost to house a Marinette County inmate for 2010 was \$20,183/yr or \$55.30/day, without any physical facility costs factored in (see attachment 1)**
- Jail Average Daily Population has risen **39% from 79.4 for 2004 to 109.97 for 2010** with the Jail at near capacity at times (see attachment 1)
- Inmates who earn a GED are 8.7% less likely to recidivate and 70% are successful after release translating to reduced future incarceration costs for the community (Florida Dept. of Corrections study)
- Unemployment rates; 9.8% in Jan 09, 12.2% Jan 10 and 9.7% Dec 10, even those with an education have struggled to obtain employment and without an education, employment prospects are minimal.

Programming is an essential part of jail operations and increases success in proper jail management. There has been an increasing need to improve programming within the jail setting for inmates to prepare for reintegration in the community. Programming helps to prepare and educate the inmate in essential living and life skills that can enable them to succeed and not re-offend (recidivate). Inmate programs serve to keep inmates occupied and support the correctional philosophy that "We keep them engaged in positive activities" or "They keep us busy with negative activities." Programs help provide security because inmates are involved in constructive versus destructive behaviors such as vandalism to jail property, conflicts with inmates and staff and other negative behavior.

There are many reasons; both fiscal and social, justifying and supporting the need for a permanent Inmate Education & Programs Correction Officer. There is the potential for tremendous savings to taxpayers in terms of reduced recidivism and reduced costs of incarceration, and also in costs of the police, judicial and social service systems not to mention the pain and cost to their victims. To the extent a permanent Inmate Education & Programs CO will aid in reducing recidivism it takes less than **4 inmates per year** (if incarcerated the full year) steered from return to Jail to pay the approximate **\$80,000/yr** cost of this position (cost per inmate per year of **$\$20,183.99 * 4 = \$80,735.96$**). Based on the results and successes of the past year because of this position we can reasonably predict from other studies that this position will save taxpayers money in the form of reduced recidivism. More importantly inmates who no longer commit crimes and become gainfully employed **pay taxes and support their families**. A further benefit of inmate educational & behavioral programs is to break the cycle of **multi-generations** of families becoming inmates of the Marinette County Jail and becoming a continued strain on the County's taxpayers. This position is a good investment for County taxpayers. The Sheriff Department is respectfully requesting that the Inmate Education & Programs CO remain as a permanent position after conclusion of the federal grant.

RHONDA MENOR, CRR
Official Court Reporter



STEPHANIE VANIDESTINE
Judicial Assistant

MARINETTE COUNTY
CIRCUIT COURT BRANCH I
DAVID G. MIRON
Circuit Judge

March 25, 2011

Marinette County Board

RE: Inmate Education & Programs Corrections Officer

Dear Members of the County Board:

In approximately 2004, the Marinette County Board created the Criminal Justice Coordinating Committee in an effort to review all aspects of the criminal justice system and attempt to determine ways in which we could reduce the number of inmates at the Marinette County Jail, consistent with the safety of the citizens of this county.

For several years, our committee floundered, not because of a lack of good ideas, but because of the lack of money to effectuate any real change. We noticed, however, that many of the young inmates at the Marinette County Jail did not have a high school diploma. The committee recognized the problem that this causes for society as well as the individuals themselves. The committee then began to speak with Pat O'Hara at NWTC, who was more than willing to partner with the jail to begin an in-house GED program. Officials at the Marinette County Jail embraced this wholeheartedly and began to use existing staff to assist wherever possible. Through some additional resources from NWTC, they were able to spend additional time at the Marinette County Jail. As you can see from the other information provided by the Sheriff, the GED program took off beyond all expectations. We are not only graduating many individuals from the GED program, those individuals are going on to take additional training at NWTC when they are released from custody.

As you can see from the programs listed on the Sheriff's application, this simple idea of addressing the GED needs of the inmates has grown to now include many programs to assist inmates with the transition back to the community. Many inmates have alcohol and drug issues, as well as anger control issues. Most, if not all, of these programs are conducted without any county money whatsoever. Many of the individuals who meet with inmates do so on their own time.

March 25, 2011

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Recently, a grant was obtained to create the Inmate Education & Programs Corrections Officer. This position is absolutely vital to the continued success of the programs being offered at the Marinette County Jail. Quite simply, these programs will not be in place at the jail unless there is someone, on a fulltime basis, to coordinate these activities. The corrections officers assigned to their regular duties do not have the time to oversee all of these programs.

Some people may argue that we should not be providing these programs to people at the jail. Perhaps they will say that we should not be spending our resources to provide the type of education and counseling that we provide. This type of thinking, however, is directly opposite to the reason that the Marinette County Board created the Criminal Justice Coordinating Committee. We were charged with the task of coming up with creative ways of dealing with our inmate population in an effort to reduce recidivism so that the number of Marinette County Jail inmates would not continue to increase.

We have all seen the steady increase in inmates over the years and recognize the need to stem that flow. Marinette County has now begun to take the appropriate steps necessary to reduce recidivism within our county. If we can get to these individuals early on during their first stay at the Marinette County Jail, we can make and are making positive changes to their lives such that they hopefully, will not commit new crimes in the future. In the long run, these programs and this position will save the county money.

One goal is to reduce society's costs by decreasing crime, be it at home or in the general community. Another goal is to assist these inmates in becoming productive members of society by obtaining a basic education, life skills and job skills. At this time, Marinette County is a model for the state. It may seem strange that a small county from northeastern Wisconsin has taken a lead in the state on this problem. However, this is exactly what you asked us to do and we have done so. It is now time for the Marinette County Board to make this position permanent so that it is not subject to the vagaries of the grant process.

To that end, I encourage you to grant Sheriff Sauve's new personnel request to continue the position of Inmate Education & Programs Corrections Officer.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Miron", written over a horizontal line.

David G. Miron
Circuit Judge

DGM/sv

To Whom It May Concern:

The Northeast Wisconsin Technical College – Marinette Campus is in full support of Marinette County's continuation of the Inmate Education & Programs Correction Officer Position. NWTC has been a full partner with Marinette County in the initial development and implementation of Basic Education/GED services at our county jail. NWTC funds instructional costs of the program with budget dollars approved by the college board of directors. NWTC – Marinette initially offered educational services through video conferencing. In Fall, 2007, NWTC added three hours of on-site instruction. At that time, with more in-person interaction, success noticeably increased. In Fall, 2008, three additional on-site hours were added with the same effect. The Marinette County grant added an additional six hours of on-site instruction and the position of Inmate Education & Programs Corrections Officer. With the addition of this position, inmate enrollments and attendance have swelled.

NWTC – Marinette also serves as the GED test site for the area. It is extremely important that jail students are able to test, when ready, to maintain interest and meaningful progress toward their GED Diploma. Through the coordination of the Inmate Education Officer, GED graduations rose to 23 last academic year and look to be as many as 20 diplomas earned this academic year. In this past two years, with the assistance of a coordinator, approximately 70% of the inmate students completed their GED Diploma.

The results of this educational collaboration between NWTC and the Marinette County Jail have exceeded expectations. In addition to the GED success, NWTC currently has seven former inmates enrolled in college level credit courses.

Education is a great equalizer in our society. Many incarcerated individuals are lacking an adequate education to succeed in main stream society. NWTC supports, as a full partner, Marinette County's efforts to aid our jail residents in accessing educational services that will lead to more opportunities to develop as contributing members of society. The Inmate Education & Programs Corrections Officer plays a critical role in directing the success of this program.

Sincerely,



Patrick O'Hara, Campus Dean



Bay Area Workforce Development Board

*317 W. Walnut St.
Green Bay, WI 54303
(920) 431-4100
Fax (920) 431-4101
www.bayareawdb.org*

March 14, 2011

On behalf of the Bay Area Workforce Development Board I want to thank the Marinette County Sheriff's Department for the opportunity to partner in the provision of a recidivism prevention program. The program has an agreement from the state Department of Corrections for \$100,000 a year for 3 years. The continuation of the funding is based on the success of the previous year. We have found the law enforcement community in Marinette to be extremely helpful and proactive in this pursuit. This includes the Sheriff's Department, the judges, district attorney's office, probation office, public defender and especially Ellen Hanneman, the inmate education and programs corrections officer. The coordination the inmate education and program's correction officer provides is crucial to the success of the recidivism prevention program. Marinette County Jail is the first Wisconsin County Jail to implement this program. The coordination provided by the inmate education program's correction officer was a major factor in Marinette County being chosen as the position helps ensure success of the program. Marinette's approach of funding this position coupled with our funds for the provision of pre-release and post release services will greatly reduce the number of inmates returning to the corrections system saving the county money and members of the community the pain that victims of crimes suffer.

I sincerely hope we will be able to continue this partnership and look forward a long and successful program.

Sincerely,

A handwritten signature in cursive script that reads "Betty Gregory Paasch".

Betty Gregory Paasch
Program Operations Manager
Bay Area Workforce Development Board



School District of Marinette

Department of Student Services

2139 Pierce Avenue

Marinette, WI 54143

Cynthia Russell Smith
Director of Student Services
715-735-1409
crsmith@marinette.k12.wi.us

March 21, 2011

Robert Majewski
Jail Administrator
Marinette County Law Enforcement Center
2161 University Drive
Marinette, WI 54143

Dear Bob:

I am writing this letter as an endorsement for the Inmate Education and Programs Corrections Officer position. Since the inception of the cooperative educational program between the School District of Marinette and the Marinette County Jail, I have found this position to be critical as we work together toward providing valuable and effective services to the school-aged incarcerated students. The position serves as the perfect liaison between the District and the Jail, providing a global perspective of the students' overall educational needs and ensuring necessary educational and emotional support for the students.

Ellen Hanneman has been a vital link to the success of the program. She communicates well with school personnel and serves as a valuable team player with the District on behalf of the students.

Our hope is that you will continue with this vital position in the future, as it is our belief that the students' success – and the goal of minimizing recidivism --- is dependent on the continuation of this role. This position offers essential support for students and successful linking of educational services between the Marinette School District and the Marinette County Jail.

Please feel free to contact me if you wish to discuss this further.

Sincerely,

Cynthia Russell Smith
Cynthia Russell Smith, MSE

March 28, 2011

Bob Majewski, Jail Administrator
Marinette County Jail
2161 University Avenue
Marinette, WI 54143

Dear Mr Majewski,

The Marinette-Menominee Jail Outreach has appreciated the addition of the full-time Jail Program Coordinator to the staff of the Marinette County Jail. This shows an intentional, proactive approach by the Jail to the issues of recidivism.

The Jail Outreach has 35 volunteers, is seven years old, and conducts over 1,000 meetings with individual inmates each year, each meeting for about 30 minutes one-on-one. In addition, the Jail Outreach conducts several six-week Cognitive Thinking courses throughout the year with classrooms of inmates in the Marinette Jail. After inmates are released, we also work with former offenders by helping them transition back into the community as productive members of society by helping them find jobs and pay college tuition, and we provide Support Group meetings in the community to ensure accountability. And the Jail Outreach is incorporated and tax-exempt, and does NOT receive or accept any government funds or tax-payer money.

The jail's position of Program Coordinator has done more, from our perspective, than anything else that the jail does to making anti-recidivism programs possible and effective. Corrections Officer Ellen Hanneman has held this position for over one year, and her contribution has provided opportunities, motivation, and coordination necessary to reap the benefits of many volunteer efforts. As such, the cost-benefit ratio is phenomenal, and demonstrates the wisdom of maintaining her position. Without her communication between inmates, corrections officers, and volunteers, we believe that not only would our efforts have been less effective, it may have been impossible. By making this position full-time, you are sending a message to the entire jail staff that the Jail Administrator is concerned and serious about recidivism and is doing something about it. And for the cost of one employee, you are receiving the efforts of dozens of professional non-paid volunteers, including educators, medical and mental health professionals, business owners, and even retired law-enforcement officers who serve in the Jail Outreach.

The Marinette-Menominee Jail Outreach hopes that this position remains full-time.

Sincerely,

Warren Waddell
Secretary/Treasurer
Marinette-Menominee Jail Outreach, Inc
PO Box 892, Menominee, MI 49858
email: Transform@JailOutreach.net

cc: James Langteau, Executive Director, Marinette-Menominee Jail Outreach, Inc
Ellen Hanneman, Marinette County Jail Program Coordinator



**MINUTES
LAW ENFORCEMENT COMMITTEE**

Monday, April 4, 2011
1:15 p.m.

2161 University Drive, Marinette, WI
Law Enforcement Center Conference Room

Members Present: Mike Behnke, Paul Gustafson, Ken Keller and Cheryl Wruk
Excused: Ken Mattison
Others Present: Sheriff Jerry Sauve, Chief Deputy Jim Hansen, Emergency Management
Eric Burmeister, Communications Director Terry Zimmerman,
Jail Administrator Robert Majewski, Business Manager Kathy Clever,
Ellen Hanneman, Pat O'Hara-NWTC Campus Dean, Dave Thibodeau,
Peshigo Times and Secretary Fae Olson.

1. Call to order. Roll call.

Ken Keller called the meeting to order at 1:15 p.m. Roll call taken.

2. Approve/Amend Agenda Items.

MOTION (Behnke/Gustafson) to approve the Agenda as presented. Motion carried.
No negative vote.

3. Approve/Amend Minutes of March 17, 2011.

MOTION (Wruk/Gustafson) to approve the Minutes as written. Motion carried.
No negative vote.

4. Public Comment.

NWTC Campus Dean Pat O'Hara commented on the impact of inmate education program and encouraged the continuation of Inmate Education & Program Correction Officer position.

5. Dispatch Update.

- 2010 vs. 2011 Dispatch Calls Comparison.
- 911 backup server delivered and ready for installation.

6. Jail Update.

- Population report.
- Two Corrections Officers on FMLA.
- Working with HR to update CO eligibility list.
- Annual Jail inspection April 19, 2011.
- Sheriff Sauve and Administrator Majewski were on panel discussion for Regional Symposium on Reducing Repeat Criminal Offenses, April 1, 2011.
- Inmates sent to prison from county jail: 2008 (75), 2009 (93), 2010 (113).

7. Special hazards/dive operations trailer.

MOTION (Behnke/Wruk) to approve Emergency Management request to open bids on Monday, April 11, 2011 at 9:00 a.m. in Law Enforcement lobby for special hazards/dive operations trailer and Special Meeting scheduled to approve purchase of trailer on Tuesday, April 19, 2011 at 8:30 a.m. in Courthouse conference room. Motion carried. No negative vote.

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April 4, 2011

8. Emergency Management Update.

- Grant Updates.
- Burmeister presenting at Wisconsin Counties Association Conference April 18th.

9. Continuation of Inmate Education & Programs Correction Officer position.

MOTION (Gustafson/Wruk) recommendation to Personnel Committee, Finance Committee and County Board to continue Inmate Education & Programs Correction Officer position, funded 100% by federal grant funding, after federal grant funding, plus extension, ends (federal grant funding to end 8/31/11, with potential extension to 6/30/12). Motion carried. No negative vote. (Attachment A)

10. Continuation of three Correction Officer positions.

MOTION (Behnke/Gustafson) recommendation to Personnel Committee, Finance Committee and County Board to continue three Correction Officer positions, funded 50% by federal grant funding, at 100% after federal grant funding, plus extension ends (federal grant funding to end 8/31/11, with potential extension to 6/30/12). Motion carried. No negative vote. (Attachment B)

11. Transfer to purchase and install acoustical tile panels in Jail multi-purpose room.

MOTION (Behnke/Wruk) recommendation to Finance Committee and County Board to approve \$16,000.00 transfer from Jail Assessment Fund to purchase and install acoustical tile panels for Jail multi-purpose room. Motion carried. No negative vote.

12. Advertise for purchase and installation acoustical tile panels.

MOTION (Wruk/Gustafson) recommendation to Buildings and Property to advertise for proposals to purchase and install acoustical tile panels for Jail multi-purpose room, with funding from Jail Assessment Fund. Motion carried. No negative vote.

13. Sheriff's Report.

- Overtime Report.

14. Financial Report.

MOTION (Wruk/Gustafson) to recommend to Finance Committee \$4,950.00 transfer from Federal Jail Grant Revenue to Jail Equipment and Materials Acquisition for gym wall padding. Motion carried. No negative vote.

Committee reviewed March 2011 Schedule of Invoices totaling \$158,008.74.

MOTION (Behnke/Wruk) to approve accounts to be turned over to M&M Credit Collection Agency in the amount of \$26,431.48 for Inmate Board Accounts. Motion carried. No negative vote.

15. Future Agenda Items.

Approval of trailer bids at special meeting on April 19, 2011.

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16. Next Meeting Date.

*Tuesday, April 19, 2011, 9:00 a.m. – special meeting to approve trailer bids.
Monday, May 9, 2011 at 1:15 p.m.*

17. Tour of Mobile Command Unit.

The committee toured the mobile command unit before adjourning. No business conducted.

18. Adjourn.

MOTION (Keller/Gustafson) to adjourn at 2:19 p.m. Motion carried. No negative vote.

Respectfully submitted,
Fae Olson, Secretary

Date approved/corrected:



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	County of Marinette	Project Period:	09/01/2009 - 08/31/2012
Grantee Address:	1926 Hall Avenue 2161 University Drive MARINETTE, 54143	Program Office:	BJA
Grantee DUNS Number:	07-996-6339	Grant Manager:	Yolaine Faustin
Grantee EIN:	39-6005718	Application Number(s):	2009-F8715-WI-SD
Vendor #:	396005820	Award Number:	2009-SD-B9-0224
Project Title:	Jail Inmate Education, Programs, and Corrections Enhancement Project to provide comprehensive inmate education and programming utilizing incarceration time to assist in breaking the cycle of recidivis		Award Amount: \$530,543.00

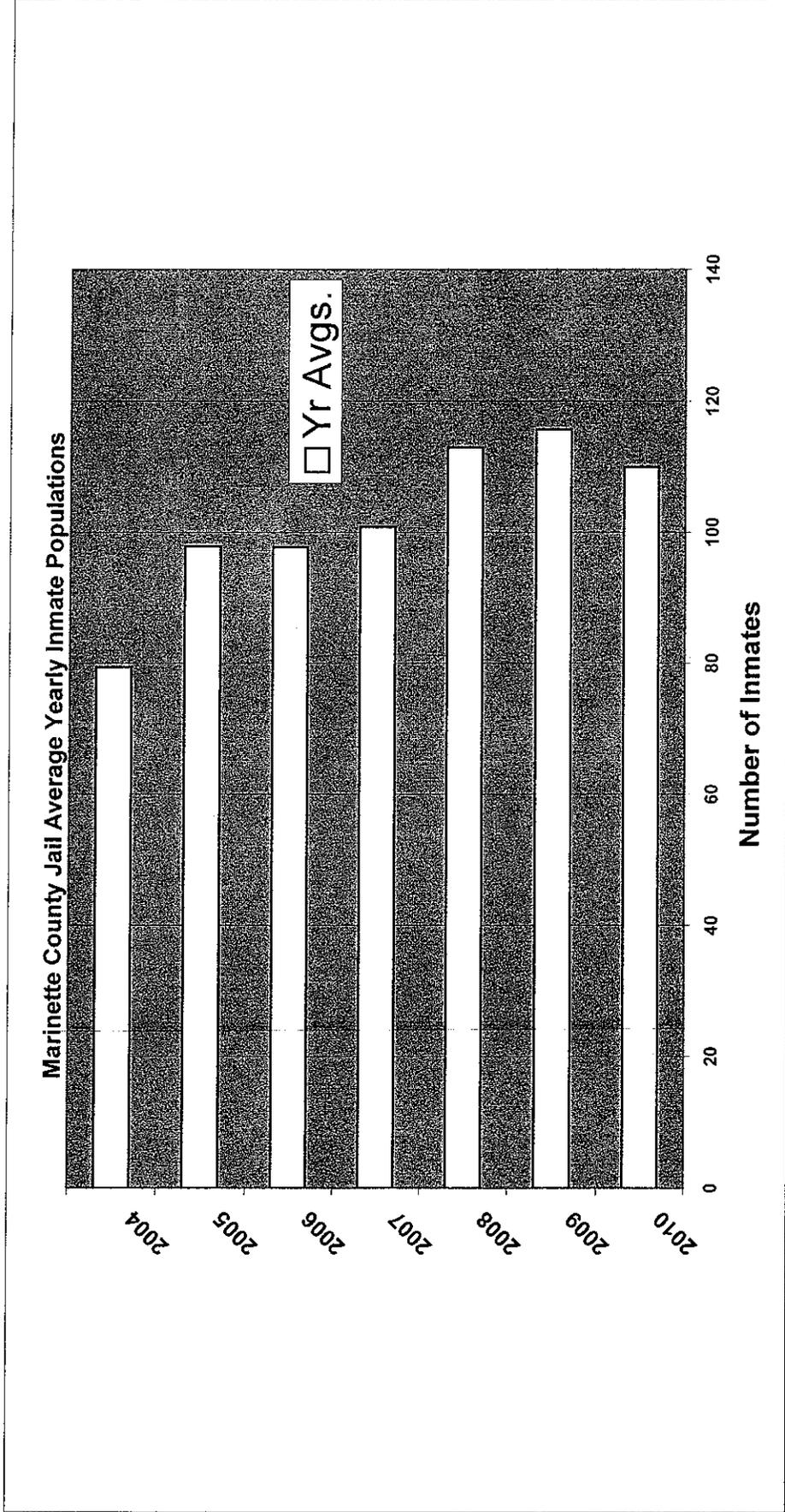
Change Project Period			
Current Grant Period:	Month: 23 Day: 30	New Grant Period:	Month: 35 Day: 30
Project Start Date:	09/01/2009	*New Project Start Date:	09/01/2009
Project End Date:	08/31/2011	*New Project End Date:	08/31/2012
*Required Justification for Change Project Period:			
Marinette County Sheriff Department Jail Inmate Education, Programs & Corrections Enhancement Project 2009-SD-B9-0224			
Attachments:			
None			
<input type="button" value="Print"/>			
Audit Trail:			
Description:	Role:	User:	Timestamp:
* Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	06/01/2011 12:00 PM
Submitted	PO - Grant Manager	kathycleven	05/18/2011 3:37 PM
Draft	EXTERNAL - External User	kathycleven	05/18/2011 3:37 PM

<u>Jail Salaries & Benefits</u>										Attachment 1	
Marinette County Inmate Costs		2009		2010							
Salaries & Benefits Only		\$ 2,092,700		\$ 2,219,634							
Average Daily Population (ADP) for Year		115.72		109.97							
Salaries & Benefits Cost Per Inmate, Per Year		\$ 18,084		\$ 20,184							
Salaries & Benefits Cost Per Inmate, Per Day		\$ 49.55		\$ 55.30							
Average Monthly Jail Population		2010		2009		2008		2007		2006	
January		116.3	107.0	111.7	93.8	95.3	69.4	81.1	104.8		
February		126.2	107.7	106.2	89.2	103.9	81.0	104.8	96.7		
March		123.4	110.5	112.4	98.6	91.4	92.8	91.3	83.8		
April		126.3	108.0	110.7	96.2	80.2	102.3	91.3	83.8		
May		120.7	105.6	111.6	100.7	90.7	106.5	83.8	77.6		
June		114.1	120.4	110.0	108.3	93.1	106.4	77.6	76.8		
July		103.9	130.6	111.4	109.2	101.5	105.3	76.8	82.8		
August		101.0	120.1	108.5	110.8	106.0	109.2	82.8	70.0		
September		99.3	118.3	118.4	111.1	106.3	112.9	70.0	67.2		
October		93.3	128.1	123.2	120.0	106.7	108.5	67.2	64.7		
November		95.2	118.2	119.1	114.6	106.2	95.9	64.7	55.9		
December		100.0	114.0	112.3	105.4	91.8	84.7	55.9			
Yr Average ADPs		109.97	115.72	110.3	100.8	97.8	97.9	79.4			
% Increase from 2004		39%	46%	39%	27%	23%	23%	0%			

Marinette County Avg. Monthly Jail Populations

Base Yr.

Average Daily Populations	2010	2009	2008	2007	2006	2005	2004
Yr Avgs.	109.97	115.72	112.95	100.85	97.77	97.90	79.40
% Increase from 2004	38.5%	45.7%	42.3%	32.0%	23.1%	23.3%	0





OFFICE OF
COUNTY ADMINISTRATOR

ROGER L. DEGROOT
COUNTY ADMINISTRATOR

DATE: June 3, 2011
TO: Personnel Committee & Law Enforcement Committee Members
FROM: Roger DeGroot
RE: Recommendation Regarding Sheriff Department New Position Requests for 2012 Budget

The Marinette County Sheriff has submitted a request to add the following position to the 2012 budget:

1. (3) Civilian Corrections Officers from 50% to 100%

The above position is currently funded through August 31, 2012 by 50% federal grant and 50% county tax levy. The Sheriff requested that the county maintain full time status for these positions once the grant is finished. Marinette County would have to increase the annual budget to fund this request.

The current uncertainty with the Budget Repair Bill and the state's budget makes it difficult for counties within the state to determine what effect these bills will have on the local county budget. We do know that state revenues to counties will be decreased if the bills are passed in their current form.

Taking the facts into consideration, my recommendation is to continue these positions at full time until August 31, 2012 when funds will be fully expended. The decision to continue funding these positions at county expense can be made at that time.

CC: Sheriff Jerry Sauve

Justification for 3 Part-Time Correction Officers to Remain Full-Time

The Sheriff Department is respectfully requesting that the three (3) -50%, half-time, Correction Officers be permanently increased to full-time after conclusion of the federal grant on August 31, 2011. A grant extension will be requested and may occur, but is not guaranteed. We estimate, if the extension is granted, funding will continue through June 30, 2012. Prior to the grant, (3)-50%, half-time, CO positions existed. The federal grant is due to end August 31, 2011 with the possibility of extension until mid-year 2012. Whenever the grant ends the need for these positions will continue and be critical to the safety and security of the jail staff and inmate population.

The reasons justifying and supporting the need for the increase from part time Correction Officers to full-time are stated below:

- Lack of sufficient jail staffing levels and increase in inmate population. As part of the “transition” to the current jail facility in 2003/2004, a proposed staffing level of **28 Full-Time Equivalents (FTEs)**, including Administrator, Supervisors and Correctional Officers, was recommended by Allied Correctional Services and agreed upon. The actual staffing allowed, prior to the grant, was 24 full-time and 3 part-time (20 hrs. or 1.5 FTE) for a total of **25.5 FTE** or **2.5 FTE** below the recommended level. The facility has continued to operate at that staffing level as the Average Daily Population (ADP) has increased **39%** to **109.97 (2010)** from **79.4 (2004)** resulting in substantial increases in workload demands. With the grant adding 1.5 FTEs for a 2 year period, the Jail remains 1.0 FTE under the mutually agreed upon staffing recommendation and will drop back to 2.5 FTE below the recommendation if this request is not granted. (*Bowker Staffing Needs Update*)
- Security issues surrounding use of the Huber area for inmate educational programming coupled with statutory language changes requiring utilization to house non-Huber inmates due to inmate classification has increased inmate population in the Huber section. With the ongoing increase in programming that occurs in that area it leads to the need for a permanent post rather than a rover to *ensure the safety and security of inmates, staff, volunteers, and partnering agencies’ staff.* In 2010, **2,911 inmates participated** in programs located in this area and projected 2011 participation will be **>4,000 inmates participating.** These numbers do not include the staff,

volunteers, pastors, and instructors from NWTC, Marinette High, NEWCAP, BAWD, and numerous other agencies programs and inmates coming in and out of the Huber area. The volume indicates there is need for permanent posts in this area. (*DOC Annual State Jail Inspection Reports*)

- Having these three (3) 50% Correction Officers (CO) remain full-time after the grant will aid in retention of Officers in these positions and better/more qualified candidates applying for these positions. Past experience is that the 50% FTE CO positions have a high turnover rate, moving on to other permanent jobs with full benefits. Less time and money will be spent recruiting; hiring, and training. The costs to hire and train are substantial and run into thousands of dollars per CO.
- Scheduling Jail staff is less difficult and staff is able to “trade” shifts with other full-time staff avoiding overtime being paid. During the past year (2010) with these positions being full-time, Jail overtime was reduced by \$16,073 from the prior year.
- Huber Blocks are being used to house minimum security prisoners and Jail Administration does not always have sufficient staffing to man this post without the additional 1.5 FTEs requested. (*DOC Annual State Jail Inspection Reports*)
- By law, jails are required to classify their inmates based on their security risk and then housed and staffed according to their “classified risk”. High risk inmates are to be housed accordingly and not mixed with lower minimum risk inmates. The classification of inmates does not allow full utilization of all 100 beds in our regular jail area and at times minimum classification inmates must be shifted to the less secure Huber area. In addition to requiring extra space, classification requires a specially trained staff member and must be done on a daily basis. At current staffing levels this requirement is at times very difficult to be met consistently.
- The safety and security of both Jail staff and inmates are compromised by the shortage of staff and Marinette County is responsible for liability issues that originate from understaffing. The Jail has had several incidents of violence related to recent stays of violent and mentally ill inmates. Both the *wellbeing* of staff and the inmates has been pushed to the limit at times and made more difficult by understaffing. Department of Corrections (DOC) annual inspections in each of the past three years have identified risk management issues due to understaffing. The current and past Sheriff

have sent the staffing agreement required by DOC to our Committee specifically noting that we need more staff to operate *safely and securely*. When an event that triggers liability to the County occurs, the staffing shortage and jail inspection reports and recommendations will become an issue.

Sources (available upon request):

Gary M. Bowker's, Allied Correctional Services, Staffing Needs Update

Marinette County Jail Annual Inspection reports prepared by Nancy Thelen, Detention Facilities Specialist, Wisconsin Department of Corrections

The Wisconsin Good Government Award that Marinette County received on September 13, 2009

FY 09 Recovery Act Rural Law Enforcement Assistance: Enhancing Rural Corrections, Detention, & Jail Operations from the Department of Justice awarded to Marinette County on September 16, 2009 in the amount of \$530,543.



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: June 10, 2011

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Scraped left shin, jammed left thumb and Sore right wrist.

Total Number of Claims this Month: 2 0 - Medical, 2 - Report Only, 0 - Lost Time
YTD Lost Time: 1 2011 Injury, total lost time pending
Pending YTD Lost Time: 1 2010 injury pending lost time in 2011
Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

Table with 2 columns: Month, Training Topic. Rows include June Blood Borne Pathogen and July Back Injury Prevention.

EXITING EMPLOYMENT

Table with 2 columns: Type of Exit, Count. Rows include Resignations (2), Retirements (1), Layoffs (---), Dismissals (---).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Rows include Receptionist, Parks Caretaker, and Conservation LTE.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Lists various open positions and their respective departments.

JOB DESCRIPTIONS

Table with 2 columns: Department, Description. Rows include PW - Highway and Health & Human Services.