

Columbia County
JUDICIARY COMMITTEE MINUTES
June 11, 2019

Notice: These minutes have not been approved by the Judiciary Committee and are subject to additions and/or corrections. They will be approved at next month's regularly scheduled committee meeting.

Present: Matthew L. Rohrbeck, Craig Robson, Mark Sleger, Susanna R. Bradley, Bob Koch
Also Present: Judge Hepler, Judge Voigt, Judge Cross, COC Raimer, Assistant DA Bob Barrington, Heather Heiser, Assistant Corporation Counsel Miller, Jamie Henriksen

I. Call to Order. Posting Compliance. Approve Agenda. Approve Minutes. Expenditure Reports.

- 1) Meeting called to order at 8:15 a.m. by Chair Rohrbeck.
- 2) Posting compliance was met per Open Meetings Law.
- 3) *Motion was made by Koch to approve the agenda. Seconded by Bradley. Motion carried.*
- 4) *Motion was made by Sleger to approve the previous meeting minutes from May 13, 2019.*

Seconded by Bradley. Motion carried.

- 5) **Public Input.** No public input.

6) **Chairman's Communications.** Chair Rohrbeck wanted to let everyone know that he visited the DA staff after the meeting last month and thanked them for all they do. He thought they appreciated the comments and that they were well received.

7) **Expenditure Reports.** After a review of the expenditure reports for the Judges, Clerk of Courts, District Attorney's Office, Corporation Counsel Office, and Child Support Office, a motion was made by Koch to approve all of the expenditures. Seconded by Robson. Motion carried.

8) Next meeting date set for Tuesday, July 9, 2019, at 8:15 a.m. at the Courthouse in the Branch II Jury Room.

II. Judges:

1) **General Review of Department Activities.** General discussion of monthly activities provided by Judge Voigt. Brief discussion by Judge Voigt regarding changes to the Court calendar starting in July of 2019. Discussion by Judge Voigt regarding Treatment Court and the Memoranda of Understanding and agreement with Dodge County. Participants would plead in Columbia County and attend treatment in Dodge Co. if it was their county of residence and the same option would be available to Columbia Co. residents who plead in Dodge Co. They hope to establish an agreement with Sauk County in the near future as well.

III. Clerk of Courts:

1) **General Review of Department Activities.** General discussion of monthly activities provided by COC Raimer. Brief discussion by COC Raimer regarding the progress of a more enhanced e-filing system that they piloted. Additional discussion by COC Raimer regarding scheduling changes with the Judges' calendars starting July 1st.

IV. District Attorney:

1) **General Review of Department Activities.** Discussion by Assistant District Attorney Bob Barrington (from Dodge County) regarding the daily processes in the DA's Office. He indicated that they have filled several open positions in the department. DA Elect Brenda Yaskal is set to meet with staff later this week. ADA Barrington plans to sit down with DA Elect Yaskal and make suggestions on organizational issues. DA Elect Yaskal will be sworn in on Monday, June 17th at 3:30 PM in Branch I with Judge Voigt swearing her in.

2) **Replacement Request – Victim Witness Coordinator.** Discussion. *Motion was made by Bradley to approve the Replacement Request – Victim Witness Coordinator. Seconded by Robson. Motion carried.*

3) **Replacement Request – Legal Secretary.** Discussion. *Motion was made by Koch to approve the Replacement Request – Legal Secretary. Seconded by Sleger. Motion carried.*

4) **2020 Request to Increase Legal Secretary Hours from 18.75 to 40 per Week** – discussion. Koch asked if this job would be posted as a full time position so other candidates seeking a full time position would have a chance to apply. Assistant Corporation Counsel Miller states not typically posted, unless instructed to do so by Committee. Motion by Koch to approve the increase in hours for one Legal Secretary from 18.75 per week to 40 per week as long as this position is advertised as a full time job, second by Rohrbeck. Motion carried.

5) **2020 Request to Increase Legal Secretary Hours from 37.5 to 40 per Week** – discussion, this is the only full time Legal Secretary position that is still at 37.5 per week and not 40. Motion by Bradley to approve the increase in hours for one Legal Secretary from 37.5 per week to 40 per week, second by Robson. Motion carried.

6) **2020 Request to Increase Legal Assistant Hours from 30 to 40 per Week** – discussion. Current employee in this position would like to keep her schedule as is. Motion by Robson to table the increase in hours for the Legal Assistant from 30 per week to 40 per week, second by Bradley. Motion carried.

7) **2020 Request to Increase Victim Witness Coordinators (2) Hours from 37.5 to 40 per week** – Motion by Bradley to approve the increase in hours for two Victim Witness Coordinators, second by Robson. Motion carried.

8) **2020 Request for New Position of Managing Attorney** – Discussion by Managing Attorney/ADA Barrington on his duties as Managing Attorney in Dodge County. Discussion by Rohrbeck that he would like to revise the job description if request passes for 2020. Motion by Bradley to move forward request for a Managing Attorney for the District Attorney’s Office, second by Koch. Motion carried.

9) **Treatment Court Agreement with Dodge County** - Motion by Koch to move forward with the Treatment Court Agreement and Memorandum of Understanding with Dodge County, second by Sleger. Motion carried.


V. Corporation Counsel/Child Support Office:

1) **General Review of Department Activities.** General discussion of monthly activities for Corporation Counsel and Child Support Agency provided by Assistant Corporation Counsel Miller. Corporation Counsel and Child Support are fully staffed. The CSA is having “Learning Lunches” to educate new employees about the CSA and answer questions that they have as they are learning their new jobs.

2) **2020 Request for New Position of Assistant to Corporation Counsel/HR Director** – discussion by Assistant Corporation Counsel Miller, two Assistant Corporation Counsels were added to the Department, but no additional Assistants for them. Their workload is increasing. Motion by Bradley to approve the new position request for an additional Assistant to Corporation Counsel/HR Director, seconded by Robson. Motion carried.


Motion was made by Koch to adjourn the meeting at 10:01 a.m. Seconded by Sleger. Motion carried.

Secretary of Record,

 4-9-19

Supervisor Mark Sleger
Committee Secretary

Recording Secretary,



Jamie Henriksen
HR Program Coordinator

cc: Judiciary Committee Members
Chair Gove
1st Vice Chair Drew
2nd Vice Chair Foley
Internet