

## KENOSHA JOINT SERVICES BOARD

July 28, 2020

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in room S-10 at the Kenosha County Job Center and via video conferencing.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, City Administrator John Morrissey, Chief of Police Daniel Miskinis, County Supervisor Monica Yuhás and Youth in Governance members Tristan Jantz and Sara Tyszkowska.

The **Member not in Attendance**, were Board Member Mark Modory and City Alderman Rocco LaMacchia Sr.

Under **Citizen Comments**, there were two citizen comments emailed. One from Records Supervisor Maureen Andersen and one from Records Clerk Alma Herek regarding length of service when an employee moves from one department to another department within the agency.

Under **Approval of Minutes of Open Session Held on May 26, 2020**, Ms. Yuhás made a motion to approve the minutes and Ms. Tunkieicz seconded the motion. Motion approved unanimously.

Under **Director's Report**, Director Genthner reported that on July 31<sup>st</sup> and August 1<sup>st</sup>, Kenosha County experienced civil unrest and that the Communications Department did an outstanding job during that difficult time.

The Board accepted the information as presented.

Under **Financial Review**, Judy Bruni of Feld, Schumacher & Company LLP presented the 2019 Kenosha Joint Services financial review. Ms. Bruni stated that it was clean report and that there were no issues.

Chief Miskinis made a motion to receive and file the 2019 financial review. Ms. Yuhás seconded the motion. Motion approved unanimously.

Under **Evidence Room Remodel**, Director Genthner reported that the Evidence Room remodel was essentially complete, with a few punch list items remaining. Evidence staff members are currently moving evidence back from the temporary storage area, into the permanent storage area. This will be a lengthy process and is expected to be completed by the end of the year.

The Board accepted the information as presented.

Under **K. Mathewson Complaint**, Director Genthner reported that there had been a complaint filed by Mr. Kevin Mathewson in reference to concerns on how his public record's response was handled.

Director Genthner gave a summary of the public record's request by Mr. Mathewson and what his concern were. A lengthy discussion ensued.

The Board accepted the information as presented.

Under **Records Retention Schedule**, Assistant Director Nielsen reported that he resubmitted a new records retention schedule since the prior schedule had expired. The State Retentions Board reviewed the new schedule, made some suggestions for minor changes and ultimately approved the submitted retentions schedule for Kenosha Joint Services. Assistant Director Nielsen was asking the Kenosha Joint Services Board to approve the submitted schedule. Once approved by the KJS Board, it will then need to go to Kenosha County and the City of Kenosha for the respective ordinances to be updated.

Mr. Morrissey made a motion to approve the records retention schedule. Chief Miskinis seconded the motion. Motion approved unanimously.

Under **Jensen's Towing Contract**, Director Genthner presented a red-line version of the new Jensen's towing contract. The three significant changes were the towing/hookup fee, changes in the contract termination language and the term of the contract.

Mr. Morrissey made a motion to approve the Jensen's towing contract. Ms. Tunkieicz seconded the motion. Motion approved unanimously.

Under **Evidence/Identification Manager Job Description**, Director Genthner reported that he was recommending some changes to the existing job description to give a more concise expectation of the position's duties. Changes included adding the ability to write policy, evaluate policy as needed and develop a comprehensive training program.

Ms. Yuhas made a motion to approve the Evidence/Identification Manager job description. Chief Miskinis seconded the motion. Motion approved unanimously.

Under **Employee Handbook**, Director Genthner reported that he had several recommended changes. Specifically, bullet points 3, 4, 6, 7, 8 and 10 dealt with departmental length of service. Director Genthner explained that an employee had started in 2001 in Records, transferred to Evidence/Identification in 2016 and subsequently transferred back to Records in 2020. Director Genthner was attempting to address length of services in reference to shift and vacation picks.

Director Genthner recommended establishing a department length of service. A lengthy discussion ensued.

Ms. Tunkieicz made a motion to approve the employee handbook changes. The motion died for lack of a second.

Chairman Gentz inquired if Director Genthner would prefer to carve out the length of service issues and come back with recommendation consistent with those expressed by the Board. Director Genthner stated yes.

Chief Miskinis made a motion to approve the employee handbook changes minus the section about length of service. Mr. Morrissey seconded the motion. Motion approved unanimously.

Under **Compensation Manual**, Director Genthner reported that they developed a compensation manual separate from the employee handbook at the advice of the Board.

Chief Miskinis made a motion to approve the compensation manual. Ms. Yuhas seconded the motion. Motion approved unanimously.

Under **Board Member Comments**, Mr. Morrissey would like the Board to know that he and the Mayor have submitted a name to the County Executive for their suggestion of a Kenosha Joint Services Board member.

Mr. Morrissey also mentioned that he had a conversation with the Director regarding replacing the servers and SAN. He is not sure about putting it in the City CIP for 2021, possibly for 2022. The City currently has \$168,000 of the \$400,000 needed in the City CIP for the financial and receipting system needed by Kenosha Joint Services. The County had budgeted \$200,000 in their CIP for the project.

Chief Miskinis wanted to echo the comments of Director Genthner regarding the civil unrest that occurred over a number of days. He believes Joint Services' ability to step up and meet law enforcement's needs were admirable.

At 5:30 p.m., Mr. Morrissey made a motion for **Adjournment** and Chief Miskinis seconded the motion. Motion approved unanimously.