



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140

Phone: (262) 605-5050 • Website: www.kenoshajs.org

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

Tuesday, February 27, 2018

4:30 P.M. Kenosha County Safety Building

1000 55th Street

Kenosha Joint Services Conference Room

-
- I. Call to Order
 - II. Roll Call
 - III. Citizen Comments
 - IV. Approval of Minutes of Open Session – November 28, 2017
 - V. Joint Services Report
 - a. Director's Report
 - b. Administration
 - c. Communications
 - d. Records
 - e. Fleet Maintenance
 - f. Evidence/Identification
 - g. MIS
 - h. Overtime Report
 - i. Financial Statements
 - VI. Items for Board Review and Action
 - a. Public Safety Software Project
 - i. Status Report
 - b. Firing Range
 - i. Status Report
 - c. Communications Department
 - i. Status Update
 1. Radio Console System Replacement
 - ii. E 9-1-1 Telephone Equipment Platform
 1. Status Report
 - a. Text-to-911
 - d. Evidence Room Remodel
 - i. Phase 1 Contract
 - e. 2017 Budget
 - i. End of the Year Transfers
 - VII. Board Member Comments
 - VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

November 28, 2017

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in the Joint Services Administration Conference Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, Chief of Police Daniel Miskinis, County Supervisor Daniel Esposito, Board Member Mark Modory and Youth in Governance Janaki Rawal and Youth in Governance Jamal Hanson

City Administrator Frank Pacetti and City Alderman Rocco LaMacchia Sr., were excused.

Under **Citizen Comments**, Melissa Somers of the Records Department addressed the Board regarding the wage and compensation study. She wanted to thank the Board for adding it to the agenda and listening to the employee's concerns the past few months. She stated that last month the question was raised whether the compensation levels would correct themselves. In her opinion, she does not believe that it will correct itself on its own. Ms. Somers stated that employees that have been with the agency since 2015 were classified as Step 1, the new starting wage. They will be celebrating their 3 year anniversary and only reaching Step 2 in 2018. Employees hired in 2016 and 2017 will also be reaching Step 2 in 2018 while only reaching their 1 and 2 year anniversaries. She requests that the Board reconsider the placement of those employees that they feel were not placed at the appropriate level in the beginning.

Under **Approval of Minutes of Open Sessions Held October 24, 2017**, Mr. Modory made a motion to approve and Chief Miskinis seconded. Motion approved unanimously.

Under **Director's Report**, Director Genthner reported that employees Beverly Sebetic and Darla Childers have been with Joint Services for 35 years. They are in attendance at the meeting and Chairman Gentz presented both employees with service awards and thank them for their service.

Under **Kenosha Joint Services IT Services**, Director Genthner reported that he emailed all of the Board members a copy of the IT Services' contract. He believes that the contract protects Joint Services while supplying them with the services that they need from an IT perspective and will allow them to grow as an organization; Director Genthner recommends approval of the contract.

After reading through the contract, Mr. Esposito wanted to confirm that they would have one dedicated staff member for New World Systems and whether that was a common request. Director Genthner stated that in their software site visits, as well as individuals they have spoken to, they have had a minimum of one staff member dedicated to New World. Ms. Tunkieicz inquired as to whether this IT individual will be working with KSD, KPD, and KFD to implement any changes that the agencies may need. Director Genthner reported that that is the expectation of that position and that it is in the contract that they will cross-train this position. Chairman Gentz stated that he believes it is a good contract for both parties. Chief Miskinis also believes that all the interests of Joint Services are covered in the contract and that they have a good relationship with Comsys, Inc.

Chief Miskinis made a motion to approve the IT Services' contract with Comsys, Inc. Mr. Modory seconded the motion. Motion approved unanimously.

Under **Public Safety Software Project**, Director Genthner reported they have reached a point where the software is functioning well. One step that they still need to complete is to put together the financial parameters of the entire program. Assistant Director Nielsen believes that there will be more operational issues than executive issues going forward.

Chairman Gentz asked the Kenosha Chief of Police his thoughts on the software transition. Chief Miskinis believes the transition went well and that the product is doing what it is intended to do. Assistant Director Nielsen stated that there have been no real complaints from the dispatchers. There are issues that are open, but they will be fixed with future updates.

The Board accepted the information as presented.

Under **E911 Telephone Equipment Platform**, Director Genthner reported that there is no additional information to report; it is up and running and functional. Communications Supervisor, Mike Blodgett, is working on getting Text to 911 installed. They anticipate sometime after the first of the New Year.

The Board accepted the information as presented.

Under **Firing Range**, Director Genthner reported that they have had several developmental meetings with the architect and members of other departments. They are continuing to refine the design. Initially, with the remodeling of the former Fleet Maintenance department for the morgue, there was an exhaust for the morgue placed next to the air intake of the firing range; they will be relocating this.

There is a meeting scheduled regarding the HVAC. Since they are dealing with a small area, there are some challenges for the HVAC and they would like to make sure it will meet their needs before moving forward.

Director Genthner described a picture of the firing range's current ballistic curtain that they installed a year ago. He reported that is time to transition from the curtain ballistic curtain to the new range and that demolition will begin around January 1st; the previous timeline is still in place. Mr. Esposito inquired if a year was the life expectancy of the ballistic curtain. Director Genthner stated that it should last approximately 75,000 rounds.

Chief Miskinis inquired if Joint Services had reached out to Gateway Technical College regarding their range as it had been offline for a period of time due to HVAC issues; Director Genthner stated that he will speak with them regarding the issues they experienced.

The Board accepted the information as presented.

Under **Wage and Compensation Study**, Director Genthner reported that at the last meeting he misspoke when he said that the wage and compensation study issue regarding the employees who were hired in 2015 would self-correct.

Director Genthner reported that at the last meeting the Chairman requested that they look at some options to resolve some of the issues with the wage and compensation study.

Option 1: Move employees that are currently at Step 1 to Step 2. The financial impact will be approximately \$4,000.

Option 2: On January 1st, move everyone up to the next Step for the upcoming year. This will not resolve the implementation issue of employees hired in 2015 making the same as employees hired in 2016 and 2017. It would only resolve the issue of lower seniority employees receiving their increases before higher seniority employees. The financial impact will be approximately \$46,000.

Chairman Gentz wanted to tell the employees that he respects all of the employees of Joint Services and that they do the best that they can for them and stated that he would support both options since they financially came in good with the insurance premiums, but it would be up to the remaining Board members.

Ms. Tunkieicz wanted to clarify that Option 2 would not resolve the issue that was brought up in Citizen Comments. Director Genthner stated that is correct.

Chairman Gentz stated that both options would address the concerns that some employees had brought forward in prior Board meetings regarding employees with less seniority receiving their raises before employees with higher seniority. Chairman Gentz stated that these two options would be effective on January 1st for one year only and that subsequent years would go back to their anniversary date in 2019. He felt that the break that Kenosha Joint Services received with their health insurance premiums that both options would help move the compensation study forward.

Chief Miskinis inquired whether both of the options presented would be able to be absorbed into Kenosha Joint Services' current budget and Director Genthner stated that yes it could. He also inquired as to how much of the issues would be able to be addressed if the two options were implemented. Director Genthner stated that it addresses the issue of the employee who is at Step 1 and was hired in 2015, but it does not address the issue of an employee who has been with the organization longer being at the same Step of someone who has been employed for several years more.

Director Genthner stated that the average increase in the compensation study was 1.6%. They had some employees that received 6% and some as less than 1/10th of a percent.

Mr. Esposito wanted to clarify that everyone in the organization received a raise and now some employees are unhappy because of the date that they were hired and they do not believe it is fair; Director Genthner stated yes. Mr. Esposito stated that he is in agreement with Option 1, but not Option 2. He doesn't know if it will solve the problem and believes that it will be back in front of the Board in the future.

Jamal Hanson inquired as to why there was such a large difference in cost between each option. Director Genthner stated that Option 1 only addresses approximately 6 employees where Option 2 addresses 81 employees.

Janaki Rawal wanted to clarify that Option 2 would affect all employees and that some employees had a concern that they were in 2015 and are being paid the same as employees hired in 2017. She questioned whether that would correct the issue for that group of employees hired in 2015. Director Genthner stated that Option 1 would raise that group of employees hired in 2015 to Step 2, whereas the employees hired afterward would remain at Step 1.

Chairman Gentz stated that he understands that they will not be able to make all the employees happy and believes that they will need to revisit the compensation every few years and that he would support both options.

Ms. Tunkieicz stated that she is in agreement with Mr. Esposito regarding Option 2. She stated that raise dates don't typically get moved up all on the same date, but in fact on their anniversary date. Ms. Tunkieicz questioned whether Director Genthner feels that there is an actual problem that needs to be solved. Director Genthner stated that he realizes that some employees are dissatisfied with the compensation study, but believes it accomplished a more manageable pay structure and allows for Steps for the employees that were previously capped off in their salary. He stated that there were other options in the compensation study, but that they only had so many dollars financially allocated. Director Genthner also noted that he sympathizes with some of the employees that would have received a 6 – 12% increase with their next raise in the old salary plan and now they are backed down to 3%. He suggests Option 1 and not Option 2.

Assistant Director Nielsen stated that part of the reason they have this handful of employees hired in 2015 making the same as newer employees is because that compensation study showed that the low starting pay was in fact too low and that it had to be brought up.

Mr. Esposito made a motion to approve Option 1 for the correction of the wage and compensation study for approximately \$4,000 at the recommendation of the Director. Mr. Modory seconded the motion. Motion approved unanimously.

Chairman Gentz passed the gavel and made a motion to approve Option 2 for the correction of the wage and compensation study. Motion not seconded. Motion failed.

Mr. Esposito noted that he believes that the Board and the Administration has done their due diligence to bring the wages up for the employees and stay current.

Ms. Tunkieicz stated that she believes that the Director and Assistant Director need to stay vigilant and be monitoring the wage parameters

Under **Records Department**, Director Genthner reported Colleen Weaver, a Records Department Supervisor, is retiring near the end of December and has been working on putting together a hiring policy with Human Resource Coordinator Beverly Sebetic. Since 2009, the organization has been advertising supervisor positions externally and internally. With this supervisor opening, they anticipate that they will have 4 internal candidates. Director Genthner thinks that it is important that they move this hiring process along and would like to recommend that they only advertise the Records Supervisor position internally. If they do not have a qualified candidate, they will then go external with the opening.

Ms. Tunkieicz made a motion to approve advertising the Records Supervisor position internally. Chief Miskinis seconded the motion. Motion approved unanimously.

Chairman Gentz inquired whether the Director felt the need to go out externally for any position. Director Genthner stated that it needs to be on a case by case basis. If they have qualified employees, they need to allow them to move up within the organization and reward the employees that show the initiative to evolve. A small discussion ensued.

Under **Policy Approval**, Director Genthner reported that there are four policies in their packet.

Ms. Tunkieicz made a motion to approve. Chief Miskinis seconded the motion. Motion approved unanimously.

The Board accepted the information as presented.

Under **Board Member Comments**, Chairman Gentz wanted to thank both employees that have been here for 35 years for their service to the organization.

At 5:20 p.m., Mr. Esposito made a motion for **Adjournment**. Mr. Modory seconded the motion. Motion approved unanimously.



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ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Personnel Assistant

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 18-022

FROM: Tom Genthner

REFERENCE: Kenosha Joint Services - Board Report

DATE: February 23, 2018

DIRECTOR'S REPORT:

There were substantial problems with the Humana medical insurance enrollment and coverage roll-out. Human Resource Coordinator Bev Sebetic worked tirelessly with The Horton Group and Humana to resolve these problems. Many employees did not receive insurance cards until well into January and early February of 2018. Temporary identification cards or letters of coverage had to be provided.

Kenosha Joint Services and The Horton Group met all Humana enrollment deadlines in early December. Humana representatives explained that the delays in receiving cards were, in large part, a result of an unexpected volume of new clients which overwhelmed Humana's data entry teams. Employees were not entered into Humana's system until January 2. Other errors were due to inaccuracies in the information supplied to Humana. Most issues have been resolved.

Recently, Sheriff Beth recognized several individuals that played a key role in the Sheriff's Department transition in the public safety software project. Those from Kenosha Joint Services included the following:

Elizabeth Parker
Kathy McAuliffe
Josh Nielson
Mike Blodgett
Mark McMullen

ADMINISTRATION DEPARTMENT:

Administration (4 full-time and 1 part-time positions): All positions filled.

Communications (40 full-time positions): One shift supervisor and six telecommunicator vacancies.

- Four telecommunicator candidates have completed the psychological and pre-

Kenosha Joint Services – Board Report

employment physical examinations. Results will be reviewed and start dates will be determined.

- Nine telecommunicator candidates were invited to participate in panel interviews. Eight candidates participated. The next steps will be a review of the criminal history information and the background investigations.
- A job offer was made to the candidate for the shift supervisor position and accepted. An appointment for the psychological examination was set for February 15. Due to an unexpected event at the examiner's office, the appointment is being rescheduled.

Records (21 full-time positions): One supervisor vacancy and three clerical vacancies.

- Interviews for the vacant supervisor position have been completed. A job offer was given to the top ranked candidate and accepted. An appointment for the psychological examination was set for February 15. However, due to an unexpected event at the examiner's office, the appointment was rescheduled to February 22.
- Thirty-one candidates for the records clerk position have been invited to participate in written testing on February 21.

Fleet Maintenance (7 full-time and 1 part-time positions): One vehicle cleaning operator vacancy.

- A candidate accepted the job offer and completed the pre-employment physical. Upon contacting the individual to set the start date, the position was declined. He accepted a full-time position elsewhere.
- We have located another potential candidate to temporarily perform these job duties. We will be conducting a background investigation and other necessary steps.

Evidence/Identification (8 full-time positions): All positions filled.

COMMUNICATIONS DEPARTMENT:

There are currently four employees in training. Tanya Sunderland has completed her training at the Kenosha Sheriff's Department console. She will begin training at the Kenosha Police Department console. This will be her last phase of training. Staci Schertz is training at the Kenosha Sheriff's Department console. She is scheduled to begin her "shadow phase" of training on March 3. Lacey Ebler is currently training at the Kenosha Police Department console and is scheduled to begin her "shadow phase" of training on February 23. After completing this, she will move to train at the fire consoles. This will be her last phase of training. Brittney Smith is in her "shadow phase" of training at the Kenosha Sheriff's Department console. She will be moving to the Kenosha Police Department position for training following successful completion of her Sheriff training.

Staff continues to work overtime to maintain coverage standards.

Kenosha Joint Services – Board Report

Work has begun on the implementation of text-to-911. Preliminary calls with both Airbus and West Safety Services have been conducted. It is expected that hardware necessary to begin the implementation will be delivered the week of February 19. Once that hardware is delivered and installed, West will begin the process of connecting to and configuring our site to receive text messages sent to 911.

After the configuration is complete, the wireless carriers will be contacted to inform them of our desire to accept text-to-911. They will have six months from that time to implement that service in our county.

On February 13, Communications department staff met with consultants from Elert & Associates to begin the evaluation process for replacement of the Motorola radio console equipment in the dispatch center. This equipment is beyond end of life and will no longer be supported after 2018.

We currently have one radio console out of service due to a power supply failure. Baycom advises they are unable to obtain a new replacement power supply from Motorola, but are attempting to find a used power supply from a recently decommissioned system.

In January, a total of 4,324 9-1-1 calls were received by the communications department. Ninety-one percent of these calls were answered in less than ten seconds, 97% in fewer than fifteen seconds and 98% in fewer than twenty seconds. A total of 19,427 non-emergency calls were handled in the same period.

RECORDS DEPARTMENT:

Records has finalized and confirmed the 2017 Uniform Crime Reporting for the Kenosha Police Department and the Kenosha Sheriff's Department. They have also completed an annual request from Wisconsin Department of Health Services for 2017 case information for inclusion in the Wisconsin Violent Death Reporting System.

We received the annual purge notice from the Crime Information Bureau. Records clerks reviewed all purged records to confirm they should be purged from the TIME system, and they re-entered any applicable records back into the TIME system.

Supervisors have held MDC recertification classes for the Kenosha Police Department and the Kenosha Sheriff's Department as part of their in-service trainings. There are approximately two to three classes held monthly from October through March. In February, we are also holding a MDC certification class for new officers and staff from both departments because of recent staff additions.

Clerks cancelled five circuit court warrants that were recalled and an additional twenty-one municipal court commitment/warrants. When these cancellation lists come over from the courts, it is an involved task and it has to be completed right away.

Kenosha Joint Services – Board Report

Records received a report from the Crime Information Bureau which will require us to modify existing stolen article entries in the TIME System. Additional categories and article types have been added at the State level to better categorize items such as smart phones and devices. We have made the appropriate changes to New World and clerks are now working on the 106 entries that need to be modified.

Staff prepared ten boxes of 2015 reports for imaging, which were sent out on February 2. As time permits, they are preparing additional 2015 files. We have found some issues with microfilm tapes that house older reports. The tapes are becoming brittle and breaking. We are currently researching the option of having the reports that are stored on microfilm cartridges imaged, before they deteriorate further.

The records clerk training program has received an overhaul, using feedback from our newest clerks and the training officers. The revised program has been divided into six phases and will better prepare incoming clerks to perform the duties and responsibilities of a records clerk with the necessary abilities and confidence.

In December, 237 hours of overtime were used and 135 hours were used in January.

FLEET MAINTENANCE DEPARTMENT:

Fleet operations in the new facility continue to run smooth. On Thursday, February 15 signage identifying the facility was installed on the building over the south entryway. Punch list items such as the installation of vandal resistant glass, airline drops and air compressor adjustments continue to be accomplished.

The permanent fiber network connection to the building has been installed. County IT will be scheduling the network connection change. County IT is in the process of scheduling the installation of security cameras for the perimeter of the fleet facility. Coverage will include all entry points to the building and a portion of the parking lot.

The fleet maintenance staff continues with vehicle maintenance and repair as scheduled. In January, three Kenosha Police Department detective squads and three Kenosha Sheriff's Department marked patrol squads were up-fitted.

The car wash count has spiked despite the vacancy in the car wash position. Fleet technicians continue to wash each vehicle after maintenance or repair. Fleet technicians also continue to perform biohazard cleaning requirements.

Kenosha Joint Services – Board Report

Car washes: Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



EVIDENCE/IDENTIFICATION DEPARTMENT:

Technician Katie Messersmith transferred into the Evidence/Identification Department on December 11, 2017. She began her training with Technician Soledad Juarez in the Identification Department. Upon completing her training in that department, Katie moved into the Evidence Department and is now training under the direction of Technician Darla Childers. Her training is progressing at an acceptable pace.

Manager Mark McMullen is beginning work on the project to improve evidence storage. The first steps of this project are to research and hire a consultant. Mark spent a great deal of time researching companies who could serve as a consultant for the evidence room remodeling project and has identified FMG Architects. FMG is working on the firing range portion of the Public Safety Building remodel and is familiar with the facility, our organization and has performed this type of work for many other law enforcement agencies. Selection of this consultant has been discussed with administration.

The manager has worked with members of the Kenosha Sheriff's Department and the Kenosha Police Department researching the dangers to staff while handling fentanyl/carfentanyl. Research has shown that handling these substances poses a significant health risk if an exposure occurs, including death. Mark is in the process of drafting policies and procedures to ensure staff have the ability to appropriately deal with the fentanyl risk. In conjunction with the policy and procedures development, other steps are being taken such as: installing a ductless vent hood with HEPA filters in the evidence processing room, training staff in the

Kenosha Joint Services – Board Report

proper use of specific PPE (Personal Protection Equipment) for these substances, and training staff in CPR, the use of an AED and the administration of Narcan.

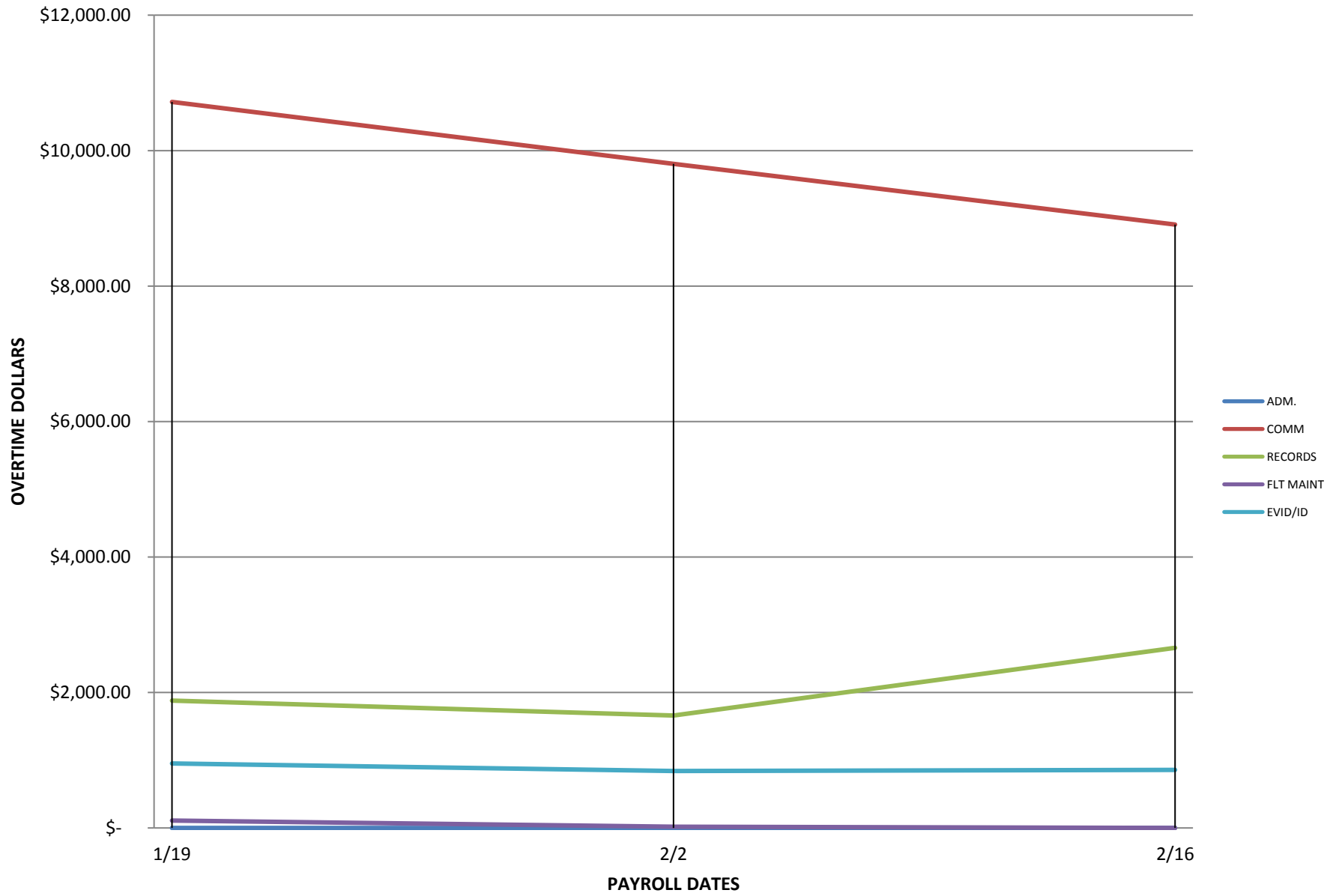
INFORMATION TECHNOLOGY DEPARTMENT:

- Switch consolidation to provide more capacity
- Developing a scalable MS Windows domain for public safety software and Kenosha Joint Services applications
 - Migrating resources (files, printers, users)
 - Evidence and (some) Records network drives moved
 - All printers on the new print server
 - Building: Admin VMs and deploying with relocation to remodeled area
- Working on documenting the third floor data center
 - Ongoing as changes are requested and/or required
- Creating additional backup scripts and processes for New World and KJS servers
 - In development
- Text-to-911 networking project start up
- Public Safety Software Project
 - New World Systems upgrade planning and coordination
 - Upgrade on TEST scheduled for March 22
 - Increased resource allocation to server to accommodate upgrade on production servers
 - Working on implementing second factor authentication for remote access to New World Systems
 - Testing and workflow documentation needed for agencies prior to deployment
- Remodel projects
 - Power reconfiguration
 - Coordinating with County Project Management staff for planned power outages and reconfigurations
 - Fleet Management Move
 - Planning for transition to permanent network solution between FMB and PSB
 - Monitoring existing temporary network solution for disconnects
 - Administration Department Office Remodel
 - Moved Administration Department equipment back to the remodeled offices
 - Coordinating with County Project Management
- Fiber termination move
 - Coordinating with County IT on their project to move the termination location for their fiber

**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL		
	01/01-01/13	01/01-01/13	01/14-01/27	01/14-01/27	01/28-02/10	01/28-02/10		
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -		
Communications	302.90	\$ 10,718.61	285.70	\$ 9,804.94	247.70	\$ 8,908.38		
Records	44.80	\$ 1,879.53	53.20	\$ 1,659.70	82.30	\$ 2,659.09		
Fleet Maintenance	3.00	\$ 109.07	0.50	\$ 17.38	0.00	\$ -		
Evidence/ID	28.20	\$ 952.03	25.00	\$ 840.80	25.50	\$ 855.36		
	378.90	\$ 13,659.24	364.40	\$ 12,322.82	355.50	\$ 12,422.83		
	TOTAL HRS. FROM 1/1/2018 THRU 12/31/18	TOTAL PAY FROM 1/1/2018 THRU 12/31/18	AVRG HRS PER PAY PR	AVRG PAY PER PAY PR	AVRG AMT PER HOUR FOR OT	ACCOUNT BALANCES	PERCENT EXPENDED	
Administration	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		
Communications	836.30	\$29,431.93	32.17	\$1,132.00	\$35.19	\$129,083.07	19%	
Records	180.30	\$6,198.32	6.93	\$238.40	\$34.40	\$39,880.68	13%	
Fleet Maintenance	3.50	\$126.45	0.13	\$4.86	\$37.38	\$19,107.55	1%	
Evidence/ID	<u>78.70</u>	<u>\$2,648.19</u>	<u>3.03</u>	<u>\$101.85</u>	\$33.61	\$32,018.81	8%	
Joint Services Total	1098.80	\$38,404.89	42.26	\$1,477.11	\$34.95			

2018 OVERTIME



JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 2/01/18

TIME 15:27:38

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 1/01 END DATE FOR SUMMARY: 1/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
42961	1/05	CULLIGAN WATER TREATMENT	150-01-50007-212-000	ANNUAL RENTAL	383.40
			150-01-50006-212-000	ANNUAL RENTAL	383.40
			150-01-50003-212-000	ANNUAL RENTAL	383.40
			150-01-50002-212-000	ANNUAL RENTAL	383.40
			150-01-50001-301-000	JAN 18	7.95
			 CHECK TOTAL	1,541.55
42962	1/05	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 01/05/18	1,922.75
42963	1/05	GOVERNMENTJOBS.COM, INC.	150-00-16001-000-000	04-206 INSIGHT/BIDDL	5,401.00
			150-00-16001-000-000	04-225 GOVT JOBS SUB	995.00
			 CHECK TOTAL	6,396.00
42964	1/05	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 01/05/18	853.55
42965	1/05	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 01/05/18	1,378.29
42966	1/05	NETMOTION WIRELESS INC	150-00-16001-000-000	MAINTENANCE/SUPPORT	8,760.00
42967	1/05	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 01/05/18	2,753.00
42968	1/08	ACCURATE PRINTING CO INC	150-01-50001-309-000	4M JS BOND ENVELOPES	592.00
			150-01-50001-309-000	2018 KJS BUDGETS	310.32
			150-01-50001-309-000	2500 JS RTN WIN ENV	164.00
			150-01-50001-309-000	1M QUICKTACKS ENV	124.00
			 CHECK TOTAL	1,190.32
42969	1/08	ADP LLC	150-01-50004-216-000	PER END 12/16	321.27
42970	1/08	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 12/25/17	701.75
			150-01-50006-302-000	THRU 12/25/17	152.45
			150-01-50006-305-000	2%DISC PD W/IN TERMS	17.09CR
			 CHECK TOTAL	837.11
42971	1/08	CDW-G	150-01-50006-301-000	2EA TONERS	373.97
			150-01-50006-301-000	1EA TONER	185.34
			150-01-50006-301-000	1EA TONER	130.78
			 CHECK TOTAL	690.09

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 2/01/18

TIME 15:27:38

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 1/01 END DATE FOR SUMMARY: 1/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
42972	1/08	CLASSIC CARE PRODUCTS	150-01-50006-308-000	THRU 12/29/17	1,746.95
42973	1/08	COMPLETE OFC OF WISCONSIN	150-01-50003-301-000	03 TONER 8EA 55X	1,475.20
			150-01-50003-301-000	03 THRU 12/31/17	1,311.08
			150-01-50001-301-000	01 THRU 12/31/17	1,078.74
			150-01-50003-301-000	03 THRU 12/31/17	962.01
			150-01-50001-520-000	HUTCH 84X43 5 DOOR	732.15
			150-01-50001-520-000	2-DRAW LATERAL FILE	493.20
			150-01-50001-520-000	TABLE-FULL MOD PANEL	413.55
			150-01-50001-520-000	TABLE W/9" MOD PANEL	407.25
			150-01-50001-520-000	DELIVER/INSTALL FURN	369.04
			150-01-50001-520-000	UUF PEDESTAL W/O TOP	337.95
			150-01-50001-520-000	FF PEDESTAL W/O TOP	328.05
			150-01-50001-520-000	PIGEON-HOLE UNIT	301.50
			150-01-50001-520-000	BRIDGE RETURN 24X42	201.60
			150-01-50001-520-000	GUEST CHAIR W/ARMS	199.18
			150-01-50001-520-000	GUEST CHAIR ARMLESS	185.02
			150-01-50001-520-000	TACKBOARD FOR HUTCH	159.75
			150-01-50001-301-000	KEYBRD ARM LIFT/LOCK	142.68
			150-01-50001-301-000	TASKLIGHT FOR HUTCH	113.28
			150-01-50001-520-000	25" KEYBRD PLATFORM	85.26
			150-01-50003-301-000	03 AA BATTERIES	25.20
			 CHECK TOTAL	9,321.69
42974	1/08	DELL MARKETING L.P.	150-01-50004-201-000	DELL LATITUDE 5480 L	1,580.41
42975	1/08	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	DEC 17	128.80
			150-01-50004-122-000	PLN MAILINGS DEC17	.92
			 CHECK TOTAL	129.72
42976	1/08	FASTENAL COMPANY PURCHASING	150-01-50006-302-000	INDUSTRIAL SUPPLIES	595.20
			150-01-50006-302-000	INDUSTRIAL SUPPLIES	163.99
			150-01-50006-305-000	INDUSTRIAL SUPPLIES	73.38
			 CHECK TOTAL	832.57
42977	1/08	KENOSHA SHERIFF'S DEPT	150-01-50004-225-000	BCKGRD INVSTGN	125.00
42978	1/08	NATIONAL CAR WASH SOLUTIONS	150-01-50006-304-000	CAR WASH CHEM CNTRC	301.78
42979	1/08	OFFICE DESIGNS	150-01-50003-520-000	2EA AERON CHAIRS	1,534.00

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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
42980	1/08	POWERDMS, INC.	150-01-50002-206-000	2018 POWERDMS	2,009.60
			150-01-50003-206-000	2018 POWERDMS	1,004.36
			150-01-50007-206-000	2018 POWERDMS	401.92
			150-01-50006-206-000	2018 POWERDMS	401.92
			150-01-50001-206-000	2018 POWERDMS	251.20
			 CHECK TOTAL	4,069.00
42981	1/08	PROFESSIONAL SERVICES GROUP	150-01-50004-223-000	DATA ENTRY TESTING	535.00
42982	1/08	RODES CAMERA SHOP	150-01-50007-280-000	EVID/ID SUPPLIES	33.32
42983	1/08	UNITED PARCEL SERVICE	150-01-50004-208-000	SHIPPING CDW	17.83
42984	1/11	C & H GOVERNMENT	150-01-50006-305-000	3 TIER HD TIRE RACK	612.52
			150-01-50006-305-000	ESTIMATED FREIGHT	114.57
			 CHECK TOTAL	727.09
42985	1/11	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 12/31/17	3,234.51
			150-01-50006-302-000	THRU 12/31/17	153.49
			150-01-50006-305-000	2%DISC PD W/IN TERMS	67.76CR
			 CHECK TOTAL	3,320.24
42986	1/11	CDW-G	150-01-50002-301-000	CD-R'S AND DYMO TAPE	423.16
42987	1/11	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE DEC17	193.57
42988	1/11	NAPA AUTO PARTS	150-01-50006-305-000	THRU 12/31/17	338.40
			150-01-50006-302-000	THRU 12/31/17	254.93
			150-00-12530-000-000	THRU 12/31/17	9.61
			150-01-50006-305-000	2%DISC PD W/IN TERMS	12.06CR
			 CHECK TOTAL	590.88
42989	1/11	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 12/30/17	138.60
42990	1/11	PORCARO FORD	150-00-12530-000-000	THRU 12/31/17	858.14
42991	1/11	SHRED-IT USA	150-01-50003-212-000	2EA SHREDDING	35.00
			150-01-50002-212-000	2EA SHREDDING	35.00
			 CHECK TOTAL	70.00

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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 1/01 END DATE FOR SUMMARY: 1/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
42992	1/11	STAPLES ADVANTAGE	150-01-50003-301-000	03-THRU 12/31/17	4,067.72
			150-01-50003-301-000	03-7189138142	445.78
			150-01-50003-301-000	03-7189138142	165.88
			150-01-50006-301-000	06-THRU 12/31/17	127.41
			150-01-50001-301-000	01-7189712076	93.77
			150-01-50007-301-000	07-THRU 12/31/17	71.97
			 CHECK TOTAL	4,972.53
42993	1/11	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	8200 GAL UNLEADED	18,413.24
42994	1/11	IAI	150-01-50007-205-000	2018 IAI DUES	160.00
42995	1/11	MIDEO SYSTEMS INC.	150-01-50007-212-000	MIDEO MAINTENANCE AG	10,194.00
42996	1/11	MORPHOTRAK, LLC	150-01-50007-212-000	2018 AFIS MAINTENANC	54,318.00
			150-01-50007-212-000	2018 MORPHOIDENT	132.00
			 CHECK TOTAL	54,450.00
42997	1/11	MYSTAIRE	150-01-50007-520-000	ISOLA VUE WORKSTATIO	4,848.88
42998	1/11	THOMAS WIERCINSKI	150-01-50006-303-000	TOOL REIM	150.00
42999	1/11	WAI	150-01-50007-205-000	WAI 2018 MEMBERSHIP	140.00
43000	1/18	ADP LLC	150-01-50004-216-000	PER END 12/30/17	323.41
43001	1/18	CDW-G	150-01-50008-301-000	COMPUTER SUPPLIES	914.23
			150-01-50002-520-000	ZEBRA LABEL PRINTER	457.92
			150-01-50008-301-000	COMPUTER SUPPLIES	400.27
			150-01-50008-301-000	COMPUTER SUPPLIES	127.58
			 CHECK TOTAL	1,900.00
43002	1/18	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	2018 ENROLLMENT	100.00
43003	1/18	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 01/19/18	1,963.49
43004	1/18	JAMES IMAGING SYSTEMS, INC.	150-01-50003-324-000	REC #803688	425.47
			150-01-50003-324-000	'17 PROP TAX	251.27
			150-01-50001-324-000	ADMIN #955959	204.87
			150-01-50002-324-000	COMM #957171	188.00
			150-01-50007-324-000	E/I #1012251	178.17
			150-01-50007-324-000	'17 PROP TAX	91.09
			 CHECK TOTAL	1,338.87

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KENOSHA JOINT SERVICES
DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43005	1/18	JANNA ACCESS LLC	150-01-50007-212-000	2018 MAINT AGREEMENT	695.00
43006	1/18	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	DEC '17	458.57
43007	1/18	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 01/19/18	869.64
43008	1/18	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 01/19/18	1,325.45
43009	1/18	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 01/19/18	2,753.00
43010	1/18	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	7,747.94
43011	1/30	ADP LLC	150-01-50004-216-000	PER END 1/13/18	316.99
			150-01-50004-216-000	ST JURIS FEE	7.70
			 CHECK TOTAL	324.69
43012	1/30	APCO INSTITUTE	150-01-50001-205-000	2018 APCO DUES	184.00
			150-01-50002-205-000	2018 APCO DUES	92.00
			 CHECK TOTAL	276.00
43013	1/30	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 12/30/17	540.33
			150-00-12530-000-000	THRU 12/30/17	161.24
			 CHECK TOTAL	701.57
43014	1/30	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS-BERNETT/MESSER	130.00
43015	1/30	CDW-G	150-01-50008-301-000	3EA W/5 D-RINGS	149.25
43016	1/30	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	37,676.09
43017	1/30	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSYCH-LEITL,NDAU,STA	1,455.00
43018	1/30	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	JAN '18	124.20
			150-01-50004-122-000	JAN RUN OUT	78.20
			 CHECK TOTAL	202.40
43019	1/30	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 02/02/18	1,253.49
43020	1/30	IAPE	150-01-50007-205-000	2018 IAPE MEMBERSHIP	300.00

JOB NAME: JVNSUMM
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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 1/01 END DATE FOR SUMMARY: 1/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43021	1/30	KENOSHA COUNTY CORPORATION	150-01-50004-201-000	LEGAL FEES-4TH QTR	750.00
43022	1/30	KENOSHA COUNTY INFORMATION	150-01-50008-206-000	2018 IT SERVICES	1,800.00
43023	1/30	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 02/02/18	868.46
43024	1/30	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 02/02/18	1,377.38
43025	1/30	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 02/02/18	2,796.00
43026	1/30	RODES CAMERA SHOP	150-01-50007-280-000	EVID/ID SUPPLIES	139.74
43027	1/30	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	FEB 2018	845.47
			150-01-50002-124-000	FEB 2018	274.04
			150-01-50003-124-000	FEB 2018	105.82
			150-01-50007-124-000	FEB 2018	81.18
			150-01-50006-124-000	FEB 2018	77.05
			150-01-50001-124-000	FEB 2018	36.00
			 CHECK TOTAL	1,419.56
43028	1/30	SHANE ZDRAVKOVIC	150-01-50006-303-000	CORDLESS IMPACT	200.00
43029	1/30	THOMAS W. GENTHNER	150-01-50001-203-000	REG INT OUTRCH-MEALS	70.68
43030	1/30	THOMAS WIERCINSKI	150-01-50006-303-000	TOOL REIM-TORQ-TW	50.00
43031	1/30	TYLER TECHNOLOGIES	150-01-50008-206-000	'18 ESCROW MAINT	1,157.10
43032	1/30	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	UNLEADED FUEL	19,362.91
GRAND TOTAL FOR PERIOD *****					238,457.22

KENOSHA JOINT SERVICES

2017 REQUEST FOR TRANSFER OF BUDGETED FUNDS

ADMIN DEPARTMENT

TRANSFER TO

Acct Number	Acct Title	Amount	Original Amount	Amended BGT Amount
150-01-50001-123	Dental	<u>\$155.40</u>	\$5,079.00	\$5,234.40
	Total	\$155.40		

TRANSFER FROM

150-01-50001-122	Health Expense	<u>\$155.40</u>	\$84,423.00	\$84,267.60
	Total	\$155.40		

Reason: Year End Closing Transfer - Dental Overage

Tom Genthner
Manager's Signature

Funds ARE available Funds are not available _____

Reviewed by Finance Asst FH 02/12/18

Initials Date

Approved by Director TG 02/12/18

Initials Date

Approved by JS Board _____

Date

AMENDMENT # _____

KENOSHA JOINT SERVICES

2017 REQUEST FOR TRANSFER OF BUDGETED FUNDS

EVIDENCE/IDENTIFICATION DEPARTMENT TRANSFER TO

Acct Number	Acct Title	Amount	Original Amount	Amended BGT Amount
150-01-50007-122	Health Expense	\$3,377.71	\$142,349.00	\$145,726.71
150-01-50007-123	Dental	\$19.54	\$9,489.00	\$9,508.54
150-01-50007-227	Interest	\$97.29	\$1,992.00	\$2,089.29
150-01-50007-228	Note Payment	\$1,791.11	\$31,755.00	\$33,546.11
150-01-50007-324	Photocopy Expense	<u>\$216.00</u>	\$1,968.00	\$2,184.00
	Total	\$5,501.65		

TRANSFER FROM

150-01-50007-101	Salaries	\$3,377.71	\$362,682.00	\$359,304.29
150-01-50007-124	Life Insurance	\$19.54	\$1,209.00	\$1,189.46
150-01-50007-213	Repair Expense	\$97.29	\$2,000.00	\$1,902.71
150-01-50007-280	Photographic Services	\$1,791.11	\$3,000.00	\$1,208.89
150-01-50007-309	Printing Expense	<u>\$216.00</u>	\$4,040.00	\$3,824.00
	Total	\$5,501.65		

Reason: **YE Closing Entries: Health overage due to additional staff granted by the Board in 2017**
YE Closing Entries: Dental overage due to additional staff granted by the Board in 2017
YE Closing Entries: Interest overage due to additional of a new Evidence/ID vehicle lease
YE Closing Entries: Note Payment overage due to additional of a new Evidence/ID vehicle lease
YE Closing Entries: Photocopy Expense overage more than budgeted

Mark McMullen
 Manager's Signature

Funds ARE available	X	Funds are not available _____
Reviewed by Finance Asst	<u>FH</u> Initials	<u>02/12/18</u> Date
Approved by Director	<u>TG</u> Initials	<u>02/12/18</u> Date
Approved by JS Board	_____	_____ Date

AMENDMENT # _____



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Human Resource Coordinator

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 18-023

FROM: Bev Sebetic

REFERENCE: Anticipated 2018 Meeting Dates

DATE: February 23, 2018

The anticipated Board meeting dates for the remainder of 2018 are as follows:

- March 27
- April 24
- May 22
- June 26
- July 24
- August 28
- September 25
- October 23
- November 27

The Kenosha Joint Services Board meets monthly on the fourth Tuesday at 4:30 p.m. in the Joint Services Administration conference room.

Please note, additional meeting dates may be scheduled as necessary during the budget approval process and in keeping with the requirements of the IGA document. Additionally, the December meeting date is currently falling on Christmas day. In recent years, we have attempted to schedule the November and December meeting as one date to conduct any necessary business.

Thank you.