

**MINUTES OF MEETING OF JUDICIARY & LAW ENFORCEMENT COMMITTEE**  
**on August 3<sup>rd</sup>, 2022**  
**KCAB 2<sup>ND</sup> FLOOR COUNTY BOARD COMMITTEE ROOM**

**Members Present:** Zach Rodriguez, Brian Bashaw, Mark Nordigian, Erin Decker, John Franco, Jeff Wamboldt

**Members Excused:** Laura Belsky

**Others Present:** Chief Deputy Marc Levin, Cpt. Tony Gonzalez, Cpt. Horace Staples, Lt. Steve Beranis, Sgt. Chris Hannah, Zachary Stock, Angela Khabbaz, Terry Flores, YIG Alexa Didinsky, YIG Ben Rothove

**Meeting Called to Order:** 6:42 p.m. by Chairman Rodriguez

**Citizen Comments:** 6:42 None

**Supervisor Comments:** 6:42 None

**Chairman Comments:** 6:42 None

**Approval of the Minutes from July 6<sup>th</sup>, 2022:** 6:42

**Motion by:** Decker      **Seconded by:** Nordigian      **Approved:** unanimously

**Resolution from the Kenosha Sheriff's Department:**

**A Resolution to Approve the FY2022 Law Enforcement Justice Assistance Grant (JAG) Award**

**Motion by:** Decker      **Seconded by:** Nordigian      **Approved:** unanimously

6:42: Captain of Operations Tony Gonzalez, of the Kenosha County Sheriff's Department, presented. Supervisor Bashaw asked how many TruSpeed Laser Speed Device units the Grant would purchase. Cpt. Gonzalez responded that each unit was about \$1,500 and would purchase about 9 or 10 devices. Supervisor Bashaw asked if Joint Services did the install of the devices. Cpt. Gonzalez replied that they are handheld devices. Supervisor Wamboldt asked what the cost of upkeep would be. Cpt. Gonzalez replied that he did not know the answer but could find out, but there is a calibration that takes place which can be done in house on some of the devices. Supervisor Wamboldt asked if there was someone in the department that works on radios, radar units, etc. Cpt. Gonzalez replied that the Sergeant of Logistics, Sgt. Pittsley, handled shipping out any of those items for repair back to the manufacturer. Supervisor Franco asked if the total is \$37k with a 40% split, if the city would get the remainder of about \$17k, to which Cpt. Gonzalez agreed. Supervisor Decker motioned to approve, seconded by Supervisor Nordigian. Motion passes unanimously with no further discussion.

**A Resolution to Approve a Budget Modification for Homeland Security ALERT Bomb & Communications Grant**

**Motion by:** Wamboldt      **Seconded by:** Nordigian      **Approved:** unanimously

6:46: Bomb Squad Commander, Lieutenant Steve Beranis, of the Kenosha County Sheriff's Department, presented. Chairman Rodriguez asked if the headset being purchased was for whomever was in the safety suit. Lt. Beranis replied it was for the person in the suit working with the tactical team or any situation in which headsets are needed. As of now, the team does not have headsets and rely on SWAT team members to have the communication if they need it. Supervisor Nordigian verified that this was for the purchase of headsets. Lt. Beranis said yes, for the \$4,500 he could purchase 4 cheaper models or 3 of the more expensive models. Chairman Rodriguez asked Lt. Beranis what he thought for purchasing. Lt. Beranis replied that it would depend on the pricing guide, the one he currently has is from last year. Once the resolution is approved Lt. Beranis would go through the process of obtaining an actual quote. Supervisor Nordigian asked if the headset communicate or have a recording back feature. Lt. Beranis replied that they use the current radio channels, the headset is encompassing for hearing protection, and there is a boom mike so there is no need to fumble with radios. Supervisor Bashaw asked if the headsets would interfere with that the Bomb Squad might be working on or if it is specialized equipment. Lt. Beranis replied that it is specialized equipment, which is why the grant

was given and it is an item they currently do not have. Supervisor Wamboldt motioned to approve, seconded by Supervisor Nordigian. Motion passes unanimously with no further discussion.

A Resolution to Approve the Appointment of Sergeant Christopher Hannah to the Position of Director of the Kenosha County Division of Emergency Management

**Motion by:** Wamboldt     **Seconded by:** Decker     **Approved:** unanimously

6:48: Captain of Detentions Horace Staples, of the Kenosha County Sheriff's Department, presented. Supervisor Franco asked Sgt. Chris Hannah how long he was the Assistant Director under Cpt. Staples. Sgt. Hannah replied he was appointed Assistant Deputy Director in 2017 while he was a Patrol Sergeant and then became Deputy Director in 2019. Supervisor Bashaw asked Sgt. Hannah if he would do things differently, the same, or if there was anything on his wish list. Sgt. Hannah replied that he had not formulated anything at this time, even when he was Deputy Director. Sgt. Hannah said he believes in staying the course to get a full view of how things are affected before decisions like that were made. Sgt. Hannah replied that as of right now he was just gaining as much information as possible. Supervisor Bashaw said that the most recent opportunity to use the Emergency Operations Center was during the Civil Unrest in town, which was 24 hours all hands-in event. Supervisor Bashaw asked Sgt. Hannah if he had any thoughts on growth or expansion from that event. Sgt. Hannah replied that there's always room for improvement within those incidents but looking at that incident specifically public communication can always be improved by informing them on what they can or cannot do. Supervisor Wamboldt motioned to approve, seconded by Supervisor Decker. Motion passes unanimously with no further discussion.

A Resolution to Approve the Appointment of Sergeant Christopher Hannah to serve as a member of the Kenosha County Local Emergency Planning Committee (Group #2 – Emergency Management/Law Enforcement)

**Motion by:** Nordigian     **Seconded by:** Bashaw     **Approved:** unanimously

6:51: Captain of Detentions Horace Staples, of the Kenosha County Sheriff's Department, presented. No questions or discussion from the committee. Supervisor Nordigian motioned to approve, seconded by Supervisor Bashaw. Motion passes unanimously with no further discussion.

***Discussion from the Kenosha Sheriff's Department:***

On the Jail Health Service Agreement with NaphCare Inc.

**Motion by:** Decker     **Seconded by:** Bashaw     **Approved:** unanimously – Item Removed from Table

6:53: Captain of Detentions Horace Staples, of the Kenosha County Sheriff's Department, presented. Chairman Rodriguez confirmed with Cpt. Staples that the item was tabled from the last meeting, but he wished to remove it from the table. Cpt. Staples agreed that the item was being removed. Supervisor Decker motioned to remove the item from the table, seconded by Supervisor Bashaw. Motion passes unanimously and moved to discussion.

Cpt. Staples had emailed a copy of the current NaphCare contract to the committee prior to the meeting. Cpt. Staples said that NaphCare underbid the nursing aspects of it due to speculating what the area had to offer in the Midwest for healthcare professionals. NaphCare was fulfilling the role as healthcare providers for the inmates but are without a Director of Nursing and their Health Services Specialist was flying in and out of Kenosha to take care of matters. NaphCare contacted Cpt. Staple's office and said they needed an infusion of cash in order to adequately serve the inmate population with a Director of Nursing and a full-time HSA to be in Kenosha. The Sheriff's Department was able to secure funds after the new proposal came forth with an additional \$30k a month from September 1, 2022 to December 31, 2022. The 2023 NaphCare contract will kick in and reflect that change. NaphCare did offer to eliminate the average daily population, which if the jail housed over 650 inmates it would be an additional cost. By the CO, Sheriff Beth, and the County Executive signing off on the agreement it takes care of the finances for the positions in the shortfall. Supervisor Franco asked where the extra \$120k was coming from for the rest of the year. Cpt. Staples replied it would be from the inmate Commissary fund.

Chairman Rodriguez asked if the NaphCare contract was going to continue in 2023. Cpt. Staples replied that there is always a possibility that vendors can propose new contracts. The current contracts are

public record and new vendors call and come in all the time to provide services for the county. Not just for jail divisions but for other county departments as well. Supervisor Franco asked if NaphCare was under a 5-year contract. Cpt. Staples replied yes and there is a 90-day Escape Clause that allows either party to cancel the contract. Supervisor Franco asked when the 90-days were, and Cpt. Staples replied it was from day of notice at any time.

Supervisor Bashaw asked why there was so much administration needed such as the Health Services Administrator, the Director of Nursing, and an Administrative Assistant. Cpt. Staples replied that he was not a healthcare professional so did not know. There are two facilities to be in charge of and most facilities in Wisconsin may only need one large one or one small jail to take care of. Supervisor Bashaw commented that the initial discussion was about not having enough personnel to execute, which Administration does not do. Cpt. Staples replied that in some cases they may have to step in, especially if there is a hiring need. The market for the nursing community is good right now, such as travelling nurses that can jump from one hospital to other medical care providers for additional funds or better pension packages. Supervisor Bashaw asked if we can augment with health department staff since it was initially presented as a staffing issue and not an administrative issue. Cpt. Staples replied that NaphCare is in the private sector so he could not speak to their hiring practices. Cpt. Staples commented that if they were looking and advertising for nurses it was hopefully in our area and believes that they have done that. Cpt. Staples said he did not know what the HR requirements are for hiring purposes but would be paying their employees under NaphCare. Chairman Rodriguez commented that the reason he believed they were not moving forward with Health Department staff is that there are different requirements, certifications, and compliance that the staff are not trained to handle inside the jail and do not have the nursing staff right now to take that on.

Supervisor Bashaw asked about other vendor options and if there is anyone else that comes to mind or an option readily available just in case. Cpt. Staples replied not at this time and if NaphCare believed we they were looking at other vendors they could decide to go elsewhere leaving a 90-day window to scramble and fill positions.

#### Review of the 2022 Country Thunder Music Festival Arrest Totals

7:03: Captain of Operations Tony Gonzalez, of the Kenosha County Sheriff's Department, presented. Chairman Rodriguez requested this on the agenda as traditionally the committee reviews it after the event every year. Cpt. Gonzalez said he had a breakdown of some of the numbers and some of the calls that were responded to this year but waiting for dispatch to provide the total count of calls for service. There were 60 Warning Citations, 37 Underage Alcohol violations of which 4 of them were under 16 years of age, 4 citations for Obstructing or Resisting an Officer, 8 citations for disorderly conduct, 2 for Trespass to Land, 1 for Possession of Marijuana, 1 Identification Card violation, 2 for Theft, 5 for Defrauding a Recreational Facility, and 1 uniform traffic citation for Operating a Motor Vehicle While Under the Influence 1<sup>st</sup> Offense. Misdemeanor criminal offenses had 16 totals including 7 for Disorderly Conduct, 1 for Obstructing an Officer, 5 for Resisting an Officer, 1 for Hit and Run, and 1 for Theft, 1 for Criminal Damage to Property. There were 9 total Felony criminal arrests including 2 for Bail Jumping, 3 for Child Abuse or Causing Harm to a Child, 1 for Substantial Battery, 1 for Strangulation or Suffocation, 1 for Battery or Injury to an Officer, and 1 for 2<sup>nd</sup> Degree Endangering Safety.

Chairman Rodriguez commented that the Felony arrests seemed higher than they have been in the past, with last year or the year before having a lull in violent crimes. Chairman Rodriguez asked if the charges were potentially on one individual. Cpt. Gonzalez replied that there were some cases that had multiple offenders or people that got charged in that particular incident or cases where people got multiple charges. There was a huge spike in attendance, particularly on Saturday. Cpt. Gonzalez commented that since he has been working Country Thunder, Saturday was the largest crowd he had seen.

Chairman Rodriguez said there was talk on Social Media about Country Thunder potentially overselling on Saturday and asked if the permits put a limit on people. Cpt. Gonzalez said their Activity Control License allowed up to 50k people in attendance and Country Thunder is speculating about that number. Chairman Rodriguez asked if Cpt. Gonzalez trusted that number. Cpt. Gonzalez replied that they go off of the number of tickets sold which is provided by Country Thunder. Cpt. Gonzalez commented that they are in discussion about it with Andy Buhler and the Planning and Development Committee to look at the numbers and see if it is something to revisit for future functions. Chairman Rodriguez said that it is a concern if they are approved for 50k people and they sell 60k tickets, which is a lot of extra people to keep watch over.

Cpt. Gonzalez agreed and said it is a huge concern logistically and from a safety standpoint. During pre-planning they look at how the venue is designed, what action is taken if an emergency occurs, whether its weather related or more egregious, and it is a topic they will definitely revisit. Cpt. Gonzalez said they were to meet with the County Executive on the following Friday to discuss the topic further.

Chairman Rodriguez asked if there were any notable medical emergencies. Cpt. Gonzalez replied that none came to mind. There was some care for people that were involved in fights and needed stitching, a lot of alcohol related incidents of people who were too intoxicated and needed fluids, but nothing more significant than that. Supervisor Wamboldt requested a more detailed breakdown in the future. This way the committee will know the number of people year over year, a breakdown per day perhaps to see if Saturday was higher arrests due to more people and provide the circumstances for their understanding. Cpt. Gonzalez commented on the Child Abuse charges, that it relates to victims 17 years of age or younger. There are a lot of teens and younger persons that got involved in fights and were victims during those episodes and that's why you see the charge. Chairman Rodriguez stated that it might not be a young child with a parent neglecting them, to which Cpt. Gonzalez agreed. Supervisor Wamboldt reiterated that's why he wanted the breakdown because in those situations people tend to think it is a smaller child.

Supervisor Wamboldt asked about sexual assaults that have appeared in years past, but there are none for this year. Cpt. Gonzalez replied that nothing was reported or if there was an incident the victim did not want to come forward and pursue it.

Supervisor Wamboldt asked how the numbers compared to previous or last year's numbers. Cpt. Gonzalez replied they were trending about the same compared to last year, maybe even a decrease from years past. Supervisor Wamboldt asked if the Felony charges were up. Cpt. Gonzalez replied it probably was compared to the last couple of years. Supervisor Nordigian asked about the battery on an officer and if they were injured or needed care. Cpt. Gonzalez replied that it was documented they were injured but did not require further assistance. There was an on-scene checkup making sure they were okay but nothing that put the officer out of work.

Supervisor Bashaw asked about staffing for next year's Country Thunder and if the Sheriff's Department could manage it or required other assistance. Cpt. Gonzalez said typically a Mutual Aid Request goes out to local agencies first and if needed neighboring counties like Walworth and Racine. This year they did reach out to Walworth for assistance along with two State Troopers who assisted with traffic. Supervisor Bashaw asked about needing to pull officers for Felony arrests during the event. Cpt. Gonzalez replied that depending on the circumstances, it could be mitigated by using an area squad that is working in the west of the county to facilitate the transport downtown. There is a remote setup so they can do all documentation onsite at the venue. Supervisor Bashaw asked if a person can be detained remotely for a time or needed to be transported quickly. Cpt. Gonzalez said Twin Lakes Police Department can be utilized if needed, which they can get to in a matter of minutes and hold them temporarily. Supervisor Bashaw commented that he was surprised there were not more drug related arrests from this event. Cpt. Gonzalez replied that it depends on the given the amount of resources they have and if there is an investigation an officer is going to be tied up with that event, they are not necessarily proactively seeking other violations.

Supervisor Franco asked how many deputies are allocated to Country Thunder during the weekend. Cpt. Gonzalez replied approximately 40 officers a day, which includes some of the agencies that are coming in to assist like Kenosha Police Department, UW-Parkside, Twin Lakes Police Department, or Pleasant Prairie Police Department.

#### Review of the Kenosha County D.A.R.E. Accounts

7:14: Fiscal Services Manager Angela Khabbaz, of the Kenosha County Sheriff's Department, presented. Prior to the meeting the committee had received from the Finance Department the last several years of the DARE accounts, including the transactions of money going in and out. Chairman Rodriguez requested Angela begin with how the account is managed, where it does it go into, if it is separate or not, and who has access to the account.

Angela said the deposits and expenses go into Fund 130, which is mixed in with other county funds, it does not have its own separate bank account. The funds are tracked through the automated AX System and handled the exact same way all other department transactions are handled. Deposits are put into the treasury on Fridays. All expenses must be approved by three people. Anything purchased with a Purchase Card (P-Card) have to be reconciled and approved by two people. The account is handled like all the county funds. Chairman

Rodriguez asked who the three people were that approved the expenses. Angela replied it was herself, a member of her Fiscal Team, and a Captain. Chairman Rodriguez asked who the two people were that approved P-Card purchases. Angela replied a member of her Fiscal Team and herself.

Supervisor Decker stated that the committee had the accounts from 2016 to present day and she noticed there is a running carryover balance. At the end of 2021 the balance was \$131,451.56, which was a \$17k increase from the previous year. Then in 2020 there was a \$34k increase. Supervisor Decker said that looking at the expenses there were funds raised for the DARE Golf Outing, but DARE did not hold that outing. Angela replied she took over the position in 2021 and was unsure what occurred in 2020. Supervisor Decker replied that the outing was held after all and she was looking at a different line.

Supervisor Decker said the balance starts at \$15k in 2015 and the DARE Golf Outing has been going on for a long time. Supervisor Decker asked where the money goes because the balance in 2016 should have been higher than \$15k. Angela replied that the retention policy only goes back to 2016 so she is unable to say what the state of the accounts were in 2015 or earlier. The money collected during the DARE outings goes to that account, then whomever is running the DARE program makes the decisions on how they want to do the expenses. Supervisor Decker clarified that the \$131k for this coming year can be spent however DARE wants to. Angela replied that it must be used for DARE activities.

Supervisor Decker asked about the \$7,500 that was donated in 2022 to a non-profit organization called the Concerned Citizens Collation (CCC). Supervisor Decker said she looked up the CCC online, but their website is. Supervisor Decker also attempted to look up their tax information online via the 990 Finder, the CCC as a 501(c)(3) they should file 990's, but there were none on file through the 990 Finder. Supervisor Decker also tried looking on Facebook for their information, but they are not been active for many years. Angela replied she could not speak to why they don't file tax paperwork or update their website, but the CCC is an anti-drug program for children similar to DARE. The donations were used to purchase posters, printing, and other promotional items such as pens. Supervisor Decker asked why money is going to a non-profit that is not doing its taxes properly and if anyone has looked into it. Angela replied that she does not police non-profit organizations. Supervisor Decker asked if no one polices who we are giving money to. Angela replied that they are familiar with the program and what they do. They do not request their financial statements or why they are not filing their taxes. Supervisor Decker asked if we make sure they are filing their proper tax forms before giving money, to which Angela replied no they do not. Chairman Rodriguez asked if any person coming to the Sheriff's Department and asks for money for their anti-drug program and we provide a check, if the DARE officer verifies if the organization is actually conducting the work. Angela replied they do not, this particular organization (CCC) has two employees from the Sheriff's Department that are on the board, so they are aware that they exist. Chairman Rodriguez asked if there was a background check to make sure they are compliant. Angela replied not with their taxes as it was not their job to verify the organization is filing taxes. Chairman Rodriguez asked if any person claiming they are a 501(c)(3) come to the county, whether for DARE or other funds, and we provide a check without verifying they are a legitimate 501(c)(3). Angela replied no, there are two employees that serve on the CCC, so they are familiar with what they do and that it exists. Chairman Rodriguez stated that they might exist, but they must file their taxes just like everyone else. It is a concern that they are not filing taxes. Before a check is cut to the organization there are no checks that the organization is legitimate, filing their taxes, registered with the State and Federal governments, besides coincidentally there are two Department employees on the CCC Board. Angela replied she did not think it was a coincidence. Supervisor Decker felt that it was a coincidence that two Department employees are on the board of an organization and we're giving money to an organization that doesn't file their taxes. Chairman Rodriguez asked who the two employees were because she could not find information on their outdated website. Angela replied it was Sheriff David Beth and Deputy Ray Rowe. Angela added that collecting their tax paperwork was done prior to her starting the position and verifying they had tax records on file is part of setting up a vendor file in the ERP system and would have that electronic record on file. Chairman Rodriguez asked if the request to the county to cut a check to the organization came from the former DARE officer of 20 years, who recently stepped down, along with the Sheriff. Angela replied that the request for the donation did not come from either of the Department employees, but from another member of the board. Chairman Rodriguez asked who that person was. Angela replied she did not know the name but could check in her emails. Chairman Rodriguez said that all elected officials fill out financial disclosures. Chairman Rodriguez asked if there was anything other than that, that would bar Kenosha County from giving monies to organizations where elected officials and employees sit on their boards. Angela replied no, because the donation is given to the organization not the person. Supervisor Decker said the Ethics Report asks if you are

on the board with anyone that does business with Kenosha County. It makes a difference if you are on board, it's not that you have to be employed, but if you are on the board. Angela replied that she is not familiar with the report.

Supervisor Decker asked if the DARE Golf Outing was that evening, to which Angela replied yes. Supervisor Decker asked if Angela knew how the Golf Outing was run as she had never attended. Angela replied no, she had never attended either. Supervisor Nordigian asked if it took place in Twin Lakes and Supervisor Decker said yes, at Nippersink Golf Course.

Chairman Rodriguez asked if we send a member of the Sheriff's Department, or from Finance, to the event with receipt books. Chairman Rodriguez was told a lot of cash changes hands during the events like the raffles or 50/50 and asked when it was all logged and accounted for, whether it was on the day of the Golf Outing or the following day. Angela replied that all funds are turned into the Fiscal Services Office the following day to Sandy, the Accounts Payable and Accounts Receivable Representative. Sandy then matches up what was donated with what was turned in to the office so there is a record. Supervisor Decker asked if this was for cash. Angela replied it was for both. Supervisor Decker asked if a person purchases a raffle ticket if they are given a receipt and a copy is saved, to which Angela replied it was not. Supervisor Decker asked how we are keeping track of money coming in if a receipt is not given, to know that a person is not pocketing the monies. Angela replied she could not answer that, she did not know. Supervisor Decker asked if there were two people at each station for dual control, for example the Hole-In-One. Angela replied she had not been to a Golf Outing, so she did not know how the tables were run. Supervisor Decker asked again if Angela knew because cash is taken at holes, not just at the Front Desk, to which Angela replied no. Supervisor Decker asked if the persons staffing the event were employees or volunteers. Chief Deputy replied that they are a multitude of people. Angela added that she thought they were volunteers. Supervisor Decker asked if two separate people working, if they rotate them out so the same persons cannot collude and work together on pocketing money during the event. Angela replied she did not know if this happened at the Golf Outing, but in her office they practiced dual control and when money is handed over it is manned by two people. Supervisor Decker asked what the procedure is and where the money is counted once it is collected at the end of the night. Angela replied the office is given a total to compare to what was actually received. Supervisor Decker asked if at the end of the night they know the total matches what will be counted the next morning, to which Angela agreed. Supervisor Decker asked if there was a receipt trail of the cash handed in or if there is cash that cannot be accounted for. Angela replied she did not know. Supervisor Decker asked again if she knew if there is dual control onsite. Angela replied she did not know. Supervisor Decker asked again if there is dual control, if they change partner so there is no collusion, or if there is a way to match the cash received to what is turned in. Angela replied she did not know.

Supervisor Decker asked if there was a bid process on the larger expenses, for example the DARE t-shirts that cost thousands of dollars a year. Angela replied that the County Ordinance is that any purchase over \$15k, that does not already have a contracted vendor in place, should be put out to bid. If there is a larger purchase they go to Procurement and ask them who the County has a contract with.

Supervisor Decker asked about expenditures on January 4, 2022 totaling \$923.47 called 'Silver Dog Tag'. Angela replied she did not know what that was off the top of her head, but any items charged to the General Ledger Accounts have supported documentation. This could be receipts, confirmation of purchase, or otherwise but there are records for those expenses.

Supervisor Decker asked if there were documents prior to 2016. Angela said not that she could find, and the retention policy is 7 years. Supervisor Decker asked if the system purges the documents. Angela replied that electronic files are not usually kept for these sorts of things. Angela said she can reach out to Sandy and see if she can find anything prior to that. Any time request for documentation, with retention policy being 7 years, that's as far back as we go. Supervisor Decker said she was questioning the \$15k and the previous couple of years and what was the balance then. Money is raised every year at the Golf Outing and there should be a decent sized balance in there, which is what Supervisor Decker was looking for. Angela replied that they can see if something exists beyond the 7-year retention policy.

Chairman Rodriguez commented that he wanted to point out some concerning things. Looking at the DARE International Conference in July of 2019, Cpt. Miller and Deputy Rowe attended the conference. Chairman Rodriguez asked what the expense limits were when travelling, who sets them, and who approves them. Angela said she had a copy of the travel policy with her and highlighted the County's Travel Policy for travel by air, travel by train, travel by bus, requirements for renting a car, getting a hotel room, and meal

expenses, which is available to review as a County Ordinance. Chairman Rodriguez asked her to read the areas aloud. Angela covered the followed sections:

Air Travel: Travel by commercial air shall be limited to coach.

Travel by Train or Bus: Travel by train shall be limited to coach unless travelling overnight; in which case, accommodations shall be limited to a roomette.

Rental Car Policy: A 'rental car' shall be appropriate when deemed to be the most convenient and efficient means of transportation in a particular situation. Only the reasonable cost of compact models shall be reimbursable unless nonavailability is documented.

Meal Expenses: The meal expenses shall apply to all travel except for meals in out-of-state higher-cost cities as determined from information published in the Runzheimer Meal-Lodging Cost Index, which is adopted by reference as if fully set forth herein, (TR-Appendix 'A')

Hotel and Motel Expenses: The choice of lodging shall be based on cost, with consideration given to accessibility in conducting business. When traveling alone, an employee shall be reimbursed for a single hotel or motel room at a reasonable rate for the community.

Chairman Rodriguez stated looking at the report from 2019 there is hotel for Cpt. Miller and Deputy Rowe and a charge for each of them at \$544.84 each from July 22 to July 24, 2022. On July 23, 2022 is states a deposit for both of these individuals for \$366 totaling almost \$900 on hotels. Chairman Rodriguez asked if that sounded in line. Angela replied that it depends on the State and used her recent trip to a conference in Austin, TX as an example. Angela's hotel room was \$340 a night, which was the best they could find in a safe neighborhood and within walking distance of the conference. Chairman Rodriguez asked about the \$490 meals for the two individuals in the three days they were there. Angela replied it was a possibility and used her recent trip as an example, that her daily limit was \$80 for food because it is expensive to eat in Austin, TX. Angela couldn't speak to the specific city they attended the conference without looking it up in the Runzheimer Index. Chairman Rodriguez stated that it came out to \$163 per day for Deputy Rowe and \$121 a day for Cpt. Miller and asked if that was in line. Angela replied it is possible if the Conference was held in an expensive city. Chairman Rodriguez asked if the General Ledger accounts had receipts. Angela replied that meals are not required to turn in per County policy, but they do have the TR-1 Documents that were filled out showing each meal, what they cost, where the meal took place, and which restaurant. Supervisor Bashaw asked why they do not require receipts if it exceeds the per diem. Angela replied that each person is given allowance from the Runzheimer Index for each meal, which does not require a receipt. Angela quoted from the County Travel Policy "...Receipts for meals are not required except for any unusual amount in excess of the schedule.". Supervisor Bashaw stated that was what he was referring to. Angela replied that "in excess of the schedule" refers to the Runzheimer Index and as long as they are having meals within the allotted allowance for meals, they are not required to turn in receipts. Supervisor Nordigian commented that when you turn in receipts for work, you pay it all out and submit back for reimbursement, that way you are spending your own money to begin with.

Chairman Rodriguez asked about the DARE Fund reimbursing Deputy Rowe for a Sam's Club Membership, but did not see where it was used, and asked if it the Sam's Club Membership was for the County. Angela replied that she would have to look up the receipt for that expense to answer the question.

Chairman Rodriguez commented that there is concerning information and a lack thereof. Chairman Rodriguez requested for next month's meeting to have Angela come back with some of the items discussed. Chairman Rodriguez asked if they could also get the current DARE Officer, new DARE Officer, the Sheriff, to answer some of the questions. Chairman Rodriguez requested that Angela, or her staff, find out if the CCC is compliant with their taxes. Angela replied that they would attempt to find out. Angela requested the committee provide a list of questions in regard to the DARE account expenses or revenues, so she knows what to look for. Angela added that all records prior to 2018 are on paper, prior to the implementation of the ERP system in 2018. Before that they were printed out ledgers.

Supervisor Decker commented that her concern was that the money is donated. Citizens donate money trusting the donation will be put to good use and not wasted or stolen. When seeing how some of the items are spent, Supervisor Decker wonders if we are being a good steward of the donations. People give their extra

money because they like the DARE program and think it is worthwhile. Supervisor Decker felt that finding out the money is being used in ways it shouldn't be is a violation of the public trust, to which Angela agreed.

Angela said that she could not speak to years prior to 2021 before she started in the Department, but the Fiscal Services Office has many internal controls. The Office has been audited by the County before and have no findings on whether they are lacking on their internal controls. Anything posted in the General Ledger Accounts are reviewed for reasonableness and approved by many levels of supervision. Angela commented that Sandy does the reconciliations, they are then handed over to her manager, which is herself, or Jasleen Kaur and Nancy Otis prior to herself. Angela added that Sandy is dedicated and loves her job. Angela felt that the line of questions and the investigation of the accounts has been an insult on the integrity of the Fiscal Services Office. Angela added there had never been any other question on whether they have been good stewards of the money they receive, whether in tax dollars or donations. Angela said that if the money reached her office it was handled appropriately, and it was reviewed. Supervisor Decker commented that she is questions if the money reached the office. Supervisor Decker stated that as an employer, someone had stolen over \$10k from her, and it is always the person you least suspect. Supervisor Decker added that she was not calling into question any of Angela's employees or her department, but it is always the person you least suspect when you place the trust in them and they're the ones who violate that trust. Angela commented that for anything nefarious or fraudulent to happen it would require three people colluding together in her office. Chairman Rodriguez said that they did not mean for this to be an insult on the staff or any of Angela's coworkers. People look at this and the \$500 for food for a couple of days, for example. Chairman Rodriguez asked what people might think when DARE gives money to an organization that the Sheriff and the DARE Officer sit on that board, and the organization is not tax compliant. Chairman Rodriguez added that they are not insinuating that Angela, or her office, did anything wrong but they are concerned. Angela commented that its why open record requests are there. If there are people concerned on how money is handled and they would like proof on how it is spent, they can submit an Open Records request to her office to find out for them. Chairman Rodriguez agreed but added that the Supervisor's Constituents entrust in each one of them on the committee, and all 23 County Board Members, do that on their behalf. Constituents are worried about their jobs, families, and day-to-day life and these are not the kind of things that come to their forefront. Chairman Rodriguez said he would not put that on his constituents the idea of "if you want a transparent government do an open records request" because he thinks it is backwards thinking. It is what the Supervisors are here to do, that's what they govern to do by seeing the day-to-day operations of the County, whether it's the DARE fund or a different one, and operations elsewhere. Chairman Rodriguez asked Angela to convey to her colleagues and staff that is not how they want them to feel. Chairman Rodriguez asked again that Angela come back with other DARE staff next month with some more answers and thinks it is a discussion that needs to be had.

Supervisor Bashaw asked if there is an annual budget for the DARE program. Angela replied there is not, as there is no real way to estimate what the donations or expenses will be. The revenues and expenses reported on the budget directly affects what tax dollars the department gets. If they were to try and guess what the DARE donations will be, and they are off they could be robbing other areas of the department of needed funding. Supervisor Bashaw asked if they expend all the donations within the year they are received. Angela replied that they do not and roll the balance of the account over. Supervisor Bashaw commented that he was baffled by the \$150k capitol fund, which is non-budgeted with no strategy, allocated at the discretion of two members that allocated \$7500 to the CCC, of which they sit on the board of. Supervisor Nordigian added he had not found this anywhere else and this is the only year they see this donation, which is their concern. Supervisor Bashaw asked if there is a Profit and Loss account for the DARE fund. Angela replied that they turned in all information on expenses and revenues for the DARE account. Supervisor Decker said she asked for expenses and revenues for the golf outing, for example how much was raised at the Hole-In-One, how much the insurance cost, etc. Supervisor Decker asked if someone kept track of what events were successful in raising money to reassess how they are making money on different portions of the fundraiser individually. Angela replied that she did not know.

Supervisor Bashaw asked about the \$1,686 expenditure for 'Creative Product Sourcing', with the assumption it might be for DARE shirts, jackets or wearables. Supervisor Bashaw then asked about the \$2,839 initiated by the DARE officer and committee. Supervisor Bashaw asked what the matrix for that expenditure looked like, the decided upon allocation, and how it happens. Angela replied that a requisition is put into her office for the purchase to go through and then they put a requisition into the ERP System. Supervisor Bashaw asked who provides the requisition and Angela replied whomever is requesting the purchase. Supervisor Bashaw asked if someone outside of the DARE Officer can request materials to be purchased, who makes that

request, who can take the fund and allocate it for a purchase, and who can request the resources. Angela replied that she had not come across a situation where she had gotten a requisition from anyone than someone who is involved with the DARE program. Angela said she could not speak if that had happened in the past or if there is a restriction on it. Supervisor Bashaw asked if 100% of the requests come from one of two people, to which Angela agreed. Supervisor Bashaw asked who validates it once the request is made. Angela replied the first level is by the direct supervisor of the person who submits the requisition. Supervisor Bashaw asked if it was the DARE Officer than would the supervisor be the Sheriff. Angela replied that DARE purchases go through Cpt. Miller as the first level of the approval, as DARE is considered Administrative in the department. Then it would go to the Fiscal Services Office where one of the three employees would approve it, and then to Angela for the final approval. Chairman Rodriguez asked how often something is denied once it reaches the Fiscal Services Office. Angela replied since she started she has only had one situation where something was given on accident for reimbursement, and the receipt was included with it, but the request did not relate to the situation and the receipt was pushed back to the person submitting the request.

Supervisor Bashaw asked if there was a strategic plan, a business plan, or if somebody can provide something that says what the DARE plan is for years 2022-2023. Supervisor Bashaw wanted to know what is being executed, what are their strategic goals, how they are spending, what resources are required, and is there strategic thinking. Supervisor Bashaw added that he is not challenging the program but if it is given any managerial oversight and if there is something that says what they with the resources they have within DARE. Angela replied that because the DARE accounts are not part of the annual budget her office does not have interaction on how the funds are planned to be spend. Supervisor Bashaw asked if the County does all administrative with regard to oversight of monies, to which Angela agreed. Supervisor Bashaw commented that if he had a budget of \$131k at the end of last year he would have a strategic plan for it and how to utilize that resource other than as a slush fund for Golf Outings and other fundraisers. Angela said there are some things they know happen every year, such as 2 DARE Conferences and the Golf Outing, and they know those are expenses that are going to be covered out of that account. There are things they expect but it is not the responsibility of the Fiscal Services Office to budget for those events. Supervisor Nordigian commented that Supervisor Bashaw was not necessarily looking for a budget, but what DARE will do with the money they receive, for example the end of the year graduation party. Supervisor Nordigian stated he was with Supervisor Bashaw on how do you know what you are going to spend, if you do not know what it is you're going to do. Supervisor Nordigian commented that the known expenses are fun items, for example the graduation party or the golf outing. Supervisor Nordigian wanted to know what the benefit was, why are they doing these things. Supervisor Nordigian said he knew the 'why' was an anti-drug problem for children. Supervisor Nordigian wanted to know if it was effective how they are doing the program now and if there was a measurement, or a plan, that states how much money they have and what they will do with that. Angela replied that she understood but nothing is turned over to her and it is not handled in her office. Supervisor Bashaw asked who would have that information. Chief Deputy replied that it would come from someone involved with DARE.

Chairman Rodriguez asked Angela to come back next month with Deputy Rude and Deputy Rowe. Chairman Rodriguez asked Chief Deputy to inform Deputy Rude that the committee will ask him, as the new DARE Officer, what his vision is for DARE, his plan, and how he plans to execute the plan. Chairman Rodriguez reiterated to Angela that they were not accusing her, or her office, of anything. Angela replied as long as the committee understands that everything goes through her office. Angela requested again that the committee compile their list of questions to send her for the next meeting.

***Any Other Business Allowed by Law:*** 7:55 None

***Meeting Adjourned:*** 7:55: on motion by Supervisor Decker; seconded by Supervisor Nordigian.

A recording of the meeting is available online at [kenoshacounty.org](http://kenoshacounty.org)

Respectfully Submitted,



Alyssa Werfelmann