



Sawyer County

Agenda

Public Safety Committee Meeting
Thursday, October 3, 2019 @ 8:30 AM
Assembly Room

Page

1. CALL TO ORDER
2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
3. MEETING AGENDA
4. PUBLIC COMMENTS
5. MINUTES FROM PREVIOUS MEETING
 - a. [Public Safety 9-5-19](#)
6. JUDGE'S REPORT
7. CLERK OF COURT'S OFFICE REPORTS
8. DISTRICT ATTORNEY'S OFFICE REPORT
9. CHILD SUPPORT DEPARTMENT REPORT
 - a. [OCTOBER 2019 Child Support](#)
 - b. [child support agency required background check FTI - procedure Cert Compliance](#)
10. SHERIFF'S DEPARTMENT REPORT
 - a. Jail Report
 - b. Animal Control Report
11. CORONER'S REPORT
12. EMERGENCY MANAGEMENT DEPARTMENT REPORT

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- a. Communication Specialist Report

13. CRIMINAL JUSTICE COORDINATING COUNCIL UPDATE

14. AMBULANCE SERVICE DEPARTMENT REPORT

15. FUTURE AGENDA ITEMS

16. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Draft

Minutes of the meeting of the Public Safety Committee.

Sawyer County Board of Supervisors

September 5, 2019; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

Members present: Helen Dennis, Ron Buckholtz, Dale Schleeter, James Schlender

Others present: Carol Williamson, Tom Hoff, Pat Sanchez, Doug Mrotek, Jeff Johnson, Joe Sajdera, Greg Ripczinski, John Froemel, Sherrie Shelton, Sandy Okamoto, Amanda Wheeler, Janet Sprenger, Marge Kelsey, Jill Tonn, Anna Amparo, Nate Dunston, Rose Lillyroot, Frank Zufall, Monica Chase, Sunnie Bisonette, Sue Smith, Lorraine Gouge

Vice Chair James Schlender called the meeting to order at 8:30 am.

Motion by Dennis, 2nd by Buckholtz, to move Child Support up on the agenda to after minutes. Motion carried

Motion by Dennis, 2nd by Buckholtz, to approve the agenda as modified. Motion carried

Motion by Buckholtz, 2nd by Dennis, to approve the minutes of the August 1, 2019 meeting. Motion carried

Child Support Director Sandy Okamoto reported to the Committee. Okamoto worked with County Administrator Tom Hoff, and the LCO Child Support staff to resolve issues regarding child support cases handled by LCO. LCO Child Support Director Sue Smith introduced LCO Child Support Attorney Monica Chase. Smith thanked Hoff for his assistance and corporation. Chase informed the Committee everything has been resolved regarding the question of transferring child support cases.

There are no major changes in the 2020 Child Support budget. The State of Wisconsin funds 66% of the Child Support Department with the County picking up the remaining 34%.

Emergency Management Director Pat Sanchez presented a written report. Key stakeholders are meeting September 19 to discuss radio communications systems in Sawyer County.

The 2020 budget includes increases in contracted services. Currently renting space in Winter for Emergency Management Office.

No Judges report

Clerk of Court Marge Kelsey provided a written report to the Committee. Ricki Briggs is retiring effective October 2, 2019. Kelsey requests increasing the part time position to full time to provide a full time Financial Clerk position to focus on increasing revenue collections.

The 2020 District Attorney budget includes an additional full time position for staff to support the additional Assistant District Attorney the State of Wisconsin has approved.

Sheriff Mrotek reported to the Committee. The Sheriff's Department covered the Radisson Harvest Fest and the Exeland Trout Fest. Worked with various volunteers and agencies on the missing person in Winter.

Chief Deputy Joe Sajdera reported on communications handled by dispatch. Dispatch has 7 full time and 2 part time employees. There are two employees on duty 16 hours a day and one employee on duty 8 hours a day. The staff handles 16 phone lines and 12 radio channels. In August of 2019 there were 3536 calls resulting in 1,761 calls for service. Year to date there have been 28,459 calls; 13,134 calls for service.

Road Lieutenant Greg Ripczinski provided a detailed list of calls received at the Sheriff's Department. One road deputy position open.

Jail Administrator Jeff Johnson provided a written jail report. As of today, there are 103 inmates; 3 out on electronic monitor, and 2 housed out of county. Electronic monitoring is successful.

The climate in the jail is affecting the health of staff. There are funds in the Canteen Fund Balance to cover air conditioning installation. Motion by Dennis, 2nd by Buckholtz, to approve the climate control project in the jail and forward to Finance with a Resolution for a budget adjustment.

Animal Control Officer Sherrie Shelton presented a written report to the Committee. No changes in 2020 budget.

The Committee discussed the various Sheriff Department 2020 budgets. Only Law Enforcement Contract wage increases were included in the 2020 budget. No additional staff budgeted.

Coroner John Froemel provided a written report to the Committee. Froemel is tracking demographics on drug overdoses.

This is the first budget Froemel has worked on. The 2020 budget includes an increase in pathology expenses and staff training.

County Administrator Tom Hoff reported they are working on the Criminal Justice Coordinating budget to determine programming and funding.

Sawyer County Ambulance Director Nate Dunston provided a written report to the Committee. Dunston provided lists of rates charged by Sawyer County Ambulance and other providers. Hoff and Dunston will bring back a recommendation to Public Safety for rate changes. Tracking costs for Ojibwa facility. The Ambulance budget falls outside the levy, but does affect the tax rate.

The Committee addressed the proposed "Resolution addressing the requirements needed for a second circuit court judge for Sawyer County and the need for additional state support". Motion by Dennis to postpone any decision or discussion. Received no second on this motion. Motion by Schleeter, 2nd by Buckholtz, to move the resolution to the full County Board with no comment from the Public Safety Committee. The Committee discussed the County Board sending the resolution back to Public Safety and what the Committee should do with the resolution. This motion failed.

Motion by Dennis, 2nd by Buckholtz, to postpone decision on the resolution until the November Public Safety Committee meeting. Motion carried

Adjourned 10:01 am

Minutes prepared by Carol Williamson

OCTOBER 2019
CHILD SUPPORT

Agency staff have access to and possess Federal Tax information (FTI) on case participants. IRS Publication 1075 established safeguards to ensure confidentiality of FTI. To comply with IRS Pub. 1075, 2017 Wisconsin Act 154 was enacted authorizing child support to conduct FBI fingerprint checks. The WI Department of Administration contracted with Fieldprint to facilitate the printing. In September, printing and background checks were conducted on the four staff of the Agency. HR Rose and IT Mike and Alex went above and beyond assisting with pulling all of the needed components together within State mandated timeframes. The attached background procedure was developed for your review. Also attached is the certificate of compliance. The IRS Minimum Standards are:

1. Written policy that requires completion of a background check. The policy must identify the processes, steps, timeframes and suitability standards adopted.
2. FBI fingerprinting for all existing and new employees with access to FTI.
3. Favorable adjudication of background checks prior to providing access to FTI.
4. Checks of law enforcement agencies where the potential employee has lived, worked and/or attended school for past 5 years.
5. Validation of eligibility to legally work in the US.
6. Re-investigation every ten years for employees requiring continued access to FTI.
7. Availability for inspection of background policies, procedures and samples of completed background checks during onsite audits conducted by Bureau of Regional Operations (BRO).

August Performance Report

IV-D cases 715
Total cases 1278

| | | |
|--------------------------------------|---------|----------------------------|
| Open cases w/court orders | 93.85% | .51% increase from 8/2018 |
| Paternity Establishment | 114.12% | 1.09% increase from 8/2018 |
| Current support cases w/ payments | 73.60% | 1.28% increase from 8/2018 |
| Arrears payments | 72.38% | 5.86% increase from 8/2018 |

Current support collected August 2019 \$1,131,333

Background Procedures - Child Support Department

Purpose: The Internal Revenue Services (IRS) is required under 26 U.S. Code 6103 to enforce safeguards on entities that receive FTI.

Timeframe: FBI fingerprinting and local law enforcement check shall be conducted after an offer has been made and prior to establishing a start date with the new hire. Once results are gathered and there are no concerns, the new hire's start date will be established. This check for current staff shall be completed every 10 years and the process shall begin at 9 years and 6 months from the time the previous check was conducted.

Background Procedure:

1. Human Resource Director shall make an offer to the top candidate and state that the position is contingent on the results of a FBI fingerprinting and criminal history background screening
2. Child Support Director shall follow FBI fingerprinting and DOJ WORCS procedures established by the Wisconsin Department of Children and Families prior to the new hires start date
 - a. Results shall be given to Human Resources for review and retention
 - b. A disclosure/waiver form is not required to be completed or maintained on file as long as the Fieldprint vendor is being used. During the appointment process, Fieldprint informs the applicant of their right to a copy of the report, as well as gives the CSAs authority to have the results through a signed agreement. The only time Sawyer County Child Support would need to obtain a waiver/disclosure is if they were not using a vendor.
 - c. Those applicants that have not lived outside of the state of Wisconsin in the last five years only have to go through a DOJ WORCS criminal background screening and FBI fingerprinting.
3. If an applicant has lived, worked or attended school outside the state of Wisconsin in the last 5 years, then a background investigation must be conducted with local law enforcement agencies that are the equivalent of DOJ, in each state where the candidate has lived, worked, or attended school or obtain that information from a third party vendor. Information obtained about arrests with pending charges or convictions in other states will be considered along with information obtained from the FBI background check and any supplemental information obtained. Human Resources shall determine whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.
4. If there are no results indicating concern from the FBI fingerprinting and the law enforcement check, Human Resources Division shall continue with the offer and setup a start date with the new hire.
5. If the FBI fingerprinting and/or the local law enforcement check results reflect a criminal history, Human Resources will make a determination utilizing the suitability standards below on whether or not to continue with the offer or to revoke the offer.
 - a. The Human Resources Division shall consult Corporation Counsel as deemed necessary.

Suitability Standards:

The IRS does not identify the specific background check favorability standards to which agencies must adhere. The [Wisconsin Fair Employment Act](#) (Wisconsin §111.31) does not allow discrimination based on arrests, convictions, or pending charges unless a substantial relationship exists between a conviction, pending charge, and the duties of the job. As outlined below, CSAs should consider a multitude of factors when assessing returned results. A subject shall be determined suitable to have FTI access if all of the following inquiries are favorably adjudicated by Human Resources, according to the related favorable adjudication standards:

1. FBI criminal background check.
 - a. A subject's FBI criminal background check will be favorably adjudicated if the subject has no criminal history substantially related to the position for which they are being considered, as determined pursuant to Wis. Stat. § 111.335.
 - b. A subject may not be discriminated against based on a pending charge and/or conviction record unless there is a substantial relationship between the circumstances of the pending charge and/or conviction and the duties and responsibilities that the position requires.
 - c. The purpose of the substantial relationship test is to assess whether the subject's tendencies and inclinations to behave in a certain way within a particular context are likely to reappear later in a related context, based on the traits revealed in the test.

In determining whether a substantial relationship exists, the following factors can be considered, along with other factors relevant to a specific position:

- i. The Position:
 1. The nature and scope of public or client contact required by the position. The nature and scope of the position's discretionary authority and degree of independence in judgment relating to decisions or actions that affect the public or clients.
 2. The extent to which acceptable job performance requires public or client trust or confidence.
 3. The amount and type of supervision received in the position.
 4. The amount and type of supervision provided by the position to subordinate staff, if any.
 5. The sensitive nature of the data or records maintained.
 6. Whether the position includes fiduciary responsibilities.
 7. Whether the position is one that the Legislature has determined that certain offense(s) bar the subject from employment.
 8. The nature and scope of the position, including key access to facilities, access to cash, or access to vulnerable populations.
- ii. The Offense:
 1. Whether intent is an element of the offense.
 2. Whether the elements of the offense are substantially related to the job duties.
 3. Whether the circumstances of the pending charge or conviction arose out of an employment situation.
 4. Whether the offense is one that under Federal or State law is a bar to employment for the specific job.
 5. The statutory elements of the offense.
- iii. The Person:
 1. The age of the person at the time of the offense.

2. How recent the offense occurred.
 3. Whether there are patterns or reoccurrences of offense(s).
 4. Whether the person completed a rehabilitation program.
 5. The seriousness and nature
2. Check with local law enforcement agencies for any identified arrests.
 - a. For subjects who have lived, worked, or attended school **only** in Wisconsin for the past five years, information obtained through the WI-DOJ criminal background check will be considered, along with information obtained from the FBI background check and any supplemental information obtained by the Human Resources in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.
 - b. For subjects who have lived, worked or attended school in states **other than** Wisconsin during the past five years, Human Resources must check with local law enforcement agencies that are the equivalent of DOJ, in each state where the candidate has lived, worked or attended school or obtain that information from a third party vendor. Information obtained about arrests with pending charges or convictions in other states will be considered along with information obtained from the FBI background check and any supplemental information obtained by Human Resources in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.
 - c. Only information about arrests related to currently pending charges and/or convictions may be considered.
 3. This applies only to new employee's eligibility to work legally in the United States.
 - a. Determination that the individual is a United States citizen; or
 - b. Determination that the individual is legally eligible to work in the United States.

Providing Background Investigation Results to a Subject

1. Human Resources, if requested, will provide the subject for whom a Pub.1075 compliant background investigation is conducted with all information required by law about the results of a component of the background investigation. Under the Fair Credit Reporting Act, an employer must provide a candidate against whom they intend to take adverse action with a copy of their report.
2. Human Resources will provide the subject for whom a Pub.1075 compliant background investigation is conducted with timely information about challenge or appeal rights available for each component of the investigation that may preclude Human Resources from determining that the subject is suitable to access FTI.

**Certification of Compliance with Internal Revenue Service
Data Security and Recordkeeping Requirements**

Purpose: Certification of IRS Data Safeguarding Requirements

The SAWYER County Child Support Agency (CSA) agrees to comply with all IRS data security and recordkeeping requirements, which shall include (but is not limited to):

LIMITED ACCESS: Access to Federal Tax Information (FTI) must be limited to only those employees or officers who are authorized by law or regulation and whose official duties require such access. All information from the Internal Revenue Service (IRS) will be used solely for the purpose of establishing or collecting child support obligations pursuant to Title IV-D of the Social Security Act.

EMPLOYEE AWARENESS: At a minimum, an annual briefing/training must be held to ensure that employees are aware of all IRS security requirements.

RECORD KEEPING: Each agency shall maintain a tracking log, from receipt to disposal, of any Federal Tax Information that has been printed from KIDS or received on paper from another state.

SECURE STORAGE: All data/screen prints, must be stored in a secure location to prevent inadvertent or unauthorized access. Files containing protected data (FTI) should be locked up when not being used. Two barriers are required for protecting FTI; to meet the double barrier standard, FTI must be in locked containers in secured areas where only authorized staff have access.

- IRS material will be stored in a locked/secured container, (i.e. filing cabinet, lateral file, safe or vault).
- IRS material shall be maintained separately from all other county information. If this is impractical, IRS information will be clearly labeled in the files.
- Access to the room where IRS material is stored will be limited to authorized staff only.
- Access to file keys, safe combination, and door keys shall be limited to authorized staff only.
- The work area where IRS material is stored or used shall be locked when not occupied and during non-duty hours.

COMPUTER SYSTEM SECURITY: Access to FTI is limited to those personnel who have a need-to-know. This need-to-know must be enforced electronically as well as physically. Although access is controlled via KIDS security, counties must assure that only staff that have a need to know are given access.

DISPOSAL: The agency shall maintain a tracking log, from receipt to disposal, of any Federal Tax Information that has been printed from KIDS or received on paper from another state. The IRS information must be destroyed by burning or shredding. If a method other than burning or shredding is used, that method must make the FTI unreadable and unusable.

- The agency will dispose of IRS/FTI material by shredding.
- If shredding, the paper must be shredded to effect 5/16 inch wide or smaller strips. Consideration should be given to the purchase of cross-cut shredders.

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Support

- A report of such disposal will be made available to the Bureau of Child Support upon request.
- Other (please explain and be specific)

PERSONNEL SECURITY PROGRAM REQUIREMENTS: Access to FTI requires the establishment of a personnel security program and the favorable adjudication of a compliant background investigation for any employee, contractor, or subcontractor prior to accessing FTI and every ten years thereafter. Policy for the personnel security program is prescribed in CSB18-11 IRS Publication 1075 Personnel Security Program-Background Investigations.

NOTE: For 2019, Child Support Agencies must move toward implementation with full implementation occurring no later than September 30, 2019.

REPORTING OF INAPPROPRIATE USE OR DISCLOSURE OF FTI: The IRS requires that any person knowing of or suspecting an unauthorized use or disclosure of IRS information immediately notify the IRS by 1) contacting the Treasury Inspector General for Tax Administration at the Chicago Field Division at 312-554-8751 and the IRS Office of Safeguards at safeguardreports@irs.gov. If unable to contact the local Field Division in Chicago, contact the National Office at:

800-589-3718
Online: <http://www.treasury.gov.tigta/>

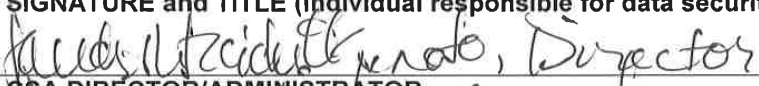
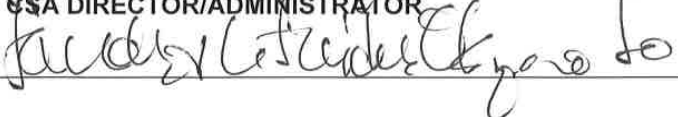
Mailing Address:

TIGTA
Ben Franklin Station
P.O. Box 589
Washington, DC 20044-0589

The Bureau of Child Support should be notified immediately after the IRS.

CERTIFICATION: I acknowledge by my signature below, that I have reviewed the information on this form. I hereby certify that the Child Support Agency agrees to comply with all IRS data security and recordkeeping requirements.

I understand that additional information related to the safeguarding requirements can be found in IRS Publication 1075 at <http://www.irs.gov>

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|---|----------------------------------|
| SIGNATURE and TITLE (individual responsible for data security)  | Date Signed: 9/26/2019 |
| CSA DIRECTOR/ADMINISTRATOR  | Date: 9/26/2019 |