

MINUTES OF MEETING OF JUDICIARY & LAW ENFORCEMENT COMMITTEE
July 5, 2017
KCAB 2ND FLOOR COUNTY BOARD COMMITTEE ROOM

Members Present: Leah Blough, Jeff Wamboldt, Boyd Frederick, Greg Retzlaff, Michael Skalitzi, YIG Anna Delisi, YIG Morgan Kolimaga

Others Present: Lt. Steven Beranis, District Attorney Michael Graveley

Meeting Called to Order: 6:30 p.m. by Chairwoman Leah Blough

Citizen Comments: 6:30: None

Supervisor Comments: 6:31: None

Chairwoman Comments: 6:31: Chairwoman Blough informed Supr. Skalitzy that she introduced the new YIG members at the June meeting, and explained the meeting process to them.

Approval of the Minutes from June 7, 2017:

Motion by: Frederick **Seconded by:** Retzlaff **Approved:** unanimously

Resolution from the Kenosha County Sheriff's Department:

1) Cabaret License – Wilmot Mountain

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

6:33: Lt. Beranis presented the resolution to convert Wilmot Mountain's probationary cabaret license to a regular one. The Sheriff's Department has no objections to this conversion. YIG Delisi asked what a cabaret license is. Lt. Beranis explained that this allows the establishment to have entertainment. The liquor license is a separate issue.

Resolution from Chairwoman Kimberly Breunig and the Judiciary & Law Enforcement Committee:

1) Resolution to Approve the Appointment of Mark Modory to Serve on the Kenosha Joint Services Board

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

6:36: Chairwoman Blough explained that this resolution is for a re-appointment of Mark Modory to the Joint Services Board. Mr. Modory is a former County Board Supervisor. He has also been an Alderman; involved in several projects such as dog parks; and is well versed in County practices and policies. He has attended 30 of 36 meetings. He will serve without pay and is succeeding himself.

District Attorney Report on Electronic Files and Financial Concerns or Needs:

6:38: DA Graveley understands that some have seen the overflowing file room and the need for electronic files. Scanning files to Laserfiche is already in progress and about halfway done. They were waiting for the Clerk of Courts to go to e-filing, which began last month; and for law enforcement to have electronic files, which began early 2017. DA's office is prepared to go ahead. Their goal is for completion in one year. This will result in great financial savings. There will be no need to send papers to all involved parties. Seventy percent of all legal actions are sent from the District Attorney's Office. All forms and procedures needed to be changed so they are not ready this year, however, will come to the County Board to address this next year.

No additional funding is needed this year. Funding has already been provided for the current scanning process. They have three interns and one full-time person working on scanning. They

were given two laptops by IT so they do not need to move files. Shawn Smith, from IT, has also authorized desktop scanners for all paralegals. Supr. Wamboldt asked if this would affect any testimony or handheld reports. Graveley replied that they are still working through this. They need to account for old evidence rules that may remain.

Computer ports will be needed in all courtrooms for faster service. Wi-Fi may not be sufficient. Wamboldt asked how this affects judges. Graveley stated that the electronic process has already started for judges; they are getting used to looking at a computer. Wamboldt commented that they are ahead of the DA's office. Graveley stated that others do not have the volume of reports that the DA has. The DA files include files from each of the involved agencies. Retzlaff asked if files will be available by name and Graveley affirmed. YIG Delisi asked what would happen if the internet was down. Graveley stated that their files will still be in the system. A problem could occur, if during a trial, a file was not available. Blough asked if they would be able to connect with other counties and Graveley affirmed. Retzlaff asked if this would free up time for attorneys. Graveley stated yes; they are always looking for files, and currently if someone is using a file they must wait. This issue will be resolved. Staff spends at least one hour per day filing and looking up files.

Retzlaff relayed concerns about electronic files that could be exposed or taken and HIPAA concerns. Graveley stated that there is always some concern here, however, with safeguards, this is unlikely. Retzlaff asked what will happen with files after they are scanned. Graveley replied that they are securely destroyed. They must go through every file first before ordering destruction to be sure they comply with any statutory requirements. They need staff that know the materials to go through. Wamboldt asked if there is a double check before destruction. Graveley affirmed. Retzlaff asked if a consultant could do this. Graveley believes that a consultant would be more than the value of work. The Office Manager and paralegals are the only ones he feels are qualified. It would be his fault if something was wrongfully destroyed. Blough asked if any redacting is done for privacy. Graveley replied no, because they are private files.

Skalitzky asked about search features. Graveley stated that they can enter a name and the system will bring up any file that contains this name in any way. When they must cross-examine, they can search. Skalitzky relayed the importance of having hard-wiring for computers. He stated that if IT cannot do this, a consultant should be brought in. He also asked if there is any projection of cost savings. Graveley replied not at this time, however, smaller counties even report great savings. Skalitzky asked if e-signing is available and Graveley affirmed. Wamboldt asked if staff can bring files home. Graveley replied yes. Files could be looked at from different locations. Multiple people would be able to look at police files at one time and discuss. Graveley stated that they are probably two years away from being fully converted.

YIG Delisi asked if there would be some suspicion of falsified documents with electronic versions. Graveley replied that they have extraordinary security. This already happens using photocopiers. Documents require a pin number to allow signing. Skalitzky asked if current resources are sufficient for scanning. Graveley replied yes, and that he would come to the Committee if not.

Any Other Business Allowed by Law: 7:10: None

Meeting Adjourned: 7:10 on motion by Skalitzky; seconded by Wamboldt.

Respectfully Submitted,

Donna L. DeBree