

WORKING MEETING

December 13, 2018

Convened: 2:00 PM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Hazelbaker and Commissioner Norris.

Absent: Commissioner Kolcz

Also Present: Donald Reid of the Daily Reporter, Jim Measel-WTVB, Undersheriff Eichler, Sheriff Pollack, Teresa Kubasiak County Clerk, Ann Vrablic Treasurer, Kelli Talbot Chief Deputy Treasurer, Tim Miner Emergency Management, Captain Blankenship, Matt Fosdick IT Director, Jody Connell Equalization, Scott Walls County Complex Manager, Amy Duff COA Director, Zack Rusk Juvenile Court Administrator and Administrator Bud Norman.

Agenda was amended to MIDC under P3 as an item of Information

Amended Agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Personnel Requests- Prosecutor's Office

The Committee discussed the Prosecutor's request to fill a part time position due to the Child Support Coordinator putting in her resignation. The Prosecutor is asking to move his current part time employee to fill the full time Child Support Coordinator position. The Committee is recommending that the Prosecutor's Office post the position to see if there is interest from outside the office. The Committee Recommends:

Motion by _____ and seconded by _____ to allow the Prosecutor's Office to post the Child Support Coordinator GELC New Hire Level 7 at \$13.83 per hour, as presented.

Equalization Appointment

Administrator Norman spoke to the Committee to request the Interim Equalization Director to be moved into the Equalization Director Position Step 4, this is the next highest step of 5. Administrator Norman will provide the Committee members the dollar amounts for Tuesday's board meeting for them to make a Motion on it at that time.

Personnel Reclassification -IT Office

The Personnel Reclassification for the IT office request was to move the Non-Union Level 7 position to M2 position. The Personnel Committee met and discussed. It was also discussed to get rid of the Chief Deputy M0 level and make them a M1 level as well. The Committee discussed the Chief Deputies M0 level and will revisit at the first of the year. The Committee Recommends:

Motion by _____ and seconded by _____ to allow for the IT Non-Union Level 7 position to move to a M1 level, effective 1/1/19.

Pay Grade Consideration Request-Juvenile Court

Juvenile Court Administrator Zack Rusk spoke to the committee regarding his request of the hiring of a Juvenile Case Worker that was approved at a previous meeting. The individual he has in mind to hire has a bachelor’s degree. The New Hire Tier 2 rate would start him out at \$15.08 per hour. His request is to allow offering him the Tier 2, 5 year rate of \$18.83 per hour. The prior Case Worker was earning \$22.50 per hour, it still is a savings. The Committee Recommends:

Motion by _____ and seconded by _____ to allow Juvenile Court to offer the individual the SEIU, New Hire 5 year rate of \$18.83 per hour , as presented.

Insurance Selection-2019

The Administrator spoke on the Insurance selection for 2019. The rate increase is due to usage, employees are using the insurance which drives up the rates. The Administrator provided a hand out to the Committee to discuss whether or not the County should do the wrap option. This option would decrease the premiums to the employee but, increase the risk to the County. He showed the cost savings to the employee versus not offering this option and the cost that would be pasted onto the employee. After much discussion the Committee Recommends:

Motion by _____ seconded by _____ to continue the Hard Cap Insurance with the Wrap Option for 2019.

2019 General Fund FTE Staffing Plan

The committee was provided with a copy of the updated 2019 Staffing Plan for the General Fund Departments. The 2019 general fund FTE’s are 101.40.

Motion by _____ and seconded by _____ to approve the 2019 Staffing Plan.

2019 Organizational Meeting

The Committee discussed the date and time for the 2019 Organizational Meeting.

Motion by _____ and seconded by _____ to hold the 2019 Organizational Meeting on January 2, 2019, at 10am.

COAM Grievance

The COAM Union Rep discussed Grievance 18299, gave the Committee facts a contract was negotiated after it expired. In 2016 agreed it would expire December 2019. During the course of negotiations, in 2017 the unit would receive a 2.6% pay raise. At the table there was no discussion for or against retro pay. The contract stipulated that a 2017 wage increase of 1/1/17. In the past the union rep states we have always gone retro. There posed a question whether there was eligibility for their group under the act that governs this. Non Act 312 eligible Sargent’s that works in the Jail are not eligible for retro pay. Since the contract was ratified in June 2017, the three Road Sargants are Act 312 eligible. A copy of the Act was provided to the Committee. The request is to compensate these three individuals retro from June 2017 back to January 1, 2017. A committee member posed that it states in the Act they are eligible not entitled. The County will provide a response in 10 days.

MIDC

The three current Indigent Defense contract holders are requesting a contract be put in place to maintain the current rates they are receiving, until the Michigan Indigent Defense Program is up and running.

Motion by _____ and seconded by _____ to put together a contract for the current MIDC members with their current rate of pay, until the MIDC Program is in effect.

SHERIFF & PUBLIC SAFETY **(Commissioner Kolcz)**

Life Care Ambulance Report

Tim Miner reported the following numbers for November: 185 Priority 1 Responses; Late – 32 (82.7%). There were 136 Priority 3 Responses, 0 Citizen Assistance Calls, 69 Pre-Scheduled/Interfacility, and 2 Public Service/Event

Sheriff Pollack spoke on an individual that is still waiting on a State bed who is being treated at the hospital. Pines have been helping on trying to secure a bed and they have even reached out to the Governor’s Office and the State Mental Health directly and have gotten nowhere, as this is costing the County a lot of money.

Undersheriff Report **(November 2018)**

TOTAL ARREST:	37
TRAFFIC CITATIONS:	374
TRAFFIC WARNINGS	52
of the 374 , Secondary Road:	226
EXTRA PATROL REQUEST:	25
PAPERS SERVED:	54
TRAFFIC ACCIDENTS:	47 total 11 on Interstate
CAR DEER:	28
FATAL ACCIDENTS:	0
SEX OFFENDER REG.:	56
FINGERPRINTING:	47
ASSISTING OTHER AGENCIES	74
POSSE MEMBERS:	16 Hours
RESERVE DEPUTIES:	36.00 Hours
MARINE PATROL:	0.00 Hours
TOTAL INMATE TRANSPORT:	118.75 Hours, Warrants, Writs, Hospital, etc.
OVERTIME:	Road Patrol 29.00 Hours
	Corrections 277.00 Hours
	Court 16.00 Hours
	SRP 2.5 Hours
PRESCRIPTION DRUG DROP BOX:	26 Lbs.
METH LABS:	0

Foreclosures – For this year 49 – Sales, 210 – prepared \$3,294,832.31

Jail Administrator's Report

(November 2018)

Average Daily Count for November: 119

Average break down: 98 males/21 females

As of 12/5/18 count is 114 with 18 females & 14 females boarded out to other Counties.

Jail Incidents for November: 55

HOUSE

(Commissioner Hazelbaker)

Request for Copies-MSU Extension

MSU Extension submitted a request for a color copier at a previous meeting. The additional cost of a color copier from the usual black and white was an additional \$2,000. It was requested at that time if they could pay for the additional cost. Administrator Norman said MSU Extension can cover the additional \$2,000. The amount of the quote was \$6,400 for a refurbished Minolta Bizhub C364 Color Copier. The Committee Recommends

Motion by _____ and seconded by _____ that approval is given to MSU Extension to purchase a refurbished Minolta Bizhub C364 Color Copier, in the amount of \$6,400. \$4,400 to be taken out of Capital Outlay and \$2,000 to be covered by MSU Extension, as presented.

HVAC Issue Updates (Architect/Engineer) Commission on Aging

Tony Leininger and Brad White from Carmine Design Group spoke to the committee regarding the HVAC issues at the COA. The committee asked him questions regarding the software and the humidity issues. The engineer on the project also spoke regarding the humidity issues and stated that he believes that they are fixed but will not be able to test it until spring when humidity is up. The committee was not happy that there were no representatives from the carrier company at the meeting to speak about the problems that are happening with their equipment and the warranty. Carmine is hoping to get everything on their end resolved and move forward.

Planning Commission (Wind Turbines)

A Citizen requested the County enact a zoning ordinance on Wind Turbine's restrictions in the County. The County suggested that this go through the Planning Commission who met last Wednesday. The Planning Counsel and four parties were put together to make a recommendation on this request. Those four parties were made up of DTE Energy, The Concerned Citizens of Branch County, the Airport and Patrick with the South Central Planning Commission out of Kalamazoo. There are 16 townships in Branch County that have a zoning ordinance, 4 townships that do not. If the County would decide to do an ordinance then it would only apply to the four townships that did not currently have any ordinance. After a lengthy discussion there was a request from the planning commission to make a recommendation that a moratorium be placed on the construction of Wind Turbine's until such time research can be completed in order to make an official recommendation. A master plan needs to be completed based on what they see in the community. This process will take a considerable amount of time. The other issue was financial they asked if the County was able to contribute \$20,000 - \$50,000. The moratorium recommendation did not receive support. They will continue to review this and have set quarterly reviews in 2019.

A 10 minute recess was taken at 3:36pm resumed at 3:46pm.

FINANCE

Commissioner Vrablic)

Motion by seconded by that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Line Item Transfer , Juvenile Defender Contract-2019 and 2019 Special Fund Adoption.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Misc. Contractual Expense-51%, Election License Expense-30%, Legal Fees-5%, Supplies--5% and Building Maintenance & Repairs-4%) to make up 95% of the invoices. The Committee Recommends:

Motion by and seconded by to approve the Bills and Accounts in the amount of \$176,345.76.

Line Item Transfer Request-Equalization Department

Motion by and seconded by for a line item transfer from 101-225-807.0202 BS&A Internet Services in the amount of \$7,500 transfer to 101-225-800.0001 Misc. Contract-Appraisal Contracts in the amount of \$7,500.

Juvenile Defender Contract-2019

Attorney Stevens submitted a letter to Judge Kashian suggesting he would start to transition from the Juvenile Defender role. Attorney Stevens's will continue to serve existing cases, any new neglect cases would be assigned to a different attorney. With the reduction in caseload Attorney Stevens is requesting his portion be reduced to \$60,000 for 2019. This will leave \$12,000 for representation on any new neglect cases. The Committee Recommends:

Motion by seconded by to approve the 2019 Juvenile Defender Contract.

2019 Appropriations Act/General Fund Adoption

The 2019 General Fund Appropriations Act was presented. The Administrator said there will be some minor changes to the \$3,522,571.22. The Committee recommends:

Motion by and seconded by that authorization is given to approve the 2019 General Fund Appropriations Act.

The Administrator brought back the information the committee had requested regarding the budget additions, which included adding an additional deputy and vehicles. After a lengthy discussion, it was decided that the committee will recommend to add a deputy on, but they want to wait until after the bonds are secured for the jail project. They want to be sure the county's bond rating won't be affected. They will add the new deputy on mid 2019 or sooner.

2019 Special Fund Adoption

The 2019 Special Fund Budget was presented to the committee. The Committee recommends:

Motion by _____ and seconded by _____ that the 2019 Special Fund Budget is approved in the amount of \$40,023,878.11.

Sheriff- RFP Evaluation

Sheriff Pollack provided information to the committee in regards to his thoughts regarding his choices in the interviews of the new jail. He mentioned that he reached out to other Sheriff's that have had new jails built and are currently being built that provided their input on how the projects went, before and after the projects ended.

RFP Review

Ms. Norris spoke on the Jail RFP process and that she thinks it would be best to stick to that process and move the New Jail project selection along. The Committee suspended Board Rules and made this an Item of Action.

Motion by _____ and seconded by _____ to award the New Jail project to Byce-Securiture & Associates in the amount of \$1,240,000.

IRS Reimbursement Rates

Administrator Norman said they have not received the travel reimbursement rate yet for 2019. The rate for 2018 is \$.545.

Audit Consolidation

Aaron Stevens who was originally with Abraham and Gaffney auditing firm had merged with S K & T and is now with Maner Costerisan. We will continue to work with Aaron's company for our audit, as he is familiar with the county.

LEGISLATIVE _____ **(Commissioner Gordon)**

None

Public Comment: Sheriff Pollack expressed his dissatisfaction. He feels that the Sheriff's Department was excluded from this process. The Sheriff Department has to live with this facility. There was the ability to save the tax payers some money and for expansion in the future. Sheriff felt that his Department was ignored. The work and time spent on this was for nothing.

At 4:20 pm, it was moved and seconded to go into closed session to discuss the Attorney/Client Privilege letter dated December 13, 2018.

Submitted by: Commissioner Vrablic Commissioner Gordon
 Commissioner Hazelbaker Commission Norris