

WORKING MEETING

November 8, 2018

Convened: 9:00 AM

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

Also Present: Jim Measel-WTVB, Don Reid Daily Reporter, Sheriff Pollack, Undersheriff Eichler, Scott Walls-County Complex Manager, Treasurer Ann Vrablic, Kelli Talbot, Juvenile Court Administrator-Zack Rusk, County Clerk Teresa Kubasiak, District Court Administrator Sarah Collins Register of Deeds Nancy Hutchins and Administrator Bud Norman.

The agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Personnel-Juvenile Court

Juvenile Court Administrator Zack Rusk is requesting to fill a position that will be vacated as of November 9th for an Intensive Intervention Worker. This position will be full time with a SEIU level 8 new hire rate of \$14.64 per hour, with the new hire benefit package, to be effective immediately. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for Juvenile Court to hire a full time Intensive Intervention Worker at the SEIU Level 8 rate of \$14.64 per hour, with the new hire benefit package, effective immediately.

Request for Personnel-District Court

District Court submitted a letter requesting to fill a full time Traffic Clerk position in their office. This is a SEIU level 6 union rate of \$12.51 per hour, with the new hire benefit package, effective immediately. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for District Court to hire a full time traffic clerk at the SEIU rate of \$12.51 per hour, with the new hire benefit package, effective immediately

MIDC-Update

The Administrator stated that the Michigan Indigent Defense Commission will be providing 50% funding up front, then 25% at the beginning of the third and fourth quarters.

SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

NONE

Adoption Day Request

Probate Court would like to recognize the adoptions that took place in 2018, on November 20th. There will be a table setup adjacent to Probate Court. The Committee Recommends:

**Motion by seconded by that approval is given to Probate Court
to set up a display in recognition of Adoption Day.**

Request for Color Copier-MSU Extension

MSU extension obtained a quote from Solutions of Southwest Michigan for a color copier, to replace their current black and white copier that has been having issues and has become a problem to fix. The amount of the quote was \$6,400 for a refurbished Minolta Bizhub C364 Color Copier. Julie Pioch, MSU Extension Director, explained that she believes having the color copier will allow them to save money. Currently, they have to buy color ink cartridges for their desk printers, which is quite costly. It was asked if this can wait until next year, as this money would have to be taken out of Capital Outlay. It was also asked if MSUE could pay the difference in cost between the color copier and the black and white version that the other county offices use. Julie will look at her budget to see if this is possible. The Committee will table this until the next working meeting.

HVAC Update-Commission on Aging

The Architect and Engineer will be attending the December 13th, Working Meeting. To discuss and rectify the HVAC issues at the Commission on Aging.

Community Foundation-Update

Administrator Norman has been notified by Branch County Great Start Collaborative who the County was holding the former Pines building for as a possible childcare center. Who has explored the option but had recently decided they will not be able to pursue the building due to parking and traffic flow issues, since the State of Michigan will now be utilizing the land behind the property. Administrator Norman said part of the building space is currently being rented. It will need to be decided on what the County would like to do with the building.

Recess at 9:30am resumed meeting at 9:40am.

FINANCE

Commissioner Vrablic)

**Motion by seconded by that authorization is given to approve the
following items by Consent Agenda: Bills & Accounts, 3rd Quarter Investment Report and
Jail RFP.**

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Capital Outlay-53%, Printed Forms & Bindings-15%, Jail Operations-Health Care-7%, Jail Operations-Board and Care-5%, and Attorney Fees-4%) to make up 83% of the invoices. The Committee Recommends:

**Motion by seconded by to approve the Bills and Accounts in the
amount of \$500,527.68**

3rd Quarter Investment Report

The Treasurer provided the committee with the 3rd Quarter Investment Report for their review.

Motion by _____ seconded by _____ to approve the Treasurer's 3rd Quarter Investment Report.

Jail RFP

Administrator Norman presented the 16 page request for proposal for the new jail. The County is giving the 5 architects until November 30, 2018 at 2:00pm to submit their bid. Face to face interviews will be held on December 6th or 13th.

Motion by _____ seconded by _____ for the approval of the 16 page RFP for the new jail, as submitted.

2019 General Fund Draft-Update

Administrator Norman presented Draft #3 of the 2018 General Fund budget. At this point there is still a \$2.3M deficit. He presented three options for consideration to get closer to a balanced budget. 1)- Allow what was presented to be funded, there would be a \$1.6 M deficit 2) Hold - going into 2019 from 2018 will have a \$800,000 deficit or 3) Mid- year review (with adjustments). Of the three options, option 3 was preferred by Administrator Norman as this would give the County about a \$700,000 budget deficit. The Administrator will move forward with this option and bring back Draft #4 at the next work meeting.

The Committee will also decide at the next meeting if they would like to stay with the Hard Cap or move to the 80/20, for employee contributions. The Administrator will be meeting with the Health Insurance Rep next week.

Michigan Worker's Comp Fund-2017 Divided

Administrator Norman said on behalf of the Michigan Counties Workers' Compensation Board of Trustees the County was presented with a dividend check in the amount of \$82,310. This represents the counties approved dividend by the Self Insured Programs Division of the State of Michigan's Workers' Compensation Agency.

LEGISLATIVE

(Commissioner Gordon)

Resolution – Supporting Ojibway Correctional Facility

A copy of a resolution from Houghton County, opposing the closing of Ojibway Correctional facility was presented for the committees review.

Public Comment: Marilyn Johnson of Union City asked if the committee had discussed her request from a previous meeting, for considering a countywide ordinance on industrial wind turbines. Administrator Norman has asked that it be brought up to the planning council before it was presented to the board. She also asked the County to obtain DTE's master plan.

At 10:18 am, it was moved and seconded to go into closed session to discuss the POAM Grievance. Upon roll call vote the committee went to closed session.

The committee returned to open session at 10:32 am, thereupon adjourning the meeting.

Submitted by: Commissioner Vrablic
Commissioner Hazelbaker

Commissioner Kolcz
Commission Norris

Commissioner Gordon