

# WORKING MEETING

February 21, 2019

Convened: 2:00 PM

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

Absent: Commissioner Norris

Also Present: Donald Reid of the Daily Reporter, Jim Measel-WTVB, Sheriff Pollack, Undersheriff Eichler, County Clerk-Teresa Kubasiak, Treasurer-Ann Vrablic, Scott Walls-Complex Manager, Commission on Aging Director-Amy Duff, Val White-Prosecutor and Administrator Bud Norman.

The agenda was approved as presented.

## **PERSONNEL, PLANS & POLICY**

**(Commissioner Norris)**

### **Request for Staffing – Prosecutors Office**

Prosecutor Valerie White submitted a request to hire a part time Secretary/Clerk, at 28 hours per week with no benefits/insurance, referencing the GELC Level 6 rate of pay of \$12.77, per hour. This position will be vacated as of February 28, 2019. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Prosecutor to hire a part time Secretary/Clerk, referencing the GELC Level 6 rate of pay of \$12.77 per hour, at 28 hours per week with no benefits/insurance, effective March 1, 2019.**

The Prosecutor made a second request to hire another attorney to bring her staff back up to three litigators (herself, a Chief Assistant and an Assistant). The Chief Assistant position is vacant at this time. White has not decided which position the new hire would fill, either the Chief Assistant or the Assistant. The salary for the Chief Assistant position would start at \$75,894 per year and the salary for the Assistant position would start at \$65,521 per year, according to the non-union Prosecutor pay scale. Both positions are full time positions with the new hire benefit package. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Prosecutor to hire one additional attorney at the new hire starting salary rate, according to the non-union Prosecutor pay scale, with new hire benefits, effective immediately.**

## **SHERIFF & PUBLIC SAFETY**

**(Commissioner Kolcz)**

### **Undersheriff Report**

**(January 2019)**

Total Arrests:	39	
Total Citations:	180	of the 138, Secondary Road: 180
Traffic Accidents:	49	1 on the Interstate

Total Car/Deer Accidents : 14  
Reserve Deputies: 130.50 hours  
Posse: 0 hours  
Inmate Transport 30 hours (Warrants, Writs, Hospital, etc)  
Overtime: Road patrol – 104.50 hours Corrections – 359.50 hours- Court-27 hours- SRP 13 hours  
24 pounds of prescription drugs collected. 0 Meth Lab.

Foreclosures – For this year 1– Sales, 16 – prepared \$116,250.00

**Jail Administrator’s Report** (January 2019)

Average Daily Count for January: 117  
Average break down: 95 males/22 females

As of 2/11/19 count is 117 with 19 females & 4 females boarded out to other Counties

Jail Incidents for January: 38

**Animal Control Report** (January 2019)

**Total Animal Intake: 14** (6 from Hillsdale County) Total Reclaim: 9 +Total Adopted: 2 Total Other/Transfer: 4

**Safety Committee Report**

The Administrator stated that the Safety Committee submitted a grant to try and obtain funds to repair the cement apron area at entrance to the Courthouse. There is a problem with water pooling in that area. He felt confident that the grant money would be received, so the repairs could be made.

**HOUSE** (Commissioner Hazelbaker)

**Community Development Support**

The Committee had viewed a community development presentation by Place & Main Advisors, at a previous work meeting. They have now decided to support the plan in concept. The Committee Recommends:

**Motion by                      seconded by                      that Branch County support the concept of the community development plan as presented by Place & Main Advisors.**

**Community Videos**

Four community videos were shown to the committee for their approval. They highlight different areas including, business/industry, education and recreation around Branch County. The videos will be accessible on the county website. The Committee Recommends:

**Motion by                      seconded by                      to approve the Community Videos and allow them to be posted on the County’s website.**

### Quincy Cemetery

Quincy Village Manager Eric Zuzga, submitted a copy of a survey, including a map, showing the property lines of the Quincy cemetery. The Village would like to adjust and straighten the property lines of the cemetery, which borders County property. In order to do this, certain property from the County would need to be transferred to Quincy Township and from the Township to the County. A resolution and Quit Claim deed were also presented for review. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt the Resolution Authorizing the Signing of the Quit Claim deed and the transfer of property to adjust the Quincy cemetery property lines.**

### Flag Raising by DAR(3/29/19)

Administrator Norman stated that the DAR has requested to have a Vietnam Veteran's Remembrance ceremony at the Courthouse. The ceremony would be held on March 29<sup>th</sup> at the flagpole area on Division street. This would be the same type of ceremony as in previous years. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to the DAR to hold the Vietnam Veteran's Remembrance ceremony at the Courthouse on March 29<sup>th</sup>.**

### Recognition of Service-March

The individuals will be invited to attend a Board meeting to be recognized by the Board of Commissioners.

### Jail Update

The Architect and Engineer met to discuss the jail design. There was some concern about the jail placement with regard to the configuration of the building. The filling of the land and utility lines were discussed. There were members of the Sheriff's department, maintenance personnel, IT personnel, MDOC members and food service personnel all giving input. A summary of the information will be brought back to the Board, as well as a couple of RFP requests. The Board will be kept up to date as the process moves forward. The Jail group will be meeting about every two weeks.

## FINANCE

Commissioner Vrablic)

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts; Indigent Defendant-Fees Request; and 4th Quarter Investment Report.**

### Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts from 2018 and 2019 (Jail Operations-Board and Care-20%, Legal Fees-16%, Jail Operations-Health Care-16%, Jail Operations-Commissary Supplies-8%, and Computer Services Contract-16%) to make up 76% of the invoices. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$176,626.64**

**Indigent Defendant-Fees Request**

The Circuit Court Judge is requesting payment of fees in the amount of \$2,500 to retain a medical expert for use at a trial scheduled for April 23, 2019. This would allow the indigent defendant that is being represented by a court appointed counsel, the opportunity for an appropriate defense. During discussion it was asked if this amount was a one-time fee that will only be paid out if the expert came to court or was it an amount that would be paid out in portions not to exceed the \$2500. The issue was tabled until the next Board meeting, so the Administrator could obtain the information. The Committee Recommends:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to pay a flat fee of \$2,500 for a Medical Expert to do research and appear at a trial scheduled for April 23, 2019 in Circuit Court for an indigent defendant.

**4th Quarter Investment Report – Treasurer**

The 4th Quarter Investment report was presented for review and approval.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ approve the 4th Quarter Investment report.

**Aide Compensation – Commission on Aging**

COA Executive Director Amy Duff, submitted a request to hire a regular part-time aide at the 6 month pay level, due to the experience of the individual. She spoke about the difficulty of filling the position due to the low starting wage. A committee member noted that this was not a unique situation and that the same argument has been made by other department heads trying to fill positions. He stated that we have had this in the past, but have managed to find people to do the work. A motion was made to approve the request, but there was no second. The issue was not moved forward.

**LEGISLATIVE**

**(Commissioner Gordon)**

**None**

**Other**

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/19/2017. Upon roll call vote the Committee went into closed session at 2:42 pm.

The Committee returned to open session at 2:51pm and the meeting was adjourned.

Submitted by: Commissioner Vrablic                      Commissioner Kolcz                      Commissioner Gordon  
   Commissioner Hazelbaker