

# WORKING MEETING

January 17, 2019

Convened: 9:00 AM

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

Also Present: Donald Reid of the Daily Reporter, Tim Miner- Emergency Manager, Undersheriff Eichler, Jail Administrator Fred Blankenship, Jim Measel-WTVB, Friend of the Court –Jennifer Galloway, County Clerk-Teresa Kubasiak, Treasurer-Ann Vrablic, Register of Deeds-Nancy Hutchinson, Commission on Aging Director-Amy Duff, MSP Lieutenant Coleman and Administrator Bud Norman.

The agenda was approved as presented.

## PERSONNEL, PLANS & POLICY

(Commissioner Norris)

### Request for Staffing – Prosecutors Office

The previous Child Support Coordinator resigned her position with the Prosecutor’s Office on December 31st, leaving the position vacant. The request is to fill the GELC- Level 7 full time position immediately. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to allow the Prosecutor’s Office to fill the Child Support Coordinator, GELC, Level 7 position, at the new hire rate of \$13.83 per hour with new hire benefits, effective immediately.**

On December 31, 2018, the Misdemeanor Clerk position was left vacant in the Prosecutor’s Office. The request is to fill this position immediately at the GELC-Level 6, New Hire rate of \$12.77, with the New Hire Benefit Package. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to allow the Prosecutor’s Office to fill the Misdemeanor Clerk, GELC Level 6 position, at the new hire rate of \$12.77 per hour, with new hire benefits, effective immediately.**

### Request for Staffing – Commission on Aging

COA Executive Director Amy Duff, spoke to the committee about a request to maintain the Bookkeeper position at 40 hours per week. The Committee approved to move the position from 35 to 40 hours per week for the 2018 calendar year. Ms. Duff wants to keep the position at 40 hours per week and has the funds in her 2019 budget. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to allow Commission on Aging to maintain the Bookkeeper hours at 40 hours per week.**

Ms. Duff also requested to create a new Maintenance Assistant position to help with the daily maintenance at the center. COA has been without a qualified inmate worker since mid-February 2018. The request is to contract a qualified individual for 19 hours per week, with a pay of \$12-\$14 per hour, depending on experience. The money is already allocated in the 2019 COA budget. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the request to hire a contracted Maintenance Assistant at the Commission on Aging, to work 19 hours per week, with a rate of pay of \$12-\$14 per hour depending on experience.**

**Courier Service-Treasurer’s Office**

The Treasurer Ann Vrablic made the Committee aware that the Courier Service issue has been resolved and will be no cost to the County.

**SHERIFF & PUBLIC SAFETY**

**(Commissioner Kolcz)**

**Emergency Management Report**

Tim Miner said they attended a table top last week with Hillsdale County on outbreak of communicable diseases. Then are finalizing a table top he will hold in February, specific to a municipal organization. They finished installing new computer hardware in all vehicles, with a push of a button it notifies dispatch they are in route and vehicle can be tracked.

**Undersheriff Report**

**(December 2018)**

Total Arrests:	23
Total Citations:	279 of the 279, Secondary Road: 179
Traffic Accidents:	25 1 on the Interstate
Total Car/Deer Accidents :	11
Inmate Transport	32 hours
Reserve Deputies:	119.50 hours
Posse:	8 hours
Inmate Transport	507.50 hours (Warrants, Writs, Hospital, etc)
Overtime: Road patrol – 244.50 hours	Corrections – 444.50 hours- Court-40 hours- SRP 8.5 hours
21 pounds of prescription drugs collected.	0 Meth Lab.
Foreclosures – For this year	49– Sales, 216 – prepared \$3,294,932.31

**Jail Administrator’s Report**

**(December 2018)**

Average Daily Count for December:	111
Average break down:	91 males/20 females

As of 1/2/19 count is 110 with 24 females & 12 females boarded out to other Counties

Jail Incidents for December: 40

**Animal Control Report**

**(December 2018)**

**Total Animal Intake: 13** (6 from Hillsdale County) Total Reclaim: 5 Total Adopted: 2 Total Other/Transfer: 6

**MSP Report**

Lieutenant Coleman briefed the committee on what is going on with MSP. They currently have 29 troopers with 4 of them being new. A Recruiting School is currently underway, with graduation taking place on April 3<sup>rd</sup>. He is hoping to get a few more individuals from that school. The question was asked if they are still using the Coldwater Post. Lieutenant Coleman said it is considered a detachment and there are troopers at the facility, but it is not open to the public. He also mentioned that MSP has been working with the Sheriff’s Department on a daily basis to make sure there is coverage. He feels that there has been great communication between the two agencies.

**Safety Committee Report**

The Safety Committee postponed their meeting until January 29<sup>th</sup>.

**K-9 Program Implementation**

Jail Administrator Fred Blankenship spoke to the Committee, requesting approval to bring the K-9 unit back to the Jail. They have an anonymous donor who will supply the animal to be trained to be a Corrections K-9. This K-9 will be used for contraband only. The handler class will cost \$5,000; they can cover this expense by taking \$2,500 out of

the Jail Training Fund and \$2,500 out of Inmate Commissary Fund. There is a special K-9 fund that is already set up to cover food and vet care. The K-9 will be at the Jail when the handler officer is working and on call when needed. The Committee Recommends:

**Motion by                      seconded by                      that approval is given for the Sheriff's Department to Implement a K-9 Program at the jail, for contraband only, with the cost being taken out of the Jail Training, Inmate Commissary and the K-9 funds.**

**HOUSE** **(Commissioner Hazelbaker)**

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**Capital Outlay Request for Capital Outlay-911**

A 911 capital outlay request for two handheld portable radios in the amount of \$4,230.72 from Motorola Solutions was presented. The Committee Recommends:

**Motion by                      and seconded by                      that approval is given to 911 to purchase the APX 900 7/800 MHZ model 2 portable radios, in the amount of \$4,230.72, to be taken out of Capital Outlay.**

**Resolution-Fiber Services-911**

A Resolution naming Peninsula Fiber Network, LLC as the primary 911 service provider for fiber services was presented to the committee for review and approval. The Committee Recommends:

**Motion by                      and seconded by                      that approval is given to adopt the Resolution naming Peninsula Fiber Network, LLC as the primary 911 service provider.**

**FINANCE** **Commissioner Vrablic)**

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**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts from 2018 and 2019 (Jail Operations-Board and Care-45%, Jail Operations-Commissary Supplies-10%, Building Repair & Maintenance-10%, Supplies-9% and Printed Forms & Bindings-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 \$201,923.37**

**Resolution-Jail Contract**

A Resolution authorizing Branch County to enter into an agreement with Byce & Associates, Inc. for Architectural and Engineering Services for the construction of the new Branch County Jail was provided to the Committee. Administrator Norman said the Legal has reviewed the resolution and there may be some minor modifications. The Committee Recommends:

**Motion by                      and seconded by                      to approve the Resolution Authorizing Entry Into an Agreement with Byce & Associates, Inc. for Architectural and Engineering Services for Construction of a New Branch County Jail.**

**Resolution-Revise Medicare Prescription Drug Bill of 2003(Bay County)**

A copy of a resolution from Bay County to revise Medicare Prescription Drug Bill of 2003 was presented to the Committee. They are urging legislators to allow Medicare to negotiate drug pricing. This will be brought back to the Committee at the next meeting to see if they would like to take action.

**Other**

It was moved and seconded to go into closed session to discuss the COAM union contract. Upon roll call vote and a brief recess the committee went into closed session at 9:41 am.

The Committee returned to open session at 10:00 am.

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 10:01 am.

The Committee returned to open session at 10:22 am and the meeting was adjourned.

Submitted by: Commissioner Vrablic  
Commissioner Hazelbaker

Commissioner Kolcz  
Commissioner Norris

Commissioner Gordon