

WORKING MEETING

March 5, 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, Sheriff Pollack, Undersheriff Eichler, Fred Blankenship-Jail Administrator, Jim Measel-WTVB, Register of Deeds-Nancy Hutchins, Mike Hard-Drain Commissioner, Scott Walls-County Complex Manager, Commission on Aging Director-Amy Duff, County Clerk-Terry Kubasiak and Administrator Bud Norman.

Agenda was approved

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Request for Staff-Corrections Officers-Sheriff Department

Sheriff has requested to fill a Corrections position that was vacated due to disciplinary reasons. There are now two open Corrections Officer positions available. The position is a POAM Tier 2 rate of \$13.839 per hour, with the new hire benefit package. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to the Sheriff's Department to hire a full time Correction Officer at the POAM Tier 2 rate of \$13.839 per hour, with the new hire benefit package, effective immediately.

Request for Staff-Aide-Commission on Aging

COA Director, Amy Duff, is requesting to fill a Regular Part-Time Aide position. The starting wage is \$10.79 per hour; 20 – 29 hours per week; effective 3/12/2019. Benefits are sick, vacation, personal and holiday time. The COA has funds available for the positions. The Committee recommends:

Motion by _____ seconded by _____ that approval is given to COA to hire a Regular Part-Time Aides with a starting wage of \$10.79 per hour; 20-29 hours per week, effective 3/12/2019.

MIDC Update

The MIDC contracts have been signed and submitted to the State. The first 50% payment can be expected 15 days from the date the contracts are received by the State. The next step will be to select a Director for the Public Defender Office.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

None

HOUSE

(Commissioner Hazelbaker)

Community Action Agency Programs

Michelle Williamson CEO of Community Action spoke to the committee about the different services that are offered through the agency. They service Branch, Calhoun, St Joseph, Barry and recently added Kalamazoo County. Community Action is a non-profit organization that is federally funded. The mission of Community Action is

"Dedicated to helping people achieve and maintain independence." In 2017 the grand total spent in Branch County was \$579,232. Some of the many services that are offered are Home Delivered Meals, Foster Grandparent Program, Emergency Utility Assistance, Walk for Warmth, Weatherization and Commodities. More information on their services can be found on their website www.caasm.org

Lake George Lake Level

Administrator Norman and Drain Commissioner Mike Hard spoke about the next step in the process for determining the lake level on the Michigan side of Lake George. The committee was provided with two options: 1. The committee can require a petition, containing specific language pertaining to the lake level, be signed by the lake residents or 2. The issue could be appealed to Branch County Circuit Court to set the lake level. The Administrator explained the advantages and disadvantages of both options. The Drain Commissioner stated that the law is specific on how the process could be handled. They will bring this back to the next working meeting on March 19th, for a possible decision.

RFP for Lawn Service-Commission on Aging

COA Director Amy Duff informed the Committee that she will be submitting an RFP for lawn services to see what is available.

FINANCE

Commissioner Vrablic

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Cost Allocation Agreement with MGT and Secondary Road Patrol Funding-Capital Outlay Request.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts from 2018 and 2019 (Jail Operations-Board and Care-32%, Jail Operations-Commissary Supplies-15%, Legal Fees-12%, Building Repair & Maintenance-9% and AttorneyFees-7%) to make up 75% of the invoices. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$206,313.28

Cost Allocation Agreement with MGT

Administrator Norman provided a contract to extend consulting services with MGT of America Consulting, LLC for 2018 and 2019. The fixed fee is \$9,600 annually. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Consulting Services Contract Extension with MGT of America Consulting, LLC.

Secondary Road Patrol Funding-Capital Outlay Request

The Sheriff's Department received a letter from the Highway Safety Planning Commission (HSPC), stating that they will be receiving \$14,490 in grant money. This money will be added to the Secondary Road Patrol budget. They will be using approximately \$10,000 for equipment and use the balance to pay for extra road patrol for special events. The expenditures would need to be paid up front out of Capital Outlay and then the amount would be reimbursed from the HSPC money. The Treasurer has set up special lines items for this purpose. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Secondary Road Patrol Funding request,
as presented.

Uniform Purchase

Administrator Norman provided an analysis on the purchase of uniforms for the Sheriff's Department. Only 2017 and 2018 information was provided because it was easily obtained through the BS & A system. Information prior to 2017 is stored away and would have to be obtained manually. In 2017 they over spent their budget by more than 50% for uniforms and in 2018 they were more than 30% over. Additional funds have been allocated for 2019 for this line item.

LEGISLATIVE

(Commissioner Gordon)

None

Other

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/10/2017. Upon roll call vote the Committee went into closed session at 9:42 am.

The Committee returned to open session at 9:54 am and the meeting was adjourned.

Submitted by: Commissioner Vrablic Commissioner Kolcz Commissioner Gordon
 Commissioner Hazelbaker Commission Norris