

WORKING MEETING

March 19, 2019

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Hazelbaker and 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, Jail Administrator-Fred Blankenship, Drain Commissioner-Mike Hard, Juvenile Court Administrator-Zack Rusk and Administrator Bud Norman.

Agenda was amended to add COA letter as an item of action and Lake George Update as an item of information under House.

The amended agenda was approved as presented.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Staffing – Juvenile Court

Juvenile Court Administrator, Zachary Rusk is requesting to fill a Youth Specialist position for the Day Treatment program, which became vacant on March 8, 2019. The position is an SEIU, Level 6 with a new hire wage of \$12.92 with the new hire benefits, 40 hours per week, effective immediately. The Committee recommends:

Motion by _____ seconded by _____ that approval is given for Juvenile Court to fill a vacant Youth Specialist position at the SEIU Level 6 starting wage of \$12.92 per hour, 40 hours per week, with the new hire benefit package, effective immediately.

Request for Personnel-Prosecutor

The Prosecutor made a request to hire an Assistant Prosecutor. The salary for the Assistant position would start at \$65,521 per year, according to the non-union Prosecutor pay scale. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for the Prosecutor to hire an Assistant Prosecuting Attorney, at a starting rate of \$65,521 per year, with the new hire benefit package.

Request for Personnel-911

911 Director Kurt Spalding submitted a letter asking for approval to hire one additional Dispatcher. The request comes from several changes to the structure of the services provided that has caused several manpower changes. This will allow the department to save on overtime costs. The Dispatcher position will be full-time at the POAM new hire Tier 2 rate of \$14.23 per hour with the new hire benefit package. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for 911 to add a full time Dispatcher position, at the POAM Tier 2 rate of \$14.23 per hour, with the new hire benefit package.

Request for Personnel-Payroll (Administration)

Administrator Norman is requesting to fill a full time Senior Account Clerk position that will be vacated on July 1, 2019 due to a retirement. The current position is a UAW Level 8 position with the tier II new hire starting pay rate of \$15.03 per hour. The Administrator has asked to move this position to a Non-Union Level 8, with a starting rate of \$18.61 per hour, with the new hire benefit package. A committee member suggested that a new non-union position be created and then vacate the current union position when the employee retires. The Committee Recommends:

Motion by seconded by that approval is given to create and fill a new non-union Senior Account Clerk position, at the Non Union Level 8, starting rate of pay of \$18.61 per hour, for 40 hours per week, with the new hire benefit package.

Request for Out-of- State Travel-Sheriff

Sheriff Pollack is requesting to travel to Columbus, Ohio to attend an Opioid Workshop. The workshop is scheduled from April 1-3, 2019. All lodging and travel expenses are to be shared between Michigan Sheriff’s Association and the Institute for Intergovernmental Research.

Motion by seconded by that approval is given to the Sheriff to travel to Columbus, Ohio for a Opioid Workshop, April 1-3, 2019.

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

Undersheriff Report **(February 2019)**

Total Arrests:	50	
Total Citations:	262	of the 262, Secondary Road: 170
Traffic Accidents:	27	0 on the Interstate
Total Car/Deer Accidents :	11	
Reserve Deputies:	96.00	hours
Posse:	0	hours
Inmate Transport	57.25	hours (Warrants, Writs, Hospital, etc)
Overtime: Road patrol	-71.50	hours Corrections – 344.25 hours- Court-20 hours- SRP 7 hours

24 pounds of prescription drugs collected. 1 Meth Lab.

Foreclosures – For this year 6– Sales, 26 – prepared \$345,429.02

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

Average Daily Count for February: 115
Average break down: 97 males/18 females

As of 3/8/19 count is **106 with 17 females & 2 females boarded out to other Counties**

Jail Incidents for February: 39

Sheriff Report

Sheriff Pollack reported their current staffing level is 20 with 16 corrections officers and 4 sergeants. They have 2 opening with a starting rate of \$13.839 per hour; they have only received 2 applications. Sheriff said he has one person who will be retiring this summer, three who are currently on medical leave and one who is on light duty. The corrections overtime for the month of February was 344 hours. He is asking the committee to seriously look at increasing the starting wage with upcoming union negotiates.

COA Letter

COA Director Amy Duff presented a letter for approval, addressed to Carmi Design Group. The letter lists several items that still need to be resolved with the HVAC system at COA. Most concerning is the lack of communication she has received since Carmi Design Group attended a Work Meeting in December. The letter is requesting a response from Carmi, to all of the issues listed, by March 28, 2019. The Committee Recommended:

Motion by _____ and seconded by _____ that approval is given to submit the COA letter to the Carmi Design Group, as presented.

Lake George Update

Rick Weaver, a Lake George resident, spoke to the Committee giving them an update on the Lake George lake level issue. He asked the Committee to make a decision on the direction that needs to be taken on establishing a legal lake level on the Michigan side of Lake George.

Recognition of Service – April (2 employees)

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

Flag Raising by DAR(3/29/19)

Administrator Norman said the Flag Raising Ceremony will be held on March 29th at 9:00am, at the flagpole area on Division Street.

The Committee took a 5 minute recess; they went back in to open session at 9:35am.

Jail Update

Architect Joe Mrak from Securiture presented a couple of conceptual designs for the new Branch County Jail. Two days of meetings were held with various county employees to come up with the designs. There were five design concepts and six placement options discussed. There hasn't been a final determination as to where the building will be located until a site survey and soil boring report is completed. The Board will be updated twice a month on the project.

RFP Jail Site-Geotechnical

Jim Escamilla from Byce & Associates presented the three bids for Geotechnical Services. Seven companies were contacted, but only three bid. The Civil Engineer went through the proposals and recommend SME. They were not the lowest bid but she felt that they have a vast amount of experience in the surrounding area and the proposal was very thorough. The SME bid was \$8,600 with a completion time of three weeks; the PSI bid was \$8,000 with a completion time of two weeks and the Driesenga & Assoc. bid was \$9890 with completion in four weeks. The SME bid noted an additional \$1200 for tree clearing, if necessary. There was a question as whether the PSI bid included tree clearing. The Committee suspended board rules and will bring the Motion to next the Board Meeting.

Motion by _____ seconded by _____ to accept the bid from SME in the amount of \$8600 for Geotechnical Services.

RFP Survey

Jim Escamilla presented four Site Survey bids. They suggested going with the lower bid, since all companies were comparable. Driesenga & Assoc. bid was \$24,390; Burgess Surveying bid was \$17,800; Abonmarche bid was \$18,500 and Mostrom & Associates, Inc. bid was \$15,000. There completion time is 4 weeks. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to Mostrom & Associates Inc., in the amount of \$15,000 for the new Jail site survey.

FINANCE

Commissioner Vrablic)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts; 911 Millage Request, Committee Approval for the Jail Approach and Jail Committee.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-26%, Attorney Fees-20%, Jail Operations-Health Care-16%, Building Maintenance and Repair -11%, and Contract Services -6%) to make up 79% of the invoices. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$101,376.70.

911 Millage Request

911 is asking for approval to include there renewal millage to be on the August ballot for 2019. The entity will need to pay the cost of having the election or share the cost with another entity that may have something on the ballot. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to 911 to include there Millage Renewal to be included on a ballot for the August election, as presented.

Jail Approach

Approval is needed to start the preparation and distribution of an RFQ/P for some type of Construction Manager. Administrator Norman explained the different approaches the Committee can take with the Jail project. He explained the Pros and Cons of the Construction Manager as Agent, Construction Manager at Risk and Progressive Design Build. There was discussion about the option of having a Construction Manager at Risk (CMR) with Design Assist. The Committee felt this would be the best option. The Committee Recommends:

Motion by _____ seconded by _____ to approve the preparation and distribution of a RFQ/P for Construction Manager at Risk (CMR) with Design Assist.

Committee Approval

Jail Committee

Administrator Norman discussed the mission of the Jail Committee. He also presented three models designating different individuals to be included on the Jail Committee. All of the models included a Sheriff Team Member/Consultant. There was discussion about having the Sheriff Team Member/Consultant as a member. The Committee recommended Model 2, excluding the Sheriff Team Member/Consultant. A vote was taken to move this option to the Board meeting with Commissioner Kolcz voting no.

Motion by _____ seconded by _____ to approve the Jail Committee Model 2 without the Sheriff Team Member/Consultant with the composition, mission and responsibilities as presented.

Resolution-Revision to Medicare Prescription Drug Bill of 2003 (Alger and Cheboygan Counties)

Copies of the Resolutions from Alger and Cheboygan Counties regarding requests for revisions to the Medicare Prescription Drug Bill of 2003 were provided to the Committee for their review.

Other

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 3/18/2019. Upon roll call vote the Committee went into closed session at 10:48 am.

The Committee returned to open session at 11:17am and the meeting was adjourned.

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