

WORKING MEETING

September 17, 2020

Convened: 9:00 am

Roll Call was taken

Present: Commissioner Matthew, Commissioner Kolcz, Commissioner Norris and Commissioner Hazelbaker all via remote video access.

Absent: Commissioner Gordon

Also Present: Sheriff Pollack; Undersheriff Eichler; Nancy Hutchins-ROD; Jim Measel-WTVB; Don Reid-Daily Reporter; Tim Miner-Emergency Mgr.; Nick Wellman-DNR Officer; Matt Fosdick-IT Director; Jon Houtz; Tim Stoll (via video access).

Scott Walls-Complex Manager; Ann Vrablic-Treasurer; County Clerk Kubasiak and Administrator Norman (Commissioners Boardroom)

The agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Matthew)

Reclassification Requests – Public Defender

A written request was received from Matt Glaser of the Public Defender's office, to reclassify two clerical positions. The first position is Office Administrator, which is currently at a non-union 6T2 (wage scale \$13.42 - \$20.47). He is requesting this position be moved to an Administrative Assistant position, non-union Level 8 (wage scale \$19.08 - \$23.86). The second position is the Legal Assistant position, non-union 5T2 (wage scale \$12.42 - \$18.93). Glaser is requesting this position be reclassified to a Legal Secretary position, non-union level 6T2 (wage scale \$13.42 – \$20.47). He stated in his letter that both positions were classified prior to the Public Defender's office opening and the estimated responsibilities do not accurately represent the actual aspects of the positions. The request will be referred to the Reclassification Committee for review.

Reclassification Requests - Sheriff

Sheriff Pollack submitted a written request to reclassify the Undersheriff, Jail Administrator and Animal Control positions. The Undersheriff position is currently at an M3 level (wage scale \$49,937 - \$62,434). The request is to move it to a M5 level (wage scale \$57,547 - \$71,944). The Jail Administrator position is currently at an M2 level (wage scale \$46,256 - \$57,825) and the request is to move it to an M3 level (wage scale \$49,937 - \$62,434). The Animal Control position is at an M1 level (wage scale \$42,401 - \$53,555) and the request is to move it to an M2 level (wage scale \$46,256 - \$57,825). The Sheriff noted that these employees have taken on extra duties and responsibilities since the layoff in 2013. The request will be referred to the Reclassification Committee for review.

911 Report**2020** Law Enforcement: 3378 **2020** Fire: 326 **2020** Emergency Medical: 349**2019** Law Enforcement: 4027 **2019** Fire: 319 **2019** Emergency Medical: 362**Total Events: August 2020 – 4450****August 2019 - 5139**

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|---------------|-------|------------------|-------|
| CNE Business: | 215 | CNE Residential | 4,064 |
| CNE Phones: | 4,317 | Texts: | 2,687 |
| Emails: | 1,821 | Weather Warning: | 3,906 |

(CNE – Community Network Enrollment)**Emergency Management Report**

Tim Miner stated that they are still monitoring COVID-19. There has been an increase in cases. There are no significant concerns with supplies or PPE equipment being available. The schools are receiving supplies through the Federal government and nursing homes and adult foster care homes are receiving testing supplies. He also stated that a Storm Ready site visit was held virtually. They are waiting for the results.

Life Care Ambulance Report

Priority 1 Responses: 200 Late:36 82% Priority 3 Responses: 155 Citizen Calls: 43
 Pre-schedule/Interfacility: 77 Public Service/Events: 0

Undersheriff Report**(August 2020)**

| | |
|--|--|
| Total Complaints: | 672 |
| Total Arrests: | 21 |
| Total Citations: | 208 of the 208, Secondary Road: 101 |
| Traffic Accidents: | 19 1 on the Interstate |
| Total Car/Deer Accidents : | 12 |
| Reserve Deputies: | 32 hours |
| Posse: | 0 hours |
| Marine Patrol: | 413 hours |
| Inmate Transport | 23.25 hours (Warrants, Writs, Hospital, etc.) |
| Governor Order Violation | 0 |
| Overtime: Road patrol – 172 hours | Corrections – 429.75 hours- Court – 31 hours- SRP 23 hours |
| 60 pounds of prescription drugs collected. | 0 Meth Lab. |
| Foreclosures – For this year | 9 – Sale 97 – prepared \$652,459.57 |

Jail Administrator’s Report**(August 2020)**

Average Daily Count for August: 85
 Average break down: 75 males/10 females

As of **09/09/2020** count is **86 with 10 females**

Jail Incidents for August: 56

Marine Patrol Report

(August 2020)

Total Warnings: 172 Total Citations: 4

Doing more night patrols due to increased activity during late nights. Still operating with 3 patrol boats.

The Sheriff noted that they are seeing an increase in overtime; they took eight inmates to the MDOC; they will be pulling the buoys from the lakes in the next couple of weeks.

HOUSE

(Commissioner Matthew)

DNR Update

DNR officer Nick Wellman provided an update to the committee. He stated that hunting season is starting, with the Liberty Hunt (which was the youth hunt) being held last weekend. He discussed the biggest issues they had from last year’s hunting season, including recreational trespassing, hunting without a license and taking more deer than allowed. He spoke about marine enforcement, especially with waterfowl hunting. They also had several DUI boating arrests this season. Wellman noted that he still continues to assist local police agencies, but he is the only DNR officer in the county and also works in five surrounding counties. He is not sure when the next academy will be held. They are seeing an increased population of deer, geese, turkey and pheasant.

Jail Update

The Administrator stated that they have finished the paving, landscaping and fencing. They have started to pour the office floors. The roof is at 90%, masonry is at 85%. Utilities – gas lines and lighting are being finished up. They expect to be under roof by the end of this month.

Teen Share Project Update

A pre-bid meeting on held at the Courthouse. There was only one vendor interested in the project. After the meeting they did a site visit. The Administrator, along with the County Complex Manager, Drain Commissioner, two CBPU representatives and the vendor reviewed the project. Two septic tanks will be installed, along with a combined drain field and water lines. Proposals are due on 09/28/20 with the contractor selection on 10/14/20.

FINANCE

(Commissioner Hazelbaker)

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts in the amount of \$288,152.97 (Liability Insurance-52%, Law Enforcement Equipment-12%, Jail Operations Board & Care-10%, Printed Forms & Bindings-4%, Supplies-4%) to make up 82% of the invoices. The Committee Recommends:

Motion by seconded by to approve the Bills and Accounts in the amount of \$288,152.97.

Mid-Year Review

Expenses are slightly lower than previous years. Revenues are 10% below where we are normally at this time of year. The average is at 29.22% with 2020 revenues at 19.31%. COVID-19 played a part in the loss of revenue.

Revenue sharing for 2020 would be replaced with CARES Act funding. The Administrator doesn't have revenue sharing information for 2021.

2021-Department Proposed (Draft #1) General Fund Budget

The Administrator presented Draft #1 of the 2021 General Fund budget. Budget hearings were conducted with the departments. Taking the information that was presented by the departments, the budget is at a \$2.7M deficit. Several departments asked questions about reductions for 2021, so they can start planning. The Administrator noted that there would be savings from the Jail millage being passed; lower travel, supplies and equipment costs due to COVID; the Workshare Program; Elections with 2021 being an odd year. Expenses were affected by PPE supplies due to COVID; continuing to pay personal – no furlough days; Pension Plan experience study was conducted; infrastructure. The pension plan will require an additional \$300,000 per year for 2021, 2022, 2023, due to the findings of the study. We not know about health insurance costs yet. A meeting is scheduled with the insurer. There will be at least five budget drafts before a balanced budget is reached.

LEGISLATIVE

(Commissioner Norris)

None

Other

Commissioner Norris asked that the District Health Department give a COVID update at the next Board meeting.

It was moved and seconded to go into closed session to discuss union negotiations.

The committee went into closed session at 10:02am and returned to open session at 10:08am.

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/08/2019.

The committee went into closed session at 10:09am and returned to open session at 10:26am.

The meeting was adjourned at 10:26am.

Submitted by:

Commissioner Matthew Commissioner Kolcz Commissioner Hazelbaker
Commission Norris