

WORKING MEETING

October 8, 2020

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Norris, Commissioner Matthew, Commissioner Kolcz and Commissioner Hazelbaker, via Video conference call.

Also Present: Undersheriff Eichler, Sheriff Pollack, Jim Measel-WTVB, Don Reid-Daily Reporter, Amy Duff–COA Director, ROD Nancy Hutchins, Julie Pioch-MSUE, Matt Fosdick – IT, Jody Connell-Equalization, Jail Administrator Blankenship, Mike Hard-Drain Commissioner, Tim Miner, Ron Slagell, Steve Frisbie – LifeCare, Kim Hemker – BCCADV, Jon Houtz via Video conference call.

Treasurer Ann Vrablic, County Clerk Terry Kubasiak and Administrator Norman in the Commissioners Boardroom.

The agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Request for Position – Indigent Defense Department

Matt Glaser from the Public Defender’s office submitted a request to hire a full time investigator. This is currently a contracted position, although funds were approved to fill and fully fund this position in the MIDC budget. The salary would be set at \$50,000 per year with new hire benefits. Glaser is also requesting that approval of the position be retroactive to October 1, 2020. The Committee recommends:

Motion by _____ seconded by _____ that approval is given to the Public Defender’s office to hire a full time investigator, with a salary of \$50,000 per year with new hire benefits, effective October 1, 2020.

Medical Transportation Agreement – LifeCare Ambulance

Ron Slagell of LifeCare presented the Medical Transportation Agreement to the Committee for review and approval. He stated that minor changes were made to the contract, noting that the fee for Member Plus program was increased from \$38 to \$42. The term of the agreement is four years, expiring June 30, 2024. The Committee recommends:

Motion by _____ seconded by _____ to approve the Medical Transportation Agreement between LifeCare Ambulance and Branch County for a four year term expiring June 30, 2024.

Request to Hire Bookkeeper – Commission on Aging

Commission on Aging Director Amy Duff submitted a request to fill the Bookkeeper position at the COA. The current Bookkeeper will retire, as of December 31, 2020. The position is a non-union level 5 with a starting wage of \$15.14 per hour with new hire benefits. Duff is asking that she be allowed to fill the position as soon as possible to allow for training. The Committee recommends:

**Motion by seconded by that approval is given to the
Commission on Aging to hire a full time Bookkeeper at the non-union level 5 wage scale with
new hire benefits, effective immediately.**

Request for Reclassification – Drain Office

Drain Commissioner Mike Hard submitted a request to reclassify his Chief Deputy position from the UAW Supervisory unit to the non-union M1 level. The request will be forwarded to the Reclassification Committee.

Executive Order Status

The Administrator stated that a legal opinion was received regarding the Supreme Court ruling on the Governor issuing Executive Orders. Current Executive Orders are in effect for 21 days.

Consultant Update

The consultant from IXP has been working for four days. He has interviewed some staff at 911 and is reviewing training documents and manuals. He will continue to conduct interviews with staff, 911 board members and commissioners.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

None

HOUSE

(Commissioner Matthew)

Request to Begin Small Activities at Commission on Aging

The Committee received a request from Commission on Aging Director Amy Duff, asking to allow the Burnside Center to open for small activities. Duff stated that the COA Board met and reviewed information relating to the possibility of hosting activities at the senior center. There are no Executive Orders that specifically state what senior centers should or should not do in relation to COVID-19. They are basing their decisions on guidance from various sources. She noted that the COA Board takes this guidance seriously and feels that keeping seniors safe from COVID-19 is a top priority. However, they also feel that we need to consider the impact the pandemic and quarantine has had on seniors' mental health. Duff outlined a plan for the re-opening of the center which includes: Pre-registration for activities, the signing of a COVID-19 waiver, the wearing of masks and social distancing and limited class sizes. The Committee recommends:

**Motion by seconded by to allow for the Burnside
Senior Center to open for small activities following strict COVID-19 safety protocols.**

Jail Update

The Administrator stated that the fencing and electrical are complete. They are working on exterior wall siding, concrete door stoops, drywall in the ceiling and mechanical in the office and housing areas. The floors are being poured and will be complete so interior work can be done during the winter months.

Branch County Coalition Against Domestic and Sexual Violence

Kim Hemker, director of the Branch County Coalition Against Domestic Violence provided an update of activities, noting October is domestic violence awareness month. She informed the committee that the coalition has received a transitional supportive housing grant in the amount of \$348,000. The grant will fund two full time positions, along with helping 16 families secure housing. They will also be working on a couple of capital campaign projects. They would like to renovate the kitchen at their facility and make an enhanced children’s area.

FINANCE

(Commissioner Hazelbaker)

Motion by seconded by that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, 2020 Apportionment Report, Budget Amendment Request - District Health, Budget Line Item Transfer Request, COA Hazard Pay Request, Budget Line Item Expense COA, Invoice Deadline for 2020.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Misc. Contractual Expense-38%, Jail Operations-Board & Care-11%, Legal Fees – 9%, Training-8%, Attorney Fees-8%) to make up 74% of the invoices. The Committee Recommends:

Motion by seconded by to approve the Bills and Accounts in the amount of \$591,367.19.

2020 Apportionment Report - Equalization

Jody Connell presented the annual L-4402 County Millage Apportionment report for review and approval. The Committee recommends:

Motion by seconded by to approve the L-4402 Apportionment report.

Budget Amendment Request – Special Fund (District Health)

New grant award money was received from the State which increased the overall budget and they are also updating AAA contribution amounts. Increase line item 221-601-600.0000 (Department Revenue) by \$632,549.50; increase line item 221-601-665.0000 (Investment interest) by \$2000; increase line item 221-601-700.0000 (Expenditures) by \$631,037.50; decrease line item 221-601-580-0550 (St. Joseph Co. AAA contributions) by \$3398; decrease line item 221-601-580.0600 (Branch Co. AAA contributions) by \$114. The Committee recommends:

Motion by seconded by to approve the Budget Amendment request by the District Health Department.

Budget Line Item Transfer Request – General Fund (Other GSA Functions)

The Administrator requested to transfer \$40,000 from line item 101-850-960.0000 (contingencies) to line item 101-850-801.000 (legal fees-negotiations). The Committee recommends:

Motion by seconded by to approve the line item transfer request submitted by Administration.

Hazard Pay Request – Commission on Aging

COA Director Amy Duff, submitted a request for hazard pay for her in-home services aides. She is requesting a \$2 an hour increase for hours worked with clients from July 1, 2020 – December 31, 2020. These funds will be reimbursed by the State per Senate Bill 690. The Committee recommends:

Motion by _____ seconded by _____ to approve hazard pay for COA in-home services aides from 07/01/2020 – 12/31/2020 to be reimbursed by the State.

Budget Line Item Expense Use – Capital Outlay – Commission on Aging

Amy Duff is requesting approval to use funds from COA line item 241-672-972.0000 (Capital Outlay-Renovation Expense) to pay Byce & Associates for the work they are doing on the HVAC system. The Committee recommends:

Motion by _____ seconded by _____ to approve for funds to be used from line item 241-672-972.0000 to pay for HVAC work.

Invoice Deadline for 2020 – Treasurer / Payroll Offices

The Treasurer and Payroll offices are requesting that an invoice deadline be set for expenditures from the 2020 budget. They are asking that the date be December 7, 2020. This will give them time to balance the year-end budget by 12/31/2020, as required by law.

Motion by _____ seconded by _____ to set an invoice deadline of 12/07/2020 for 2020 budget expenditures.

Branch County Building Authority – Meeting Fee

The Treasurer submitted a request on behalf of the Building Authority for compensation for attending meetings, as allowed per the Articles of Incorporation of the Branch County Building Authority, adopted May 11, 1994. She stated that over the past 8 years the Building Authority has been involved in several building projects, including the CHC renovation, Maple Lawn renovation and now the Jail project. The Authority meets monthly with the members taking time away from their jobs to attend. The request is for compensation equal to other County boards, committees and authorities, that current rate being \$50 per meeting, plus mileage.

The Committee recommends:

Motion by _____ seconded by _____ that approval is given for the Branch County Building Authority receive compensation and mileage for attending meetings at a rate of _____ per meeting.

Hazard Pay – Sheriff / Jail / 911

The Administrator stated that hazard pay funding was received for Sheriff’s Department. Eligible employees will receive \$1000, but this does not cover benefits. The County will apply for another grant to pay for these costs.

Resolution – COVID-19 – Financial Assistance (Bay County)

The committee was provided a copy of the resolution for review. It will be addressed at the next work meeting.

Other

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

Upon roll call vote the results were as follows:

Yes: Norris, Hazelbaker, Kolcz, Matthew, Gordon - 5

No – 0

The Committee went into closed session at 10:15 am and returned to open session at 10:35 am

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

Upon roll call vote the results were as follows:

Yes: Norris, Hazelbaker, Kolcz, Matthew, Gordon - 5

No – 0

The Committee went into closed session at 10:36 am and returned to open session at 10:46 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 results were as follows:

Yes: Norris, Hazelbaker, Kolcz, Matthew, Gordon - 5

No – 0

The Committee went into closed session at 10:48 am and returned to open session at 10:53 am

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 10/08/2020.

Upon roll call vote the results were as follows:

Yes: Norris, Hazelbaker, Kolcz, Matthew, Gordon - 5

No – 0

The Committee went into closed session at 10:53 am and returned to open session at 11:28 am

The meeting adjourned at 11:28 am.

Submitted by: Commissioner Matthew
Commissioner Hazelbaker

Commissioner Kolcz
Commissioner Norris

Commissioner Gordon