

WORKING MEETING

November 19, 2020

Convened: 9:00 am

Roll Call was taken

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

Also Present: Sheriff Pollack; Undersheriff Eichler; Jim Measel-WTVB; Don Reid-Daily Reporter; Matt Fosdick-IT Director; Jon Houtz; Tim Stoll; Jail Administrator Blankenship; Sarah Collins-District Court; Bronson City Mgr. Brandon Mersman; Samantha Buterbaugh-Biz Aid (via video access).

Treasurer Ann Vrablic; County Clerk Kubasiak and Administrator Norman (Commissioners Boardroom)

The agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Matthew)

Nominate/Appoint Board Chair

The committee unanimously voted to suspend Board rules, so they could appoint a new Board Chairperson.

It was moved by Kolcz, seconded by Hazelbaker, to nominate Commissioner Norris as Board Chair for the remainder of the term. The motion was passed unanimously.

It was moved by Kolcz, seconded by Matthew to appoint Commissioner Norris as Board Chair for the remainder of the term.

The motion was passed unanimously.

Request for Staffing – District Court

District Court Administrator Sarah Collins is requesting to fill a full time traffic court position that will be vacated on November 27th. This is a SEIU level 6 position with a starting wage of \$13.82 per hour, with benefits. Collins stated that they have the funds for the position in their budget.

Motion by _____ seconded by _____ that approval is given for District Court to hire a traffic clerk at the SEIU level 6 starting wage of \$13.82 per hour, with benefits, effective immediately.

Revised Contract – Psychological Assessment PLLC-Inmates for Sheriff Department

The Sheriff is requesting that the contract with Psychological Assessment PLLC (PACS) be amended to include additional hours of service to the inmates. Currently, PACS provides up to 5 service requests per month at a cost of \$400. Additional services are billed at \$80 per contact. The Sheriff would like to expand the service to include an additional 4 hours per week onsite for a total monthly cost of \$1300 (an average of \$75 per hour). The additional cost would come from the Sheriff's Special Fund budget for the next two years.

Motion by _____ seconded by _____ that approval is given to amend the contract with Psychological Assessment PLLC to include additional service hours at a total cost of \$1300 per month.

Service Plan Amendment

The committee unanimously voted to suspend Board rules, so they could vote on the resolution regarding tentative amendments to the 911 Service Plan. If passed a public hearing will be held on December 22, 2020.

It was moved by Matthew, seconded by Hazelbaker to approve the Branch County Board of Commissioners E-911 Plan Tentative Amendment Resolution. The motion was passed unanimously.

Nomination - Commissioner Vacancy

It was moved by Commissioner Matthew, seconded by Commissioner Hazelbaker to nominate Jon Houtz to fill the District #4 Commissioner vacancy on the Board. The motion was passed unanimously. The appointment to the position will be made at the next Board meeting. It was noted that Mr. Houtz was elected to fill this position when the new term begins on 01/01/2021.

Motion by _____ seconded by _____ to appoint Jon Houtz to fill the vacant District #4 Commissioner position on the Board for the remainder of the term.

Audit Staff Assistance

The Administrator stated that he has had some discussions with the auditors. They have suggested that the County have a part-time person to handle grant consolidation. It is necessary to have a second set of eyes to review cash receipts and to perform other functions to help facilitate the audit. Action on this issue will be taken at a later date.

County Operations Update (COVID-19)

The Administrator stated that COVID cases have increased in the County. Vaccines may be available to first responders by the end of the year and to the public by Spring of 2021. The County has applied for a grant to purchase an Ion treatment system to help filter the air in the buildings. Office staff are working remotely if possible. Citizens are required to make appointments to do business in the Courthouse, masks are being worn, social distancing is being required and additional cleaning is taking place.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report

2020 Law Enforcement: 3437

2019 Law Enforcement: 3756

2020 Fire: 286

2019 Fire: 312

2020 Emergency Medical: 297

2019 Emergency Medical: 314

Total Events: October 2020 – 4280

October 2019 - 4729

CodeRED Totals:

CNE Business: 215

CNE Phones: 4,319

Emails: 1,821

CNE Residential: 4,066

Texts: 2,689

Weather Warning: 3,908

(CNE - Community Network Enrollment)

Emergency Management Report

The Administrator stated that Emergency Management has transferred back to the Emergency Operations Center. They want to be able to get a good handle on what it looks like for the agencies and municipalities. They can monitor PPE supplies and make sure everyone gets what they need.

Sheriff Report

The Sheriff stated that he has two new deputies that will be finishing the academy on Friday. He still has one vacant position.

Undersheriff Report

(October 2020)

Total Complaints:	807
Total Arrests:	30
Total Citations:	226 of the 226, Secondary Road: 150
Traffic Accidents:	57 – 2 on Interstate
Extra Patrol Requests:	36
Total Car/Deer Accidents :	49
Reserve Deputies:	36 hours
Posse:	0 hours
Marine Patrol:	80.5 hours
Inmate Transport	14.25 hours (Warrants, Writs, Hospital, etc.)
Governor Order Violation	0
Overtime: Road patrol – 121.5 hours	Corrections – 216 hours Court – 21 hours SRP – 51.5 hours

39 pounds of prescription drugs collected. 0 Meth Lab.
Foreclosures – For this year 12 – Sales 119 – prepared \$829,347.73

Jail Administrator’s Report

(October 2020)

Average Daily Count for October: 88
Average break down: 72 males/16 females

As of 11/10/2020 count is 92 with 14 females

Jail Incidents for October: 56

Transfer Station Relocation

Samantha Buterbaugh of Biz Aid voiced some concerns she has with regard to the Republic Waste transfer station. The transfer station was located in Quincy, but they closed that site. They have now opened a transfer station in Coldwater but are not getting the information out to citizens. Because Biz Aid is a recycling company, they are constantly getting calls from people asking about where they can take trash and other items; where the transfer station is located and what the hours are. Biz Aid has nothing to do with the transfer station. Buterbaugh is becoming frustrated and is asking that someone from the County contact Republic Waste to discuss this issue. Republic does a large amount of business in Branch County and they need to inform the public about their services. At a minimum, post a sign at the transfer station noting the hours of operation.

HOUSE

(Commissioner Matthew)

Request to Purchase Boat Motor – Marine Patrol

The Sheriff is requesting to purchase a new boat motor for one of the marine patrol boats. He has received a quote from Lake Drive Marine for \$6200. The quote includes a Mercury 2021 90Eupt 4S CT motor, two 6 gallon gas tanks and rigging. Lake Drive Marine is also giving a trade-in allowance of \$2960 for the old motor. The Sheriff stated that he has funds in his equipment budget to cover the cost.

Motion by _____ seconded by _____ to approve the purchase of a boat motor from Lake Drive Marine in the amount of \$6200 with the funds to be taken from the Sheriff’s equipment budget.

Jail Progress Update

The Administrator provided slides showing the interior and exterior progress of the new jail. He stated that the heat is on, the cells are arriving and being installed. They are still on schedule for September 2021.

FINANCE

(Commissioner Hazelbaker)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Line Item Transfer Requests-911.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts in the amount of \$260,911.99 (Jail Operations Board & Care-34%, Jail Operations-Commissary-22%, Attorney Fees-10%, Building Repair & Maintenance-9%, Contingencies-5%) to make up 80% of the invoices. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$435,157.25.

Line Item Transfer Requests – 911

911 is requesting to transfer \$50,000 from #211-346-403.0000 (Current Property Taxes) to #211-346-706.0000 (Overtime Wages). They are also requesting to transfer \$20,000 from #211-346-800.0000 (Misc. Contractual Expenses) to #211-346-744.0100 (Computer Software)

Motion by _____ seconded by _____ to approve the Line Item Transfers for 911, as presented.

Workforce Development Board Renewal Appointments

The Workforce Development Board is asking that the Board of Commissioners renew the appointments of Kris Jenkins and Randy Sowles, representing Branch County. The new terms would expire on September 30, 2022.

Motion by _____ seconded by _____ to re-appoint Kris Jenkins and Randy Sowles to the Workforce Development Board, with the new term expiring on September 30, 2022.

The Committee took a short break at 10:00am and resumed the meeting at 10:07am

Designated Assessor – Update

The Administrator stated that per PA660 of 2018, each county is required to have a designated assessor. This person needs to be approved by a majority at the local level and by the County. The appointment must be made by the end of the year. If the appointment is not made, then the State will appoint someone. This has been discussed with all of the Cities and Townships in the County. The Administrator noted that there is one person interested at this time. This will be brought back to the last meeting.

CDBG Hearing

A Public Hearing is scheduled for Tuesday, November 24th at 4:05pm on the Community Development Block Grant.

2021 Draft #4 General Fund Budget

The Administrator presented Draft #4 of the General Fund Budget. He stated that the deficit is \$1M - \$2M at this point. We can expect increases to the budget due to increased health care costs for 2021, union settlements and the pension plan. Reclassification requests will also cause an increase, if approved. Those amounts (GF -\$22,000, SF - \$15,000) are not included at this time. A budget amendment can be done after a decision is made.

The Public Health contract amount will stay the same and the County may need to work with them on improvements. The Administrator noted that grant money that has been applied for or received will help with the deficit, although we will not be receiving the total amount that we applied for. He added that some grant funds won't be received until 2021. It will be necessary to take approximately \$700,000 from the fund balance, but the budget will be balanced.

2021 Draft #2 Special Fund Budget

The Administrator presented the Special Fund Budget. All lines are balanced. He noted that a line will be added for a full time IT person for 911.

2021 Proposed Full Time Employee Staffing Plan – General Fund

The proposed 2021 staffing plan was presented for review. The plan will be approved at a future meeting.

MasterCard Business Card – Sheriff Department Request

The Sheriff is requesting that the County provide a MasterCard to be used for County business. Although the County has an American Express card available, many businesses don't accept them. There have been instances where employees had to use their personal card. When that happens, the employee doesn't get reimbursed for state taxes. The Administrator stated that we have a credit card policy in place. They are looking into what's involved with getting a MasterCard and will check with the auditors.

LEGISLATIVE

(Commissioner Norris)

None

The meeting was adjourned at 10:58am.

Submitted by: Commissioner Matthew Commissioner Kolcz Commissioner Hazelbaker
Commissioner Norris