

WORKING MEETING

December 17, 2020

Convened: 2:00pm

Roll Call was taken

Present: Commissioner Norris, Commissioner Matthew, Commissioner Kolcz, Commissioner Houtz 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; Tim Stoll; Jody Connell-Equalization; Drain Commissioner Mike Hard; Chief Asst. Prosecutor Zach Stempien; Deputy Steve McManamey (via video access).

Treasurer Ann Vrablic; Circuit Judge O'Grady; Pam Gilchrest; Madison Black; County Clerk Kubasiak and Administrator Norman (Commissioners Boardroom)

Public Comment:

Judge O'Grady presented a certificate to Court Administrator Pam Gilchrest, who is leaving her employment, after 20 years of service to the County.

Agenda Additions: P3-Staffing Request – Prosecutor; 911 Communication Contract-Update. The agenda was approved, as amended.

PERSONNEL, PLANS & POLICY

(Commissioner Houtz)

2021 General Fund FTE Staffing Plan

The Administrator presented the 2021 General Fund staffing plan for approval. Noted changes were GELC positions changing to non-union positions. The Committee recommends:

Motion by _____ **seconded by** _____ **to approve the 2021 General Fund staffing plan.**

Request for Staffing – Circuit Court Clerk/Video Operator

Circuit Court Judge O'Grady is requesting to fill a full time (37.5 hours) Court Clerk/Video Operator position. The current employee will be moving to the Court Administrator position. This is a non-union level 4 position with a starting wage of \$14.37 per hour, with new hire benefits. The Committee recommends:

Motion by _____ **seconded by** _____ **that approval is given for Circuit Court to hire a Court Clerk/Video Operator at the non-union level 4 starting wage of \$14.37 per hour, with new hire benefits, effective immediately.**

2021 Organizational Meeting – Date/Time

The Administrator is asking that the 2021 Board of Commissioners Organizational meeting be set for Monday, January 4, 2021 at 10am. The meeting will be held via ZOOM. The Committee recommends:

Motion by _____ **seconded by** _____ **to hold the 2021 Branch County Board of Commissioners Organizational meeting on Monday, January 4, 2021 at 10am.**

Staffing Request – Chief Asst. Prosecutor

Prosecutor-elect, Zach Stempien is asking to fill the Chief Assistant Prosecutor position. He stated that current Prosecutor Val White will be appointed to the position. The position is a non-union level 16. White will come in at the 5year level with a salary of \$98,847 per year. The Committee recommends:

Motion by _____ seconded by _____ to approve for the Prosecutor to fill the Chief Assistant Prosecutor position, non-union Level 16 wage scale, effective 01/01/2021.

COVID-19-Update from District Health-Rebecca Burns

Health Officer Rebecca Burns provided an update on COVID-19. She stated that there is a slowing of positive cases. Burns spoke about the rollout of the COVID vaccine. Two have been introduced; Pfizer and Moderna. Pfizer has started shipping the vaccine. This type will not be available to our health department due to the super cold storage requirement. They are hoping the Moderna vaccine will be available next week. Burns provided a list of how the vaccine will be distributed. Hospital medical personnel, including first responders, will be first, then skilled nursing homes, adult foster care, assisted living facilities, etc. She is not sure how much of the vaccine will be received.

Designated Assessor

The Administrator stated that there needs to be at least 10 responses from local entities on designating an assessor. Only four have been received. If the minimum isn't met he State will appoint someone.

Reclassification Requests; Sheriff Department, Indigent Defense, Drain

The reclassification committee has met several times. There has been no conclusion, but the Administrator hopes that he will have information to present to the Board at the 12/22/2020 Board meeting. This affects six individuals.

911 Communication Contract-Update

The 911 communication contract with J & K Communications, is with the attorney for review. We should be receiving it back tomorrow. This is the contract for the 800mhz radio system. It will be forwarded to the committee for review, so a decision can be made at the Board meeting on 12/22/2020.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report

2020 Law Enforcement: 3080
2019 Law Enforcement: 3598

2020 Fire: 341
2019 Fire: 302

2020 Emergency Medical: 403
2019 Emergency Medical: 326

Total Events: November 2020 – 3824

November 2019 - 4226

CodeRED Totals:	
CNE Business: 215	CNE Residential: 4,066
CNE Phones: 4,319	Texts: 2,689
Emails: 1,821	Weather Warning: 3,908
(CNE - Community Network Enrollment)	

Sheriff Report

The Sheriff stated that Deputy Frank Barker has been promoted to Sargent. Sargent David Fillmore has been named Detective-Sargent, with the retirement of Dan Nichols.

Undersheriff Report

(November 2020)

Total Complaints: 943
 Total Arrests: 18
 Total Citations: 163 of the 226, Secondary Road: 140
 Traffic Accidents: 61 – 8 on Interstate
 Extra Patrol Requests: 23
 Total Car/Deer Accidents : 42

Reserve Deputies: 21.25 hours
 Posse: 0 hours
 Marine Patrol: 26.5 hours
 Inmate Transport 7.25 hours (Warrants, Writs, Hospital, etc.)
 Governor Order Violation 0
 Overtime: Road patrol – 110.75 hours Corrections – 228 hours Court – 17 hours SRP – 26 hours
 62 pounds of prescription drugs collected. 0 Meth Lab.
 Foreclosures – For this year 13 – Sales 123 – prepared \$910,892.14

Jail Administrator’s Report

(November 2020)

Average Daily Count for November: 90
 Average break down: 77 males/13 females

As of **12/08/2020** count is **84 with 12 females**

Jail Incidents for November: 70

Animal Control Report

Animals for November: Branch Co. - 3 Hillsdale Co. - 0 Total Animal intake: 3 Total Disposition:
 3
 YTD Department Revenue: \$1,136

HOUSE

(Commissioner Matthew)

Jail Update

The Administrator provided photos of the work being done at the new jail. They are making progress.

Teenshare Project Update

The Administrator stated that Coldwater Board of Public Utilities will start working on hooking up the water. There will be two septic tanks and two drain fields needed at the facility. The work should be complete by 12/23/2020.

Countywide Internet

Mike Reen from Aspen Wireless spoke to the committee about the process for providing countywide internet. An RFP needs to be approved by the Board giving private companies the opportunity to bid on the project. It would be open for 60 days. A public hearing would then be held; a resolution for construction would be approved by the Board and then construction could begin. There may or may not be grant money available. There may be COVID funding options that could become available.

Motion by _____ seconded by _____ that an RFP be issued giving private companies the opportunity to bid on the countywide internet project.

