

WORKING MEETING

December 3, 2020

Convened: 9:00 AM

Present: Commissioner Houtz, Commissioner Norris, Commissioner Matthew, Commissioner Kolcz and Commissioner Hazelbaker, via video conference call.

Also Present: Undersheriff Eichler, Jim Measel-WTVB, Don Reid-Daily Reporter, Jail Administrator Blankenship, Amy Duff-COA, Tim Miner-Emergency Manager, Wendy Gensch-Juvenile Court, Nyci Deloach-ROD, Aaron Stevens, Tim Stoll via video conference call.

County Clerk Kubasiak and Administrator Norman in Commissioners Boardroom

The agenda was amended adding Update-Designated Assessor under P3 & moving Reclassification Requests to Finance. The agenda was approved as amended.

PERSONNEL, PLANS & POLICY (Commissioner Houtz)

Request for Hire Deputy Register – Probate Court

Probate Judge Kashian submitted a request to fill a Deputy Register position that will be vacant on January 1, 2021. Wendy Gensch, Juvenile Court Administrator, stated that this is a full time Union level 7 position with a starting rate of \$15.11 per hour, with benefits. They would like to post the position as soon as possible. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to hire a full time Deputy Probate Register at the Union rate of \$15.11 per hour, with the new hire benefit package, effective immediately.

Insurance Determination - 2021

The Administrator stated that the Committee needed to decide on whether to go with a Hard Cap or 80/20 option for employee health insurance in 2021. He is recommending the Hard Cap. There will be a slight increase to employees and put more of the burden on the County. It was noted that the 80/20 option would cost the employee more. The Committee recommends:

Motion by _____ seconded by _____ that the County go with the Hard Cap health insurance option for 2021.

Emergency Management Responsibility

The Committee has previously discussed moving the Emergency Management responsibility from the 911 Director to the County Administrator. During COVID-19 Tim Miner, Emergency Management Coordinator, worked with the Administrator on management issues and it is being recommended that this relationship and reporting system continue. The 911 Director was receiving \$3000 per year for the responsibility. There would no compensation given to the Administrator for being appointed Emergency Manager. Tim Miner would still be the Emergency Management Coordinator. The Committee recommends:

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

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Misc. Contractual Expenses-59%, Jail Operations-Board & Care-9%, Jail Operations-Commissary Supplies-6%, Firearms and Ammunition-5% and Equipment Repair & Maint.-5%) to make up 84% of the invoices. The Committee Recommends:

Motion by seconded by to approve the Bills and Accounts in the amount of \$134,088.23.

Budget Deficit elimination – Sheriff Department (Line Item Transfers)

The Sheriff's Office is requesting to transfer \$6500 from acct# 101-351-977.0000-Kitchen Equipment to acct# 101-351-775.0000-Janitor Supplies. The Committee recommends:

Motion by seconded by to approve the line item transfer of \$6500 from #101-351-977.0000 to #101-351-775.0000.

911 – Assistant Director Compensation

The Administrator stated that the Assistant 911 Director has been filling in as the Interim Director since October. He is asking the she be temporarily compensated an additional 20% of her base monthly salary, beginning October 1, 2020, until a new director is appointed. The Committee recommends:

Motion by seconded by to approve a 20% increase for the Assistant 911 Director while she is acting as interim 911-Director, retroactive to October 1, 2020.

Consultant Compensation

The Administrator stated that a request for payment has been received for the 911 consulting services. The amount of the invoice is approximately \$32,466. It was asked if this should be paid from the 911 budget or from the General Fund. After a brief discussion it was suggested to pay it from the General Fund. The Committee recommends:

Motion by seconded by to pay the invoice for the 911 consulting services from the General Fund.

MERS Adoption Agreement

The Administrator stated that MERS is asking all municipalities that they work with to confirm how the plans are administered. This includes both the defined benefit and defined contribution, effective 01/01/2021. The Committee recommends:

Motion by seconded by to confirm to MERS how the retirement plans are administered, effective 01/01/2021.

Reimbursement-Hazard Pay-In-Home Services Aides-Commission on Aging

Amy Duff, COA Director, informed the committee that the reimbursement for hazard pay for In-home Services Aides did not come through at 100% as originally stated. The reimbursement for July-September 2020 was \$969.54 short. She said that she anticipates that the October-December reimbursement may also be short. The Administrator stated that he is looking at additional grant funding to help with the shortfall.

Communication System Funding

The Administrator presented three options for possible funding of the 800mhz radio system. 1) Bonding
2) USDA Grant/Loan 3) Financial Institution/Bank Loan. The cost of the system is \$9.3M. He has spoken to the USDA and has provided requested information. He is waiting to hear back from them. It was noted that our bond rating is currently AA-.

Budget Update

The budget is balanced and will be ready for approval at the next Board meeting. Funds were taken from the Fund Balance, Capital Outlay, Contingencies and reductions from some departments. Small changes may need to be made after approval. It was noted that we didn't receive 100% of the funds requested from some of the grants. We are still waiting for money from other grants that were applied for.

Reclassification Requests

Reclassification reviews have been completed for all requests. The information will be compiled. Then it will be reviewed and discussed by the reclassification committee. They will make the decision whether or not to move the requests forward to the Board for approval.

LEGISLATIVE

(Commissioner Norris)

None

The meeting adjourned at 10:43 am.

Submitted by: Commissioner Matthew
Commissioner Hazelbaker

Commissioner Kolcz
Commission Norris

Commissioner Houtz