

WORKING MEETING

February 4, 2021

Convened: 9:00 AM

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

Also Present: Sheriff Pollack, Undersheriff Eichler Jim Measel-WTVB, Don Reid-Daily Reporter, Treasurer Julie Waterbury, Prosecutor Stempien, Register Nancy Hutchins, Jody Connell-Equalization, Steve Weigt-Road Commission via video conference call.

County Clerk Kubasiak and Administrator Norman in Commissioners Boardroom

The agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Houtz)

Request for Staff – Building Inspection (Part-Time)

The Administrator is requesting approval to hire a part-time employee for the Building Inspection department. The position would be a non-union level 6, with a starting wage of \$13.77 per hour with no benefits, not to exceed 28 hours per week. The approximate yearly cost would be \$15,000 - \$17,500. There is currently one clerical person in the department. This position would increase service to customers and would ensure office coverage when the current employee is off, e.g. lunch breaks, vacation, sick and personal time off. The Committee Recommends:

Motion by _____ seconded by _____ to approve the hiring of a part-time Building Inspection employee at the non-union level 6 starting wage of \$13.77 per hour with no benefits, not to exceed 28 hours per week.

Amend 2021 Staffing Plan

At a previous Board meeting it was approved to move the Child Support Coordinator position from the Prosecutor's office to the Friend of the Court. The 2021 General Fund Staffing Plan needs to be amended to reflect the change. The Committee recommends:

Motion by _____ seconded by _____ to amend the 2021 Staffing Plan for General Fund Departments by removing the Child Support Coordinator position from the Prosecutor's office; thereby reducing the number of Prosecutor office staff to 5.5 employees.

Scheduling Conflict – Board Work Meetings

The meeting days for Workforce Development have changed to Thursday, causing a conflict with some of the work meeting dates. During discussion, it was suggested that the time of the work meeting scheduled for February 18, 2021 be changed to 11am. The other conflicting dates will be discussed at the next work meeting. The Committee recommends:

Motion by _____ seconded by _____ to change the time of the work meeting scheduled for February 18, 2021 to 11am.

Safety Committee

Commissioner Kolcz stated that a Safety Committee meeting was held, and it was reported that there were three falls and an incident at the jail causing injury to a corrections officer. He noted that these were the first safety incidents we've had in several months.

HOUSE

Jail Update

The Administrator reported that they are still working on signage along with plumbing and stairways. He noted that it is 100% mandatory that facemasks be worn by all workers and visitors to the jobsite. The project is still on track for completion in September of 2021.

FINANCE

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Budget Amendment-General Fund-Prosecutor to Friend of the Court, Budget Amendment-Special Fund-Friend of the Court and Approve 2021 Special Fund Prosecutor Special Investigations.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board & Care 32%, Building Repair & Maintenance-22%, Jail Operations-Commisary-13%, Misc. Expenses-7%, Attorney Fees-6%) to make up 80% of the invoices. Payroll and taxes totaled \$987,201.90. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$470,013.27 and payroll and taxes in the amount of \$987,201.90.

Budget Amendment-General Fund (Position Prosecutor to Friend of the Court)

The Child Support Coordinator position was moved from the Prosecutor's office to the Friend of the Court requiring the Prosecutor's budget to be amended. The Committee recommends:

Motion by _____ seconded by _____ to reduce and amend the Prosecutor budget #101-229 by (\$50,000) to reflect the transfer of the IV-D Grant Funding (Child Support Coordinator position) revenue from \$66,150 to \$16,150 and expense from \$539,187.55 to \$489,187.55, as presented.

Motion by _____ seconded by _____ to amend the General Fund Budget Revenues and Expenses by (\$50,000) for a total budget amendment from \$13,716,216.66 to \$13,666,216.66

Budget Amendment-Special Fund (Friend of the Court)

The Child Support Coordinator position was moved from the Prosecutor's office to the Friend of the Court requiring the Friend of the Court budget to be amended. The Committee recommends:

Motion by _____ seconded by _____ to amend the #215-141 Special Fund Friend of the Court budget to increase Revenue and Expenditures by \$50,000 from \$1,129,543.51 to \$1,179,543.51, as presented.

Approve 2021 Special Fund - #267-229 Prosecutor Special Investigations

The special fund account #267-229 Prosecutor Special Investigations was established but was not approved with the other special fund accounts for 2021. The Prosecutor intends to use this account and has \$26,679.09 to rollover into it. The Committee recommends:

Motion by _____ seconded by _____ to adopt the 2021 Budget for Special Fund #267-229 Prosecutor Special Investigations from \$0.00 to \$26,679.09.

Request for Capital Outlay – Sheriff Department (Marine Patrol)

The Sheriff is requesting to pre-fund a boat for the Marine Patrol. They currently have three boats. The quote that was received from Brunswick Commercial and Government Products, Edgewater, FL, was for a 2022 17' Whaler with trailer, in the amount of \$51,092 which includes freight of \$3,371. The Sheriff's Department believes they can reduce the freight charges. Another quote was received and is being reviewed. The Administrator noted that the other large commitment is the parking lot planned for summer 2021. If approved, these two items will take us to 50% commitment of capital outlay and contingencies at approximately 18% into the fiscal year. It was planned to review the Sheriff Department requests that exceeded the 2020 budget after mid-year 2021 but acquiring a boat during this timeframe would not allow for adequate use during the 2021 season. It was moved and passed to approve to pre-fund one of the two boats that have been quoted. This will be discussed further at the next Board meeting for a decision. The Committee recommends:

Motion by _____ seconded by _____ to approve the purchase of a boat for the Marine Patrol from _____, for an amount not to exceed \$ _____

LEGISLATIVE **(Commissioner Hazelbaker)**

Pandemic Resolution (Grand Traverse, Kalkaska, Alpena Counties)

Resolutions from Grand Traverse County, Kalkaska County and Alpena County were provided to the committee for review. The resolutions address how the pandemic is being handled in the State of Michigan and the orders that have issued.

The meeting adjourned at 9:45 am.

Submitted by: Commissioner Matthew
Commissioner Hazelbaker

Commissioner Kolcz
Commission Stoll

Commissioner Houtz