

WORKING MEETING

March 2, 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, Don Reid-Daily Reporter, Jim Measel-WTVB, MIDC Office-Matt Glaser, via video conference call.

Chief Deputy Clerk Christine Ransbottom and Administrator Norman in Commissioners Boardroom

The agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Houtz)

Consulting Services Agreement-MGT of America

Administrator Norman discussed the cost allocation plan, which is mandated by the state, to get indirect costs from the state and federal 4D programs. These programs are in the Friend of the Court office. MGT of America Consulting, LLC. is the firm being used to manage the programs and FOC is happy with their service. They have submitted a 3 year contract for approval. It was noted that part of the contract costs is paid for by the 4D program and the indirect costs are approximately \$125,000 annually. There is a slight increase of about \$600 from the current contract. The Administrator stated that there is always an option of going out for RFP's. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Consulting Services Agreement through MGT Consulting Group for 2021, 2022 and 2023, as presented.

Out of State Travel Request (MIDC)

The MIDC office is requesting blanket approval for recurring travel to the states of Indiana and Ohio. An MIDC investigator(s) may be required to travel out of state as part of the investigation process for MIDC matters. After discussion it was suggested that approval would be given for the 2021 calendar year, with the request being reviewed on a yearly basis. Any other out of state travel will require approval by the board prior to traveling out of state. The MIDC office will be looking into the possibility of a company vehicle to help elevate the costs being paid in mileage. The Committee Recommends:

Motion by _____ seconded by _____ to approve for the MIDC investigator to travel out of state to Indiana and Ohio when needed, for MIDC matters, during the current calendar year, with any other out of state travel requiring board approval.

Commissioner Houtz made the committee aware that the POAM Grievance #21-20, that was supposed to be addressed at this Working Meeting has been dismissed by the union.

SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

Sheriff Report

Sheriff Pollack reported that there have been many reports on breaking and entering's. Be aware and call the Sheriff's Department when you see suspicious activity.

Request to Transfer Asset Inventory to Auditors

Administrator Norman indicated that this was discussed at the last work meeting under the Purchasing and Receiving Policy. A motion was made to change the policy but there was not a motion to transfer asset inventory to the auditors. Administrator Norman feels this will be a cost savings to the county, as it will eliminate the cost of replacing the current asset inventory software. The cost to set this program up will be \$2500 and a reoccurring fee of \$500. This will comply with GASB. This will not tie the County to one auditor. The Committee Recommends:

Motion by _____ seconded by _____ to amend the Purchasing and Receiving Policy to add the transfer of asset inventory to the auditors.

Jail Update

The Administrator reported masonry work has been completed. They are prepping for the painting of the walls; the office ceiling grid has been installed and they are installing the data wires. The project is still on target for completion September 2021. Pictures were shown on the work that has been completed.

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts and Line Item Transfer Request-County Clerk

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Commisary-13%, Jail Operations-Board & Care 20%, Attorney Fees-18%, Building Repair & Maintenance-10% and Computer Services Contract-6%) to make up 79% of the invoices. Payroll in the amount of \$406,090.81 and total taxes of \$107,081.78. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$231,947.69 and payroll in the amount of \$406,090.81 with total taxes of \$107,081.78.

Line Item Transfer Request

This is to cover expenses for the County Apportionment that is done every 10 years after the Census is completed. The request is to transfer \$1000 to the Apportionment line item. The Committee recommends:

Motion by _____ seconded by _____ to approve the line item transfer in the amount of \$1000 to be taken out of line item # 101.850-960-0000 Other GSA Functions-Contingencies and put into 101.215-961.0202 – County Clerk Apportionment Fee.

Resolution to Support Local Businesses (Mecosta, Wexford and Crawford Counties (2nd Review)

Resolutions from Grand Traverse County, Kalkaska County and Alpena County were provided to the committee for review at the last working meeting. The resolutions address how the pandemic is being handled in the State of Michigan and the orders that have issued. The Committee would like to see Branch County draft up a resolution supporting our local businesses.

Resolutions to Support Waiving Fees for Licenses/Permits for Small Business (Iron County)

A Resolution from Iron County to support waiving fees for licenses and permits for small business was provided to the committee for their review.

Resolution to Rescind State SCI Plan (Livingston County)

A Resolution from Livingston County to rescind State SCI Plan was provided to the committee for their review.

Resolution to Governor to Implement New COVID Mitigation (Berrien County)

A Resolution from Berrien County for the Governor to Implement New COVID Mitigation, was provided to the committee for their review.

The meeting adjourned at 9:41 am.

Submitted by: Commissioner Matthew
Commissioner Hazelbaker

Commissioner Kolcz
Commission Stoll

Commissioner Houtz