

WORKING MEETING

May 20, 2021

Convened: 11:00 am

Roll Call was taken

Present: Commissioner Stoll, 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; Register of Deeds Nancy Hutchins; Amy Duff COA Director, Deputy Steve McManamey (via video access).

County Clerk Teresa Kubasiak and Administrator Bud Norman (Commissioners Boardroom)

The agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Houtz)

Request for Staff – Payroll/Accounts Payable

Administration is asking to fill a full time Account Clerk position due to the resignation of the current clerk, effective 07/01/21. The position is a non-union Level 6, with a starting wage of \$13.77 per hour with full benefits. They would like to fill the position by 06/14/21, if possible, to allow for training. The money to fund the position is in the budget. The Committee recommends:

Motion by _____ seconded by _____ to approve the request from Administration to fill the Account Clerk position at the non-union level 6 new hire rate of \$13.77 per hour, with full benefits, effective immediately.

2022 Holiday Schedule

The 2022 Holiday Schedule was presented for approval. The Committee recommends:

Motion by _____ seconded by _____ to approve the 2022 Holiday Schedule, as presented

Background Investigation (Sex Offender Registry)-Commission on Aging

Director Amy Duff stated that the Commission on Aging needs to update their background check policy to meet new grant requirements. State and Federal grants for senior services now require employees and volunteers to be checked against the Sex Offender Registries at the state and national level. Duff presented the policy addition for review and approval. The Committee recommends:

Motion by _____ seconded by _____ to approve the addition to the Background Check Policy at the Commission on Aging, as presented.

Out of State Travel Request – Sheriff Department

Undersheriff Eichler is asking for approval for Deputy Jaye and K-9 Chaos to travel to Montpelier, OH for training. The training will be held June 29 & 30 and will be paid for by a K-9 sponsor. The Committee recommends:

Motion by _____ seconded by _____ to approve for Deputy Jaye and K-9 Chaos to travel to Ohio for training June 29 & 30.

Designated Assessor Response

A letter from the State Department of Treasury regarding the Designated Assessor was provided to the Committee. It stated that a recommendation for approval of Branch County’s proposed Designated Assessor will be presented to the State Tax Commission at their meeting on May 24, 2021. The County will be notified of the action taken.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report – April

2021 Law Enforcement: 3541	2021 Fire: 368	2021 Emergency Medical: 350
2020 Law Enforcement: 2218	2020 Fire: 208	2020 Emergency Medical: 264

Total Events: April 2021 – 4259 April 2020 – 2690

CodeRED Totals:

CNE Business: 215	CNE Residential: 4,070
CNE Phones: 4,321	Texts: 2,692
Emails: 1,824	Weather Warning: 3,909

(CNE - Community Network Enrollment)

Sheriff Report

Sheriff Pollack reported that there will be an increase in overtime due to the several severe accidents lately. He also spoke about deputy duties.

Undersheriff Report

(April 2021)

Total Complaints:	981		
Total Arrests:	20		
Total Citations:	250	of the 250, Secondary Road:	180
Traffic Accidents:	41	– 4 on Interstate	
Extra Patrol Requests:	22		
Total Car/Deer Accidents :	20		
Reserve Deputies:	23.00	hours	
Posse:	0	hours	
Marine Patrol:	209.50	hours	
Inmate Transport	85	hours (Warrants, Writs, Hospital, etc.)	
Governor Order Violation	0		
Overtime: Road patrol – 117 hours	Corrections – 327.75 hours	Court – 21.50 hours	SRP –23 hours

63 pounds of prescription drugs collected. 0 Meth Lab.
Foreclosures – For this year 5 – Sales 31 – prepared \$417,136.23

Jail Administrator’s Report

(April 2021)

Average Daily Count for April: 83
Average break down: 72 males/11 females

As of 5/10/2021 count is **89 with 10 females**

Jail Incidents for April: 41

Jail Update

The project is on schedule. They are installing ceiling tiles, putting up cabinets and painting. The security doors have been delivered and the pad for the tower has been poured.

Tire Collection – Recycling Event

Branch County will have a Scrap Tire Recycling Event on Saturday, August 28, 2021 from 9am – Noon at the Human Services Building. It is open to all Branch County residents and there is no fee. There is a limit of 10 vehicle tires, no tractor tires.

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Line Item Transfer-Sheriff Department and Hazard Pay for In-home Aides-COA.

Bills & Accounts

The summary of the Bills and Accounts were presented, in the amount of \$804,328.25 (Jail Operations Board & Care-57%, Computer Services Contract-17%, Jail Operations-Commissary Supplies-7%, Autopsies Transport-4% and Supplies-4%) to make up 89% of the invoices. Payroll totaled \$687,137.58 and total taxes were \$177,555.49. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$804,328.25, Payroll in the amount of \$687,137.58 and Taxes in the amount of \$177,555.49.

Line Item Transfer – Sheriff (Budget Request for Training)

There is still one Road Deputy position to be filled at the Sheriff’s Department due to a resignation. There are two candidates interested in the position who are current corrections officers. One is putting himself through the academy and the other has no academy training. Both have passed their interview and testing. The applicant with the highest score will have to attend and complete the academy, which begins in August, at a cost of approximately \$8000. There is only \$9000 in the training fund. After this expense there won’t be enough money left in the fund to get through the rest of the year. The request is to use some of the funds allocated for wages for the deputy that left in January (about 15 pay periods, totaling approximately \$23,000) to pay for the academy. The Committee Recommends:

Motion by _____ seconded by _____ to approve the transfer \$8000 from the Sheriff Department line item 101- 301-704.0000 Deputy Wages to the Training line item 101-301-957.0000 to pay for academy training for a new road deputy.

Hazard Pay for In-Home Services Aides – Commission on Aging

COA Director Amy Duff is asking to continue to provide hazard pay to the In-Home Services Aides. Hazard pay was previously approved for July 2020 – February 2021. The State has extended the program from March 2021 – September 2021. Reimbursement from the state for hazard pay has nearly covered all expenses but not entirely. Duff is anticipating a shortfall. For the period from July 2020 – February 2021 COA requested \$14,614.04, received \$12,730.14 with the shortfall being \$1,883.50. The shortfall will be covered by COA through their funds, grants or possible COVID reimbursement programs. The Committee recommends:

Motion by _____ seconded by _____ to approve the extension of hazard pay for In-home aides at the Commission on Aging from March 2021 – September 2021.

LEGISLATIVE

(Commissioner Hazelbaker)

Resolution-Management of Wolves in Michigan (Delta and Iron Counties)

A copy of each resolution was provided to the committee for review.

OTHER

It was moved and seconded to go into closed session to discuss land acquisition. Motion Carried

The Committee went into closed session at 11:39am and returned to open session at 12:21pm.

It was moved and seconded to adjourn the meeting at 12:22pm. Motion Carried

Submitted by: Commissioner Matthew
Commission Stoll

Commissioner Kolcz
Commissioner Houtz

Commissioner Hazelbaker