WORKING MEETING

June 17, 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; Tim Miner, Emergency Manager, Rebecca Burns, Laura Sutter, Corey Hackworth (via video access).

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

A Certificate of Service was added to the agenda as item A, item Q was moved to A1 and the original item A was moved to A2. The agenda was approved, as amended.

A Certificate of Service was presented to departing Deputy Treasurer Dawn Buchanan, for 10 years, 6 months of service.

Rebecca Burns from the Health Department spoke about the new Delta variant associated with COVID-19. There have been two cases reported in Branch County. It is more transmissible and has been coded as a "variant of concern"

PERSONNEL, PLANS & POLICY (Commissioner Houtz)

Resolution – Support for Submission of FY2021 – 2022 Annual Implementation Plan – Area Agency on Aging

Laura Sutter, Director of the Branch-St. Joseph Area Agency on Aging (AAA), presented the FY2021-2022 Annual Implementation Plan and a resolution for review and approval. She explained the why the plan is needed and talked about the services provided to older adults with the funds that are received. It was noted that AAA works with over 20 different service providers to implement the plan and that there were no major changes from the previous plan. The Committee recommends:

Motion by seconded by to approve the resolution for the Branch-St. Joseph Area Agency on Aging FY2021-2022 Annual Implementation Plan, as presented

Request for Staff – Treasurer's Office

Treasurer Julie Waterbury is requesting to fill a Deputy Treasurer position due to a resignation. The position is a non-union level 6, with a starting wage of $13.77 per hour, with new hire benefits. The current employee will be leaving on June 17th, so Waterbury is asking to fill the position immediately. The Committee recommends:

Motion by seconded by that approval is given to fill the Deputy Treasurer position at the Non-union level 6 wage of $13.77 per hour, with new hire benefits effective immediately.

HHOSTEP

Administrator Norman stated that there has been discussion about suspending Personnel Policy #21, that required Elected Officials and Department Heads to come before the Board to get approval to fill positions that have been vacated due to retirement, resignation or dismissal. A new policy #37 was drafted. It was noted that if the vacant position is in the approved staffing plan and is included in the current budget, there is no need to get approval. The new plan also specifies how the wage scales would be addressed. There is a requirement to inform Administration of the vacancy and the need for replacement. Matthew voted no to move this forward. The Committee recommends:

Motion by seconded by to allow Elected Officials and Department Heads to fill vacated positions within their offices, without Board approval, following policy #37 guidelines, suspending policy #21.

SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

911 Report – May

2021 Law Enforcement: 4163 **2021** Fire: 296 **2021** Emergency Medical: 381
2020 Law Enforcement: 3202 **2020** Fire: 375 **2020** Emergency Medical: 316

Total Events: May 2021 – 4840 May 2020 – 3893

CodeRED Totals:

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

(CNE - Community Network Enrollment]

Emergency Management Report
Working on long term storage for PPE. Also, working on EOC reporting and financial reimbursement.

Life Care Ambulance Report
Still struggling with staffing. Looking to the legislature for additional funds and for statewide programs to help with staffing shortages.

Undersheriff Report (May 2021)

Total Complaints:	912
Total Arrests:	39
Total Citations:	271 of the 271, Secondary Road: 149
Traffic Accidents:	42 – 4 on Interstate
Extra Patrol Requests:	26
Total Car/Deer Accidents :	19
Reserve Deputies:	105.50 hours
Posse:	0 hours
Marine Patrol:	279 hours
Inmate Transport	48.5 hours (Warrants, Writs, Hospital, etc.)

Overtime: Road patrol – 74.25 hours Corrections – 279.5 hours Court – 7.5 hours SRP –22.5 hours
38 pounds of prescription drugs collected. 0 Meth Lab.
Foreclosures – For this year 6 – Sales 37 – prepared $458,536.23

Sheriff Pollack noted that the Marine Patrol reported two accidents in the last two weeks, when we normally have two or so for the season.

Jail Administrator's Report (May 2021)
Average Daily Count for May: 85
Average break down: 75 males/10 females

As of 6/01/2021 count is **80 with 9 females** Jail Incidents for May: 23

Animal Control (May 2021)
Total Animal Intake – 27 Total Disposition - 27

HOUSE (Commissioner Stoll)

MDOT Update

Corey Hackworth spoke about the 5 year plan. There are several repair projects scheduled around the county. In 2021 there will work on US 12 from Western Ave. to Michigan Ave.; M86 from Kane Rd to US12; I69 from Otis Rd to the State Line.

Jail Update

They are still on track for September 30, 2021 completion. They are working on the radio tower, finishing the interior, including millwork and flooring. They are planning an open house when the jail is complete.

FINANCE (Commissioner Matthew)

Bills & Accounts

A list of the Bills and Accounts was presented, in the amount of $738,193.69, Payroll totaled $695,898.01 and total Taxes were $181,241.21. The Committee Recommends:

Motion by seconded by to approve the Bills and Accounts in the amount of $738,193.69, Payroll in the amount of $695,898.01 and Taxes in the amount of $181,241.21.

LEGISLATIVE (Commissioner Hazelbaker)

None

OTHER

A five minute recess was taken at 12:41pm. The meeting resumed at 12:46pm

It was moved and seconded to go into closed session to discuss an Attorney/Client letter dated 07/19/2017

The Committee went into closed session at 12:47pm and returned to open session at 1:05pm.

The meeting was adjourned at 1:05pm.

Submitted by: Commissioner Matthew Commissioner Kolcz Commissioner Hazelbaker
Commission Stoll Commissioner Houtz