

# WORKING MEETING

January 18, 2018

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Norris and Commissioner Hazelbaker

Also Present: Donald Reid of the Daily Reporter, Tim Miner- Emergency Manager, Undersheriff Eichler, Sheriff Pollack, Jim Measel-WTVB, John Houtz, Friend of the Court Referee Lona Julien and Administrator Bud Norman.

The agenda was approved as presented.

## **PERSONNEL, PLANS & POLICY** (Commissioner Norris)

### **Request to Fill Positions-Friend of the Court**

Lona Julien submitted a letter requesting to fill a full-time Enforcement Officer position that was vacated on November 9, 2017. Her request is to promote Tammy Holbrook, who is the current receptionist, to fill the Enforcement Officer position. Ms. Holbrook, who was hired in 2009, is currently a Level 6 secretary earning the 5 year rate of \$19.56/hr., per the terms of the Union contract she will move to a Legal 8 Enforcement Officer-2 year rate of \$19.96/hour with an effective date of January 29, 2018. The Committee Recommends:

**Motion by                      seconded by                      to approve the request to transfer the current FOC receptionist to the vacant Enforcement Officer position at the Level 8 Enforcement Officer, 2 year rate of \$19.96/hour, effective 1/29/2018.**

Ms. Julien also requested to fill the Secretary position that will be vacated. If a transfer is not done from within, the new hire rate for a Tier 2, Level 6, Secretary is \$12.51 per hour, with the new hire benefit package. Ms. Julien would like to get approval to fill this position, but would like to wait before posting and filling the position. If the position is filled from within Ms. Julien will come back to the board with that request. The Committee Recommends:

**Motion by                      seconded by                      to approve the hire of a Tier 2, Level 6, Secretary in the FOC office. The new hire rate will be \$12.51/hour, with the new hire Benefit package, if someone is not hired from within.**

**911 Report**

**CodeRED Totals:**

National Call Business:	1,462	National Call Residential:	11,339
CNE Business:	203	CNE Residential	3,861
<b>Business Total:</b>	<b>1,665</b>	<b>Residential Total:</b>	<b>15,200</b>
National Call Phones:	12,801	Texts:	2,543
CNE Phones:	4,149	Emails:	1,792
<b>Phone Total:</b>	<b>16950</b>	Weather Warning:	3,737

(CNE – Community Network Enrollment)

**Emergency Management Report**

Tim Miner said they are working on the Tier 2 reports from local businesses within the County, updating site plans with their chemical changes within their facility.

**LifeCare Ambulance Report**

Tim Miner reported the following numbers for December: 191 Priority 1 Responses; Late – 31 (83.8%). There were 166 Priority 3 Responses, 3 Citizen Assistance Calls, 68 Pre-Scheduled/Interfacility, and 4 Public Service/Event Coverage.

Mr. Miner provided a copy of a press release of the recent Life Care Ambulance merger with Emergent Health Partners, based in Ann Arbor that took place on January 1<sup>st</sup>. Mr. Miner said on local standpoint you will see very few operational changes. He said this is basically two financially stable ambulance services coming together to become one premier ambulance provider in Michigan.

**Sheriff Report**

Sheriff Pollack reported that the jail cell should be back in service sometime next week, after the water main break that occurred during the New Year’s holiday weekend. Sheriff Pollack will keep the Committee informed should they be a couple days from declaring a jail overcrowding, as the daily totals fluctuate up and down.

**Undersheriff Report**

**(December/2017)**

Total Arrests:	29	
Total Citations:	201	of the 201, Secondary Road: 173
Traffic Accidents:	16	1 on the Interstate
Total Car/Deer Accidents :	10	
Inmate Transport	32 hours	
Reserve Deputies:	224 hours	
Posse:	0 hours	
Overtime: Road patrol –	117.50 hours	Corrections – 258 hours Court-26.5 hours
42 pounds of prescription drugs collected.		1 Meth Lab.
Foreclosures – For this year	72 – Sales, 206 – prepared	\$4,620,484.26

**Jail Administrator’s Report**

**(December/2017)**

Average Daily Count for December:	141
Average break down:	120 males/21 females

As of 1/8/18 count is 139 with 22 females & 7 females boarded out to other Counties  
 Jail Incidents for December: 42

**Animal Control Report**

**(December 2017)**

**Total Animal Intake: 17** (12 from Hillsdale County)      **Total Reclaim: 7**    **Total Adopted: 2**    **Total Other/Transfer: 8**

**Total Animal Intake for 2017: 234** (114 from Hillsdale County)    **Total Reclaim: 96**    **Total Adopted: 14**    **Total Other/Transfer: 124**

**Recognition of Service – 2018**

Service recognition for 2018 has several individuals ranging from 40 to 20 years with a total of 270 years of service.

**HOUSE**

**(Commissioner Hazelbaker)**

**Capital Outlay Request-Vehicle Purchase, Veteran’s Affairs Request**

Charles Scott from Veteran’s Affairs is asking for approval to purchase a 15 passenger van from Stillwell Ford of Hillsdale. The van is a 2016 Ford Transit 350 XLT Wagon V6 with less than 30,000 miles. A quote was provided to the committee for their review. Mr. Scott said the Veteran’s Affairs Department does have money in their budget. With the licensing plate fees the total cost is \$25,138. Mr. Scott also said they share a van with the Commission on Aging. He plans to sell that van and split the cost between the departments. The Committee Recommends:

**Motion by                      and seconded by                      that approval is given to Veteran’s Affairs for the purchase of the 2016 Ford Transit 15 passenger van, in the amount of \$25,138 from Stillwell Ford.**

**Jail Clean up-Water Main Break**

Administrator Norman said the repairs for the Jail water main break are expected to cost far less than originally thought. The final cost would be under \$8,000. The labor was internal with the help of inmates that helped the cost stay lower than anticipated.

**FINANCE**

**Commissioner Vrablic)**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts from 2017 and 2018 (Jail Operations-Board and Care-41%, Computer Services Contract-14% Attorney Fees-14%, Jail Operations-Commissary Supplies-10%, and Supplies-5%) to make up 90% of the invoices. The Committee Recommends:

**Motion by                      and seconded by                      to approve the Bills and Accounts in the amount of \$152,866.59.**

**None**

**Other**

It was moved and seconded to go into closed session to discuss COAM union contract. Upon roll call vote and a brief recess the committee went into closed session at 9:34 am.

The Committee returned to open session at 9:46 am and the meeting was adjourned.

Submitted by: Commissioner Vrablic                      Commissioner Kolcz                      Commissioner Gordon  
                         Commissioner Hazelbaker                      Commission Norris