

WORKING MEETING

January 4, 2018

Convened: 9:00 AM

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

Also Present: Don Reid of the Daily Reporter, Sheriff Pollack, Treasurer Ann Vrablic, Register Nancy Hutchins, Undersheriff Eichler, WTVB Jim Measel, County Clerk Terry Kubasiak, COA Director Amy Duff, Assistant Prosecuting Attorney Valerie White, Lori Blair, Joe Best from Airport Board, County Complex Manager-Scott Walls and Administrator Norman.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

The Reclassification committee approved and forwarded four requests, submitted to them by the County Clerk, the Prosecutor, the Treasurer and the Circuit Court judge. The requests were discussed as a group, with the main concern being funding. The committee asked the Administrator to provide the cost of all the reclassifications and if there are any departments that would have the money in their budget, if approved. The County Clerk spoke and said that she does have the money in her CPL budget to cover the cost of the reclassifications. The Treasurer spoke in support of her request, along with the Chief Assistant Prosecutor regarding that request. It was moved and seconded to bring each request forward to the Board meeting, with Commissioner Vrablic voting NO for each.

Reclassification Request-Clerk

Motion by seconded by to approve the Clerk's Reclassification requests.

Reclassification Request-Prosecutor

Motion by seconded by to approve the Prosecutor's Reclassification request.

Reclassification Request-Treasurer

Motion by seconded by to approve the Treasurer's Reclassification request.

Reclassification Request-Circuit Court

Motion by seconded by to approve the Circuit Court Reclassification request.

Staff Request-Airport

A letter from Airport Manager Dean VanNasdale was submitted to the Administrator, requesting not to renew his contract. He will continue on a month to month basis until a replacement is found. Administrator Norman put a process together to help with filling the position. Applications will be submitted to the Administrator and the Administrator and current Airport Manager will screen the applications and conduct the initial interviews. Then they will work with the Commissioner Airport liaison to recommend candidates to the County Board for interviews and selection. The Committee recommends:

Motion by _____ seconded by _____ to approve the request to hire an Airport Manager.

Staff Request-Additional Hours-Commission on Aging

Commission on Aging Director Amy Duff is asking for board approval to allow her bookkeeper to increase her hours from 35 to 40 hours per week, in order to help with research and development of a lunch program at the Burnside Center. The increase in hours would cost the COA just under \$5,000 per year. The bookkeeper who is already full time will keep her same benefits. She is asking that this be effective the date of approval through December 31, 2018. If the additional hours are needed beyond 2018, she will come back with an additional request.

Motion by _____ and seconded by _____ to approve the Commission on Aging’s request to increase the Bookkeeper position from 35 to 40 hours per week, effective immediately through December 31,2018, as presented.

Policy-Criminal Background and Driving History Check- Commission on Aging

Amy Duff spoke to the committee asking for approval on their amended Criminal Background and Driving History check policy. Currently, they do these checks prior to hire date. The new policy will allow for background and driving checks to be done prior to hire date and throughout employment, annually or as needed. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the amended Criminal Background and Driving History Check Policy for the Commission on Aging.

2018 Standing Board Rules.

A copy of the 2018 Standing Board Rules was provided to the Committee. The only change will be to page 7 #37 should read the fourth Tuesday of each September.

Motion by _____ seconded by _____ to approve the 2018 Standing Board Rules.

SHERIFF & PUBLIC SAFETY _____ (Commissioner Kolcz)

None

HOUSE _____ (Commissioner Hazelbaker)

Jail-Water Line Break/Repair

County Complex Manager Scott Walls spoke to the Committee about the water line break at the Jail that occurred on Friday, December 29 at 3:00 pm. He greatly appreciated the help from inmates, correction officers, as well as his staff to fix the break. The current cell where this water break took place is not in use. This cell holds 6 inmates. It is expected to be 2-3 weeks before they can begin using that cell again. Walls said that they plan to back fill the area with sand and pea stones and then concrete the area. Since this has been the second break in the last two years he is going to obtain a quote on running the water lines overhead. The Committee commended everyone involved on a job well done.

FINANCE

(Commissioner Vrablic)

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts from 2017, there were none for 2018 (Jail Operations-Board and Care-31%, Jail Operations-Commissary Supplies-23%, Attorney Fees-9%, Printed Forms & Bindings-7% and Misc. Contractual Expenses-7%) to make up 89% of the invoices. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$251,930.24.

2018 Standard Mileage Rates

Administrator Norman said the Mileage rate for 2018 will be \$0.545. There was a slight increase from 2017 mileage rate of \$0.535.

LEGISLATIVE

(Commissioner Gordon)

Resolution-Support SB 400 and HB 4561(Alger County)

A copy of Alger County's Resolution supporting SB 400/HB 4561 was provided to the Committee for their review. Administrator Norman said this bill has already been passed in the Senate and has moved onto the House and will be heard on January 16th. If the committee would like to do anything with this resolution for it to be timely they will have to move on it by Tuesday.

The meeting adjourned at 9:50 am.

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