

WORKING MEETING

October 18, 2018

Convened: 9:00 AM

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

Also Present: Donald Reid of the Daily Reporter, Jim Measel-WTVB, Undersheriff Eichler, Sheriff Pollack, Kelli Talbot Chief Deputy Treasurer, Teresa Kubasiak County Clerk, Steve Frisbee Vice President of Operations for LifeCare, Matt Fosdick IT Director, Nyci Centers Chief Deputy Register, Executive Director Amy Duff, Jail Administrator Fred Blankenship, Jody Connell- Equalization, and Administrator Bud Norman.

Agenda was approved.

Public Comment: COA Director Amy Duff said that they are currently scheduling appointments to Help individuals with Medicare D open enrollment. Anyone may contact the Burnside Center to schedule an appointment.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Resolution-Branch County Memorial Airport

The Airport Board is asking for approval to renew a Resolution regarding their Weather Observation and Data Dissemination System. This renewal takes place every five years. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Resolution submitted by the Airport to renew the contract for the Weather Observation and Data Dissemination System.

Policy Review

Every 10 years the County reviews and updates the County Policies. They wanted to make the Department Heads aware, so they can provide input. There is a committee that will be review the information.

Sexual Harassment Training-October 23, 2018

The County's liability insurer is providing sexual harassment training at the ProMedica Conference Center. The training will be held on October 23rd and there will be two sessions; 9:00 am – 12:30 pm and 1:30 pm – 4:30 pm. The training is open to all employees. Other counties who have the same insurer are also able to have their employees attend. There is possibility that that this event could be cancelled, if they do not get more participants.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report

The 911 Director provided a written report for review. September 2018: Law Enforcement: 3,867 (2018) 4,079 (2017), Fire: 308 (2018) 289 (2017), Emergency Medical: 293 (2018) 310 (2017). Total Events: 4.865 (2018), 4,964 (2017).

CodeRED Totals:

National Call Business:	1,514	National Call Residential:	11,426
CNE Business:	208	CNE Residential	3,914
Business Total:	1,722	Residential Total:	15,340
National Call Phones:	12,940	Texts:	2,575
CNE Phones:	4,190	Emails:	1,801
Phone Total:	17,130	Weather Warning:	3,779

(CNE – Community Network Enrollment)

Life Care Ambulance Report

Steve Frisbee wants to encourage all individuals to get their flu shot. The H1N1 virus is present in Branch County.

He reported the following numbers for September: 225 Priority 1 Responses; Late – 34 (84.9%). There were 135 Priority 3 Responses, 2 Citizen Assistance Calls, 67 Pre-Scheduled/Interfacility, and 11 Public Service/Event Coverage.

Sheriff Report

Sheriff Pollack wanted to thank the Committee for pushing through the approval for their two new office employees. They are both doing very well. They have had another Correction Officer resign, so they are currently down two. He does have applications that he is hoping to fill these positions with. Corrections overtime was up last month. The Sheriff had four Sergeants out for a 3 day training for their certification, down one CO who had left and two that had vacation scheduled. Lastly, the Jail Health Care had increased significantly this last month due to an individual that was Court Ordered to the Mental Health Facility, but was held here locally until a State bed became available; the County has to cover this cost.

Undersheriff Report

(September 2018)

TOTAL ARREST:	55	
TRAFFIC CITATIONS:	254	
TRAFFIC WARNINGS	58	
of the 254 , Secondary Road:	245	
EXTRA PATROL REQUEST:	24	
PAPERS SERVED:	78	
TRAFFIC ACCIDENTS:	14	0 on Interstate
CAR DEER:	8	
FATAL ACCIDENTS:	0	
SEX OFFENDER REG.:	54	
FINGERPRINTING:	46	
ASSISTING OTHER AGENCIES	51	
POSSE MEMBERS:	0 Hours	
RESERVE DEPUTIES:	64.00 Hours	
MARINE PATROL:	199.50 Hours	

Overtime: Road patrol –63.5 hours Corrections – 337 hours Court-35 hours SRP-5 hours

35 pounds of prescription drugs collected. 0- Meth Lab.

Foreclosures – For this year 40 – Sales, 180 – prepared \$2,363,123.56

Jail Administrator's Report

(September 2018)

Average Daily Count for September: 123

Average break down: 104 males/19 females

As of **10/1/18** count is **118 with 20 females & 1 females boarded in another County.**

Jail Incidents for September: 54

HOUSE

(Commissioner

Hazelbaker)

HVAC Issues-Commission on Aging

Gordon Gentry, chairman of the Commission on Aging Board of Directors, spoke to the Committee, asking for their help in resolving the HVAC issues at the Burnside Center. Amy Duff, COA's Executive Director has reported the HVAC issues in past meetings. After a year of diligently working to resolve the issues they are still battling daily with the HVAC units not properly working. They are asking for some sort of action to hold the architect/construction manager responsible and to bring a resolution to the issues. An extended warranty was placed on the units; this warranty expires in June of 2019. It was discussed invite the Architect, Engineer and Carrier to a Working Meeting for a discussion. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given to invite the Architect, the Engineer and Carrier to a Work Meeting, to discuss Burnside Center's HVAC issues and to find a resolution.

Parking Lot Fence

Administrator Norman said it was determined that the Hudson Parking lot fence is not on County property, therefore the County is not responsible for repairing the fence. The County had a surveyor come in and mark the property lines.

Organization Donation

A church group donated two hours of their time to work on cleaning up the County grounds. They spent their time cleaning up around the Annex Building along Pearl Street. Administrator Norman appreciated the time donated. If they request to come back, they will have them work out at DHS.

FINANCE

Commissioner Vrablic)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, L-4402-Tax Rate Apportionment Report, Non Union and Elected Official Wage Scales for 2019 and Budget Amendment Special Fund #293-683 Veteran's Affairs-Soldiers.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Health Care-71%, Jail Operations-Board & Care-8%, Jail Operations-Commissary Supplies-7%, Building Repair and Maintenance-5% and Attorney-3%) to make up 94% of the invoices. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$313,467.59.

Tax Rate Apportionment Report L 4402-Equalization

The L-4402 report was presented to the committee for review and approval. This report shows the Mills apportioned by the county for 2019. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the L-4402 Millage Apportionment Report for 2019.

Non-Union and Elected Wage Scales for 2019

Administrator Norman is requesting the committee to consider a 2.1% wage increase, for the Non-Union employees for 2019. The Committee Recommends:

Motion by _____ seconded by _____ to approve a 2.1% increase for the Non-Union employees for 2019 based on the R2I plan.

Administrator Norman is requesting the committee to consider a 2.1% wage increase, for the elected officials for 2019. The Committee Recommends:

Motion by _____ seconded by _____ to approve a 2.1% increase for the Elected Officials for 2019 based on the R2I plan.

Budget Amendment Special Fund # 293-682-Veteran's Affairs-Soldiers and Sailors

Treasurer Ann Vrablic helped Charles Scott at Veteran's Affairs to adjust revenues and expenses and to move funds to correct lines.

Motion by _____ seconded by _____ to approve the Revenue and Expense Adjustments for Veteran's Affairs, as presented.

Revenue Adjustments

BUDGET INCREASE LINE ITEM: 293-682-600.0000
DESCRIPTION: Department Revenue
AMOUNT: \$19,800.00

BUDGET DECREASE LINE ITEM: 293-682-674.0000
DESCRIPTION: Contributions
AMOUNT: (\$5,000.00)

BUDGET INCREASE: LINE ITEM: 293-682-675.0800
DESCRIPTION: Contribution for Vehicle - Van
AMOUNT: \$25,000.00

BUDGET INCREASE: LINE ITEM: 293-682-686.0600
DESCRIPTION: Refunds - Van Purchase
AMOUNT: \$65.00

Expense Adjustments

BUDGET INCREASE LINE ITEM: 293-682-700.0000
DESCRIPTION: Expenditures
AMOUNT: \$300.00

BUDGET INCREASE: LINE ITEM: 293-682-633.0200
DESCRIPTION: Veterans Rent/Mortgage
AMOUNT: \$10,000.00

BUDGET INCREASE: LINE ITEM: 293-682-633.0500
DESCRIPTION: Veterans Groceries
AMOUNT: \$10,000.00

BUDGET INCREASE: LINE ITEM: 293-682-633.0600
DESCRIPTION: Veterans Mileage/Transportation
AMOUNT: \$19,500.00

BUDGET INCREASE: LINE ITEM: 293-382-964.0100
DESCRIPTION: Refunds - MTT/BCR
AMOUNT: \$65.00


AUTHORIZED SIGNATURE

10/5/2018
DATE

The committee to a recess at 9:35am and resumed meeting at 9:40am.

RFQ/P Jail Construction and RFQ/P Jail Evaluation

Administrator Norman provided the Committee with information on the six companies that submitted RFQ's for the Construction of the new Jail. He noted their ranking results and stated that all six companies qualified for the construction of the new Jail. After a lengthy discuss a motion was made to have the top three companies submit an RFP. A roll call vote was taken with 3 voting- No and 2 voting-Yes. The motion was defeated. It was suggested that since all six companies qualified, that all six should submit an RFP, at which time a motion was made. During discussion of the motion the Administrator stated

that one company did not complete all of the requirements listed in the RFQ. All bidders were to attend the pre-bid meeting, which one did not. The motion was then amended, stating we should move forward and ask that five companies provide RFP's for the new Jail. A roll call vote was taken with 4 voting- Yes and 1 voting -No. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given to request 5 of the 6 Companies who submitted RFQ's, to submit an RFP's for the new Jail construction.

RFQ/P Jail Evaluation

The Administrator provided information on the companies that submitted RFQ's for the Jail evaluation. It was discussed and agreed to table the potential renovation of the current Jail until after the bids have been received on the new Jail

Recess at 10:41am resumed meeting at 10:48am.

2019 General Fund Budget-Draft #2

The Administrator discussed the departmental requests for the 2019 budget. He explained the increases and decreases by department and provided a summary of Draft #2. He stated that the health insurance costs have not been received yet however there will be an increase. The 2019 budget shortfall at this time is \$2.3M.

2019 Special Fund Budget-Draft #1

Administrator Norman presented Draft #1 of the 2019 Special Funds; all but 11 have been balanced.

LEGISLATIVE

(Commissioner Gordon)

None

The meeting was adjourned at 11:41 am.

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