WORKING MEETING
October 4, 2018

Convened: 9:00 AM

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

Also Present: Jim Measel-WTVB, Don Reid Daily Reporter, Sheriff Pollack, Undersheriff Eichler, Scott Walls-County Complex Manager, Amy Duff - COA, Treasurer Ann Vrablic, Kelli Talbot, Prosecutor Ralph Kimble, County Clerk Teresa Kubasiak, Jail Administrator Fred Blankenship, Drain Commissioner and Administrator Bud Norman.

The agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Pay Grade Change—Prosecutor’s Office
Prosecutor Ralph Kimble provided a letter to the Committee requesting that his new employee be approved and credited with his prior County service, for the purpose of placement with the GELC Tier 2, Level 6 pay scale. He is requesting that the employee be set at the 5 year rate. The employee had worked for the Sheriff’s Department for 13 years, left and came back. When he came back to the Sherriff’s Department, he was put at the Tier 2 new hire rate. After discussion it was decided that the Administrator would provide additional information at the next Board meeting, so a decision could be made.

Request for Staff—Sheriff Department
The Sheriff’s Department is requesting to fill two full time positions. One position needs to be filled immediately, as the individual left without notice. The second position will be vacant due to an employee retirement on October 31st. The Sheriff has two individuals from 911 that are interested in the positions. These individuals are in the POAM union, at the top rate of pay. They will be transferring into the GELC union with the rate of pay to be determined. The Committee Recommends:

Motion by seconded by that approval is given for the Sheriff’s Department to fill two full time GELC Level 6 Clerical positions with the rate of pay to be determined.

The Sheriff also has a request to fill a part time clerical position to help while the two new individuals are in training. The position is a temporary contractual position with a rate of pay at $15.00 per hour, without benefits. The contract would expire on 10/31/18. The person will be the same individual who assisted when an employee had extended sick leave. The Committee Recommends:

Motion by seconded by that approval is given for the Sheriff’s Department to hire a part time temporary contractual person at $15.00 per hour with no benefits.
Lastly, the Sheriff has requested to fill the vacated Corrections position that is open due to that individual leaving to go to the Prosecutor’s Office. The position is a POAM Tier 2 rate of $13.555 per hour, with the new hire benefit package. The Committee Recommends:

Motion by seconded by that approval is given to the Sheriff’s Department to hire a full time Correction Office at the POAM Tier 2 rate of $13.555 per hour, with the new hire benefit package.

Request for Staff – 911
911 Director Kurt Spalding submitted a letter asking for approval to fill two Dispatcher positions. The current individuals will be transferring to the clerical positions at the Sheriff’s Department. The Dispatcher positions will be full-time at the POAM new hire Tier 2 rate of $13.79 per hour with the new hire benefit package. The Committee Recommends:

Motion by seconded by that approval is given for 911 to fill two full time Dispatcher positions, at the POAM Tier 2 rate of $13.79 per hour, with the new hire benefit package.

Request for Staff – Commission on Aging
COA Director, Amy Duff, is requesting to fill a Regular Part-Time Aide position due to a retirement. The starting wage is $10.45 per hour; 20 – 29 hours per week. Benefits are sick, vacation, personal and holiday time. The Committee Recommends:

Motion by seconded by that approval is given for COA to hire a Regular Part-Time Aide, with a starting wage of $10.45 per hour; 20-29 hours per week.

Sexual Harassment Training
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; 9am – noon and 1pm – 4pm. The training is open to all employees. Other counties who have the same insurer are also able to have their employees attend.

Policy Updates
The Administrator and Personnel Chair are looking at updating the County Policies. The last time they were updated was in 2009.

SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

NONE
Request for Copy Machine-Administrator's Office
The Administration office is requesting to purchase a refurbished copy machine from Solutions of Southwest Michigan. The current machine is not able to be repaired. The refurbished machine is a Minolta Bizhub 454E B/W copier w/ print, scan, fax and finisher. The cost is $3485.00. The vendor gave a 15% discount due to the fact that the current machine was purchased through Solutions about three to four years ago and should have lasted longer. The Committee Recommends:

Motion by seconded by to approve the purchase of a refurbished Minolta Bizhub 454E copy machine for the Administration office, with the funds coming from Capital Outlay.

Request for Cell Phones-Commission on Aging
COA director Amy Duff is requesting approval to purchase 25 new cell phones and to enter into a 2-year cell phone contract. Phones are provided to the entire In-Home Services department. Two quotes were obtained. The Verizon quote was for $19,435.20 and the Sprint quote was for $33,522.51. Duff is recommending to go with Verizon and stated that they have the money is their budget to cover the cost. The Committee Recommends:

Motion by seconded by that approval is given to COA to purchase 25 new Cell phones for In-Home Services and to enter into a 2-year cell phone contract through Verizon at a cost of $19,435.20, with the funds coming out of the COA budget.

Request for Laptop Computers-Commission on Aging
COA Director Amy Duff is requesting to replace two laptops for In-Home Services. The cost for the new laptops is $2600.38 and has been budgeted for this year.

Motion by seconded by that approval is given to COA to purchase two new replacement laptops for In-Home Services at a cost of $2600.38, with the funds coming out of the COA budget.

Blackhawk Dam-Update
Drain Commissioner Mike Hard provided an update on the Blackhawk Dam. He stated that the lake level has been lowered to reduce the risk, should the dam fail. They have a private engineer working with the State Dam Safety Division engineers to decide where we go from here. They need to determine if there is a void under the Dam. The City of Coldwater is allowing them to rent their camera system. They will core down into the front apron area and use the camera to determine if there is a void. It would be up to the engineers to decide what to do from there.

Michigan Oil & Gas Association
Mike Cornelius, of the Michigan Oil & Gas Association gave a presentation on Michigan’s oil and natural gas industry. He provided a handout and spoke about the economic impact, Michigan’s history and the various areas around the State that produce oil and gas. Michigan ranks 20th out of the 32 states producing oil and 18th for gas. He stated that oil was first discovered in Branch County in the late 1990’s.
Recognition of Service-25 and 30 year
The two employees will be asked to attend a future Board meeting to be recognized.

RFQ for Jail – Update
The Administrator stated that the deadline for submitting bids for both the jail project and for the evaluation for jail repairs was September 28th. Six bids were received for the Jail and five for the evaluation. The bids for the jail project will be reviewed, but there is concern about the bids that were received for the evaluation. These bids were supposed to be for the cost of coming and evaluating the three areas of concern at the jail; secondly, providing the estimated cost for the repairs. The bids received were not consistent. There were different perceptions on what was being asked for. Some bids included evaluation and repair costs, while others provided the costs to manage the project, as if it was already approved to make the repairs. It was suggested to send an email to all who bid, explaining exactly what the Board is looking for and allow a week for them to return their bid.

Motion by __________________ seconded by __________________ to provide the specific information to the bidders, via email, allowing them to answer the questions that the Board has asked regarding the jail evaluation, returning the information by October 12, 2018.

FINANCE ____________________________ (Commissioner Vrablic)

Bills & Accounts
Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-33%, Jail Operations-Commissary Supplies-15%, Building Repair & Maintenance-8%, Misc. Contractual Expense-6% and Autopsies-4%) to make up 66% of the invoices. The Committee Recommends:

Motion by __________________ seconded by __________________ to approve the Bills and Accounts in the amount of $304,024.66.

LEGISLATIVE ____________________________ (Commissioner Gordon)

Resolution – Opposing House Bill 5752 & 5753
A copy of a resolution from Menominee County, opposing establishing State and local standards for onsite wastewater treatment systems was presented for review.

At 10:09 am, it was moved and seconded to go into closed session to discuss the COAM union negotiations. Upon roll call vote the committee went to closed session after a five minute break.

The committee returned to open session at 10:26 am

Motion by __________________ seconded by __________________ to direct the Administrator to respond to the COAM representative regarding the issue of the retroactive pay for the 312 eligible members, stating that we have a settled contract with the union and that there is no provision for retroactive pay for the three individuals set out in the tentative agreement.
It was moved and seconded to go into closed session to discuss the Attorney/Client privileged letter dated October 2, 2018. Upon roll call vote the committee went to closed session at 10:28 am.

The committee returned to open session at 10:58 am, thereupon adjourning the meeting.

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