WORKING MEETING
February 22, 2018

Convened: 2:00 PM

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


The agenda was approved as amended.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Personnel-Commission on Aging
Amy Duff informed the Committee that the MMAP coordinator at the COA is planning to retire, with April 26, 2018 being her last day. Duff is requesting approval to fill the position by April 1, 2018 to allow for training. The position is a non-union Level 2, part time; 18 hours per week. The starting pay is $11.39 per hour. The Committee recommends:

Motion by [Person] seconded by [Person] to approve the request to fill the COA part time MMAP Coordinator position; 18 hours per week at the non-union level 2 starting rate of $11.39 per hour, effective April 1, 2018.

Request for Personnel - Sheriff
Sheriff Pollack stated that he has a Sargent that will be retiring at the end of March. They will be finishing interviews for that position next week. Their future plan is to move a corrections officer to the road, which will leave a corrections position open.

Airport Manager
The Administrator stated that the deadline to submit applications was February 15th. There were 12 applications received and they are being reviewed.

Personnel Policy Manual – Amendment
Work is being done to bring the manual up to date, as it has not been updated since 2009.

MIDC Submission
The plan was submitted to the State. It was rejected and returned, asking that the County to revamp the proposal. That has been done and the plan has been resubmitted.
**Undersheriff Report** (January 2018)

- Total Arrests: 43
- Total Citations: 156 of the 153, Secondary Road: 138
- Traffic Accidents: 26 1 on the Interstate
- Total Car/Deer Accidents: 7
- Inmate Transport: 59 hours
- Reserve Deputies: 226.75 hours
- Posse: 0 hours
- Overtime: Road patrol – 91.5 hours  Corrections – 204 hours  Court-29 hours
- 48 pounds of prescription drugs collected.
- Foreclosures – For this year 6 – Sales, 31 – prepared $396,181.81

**Jail Administrator’s Report** (January 2018)

- Average Daily Count for January: 143
- Average break down: 121 males/22 females
- As of 2/6/18 count is **129 with 23 females & 6 females boarded out to other Counties**
- Jail Incidents for January: 72

**Animal Control Report** (January 2018)

- Total Animal Intake: 12 (1 from Hillsdale County)  Total Reclaim: 9  Total Adopted: 2  Total Other/Transfer: 1

**HOUSE** (Commissioner Hazelbaker)

**Request to sell Vehicle - Veteran’s Affairs**

Charles Scott from Veteran’s Affairs is asking for approval to sell the 1999 Chevrolet Express Van. The Committee recommends:

- **Motion by** seconded by that approval is given to Veteran’s Affairs to sell the 1999 Chevy Express Van.

**Ray Park Sale – Revenue, Park Trustees Request**

The Branch County Parks Board is recommending the sale of Ray Park. They have one bid in the amount of approximately $9100. The Committee recommends:

- **Motion by** seconded by that approval is given to sell Ray Park.

**Request for Proposal- Lunch Service –COA**

Amy Duff spoke about the RFP that has been sent out, stating that they would like to have food brought in and available three days a week. They hope to have a lunch program up and running in the next couple of months.

**Jail – Roof Leaking**

The Sheriff stated that there was a roof leak during the snow melt, which caused electrical problems, shorting out the door locks. They are being repaired and they are working trying to find the leak.
**Drainage Issues**
The Administrator read a letter submitted by the Drain Commissioner regarding the large amount of rain the county has received. The Drain Commissioner stated that the dams are open and dumping as much water as possible. He has been receiving many calls about flooded basements. He noted that this weather event has caused a large amount of damage and it will take months to repair.

**FINANCE**

*Commissioner Vrablic*

**Bills & Accounts**
Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-25%, Jail Operations-Commissary Supplies-18%, Building Repair & Maintenance-14% Attorney Fees-8%, and Supplies-8%) to make up 73% of the invoices. The Committee Recommends:

Motion by and seconded by to approve the Bills and Accounts in the amount of $93,816.64.

**Budget Transfer Adjustment**
Commissioner Vrablic motioned to take CPL funds, earmarked for use only by the County Clerk and put them in the general fund to offset costs incurred for administering the CPL’s for 2017. After discussion and a request by the other committee members to review a legal opinion on the subject, a roll call vote was taken and the motion failed.

**LEGISLATIVE**

*Commissioner Gordon*

**Opioid Litigation**
The Administrator said that he has been contacted by an attorney regarding Opioid litigation and is asking the committee if they are interested in hearing a presentation on the subject. This will also be discussed at the MAC conference. The Committee recommends:

Motion by seconded by to have the Administrator make arrangements for a presentation on the Opioid Litigation

**Other**
It was moved and seconded to go into closed session to discuss a request by the GELC. Upon roll call vote the committee went into closed session at 2:30pm.

The Committee returned to open session at 2:51pm.

It was moved and seconded to go into closed session to discuss a POAM grievance. Upon roll call vote the committee went into closed session at 2:52pm.

The Committee returned to open session at 3:05pm and the meeting was adjourned.

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