

# WORKING MEETING

July 20, 2017

Convened: 9:00 PM

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

Also Present: Don Reid of the Daily Reporter, Register of Deeds Nancy Hutchins,, Sheriff Pollack, Sean Watson-WTVB, Circuit Court Administrator Pam Gilchrist, Emergency Management- Tim Miner, Undersheriff Eichler and Administrator Bud Norman.

The agenda was amended adding the Department Health and Human Services HVACC System under House as an item of information. The agenda was approved as amended.

## PERSONNEL, PLANS & POLICY (Commissioner Norris)

### Voluntary Emergency Leave Bank –VELB

Administrator Norman provided the Committee with information they had requested concerning employees using their sick time to donate to the Voluntary Leave Bank. He also provided changes to the VELB policy that need to be made, as well as changes should it be approved to use sick to donate to VELB. The change that needs to be made to the policy currently: Pg. 19-Paragraph 5-Conclusion of VELB –deleting the following statement: “At the conclusion of VELB any unused amounts are reconverted to accrued vacation hours and returned to the donating employee.” It was requested to bring this back to next work meeting so that further discussion can be done and action can be taken.

### Strategic Planning (August 2, 4 and 7)

The committee agreed on August 4<sup>th</sup> as being the date for the Strategic Planning Meeting. The time will be forthcoming.

## SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

### 911 Report

The 911 Director provided a written report for review. June 2017: Law Enforcement: 4,450 (2017) 3,977 (2016), Fire: 268 (2017) 244 (2016), Emergency Medical: 307 (2017) 294 (2016). Total Events: 5,357 (2017), 4,821 (2016)

### **CodeRED Totals:**

National Call Business:	1,462	National Call Residential:	11,275
CNE Business:	203	CNE Residential	3,838
<b>Business Total:</b>	<b>1,665</b>	<b>Residential Total:</b>	<b>15,113</b>
National Call Phones:	12,737	Texts:	2,529
CNE Phones:	4,128	Emails:	1,791
<b>Phone Total:</b>	<b>117,033</b>	Weather Warning:	3,719

(CNE – Community Network Enrollment)

### LifeCare Ambulance Report

Tim Miner reported the following numbers for June: 214 Priority 1 Responses; Late – 33 (84.6%). There were 166- Priority 3 Responses, 2-Citizen Assistance Calls, 81-Pre-Scheduled/Interfacility, and 11-Public Service/Event Coverage.

### Emergency Management Report

Tim Miner provided a letter to the Committee from the National Weather Service congratulating Branch County on their StormReady recertification. This completes 9 years in the StormReady Program. Mr. Miner reports he is working on the school drill collection process. The schools have to report when their Fire Drills, Tornado Drills and Lock Downs will take place. He in turn notifies law enforcement and the fire departments so they can be involved. Emergency Management is required to participate in so many every year as well.

### Sheriff Report

Sheriff Pollack stated that on July 14<sup>th</sup> they had to transport nine females to Calhoun County and still have three in Lenawee County. This is a cost of about \$420 per day; this will cost the department \$6800 for the remainder of the year. Currently, they have 25 female inmates, an overcrowding is declared at 22. He also noted that they have two old animal control truck caps and the oldest animal control truck that they would like to be added to the agenda to get permission to sell. They will try to sell on their own if not successful then the items will be taken to the Auction. The Sheriff reported that since March when they were directed to have deputies in the courtrooms, they have logged 198.25 hours costly \$4700 and 22% of this deputy's time is spent in Court. Lastly, the Secondary Road Grant and Medical Marijuana Grant have been completed and sent into the State. The Sheriff said they should have the money in August for the radios obtained through the Medical Marijuana grant. Further discussion took place regarding the deputy that has to cover the Courts.

<u>Undersheriff</u>	<u>Report</u>	<u>(June 2017)</u>
Total Arrests:	46	
Total Citations:	113	of the 113, Secondary Road: 52
Traffic Accidents:	22	1 on the Interstate
Total Car/Deer Accidents :	18	
Fatal Accidents:	0	
Inmate Transport	103 hours	
Reserve Deputies:	443 hours	
Posse:	22 hours	
Overtime:	Road patrol – 94 hours	Corrections – 273.25 hours Court – 27.5 hours

46 pounds of prescription drugs collected.

0 Meth Lab.

Foreclosures – For June	4 Sales	5 prepared	\$476,105.27
	Total for 2017: 33 Sales	83 prepared	\$2,478,170.18

### Jail Administrator's Report (June 2017)

Average Daily Count for June:	138
Average break down:	116 males/22 females

As of **7/5/17** count was **140 with 27 females and 8 females boarded out at other Counties.**

Jail Incidents for June: 46

### Animal Control

June 2017: Total Animal Intake: 26 Licenses Sold as of 6/30/17: 4309

### Marine Patrol

June 2017: Total Warning 112 Total Citations: 12

### Pines Behavioral Health-Signage Request

Administrator Norman spoke on Pines Behavioral Health who is requesting signage that indicates their location off of US 12. They are requesting signs to be placed on State Street, Michigan Avenue and US 12. Approval has to be given by MDOT for a sign to be placed on US 12; a form has obtained for this. City of Coldwater has jurisdiction for signage to be placed on Michigan Ave and the Road Commission has jurisdiction on State Street. Both agencies are requesting additional information that is being worked on. The board will give approval on what the signs will look like and where they will be placed, once that has been determined.

## HOUSE (Commissioner Hazelbaker)

### Hobart Estimate-Jail Equipment

The Sheriff submitted a bid for the replacement of the kitchen water softener at the Jail. This is the first time that they have had to replace the softener. The quote came from Hobart Sales and Service in the amount of \$2,457.91. The Committee recommends:

**Motion by                      seconded by                      to accept the bid from Hobart Sales and Service  
in amount of \$2,457.91 to replace the kitchen water softener at the Jail.**

### Animal Control Update

Administrator Norman says they think the grand opening will be in September, everything is ahead of schedule.

### HVACC System –Department of Health and Human Services(DHS)

Commissioner Vrablic attended a meeting at DHS; they continue to have heating and cooling issues. He said the south end of building does not get any air flow. Administrator Norman said they have asked Johnson Controls to provide a bid on what the issue is. The Administrator said they may need to do an RFP if the cost is high.

## FINANCE (Commissioner Vrablic)

### Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-30%, Building Repair and Maintenance-26%, Jail Operations –Commissary Supplies-12%, Attorney Fees-11% and Audit Fees– 6%) to make up 85% of the invoices. An invoice for new Radios in the amount of \$13,092.00 was added making the total amount to be approved \$190,821.60. The Committee recommends:

**Motion by                      seconded by                      to approve the Bills and Accounts in the  
amount of \$300,549.48.**

**2018 Budget Planning Schedule**

The 2018 Budget Planning Schedule has been provided. Administrator Norman said that all the mandatory budget meetings will be held prior to the Strategic Planning meeting.

**LEGISLATIVE**

**(Commissioner Gordon)**

**None**

**Other**

It was moved and seconded to go into closed session to discuss client attorney privileges. Upon roll call vote the committee went into closed session at 9:50 am after a 10 minute recess.

The committee returned to open session at 10:05 am.

The meeting was adjourned at 10:06 am.

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