

WORKING MEETING

August 15, 2017

Convened: 9:00 AM

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,, Undersheriff Eichler,
Jim Measel-WTVB, 911 Director –Kurt Spalding, County Complex Manager Scott Walls, COA
Director Amy Duff, Airport Board Chair - Joe Best and Administrator Bud Norman.

Agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Voluntary Emergency Leave Bank –VELB

Administrator Norman provided the Committee with a recap on using sick time to donate to the Voluntary Emergency Leave Bank. At a previous work meeting he provided changes to the VELB policy that need to be made, as well as changes allowing sick time to be donated to VELB, should it be approved. 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.” The Committee Recommends:

Motion by _____ and seconded by _____ to amend the VELB policy regarding the conclusion of the VELB, as presented.

Motion by _____ and seconded by _____ to allow for employees to donate up to 40 hours of vacation and/or sick time to the Voluntary Leave Bank, as presented.

Reclassification Request-Circuit Court

Judge O’Grady submitted a letter requesting to reclassify the Circuit Court Administrator position from the current M2 level on the non-union management scale to M3 level on the same scale. This would allow for this position to be equal to the District Court Administrator position. After discussion it was decided to refer this request to the Reclassification Committee for their review.

Reclassification Request-Prosecutor’s Office

After a brief discussion regarding the reclassification request from the Prosecutor’s office, Administrator Norman said that the reclassification committee will meet. They will determine if the request meets the merit to come before the board for consideration. If approved, it will need to be determined whether the reclassification will cause a new GELC level to be created or to move the position to a non-union level.

September 21 Work Meeting-(Request Change)

The committee agreed to change the time of the Work Meeting on September 21st, from 9am to 10am.

Motion by _____ and seconded by _____ to change time of the work meeting scheduled on September 21, 2017 to 10 am.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

Branch County Dispatch Consoles

911 Director Kurt Spalding attended the meeting to answer questions regarding his request to purchase three counsels for the 911 Dispatch Center. The total cost of the purchase was originally quoted at \$395,000. Due to the length of time that has passed since the quote was received, the purchase could now cost as much as \$429,000. There is money in the 911 budget to cover the cost for the counsels. A break out of what line items the money will be taken out of was provided. It was noted that it would take approximately six months to get the equipment once it was ordered. It was moved to suspend board rules in order to bring the request to the next Board meeting. The Committee Recommends:

Motion by _____ and seconded by _____ to allow for 911 to purchase three new Dispatch Counsels in the amount of \$395,000 not to exceed \$429,000, as presented.

911 Report

The 911 Director provided a written report for review. July 2017: Law Enforcement: 4,419 (2017) 4,187 (2016), Fire: 319 (2017) 331 (2016), Emergency Medical: 319 (2017) 347 (2016). Total Events: 5,413 (2017), 5,248 (2016)

CodeRED Totals:

National Call Business:	1,462	National Call Residential:	11,274
CNE Business:	203	CNE Residential	3,843
Business Total:	1,665	Residential Total:	15,117
National Call Phones:	12,736	Texts:	2,534
CNE Phones:	4,135	Emails:	1,790
Phone Total:	16,871	Weather Warning:	3,722

(CNE – Community Network Enrollment)

Sheriff Report

Undersheriff Eichler reported the parking lot resurfacing at the Jail has begun. The Jail count was reported at 128 with 21 of those being females. 7 females were moved to be housed in another county last week.

Undersheriff Report (July 2017)

Total Arrests: 43
Total Citations: 192 of the 192, Secondary Road: 28

Traffic Accidents: 24 0 on the Interstate
Total Car/Deer Accidents : 15
Fatal Accidents: 0
Inmate Transport 45.5 hours
Reserve Deputies: 316.25 hours
Posse: 0 hours
Overtime: Road patrol – 88 hours Corrections – 360 hours Court – 22 hours

32 pounds of prescription drugs collected.
0 Meth Lab.

Foreclosures – For July	6 Sales	12 prepared	\$298,952.56
Total for 2017:	39 Sales	95 prepared	\$2,777,122.74

Jail Administrator’s Report (July 2017)

Average Daily Count for July: 131
Average break down: 106 males/25 females

As of **8/1/17** count was **125 with 27 females and 9 females boarded out at other Counties.**

Jail Incidents for July: 35

Animal Control

July 2017: Total Animal Intake: 20 Licenses Sold as of 7/31/17: 4357

Marine Patrol

July 2017: 798 hours logged

HOUSE (Commissioner Hazelbaker)

Underground Duct Project-Commission on Aging

COA Director Amy Duff spoke the Committee about a request for approval to repair an underground duct. The bid they obtained was from the company who had performed the renovation at the Burnside Center and is familiar with the building. The project will take about two weeks to complete. The Burnside Center will be open during this time and they have the money in their budget for the repair. If approved the repair will not take place until fall as they will need the heating and air conditioning turned off during this time. The Committee recommends:

Motion by seconded by to accept the bid from Foulke Construction Company, not to exceed \$25,000, to fix the underground duct at the Burnside Center, as presented.

FINANCE

(Commissioner Vrablic)

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-35%, Capital Outlay-31%, Attorney Fees-9%, Drug Patch Testing-6% and Jail Operations – Commissary Supplies-5%) to make up 86% of the invoices. The Committee recommends:

**Motion by seconded by to approve the Bills and Accounts in the
amount of \$408,268.50.**

There was discussion about the money being spent to house female inmates out of county. It was requested by a Committee member for the Administrator to provide the current balance in the Jail Operation- Board and Care line, the amount spent last year for female inmates that were housed in another County, as well as the year to date total amount spent this year for out of county housing.

Airport Budget Review Request

Airport Board Chair, Joe Best, came to the Committee with a request for an additional \$30,000 to be added to the \$40,000 already allocated to the Branch County Memorial Airport for 2017. He said they were financially set back when they had to pay over \$80,000 for tree removal over the last two years. The recession forced the County to reduce the allocation to the airport by 44% and it has not increased since then. The Committee agreed to table the request until the next work meeting so they can review contingency funding.

LEGISLATIVE

(Commissioner Gordon)

None

The meeting was adjourned at 9:49 am.

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