

WORKING MEETING

August 3, 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, Sheriff Pollack, Jim Measel-WTVB, Treasurer Ann Vrablic, Undersheriff Eichler, Kelli Talbot, Circuit Court Administrator Pam Gilchrist, Lori Blair, Scott Smith and Administrator Bud Norman.

Agenda was approved

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Clerical Staff Request-Sheriff

Sheriff Pollack submitted a letter requesting permission to hire a temporary clerical employee for possibly 8-12 weeks, while one staff member will be out for a surgery and the other staff member has a planned vacation during that time. The Sheriff does not have the money in his budget to cover the temporary position. The rate of pay will be between \$10.00 and \$15.00 per hour. It was asked by the Committee members for the Sheriff to bring back the rate of pay as well as the total cost on Tuesday.

Formal Request for Job Reclassification

Administrator Norman said they received the request for a job reclassification in the Prosecutor's office. The current position is a GELC Level 6 position. The reclassification committee will meet to see if the reclassification meets the merit to be considered, if so then it will be brought in front of the board for a vote.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

Service Recognition – 20 years

We have one employee who will have 20 years with the County. They will be invited to attend a Board meeting to be recognized by the Board of Commissioners.

Safety & Wellness Committee Report

The Safety Committee met on Tuesday, July 25th. The committee received information on what was discussed in that meeting. The next meeting will take place on October 24th at 10am.

HOUSE

(Commissioner Hazelbaker)

Disposition: Animal Control Truck, Two Caps (Animal Control), Patrol Boat and Phones (Sheriff Department)

The Sheriff's Department is asking for permission to sell a 2005 F-150 Animal Control Truck VIN# 1FTFX1EF6HFC46150 with over 200,000 miles, plus two truck caps. A 2000 Wellcraft 21 foot boat and Dual Axle EZ loader trailer with a Johnson Ocean Pro 150 motor. VIN # WELHGA72L900. Undersheriff Eichler would like to put these items in front of the Sheriff's Department to try to sell before taking them to White Star Auction. They have 47 Norstar and Meridian phones they will be taking to White Star Auction to sell.

Motion by _____ seconded by _____ that approval is given to sell the 2005 F-150 Truck, 2 truck caps, the 2000 Wellcraft Boat with Dual Axle EX loader trailer and 47 Norstar and Meridian telephones, as presented.

Animal Control Building Update

Administrator Norman said the ribbon cutting ceremony for the new animal control building will be the last week of September or the first or second week of October.

Painting Donation

A painting by Estelle Fisher of the Old Courthouse is being donated to the County. The donors will be asked to come to the next meeting. It will need to be determined where the painting will be displayed.

Jail Parking Lot Update

Administrator Norman said the Jail Parking lot resurfacing will be started at the end of next week weather permitting. The Jail Millage will help pay for the cost of the parking lot.

FINANCE

(Commissioner Vrablic)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: 2nd Quarter Investment Report-Treasurer, Bills & Accounts and Line Item Transfers.

2nd Quarter Investment Report-Treasurer

The Treasurer provided the committee with the 2nd Quarter Investment Report for their review.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-20%, Membership and Dues-20%, Legal Fees-15%, Jail Operations-Commissary Supplies-10% and Worker's Compensation Insurance- 9%,) to make up 74% of the invoices. An invoice for Dutcher Funeral home for Autopsy Transport in the amount of \$585.00 was pulled to be reviewed. The Committee recommends:

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$272,922.77.

Line Item Transfer

Within budget transfer to cover cost of deficit lines.

Motion by _____ and seconded by _____ to approve the line item transfer for the Marine Patrol from Gasoline & Oil in the amount of \$91.50 from 101.331-747.0000 to Uniform Purchase 101-331-748.0000 in the amount of \$91.50.

Motion by _____ and seconded by _____ to approve the line item transfer for the Marine Patrol from Gasoline & Oil in the amount of \$947.69 from 101.331-747.0000 to Other Operating Supplies 101-331-752.0000 in the amount of \$947.69.

Motion by _____ and seconded by _____ to approve the line item transfer for the Equipment Repair & Maint. in the amount of \$3,000 from 101.331-933.0000 to Part Time Wages 101-331-705.0000 in the amount of \$3,000.

Audit Transition- A&G to SK&T

Administrator Norman said Abraham & Gaffney who are the County’s auditors will be transitioning into two separate entities. Abraham & Gaffney will be the tax division and Stevens, Kirinovic & Tucker P.C. (SK&T) will be the auditing division. There will be no change in fees or representation. SK&T are asking that the County sign a Letter of Understanding, acknowledging the transition. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the transition letter from Stevens, Kirinovic & Tucker P.C., as presented.

DB Adoption Agreement (MERS)

Administrator Norman presented the Defined Benefit Adoption Agreement through MERS. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the MERS Defined Benefit Adoption Agreement, as presented.

Resolution-2016 Audit Deficit Elimination

Administrator Norman provided the Committee with a resolution to eliminate the 2016 audit deficit. He said the State now not only requires the Board’s recognition and approval but now requires a resolution. Administrator Norman worked with the Treasurer to move funds around to resolve this deficit. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Resolution to transfer the funding in the amount of \$208,333.00 for Special Fund #291-Probate Child Care and \$20,008.00 for Special Fund #295-Airport, to eliminate the 2016 deficit, as presented.

911 Proposed Expense & Payment of Consoles

A hand out was provided to the Committee regarding the request to purchase new Consoles for the 911 Central Dispatch. However, the Committee members have questions and will table this to the next working meeting when someone from 911 can be present to answer questions.

Court Overtime Hours

Sheriff Pollack addressed a question from the last meeting regarding the Court Overtime. He said his Transport Deputy is either coming in early for hearings or is being held over due to Probation/Parole having a reporting day, hearings are being held later in the day and there are people in the holding cell that need to be transported back to the jail.

Mid-Year Review

Administrator Norman presented the 2017 Mid-Year Review. A comparison of expenses was presented from 2009 -2017. Using the Straight Line Method (SLM) of 50.00%; in 2009 Expenses were at 45.90% and in 2017 they are 45.15%. In 2009 revenues were at 34.59% and in 2017 they are at 20.09%; the lowest in the last 9 years. Administrator Norman said the reimbursement cycle is lengthening; reimbursements are coming later in the year.

LEGISLATIVE

(Commissioner Gordon)

Federal Department of Intergovernmental Affairs Conference

The Federal Department of Intergovernmental Affairs Conference is to be held on August 8th, in Washington D.C. Administrator Norman said an email can be sent on concerns or one can attend in person. If attending in person it will be the cost to the County. The committee agreed to send an email with significant issues. The Committee will discuss at the Strategic Planning meeting that is being held on Friday.

The meeting was adjourned at 9:50 am.

Submitted by: Commissioner Vrablic

Commissioner Hazelbaker

Commissioner Kolcz

Commission Norris

Commissioner Gordon