

# WORKING MEETING

September 14, 2018

Convened: 9:00 AM

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

Also Present: Donald Reid of the Daily Reporter, Jim Measel-WTVB, Undersheriff Eichler, Sheriff Pollack, Kelli Talbot Chief Deputy Treasurer, Teresa Kubasiak County Clerk, County Complex Manager-Scott Walls, Tim Miner Emergency Management, Steve Frisbee Vice President of Operations for LifeCare, Ralph Kimble Prosecutor, Matt Fosdick IT Director, Lori Blair-Felony Legal Assistant Prosecutor Office, Beverly Gearhart and Administrator Bud Norman.

Agenda was approved.

## **PERSONNEL, PLANS & POLICY**

**(Commissioner**

**Norris)**

### **Request for Reclassification-Information Technology Department**

A request for a reclassification was made by IT Director Matt Fosdick for the IT Department. The request is to move the employee from the Non-Union 7/5 year to a Non-Union M2/3 year. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given to take the Reclassification request by the Information Technology Department to the P3 Committee for consideration.**

### **Request for Temporary Personnel-Prosecutor's Office**

Prosecutor Ralph Kimble submitted a request to hire an immediate temporary full time contract employee for the Felony Clerk position due to an upcoming medical leave. The request is for a minimum of 90 days to 6 months. The request for approval is immediate so the person will have time to train prior to the individual's medical leave. The Committee recommended that approval is given to begin the process of finding someone and the motion be brought forward to the next Board meeting. The rate of pay is undetermined until the position is coordinated with the temp agency.

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given for the Prosecutor to hire a full time Contract employee for a minimum of 90 days, no more than 6 months. The rate of pay will be coordinated once an individual has been found through a Temp Agency.**

### **Request for Part-Time Employee-Prosecutor's Office**

Prosecutor Ralph Kimble submitted a request to hire a part time Secretary/Clerk, at 28 hours per week with no benefits/insurance, at the Tier II rate of pay of \$12.35, per hour. This position was vacated when the individual took a full-time position in the Clerk's Office. The Committee gave approval to the Prosecutor to move forward with posting the position due to the immediate need to fill the position.

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given for the Prosecutor to hire a part time Secretary/Clerk, at the Tier II rate of pay of \$12.35 per hour, at 28 hours per week with no benefits/insurance, effective immediately.**

**Request for Full Time Personnel-Prosecutor’s Office**

Prosecutor Ralph Kimble submitted a written request to fill an open position in his office. The position would be a GELC Union Level 6, with the starting rate of \$12.35 per hour for a 40 hour work week and the Tier II benefit package for a new hire. The Committee gave approval to the Prosecutor to move forward with posting the position due to the immediate need to fill the position.

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the hiring of a full time (40 hours per week) Misdemeanor Secretary/Clerk in the Prosecutor’s Office at the GELC Level 6, new hire wage of \$12.35 with the new hire benefit package, effective immediately.**

**SHERIFF & PUBLIC SAFETY**

**(Commissioner Kolcz)**

**911 Report**

The 911 Director provided a written report for review. August 2018: Law Enforcement: 3,988 (2018) 4,285 (2017), Fire: 319 (2018) 313 (2017), Emergency Medical: 351 (2018) 306 (2017). Total Events: 5,065 (2018), 5,310 (2017).

**CodeRED Totals:**

|                               |                      |                                  |                      |
|-------------------------------|----------------------|----------------------------------|----------------------|
| National Call Business:       | 1,514                | National Call Residential:       | 11,426               |
| CNE Business:                 | 207                  | CNE Residential                  | 3,906                |
| <b><u>Business Total:</u></b> | <b><u>1,721</u></b>  | <b><u>Residential Total:</u></b> | <b><u>15,332</u></b> |
| National Call Phones:         | 12,940               | Texts:                           | 2,570                |
| CNE Phones:                   | 4,183                | Emails:                          | 1,800                |
| <b><u>Phone Total:</u></b>    | <b><u>17,123</u></b> | Weather Warning:                 | 3,773                |

**(CNE – Community Network Enrollment)**

**Emergency Management Report**

Tim Miner said they continue to follow up with the issues with the dam. A table top exercise and testing necessary skills with several local units of government and county wide agencies is scheduled for this week. As a result they will probably have plan changes after the exercise.

**Life Care Ambulance Report**

Steve Frisbee reported the following numbers for August: 238 Priority 1 Responses; Late – 41 (82.84%). There were 159 Priority 3 Responses, 1 Citizen Assistance Calls, 74 Pre-Scheduled/Interfacility, and 7 Public Service/Event Coverage.

**Undersheriff Report**

**(August 2018)**

|                            |                                    |
|----------------------------|------------------------------------|
| Total Arrests:             | 46                                 |
| Total Citations:           | 116 of the 116, Secondary Road: 70 |
| Traffic Accidents:         | 22 2 on the Interstate             |
| Total Car/Deer Accidents : | 13                                 |
| Inmate Transport           | 27.5 hours                         |
| Fatal Accidents:           | 0                                  |
| Reserve Deputies:          | 183.50 hours                       |

Posse: 0 hours  
Marine Patrol: 523 hours  
Overtime: Road patrol –204 hours Corrections – 204 hours Court-26 hours  
46 pounds of prescription drugs collected. 0- Meth Lab.  
Foreclosures – For this year 37 – Sales, 162 – prepared \$2,244,831.00

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

Average Daily Count for July: 116  
Average break down: 97 males/19 females

As of 9/10/18 count is 116 with 16 females & 2 females boarded out to other Counties

Jail Incidents for August: 46

**Animal Control Report (August 2018)**

**Total Animal Intake: 27** (9 from Hillsdale County) Total Reclaim: 19 Total Adopted: 3 Total Other/Transfer: 7

**HOUSE (Commissioner Hazelbaker)**

**RFQ/P for Architectural/Engineering Services for Jail Evaluation**

The Administrator provided a copy of the RFP for finding an engineering firm to review and estimate the cost of the requested repairs at the jail. A pre-proposal meeting is scheduled to be held September 24, 2018 @ 11:00am. Proposals are to be submitted in writing or by email no later than September 28, 2018 at 1:00pm. Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given for the Administrator to move forward with the proposal process to find a firm to review and estimate the costs for the requested jail repairs.**

**RFQ for Jail (Update)**

Administrator Norman said they have had the pre-proposal meeting. Questions were given to the Architect and Engineer on September 12<sup>th</sup>. The proposals have been tailored to the County, with requirements that have to be met and the number of pages that can be submitted.

**Hudson Street Parking Lot Issue**

The County purchased the property on Hudson Street in 2006 adjacent to Denny Glass. There was an existing fence that did not run down the entire parking lot, the county agreed to extend that fence as part of the deal. The City of Coldwater has since looked at the fence and says that it needs to be repaired or replaced. The county is looking into who owns the fence and will table the matter until they can obtain more information.

**FINANCE (Commissioner Vrablic)**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Attorney Fees-42%, Travel/Lodging-21%, Building Repair and Maintenance-7%, Supplies-7% and Conventions and Seminars-7%) to make up 84% of the invoices. The Committee Recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_  
in the amount of \$34,117.18.

to approve the Bills and Accounts

**2019 General Fund Budget-Draft #1**

The Administrator presented the first draft of the 2019 budget. He has completed all of the budget hearings, with a few hearings taking place late, so their information is not included in this draft. The proposed Budget, based on Departmental Budget hearing Expenses \$15,189,167.10 and Revenues \$11,941,516.19 = \$3.5M deficit.

**LEGISLATIVE**

**(Commissioner Gordon)**

**None**

Other: It was asked if the Board meeting that is scheduled for September 25, 2018 @ 4:00PM could be changed to another date due to scheduling conflicts. Several different dates/times were given. The Committee agreed to change the next Board meeting to September 26 @ 11:00am.

Call to Public: Beverly Gearhart asked if residents can be informed as to what is happening with the Blackhawk and Hodunk dam issues. She also stated her concerns with putting money into the current jail when it will eventually be torn down. She hopes that good judgment is used.

The meeting was adjourned at 9:40 am.

Submitted by: Commissioner Vrablic  
Commissioner Hazelbaker

Commissioner Kolcz  
Commissioner Norris

Commissioner Gordon