



Wexford County

HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE

Mike Bengelink, Chair

NOTICE OF MEETING

The Human Resources/Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, November 24, 2020 beginning at 4:00 p.m. in the Circuit Court Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

PUBLIC PARTICIPATION

In accordance with the Michigan Department of Health and Human Services Gathering and Face Mask Order and to prevent further spread of the COVID-19 virus, public participation will be remote only. Staff and the Wexford County Board of Commissioners may attend the meeting in-person, or by one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 6307060616#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using Meeting ID 6307060616.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 6307060616.

**YouTube Viewing Only.** Go to <https://wexfordcounty.org/circuit-court> page and click on the link or click on [https://www.youtube.com/channel/UCo0cqCPLYsPS7c5O1dlOmnA?view\\_as=subscriber](https://www.youtube.com/channel/UCo0cqCPLYsPS7c5O1dlOmnA?view_as=subscriber).

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE SEPTEMBER 22, 2020 REGULAR MEETING MINUTES.....1
- F. PUBLIC COMMENTS

*The Committee welcomes all public input.*

- G. AGENDA ITEMS
  - 1. Sheriff’s Office Monthly Report (Sheriff/Undersheriff – October 2020) ..... 4
  - 2. North Flight Monthly Update (J. Sopha – October 2020)..... 9
  - 3. Emergency Management Monthly Report (T. Baker – October 2020) ..... 10
  - 4. Central Dispatch Monthly Report (D. Alworden – October 2020)..... 11
  - 5. Veterans Services Monthly Report (K. Myers – October 2020)..... 13
  - 6. Employee Recognition

*In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.*

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H.	CORRESPONDENCE	
1.	Medical Examiner's Office Report ( <i>L. Kaspriak – October 2020</i> ) .....	25
I.	PUBLIC COMMENTS	
J.	ADMINISTRATOR'S COMMENTS	
K.	COMMITTEE COMMENTS	
L.	CHAIR COMMENT0053	
M.	ADJOURN	

WEXFORD COUNTY  
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE  
REGULAR MEETING MINUTES  
SEPTEMBER 22, 2020

The meeting was called to order by Commissioner Bengelink at 4:00 p.m. in the Commissioner’s Room of the Courthouse, 437 E. Division, Cadillac, Michigan.

Members Present: Michael Bengelink, Chair; Michael Bush, Brian Potter and Gary Taylor  
Absent: None.  
Also Present: Duane Alworden, Dispatch Director; Travis Baker, Emergency Management Coordinator; Rick Doehring, Undersheriff; Norma Kijorski, Sr. Executive Assistant; Janet Koch, Administrator; Kent Myers, Veterans Services Director; Alaina Nyman, Clerk; Roxanne Snyder, Chief Deputy ROD; Jason Sopha, North Flight Grounds Operation Coordinator; Annie Strom, Chief Deputy Treasurer

**ADDITIONS OR DELETIONS TO THE AGENDA**  
None.

**APPROVAL OF THE AGENDA**  
**A motion was made by Taylor and supported by Bush to approve the Agenda. A vote was called. All in favor.**

**APPROVAL OF MINUTES**  
**A motion was made by Taylor and supported by Potter to approve the August 25, 2020, Regular Meeting Minutes, as presented. A vote was called all in favor.**

**PUBLIC COMMENTS**  
Mr. Matt Reinertson, Owner of Beeman’s Towing and Recovery, Cadillac, addressed the committee regarding his issues with the dispatch department.

**AGENDA ITEMS**

***G.1. Sheriff’s Office Monthly Report (August 2020)***

Undersheriff Doehring reported:

- Currently there are 52 inmates at the jail which is up slightly from last month.
- Each new inmate receives a COVID-19 test. All tests thus far have been negative.
- A new deputy will begin on September 28. Looking to hire one more at the beginning of the year.
- Both new cars have been delivered.
- Cadillac Casting and Rouge Fitness partnered and donated 19 kettleballs to the department.

***G.2. North Flight Monthly Update (August 2020)***

Jason Sopha, Grounds Operation Coordinator, North Flight, reported:

- Total service requests for August were 287 with four intercepts with Mesick Rescue.
- A unit hit a deer causing \$14,000 to \$15,000 in damages. Based on the mileage and year, the unit will be decommissioned.

***G.3. Emergency Management Monthly Report (August 2020)***

Travis Baker, Emergency Management Coordinator, reported:

- Emergency Management will receive five iPads for damage assessment.
- He is currently working on finalizing the grant for this year and beginning the application for 2021.
- A Basic Shooter exercise is being coordinated with Baker College.
- LPT meeting was cancelled for August. The next scheduled meeting will be November 19.

***G.4. Central Dispatch Monthly Report (August 2020)***

Duane Alworden, Central Dispatch Director, reported:

- The department is at full staff.
- The building is working out great.
- Numbers are increasing due to the court issuing more warrants. The numbers are beginning to return to normal.

***G.5. Veterans Services Monthly Report (August 2020)***

Kent Myers, Veterans Services Director, reported:

- The department had 48 in-office visits.
- During the month of August, MVAA, Michigan Veterans Affairs Agency, collaborated with Meijer to donate vouchers for food in the amount of \$300 each. Over 4,000 veterans have been assisted. The department is hoping to get \$5,000 worth of vouchers at \$300 each for the upcoming 2021 year.
- The Veterans grant was recently submitted. Some adjustments were needed to the narratives that were submitted; adjustments have been made.
- Gary Taylor is actively working on the Memorial Wall.

***G.6. Employee Recognition***

**A motion was made by Taylor and supported by Bush to present the certificate of appreciation to Marsha Mellish at the next BOC meeting. A vote was called. All in favor.**

***G.7. Reappointment to the Construction Board of Appeals***

**A motion was made by Bush and supported by Potter to forward a recommendation to the full board to reappoint Scott Kleinsorge to the Construction Board of Appeals with a term expiring October 31, 2023. A vote was called. All in favor.**

***G.8. Resolution 20-21 Remonumentation Grant Administrator***

**A motion was made by Potter and supported by Bush to forward a recommendation to the full board to approve Resolution 20-21 Designating Roxanne Snyder, effective January 1, 2021, as the Grant Administrator for the Remonumentation Program. A vote was called. All in favor.**

***G.9. Part-time Employee Wage Scale Update***

Ms. Koch reported that Ms. Bigger, Ms. Stark and herself reviewed the wage scale for the part-time employees. Currently Ms. Stark is researching the wage scale with other similar departments throughout the state. The wages for the Community Corrections part-time employees are different compared to other departments.

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR'S COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

Chairman Bengelink thanked all for attending.

**ADJOURNMENT**

**A motion was made by Potter and supported by Bush to adjourn at 4:18 p.m. A vote was called. All in favor.**

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Michael Bengelink, Chair

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Norma Kijorski, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

# **Wexford County Office of the Sheriff**

## **Monthly Report**

### **October**

### **2020**

## **LAW ENFORCEMENT DIVISION**

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 26 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 15 Deputies and 2 Court Bailiff's.

In October, the Law Enforcement Division received 651 calls for service. Of those calls, 257 reports were taken. As a result of those complaints taken, 34 arrests were made, and 43 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	651
Total Complaints Taken	257
Felony/Misdemeanor Arrests	34
Citations Issued	43

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	0
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### **TNT:**

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	8
Intelligence Reports	15
Arrests	4
Assist Other Agencies	7

### **CIVIL PROCESS:**

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

<b>Total Civil Papers Received</b>	96
<b>Total Civil Papers Completed</b>	90

## **ADDITIONAL SERVICES:**

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	32	Pistol Permits Issued	5
Concealed Pistol Licensing	50	Denied Permits	0
Other	11	Indiv. Pistols registered	74
Total Prints.....	93		

## **ANIMAL CONTROL DIVISION:**

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In October, the shelter took in 29 animals, adopting 17 and reuniting 8 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	59
Total Complaints/Reports	5
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	29
Animals Adopted Out	17
Animals Transferred to Rescue	2
Animals Claimed By Owners	8
Animals Euthanized	0

## **CORRECTIONS DIVISION:**

The Wexford County Corrections Division is comprised of, 4 Sergeants, 20 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	49
Total number of inmates Booked	57
Total Inmates Booked –Year to date	651
Total Number of Inmates Released	45
Number Released-Year to date	675
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO



## **TRAININGS/RECOGNITIONS:**

The Corrections Division completed their Firearm Night-time scenario shoot October 20<sup>th</sup>, 23, and 27<sup>th</sup>, 30<sup>th</sup>.

Corrections Officer David Potter attended the West Shore Community College 160-hour Corrections Academy, graduating on October 30<sup>th</sup>.

Corrections Sgt. Anthony Vermeulen attended the Michigan State University 80-hr First Line Supervision School, completing the course on October 30<sup>th</sup>.

Sgt. Edwards of the Law Enforcement Division attended 80 hours of First line Supervision Training, completing the course on October 30<sup>th</sup>.

Wexford County Animal Shelter				Reporting Month October 2020					
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3(B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section 9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1	Altered	Not Altered	Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month
									Shelter Animals
									Owner Requested
Dogs	0	18	18	4	1	5	2	0	0
Cats	8	2	10	7	5	12	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		60.00	15.00		75.00
Sterilization Deposits	0.00	125.00		0.00	25.00		150.00
Ordinance Fee Refunds							
Reclaim Fees	8 animals reclaimed						425.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Report  
 Jamie Geeseman

Date Submitted  
 11-06-2020

Submitter's Signature

Phone  
 231-779-9530

**Wexford Board October 2020**

<b>Response Times Oct</b>		
<b>Township</b>	<b>Requests</b>	<b>Time</b>
Antioch		
Boon	14	16.67
Cadillac	129	3.99
Cedar Creek	21	9.84
Cherry Grove	14	10.87
Clam Lake	18	6.26
Colfax	3	12.33
Greenwood	9	13.99
Hanover		
Haring	44	6.45
Henderson		
Liberty	3	12.34
Manton	21	5.74
Selma	14	9.53
Slagle		
South Branch	4	16.64
Springville		
<b>Total Requests</b>	<b>294</b>	
<b>Average Response</b>		<b>6.81</b>

<b>Response Times Jan to Oct</b>		
<b>Township</b>	<b>Requests</b>	<b>Time</b>
Antioch	3	22.61
Boon	39	18.5
Cadillac	1343	4.22
Cedar Creek	123	8.33
Cherry Grove	141	11.09
Clam Lake	192	6.65
Colfax	40	11.49
Greenwood	51	10.93
Hanover		
Haring	364	6.55
Henderson	10	14.48
Liberty	47	9.33
Manton	130	6.25
Selma	155	11.07
Slagle	7	18.14
South Branch	60	21.05
Springville	2	16.66
<b>Total Requests</b>	<b>2707</b>	
<b>Average Response</b>		<b>6.64</b>

# Wexford County Emergency Management Report

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## October 2020

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- Attended several Federal, State and Local meetings regarding COVID.
- Zoom meetings with area EM offices in Region 7
- - Held 3 small 800 radio refresher classes with local fire/medical departments. These were at night during their normal fire training meetings.
  - Continue to monitor COVID cases in the state and locally
- - Working with Janet on a grant for PPE and other items related to COVID.
- Budget planning for 2021

Travis Baker

11-19-2020

**Wexford County**

**Central Dispatch**

**Public Safety**

**Report**

**October 2020**

## **CENTRAL DISPATCH**

Total LEIN Responses 12,552

CAD GENERATED: INCIDENTS:

Sheriff Department	691
Animal Control	59
Michigan State Police	545
Cadillac Police Department	644
Manton Police Department	05
EMS Calls	681
Fire Calls	120
Support Services Calls	45
Central Dispatch	95
911 Hang up/Text Back	240

TOTAL CALLS FOR SERVICE 3124

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1390
Administrative Calls	3738
TOTAL CALLS RECEIVED:	5128

# Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

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Kent Myers, Director

5 November, 2020

## Veterans Services Monthly Report

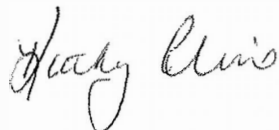
### October 2020 Overview

- Veterans in office visits-38
- Logged phone contacts-264
- Veterans who received emergency assistance 0
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-0

During the month of October, we saw 38 veterans or family members in our office. We are still waiting for the MVAA Grant monies to arrive. However, we did receive notice it has been approved. A tentative date was set for the Military/Veteran Expo of September 18, 2021. We are all hoping the Covid will be under control by then and we can host this event. Work is continuing on the Memorial Wall but many more donations are needed to finish World War II, as there are about 50 deceased Veterans that will have their place on the Wall. Rick Charmoli, from the Cadillac News, is planning on interviewing more families of Veterans killed in World War II and possibly doing an article on caregivers of Veterans that are disabled for Veterans Day.

Respectfully,  
Kent Myers, Director

Kathy Cline, Co-Director



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**COMMITTEE:** HR/Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** Chief Public Defender Position Description

**SUMMARY OF ITEM TO BE PRESENTED:**

A position description was never developed for the Chief Public Defender. With the resignation of the current Chief Public Defender, it was important to develop one immediately so the new employee has reference of obligations.

A draft position description is presented for approval.

**RECOMMENDATION:**

Administration recommends the Human Resources/Public Safety Committee approve the position description.





## **Wexford County Position Description**

### **Position: Chief Public Defender**

**Summary:** The Chief Public Defender is responsible for the oversight and direction of the Wexford-Missaukee Public Defender Office and ensures that the Office meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders and provides a high level of indigent defense services.

**Supervision Received:** Work is performed under the general supervision of the Wexford County Administrator.

**Supervision Exercised:** The Chief Public Defender supervises all staff in the Wexford-Missaukee Public Defender Office. There are currently three staff attorneys, an office manager, and one additional support staff member.

**Responsibilities, Essential Duties, and Functions:** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Responsible for the oversight and direction of the Wexford-Missaukee Public Defender Office.
2. Ensures that the Public Defender Office meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders. Monitors legal developments, including court decisions which may impact the work of the Office; ensures that Office staff is kept up to date on such developments.
3. Develops/implements procedures to assess, meet, or exceed standards of indigent defense as adopted as a requirement by the MIDC, the American Bar Association, and the State Bar of Michigan for competent legal defense services; monitors MIDC contract provisions, remedies compliance issues; responsible for quarterly report information.
4. Assigns cases to Assistant Public Defense Attorneys and private counsel/overflow list. Consults and recommends courses of formal legal defense as appropriate.
5. Directs and/or performs the administrative functions of the office, including preparation and management of the office's annual budget.
6. Staffs the office; this includes hiring, supervising, counseling, and disciplining the Public Defender Office staff.
7. Works with the system's Managed Assigned Counsel regarding the private counsel conflict/overflow list to ensure client representation.
8. Attends court proceedings to monitor staff attorney performance; monitor staff attorney participation in continuing legal education (CLE).
9. Assigns cases to Assistant Public Defenders and private counsel at first appearance. Directs Assistant Public Defenders in gathering and analyzing evidence, preparing arguments, filing necessary documents, and presenting cases in court. Consults and recommends course of formal

legal defense as appropriate and regularly monitors cases in progress, makes departmental decisions on major courses of action & plea-bargaining conditions.

10. Represents clients in court proceedings; interviews law enforcement personnel, witnesses, corrections officers, etc.; engages in negotiations with Prosecutor and clients; prepares correspondence and legal documents; gathers and reviews case evidence, conducts research and reviews evidence, exhibits, reports, statements, etc., appears and argues in court for arraignments, preliminary hearings, and pre-trial motions; presents cases, examines and cross examines witnesses; issues subpoenas for witnesses to appear, testify, or provide evidence pertinent to cases.
11. Utilizes County resources efficiently and effectively to provide a high level of indigent defense services; ensures that legal representation of each client continues to represent each client through to completion of the proceedings unless a reassignment is necessary.
12. Attend meetings, conferences, and Continuing Legal Education (CLE) opportunities.
13. Resolves client/staff conflicts, arranging replacement counsel as appropriate.
14. Performs other duties as required by the County Administrator.

**Essential Functions, Qualifications, and KSA's for Employment:** All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. This position requires a Juris Doctorate Degree with a Certificate of Admittance to the State Bar of Michigan as evidence of continued good standing and the authority to practice law through the State of Michigan throughout employment with the County.
2. Extensive criminal law experience that includes criminal trial level experience; experience with circuit court trial experience involving serious felony charges.
3. Exemplary interpersonal skills, including the ability to organize, educate, and motivate a team of attorneys with dedicated servant leadership.
4. Demonstrates administrative and supervisory experience, public defense experience preferred.
5. Must be able to deal effectively with people with widely divergent backgrounds, within and outside of the office; must relate empathetically to clients and their special needs.
6. Ability to effectively communicate in writing and orally with staff, clients, and the court; must be comfortable with the daily use of technology.
7. Must possess a high degree of professionalism.
8. Must meet the continuing education requirements set forth by the MIDC.
9. Ability to pass a pre-employment physical, drug screen, and background check.
10. Must possess a valid driver's license.
11. This is a full-time position that requires frequent travel between Wexford and Missaukee Counties; the successful candidate may not maintain a practice outside of the office.

**Physical Requirements:**

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. Ability to access all courtrooms within the Wexford-Missaukee Court System.
3. Ability to remove books and other reference materials from bookshelves, filing cabinets, and any other necessary locations and transport to worksite.
4. Prolonged sitting and standing while in the courtroom.
5. Ability to carry briefcase, laptop computer and/or any other necessary technological devices, files, and legal volumes to courtrooms.

**Working Conditions:**

1. Work is generally performed in normal office and court environments with travel between Wexford and Missaukee Counties.
2. Exposure to individuals charged and/or convicted of a variety of criminal offenses.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**COMMITTEE:** HR/Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** Resignation from the 911 Committee

SUMMARY OF ITEM TO BE PRESENTED:

A resident of the Village of Mesick was appointed to a 3-year term as the Village Representative on the 911 Advisory Committee. This individual has not attended any meetings within the last two years. His term is set to expire on December 31, 2021.

The Village Representative is a valued position on the 911 Advisory Committee and attendance is important. The Chairman of the 911 Advisory Committee, Mr. Paul Owens, requested that Administration contact the individual regarding his appointment. A letter was sent on September 17, 2020 inquiring whether the interest in serving is still appropriate. No response has been received.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the full board to assume the Village Representative position is open.

**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

**COMMITTEE:** HR/Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** Community Corrections - Wage Scale for PT Employees

**SUMMARY OF ITEM TO BE PRESENTED:**

Developing a wage scale for the County’s part time employees has been identified as a need by the committee as these employees have not always received the wage increases awarded to other county employees. Following is the wage history for a Wexford County substance abuse tester:

2020.....\$14.25/hour	11-2015 to 02-2016 .....\$12.25/hour
2019.....\$14.25/hour	1-2015 to 11-2015 .....\$11.92/hour
2018.....\$14.25/hour	2014 .....\$11.92/hour
2017.....\$14.25/hour	2013 .....\$11.92/hour
2-2016 to 12-2016....\$14.25/hour	2012 .....\$11.92/hour

Mistine Stark, Community Corrections Manger, has contacted other counties regarding wages for the same position. Following are the responses:

Barry County	\$21.16/hour	Contracted: same wage as full-time testers
Eaton County	No PT employees	--
Kent County	\$13.60/hour	--
Marquette County	\$22.91/hour	Also MRT Facilitator, admin. duties, PTE, drug screens
Saginaw County	\$10/hour	--

Ms. Stark has noted that she has been having difficulty attracting and retaining part time substance abuse testers. Following is a suggestion for a 2021 wage scale, which can be easily revised to use in future years. The suggested wage changes would increase County 2021 expenses approximately \$1,040.

**WEXFORD COUNTY - Part Time Wage Scale**

**Community Corrections**

	2020	2021				
		Start	After 1950 hours worked	After 3900 hours worked	After 5850 hours worked	After 7800 hours worked
Substance Abuse Tester	\$14.25	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75

**RECOMMENDATION:**

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the Finance Committee to approve a wage scale for the Community Corrections Part Time Substance Abuse Testers.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the second day of December 2020, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 20-27  
EXTENDING APPRECIATION FOR  
COLLETTE RENE STEINHOUS'S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Collette Rene Steinhour for her commitment to Wexford County over the past 19 years. Rene worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, in December 2020 Rene will retire from her position with the Wexford County 84<sup>th</sup> District Court; and

**WHEREAS**, Rene began her career with Wexford County on February 12, 2001 as Deputy Clerk in District Court; and

**WHEREAS**, on October 18, 2004, Rene transitioned from District Court to the Register of Deeds where she was hired as a Deputy Register; and

**WHEREAS**, on December 5, 2005, Rene was again hired as the Deputy Clerk in District Court; and

**WHEREAS**, on January 1, 2008, Rene completed training and passed the test to become a Certified Electronic Operator (Court Recorder) then assumed the added role of Court Recorder, in addition to her normal tasks; and

**WHEREAS**, Rene was promoted to District Court Deputy Clerk/Bookkeeper on February 15, 2009; and

**WHEREAS**, Rene performed as the LEIN TAC for the office, overseeing all other LEIN Operators in the District Court; and

**WHEREAS**, Rene also performed as the LEIN LASO for District Court, charged with managing LEIN Security in the District Court; and

**WHEREAS**, Rene's contributions as a hard-working, dedicated, and skillful employee are unparalleled and will be greatly missed by employees and officials of Wexford County.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 19 years while you served Wexford County as a very loyal and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_ 20

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN     )  
                                  )ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-27 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on December 2, 2020 and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

DRAFT

**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

**COMMITTEE:** HR/Public Safety  
**FROM:** Administration  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** Appointments to Standing and Special Committees, Boards and Commissions Expiring December 31, 2020

SUMMARY OF ITEM TO BE PRESENTED:

Several appointments to Standing and Special Committees, Boards and Commissions are set to expire December 31, 2020. Information concerning Standing and Special Committees is posted on the county website, along with term expiration dates. An ad requesting volunteers was printed in the Cadillac Newspaper on November 5, 2020. All incumbents were contacted regarding reappointment. One new application has been received for an individual interested in serving on the Airport Authority.

<u>Committee, Board, Commission or Authority</u>	<u>Member</u>	<u>Response</u>	<u>New Term Expiration</u>
911	Jim Meier	Requests Reappointment	December 31, 2023
911	Kerry Keith	Requests Reappointment	December 31, 2023
AA	Raymond Hill	Requests Reappointment	December 31, 2022
AA	David Mackey	Requests Reappointment	December 31, 2022
CWPL	Vicki Long	<i>Not Seeking Reappointment</i>	December 31, 2025
CWTA	Larry Copley	Requests Reappointment	December 31, 2022
CWTA	Mark Howie	Requests Reappointment	December 31, 2022
DHHS	Roger Hopkins	Requests Reappointment	December 31, 2023
VSC	Greg Schmidt	Requests Reappointment	December 31, 2024
WCRC	Lorne Haase	Requests Reappointment	December 31, 2026

- 911 = 911 Advisory Committee
- AA = Airport Authority
- CWPL = Cadillac Wexford Public Library Board
- CWTA = Cadillac/Wexford Transit Authority
- DHHS = Department of Health & Human Services+
- VSC = Veterans Services Committee
- WCRC = Wexford County Road Commission

RECOMMENDATION:

The HR/PS committee should review the candidates and forward committee recommendations to the full board.



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** HR/PS Committee  
**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** MEI Special Consideration

SUMMARY OF ITEM TO BE PRESENTED:

Ms. Lisa Kaspriak, MMMEG Administrator, is requesting an additional \$100 of compensation for a Medical Examiner Investigation.

The Memorandum of Agreement, MOA, Section II, B. Term of Service, states,  
The County Board of Commissioners reserves the right to conduct a review of services performed by the Medical Examiner on a periodic basis as deemed necessary.

Section III, C.4. Compensation, states,  
The Investigator Fees shall be payable on a per case basis in accordance with the County's procedures for payment of Accounts Payable.

This special consideration request is due to the investigation involving circumstances that were significantly beyond those of a typical investigation.

RECOMMENDATION:

The HR/Public Safety Committee should discuss the request and forward committee recommendations to the Finance Committee.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** HR/PS Committee  
**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** November 24, 2020  
**SUBJECT:** MAA 2020 Property Tax Achievement Award

**SUMMARY OF ITEM TO BE PRESENTED:**

On Friday, November 6, 2020, Wexford County was presented with the Michigan Assessors Association (MAA) 2020 Property Tax Achievement Award. The following is from a MAA Awards Committee representative:

“Wexford County, under the supervision and direction of Equalization Director Joe Porterfield, accomplished what no other County in the State has done in the six years that the State Tax Commission (STC) has been conducting Audits of Minimum Assessing Requirements, (AMAR). Every community in Wexford County successfully past the AMAR, setting the “Gold Standard” as published in the Cadillac News earlier this Spring.

Following the unsuccessful passing of the AMAR reviews across the state, the State Legislature passed Public Act 660 of 2018 which formalized assessing reform and set in place a remediation process for those units that failed an audit and could not come up with a timely corrective action plan”, Porterfield explained. Joe set in motion a working plan from STC exports and local county assessors, which were taken back to their respected offices to implement.

Each unit in Wexford County received notification from the Department of Treasury indicating that they passed with nearly perfect scores, thus setting the Gold Standard for the AMAR review. The Wexford Communities with nearly perfect scores are: Boon, Buckley, Cadillac, Haring, Harriette, Manton and Mesick. Villages connected to resorts are: Caberfae Ski Resort and Wedgewood Golf Course & Resort.”

**RECOMMENDATION:**

A motion to the full board with a recommendation to send a letter from the BOC recognizing this achievement to Joe Porterfield, the Equalization Department and local County Assessors.

Monthly Report  
**Wexford County**



Medical Examiner's Office

**H.1.**

As of **October 31, 2020**

		Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	FY 2020	% +/- from prev. year	FY 2019	FY 2018
<b># Cases Investigated by MMEG</b>		16	7	9	7	12	19	13	8	12	12			<b>115</b>	39.4%	99	78
	Scene Investigations	10	4	5	6	9	15	12	4	7	7			<b>79</b>			
	Cremation Permits	21	17	24	22	24	32	29	24	30	23			<b>246</b>	36.0%	217	241
<b>Manner of Death</b>	Homicide	0	0	0	0	0	1	0	0	0	0			<b>1</b>		0	0
	Suicide	1	1	0	0	0	2	0	0	1	1			<b>6</b>	2.9%	7	9
	Accident	2	4	2	0	2	3	3	3	1	2			<b>22</b>	-12.0%	30	16
	Natural	13	2	7	7	10	13	10	5	10	7			<b>84</b>	65.2%	61	53
	Pending	0	0	0	0	0	0	0	0	0	2			<b>2</b>	140.0%	1	0
	Indeterminate	0	0	0	0	0	0	0	0	0	0			<b>0</b>		0	0
<b>COVID-19</b>	COVID Cases Reviewed			0	1	0	1	0	0	0	0			<b>2</b>			
	Cases M.E. Tested in Field				1	0	0	0	0	0	0			<b>1</b>			
	Confirmed Cases M.E. pronounced in Field				0	0	0	0	0	0	0			<b>0</b>			
<b>Suspected Drug Related</b>		0	1	0	0	1	3	1	1	0	0			<b>7</b>	-23.6%	11	14
<b>Special Cases</b>	UnClaimed Bodies	0	0	0	0	0	1	0	0	0	0			<b>1</b>	20.0%	1	1
	Unidentified Bodies	0	0	0	0	0	0	0	0	0	0			<b>0</b>		0	0
	Exhumations	0	0	0	0	0	0	0	0	0	0			<b>0</b>		0	0
<b>Ordered</b>	Toxicology	2	1	2	0	1	2	2	1	2	2			<b>15</b>	-14.3%	21	14
	Autopsy	1	0	0	0	1	4	0	0	0	1			<b>7</b>	68.0%	5	6
<b>Donations</b>	Whole Body	1	0	0	0	0	0	0	0	0	0			<b>1</b>		2	3
	Eyes/Cornea	1	0	0	0	0	0	0	0	0	0			<b>1</b>		2	1