



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, July 07, 2021 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

PUBLIC PARTICIPATION

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 749 610 4141.
- **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 749 610 4141.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENTS

The Board welcomes all public input.

I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.

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WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, June 16, 2021

Meeting called to order at 4:00 p.m by Chairman Taylor

Roll Call: Present- Commissioners Joseph Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- *None*.

Pledge of Allegiance.

Additions/Deletions to the Agenda-*None*.

Approval of the Agenda

MOTION by Comm Musta, seconded by Comm Theobald to approve the agenda.

All in Favor.

Employee Recognition- *None*.

Presentation and Reports-

Vicki Sawicki-North Country Cooperative Invasive Species Management Area, came before the Board to discuss an issue that has been brought to her attention with gypsy moths. She wanted the Board and the community to know that the moths are almost complete with their life cycle. When these moths die, the trees will re-leaf.

She has received the question of why the County has not sprayed for these gypsy moths. She explained that previously this had been done, but was handled by state and federal funding. The science now tells us not to spray because it disrupts the cycle of life for these moths. She projected next year would potentially be worse, but after that, we should see a crash in the population. Once the population has crashed, she predicted it would be 8-10 years before the moths return.

She further explained that Newaygo County had done a cost analysis of what it might be to spray their whole county. The estimate was around \$82 million.

Public Comment-

Joe Marleski, Haring Township, explained to the Board that his property is suffering from this problem with the gypsy moths. His foliage is being killed. He spoke with someone at Bay County that has a millage to spray for these types of moths. He explained that they only currently spray the hot spots for these moths. He requested a spray program be established by the County. He is willing to do it himself if the County isn't willing to,

but the company he contacted, stated the minimum amount they would spray would be 50 acres.

Joe Pacella also addressed the Board regarding gypsy moths. This is his third year dealing with this issue, and this year is worse. He would like to see a spray program established like they have in Roscommon County.

Consent Agenda

1. Approval of the June 2, 2021 Regular Meeting Minutes

MOTION by Comm Musta, seconded by Comm Bush to approve the Consent Agenda.

All in favor.

Agenda Items

1. Wexford County 2020 Financial Audit

Steve Peacock, Rehmann, presented the Board with their 2020 audit report. Overall he gave the County a gold star on the audit. He went further to explain the full report, noting that the balance sheet was healthy, there is a very healthy fund balance, and the income statements are both in good shape. He also highlighted that the County's pension plan is 71% funded, which was impressive.

He noted one area of concern that the Treasurer's office created a Corrective Action Plan for, and he did not anticipate this being a further issue. One Commissioner asked about the finding regarding approval of the credit card statements, and how that should be addressed. Mr. Peacock explained that Rehmann would work with us to help establish a policy to address that finding.

MOTION by Comm Bengelink, seconded by Comm Musta to approve Wexford County's December 31, 2020 Financial Statements, and Independent Audit.

Roll Call: Motion passed 9-0.

2. Lake Street Parking Lot

MOTION by Comm Bengelink, seconded by Comm Bush to approve Option 2 for the Lake Street Parking lot, and authorize the Chairman to sign a Professional Services Agreement with Prein & Newhof.

Roll Call: Motion passed unanimously.

3. Cadillac Janitorial Agreement

MOTION by Comm Hurlburt, seconded by Comm Bush to approve the Memorandum of Understanding with Cadillac Janitorial, effective July 1, 2021, and authorize the Chairman to sign the memorandum.

Roll Call: Motion approved unanimously.

4. MI Works Lease Agreement

MOTION by Comm Nichols, seconded by Comm Bush to approve a two-year lease with Networks Northwest for Michigan Works office space at 401 N. Lake Street, and authorize the Chairman to sign the agreement.

Roll Call: Motion passed 9-0.

5. Contingency Offer to Purchase the Old Jail Property

MOTION by Comm Bengelink, seconded by Comm Bush to accept the Contingent Option to Purchase from US Federal Properties for approximately 4.25 acres of land at 429 Cobb Street, and authorize the Chairman to sign the Option.

Roll call: Motion passed unanimously.

6. Sentinel Contract Amendment

MOTION by Comm Nichols, seconded by Comm Musta to approve the Sentinel Contract amendment and authorize the Chairman to sign the amendment.

Roll call: Motion passed 9-0.

7. Web Security Purchase

MOTION by Comm Theobald, seconded by Comm Potter to approve the purchase of a Barracuda web filter from IT Right, and a three-year subscription for updates.

Roll call: Motion passed unanimously.

8. L-4029 2021 Tax Rate Request

MOTION by Comm Bengelink, seconded by Comm Musta to approve the 2021 Tax Rate Request, Report L-4029, and authorize the Chairman and County Clerk to sign the report.

Joe Porterfield, Equalization Director, explained to the Board that this is a yearly form that the Board approves. All millages have been effected by the Headlee rollback. The report shows a difference of \$184,000 and that is because the City of Cadillac has a property that is not subject to Headlee.

Roll call: Motion passed 9-0.

9. L-4046 2021 Statement of Taxable Values

MOTION by Comm Theobald, seconded by Comm Nichols to approve the 2021 Taxable Valuations Report, Form L-4046, and authorize the Chairman and Equalization Director to sign the valuations.

Joe Porterfield also explained that this is also approved every year by the Board.

Roll call: Motion passed 9-0.

10. Resolution 21-21 Summer Millage Rate

MOTION by Comm Bengelink, seconded by Comm Bush to approve Resolution 21-21, the 2021 Summer Millage Rate, for the Fiscal Year 2021 Budget.

Roll call: Motion passed 9-0.

11. Intrado Quote-Dispatch Phone

MOTION by Comm Nichols, seconded by Comm Theobald to approve the Intrado purchase of a new dispatch phone in an amount not to exceed \$11,700.

Roll call: Motion passed unanimously.

12. Purchase Historic Courthouse Chairs

MOTION by Comm Hurlburt, seconded by Comm Potter to authorize the Maintenance Supervisor to purchase chairs for the historic courthouse utilizing CESF - Court grant funding.

Roll call: Motion passed 9-0.

13. Budget Amendment

MOTION by Comm Theobald, seconded by Comm Bush to approve the budget amendment dated 6/16/2021.

6/16/2021

**Wexford County Board of Commissioners
Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense	
20210601	101.101.699.00	Appropriated Fund Balance	\$30,000		a.
	101.426.980.00	Equipment		\$28,306	
	101.426.957.00	Training		\$1,694	

Approved by BOC 6/2/21 for the purchase of a drone along with training.

Roll call: Motion passed 9-0.

14. Jury Commission Appointment(s)

MOTION by Comm Nichols, seconded by Comm Theobald to approve the appointments of Gail King, Tom Taylor, and Penny Phelps to the Jury Commission.

Alaina Nyman, County Clerk, explained that last year the jury commission did not meet because of circumstances surrounding the pandemic. Their terms have since expired. Statute states that the Board approves these members, who are provided by the Circuit Court Judge. Judge Elmore has approved of these members.

Roll call: Motion passed unanimously.

Administrator's Report-

Administrator Koch told the Board that there was a rattling noise coming from the roof that morning. It turned out to be a HVAC issue. Adam came in on his day off to handle the issue. The parts have been ordered, and it should be an easy fix.

She further thanked the department heads for their work on the fixed audit list. She also thanked Kristi Nottingham, Alaina Nyman, and the Board for a successful audit.

Correspondence- *None.*

Public Comments-

Don Koshmider, Haring Township, addressed the Board regarding a podcast he listened to from Alex Jones. It was in referenced to a reporter named Christopher Simon, who has passed away.

Joe Marleski addressed the Board again. He felt like no action was going to be taken. He said the State will tell them not to spray, but he won't give up.

Liaison Reports-

Comm Bengelink attended the Lake Mitchell Improvement Board. Lake levels are currently good.

Comm Townsend attended an Airport Authority meeting, where he has been named a rock star for mentioning jet fuel. On August 28th, they will be hosting a family friendly "fly-in". He hoped to see everyone there.

Board Comments-

Comm Nichols thanked everyone for coming to the meeting. She explained that the Board cannot address the public when they are at the podium during public comment. She also congratulated those who worked on the audit.

Comm Potter informed everyone that the New Hope Shelter is almost finished. He is still waiting for a grand opening date. He also thanked everyone that worked on the audit.

Comm Hurlburt thank Commissioner Musta, Janet, Joe, Kristi, Annie, and Alaina for the work on the audit. He didn't want Mr. Marleski to leave discouraged. His concerns will be addressed by the Chairman and Vice Chairman.

Comm Musta echoed everyone's comments about the audit. He also noted that gypsy moths are not great this year, but he hoped they were on a downward trend.

Comm Townsend also thanked those for the audit.

Comm Bengelink also echoed the comments regarding the audit. He also noted that several years ago gypsy moths took out 80 acres of trees at his property. He noted the following year was better, and the year after that was even better. He also read an Abraham Lincoln quote.

Chairman's Comments-

Comm Taylor stated great job on the audit and thanked everyone for coming.

Adjourn

MOTION by Comm Theobald, seconded by Comm Nichols to adjourn at 5:09 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: July 7, 2021
SUBJECT: Policy C-9.0 Collective Bargaining Revised

SUMMARY OF ITEM TO BE PRESENTED:

Members of the Board’s union contract negotiation team are denoted in Section B.5 of the Board’s Policy C-9.0 Collective Bargaining, which follows. A discussion was held at the Human Resources/Public Safety Committee regarding the addition of the County Clerk to the Negotiation Team.

RECOMMENDATION:

The HR/PS Committee advises the full board to approve the addition of the County Clerk to the Negotiation Team.

General Administrative, Management, and Operations

C-9.0 Collective Bargaining

County Board Approval: March 1, 2000; August 7, 2019; Reviewed on December 4, 2019, Amended October 7, 2020

A. Purpose.

The purpose of the Wexford County Collective Bargaining Policy is to establish a clear and consistent basis for the conduct of all collective bargaining to which the County may become a party. It is further to establish the County's basic bargaining organization and policy frame work within which County bargaining will be conducted.

B. Collective Bargaining Philosophy.

1. Initiative Approach. The Wexford County Board of Commissioners believes that an initiative approach to collective bargaining is, in the long run, most productive from an employer standpoint. In this approach, the Employer develops its own positions and seeks to negotiate from these positions. Using this approach, desired contract language is developed in advance concerning each of the Employers' positions. The County Board's fiduciary responsibility to the taxpayers of Wexford County can only be properly and faithfully discharged if this type of preparation is undertaken and completed well in advance of commencing negotiations.
2. Personnel Management System. The Wexford County Board of Commissioners believes that a unified and well-integrated personnel management system is desirable. Compliance with existing federal and state civil rights legislation requires the type of record keeping and monitoring that can best and most economically be provided through such a personnel management system. The County believes that the rights, perquisites and authorities of the various elected County Officers can be maintained in such a unified personnel management system, while still providing a management structure that is consistent with the increasingly complex employee relations and collective bargaining environment in which the County has been placed.
3. Organization Involvement. The County Board feels that the entire employer organization must be involved in the collective bargaining process. This includes County Commissioners, elected County officers and appointed County department heads. It is only through the cooperation of these County officials that their joint fiduciary responsibilities to the taxpayers can be faithfully discharged. The County Board draws an important distinction between the negotiating process and the bargaining process. The bargaining process is defined as the establishment of the limits within which the negotiating team must operate and in setting specific objectives toward which the efforts of the negotiating team is directed. The County Board feels that negotiating is a process carried on within specific guidelines set down by the bargaining decision makers. It is an effort best conducted by a small, cohesive, well-prepared, designated negotiation team.
4. Classification / Compensation System. The County intends to maintain pay ranges which are consistent with the economic and financial position of the County, yet competitive with those paid by other public and private labor market employers for comparable work.
5. Role of the Negotiating Team. The negotiation team will consist of the Chair of the Board, the Chair of the Human Resources and Safety Committee, civil counsel, the County Administrator, and the relevant department head are authorized to negotiate with labor union representatives on behalf of the Board, however, unless previously delegated, the authority for final approval of union contracts and/or agreement(s) with bargaining

units remains under the purview of the full Board. Once the negotiation process has been entered and both the employer and employees are actively engaged in attempting to secure the best possible terms for their respective groups, close cooperation by all parts of employer organization becomes critical. It is important to leave negotiating to the Collective Bargaining Team. It is important to avoid falling victim to the “end run” tactics practiced by some organizations representing public employees. This is a situation in which the union seeks to avoid dealing with the Collective Bargaining Team on difficult issues by going around them and dealing directly with policy people.

The Wexford County Board believes that it is critically important for no member of the employer organization to discuss bargaining/negotiating issues with members of the employee negotiating team or any member of the union after bargaining has commenced. Similarly, public statements should be made only in accordance with procedures agreed upon in advance by all sectors of the employer organization. Preparation and careful execution of plans which have been reviewed and are acceptable to the entire employer organizations are the best tools the employer has in achieving its objectives and protecting legitimate taxpayer interests in the collective bargaining process.

6. Media Relations. See Attachment 1 to this policy for a sample of a Media Relations Agreement, which could be used during the collective bargaining process.

C. Collective Bargaining Authority and Guidelines.

The Wexford County Board of Commissioners has recognized that the faithful discharge of its fiduciary responsibility to the taxpayers of Wexford County necessitates early and careful preparation for the collective bargaining agreement negotiations. The Public Employment Relations Act (Public Act 336 of the Michigan Public Acts of 1947, as amended) requires that negotiators must bargain in good faith. Bargaining in good faith being defined as being empowered to negotiate on wages, fringe benefits, hours and conditions of employment. The Board of Commissioners must give direction to the Collective Bargaining Team, which must be available on very short notice at critical points in the bargaining process.

1. The Collective Bargaining Team is authorized and directed to negotiate on behalf of the Board, wages, fringe benefits, hours and conditions of employment subject to the general policy and economic guidelines established by the Board.
2. The Collective Bargaining Team is directed to meet with elected County officers as appropriate to each bargaining unit to ascertain their desires with respect to forthcoming negotiations and secure authorization to negotiate on their behalf as well as the County Board of Commissioners.
3. The Board reserves the rights, and recognizes the rights of County officers, to review and approve or disapprove the tentative collective bargaining agreement negotiated by the Collective Bargaining Team.
4. Any collective bargaining agreement relating to employees of the Wexford County which is tentatively agreed upon during negotiations shall be subject to final approval by the Wexford County Board of Commissioners.
5. All union wage and benefit increases shall be specifically conditioned on contract language that only makes them effective when and if the new agreement is signed by the union.

Attachment (1) - Sample Media Relations Agreement

Between the _____, the Wexford County _____ and the
Wexford County Board of Commissioners.

_____ Negotiations

It is hereby agreed among the above parties that during the period of negotiations pertaining to renewal of the collective bargaining agreement now in force, that no public statement will be issued by either party as to the state of the negotiations or any matters under discussion at the negotiations except as follows:

1. If either party to the negotiations should deem it essential to communicate with the media, it will communicate this need to the other party in writing.
2. Each party shall exercise full rights to release information to the media forth eight (48) hours after written notice has been received by the other party's chief negotiator (or his designee). Courtesy copies of the full text of all releases will accompany such notice.

For the Union

For Wexford County

Date: _____

Date: _____

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: July 7, 2021
SUBJECT: Assistant Equalization Director Position

SUMMARY OF ITEM TO BE PRESENTED:

Please see following request from Joe Porterfield, Equalization Director. Per the advice of labor counsel, as the current position is in the TPOAM General division at an L5 level, best practice is to have the new position also be union. However, the TPOAM General division does not have any wage scales in the M level.

Again, following the advice of labor counsel, if the HR/PS Committee approves the creation of an Assistant Equalization Director position, the new position should be in the TPOAM Supervisors division and should be posted as an open position. The existing Administrative Analyst position can remain vacant.

Both the TPOAM General and TPOAM Supervisors divisions will be under negotiation this year. Revisions to the Represented Positions schedules portion of the collective bargaining agreements can be clarified at that time. Any necessary budget amendments will be brought to the Finance Committee.

Following are Mr. Porterfield's request, a letter to the committee, the classification point totals, information regarding the classification point system, and a proposed position description.

RECOMMENDATION:

The HR/Public Safety Committee approved the Assistant Equalization Director position description and recommends the board approve adding the position to the employee roster at the M2 wage scale.



Wexford County Request for Board of Commissioner Action

Department: Equalization
Submitted by: Joe Porterfield
Subject: Assistant Director Position
Committee: HR Comittee
Committee Meeting Date: 06/22/21
BOC Meeting Date: 07/07/21

Action Request (proposed motion for the Board to consider):

I would like to have Stephanie Dupuis promoted from the position of Administrative Analyst positon to a new position of Assisstand Director

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

I personally would like to see her raised to the top of the M-2 Union Scale this would cost county appromately \$ 4,900.00 more then the 2020 budgeted amounts for payroll.

Summary (explain why the action is necessary and the desired outcome after implementation):

Over the last several years my office has picked up a great deal of additional work at the same time we have lost 3 employees with significant experiance and have hired new employees that have no Equalization experiance at all. Stephanie has stepped up and worked hand in hand with me helping educate our new staff and at the same been instrumental in helping me set up our work plan so we could handle the additional workload in a proficient mannor. This has included her supervising our new staff and reviewing a significant amount of their work. This allows us to bring in approximately \$260,000.00 in revenue each year something almost no other comes close too.

Timeline (if request is approved at BOC meeting date noted above):

As soon as possible

List of Attachments:

Letter outlining in more detail all that Stephanie does.



Wexford County Equalization Department
Clifford (Joe) Porterfield, Director
Wexford County Courthouse
437 E. Division Street
Cadillac, MI 49601
231-779-9470
231-779-9529(Fax)

May 20, 2021

Dear Committee Members:

I want to say thank you for taking the time to hear my presentation today. I am here to talk to you about Stephanie Dupuis in my office. Stephanie has been in my office for just over 23 years. For the last 15 years her title has been that of Administrative Analyst. She has been at the top of the L5 PayScale for many years. However, over the last 12 years. She has progressively taken on many duties that in the past were done by other individuals that were employed within our office, some of whom were never replaced. She has also taken on additional duties that have been brought about by our taking on the assessing units we currently have. Which has allowed our office to bring in revenue that exceeds \$260,000.00 per year, a number almost no other county in the state comes close too. She has done all of this and not one time has she even questioned the additional workload I have ask of her. I would like to list just a few of those added responsibilities.

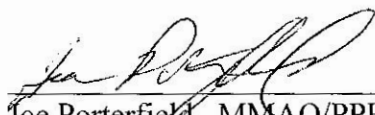
1. When I started our office assessed just two units the city of Cadillac and the City of Manton. Since that time, we have since taken on the assessing duties for Cherry Grove and Slagle Townships. This has added two additional assessing databases and two additional tax databases that must be maintained and updated with current sales and address information. This alone can be very time consuming.
2. Stephanie has also overseen the implementation of the scanning of all our documents. Something that was not done before I hired in. But was required because we were running out of space.
3. Stephanie handles most of the complex legal description questions that come in for all of the departments in the courthouse Especially since we reduced our GIS position from full time to part time a few years ago.
4. She helps me balance all the local unit databases in the county. Which used to only happen once a year but now with the changes in Principal Residence statutes must be done 3 times per year because Cadillac Schools splits their millages between the summer and winter tax seasons.
5. After the retirement of a former employee, Stephanie now helps me set up all of the tax databases which takes much longer then it used to because of all of the special tax abatements and Tax increment financing parcels we now have that we did not

just a few years ago, and she prints all of the tax bills and assessment change notices for the entire county with the exception of the City of Cadillac tax bills. Over the past few years when needed she has come into the office early and stayed late on several occasions to make sure these jobs got completed on time. Not wanting to go thru the overtime approval process, she has never asked for any additional compensation. She has done this simply because the job needed to be completed on time.

6. She helps me review the work of our local assessors & property appraisers giving them advice and direction with regards to sales verification and appraisal methodology, tax law and the proper posting of values for multiple millage roll back calculations. Something new employees and many experienced appraisers do not understand.
7. She oversees the work of the other Administrative analyst and educates them regarding tax law, land division and real estate law.
8. The training and oversight with two new untrained and inexperienced employees will now take up even more of her time. Because I will be out in the field with our new appraiser much more then I had to be in the past.
9. This also going to require that she help me with many of the more complex reports we must do so she can answer budgetary questions for administration, the Treasurers Office and you all when you have them.

I believe our Treasurer; our County Clerk and our Register of Deeds would confirm Stephanie has been doing many of the jobs required of the Deputy Equalization Director for a few years now. There is no way I could have ever done all of the things I do outside of my statutory duties over the years without Steph stepping up the way she has and with new State tax commission requirements coming out for Equalization Departments and Assessors along with the changes brought on our office by the pandemic. I am going to need her to do more then ever. Especially if we are going to maintain the Gold Level standard of service that has come to be expected of our department from the State Tax Commission, the local assessors, title companies, you commissioners, and the public. Again, thank you for your time.

Sincerely



Joe Porterfield, MMAO/PPE R-8388
Wexford County Equalization Director



Position: **Assistant Equalization Director**

Date: **June 15, 2021**

Category	
1) Education	72
2) Work Experience	150
3) Freedom of Action	80
4) Complexity/Problem Solving	80
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	78
8) Number of Personnel Supervised	12
9) Environmental Factors	24
10) Technical Knowledge	80
Total	736
Compensation Level	M2

Review Level: **Recommendation from Department Head**

Approved? Y/N

Y

Signature

A handwritten signature in blue ink, appearing to read "Janet Kach".

Following are the 10 factors listed in the County's policy B-6.1 Job Classification Procedures, along with the policy's description of each factor, and the Equalization Director's assessment of what level of work is required for the position (*in italics*). See policy B-6.1 for more detail.

1) Education: This factor measures the level of formal schooling necessary to successfully perform the work.

Equivalent to an associate degree in an area of expertise (such as accounting, bookkeeping, etc.).

2) Work Experience: This factor measures the normal amount of time required to learn a specific job so as to be able to complete minimum requirements. Factors to be considered are pre-job training, on-the-job training and related professional work experience.

More than 5 years

3) Freedom of Action: This factor measures the responsibility for the individual initiative as a measure of self-reliance, enterprise and adaptability required by the position for initiating, monitoring, and completing work actions that are independent of guidance or supervision. The nature of the function and the nature of the desired results place limitations on the freedom of action. When assigning points in this trait, consider the degree to which independent action is limited by instructions or the degree to which a supervisor outlines the method to be followed and the results to be obtained. Existing policies, rules, routines, and precedents are also limitations to independent action.

Duties involve a sequence or variety of operations in a limited field where procedures are established but conditions change. Initiative must be exercised to overcome minor obstacles. Supervision is generally present but not particularly active. Would also pertain to those employees who are cross-trained and who are required to function in multiple capacities regularly.

4) Complexity/Problem Solving: This factor measures the ability required to solve the problems inherent in the duties and responsibilities of the position by employing proper discrimination to reach sound conclusions or making necessary decisions as to alternative avenues of action (including the judgement required to reach objectives).

Problem solving or the completion of tasks requires interpretation and analysis and an ability to anticipate effects. More than one path of action may be available in following prescribed daily operations. Diverse tasks or situations must be analyzed and solved, and then remedial steps taken as they arise.

5) Accountability/Error Potential: This factor measures the responsibility for results, for getting work done and for exercising the necessary degree of care in the process. It reflects the need for attention to detail and concentrated focus in order to avoid errors which would result in needless expenditure of resources. When assigning points to this trait, consider the effects of improper management of important resources in the job (money, man hours, confidential information, computational errors, actions resulting from misinformation, etc.).

Work involves a regular opportunity for error that would be subject to review only when something was in question. Errors could become serious and affect more than one person or department.

6) Contacts: This factor measures the importance of effective handling of business relationships that are essential to adequate performance of the job. It includes face-to-face, telephone and mail communications. The level of contact, the complexity of the subject matter and the necessity for

influencing others are considerations when assigning points in this trait. Aspects that are not regular, routine parts of the position description should not be considered.

Frequent and specialized contacts with other employees and/or the public where it is necessary to secure concurrence or cooperation on a course of action or to provide a significant service.

7) Responsibility for Others: This factor measures the responsibility of the position for training, guidance, leadership and direction and control of others in the achievement of organizational goals. Included are: organizing work, making plans and schedules, developing and managing movement toward organizational goals.

Exercises leadership and true supervisory control over others doing closely related work. Assigns and applies directions originating at a higher level within a department.

8) Number of Personnel Supervised: This factor measures the magnitude of the leadership and management required of the position in terms of personnel supervised. Included in this factor is a combination of the number of personnel directly supervised as well as the number of personnel indirectly supervised (meaning the sum total of all of the personnel in the organizational structure below the position being classified).

1 to 5

9) Environmental Factors: This factor measures the physical, visual and mental demands of the position. Occasional demands would be evaluated as high as a job requiring almost constant demand. The following definitions should be used when discussing demand versus time:

- a. Incidental: up to 15% of the time.
- b. Occasional: from 16% to 30% of the time.
- c. Frequent: from 30% to 60% of the time.
- d. Regular: over 60% of the time.

Physical, visual and/or mental effort in occasional lifting/carrying, working with records/reports and making decisions; or requires occasional dexterity for operation of machines and equipment. May involve regular standing or walking.

10) Technical Knowledge: This factor measures the quantity and complexity of knowledge required to perform the job. This factor relates to both knowledge of procedures and practices as well as knowledge of equipment. The range of knowledge is evaluated on a continuum from simple to complex and on a continuum from predictable and repetitive to non-predictable and non-repetitive.

Relatively complex technical knowledge of a greater number of principles in situations which are frequently new and non-repetitive. Examples are: applying financial principles and practices, setting up procedures and knowing when procedures require differential application or modification. Such tasks may include reading and interpreting blueprints, operating, and controlling complex mechanical and electrical equipment (such as boilers, turbines, generators, and auxiliary equipment). Understanding, operating, and training others on equipment common to the organization (such as office equipment, computers, phones, etc.) is also a factor as is the ability to read and understand documents relating to the operation of the organization.



Wexford County Position Description
Position: Assistant Equalization Director
Adopted: June 22, 2021

Summary: Primary function of the job is to serve as the sole deputy and second-in-command for the Equalization Department. Employees in this position provide professional assistance and expertise to the Department Director on all activities, functions, and policies related to the department, including the department's budget and staff. This position may also assume the duties of the Department Director in his/her absence, which includes acting as a principal spokesperson for the department. Employees in this position may formally supervise or lead the work of other department staff.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

Supervision Received: Work is performed under the general supervision of the Equalization Director.

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. Serves as the sole deputy and second-in-command for an entire County department.
2. Supervises designated staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives and under the guidance of the Department Director.
3. Acts on behalf of the Department Director to direct, manage, administer, monitor, and oversee all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates in the work of subordinate employees, as necessary. Ensures the smooth, harmonious, and successful operations of the department.
4. Serves as a technical resource to the Department Director, County Administrator, and County Board of Commissioners regarding the department's functions. Makes presentations to County leadership.
5. Assists the Department Director with developing strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
6. Participates in the preparation of the department's annual budget; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Assists with other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.
7. Assists with and oversees community or public relations activities, representing the department to the public. Coordinates and participates in the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.

8. Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
9. Under the guidance of the Department Director, manages contracts with vendors and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to, and oversees/evaluates the work of vendors/contractors.
10. Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the general public, and/or outside agencies.
11. Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies to establish and maintain optimal department operations and appropriate services to constituents and customers.
12. Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
13. Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
14. Participates in/on a variety of meetings, committees, Boards, Councils, and/or other related groups, including representing the Department Director as required.

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 hire, should have the equivalent of the following:

1. Associates Degree in a related field.
2. Two to four years of directly related, progressively responsible experience, including at least one year of supervisory managerial experience.
3. Must have a valid driver's license and maintain eligibility to drive as per the County's Vehicle policy.
4. Michigan Certified Assessing Officer (MCAO), formerly State of Michigan Level II Assessor's Certification or Michigan Advanced Assessing Officer (MAAO), formerly State of Michigan Level III.

Conditions of Employment: (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, ect.)

1. A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law.

**WEXFORD COUNTY
FISCAL YEAR 2022 BUDGET CALENDAR**

J.3.

Finance Committee: Musta (Chair), Bengelink, Potter, Taylor

<u>Date</u>	<u>Time</u>	
June 23, 2021	4:00 PM	Finance Committee reviews draft Budget Calendar.
July 7, 2021	4:00 PM	Finance Committee presents Budget Calendar for discussion and approval at regular Board of Commissioners meeting.
July 12, 2021	N/A	Administrator to open 2022 budgeting to Departments/Elected Offices.
July 31, 2021	N/A	Deadline for Departments/Elected Offices to submit completed budget requests in BS&A.
August 1 through August 20, 2021	N/A	Administrator works with Departments/Elected Offices regarding budget requests; updates Finance Committee during the process.
August 20, 2021	4:00 PM	Proposed budgets provided to Finance Committee for discussion and review at their next meeting.
August 25, 2021	4:00 PM	Finance reviews the budgets, determines which dept. heads they'd like to have present at a subsequent meeting; provides direction to the Administrator.
September 9, 2021	4:00 PM	Finance hears from selected department heads; provides instructions to the Administrator.
September 22, 2021	4:00 PM	Finance hears from selected department heads; reviews the revised budget, reaches a consensus regarding any additional revisions; recommends budget for consideration by the full Board.
October 6, 2021	4:00 PM	Administrator presents budget to Board. Budget revisions desired by the Board are communicated to the Administrator.
October 9, 2021	N/A	Public Hearing Notice in <i>Cadillac News</i> .
October 20, 2021	4:00 PM	Public Hearing, consideration of approval of the budget by BOC, and adoption of the General Appropriations Act.

Other meeting dates may be added as needed to review budget strategies

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 seventh day of July, 2021, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

RESOLUTION 21-22

**RESOLUTION OPPOSING MICHIGAN SECRETARY OF STATE
“BY APPOINTMENT ONLY”**

WHEREAS, Michigan Secretary of State Jocelyn Benson, recently stated Michigan residents will always need an appointment to conduct business at a Secretary of State branch office and suggested making this permanent change, is an improvement in service; and

WHEREAS, the Secretary of State called walk in service at the branches an “antiquated, inefficient, take-a-number system that nobody liked”; the reality is that most people do want the option to walk in to a branch office for service at *their* convenience; and

WHEREAS, not only Wexford County residents but all residents of the State of Michigan should have the ability to renew and make changes to all necessary documentation timely and locally through services provided by the Michigan Secretary of State; that these changes defy common sense in serving the public and is a significant reduction in convenient service; and

WHEREAS, some industry changes were positive during the coronavirus and made sense; this change does not as constituents need to be able to transfer vehicles, renew and update driver's licenses expediently, so that they can prove and provide legal ownership and residency; and

WHEREAS, these changes have been established without input from constituents, who are directly affected by this sweeping change and web-based services do not completely replace the need for walk in service at the branch offices. Many older residents and those without computers or internet will simply be turned away at the Secretary of State door; and

WHEREAS, these changes will only continue to frustrate citizens who just would like their license renewed or to be able to sell a vehicle, without having to wait weeks or even months or drive to a different service area to accomplish these simple tasks.

THEREFORE BE IT RESOLVED, that the Wexford County Board of Commissioners hereby **STRONGLY** opposes “By Appointment Only” services for the residents not only in Wexford County but for the entire State of Michigan.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to Governor Gretchen 21

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: July 7, 2021
SUBJECT: MERS Additional Contribution

SUMMARY OF ITEM TO BE PRESENTED:

At the Finance meeting on Wednesday, June 23, 2021, Chairman Musta reminded the committee that last year the Board spoke about two separate additional contribution payments to MERS. With the presentation and acceptance of the financial audit, a discussion took place on the second payment.

RECOMMENDATION:

The Finance Committee recommends the full board approve an additional payment of \$500,000 towards the MERS funding.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: July 7, 2021
SUBJECT: ARPA Direct Payment

SUMMARY OF ITEM TO BE PRESENTED:

The below motion was made at the Finance Committee:

“a \$2,500 direct payment to all active County Employees annually for three years, prorated per month of service from the prior years work as of July 31st of 2021, 2022 & 2023, using allowed American Rescue Plan Act funds, subject to any contractual or collective bargaining agreement requirement. Payments will be made in a separate check on the same pay date of the first payday in August”

RECOMMENDATION:

The Finance Committee recommends the full board approve the direct payment motion.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: July 7, 2021
SUBJECT: Lake Street Security

SUMMARY OF ITEM TO BE PRESENTED:

Information was discussed at the Finance Committee to continue with security at the Lake Street building. During the pandemic, security staff has been at the building Monday through Thursday from 10 am to 2 pm to conduct the required health screenings. Though there is no current need to conduct screenings, full time security presence at the building has been identified as a need. The company the County uses for security staff has indicated that they have personnel available to staff the front door Monday-Friday from 8:30 a.m. to 5:00 p.m.

RECOMMENDATION:

The Finance Committee recommends the full board approve the additional Lake Street security hours.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: July 7, 2021
SUBJECT: Purdue Opioid Bankruptcy Settlement

SUMMARY OF ITEM TO BE PRESENTED:

A letter was received on July 1 from the attorney team involved with the opioid litigation. A plan regarding one of the bankruptcies, Purdue Pharma L.P., has been proposed. The Plaintiff Executive Committee has released a memorandum that notes: “All creditors are being asked to vote on the proposed restructuring plan that emerged from the settlement negotiations.” The vote must be submitted by July 14. The attorney letter states that: “We regret that the Bankruptcy Court has not provided more time to review this paperwork and vote.”

Approval requires a super-majority of claimants. The attorneys are strongly recommending that the Purdue Bankruptcy Plan be approved. If the plan is not approved, it will almost certainly be years until a resolution is reached.

RECOMMENDATION:

The Administrator recommends the full board vote to approve the settlement.

7/7/2021

J.9.

**Wexford County Board of Commissioners
Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense
20210701	101.286.528.07	CESF - Prosecutor 2021	\$23,185	a.
	101.229.702.12	CESF Employee Wages		\$14,145
	101.286.726.05	CESF - Prosecutor 2021 Supplies/Materials		\$9,040
		CESF grant money received.		



Administrator’s Report to the BOC

For the meeting of July 7, 2021

Completed Projects/Tasks

FOIA Requests: The Administration Office received 14 new Freedom of Information requests between June 12 and July 2.

New Employees: One new employee has started at the County since the June 2 Board of Commissioners meeting; a new Deputy Juvenile Officer in Probate Court. The next report, however, will have a longer list as a number of folks are coming on board in July.

Current Projects/Tasks

2022 Budget: Elected and appointed department heads and their deputies have been provided with the proposed budget calendar. In anticipation of Board approval of the 2022 Budget Calendar, behind the scenes budget work has already commenced. One of those items is the pre-renewal health insurance questionnaire, which has been completed and returned in hopes of obtaining renewal costs sooner rather than later. We’ve had a number of new department heads since the previous budgeting cycle; additional training on budget entry will be provided to them.

ARPA (American Rescue Plan Act): As noted before, though many questions remain, the Board has until the end of 2024 to obligate the funds. Michigan Association of Counties is advising a slow and deliberate approach to expending the funds. We are beginning the revenue loss calculations and 33 pages of general guidance regarding reporting has been released. More specific guidance will be forthcoming at some undetermined date.

CESF Grant - Courts: The final expenditures for this grant are nearly complete. Two recent purchases were new Wireless Access Points in all three courts and additional connectivity in the Commissioner’s room, which at one point was in play as additional space for juries to meet. This grant also paid for daily sanitizing in the public areas of the Courthouse. Also ordered are new chairs; no delivery date is available at this time.

Janitorial Changes – Courthouse and Lake Street: The amended janitorial contract went into effect on July 1. Many, many thanks to elected and appointed department heads for their cooperation with these changes!

Jury Trial – The first Circuit Court jury trial since October 2020, and only the second since March 2020, concluded on July 1.

Windows – Historic Courthouse: At the time of the writing of this report, the new south doors and transom have been installed, new bird deterrent measures have been installed, and the exterior aluminum flashing was within a day of being completed.

Additional Notes/Meetings

Current Career Opportunities at Wexford County:

Assistant Prosecuting Attorney - position open until filled.

Assistant Public Defender - position open until filled.

Clerk - Prosecutor’s Office - applications due July 6.

Corrections Officer - positions open until filled.

Locate Specialist/Support Staff - Friend of the Court - applications due July 6.

Senior Account-Auditor Specialist - Friend of the Court - applications due July 9.

Victims Advocate - Prosecutor’s Office - applications due July 2.

Respectfully,
Janet Koch, County Administrator