



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, May 24, 2022, beginning at 4:00 p.m. in the Commissioners’ Room, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE
  - 1. APRIL 26, 2022, REGUALR MEETING MINUTES ..... 1
  - 2. MAY 3, 2022, SPECIAL MEETING MINUTES ..... 4
- F. PUBLIC COMMENTS
 

*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Sheriff’s Monthly Report (*Sheriff/Undersheriff – April 2022*) ..... 6
  - 2. MMR Monthly Update (*A. Deveraux – April 2022*)
  - 3. Emergency Management Monthly Report (*T. Baker – April 2022*)..... 11
  - 4. Central Dispatch Monthly Report (*D. Alworden – April 2022*) ..... 12
  - 5. Veterans Services Monthly Report (*K. Cline – April 2022*) ..... 14
  - 6. Community Correction Monthly Report (*M. Stark – April 2022*)..... 17
  - 7. Part-Time Security Officer Pay Scale ..... 18
  - 8. Letter of Understanding – Scarbrough Employment Agreement ..... 19
  - 9. Part-Time Clerk Position ..... 21
  - 10. Benefits Bailiff..... 24
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD  
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE  
REGULAR MEETING MINUTES  
April 26, 2022

E.1.

The Human Resources / Public Safety Committee regular meeting was called to order by Chairman Michael Bengelink at 4:00 p.m., in the Commissioners' Room, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Michael Bengelink, Michael Bush, Brian Potter, and Gary Taylor  
Members Absent: None.  
Also Present: Jami Bigger, HR Director/Interim Co-Administrator; Kathy Cline, Director of Veterans Services; Rick Doehring, Undersheriff; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director/Interim Co-Administrator; Mistine Stark, Community Corrections Manager

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED: G.7. Deputy Sponsorship and G.8. County Administrator Position**

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda, as amended. A vote was called. All in favor, motion passed.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the March 29, 2022 Regular Meeting Minutes. A vote was called. All in favor, motion passed.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Sheriff's Office Monthly Report (March 2022)***

Undersheriff Doehring reviewed the March 2022 report, informing the committee that there are currently 61 inmates. There are two employees off on medical leave, one employee off on maternity leave, and there is a Deputy leaving to go to Kent County. The one sponsored Deputy in training is set to graduate from the academy a week from Friday, they hope to have her on the road come that following Monday. They are also still waiting for their patrol vehicle(s).

Comm. Potter asked how short staffed the Sheriff's Department currently is, Mr. Doehring stated that he has five vacancies, six when Deputy Lucas retires on Friday, but that will be filled with the new graduate.

Discussion on suggestions on recruiting high school graduates on career days to get them into a Corrections Officer program and then training and sponsoring them to go into the Police Academy. Mr. Doehring stated that just like everywhere else it is difficult to find staffing, especially with the reservations on how the public views law enforcement, but they keep pushing on and continue to try every avenue for recruitment.

***G.2. MMR Monthly Update (March 2022)***

Alan Deveraux, MMR, was not present, a report was provided in the packet, no discussion took place.

***G.3. Emergency Management Monthly Report (March 2022)***

Travis Baker, Emergency Management Coordinator, was not present, a report was provided in the packet, no discussion took place.

***G.4. Central Dispatch Monthly Report (March 2022)***

Duane Alworden, Central Dispatch Director, was not present, a report was provided in the packet, no discussion took place.

***G.5. Veterans Services Monthly Report (March 2022)***

Kathy Cline, Veterans Services Director, presented her written report. Veterans Services Officer, Ray Orr has been accredited and can start filing claims. The Expo is coming up in May and there are lots of booths. The unveiling of the World War II Veterans wall will take place at the end of May and Comm. Taylor is working on putting together the World War I wall.

***G.6. Community Corrections (March 2022)***

Mistine Stark, Community Corrections Manager, had nothing to add to the written report. She just finished the annual grant that is going to be presented at the April 27, 2022, Finance meeting to be forwarded to the full board on May 4, 2022. The grant is also ready to be approved by the Community Corrections Board to be sent into the State of Michigan.

Comm. Bengelink asked if she has heard anything about a negative impact on not having the transition housing. Ms. Stark stated that she has not.

***G.7. Deputy Sponsorship***

**A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the Finance Committee to sponsor up to three Deputies to the Academy.**

Comm. Potter asked for clarification and stated that, they would technically be supporting four candidates due to the one already sponsored in the Academy. Comm. Taylor said yes, but it is very unlikely to get three more qualified candidates but the up to three is just for proper coverage. Comm. Potter, thanked him for the clarification.

**A vote was called, all in favor, motion passed 4-0.**

***G.8. County Administrator Position***

**A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to amend the County Administrator's position description and create a Deputy County Administrator position; and to appoint Joe Porterfield as the County Administrator at a rate of \$600 per week and to appoint Jami Bigger as the Deputy County Administrator at a rate of \$450 per week through December 31, 2022.**

Comm. Bengelink commented that the reason for the revision on the current County Administrator position is due to the creation of the Deputy County Administrator position and that there are several items listed in the description that isn't necessary to be listed. Comm. Potter asked if there should be a special meeting held before the Board meeting on Wednesday, May 4, 2022, to approve the descriptions and revisions to follow proper policy, Comm. Bengelink agreed and asked if Tuesday, May 3, 2022 at 4 p.m. worked for the meeting date, the committee agreed. Comm. Bengelink asked for Mr. Porterfield and Ms. Bigger to draft the revisions and description to bring to the meeting on Tuesday and to post the notice of special meeting.

**A vote was called, all in favor, motion passed 4-0.**

**CORRESPONDENCE**

Medical Examiner’s Office Report, no discussion took place.

**ADMINISTRATOR’S COMMENTS**

Co-Interim Administrators Mr. Portfield and Ms. Bigger had no further news to inform the committee, Mr. Porterfield wanted to thank Jami for all that she is doing between the Security officer positions and working together through all the transitions.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Bush wanted to let the committee know he has received several compliments on the Transit Authority and their timeliness. Comm. Potter questioned if there was a pay scale for the part-time Security Officers, Ms. Nyman, Clerk, stated part-time pay scaled are individual position based and that one would need to be created. Comm. Potter asked if that could be brought to the next HR/PS committee meeting. Co-Interim Admin, Ms. Bigger said that it would be.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:18 p.m. A vote was called, all in favor, motion passed.**

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Mike Bengelink, Chair

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Megan Kujawa, Recording Secretary

COUNTY OF WEXFORD  
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE  
SPECIAL MEETING MINUTES  
May 3, 2022

**E.2.**

The Human Resources / Public Safety Committee special meeting was called to order by Chairman Michael Bengelink at 4:00 p.m., in the Commissioners’ Room, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

- Members Present: Michael Bengelink, Michael Bush, Brian Potter, and Gary Taylor
- Members Absent: None.
- Also Present: Duane Alworden, Dispatch Director; Travis Baker, Emergency Manager; Jami Bigger, HR Director/Interim Co-Administrator; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director/Interim Co-Administrator; Roxanne Snyder, Register of Deeds

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda. A vote was called. All in favor, motion passed.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***E.1. County Administrator Revised Job Description***

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the amended position description for the County Administrator. A vote was called. All in favor, motion passed.**

***E.2. New Deputy County Administrator Job Description***

**A motion was made by Comm. Taylor and supported by Comm. Potter to approve the position description for the Deputy County Administrator, as presented. A vote was called. All in favor, motion passed.**

**CORRESPONDENCE**

Amended County Administrator Position Description and Deputy County Administrator Position Description (*attachment 1*).

**ADMINISTRATOR’S COMMENTS**

Co-Interim Administrator Ms. Bigger informed the committee that in the Board packet for tomorrow’s meeting the summary for the agenda item County and Deputy County Administrator does not reflect the proposed motion. It stated that the Board would be appointing a Deputy County Administrator at that time; however, to follow County Policy after the approval of adding the position to the employee roster the position will be posted for five days and then the Administrator will make the hire for the position.

Comm. Potter questioned the process, and it was clarified that the Board appoints the County Administrator. It was further clarified that if a new position is created, county policy requires that the position be posted and that since the Deputy County Administrator will fall under the supervision of the Administrator, the Admin. will make that hire.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Committee members thanked the Co-Interim Administrators for putting the position descriptions together nicely.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:03 p.m. A vote was called. All in favor, motion passed.**

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Mike Bengelink, Chair

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Megan Kujawa, Recording Secretary

DRAFT



**OFFICE OF THE SHERIFF • WEXFORD COUNTY**

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

# **Wexford County Office of the Sheriff**

## **Monthly Report**

# **APRIL**

# **2022**

## **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 April, the Law Enforcement Division received 697 calls for service. Of those calls, 231 reports were taken. As a result of those complaints taken, 40 arrests were made, and 64 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	697
Total Complaints Taken	231
Felony/Misdemeanor Arrests	40
Citations Issued	64

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	5
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### **TNT:**

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

Original Reports	4
Intelligence Reports	10
Arrests	2
Assist Other Agencies	4

### **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>	106
<b>Total Civil Papers Completed</b>	67



## **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	20	Pistol Permits Issued	15
Concealed Pistol Licensing	23	Denied Permits	0
Other	20	Indiv. Pistols registered	124
Court	0		
Total Prints.....	63		

## **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 April, the shelter took in 30 animals, adopting 22 and reuniting 4 with their owner(s).

### ACTIVITY:

Total Calls	52
Total Complaints/Reports	9
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	31
Animals Adopted Out	14
Animals Transferred to Rescue	6
Animals Claimed by Owners	2
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	56
Total number of inmates Booked	89
Total Inmates Booked –Year to date	362
Total Number of Inmates Released	87
Number Released-Year to date	349
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

## **TRAININGS/RECOGNITIONS:**

- April 12<sup>th</sup>-13<sup>th</sup> Deputies Carr and Bell attended a 2-day conference provided by Michigan State Police(MSP) for Women in Law Enforcement, in Grand Rapids, Michigan.
- April 18<sup>th</sup>-19<sup>th</sup> Sgt.'s Rood, Garland, Kovach, and Harnish attended the fourth month of a five-month Command Level 1 training provided by Shield Institute.
- April 26<sup>th</sup> – 28<sup>th</sup> Deputies Jobin and Cox received training/certification in the use of Speed Measurement Device (Radar). Kirtland Community College in Grayling, Michigan provided the training.
- April 28<sup>th</sup>-29<sup>th</sup> all Law Enforcement Division personnel attended legal update provided by the Wexford County Prosecutor's Office.
- April 12<sup>th</sup>-13<sup>th</sup> Correction Officers Howard and Wright attended a 2-day conference provided by Michigan State Police(MSP) for Women in Law Enforcement, in Grand Rapids, Michigan.
- Correction Officer James Yager completed LEIN TAC certification via virtual training through MSP. CO Yager also received his TASER Instructor certification on 04/28/2022 at Delta College, sponsored by Axon.
- April 18<sup>th</sup>-19<sup>th</sup> Sgt.'s Alberts, Batten, Rowell and Vermeulen attended the fourth month of a five-month Command Level 1 training provided by Shield Institute.

Wexford County Animal Shelter	Reporting Month April 2022
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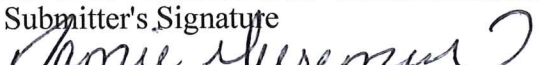
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed 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		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	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	0	20	20	8	3	18	6	0	0
Cats	5	6	11	3	0	5	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		120.00	45.00		165.00
Sterilization Deposits	0.00	0.00		0.00	75.00		75.00
Ordinance Fee Refunds							
Reclaim Fees	2 animals reclaimed						25.00
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 05-05-2022
Submitter's Signature 	Phone 231-779-9530



## Emergency Management Monthly Report

*April 2022*

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Dispatched for a Structure Fire in Yuma, assisted with command and contacting homeowners with Red Cross as their home was a total loss.
- Dispatched to grass fires within the county to assist with command and resource management.
- Submitted EM grant financial report to State Police for reimbursement at end of quarter.
- Attended meeting with ISD on school threat assessment training and evaluation with a company out of Colorado. Schools will be working on this summer, getting all Wexford County Schools including the ISD on a common threat class for teachers and admin staff.

Travis Baker EMD 5/17/2022

**Wexford County**

**Central Dispatch**

**Public Safety**

**Report**

**April 2022**

## **CENTRAL DISPATCH**

Total LEIN Responses 12,606

CAD GENERATED: INCIDENTS:

Sheriff Department	706
Animal Control	52
Michigan State Police	512
Cadillac Police Department	784
Manton Police Department	15
EMS Calls	560
Fire Calls	146
Support Services Calls	42
Central Dispatch	58
911 Hang up/Text Back	141

TOTAL CALLS FOR SERVICE 3016

TELEPHONE CALLS RECEIVED:

9-1-1 calls	440
Administrative Calls	2686
TOTAL CALLS RECEIVED:	3628

# ***Wexford County Veterans Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

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Kathy Cline, Director

2 May, 2022

## ***Veterans Services Monthly Report***

### April 2022 Overview

- Veterans in office visits-41
- Logged phone contacts-385
- Veterans who received emergency assistance -0
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-6

April was busy taking care of Veterans and planning for the Expo. Kathy and Ray attended the Spring MACVC Conference in Kalamazoo for 4 days. Also, we have been planning the unveiling of the WWII Memorial wall the end of May. And we have been putting ideas together for the MVAA Grant, which is due by May 20<sup>th</sup>.

Respectfully,



Kathy Cline, Director

WEXFORD COUNTY  
VETERANS SERVICE COMMITTEE

CHAIRMAN – GARY TAYLOR  
DIRECTOR – KATHY CLINE  
VSO-DIRECTOR – RAYMOND ORR

(A) CALL TO ORDER – Meeting call to order April 13<sup>th</sup>, 2022, at 3:00 pm by Gary Taylor.

(B) ROLL CALL – Gary Taylor – Jack Baughan – Joe Porterfield - Rhonda Workman – Greg Schmidt excused – Kathy Cline – Ray Orr.

© PLEDGE OF ALLEGIANCE

(D) ADDITIONS/DELETIONS TO THE AGENDA: Memorial Wall.

(E) APPROVAL OF AGENDA: Motion to approve Agenda Items by Rhonda Workman and 2<sup>nd</sup> by Jack Baughan. Motion passed.

(F) APPROVAL OF THE MINUTES FOR: March 9<sup>th</sup>, 2022. Motion by Joe Porterfield and 2<sup>nd</sup> Rhonda Workman. Motion passed.

(G) PRESENTATIONS AND REPORTS: None presented

(H) PUBLIC COMMENTS: (public comments are limited to 3 minutes per person). None presented.

(I) AGENDA ITEMS:

(1) Financial/Directors HR Report: Given by Kathy Cline

- a) Contracted Service - \$32,632.02!
- b) Office Supplies - \$1,277.16!
- c) Travel & Conferences – \$1,728.75!
- d) Promotional - \$14,326.36!
- e) Veterans Expo - \$13,269.43!
- f) New Freedom/Ride - \$16,330.59!

(2) Directors HR Report for April 2022: Given by Kathy Cline

Veterans in office visits – 48, Logged phone contact's – 336, Veterans who received emergency assistance – 1, Veteran's ineligible/ denied for emergency assistance – 0, County Burial benefits and letters have been initiated – 9.

Motion made by Jack Baughan, 2<sup>nd</sup> by Joe Porterfield to approve both the Financial Report and the HR Report as presented. Motion passed.

(3) Operations Discussion:

- a) 2023 Grant sent in – deadline by May 20<sup>th</sup>, 2022.
- b) Expo – full have over 70 booths.
- c) 98.5 broadcasting will be announcing about the Expo, Cadillac News will be putting an ad in the paper. Had a discussion on the Expo.



- d) Ray's meetings at Mesick & Manton are going well.
- e) Thursday May 26<sup>th</sup>, 2022, unveiling of the World War II, Wednesday May 25<sup>th</sup>, 2022, need help setting up – time to be there?
- f) Motion made by Rhonda Workman, 2<sup>nd</sup> by Joe Porterfield to approve a price for a tent for events. Motion passed.  
Motion made by Jack Baughan and 2<sup>nd</sup> by Rhonda Workman approve operation report as presented. Motion passed.

(4) Closed Session – Emergency Assistance Applications: None


(J) OLD BUSINESS: None

(K) COMMITTEE COMMENTS: None


(L) Next Meeting May 11<sup>th</sup>, 2022 @ 3:00 P.M.

(M) Adjourn – Motion made Rhonda Workman, seconded by Jack Baughan to adjourn.

(N) There being no further business to come before the WCVS Commission the meeting was duly closed at 3:30 P.M. Next scheduled meeting is May 11<sup>th</sup>, 2022 @ 3:00 P.M.! **Next Expo meeting April 27<sup>th</sup>, 2022 @ 1:00 P.M.**

  
 Gary Taylor  
 Chairman

  
 Kathy Cline  
 Director

  
 Jack Baughan  
 Secretary

**COMMUNITY CORRECTIONS**  
437 E Division St, Cadillac, MI 49601  
231-779-9472 Fax 779-9102

*Mistine Stark*

*Manager*

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May 20, 2022

HR meeting information:

As of the above date, Community Corrections has 68 **offenders** that are being monitored and/or enrolled in jail diversion programs that include:

- 30- offenders on Random Substance Abuse Testing Program (alcohol and drugs) for bond conditions
- 25- offenders on portable Soberlink alcohol testing devices for bond conditions
- 9 - offenders on GPS tether for bond conditions
- 4 - offenders enrolled in Enhanced Outpatient Program
- 0 - offenders currently in Transition houses. *The transition houses will remain empty until after the upcoming Audit and then will be discussed by Community Corrections board for future recommendations to the board of commissioners.*

If an offender is enrolled in dual programs, they are only counted once in the above data. (Example: An offender enrolled in Enhanced outpatient with Random drug testing will only be counted in the EOP program).

The annual **Community Corrections FY2023 grant application** was approved by the local Community Corrections board and both Wexford and Missaukee Board of Commissioners and was submitted to the State of Michigan.

The State Community Corrections Audit will begin next and will take approximately 4 weeks to complete.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** May 24, 2022  
**SUBJECT:** Part-Time Security Officer Pay Scale

SUMMARY OF ITEM TO BE PRESENTED:

The need was recognized to establish a wage scale for the County’s part-time security officers. The following is the suggested pay scale rates.

<b>Part-Time Security Officer Pay Scale</b>					
	<b>Start</b>	<b>After 1508 hours worked</b>	<b>After 3016 hours worked</b>	<b>After 4524 hours worked</b>	<b>After 6032 hours worked</b>
<b>2022</b>	<b>\$14.00</b>	<b>\$14.00</b>	<b>\$14.00</b>	<b>\$14.00</b>	<b>\$14.00</b>
<b>2023</b>	<b>\$14.50</b>	<b>\$14.62</b>	<b>\$14.74</b>	<b>\$14.86</b>	<b>\$14.98</b>
<b>2024</b>	<b>\$15.00</b>	<b>\$15.12</b>	<b>\$15.24</b>	<b>\$15.36</b>	<b>\$15.48</b>

Since the budget and wage for 2022 has already been approved, Administration recommends the no changes in wage until 2023.

RECOMMENDATION:

Forward a recommendation to the full board to approve the wage scale for the part-time security officers, as presented.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** May 24, 2022  
**SUBJECT:** Letter of Understanding Employment Agreement – Building Official

SUMMARY OF ITEM TO BE PRESENTED:

One of the many statutory duties of the County is to ensure that all units of government within the county have Building Inspection and Building Official services. Mr. Scarbrough is willing to continue to provide Building Official and Building Inspector services for Wexford County on a part-time basis beginning June 1, 2022. A two-year letter of understanding between the Board of Commissioners and Mr. Scarbrough is attached for consideration.

RECOMMENDATION:

Administration recommends the Board approve the Letter of Understanding, as presented.



LETTER OF UNDERSTANDING

The purpose of this letter is to set forth certain understandings between Wexford County as the employer and Robert Scarbrough as the employee to provide services for the Wexford County Building Department as an irregular part-time employee.

Beginning June 1, 2022 and ending on May 31, 2023, Robert Scarbrough will serve as the Wexford County Building Official per PA 407 of 2016 Skilled Trades Regulation Act and current Michigan construction codes and all other applicable legislation and regulations.

Mr. Scarbrough will provide inspection services and other duties as assigned by the department head on the days required by the department at a rate of \$55,250 per year with no entitlements to any benefits as afforded full-time employees, health insurance, holiday pay, vacations, personal time, sick time, etc. Also beginning June 1, 2022, Mr. Scarbrough's hours worked must avoid the Affordable Care Act threshold of working at least 30 hours per week for more than 120 days in a year. This is an "at will," non-union position.

Wexford County will cover the employee against on-the-job injury and any other normal liability under its current insurance coverage. The County will pay for the continuing education required for the Building Official including the Fall conference while employed. The employee is to use County vehicles for traveling from inspection to inspection and will not be compensated in any form including mileage for the use of his personal vehicle.

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

\_\_\_\_\_  
Robert Scarbrough  
Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Bengelink  
Chairman, Wexford County Human Resources Committee

Date: \_\_\_\_\_

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** May 24, 2022  
**SUBJECT:** Part-Time Clerk Position

SUMMARY OF ITEM TO BE PRESENTED:

Since completely taking over payroll services within their office, the Clerk has recognized a need for a part-time staff member to assist with office duties. Approving the additional staff member in the Clerk's Office would allow the Chief Deputy Clerk and the Clerk to efficiently dedicate the time required to process payroll. Following is a proposed position description.

With the elimination of the part-time staff member in the Administration Office, the funds could be found within the 2022 budget to account for the new staff member in the Clerk's Office. If the request is approved, a budget amendment will be presented to move funds from the Admin. Office to the Clerk's Office for the part-time position.

To fall in line with the rest of the positions in the Clerk's office, this position would be a union position. The union has been contacted and has given their approval of the change.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee approve the position description for the part-time Deputy Clerk and forward a recommendation to the full board to approve adding the position to the Clerk's roster at a L4 wage level.



## WEXFORD COUNTY POSITION DESCRIPTION

**Position: Deputy County Clerk (Part-time)**  
**Adopted: May 24, 2022**

### **Summary**

To perform responsible clerical and administrative work as Deputy County Clerk to the County Clerk; to prepare clerical and legal records in connection with the Clerk's Office and Circuit Court; to assist in the conduct of all elections; maintain vital statistics and other records; and to perform related work as required.

### **Supervision Received**

Work is performed under the general supervision of the County Clerk.

### **Responsibilities and 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. Assist the County Clerk in the performance of a wide variety of clerical, administrative and other activities involving the Clerk's office and Circuit Court.
  - a. Required to work independently on a daily basis without direct supervision.
2. Inform, explain and educate customers, lawyers, doctors and funeral directors as to special procedures for recording deaths, births, adoptions, affidavits of parentage and filiations.
4. Issue certified copies of vital statistics complying with Health Department rules and regulations as well as State of Michigan Statutes. Certify copies of court orders and judgments per Michigan court rules.
6. Responsible for setting up all Court files and tracking their progress.
7. Assist in the conduct of all elections, filing and auditing of election returns
8. True and certify appropriate court documents and notarize legal papers for the public and other officials.
9. Process DBA's, Veteran's Licenses, and Concealed Weapons Permits.
10. Record all vital statistics.
11. Operate office equipment including regular use of typewriter, calculator, copy machine, computer/printers.
12. Climb ladders, lift and carry 30 pounds.
13. Perform related work as required.
14. Complete all Public Record search requests received from companies, citizens, and government officials.
15. Input CPL applications into appropriate system

### **Essential Qualifications, Knowledge, Skills and Abilities for Employment**

All of the following qualifications, knowledge, skills, abilities and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Thorough knowledge and experience in departmental practices and procedures.
2. Considerable knowledge of modern office and bookkeeping methods, practices, and procedures.
3. Considerable knowledge of county organization, operations, and personnel.
4. Thorough knowledge of the legal requirements involved in handling official documents and in the conduct of elections.
5. Thorough knowledge of Circuit court clerical and administrative procedures.
6. Skills in the operation of all normal office equipment.
7. Ability to work effectively with officials, other employees and the general public.
8. Ability to use extreme discretion in the handling of confidential and suppressed Court records.

To be eligible for this position, the following is a requirement:

1. Graduation from an accredited community college or Associates Degree dealing with legal matters, court rules, election laws, and Health Department rules and regulations. Two (2) years of related job experience may be substituted for each one (1) year of required education.



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource / Public Safety Committee  
**FROM:** Administration and Human Resources  
**FOR MEETING DATE:** May 24, 2022  
**SUBJECT:** Bailiff Discussion

SUMMARY OF ITEM TO BE PRESENTED:

Sheriff Trent Taylor is requesting that the status of the Bailiff positions currently “part-time employees” be changed to “regular full-time” employees with benefits per the definitions of County policy B-5.0.

Sheriff Taylor is not requesting a change in wage but is requesting that the Bailiff’s work full-time hours, which would require the county to offer them insurance benefits and retirement. The annual cost to the county for benefits would range from \$21,431 to \$63,907 for two bailiffs depending on which insurance option they elect.

Sheriff Taylor has the funds to cover the wages for the Bailiff’s in his 2022 budget and the funds to cover the benefits could be taken from the 2022 budget as well, due to the large number of vacancies the Sheriff’s Office has had this year.

RECOMMENDATION:

Discuss the request and forward a recommendation to the full board.