



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, June 28, 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 MAY 24, 2022 REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
 - The Committee welcomes all public input.*
- G. AGENDA ITEMS
 - 1. Sheriff’s Monthly Report (Sheriff/Undersheriff – May 2022)..... 4
 - 2. MMR Monthly Update (A. Deveraux – May 2022)
 - 3. Emergency Management Monthly Report (T. Baker – May 2022)..... 9
 - 4. Central Dispatch Monthly Report (D. Alworden – May 2022)..... 10
 - 5. Veterans Services Monthly Report (K. Cline – May 2022) 12
 - 6. Community Correction Monthly Report (M. Stark – May 2022) 13
 - 7. Airport Authority Application – Carol Dehnbostel 14
 - 8. Employee Recognition..... 15
 - a. Kimberly Recca – 25 years
 - b. Roxanne Snyder – 20 years
 - c. Trent Taylor – 30 years
 - d. Kristina Nottingham – 10 years
 - 9. Resolution 22-17 Recognizing Joe Porterfield 16
- 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
 May 24, 2022

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: Duane Alworden, Central Dispatch Director; Travis Baker, Emergency Management Director; Jami Bigger, Deputy County Administrator/HR Director; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, County Administrator/Equalization Director; Bob Scarbrough, Building Official; Roxanne Snyder, Register of Deeds; Mistine Stark, Community Corrections Manager; Sheriff Trent Taylor;

ADDITIONS OR DELETIONS TO THE AGENDA

None.

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 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the April 26, 2022 Regular Meeting Minutes and the May 3, 2022 Special Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

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

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor informed the committee that last week one of the vehicles that they ordered came in and is on the road. They have had new hires in corrections. The Sheriff's Department lost a Deputy to Missaukee County; new Deputy Hoffman started and is doing great. They still have five deputy vacancies. They have received a total of four applications for the Deputy Sponsorship position and are accepting applications through the end of the month.

G.2. MMR Monthly Update (April 2022)

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

G.3. Emergency Management Monthly Report (April 2022)

Travis Baker, Emergency Management Coordinator, was present; a report was provided in the packet. Mr. Baker informed the committee that he had his monthly meeting in Gaylord. He informed the committee about Firstnet, mobile booster tower which gives 1st responders preference to the mobile tower to help with phone reception in areas of congestion during emergency. He states that it is free to the County if ever needed. He stated that the tower was in Gaylord on Friday for the tornado. Mr. Baker assisted in two fires, one was in Mesick in which it was a structure fire that he assisted the Red Cross with coordination and then the same day he assisted with a grass fire. Mr. Baker also stated that he submitted his quarterly financial report for his grant.

G.4. Central Dispatch Monthly Report (April 2022)

Duane Alworden, Central Dispatch Director, was present; a report was provided in the packet. Mr. Alworden informed the committee that they have a full staff. The phone issues that they have been having since Fall 2021 seems to finally be getting resolution. Mr. Alworden met with the Administrators last week and the Director's Board of the phone company and after pressing the issue that if not resolved then legal counsel will be involved the CEO reached out to the phone company and is helping address the issues. The trainee that they have will be on their own in three weeks.

G.5. Veterans Services Monthly Report (April 2022)

Kathy Cline, Veterans Services Director, was not present; a report was provided in the packet. No discussion took place.

G.6. Community Corrections (April 2022)

Mistine Stark, Community Corrections Manager, was present; a report was provided in the packet. Ms. Stark noted that on her written report that was submitted on May 20, 2022, she wanted to add that the audit took place actually on Monday, May 23, 2022 and has been completed. Ms. Stark informed the committee that it went very well and that when the report is finalized, she will provide a copy to the committee and the board.

G.7. Part-Time Security Officer Pay Scale

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to approve the wage scale for the part-time security officers, as presented.

Comm. Potter asked for clarification, as to if this was increasing the budget at all and if it needed to go to Finance. Administrator, Mr. Porterfield clarified that there will be no increase in the current 2022 budget and that this scale wouldn't start until 2023. Deputy Administrator, Ms. Bigger further clarified that at the last committee meeting Comm. Potter asked for there to be a pay scale provided and that this pay scale follows that of other part-time employees and due to no increase or change in the current budget this doesn't need to go to Finance.

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

G.8. Letter of Understanding Employment Agreement – Building Official

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Letter of Understanding for Building Official Mr. Scarbrough to be compensated \$55,250.00 for no more than 1,000 hours per year.

Chair Bengelink asked for clarification on the terms of the agreement. Deputy Administrator, Ms. Bigger stated that per MERS, Mr. Scarbrough is not allowed to work over 1000 hours in a calendar year. Clerk, Ms. Nyman clarified that MERS had amended that rule for 2022 due to COVID, but it is not expected to continue.

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

G.9. Part-Time Clerk Position

A motion was made by Comm. Potter and supported by to approve the position description for the part-time Deputy Clerk and forward a recommendation to the Finance Committee to approve adding the position to the Clerk's roster at an L4 wage level so long as payroll duties are fulfilled through the Clerk's office.

Chair Bengelink asked Clerk, Ms. Nyman that this position would null and void previous conversations on outsourcing payroll and would not need to proceed with the RFP of payroll services. Ms. Nyman said yes and that Baird and Cotter will do quarterly reporting, annual reporting, and tax forms.

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

G.10. Bailiff Benefits

A motion was made by Comm. Taylor and supported by Comm. Bush to forward to the Finance and Appropriations Committee a recommendation to approve the two Bailiff positions to be classified as regular full-time employees with benefits per County policy B-5.0.

Sheriff Taylor informed the committee that this would be an at will employment and if staffing at the Sheriff Department reaches full staffing, then the positions would resume part-time positions. This is not increasing the roster, and he did a budget amendment which will be provided at the Finance and Appropriations Committee. Comm. Potter asked for clarification that this was going to Finance, and it was confirmed.

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

CORRESPONDENCE

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

ADMINISTRATOR'S COMMENTS

Administrator, Mr. Porterfield informed the committee that it is be very busy, the Community Corrections audit went very well. At the Veteran's expo there was lots of applications for the Deputy sponsorship and employment given out.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:17 p.m. A vote was called, all in favor, motion passed.

Mike Bengelink, Chair

Megan Kujawa, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

MAY

2022

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 19 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 2 Court Bailiff's.

In May, the Law Enforcement Division received 663 calls for service. Of those calls, 210 reports were taken. As a result of those complaints taken, 28 arrests were made, and 54 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	663
Total Complaints Taken	210
Felony/Misdemeanor Arrests	28
Citations Issued	54

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	1
---------------	---

TNT:

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

Original Reports	3
Intelligence Reports	11
Arrests	3
Assist Other Agencies	3

CIVIL PROCESS:

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

Total Civil Papers Received	83
Total Civil Papers Completed	59

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	18	Pistol Permits Issued	9
Concealed Pistol Licensing	26	Denied Permits	0
Other	14	Indiv. Pistols registered	82
Court	0		
Total Prints.....	58		

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. The shelter took in 27 animals, adopting 28 and reuniting 6 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	77
Total Complaints/Reports	12
Animal Bites	1
Citations Issued	0
Animals Lodged in Pound	47
Animals Adopted Out	28
Animals Transferred to Rescue	0
Animals Claimed by Owners	6
Animals Euthanized	0

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of, 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	60
Total number of inmates Booked	98
Total Inmates Booked –Year to date	460
Total Number of Inmates Released	78
Number Released-Year to date	427
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

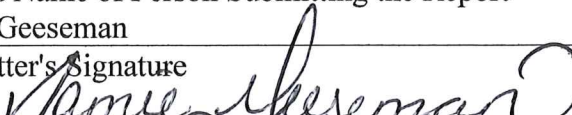
- May 16th -19th Lt. Denison, Deputy Quiggin and Deputy Stanley attended the Michigan Tactical Officers Conference in Traverse City. Topic areas included Force on Force tactics, medical training, armor certification and less lethal training.
- May 16th-17th Sergeants Rood, Garland, Kovach and Harnish attended the fifth and final month of a five-month command Level 1 training provided by Shield Institute.
- May 23rd- 27th Deputies Stanley and Quiggin attended a 40-hour firearms instructor course. Training was provided by Kirtland Community College and certified by MCOLES.
- May 8th and May 12th all of the Corrections Officers and front office staff attended an in-service training on the new CIDNET telephone and visitation software.
- May 17th Sergeants Alberts, Batten, Rowell and Vermeulen graduated from the Shield Institute Leadership training.
- May 24th and 26th all Corrections Officers completed their spring firearms qualification.

Wexford County Animal Shelter				Reporting Month May 2022					
The Wexford Count Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section3 (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. Section9(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	1	25	26	13	5	18	0	0	0
Cats	0	1	1	5	5	10	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		195.00	75.00		270.00
Sterilization Deposits	0.00	125.00		0.00	125.00		250.00
Ordinance Fee Refunds							
Reclaim Fees	6 animals reclaimed						115.00
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 06-01-2022
Submitter's Signature 	Phone 231-779-9530



Emergency Management Monthly Report

May 2022

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Worked with students in Public Safety class on FEMA ICS training and did an exercise with them putting those skills to the test.
- Attended Fire Chiefs meeting, discussed alarm pattern schedule/time frame.
- Had table at the Vetrans Expo, talked about disaster kits, and differences between watches and warnings in weather.
- Last month I talked about school threat assessment training, the ISD has hired a company to teach school staff and that will be held in August.
- Put together a security manual for county office buildings, the manual was sent to Joe, Jami and Trent to look over and suggest changes. We are making some small corrections and will send out to others to look at before being “published” and presented to HR and full board for approval.

Travis Baker EMD 6/23/2022

Wexford County

Central Dispatch

Public Safety
Report

May 2022

CENTRAL DISPATCH

Total LEIN Responses 14,632

CAD GENERATED: INCIDENTS:

Sheriff Department	672
Animal Control	77
Michigan State Police	637
Cadillac Police Department	804
Manton Police Department	27
EMS Calls	602
Fire Calls	184
Support Services Calls	44
Central Dispatch	114
911 Hang up/Text Back	194

TOTAL CALLS FOR SERVICE 3355

TELEPHONE CALLS RECEIVED:

9-1-1 calls	539
Administrative Calls	3535
TOTAL CALLS RECEIVED:	4074

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

3 June, 2022

Veterans Services Monthly Report

May 2022 Overview

- Veterans in office visits-37
- Logged phone contacts-455
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-0

I wrote the grant for Wexford County and it was submitted on May 19th. The Expo was May 21st. It was a huge success! Over 600 people attended it and we had 84 booths. Everybody has wonderful remarks about it.

On May 24th, we had the unveiling of the World War II Memorial Wall. 42 shadow boxes were hung. We had two 96 year old WWII veterans attend along with many families of the fallen heroes. It was a wonderful event. There were many gasps from the audience when the stories of each veteran was read. We had another family come forward with a veteran that was killed in action that we did not have on the wall. His shadow box will be hung when it is complete. Work continues on the World War I Wall. So far we have 17 fallen veterans, with probably a few more that are yet to be discovered.


Kathy Cline, Director

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

Mistine Stark

Manager

June 23, 2022

HR meeting information:

As of the above date, Community Corrections has 69 **offenders** that are being monitored and/or enrolled in jail diversion programs that include:

- 33- offenders on Random Substance Abuse Testing Program (alcohol and drugs) for bond conditions
- 21- offenders on portable Soberlink alcohol testing devices for bond conditions
- 6 - offenders on GPS tether for bond conditions
- 9 - offenders enrolled in Enhanced Outpatient Program
- 0 - offenders currently in Transition houses.

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).

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Service Committee
FROM: Administration
FOR MEETING DATE: June 28, 2022
SUBJECT: Airport Authority Appointment

SUMMARY OF ITEM TO BE PRESENTED:

Carol Dehnbostel has submitted an application to be appointed as a member of the Airport Authority, filling a current vacancy.

RECOMMENDATION:

Administration recommends the Human Resources / Public Safety Committee forwards a recommendation to the full board to approve Carol Dehnbostel's appointment to the Airport Authority with a term expiring December 31, 2023

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: June 28, 2022
SUBJECT: Employee Recognition Certificate(s)

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 10, 15, 20, 25, 30, and 35 years. The following employees should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Kimberly Recca	Friend of the Court	25 years
Roxanne Snyder	Register of Deeds	20 years
Trent Taylor	Sheriff's Department	30 years
Kristina Nottingham	Treasurer	10 years

G.8.a. Ms. Kimberly Recca began her employment with Wexford County on April 7, 1997 as an Account Clerk II/Assistant Bookkeeper in the Friend of the Court. In December, 1998 Ms. Recca was promoted to Enforcement Support. Ms. Recca was again promoted on June 14, 2021 to Custody Investigator/Mediator and continues to hold this position.

G.8.b. Roxanne Snyder began her employment with Wexford County on May 13, 2002 as a Deputy Register of Deeds. On August 26, 2002 Ms. Snyder was appointed to Chief Deputy Register of Deeds. January 1, 2021, Ms. Snyder was elected as the Register of Deeds and continues to serve in that position.

G.8.c. Trent Taylor began his employment with Wexford County on May 20, 1992 as a Deputy Sheriff. In January 1999, Deputy Taylor was promoted to Detective Sergeant. On August 28, 2011, he was appointed as Undersheriff. Undersheriff Taylor was elected Sheriff and began serving January 1, 2017. He continues to serve in this position.

G.8.d. Kristina Nottingham began her employment with Wexford County on July 10, 2012 as Deputy Treasurer. In January 2013 Ms. Nottingham was promoted to Chief Deputy Treasurer. On April 01, 2019, she was appointed as Treasurer. She continues to serve this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on July 6, 2022 to Kimberly Recca, Roxanne Snyder, Trent Taylor, and Kristina Nottingham.

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 sixth day of July 2022 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

RESOLUTION NO. 22-17

RECOGNIZING CLIFFORD “JOE” PORTERFIELD FOR BEING HONORED AS THE 2021-2022 PRESIDENT OF THE MICHIGAN ASSOCIATION OF EQUALIZATION DIRECTORS

WHEREAS, Joe Porterfield began his career in Assessment Administration in 2009; and

WHEREAS, Joe has been a dedicated employee of Wexford County for nearly thirteen years; and

WHEREAS, Joe began his employment with Wexford County on November 9, 2009 as the Director of Equalization; and

WHEREAS, on July 24, 2018, Joe was presented with the “Michigan Association Equalization Director of the Year” award at the Michigan Association of Equalization Director’s Annual Conference.

WHEREAS, in 2022 under Joe’s leadership, the Michigan Assessment Administration presented the Property Tax Achievement Award to the Wexford County Assessing Jurisdictions, Joe was instrumental in getting PA 206 of 2020 passed adding the Veterans exemption to the list of qualified errors under MCL 211.53b.

WHEREAS, Joe has served as president of the Michigan Association of Equalization Directors for 2021 through 2022; and

NOW THEREFORE BE IT RESOLVED, that the Wexford County Board of Commissioners wishes to congratulate Joe Porterfield for being honored as serving as the president of the Michigan Association of Equalization Directors for 2021-2022 and expresses deep appreciation to him for nearly thirteen years of dedicated service to the citizens of Wexford County.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

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 foregoing is a true and complete copy of Resolution 22-17 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on July 6, 2022, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk