

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