



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, August 23, 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 JULY 26, 2022, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
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- 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
July 26, 2022

E.

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

Members Present: Brian Potter, Michael Bush, and Gary Taylor
Members Absent: Kathy Adams.
Also Present: Duane Alworden, Central Dispatch Director; Stephany Anderson, Public Defender Office Manager; Travis Baker, Emergency Management Director; Jami Bigger, Deputy County Administrator/HR Director; Robert Champion, Chief Public Defender; Kathy Cline, Veterans Services Director; Megan Kujawa, Sr. Exec Admin Assistant; Sheriff Trent Taylor; and Corey Wiggins, Prosecuting Attorney.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.8. Public Defender Monthly Report, **G.9.** Wexford Missaukee Community Corrections Advisory Board Application.

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 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the June 28, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

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

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor informed the committee that he has received updates on two of the four vehicles that were ordered. Two of them are in Mt. Pleasant and should be delivered within the upcoming weeks. He has three deputies that are transferring out. The three new cadets that are being sponsored are starting their classes in August. Deputy Hoffman is in phase three of her training.

Sheriff Taylor invited Mr. Wiggins to stand and speak on the following topic. Mr. Wiggins and Sheriff Taylor are wondering and inquiring of what can be done to help house juveniles. There is nothing in the State that has the means to house juveniles anymore and nobody is staffed to take them. Mr. Wiggins was wondering if there could possibly be a wing added onto the jail to help house these juveniles, he doesn't necessarily want it to be statewide. It is getting harder and harder to keep the juveniles because there is no state funding and some homes have been shut down. Mr. Wiggins mentioned that Cheboygan County is transitioning their sally port to hold juveniles. It was suggested that maybe a committee should be formed to seek out options.

Chair Potter commented that yes there is ability to find funding to build the wing on the jail; however, the issue is finding funding to staff the new addition and simply finding staff period throughout the County is an ongoing issue.

Comm. Taylor stated that he would like to sit down with Mr. Wiggins, Sheriff Taylor, Mr. Porterfield, and Ms. Bigger to form a committee to discuss further.

G.2. MMR Monthly Update (June 2022)

Alan Deveraux, MMR, was not present. A report was provided post meeting and distributed.

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

Travis Baker, Emergency Management Coordinator, was present; a report was provided in the packet. Mr. Baker informed the committee that he has been working with the “I Love You Guys Foundation” which is a foundation formed by parents of a girl who was killed in a school shooting in Colorado and her last text message to her parents was “I love you guys”. He has been talking with the courthouse security committee on what they would like to see moving forward as is, there is a meeting with Judge Elmore and security committee in September. The 12 new radios that were ordered with ARPA funds are at Grand Traverse Mobile being downloaded with the appropriate programs and should be here before the week is out.

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

Duane Alworden, Central Dispatch Director, was present; a report was provided in the packet. Mr. Alworden informed the committee that he has nothing to add than what was provided in the report. He does have interviews set up with candidates to fulfill the open position. He is working on getting the parking lot expansion in place and timing is to be determined as of right now.

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

Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline briefed the committee on what the report provided. Her goal is that once all the memorial walls are completed that they should start looking on expanding the memorials in the park across from the stadium downtown. Ms. Cline noted that they have a new Veterans Service Officer starting on Monday.

G.6. Community Corrections (June 2022)

Mistine Stark, Community Corrections Manager, was present; a report was provided in the packet. Ms. Stark stated that there was nothing to add to the report that was provided. There is a Community Corrections Advisory Board Meeting on Thursday, July 28, and there will be discussion on the transition houses. Ms. Stark said that she will bring the Commissioners the recommendations.

Chairman Potter asked about the grant and Ms. Stark stated that she will hear the final verdict late August or early September. Chairman Potter asked Ms. Bigger if there were any updates on the billing of Missaukee County, Ms. Bigger stated that Mr. Porterfield is working with Judge Elmore on what that should look like.

G.8. Public Defender Report

Chairman Potter asked that G.8. be moved up to coincide with the rest of the reports. Mr. Robert Champion, Chief Public Defender, provided the committee with the following on funding for the responsibility of the state and the county: “the 2020-2021 budget was \$998,590.32 with the local budgeted share of \$149,987.23, which was a 2.7% increase over the 2019-2020 budget. The 2022-2023 budget is \$1,260,898.20 with a local budgeted share of \$148,052.20. The local share is calculated by the state, which over the last two years resulted in a decrease in the budgeted local share while the total budget increase by \$262,308. Every indigent criminal defense system shall comply with an approved plan under this act. MCL §780.997.”

Mr. Champion continued stating that: “The office has made access to the client easier and since June 1st, 2022, the office has managed over 13,000 incoming calls, have expanded our services to assist clients with housing, counseling, and employment. In June, the Public Defender’s office sponsored an addiction awareness seminar for the community. All of this, while each attorney maintaining a full criminal trial docket. In the next 30 days, we hope to add a full-time investigator and another support person to assist in complying with Standard 3 and Standard 5. Funding for these positions is available in the current budget and is already contained in the 2022- 2023 budget.

G.7. Road Commission Committee Appointment Application

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to appoint Bob Hilty to the Wexford County Road Commission Committee, with a term expiring December 31, 2026. A vote was called, all in favor. Motion passed 3-0.

G.9. Wexford Missaukee Community Corrections Advisory Board Application

A motion was made by Comm. Bush and supported by Comm. Taylor to forward a recommendation to the full board to accept the resignation of Cassandra Bugai and to appoint Amy Cox to the Wexford Missaukee Community Corrections Advisory Board, with a term expiring December 31, 2023. A vote was called, all in favor. Motion passed 3-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Bigger, Deputy County Administrator, informed the committee that she just received notice that Mr. Bill Reedy part-time maintenance will be leaving. There are two new Friend of the Court employees that just started, there is the one Veterans' Services Officer is starting on Monday and hopes to have the new Sheriff Administrative Assistant starting soon. Ms. Bigger stated union negotiations are scheduled in September.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:23 p.m. A vote was called, all in favor. Motion passed 3-0.

Brian Potter, Chairman

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

JULY

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 July, the Law Enforcement Division received 622 calls for service. Of those calls, 212 reports were taken. As a result of those complaints taken, 31 arrests were made, and 47 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	622
Total Complaints Taken	212
Felony/Misdemeanor Arrests	31
Citations Issued	47

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	2
Intelligence Reports	19
Arrests	1
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 Office.

Total Civil Papers Received	76
Total Civil Papers Completed	51

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	29	Pistol Permits Issued	13
Concealed Pistol Licensing	19	Denied Permits	1
Other	15	Indiv. Pistols registered	81
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. The shelter took in 27 animals, adopting 23 and reuniting 3 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	37
Total Complaints/Reports	1
Animal Bites	3
Citations Issued	0
Animals Lodged in Pound	27
Animals Adopted Out	23
Animals Transferred to Rescue	6
Animals Claimed by Owners	3
Animals Euthanized	2

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	66
Total number of inmates Booked	75
Total Inmates Booked –Year to date	621
Total Number of Inmates Released	85
Number Released-Year to date	595
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- July 11- 15, Deputy Koponen attended a 40 hours Field Training Officer (FTO) seminar at the Wexford County Sheriff's Office. The training was provided by Dewolf and Associates.
- July 17th, CO's Mckinley, Jenema, Johnston, and Zeestraten completed 4 hours of Range Training and qualifications at the Cadillac City Police Range.
- July 25th, CO's Griswold , Jenema, Johnston, and Zeestraten completed 4 hours of American Heart Association CPR/AED/First Aid Training at the Sheriff's Office.
- July 26th CO's Kunkel, Jenema, Johnston and Zeestraten completed 8 hours of HFRG Self Defense training, 2 hours of Taser & RACC belt training and 2 hours of OC spray training.

Wexford County Animal Shelter	Reporting Month July 2022
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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	9	10	7	0	7	0	2	0
Cats	14	3	17	9	7	16	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		105.00	0.00		105.00
Sterilization Deposits	0.00	175.00		0.00	0.00		175.00
Ordinance Fee Refunds							
Reclaim Fees	3 animals reclaimed						40.00
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 Stanhope	Date Submitted 08-02-2022
Submitter's Signature 	Phone 231-779-9530

Wexford County RT July 2022

Wexford-Antioch

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:12:00 - 00:12:59	1	1	100.00%
Totals: Records: 2	1	1	

Wexford-Boon

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:18:00 - 00:18:59	1	1	33.33%
00:21:00 - 00:21:59	1	2	66.67%
00:28:00 - 00:28:59	1	3	100.00%
Totals: Records: 4	3	3	

Wexford-Cedar Creek

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	1	1	4.76%
00:03:00 - 00:03:59	2	3	14.29%
00:04:00 - 00:04:59	1	4	19.05%
00:05:00 - 00:05:59	2	6	28.57%
00:06:00 - 00:06:59	3	9	42.86%
00:07:00 - 00:07:59	1	10	47.62%
00:08:00 - 00:08:59	1	11	52.38%
00:11:00 - 00:11:59	2	13	61.90%
00:12:00 - 00:12:59	2	15	71.43%
00:14:00 - 00:14:59	1	16	76.19%
00:16:00 - 00:16:59	2	18	85.71%
00:17:00 - 00:17:59	2	20	95.24%
00:20:00 - 00:20:59	1	21	100.00%

Wexford-Cherry Grove

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:02:00 - 00:02:59	1	1	10.00%
00:06:00 - 00:06:59	1	2	20.00%
00:07:00 - 00:07:59	2	4	40.00%
00:08:00 - 00:08:59	3	7	70.00%
00:09:00 - 00:09:59	2	9	90.00%
00:16:00 - 00:16:59	1	10	100.00%

Wexford-City of Cadillac

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	10	10	8.77%
00:01:00 - 00:01:59	12	22	19.30%

00:02:00 - 00:02:59	17	39	34.21%
00:03:00 - 00:03:59	19	58	50.88%
00:04:00 - 00:04:59	15	73	64.04%
00:05:00 - 00:05:59	17	90	78.95%
00:06:00 - 00:06:59	8	98	85.96%
00:07:00 - 00:07:59	1	99	86.84%
00:08:00 - 00:08:59	4	103	90.35%
00:09:00 - 00:09:59	1	104	91.23%
00:10:00 - 00:10:59	1	105	92.11%
00:12:00 - 00:12:59	1	106	92.98%
00:14:00 - 00:14:59	1	107	93.86%
00:15:00 - 00:15:59	2	109	95.61%
00:16:00 - 00:16:59	1	110	96.49%
00:18:00 - 00:18:59	1	111	97.37%
00:19:00 - 00:19:59	1	112	98.25%
00:20:00 - 00:20:59	1	113	99.12%
00:22:00 - 00:22:59	1	114	100.00%

Wexford-City of Manton

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:02:00 - 00:02:59	2	2	15.38%
00:03:00 - 00:03:59	1	3	23.08%
00:04:00 - 00:04:59	1	4	30.77%
00:08:00 - 00:08:59	1	5	38.46%
00:11:00 - 00:11:59	1	6	46.15%
00:12:00 - 00:12:59	3	9	69.23%
00:14:00 - 00:14:59	3	12	92.31%
00:15:00 - 00:15:59	1	13	100.00%

Wexford-Clam Lake

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	2	2	9.52%
00:01:00 - 00:01:59	1	3	14.29%
00:02:00 - 00:02:59	2	5	23.81%
00:04:00 - 00:04:59	1	6	28.57%
00:05:00 - 00:05:59	2	8	38.10%
00:06:00 - 00:06:59	3	11	52.38%
00:07:00 - 00:07:59	4	15	71.43%
00:08:00 - 00:08:59	1	16	76.19%
00:09:00 - 00:09:59	1	17	80.95%
00:10:00 - 00:10:59	1	18	85.71%
00:11:00 - 00:11:59	1	19	90.48%
00:12:00 - 00:12:59	2	21	100.00%

Wexford-Colfax

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
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00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	25.00%
00:18:00 - 00:18:59	1	2	50.00%
00:19:00 - 00:19:59	1	3	75.00%
00:20:00 - 00:20:59	1	4	100.00%

Wexford-Greenwood

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:14:00 - 00:14:59	1	1	50.00%
00:18:00 - 00:18:59	1	2	100.00%

Wexford-Haring

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	1	1	2.33%
00:01:00 - 00:01:59	2	3	6.98%
00:02:00 - 00:02:59	4	7	16.28%
00:03:00 - 00:03:59	2	9	20.93%
00:04:00 - 00:04:59	6	15	34.88%
00:05:00 - 00:05:59	6	21	48.84%
00:06:00 - 00:06:59	9	30	69.77%
00:07:00 - 00:07:59	4	34	79.07%
00:08:00 - 00:08:59	2	36	83.72%
00:09:00 - 00:09:59	4	40	93.02%
00:10:00 - 00:10:59	1	41	95.35%
00:11:00 - 00:11:59	1	42	97.67%
00:12:00 - 00:12:59	1	43	100.00%

Wexford-Liberty

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:04:00 - 00:04:59	1	1	50.00%
00:12:00 - 00:12:59	1	2	100.00%

Wexford-Selma

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	1	1	5.88%
00:04:00 - 00:04:59	2	3	17.65%
00:06:00 - 00:06:59	2	5	29.41%
00:07:00 - 00:07:59	1	6	35.29%
00:08:00 - 00:08:59	1	7	41.18%
00:09:00 - 00:09:59	2	9	52.94%
00:10:00 - 00:10:59	1	10	58.82%
00:12:00 - 00:12:59	1	11	64.71%
00:13:00 - 00:13:59	2	13	76.47%
00:14:00 - 00:14:59	1	14	82.35%
00:16:00 - 00:16:59	2	16	94.12%

00:17:00 - 00:17:59	1	17	100.00%
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Wexford-Slagle

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:15:00 - 00:15:59	1	1	50.00%
00:21:00 - 00:21:59	1	2	100.00%

Wexford-South Branch

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:12:00 - 00:12:59	1	1	25.00%
00:13:00 - 00:13:59	1	2	50.00%
00:25:00 - 00:25:59	1	3	75.00%
00:28:00 - 00:28:59	1	4	100.00%

Wexford County 911 Responses

July 2022

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	28	28
11-Choking	1	1
12-Convulsions/Seizures	15	15
13-Diabetic Problems	3	3
14-Drowning (near)/Diving/ Scuba Accident	1	1
17-Falls	54	54
18-Headache	3	3
19-Heart Problems / A.I.C.D.	6	6
1-Abdominal Pain/Problems	6	6
20-Heat/Cold Exposure	1	1
21-Hemorrhage/Lacerations	3	3
23-Overdose / Poisoning (Ingestion)	4	4
25-Psychiatric/ Abnormal Behavior/Suicide At	8	8
26-Sick Person (Specific Diagnosis)	83	83
28-Stroke (CVA)	4	4
29-Traffic/Transportation/Accidents	16	16
2-Allergies (Reactions)/Envenomations (Sting:	4	4
30-Traumatic Injuries (Specific)	2	2
31-Unconscious/Fainting (Near)	9	9
32-Unknown Problem (Man Down)	10	10
4-Assault/Sexual Assault	4	4
5-Back Pain (Non-traumatic or Non Recent Tra	2	2
6-Breathing Problems	19	19
7-Burns (Scalds) /Explosion	5	5
9-Cardiac or Respiratory Arrest/Death	6	6
Total	297	297

Call Disposition	Wexford County	Total
Transport	191	191
Refusal	64	64
Cancelled	42	42
Total	297	297

Response Priority	Wexford County	Total
P-1 Emergency ALS	39	39
P-2 Emergency BLS	253	253
P-3 Non-Emergent	4	4
P-18 Stage	1	1
Total	297	297

Wexford County Twp Responses

July 2022

	10 GTA12	10 MB302	10 WA150	10 WA160	10 WA170	10 WB150	10 WB160	Total
Wexford-Antioch	0	0	1	0	0	0	0	1
Wexford-Boon	0	0	1	1	1	0	0	3
Wexford-Cedar Creek	0	0	5	3	3	1	10	22
Wexford-Cherry Grove	0	0	8	0	4	1	1	14
Wexford-City of Cadillac	0	0	10	2	105	3	3	123
Wexford-City of Manton	0	1	5	0	5	3	4	18
Wexford-Clam Lake	0	0	5	0	19	1	0	25
Wexford-Colfax	0	0	0	0	2	0	2	4
Wexford-Greenwood	0	0	0	0	1	0	1	2
Wexford-Haring	0	0	17	1	20	11	1	50
Wexford-Liberty	0	0	1	0	0	0	1	2
Wexford-Selma	0	0	4	0	13	3	0	20
Wexford-Slagle	0	0	2	0	0	0	0	2
Wexford-South Branch	1	0	3	1	4	1	1	11
Total	1	1	62	8	177	24	24	297



Emergency Management Monthly Report

July 2022

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- In coordination with the ISD, Wexford EM will be running a monthly meeting with area law enforcement on school safety. This will be starting up in September.
- Working with Baker College Campus Security on their tabletop exercise. EM office was asked to design, plan, and run the exercise. This will be done at the end of August.
- Fire Departments have expressed interest in joining the MABAS, Mutual Aid Box Alarm System. This is a statewide group for helping in large disasters. EM planned meeting with MABAS to come do presentation on organization.

Travis Baker EMD 8/18/2022

**WEXFORD COUNTY
CENTRAL DISPATCH
PUBLIC SAFETY
JULY 2022 REPORT**

Total LEIN Responses 12,266

CAD GENERATED: INCIDENTS:

Sheriff Department	607
Animal Control	37
Michigan State Police	485
Cadillac Police Department	830
Manton Police Department	15
EMS Calls	542
Fire Calls	117
Support Services Calls	41
Central Dispatch	125
911 Hang up/Text Back	211

TOTAL CALLS FOR SERVICE 3010

TELEPHONE CALLS RECEIVED:

9-1-1 calls	572
Administrative Calls	3329
TOTAL CALLS RECEIVED:	3901

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

1 August, 2022

Veterans Services Monthly Report

July 2022 Overview

- Veterans in office visits-56
- Logged phone contacts-330
- Veterans who received emergency assistance -0
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-2
-

I saw 56 veterans/family members in July. I received 330 phone calls. WE posted a position for Veteran Service Office. 6 people submitted applications. We interviewed 3. Charles Schmitt was chosen. His first day was set to be August 1, 2022. I believe he will do an excellent job. We acquired a new room that will serve as our conference room. Kent Myers was brought back in to do the outreach program in Mesick and Manton until Charles gets his accreditation. This program faltered in the past few months, but with Kent's help, we are sure we will get it going again.

Kathy Cline, Director

Wexford Missaukee Public Defenders
Memo to Wexford County Board of Commissioners
July 2022

Public Defenders Office

Current Numbers

Wexford Missaukee Public Defenders Office currently has 2 support staff, 1 social worker and 4 attorneys covering both Missaukee and Wexford Counties.

In the month of July, we accepted 94 new criminal cases with 361 total charges. Additionally, we now accepted representation for Personal protection order violation if the person is facing a jail sanction and cannot afford to hire an attorney. Accepting the PPO violation is a saving to the county and a service to the court and client. We continue to appear in district court for all new arrest arraignments each day at 10:30 a.m. in Missaukee County, at 1:30 p.m. in Wexford County and various times and days for Circuit Court Bench and Probation Violation warrants. We must meet with each defendant prior to the court appearance.

Currently our office has 221 open and active criminal cases including 1 murder and 8 criminal sexual conduct cases.

Funding

We completed our 3rd quarter report to the MIDC. We continue to meet the mandated standards and we are under our approved budget for the year. The surplus funds should allow us to bring on a full-time investigator and a support staff in the new few weeks.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 23, 2022
SUBJECT: Public Defender Additions to the Employee Roster
Private Investigator Position Description
Office Staff Position Description

SUMMARY OF ITEM TO BE PRESENTED:

At the July 26, 2022, Chief Public Defender, Bob Champion, presented to the HR/PS Committee that they are looking to add a full-time investigator and office support person. This would assist in complying with Standard 3 and Standard 5. Funding for these positions has been approved by the State and is available in their current budget and their 2022-2023 budget.

Position Descriptions have been drafted and are presented for approval.

Upon approval of adding these positions to the to the Public Defender's employee roster, the office is looking to fill the positions immediately.

RECOMMENDATION:

Administration recommends the HR/PS Committee approve the positions descriptions and forward a recommendation to the full board to approve adding the Private Investigator to the Public Defender's roster at an M3 nonunion wage level and adding the Office Support Staff position at an L6 nonunion wage level.



Wexford County Position Description
Position: Investigator - Public Defender Office
Adopted: September 7, 2022

General Summary: Under the supervision of the Chief Public Defender, makes inquiries into cases relating to criminal matters. Locates individuals and serves subpoenas and other legal papers on them. Conducts investigations as assigned and assists in trial preparation. Interviews witnesses in cases being investigated.

Essential Functions:

1. Provide investigative support to the Public Defender’s Office.
2. Using available information, cultivates matters that require further inquiry.
3. Can utilize all resources lawfully available to generate information.
4. Assists the attorneys in the office with trial preparation.
5. Locate and interview witnesses, including victims.
6. Meet clients with or without an Assistant Public Defender.
7. Serves subpoenas and coordinates the attendance of witnesses at court appearances.
8. Participates in planning discussions with attorneys and other staff members.
9. Participates and teaches in office training.
10. Handles special projects and other duties as assigned by Chief Public Defender or designee.
11. May be required to take photographs, create drawings or models and if appropriate, preserve interviews and other evidence by recordings.
12. May be required to testify as to the findings of investigations.
13. Ability to perform the duties as outlined above in time sensitive manner and documents activities in the case management system promptly.

Other Functions:

- Performs other duties as assigned.
 - Must adhere to departmental standards regarding HIPAA and other privacy issues.
- (An employee in this position may be called upon to do any or all the above tasks. These examples do not include all the tasks which the employee may be expected to perform.)*

Employment Qualifications:

Education: Associate degree in Criminal Justice. Specialized training in any areas of forensic investigation preferred.

Experience: A minimum of three (3) years of experience in government investigations.

Other Requirements:

- Must have and maintain a valid State of Michigan driver’s license
 - Must have access to reliable transportation.
- (The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, kneeling, crawling, pushing, pulling, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, climbing, bending, stooping/crouching, squatting, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

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

1. The appointment to this position is at the discretion of the Chief Public Defender but salary, fringe benefits and other economic benefits may be in accordance with Wexford County personnel policies.
2. May be required to serve in an “on-call” capacity.

3. 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 and in accordance with Wexford County personnel policies, 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. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Distinguishing Characteristics: Work involves the origination of new MIDC models, concepts, theories that are new to the field, and where no prototype may exist in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely defined and undefined issues or to find solutions to unyielding and new problems.



Wexford County Position Description
Position: Public Defender Office Staff (Full-Time)

Adopted: September 7, 2022

G.8.b.

Summary: Under minimal supervision of the Office Manager and Chief Attorney for the Indigent Defense Office, provides office and administrative functions that assist the Office Manager and Chief Attorney in the daily functions of the department.

Supervision Received: Works under the general supervision of the Office Manager and Chief Attorney for the Indigent Defense Office.

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

- Must maintain confidential client information.
- Greet clients and members of the public who come into the office in a professional manner.
- Ability to effectively work with the public, clients, court staff, fellow employees, and outside coordinating agencies.
- Ability to prioritize and complete all assigned tasks.
- Organizing, processing, and coordinating information regarding cases.
- Possess a general knowledge of the Court process for District and Circuit Courts.
- Process criminal files, including the opening and closing of criminal files, reviewing that all information is included that is necessary for the attorneys to perform their duties, identifying and correcting any problems, filing and organizing as necessary.
- Assist in obtaining information from clients essential for effective representation.
- Prepare and send out legal correspondence to clients and courts regarding individual cases.
- Answer phones in a professional manner and obtain information necessary to give clear messages to the attorneys when they are not immediately available.
- Schedule appointments for the attorneys and support staff as necessary.

Essential Skills and Education for Employment:

- Computer Proficiency: Windows, Excel, and related software applications.
- Must have high school diploma or its equivalent. Associates degree preferred.
- Knowledge of modern office methods, practices and able to operate basic office equipment.
- Must have good typing and filing abilities.
- Must have effective communication and organizational skills.
- Ability to pass a pre-employment physical, drug screening, and background check with satisfactory results.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 23, 2022
SUBJECT: Wexford Missaukee Community Corrections Advisory Board Appointment

SUMMARY OF ITEM TO BE PRESENTED:

Ashley Osowski submitted an application to be appointed as a member of the Wexford Missaukee Community Corrections Advisory Board, to fill a current vacancy as Representative of Business Community, with term expiring December 31, 2023. The application was forwarded to the Administration office by the Community Corrections Manager.

RECOMMENDATION:

Administration recommends the Human Resources / Public Safety Committee forwards a recommendation to the full board to appoint Ashley Osowski to the Wexford Missaukee Community Corrections Advisory Board, with a term expiring December 31, 2023.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 23, 2022
SUBJECT: 911 Advisory Committee Appointment

SUMMARY OF ITEM TO BE PRESENTED:

The Village of Buckley submitted a letter to the Administration Office recommending appointment of John Williams as Village Representative to the 911 Advisory Committee and asks that the Board of Commissioners accepts their recommendation. If this appoint is approved, it will fill a vacancy with term expiring December 31, 2024.

RECOMMENDATION:

Administration recommends the Human Resources / Public Safety Committee forwards a recommendation to the full board to appoint John Williams to the 911 Advisory Committee with term expiring December 31, 2024.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 23, 2022
SUBJECT: Employee Recognition, Kristie Piskor – 25 Years

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 employee should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Kristie Piskor	Sheriff's Department	25 Years

Kristie Piskor began her employment with Wexford County on August 22, 1997, as a full-time Corrections Officer and continues to serve in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on September 7, 2022, to Kristie Piskor.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 23, 2022
SUBJECT: Flu Clinic

SUMMARY OF ITEM TO BE PRESENTED:

This year, Cadillac Family Physicians is once again offering on-site flu immunizations. The cost is \$35 per person. An employee's health insurance will be billed. Cadillac Family Physicians has been providing this service since at least 2007.

In previous years, the Board of Commissioners approved paying the entire cost for employees who are not covered by insurance. However, the County has not received an invoice from Cadillac Family Physician for flu vaccinations since 2012, which was \$12.50; in 2011 the amount was \$80.00. Many employees are now covered by some type of health plan. County full-time employees are covered by the county's health plan or another health plan. Currently, there are 12 part-time employees working for the County that may or may not have coverage.

Commissioners are also eligible to receive a flu vaccination on-site.

The flu clinic is tentatively scheduled for October 12, 2022:

- 7:45 a.m. – 8:00 a.m. at the Sheriff's Department
- 8:15 a.m. – 9:30 a.m. at the Courthouse
- 4:00 p.m. – 4:15 p.m. at the Sheriff's Department.

A sign-up sheet will be distributed when the date is secured.

RECOMMENDATION:

Human Resources and Administration recommends that the Human Resources / Public Safety Committee forward a recommendation to the full board to approve Cadillac Family Physicians to provide on-site flu immunizations and for the County to pay the full \$35.00 for any Wexford County employee whose cost is not covered by insurance.

Alan J. Conrad, MD, FAAFP
Tania M. LeBaron, MD
Dominic J. Kiomento, MD
Anne L. Broad, MD
Kayla M. Stefanko, DO
Scott Philburn, PA-C
Ryan Straight, PA-C
Amy Schroeder, FNP-C



August 2022

Dear Personnel Director:

Summer is near its end and it is time to start thinking about the **Fall Seasonal Flu Season**. Fall is the time of year for adult immunization against the more prevalent strains of respiratory influenza. This influenza or "flu" is most common during the winter months and causes cough, fever and chills, sore throat, fatigue, headache, runny or stuffy nose, and muscle aches.

Influenza can make people of any age ill. Although most people are ill for only a few days, some have a much more serious illness and may need to be hospitalized. Thousands of people die each year from influenza related illnesses. The "flu" vaccine is recommended for everyone 6 months of age and older.

Cadillac Family Physicians, P.C. has been offering on-site flu immunizations since 1993. Our office provides the professional personnel to gather consents and immunize all interested employees. Our Company fee is **\$35.00 per injection, which covers the Quadrivalent type influenza vaccine**. If insurance is billed the prevailing office rate will be billed.

There may also be a mileage charge assessed for sites at a great distance from our office. Regardless of whether your business pays the fee, the employee pays the fee, or the cost is shared, the benefits to all are shown by the **convenience of group immunizations done right at the worksite**.

This year again, we will offer insurance billing for your employees. If you are interested in this process, please call **Julie Keller, LPN, Project Manager at (231) 876-1126** to schedule your on-site vaccinations today and inquire about insurance billing options! We also offer an injection clinic at Cadillac Family Physicians on Tuesdays and Thursdays 9am – 11am & 1pm – 5pm. Your employee can call the number on the patient services request and authorization form for an appointment and bring the completed service request menu with them.

For the safety of your employees and our staff due to COVID-19, we are asking that all employees be wearing a mask when immunization is given. We also will ask for social distancing while employees are waiting in line for immunization.

Sincerely,

Julie A. Keller LPN
Project Manager

