



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, September 27, 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 AUGUST 23, 2022 REGULAR MEETING MINUTES..... 1
F. PUBLIC COMMENTS
The Committee welcomes all public input.
G. AGENDA ITEMS
1. Sheriff's Monthly Report (Sheriff/Undersheriff - August 2022)..... 5
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3. Emergency Management Monthly Report (T. Baker - August 2022)..... 10
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J. PUBLIC COMMENTS
K. COMMITTEE COMMENTS
L. CHAIR COMMENTS
M. ADJOURN

COUNTY OF WEXFORD  
**HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE**  
 REGULAR MEETING MINUTES  
 August 23, 2022

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, Kathy Adams, Michael Bush, and Gary Taylor  
 Members Absent: None.  
 Also Present: Duane Alworden, Central Dispatch Director; Jami Bigger, Deputy County Administrator/HR Director; Robert Champion, Chief Public Defender; Kathy Cline, Veterans Services Director; Alan Deveraux, MMR; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer, Alaina Nyman, Clerk, Joe Porterfield, County Administrator/Equalization Director; Charles Schmitt, Veterans Services Officer; Mistine Stark, Community Corrections Manager; Sheriff Trent Taylor; and Corey Wiggins, Prosecuting Attorney.

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** G.11.a. Travis Fuzi – 10 years, G.13. Prosecuting Attorney Request for Reclassification of Child Support Specialist, and G.14. Additional Security Personnel Discussion.

**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 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Adams to approve the July 26, 2022 Regular 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 (July 2022)***

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor informed the committee that in addition to the report that was provided, one patrol vehicle was delivered and is on the road, two more are being outfitted and the fourth delivery is still unknown. The cadets are in week three of their training and doing well. Today the head count at the jail is 73, 12 of those are from Kalkaska. Deputy Quiggin is in field officer training, which is a 14-week course and will be completed for when the cadets graduate. He received notice this morning that one of his correction officers is leaving, Deputy Runyon is leaving as well. The Sheriff stated that it is hard keeping employees when his compensation isn't competitive with the surrounding areas.

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

Alan Deveraux, MMR, was present; a report was provided in the packet. Mr. Deveraux stated that MMR is having the same issue that the Sheriff Department is having with staffing. A total of six EMTs just finished their course and will be taking their license exam and then will start field training. Staffing for paramedics is not any better. MMR covered the fair and that went well. They are getting more transfers and most of them being psych patients, which is becoming a heavy burden to staff. MMR's mechanic has retired and they are taking all of their vehicles to High Point in town.

***G.3. Emergency Management Monthly Report (July 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 (July 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. Central Dispatch's parking lot expansion is completed, and it turned out very nice.

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

Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline briefed the committee provided report. Ms. Cline continued to state that they have acquired a conference room. She informed the committee that they hired a new Veterans' Services Officer, Charles Schmitt, who was present. Mr. Schmitt has completed his National Training Certification and passed; the State does not currently have training scheduled but when one does come available, Mr. Schmitt will complete that as well. Kent Meyers as stepped in to help Mr. Schmitt with the Mesick and Manton areas until Mr. Schmitt is fully trained.

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

Mistine Stark, Community Corrections Manager, was present; a report was provided at the start of the meeting. Ms. Stark briefed the committee on the report stating that there are currently 60 offenders. There is on discussion laws and legalities regarding bonds will be changing in hopes that it will produce more revenue for the department.

***G.7. Public Defender Report***

Mr. Champion, Chief Public Defender, was present; a report was provided in the packet. Mr. Champion discussed points of his report. No further discussion took place.

***G.8. Public Defender Additions to the Employee Roster***

Mr. Champion informed the committee that to meet Standard 5 that is put on his office by the state has summoned up to now instead of the state assigning a case to someone it comes through their office for review and then assigned. There has been an increase in case and workload because an investigator that they used to use in the area is now no longer available. The Public Defender's fiscal year runs from October to September and that the two positions that he is requesting are not funded by the County and that he has it in his budget to staff these positions accordingly and can post and fill the positions as soon as they are approved.

Comm. Taylor questioned what type of person is he looking for to fill the position of the investigator and Mr. Champion said any qualified person. Chair Potter clarified with Mr. Champion that this wouldn't be funded by County funds, and Mr. Champion said that is correct that it is funded through the State.

**A motion was made by Comm. Taylor and supported by Comm. Adams to approve the position descriptions of Private Investigator and Office Staff; and forward a recommendation to the full board to approve adding the positions to the Public Defender's roster at an M3 nonunion wage level and adding the Office Support position at an L6 nonunion wage level. A vote was called, all in favor. Motion passed 4-0.**

***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 appoint Ashley Osowski to the Wexford Missaukee Community Corrections Advisory Board to fill the Representative of Business Community vacancy, with a term expiring December 31, 2023. A vote was called, all in favor. Motion passed 4-0.**

***G.10. 911 Advisory Committee Appointment***

A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the full board to appoint John Williams to the 911 Advisory Committee, with a term expiring December 31, 2024. A vote was called, all in favor. Motion passed 4-0.

***G.11. Employee Recognition***

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to present Certificates of Appreciation to Kristie Piskor and Travis Fuzi for their years of service at the September 7, 2022, Board meeting. A vote was called, all in favor. Motion passed 4-0.

***G.12. Flu Clinic***

A motion was made by Comm. Adams and supported by Comm. Bush to 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. A vote was called, all in favor. Motion passed 4-0.

***G.13. Prosecuting Attorney Request for Reclassification of Child Support Specialist***

Mr. Wiggins, Prosecuting Attorney, was present and a request for action was provided in the packet along with supporting documentation. Mr. Wiggins spoke to the committee on the need of reclassification and the importance of not only the reclassification but the position.

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the IV-D Office Assistant Director position description and forward a recommendation to the Finance committee to review reclassifying the position to an M2 wage level on the Prosecuting Attorney’s employee roster and to forward their recommendation to the full board. A vote was called, all in favor. Motion passed 4-0.**

***G.14. Additional Security Personnel Discussion***

Mr. Porterfield, County Administrator, informed the committee that there are currently three part-time security personnel for coverage at the Lake Street building and here at the Courthouse, however if someone was to go on vacation there is no one for coverage. Also, one of the personnel is asking to reduce his hours. Administration continued to state that the additional personnel would serve as a floater for coverage. Mr. Porterfield stated that the personnel would be an increase in the roster but no real extra cost to the County. If the County wanted to proceed with looking into a private organization, he has been talking with Grand Traverse and Mason Counties and would help put out an RFP.

Sheriff Taylor stated that he and Administration would have to investigate the legalities of it but if the County proceeded to go with a private organization, that has individuals with the ability to carry, that he could potentially “specially deputize” them with a certain scope.

**A motion was made by Comm. Taylor and supported by Comm. Bush to post the additional part-time security personnel position after being approved by the Board and forward review of adding the position the employee roster to the Finance committee. A vote was called, all in favor. Motion passed 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Mr. Porterfield informed the committee that budget is almost ready for review for the upcoming Finance committee but there have been some minor changes before being able to be presented.

**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 4:28 p.m. A vote was called, all in favor. Motion passed 4-0.**

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Brian Potter, Chairman

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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

# AUGUST

# 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 August, the Law Enforcement Division received 670 calls for service. Of those calls, 190 reports were taken. As a result of those complaints taken, 24 arrests were made, and 54 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	670
Total Complaints Taken	190
Felony/Misdemeanor Arrests	24
Citations Issued	54

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	0
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### **TNT:**

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

Original Reports	5
Intelligence Reports	14
Arrests	4
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 Office.

<b>Total Civil Papers Received</b>	125
<b>Total Civil Papers Completed</b>	97

## **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	85	Pistol Permits Issued	14
Concealed Pistol Licensing	18	Denied Permits	0
Other	9	Indiv. Pistols registered	77
Court	4		
Total Prints.....	116		

## **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	65
Total Complaints/Reports	6
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	24
Animals Adopted Out	30
Animals Transferred to Rescue	3
Animals Claimed by Owners	2
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	65
Total number of inmates Booked	86
Total Inmates Booked –Year to date	707
Total Number of Inmates Released	80
Number Released-Year to date	675
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO



## **TRAININGS/RECOGNITIONS:**


- August 3-4<sup>th</sup>, Animal Control Officers Tharp and Stanhope attended a seminar on Dangerous Dog Investigations. Other topics covered were case studies, incidents, Shelter quarantine and court presentation.
- August 22<sup>nd</sup>, Deputy Quiggin attended a 40-hour Field Training Officer (FTO) seminar at Midland County Sheriff's Office, provided by Dewolf and Associates.
- Corrections Officer Kunkel completed a 40-hour Corrections Training Officer (CTO) program by Dewolf & Associates that was hosted by the Wexford County Sheriff's Office.

Wexford County Animal Shelter				Reporting Month August 2022					
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	Altered	Not Altered	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
									Shelter Animals
									Owner Requested
Dogs	0	13	13	14	0	14	3	0	0
Cats	5	6	11	5	11	16	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		210.00	0.00		210.00
Sterilization Deposits	0.00	275.00		0.00	0.00		275.00
Ordinance Fee Refunds							
Reclaim Fees	2 animals reclaimed						15.00
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 09-01-2022
Submitter's Signature 	Phone 231-779-9530



## Emergency Management Monthly Report

*September 2022*

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Met with Rob at FOC about security issues within his department, also talked about the desk phones not calling Wexford 911 when dialed, some phones still going to Colorado. County needs to contact phone provider to get this fixed.
- Held school safety meeting at CTC, with county schools. This will be a monthly meeting to discuss security.
- LPT meeting with Networks Northwest to discuss Hazard Mitigation Plan, working on meeting with area planning teams to get more input.
- Attended area Fire Chief's meeting, discussed MABAS agreement which Wexford will be starting their own MABAS division in the coming months.
- Drone was requested by Wexford Sheriff and Osceola Sheriff to look for a missing subject. Drone was launched, flown for several hours. Subject was found to be safe at home.

Travis Baker EMD 9/23/2022

**Wexford County**

**Central Dispatch**

**Public Safety**

**Report**

**August 2022**

## **CENTRAL DISPATCH**

Total LEIN Responses	15,161
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**CAD GENERATED: INCIDENTS:**

Sheriff Department	658
Animal Control	65
Michigan State Police	407
Cadillac Police Department	849
Manton Police Department	13
EMS Calls	622
Fire Calls	143
Support Services Calls	44
Central Dispatch	122
911 Hang up/Text Back	305

TOTAL CALLS FOR SERVICE	3118
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**TELEPHONE CALLS RECEIVED:**

9-1-1 calls	583
Administrative Calls	3417
TOTAL CALLS RECEIVED:	4000

# ***Wexford County Veterans Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

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Kathy Cline, Director

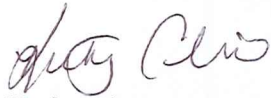
1 September, 2022

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

### August 2022 Overview

- Veterans in office visits-86
- Logged phone contacts-431
- Veterans who received emergency assistance -0
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-1

We saw 86 Veterans this month! We had 431 phone calls. I believe this was our busiest month ever. The PACT ACT and more veterans from the Vietnam Era and the Gulf War Era are coming in. Our new Veterans Service Officer, Charles Schmitt, started August 1. He attended the NACVSO accreditation training his second week on the job. I believe he is going to be a huge asset to this department. The Outreach Program in Mesick is back on track. Kent Myers and Charles have been going there on Mondays. Once Charles gets his accreditation he will be on his own. The Outreach in Manton is slow. And we have been discussing ways to increase the flow of Veterans there.



Kathy Cline, Director

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

*Mistine Stark*

*Manager*

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September 22, 2022

HR meeting information:

As of the above date, Community Corrections is supervising 68 **offenders** in jail diversion programs that include:

- 29- defendants on Random Substance Abuse Testing Program (alcohol and drugs) for bond conditions
- 24- defendants on daily Soberlink alcohol testing devices for bond conditions
- 6 - defendants on GPS tether for bond conditions
- 6 - offenders/defendants enrolled in Enhanced Outpatient Program for both bond and sentenced felons
- 3 – defendants released to substance abuse treatment while on bond

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).

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 27, 2022  
**SUBJECT:** Employee Recognition

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:

<b>EMPLOYEE NAME</b>	<b>DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
<b>Renee Pollington</b>	Friend of the Court	15 Years
<b>Kristie Hatinger</b>	District Court Probation	10 Years

Renee Pollington began her employment with Wexford County on October 10, 2007 as a Department Aide for the Friend of the Court. On January 5, 2010, Ms. Pollington started her position as a Child Support Enforcement Clerk and in 2014 she started her current position as a Intergovernmental Case Worker.

Kristie Hatinger started her employment with Wexford County on October 1, 2012, as a Probation Clerk for District Court. On July 10, 2017, Ms. Hatinger began working as a Probation Officer for District Court and continues to work 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 October 5, 2022, to Kristie Hatinger and Renee Pollington.



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 27, 2022  
**SUBJECT:** MOU with NLCMHA Counties

SUMMARY OF ITEM TO BE PRESENTED:

The attached memorandum of understanding (MOU) is a multi-county agreement which is looking into improving services and resources provided by Northern Lakes Community Mental Health, to better serve the counties and their citizens.

RECOMMENDATION:

The Administration Office recommends that the Human Resources / Public Safety Committee forward a recommendation to the full board to approve and authorize the Chairman and Clerk to sign.

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into between Grand Traverse County, 400 Boardman Avenue, Traverse City Michigan 49684, a Michigan Municipal Corporation, ("Grand Traverse"), Leelanau County, 8527 E. Government Center Dr., Suttons Bay Michigan 49682, a Michigan Municipal Corporation ("Leelanau"), Missaukee County, 111 S. Canal Street, PO Box 800, Lake City Michigan 49651, a Michigan Municipal Corporation ("Missaukee"), Roscommon County, 500 Lake Street, Roscommon Michigan 48653, a Michigan Municipal Corporation ("Roscommon"), Wexford County, 437 E. Division Street, Cadillac Michigan 49601, a Michigan Municipal Corporation ("Wexford"), and Crawford County, 200 W. Michigan Avenue, Grayling Michigan 49738, a Michigan Municipal Corporation ("Crawford"), with any individual county be referred to as "a County", all of the parties being collectively referred to as "the Counties" or " the Parties".

**RECITALS**

Whereas, the Public Health Code provides that counties are responsible to deliver behavior health services through a community mental health services program ("CMHSP"); and

Whereas, counties may deliver a CMHSP through creation of a county community mental health agency, a community mental health organization, or community mental health authority; and

Whereas, in 2003, Grand Traverse, together with the Counties of Leelanau, Crawford, Missaukee, Roscommon, and Wexford decided to deliver a CMHSP through the establishment of a community mental health authority, the Northern Lakes Community Mental Health Authority ("NLCMHA"), which was accomplished through the execution of an Enabling Resolution and Agreement (the "Agreement"); and

Whereas, elected and appointed officials with the Counties having expressed concerns that NLCMHA currently administering CMHSP does not meet the behavioral health needs of the citizens of the Counties; and

Whereas, the Counties desire to work together to address these concerns by studying the delivery of CMHSP for the goal of improving behavior health services in "the Counties"; and

Whereas, to aid in this study, Grand Traverse has or will engage the necessary consultant(s) to offer assistance with regard to review and possible improvements concerning the behavioral health needs of the citizens of the Counties; and

Whereas, this memorandum provides for shared responsibilities related to the studying improving mental health services in the Counties.

Therefore, the Counties acknowledge the following responsibilities:

1. Grand Traverse's responsibilities.

a. Engage consultants:

1. A law firm with significant expertise in public health law.
2. A operations and programming consultant with significant expertise in public health services programs and management.

b. Host meetings.

c. Keep all other parties hereto informed and share data.

d. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

2. Leelanau's responsibilities.

a. Provide input to the operations and programming consultant(s) as to the behavior health needs of the citizens of Leelanau.

b. Keep all other parties hereto informed and share data.

c. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

3. Missaukee's responsibilities.

a. Provide input to the operations and programming consultant(s) as to the behavior health needs of the citizens of Missaukee.

b. Keep all other parties hereto informed and share data.

c. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

4. Roscommon's responsibilities.

a. Provide input to the operations and programming consultant(s) as to the behavior health needs of the citizens of Roscommon.

b. Keep all other parties hereto informed and share data.

c. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

5. Wexford's responsibilities.

a. Provide input to the operations and programming consultant(s) as to the behavior health needs of the citizens of Wexford.

b. Keep all other parties hereto informed and share data.

c. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

6. Crawford's responsibilities.

a. Provide input to the operations and programming consultant(s) as to the behavior health needs of the citizens of Crawford.

b. Keep all other parties hereto informed and share data.

c. Provide input into the possible revisions regarding the Agreement relative to programming and operational aspects of NLCMHA.

7. The Counties shared responsibilities.

a. Work collaboratively and in good faith.

b. Provide input into, jointly draft, and potentially approve a new Agreement and/or programming or operational modifications as to NLCMHA and the associated CMHSP.

c. Interact with consultant(s) to review, examine, and offer input as to the CMHSP.

8. Miscellaneous.

a. This Memorandum of Understanding shall be interpreted according to Michigan law.

b. In the event that there is a conflict between this Memorandum and the Agreement between the Parties, the Agreement shall govern and control.

c. The Parties hereto agree that any and all written materials including drafts, notes, outlines, or suggested modifications to the Agreement, or the programming or operational aspects of NLCMHA or the CMHSP, that are submitted by any party hereto shall, upon the request of the party that prepared such item(s), shall be returned to the preparing party.

d. It is agreed that Grand Traverse shall pay the costs of operations and programming consultant(s), unless some other cost allocation is agreed upon by the Counties, or a County, as a result of the Counties, or a County, reaching an agreement on modifications to the Agreement, or the programming or operational aspects of NLCMHA, or the CMHSP.

e. It is acknowledged by all parties hereto that this Memorandum of Understanding has been prepared by legal counsel for Grand Traverse County and at the direction of Grand Traverse and that Fraser Trebilcock Davis & Dunlap, P.C. is legal counsel solely for Grand Traverse County. Each county is advised that it should retain, and pay for, its own legal counsel.

f. It is further understood and agreed that at any time any of the Parties hereto may withdraw from these joint discussions and from this Memorandum of Understanding, for any reason, or for no reason at all, upon 7 days written notice to the other Counties. In the event a written notice of is provided, that parties responsibilities and participation under this Memorandum of Understanding shall cease and terminate, excepting only the obligation to contribute to the costs of the consultant(s), to the date of the notification of withdrawal.

g. It is mutually and expressly acknowledged that nothing contained herein shall limit, restrict, modify, or impact, in any way whatsoever, any of the Counties rights, obligations, or options of the Parties under Act 290 of the Public Acts of 1995, as amended, (MCL 330.1205 et seq) or the Enabling Agreement of September 9, 2003, which created NLCMHA, inclusive of the right of any county to withdrawal from the Enabling Agreement and/or as to the termination of NLCMHA.

h. To the extent the Parties are exposed to any protected health information during the work under this Memorandum of Understanding, including but not limited to Health Insurance, Portability and Accountability Act of 1996 ("HIPAA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH"), the parties will use appropriate safeguards to prevent use or disclosure of protected health information. The parties hereto agree to promptly report any known misuse of any protected health information.

i. This Memorandum of Understanding may not be amended, modified, revoked, except by written instrument executed by all of the parties to this Memorandum of Understanding.

j. Should any provision of this Memorandum of Understanding be held invalid or void for any reason, the remaining provisions shall remain in full force and effect.

k. The captions in this Memorandum of Understanding have been inserted solely for convenience of reference and in no way define, limit, or describe the scope or

substance of any provision of this Memorandum of Understanding and this document shall be deemed to be jointly drafted by the Parties.

l. This Memorandum of Understanding may be executed in one or more counterparts each of which shall be deemed an original, but all together will constitute one and the same instrument, and any such counterpart containing a facsimile or electronic signature shall be deemed and original. This Memorandum of Understanding shall become effective, as to each Municipal Corporation, on the date the Memorandum of Understanding is executed by that Municipal Corporation.

m. This Memorandum of Understanding contains the full and entire agreement of the Parties relative to the retention of a consultant and the willingness to have joint discussion as to NLCMHA and the existing CMHSP.

n. It is represented that any signatory hereto has been fully and completely empowered and authorized to execute this Memorandum of Understanding on behalf of the Municipal Corporation.

The Parties have executed this Memorandum of Understanding on the date indicated below:

Grand Traverse County:

\_\_\_\_\_  
Robert Hentschel, Chairperson  
Grand Traverse County Board of Commissioners

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

\_\_\_\_\_  
Bonnie Scheele, Grand Traverse County Clerk

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

Leelanau County

\_\_\_\_\_  
Ty Wessell, Chairperson  
Leelanau County Board of Commissioners

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

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Michelle L. Crocker, Leelanau County Clerk

Dated: \_\_\_\_\_

Missaukee County

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Dean Smallagen, Chairperson  
Missaukee County Board of Commissioners

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

---

Jessica Nielsen, Missaukee County Clerk

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

Roscommon County

---

Robert E Schneider, Chairperson  
Roscommon Board of Commissioners

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

---

Michelle Stevenson, Roscommon Clerk/Register of Deeds

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

Wexford County

---

Gary Taylor, Chairperson  
Wexford County Board of Commissioners

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

---

Alaina Nyman, Wexford County Clerk

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

Crawford County

---

Shelly Pinkelman, Chairperson  
Crawford County Board of Commissioners

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

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Sandra Moore, Crawford County Clerk/Register of Deeds

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



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 27, 2022  
**SUBJECT:** Full-time Bailiff Wage Scale

SUMMARY OF ITEM TO BE PRESENTED:

On June 1, 2022, the Board approved for two non-union part-time Bailiff positions to be classified as regular full-time employees with benefits per County Policy B-5.0. The positions were part of a non-union part-time wage scale, attached is a drafted full-time bailiff wage scale for consideration. The wage has not changed from the part-time scale, but the number of hours worked now correlates with full-time status and the appropriate rate for the reflected step increases.

RECOMMENDTION:

Administration recommends the HR/PS Committee forward a recommendation to the full board to approve the full-time wage scale for full-time Bailiffs.

**WEXFORD COUNTY - FULL -TIME BAILIFF Wage Scales**

**Sheriff's Office - Court Bailiff**

	<b>Start</b>	<b>After 6 Months</b>	<b>After 1 year</b>	<b>After 2 years</b>	<b>After 3 years</b>
<b>2022</b>	\$21.53	\$21.78	\$22.03	\$22.28	\$22.53

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 27, 2022  
**SUBJECT:** LOU with the POAM Re: 12 Hour Shift Compensation

SUMMARY OF ITEM TO BE PRESENTED:

Following is a Letter of Understanding with the POAM union regarding compensation for 12-hour shifts. The current union contract states that employees who work 12-hour shifts shall receive 80 straight-time pay and 4 hours of flex time. The LOU will eliminate the flex time and the employee will be paid out 84 hours straight time.

Both the Sheriff and the Union have signed the LOU.

RECOMMENDATION:

Administration recommends the HR/PS Committee forward a recommendation to the full board to approve the LOU between Wexford County and the POAM.

**LETTER OF UNDERSTANDING**

**BETWEEN**

**WEXFORD COUNTY BOARD OF COMMISSIONERS AND  
WEXFORD COUNTY SHERIFF**

**AND**

**POLICE OFFICERS ASSOCIATION OF MICHIGAN  
(POAM)**

**WHEREAS**, the parties negotiated a 2020-2022 Collective Bargaining Agreement (CBA) in December 2019, to be effective January 1, 2020; and

**WHEREAS**, the Collective Bargaining Agreement states in Article 14, Section 14.1 that a normal workday shall consist of eight (8) or ten (10) or twelve (12) consecutive hours; and

**WHEREAS**, the parties have previously negotiated a letter of understanding regarding 12- hour shifts that includes that employees who work the 12-hour shifts shall receive 80 hours of straight time pay and four (4) hours of flex time pay for the 84 hours worked in a two (2) week payroll period; and

**WHEREAS**, the parties desire to return to 12-hour shifts and change the compensation structure for such shifts until the parties reach a successor agreement through negotiations as well as clarify the notice requirement for vacation use; and

**NOW THEREFORE, IT IS AGREED AS FOLLOWS:**

1. The parties agree that the members of the bargaining unit will work 12-hour shifts totaling 84 hours during a two-week payroll period. Further, the parties agree that bargaining unit members shall be compensated at 84 hours of straight time during the two (2) week payroll period and that

bargaining unit members shall no longer receive four (4) hours of flex time. This agreement shall replace any previously negotiated Letters of Understanding on this issue. Further, the parties will continue to bargain this issue during contract negotiations for a successor agreement to the current agreement in effect.

2. The parties agree that the language in Article 16 Vacations, Section 16.4, B. which requires a written 30-day advance notice of the period requested shall apply to all vacation scheduling requests including use of one vacation day.
3. All other terms of the Collective Bargaining Agreement between the Employer and the POAM Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

**POLICE OFFICERS ASSOCIATION  
OF MICHIGAN**

**WEXFORD COUNTY BOARD  
OF COMMISSIONERS**

\_\_\_\_\_  
Dan Kuhn, Business Agent                      Date

\_\_\_\_\_  
Gary Taylor, Chairman                      Date

**WEXFORD COUNTY DEPUTY  
SHERIFF'S ASSOCIATION**

**WEXFORD COUNTY SHERIFF**

\_\_\_\_\_  
Matt Howell                                      Date

\_\_\_\_\_  
Trent Taylor, Sheriff                      Date

## Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by \_\_\_\_\_  
Name of Participating Employer

for \_\_\_\_\_ of \_\_\_\_\_  
Employee Group Division Code

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Required **Employee Contribution** structure to DC (subject to Internal Revenue Code 415(c) limitations)

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Direct Required Employee Contributions:  Pre-tax  After-tax

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
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# MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** \_\_\_\_\_ **Municipality #:** \_\_\_\_\_

If new to MERS, provide your municipality's/court's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
(Month) (Month)

## II. Effective Date

Check one:

A.  If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire     No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit\* division # \_\_\_\_\_ and/or current Defined Contribution division # \_\_\_\_\_

**Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll**, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (Defined Benefit or Defined Contribution) employees (select one of the following and see [Plan Document](#), Section 70 for more information):

Will have a one-time opportunity to convert the value of their current Defined Benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit (complete *MERS Hybrid Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid Plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: \_\_\_\_/\_\_\_\_/\_\_\_\_

Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

*\* By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B.  If this is an **amendment** of an existing Adoption Agreement (Hybrid division # \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

# MERS Hybrid Plan Adoption Agreement

C.  If this is to **separate employees** from an existing Hybrid division

(existing division number(s) \_\_\_\_\_)

into a new Hybrid division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

D.  If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.

E.  If this is an amendment to close Defined Benefit division(s) # \_\_\_\_\_ or Hybrid division(s) \_\_\_\_\_ with new hires, rehires, and transfers going into an **existing** Hybrid division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

### III. Plan Eligibility

Division Title: \_\_\_\_\_

Only those employees eligible for MERS membership may participate in the Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the specified service credit qualification and are required to contribute to both the Defined Benefit and Defined Contribution portions of Hybrid as defined below. All eligible employees must be enrolled in the plan. Please describe the specific classifications that are eligible for MERS within this division:

---

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution):  Yes  No

# MERS Hybrid Plan Adoption Agreement

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification under the Defined Benefit portion of Hybrid as defined under section IV (Provisions) in order to earn a month of service. Excluded classifications will require additional information below. For Defined Contribution portion of Hybrid, vesting is determined according to elapsed time (or hours reported, if applicable).

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

**Probationary Periods** (select one):

Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) \_\_\_\_\_ hours in a month.

*Note:* For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

# MERS Hybrid Plan Adoption Agreement

## 2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

*Note:* For the Defined Contribution portion of Hybrid service is not “granted” or “excluded” as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the *Federal Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant’s final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages   
  Box 1 Wages of W-2   
  Gross Wages  
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

# MERS Hybrid Plan Adoption Agreement

## 4. Employer Caps

- The Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) to \_\_\_\_% of payroll. The employer will adjust its contribution to the DC portion of the plan based on the required contribution for the DB portion. An employee contribution will become required on the DB portion of the plan if the total employer contribution DB + DC portions has exceeded the cap with no employer contribution to the DC portion.
  
- The Employer hereby elects to cap the annual contribution to the Defined Benefit portion of Hybrid to \_\_\_\_% of payroll. An employee contribution will become required on the DB portion of the plan if the required employer contribution for the DB portion of the plan has exceeded the set cap (regardless of the employer contribution to the DC portion of the plan).
  
- No Employer Cap

## Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation except for definition of compensation and early out provision.

Valuation Date: \_\_\_\_\_, 20\_\_\_\_

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employer's contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

### 3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

#### Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

#### No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Normal DB Retirement Age: \_\_\_\_\_ (any age from 60 – 70)
7. Early Normal Retirement with unreduced benefits at age: \_\_\_\_\_ (may be any number from 55-65 with 25 years of service)

# MERS Hybrid Plan Adoption Agreement

## Hybrid - Defined Contribution Component Provisions

### 1. Vesting (for Defined Contribution portion)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire through date of termination.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which \_\_\_\_\_ hours are worked

Vesting schedule will be (check one):

- Immediate
- Cliff vesting (fully vested after a specified number of years, not to exceed 10 years) will be \_\_\_ years.
- Graded Vesting (the % of vesting acquired after employment for the designated number of years, not to exceed 10 years)

% Vested	Years of Service

In the event of disability or death, an employee’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal DC Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_  
*If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.*

### 2. Contributions (for Defined Contribution portion)

#### a. Contributions will be submitted (check one):

Contributions will be remitted according to Employer’s “Payroll Period” which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- Weekly
- Semi-Monthly (twice each month)
- Bi-Weekly (every other week)
- Monthly

#### b. **Employer Contributions**

Required Employer and Employee Contributions are outlined using associated **Contribution Addendum for MERS Defined Contribution (MD-073)**.

#### c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

### 3. Loans: shall be permitted shall not be permitted

If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

# MERS Hybrid Plan Adoption Agreement

4. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

5. **Forfeiture** (for Defined Contribution portion)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;



# MERS Hybrid Plan Adoption Agreement

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

## VIII. Execution:

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(mm/dd/yyyy)

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

# MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** \_\_\_\_\_ **Municipality #:** \_\_\_\_\_

If new to MERS, provide your municipality's/court's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
(Month) (Month)

## II. Effective Date

Check one:

A.  If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire     No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit\* division # \_\_\_\_\_ and/or current Defined Contribution division # \_\_\_\_\_

**Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll**, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (Defined Benefit or Defined Contribution) employees (select one of the following and see [Plan Document](#), Section 70 for more information):

Will have a one-time opportunity to convert the value of their current Defined Benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit (complete *MERS Hybrid Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid Plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: \_\_\_\_/\_\_\_\_/\_\_\_\_

Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

*\* By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B.  If this is an **amendment** of an existing Adoption Agreement (Hybrid division # \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

# MERS Hybrid Plan Adoption Agreement

C.  If this is to **separate employees** from an existing Hybrid division

(existing division number(s) \_\_\_\_\_)

into a new Hybrid division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

D.  If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.

E.  If this is an amendment to close Defined Benefit division(s) # \_\_\_\_\_ or Hybrid division(s) \_\_\_\_\_ with new hires, rehires, and transfers going into an **existing** Hybrid division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

### III. Plan Eligibility

Division Title: \_\_\_\_\_

Only those employees eligible for MERS membership may participate in the Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the specified service credit qualification and are required to contribute to both the Defined Benefit and Defined Contribution portions of Hybrid as defined below. All eligible employees must be enrolled in the plan. Please describe the specific classifications that are eligible for MERS within this division:

---

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution):  Yes  No

# MERS Hybrid Plan Adoption Agreement

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification under the Defined Benefit portion of Hybrid as defined under section IV (Provisions) in order to earn a month of service. Excluded classifications will require additional information below. For Defined Contribution portion of Hybrid, vesting is determined according to elapsed time (or hours reported, if applicable).

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

**Probationary Periods** (select one):

Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) \_\_\_\_\_ hours in a month.

*Note:* For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

# MERS Hybrid Plan Adoption Agreement

## 2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

*Note:* For the Defined Contribution portion of Hybrid service is not “granted” or “excluded” as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the *Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*, IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant’s final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages   
  Box 1 Wages of W-2   
  Gross Wages  
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

# MERS Hybrid Plan Adoption Agreement

## 4. Employer Caps

- The Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) to \_\_\_\_% of payroll. The employer will adjust its contribution to the DC portion of the plan based on the required contribution for the DB portion. An employee contribution will become required on the DB portion of the plan if the total employer contribution DB + DC portions has exceeded the cap with no employer contribution to the DC portion.
  
- The Employer hereby elects to cap the annual contribution to the Defined Benefit portion of Hybrid to \_\_\_\_% of payroll. An employee contribution will become required on the DB portion of the plan if the required employer contribution for the DB portion of the plan has exceeded the set cap (regardless of the employer contribution to the DC portion of the plan).
  
- No Employer Cap

## Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation except for definition of compensation and early out provision.

Valuation Date: \_\_\_\_\_, 20\_\_\_\_

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employer's contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

### 3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

#### Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

#### No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Normal DB Retirement Age: \_\_\_\_\_ (any age from 60 – 70)
7. Early Normal Retirement with unreduced benefits at age: \_\_\_\_\_ (may be any number from 55-65 with 25 years of service)

# MERS Hybrid Plan Adoption Agreement

## Hybrid - Defined Contribution Component Provisions

### 1. Vesting (for Defined Contribution portion)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire through date of termination.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which \_\_\_\_\_ hours are worked

Vesting schedule will be (check one):

- Immediate
- Cliff vesting (fully vested after a specified number of years, not to exceed 10 years) will be \_\_\_ years.
- Graded Vesting (the % of vesting acquired after employment for the designated number of years, not to exceed 10 years)

% Vested	Years of Service

In the event of disability or death, an employee’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal DC Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_  
*If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.*

### 2. Contributions (for Defined Contribution portion)

#### a. Contributions will be submitted (check one):

Contributions will be remitted according to Employer’s “Payroll Period” which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- Weekly
- Semi-Monthly (twice each month)
- Bi-Weekly (every other week)
- Monthly

#### b. **Employer Contributions**

Required Employer and Employee Contributions are outlined using associated **Contribution Addendum for MERS Defined Contribution (MD-073)**.

#### c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

### 3. Loans: shall be permitted      shall not be permitted

If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

# MERS Hybrid Plan Adoption Agreement

4. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

5. **Forfeiture** (for Defined Contribution portion)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;



# MERS Hybrid Plan Adoption Agreement

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

## VIII. Execution:

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(mm/dd/yyyy)

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)



## Wexford County Position Description Position: Central Dispatch Director (Full-Time)

Adopted: August 2, 2017; September 27, 2022

G.13.

**Summary:** Wexford County Central Dispatch is the public safety answering point (PSAP) for emergency and non-emergency telephone requests for public safety services as well as dispatching the appropriate jurisdictional law enforcement agency, fire department as emergency medical service (EMS). The Dispatch Center is a 24/7 operation and supports multiple agencies, townships, villages, and city contacts after normal business hours. The Director provided strategic direction for the department, under the general supervision of the County Administrator and consistent with the County's overall mission and policies.

This position may require irregular hours and may also require working as an Emergency Communications Specialist, in an emergency. This position serves in an "on-call" capacity.

**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.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with co-workers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and always follows the County's adopted policies and procedures.
2. Established and maintains cooperative relationships with other County Department, County Offices, residents and elected officials, community interests, peer agencies and related interests.
3. Manages and provides leadership for Wexford County Central Dispatch operations
4. Supervises and manages all dispatch center personnel. In accordance with County policy and labor contracts, the Director conducts test for applicants, interviews, and oversees training, work performance, participates in employee promotion and /or disciplinary decisions and actions; establishes performance standards and appropriately evaluates department personnel.
5. Organizes, develops, and coordinates State of Michigan mandatory continuous education and training for all personnel assures that personnel are certified and necessary and/or appropriate with applicable standards and protocols.
6. Prepares the annual budget for the department; reviews financial reports to ensure adherence to the budget; prepares budget adjustments or amendments as necessary and submits for approval; reviews, prepares and authorizes account payable and receivable activities; manages assigned account and funds; pursues and manages grants, monitors compliance with current funding mechanisms.
7. Develops strategic, short- and long- range plans for the dispatch center.
8. Drafts and implements Dispatch Center operational policies, procedures, guidelines, directives, and practices.
9. Ensures compliance with stator responsibilities and directives.
10. Participates and oversees the administration of operational systems, CAD – Computer Aided Dispatch program, GIS information TEXTY.
11. Prepares and provided annual, periodic and/or monthly reports to Board of Commissioners regarding departmental matters and operations.

12. Performs public duties, media relations, and departmental representations at public meetings.
13. Oversees equipment maintenance and replacement for the department; manages contracts with vendors and contractors. Develops requests for protocols, selects/recommends vendors/contractors, specifies contact terms, provided direction to and oversees/evaluates work of vendors/contractors.
14. Other duties may be required and assigned by the County Administrator and/or the County Board of Commissioners, and/or recommended by the Wexford County Central Dispatch Advisory Board.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- Advanced knowledge of federal, state, and local legislation, regulations, ordinances, protocols, etc. relevant to 9-1-1.
- Advanced knowledge of procedures, policies, practices, and fields of knowledge related to 9-1-1, Police, Fire and EMS operations as well as general county operations and organizations.
- Knowledge of labor relations and union contract negotiations
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employment.
- Knowledge of governmental accounting, budgeting, financial management and procurement.
- Working knowledge of police, fire and emergency medical procedures and protocols pertinent and applicable to dispatch operations.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Four to six years of directly related, progressively responsible experience, including two years of supervisory or managerial experience.
- Must have valid driver's license



## WEXFORD COUNTY POSITION DESCRIPTION

**Position:** Emergency Communications Specialist

**Adopted:**

Summary: Wexford County Central Dispatch is a public safety answering point (PSAP) responsible for emergency and non-emergency telephone requests for public safety services as well as the primary Emergency Communications Center (ECC) responsible for dispatching the appropriate jurisdictional law enforcement agency, fire department and emergency medical service (EMS). Wexford County Central Dispatch is a 24/7 operation and supports multiple agencies, township, village, and city contacts after normal business hours. An Emergency Communications Specialist works as a team member to meet the operational objectives of the ECC, consistent with the County's overall mission and policies. A new employee is on probation for 1 year of continuous employment. This position is a Union Contract supported position outside of the probationary period. After training, all work is performed with a coworker or independently. Supervision is not always immediately available in the ECC.

Responsibilities and Essential Duties and Functions: Other duties may be assigned by the Director, Deputy Director/Emergency Communications Supervisor, the County Administrator and/or recommended by the Wexford County Central Dispatch Advisory Board.

- Answer and manage 9-1-1 and non-emergency telephone calls while simultaneously dispatching and managing radio communications with multiple law enforcement agencies, fire departments and EMS units in an effective and accurate manner.
- Answer and manage an administrative multi-line telephone system
- Always maintain officer safety protocols
- Enter data into a computer aided dispatch system (CAD)
- Retrieve and share data from various software systems and programs
- Retrieve and share information between various agencies
- Manage time sensitive materials
- Handle information confidentially and professionally
- Adjust to new duties as assigned
- Follow schedules that includes various shifts, holidays, weekends, day off changes, shift assignment changes and overtime.
- Adjust to last minute schedule changes including being called in early or being held over until relieved
- Perform job duties adequately, properly, and in a timely manner
- Act in a manner that is safe and follows the personnel, department and County's adopted policies and procedures at all times.
- Be responsible for a clean workstation and surrounding area.
- Show respect, tact, and courtesy in dealings with co-workers and the public; behave in a manner that does not obstruct or hinder other employees from completing their duties

### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Training is provided in several specific phases.
- The trainee must meet a satisfactory performance level in each phase of training to continue to the next phase of training.

- Training is received while scheduled to rotate on different shifts
- A Communications Training Officer (CTO) provides the training and documents the trainees' performance level.
- Additional training may be scheduled outside of the county.

#### KNOWLEDGE, SKILLS, ABILITIES and COMPETENCIES

- Ability to interpret and analyze information to determine the best course of action based on general orders or procedures.
- Proficient in English grammar, spelling, punctuation, and alphabetical tasks
- Knowledge related to the department function and mission.
- Knowledge of general County operation and organization.
- Knowledge of radio systems, talk groups, frequencies, radio patches.
- Ability to detect errors, determine causes, make corrections as appropriate.
- Skilled in the operation of office equipment such as copiers, printers, desktop computers, computer workstations, monitors, multi-line telephones.
- Ability to exercise judgment with respect to accuracy, thoroughness, confidentiality, and sensitivity of information being processed.
- Ability to remain calm during stressful situations.
- Ability to manage hysterical, confused, mentally challenged callers
- Ability to recall events and circumstances.
- Ability to react immediately, effectively, and accurately to changes in the amount of telephone calls and radio communications.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the position
- Ability to establish and maintain cooperative relationships with other County Departments, County Offices, elected officials, peer agencies, County residents and guests.
- Ability to use county resources effectively.
- Ability to multi-task a 9-1-1 telephone call and radio communications simultaneously, efficiently, accurately, and effectively.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.

Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualification, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Citizen of United States
- Resident of the State of Michigan
- Must be at least 18 years of age
- Must not have been convicted of a felony or any other crime that would hinder access to the Criminal Justice Information Network
- Must have high school diploma or GED
- Must pass all tests administered in preparation to interview for the position (including drug testing).
- Must be able to travel for training, possibly for several days at a time

#### **CERTIFICATIONS, LICENSES (maintain certifications)**

- Law Enforcement Information Network (L.E.I.N.) – State of Michigan
- Emergency Medical Dispatch –Total Response Dispatch System
- CPR/First Aid Training
- Meet the State of Michigan Telecommunicator Training Standards

DISPATCH

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Building Department  
**FOR MEETING DATE:** September 27, 2022  
**SUBJECT:** Building Department Assistant Irregular / Part-Time Position Discussion

SUMMARY OF ITEM TO BE PRESENTED:

The attached is a draft position description for a irregular/part-time department assistant to fill in on occasions when the Building Department Manager is out of the office.

RECOMMENDTION:

The Building Department requests that the Human Resources / Public Safety Committee approve the proposed position description and forward to the full board a recommendation to add the position to the employee roster effective January 1, 2023.



## WEXFORD COUNTY POSITION DESCRIPTION

**Position: Building Department Office Assistant (Irregular/Part Time)**

**Adopted: \_\_\_\_\_**

- A. Summary. Responsible for covering the Building Department Office on a part time, irregular, as-needed basis so that day to day operations may still continue; in case that the Building Department Manager is absent. Processing related permit applications, taking phone calls, and scheduling inspections within the County as required.
- B. Supervision Received. Work is performed under the general supervision of a department head or other designated person.
- C. Supervision Exercised. None.
- D. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to perform 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. Compile information and prepare correspondence, requiring knowledge of departmental activities and requirements.
  2. Assist the public in preparation of permit applications and collect permit fees.
  3. Answer telephone and office inquiries requiring a knowledge of departmental rules and regulations.
  4. Operate computer, typewriter, telephone, or other equipment.
  5. Schedule inspections as requested for the Building, Electrical, Mechanical, and Plumbing Inspectors.
  6. Perform a variety of tasks involving familiarity with departmental terminology and operations.
  7. May act as receptionist.
  8. May receive and process mail.
  9. May prepare receipts, applications, permits, or other reports.
  10. Perform related work as required.
- E. Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualification, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:



1. Knowledge of modern office practices and procedures.
2. Reasonable knowledge of the departmental activities and operations.
3. Speed, skill and accuracy in performing various clerical tasks.
4. Ability to make arithmetic calculations with speed and accuracy.
5. Ability to work effectively with other employees, builders, contractors, and the general public.
6. Ability to independently schedule inspections and organize submitted documents.
7. Ability to concentrate and pay close attention to detail.
8. High school graduation or its equivalent.
9. One year experience in performing responsible clerical work is preferred.

The above is intended to describe the general content of and requirements for the performance of the position of Department Assistant. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements for the position.

Monthly Report  
**Wexford County**



Medical Examiner's Office  
 As Of **August 31, 2022**

		Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	FY 2022	% +/- from prev.	FY 2021	FY 2020	FY 2019	FY 2018
<b># Cases Investigated by MMMEG</b>		13	10	12	15	11	14	15	11					<b>101</b>	6%	143	145	99	78
	Scene Investigations	9	7	7	11	8	11	9	10					<b>72</b>	10%	98	99		
	Cremation Permits	31	26	33	26	31	30	23	24					<b>224</b>	-10%	374	292	217	241
<b>Manner of Death</b>																			
	Homicide	0	1	0	0	0	0	0	0					<b>1</b>	50%	1	2	0	0
	Suicide	0	4	0	0	1	0	0	1					<b>6</b>	200%	3	6	7	9
	Accident	4	1	2	2	1	2	3	0					<b>15</b>	-13%	26	26	30	16
	Natural	9	4	9	13	9	12	12	7					<b>75</b>	2%	110	109	61	53
	Pending	0	0	0	0	0	0	0	3					<b>3</b>		1			
	Indeterminate	0	0	1	0	0	0	0	0					<b>1</b>	-25%	2	1	0	0
<b>COVID-19</b>																			
	COVID Cases Reviewed	2	1	0	0	0	0	0	1					<b>4</b>	-40%	10	3		
	Cases M.E. Tested in Field	0	0	0	0	0	0	0	1					<b>1</b>	-25%	2	1		
<b>Investigated for Drug Relationship in Death (8/22) vs. suspected</b>		1	0	1	0	0	0	0	4					<b>6</b>	-59%	22	14	11	8
<b>Special Cases</b>																			
	UnClaimed Bodies	0	0	1	0	0	0	0	0					<b>1</b>	-70%	5	3	1	1
	Unidentified Bodies	0	0	0	0	0	0	0	0					<b>0</b>		0	0	0	0
	Exhumations	0	0	0	0	0	0	0	0					<b>0</b>		0	0	0	0
<b>Ordered</b>																			
	Toxicology	2	5	1	0	2	1	3	4					<b>18</b>	23%	22	20	21	14
	Autopsy	1	0	2	0	1	0	0	0					<b>4</b>	-14%	7	9	5	6
<b>Donations</b>																			
	Whole Body Accepted	1	1	0	0	0	0	1	0					<b>3</b>		1	2	2	3
	Eyes/Cornea Accepted	1	0	1	0	0	0	1	0					<b>3</b>	350%	1	2	2	1



83-0801-DE-2022	Wexford	Released to Funeral Home	70/F that was reported to have been C/O respiratory distress and went to find her husband to get help. It was reported by the husband that while on the phone the female became unresponsive and stopped breathing. He started CPR and EMS arrived about 20 minutes later and ALS care was started. After an extended resuscitation death was pronounced. It was reported that the decedent has a Hx of COPD and recent COVID exposure which she tested negative three days ago and her husband is currently positive. Dr Wagner reviewed the case and determined that the cause of death was complications of COPD, the manner is natural. PCR testing was ordered.
83-0803-SR-2022	Wexford	Released to Funeral Home	66/M that was reported that have been C/O severe respiratory distress and called 911 and requested EMS. It was reported that while on the phone the male became unresponsive. Upon arrival at the scene EMS and LE made entry and found the male in cardiac arrest. After an extended resuscitation the male was pronounced dead. The decedent had an extensive cardiac Hx, severe DM with PVD and amputation. Dr Wagner reviewed the case and determined that the cause of death was complications of CHF with ASCVD and DM. The manner is natural.
83-0807-CD-2022	Wexford	Released to Funeral Home	32/M that was reported to have been found unresponsive in the water at a local campground after entering the water for unknown reasons. It was reported that the male was heard calling for help shortly before he went under. It was reported that the decedent had a Hx of drug use and abuse and was well known to law enforcement. Dr Wagner reviewed the case and determined that cause and manner are pending toxicology testing. DS testing was attempted.
83-0807-WC-22	Wexford	Released to Funeral Home	67/M that was reported to have been found dead at home after friends checked on him. The decedent had a Hx of recent pneumonia with COPD, ASCVD, DM and chronic hypoxia with oxygen. Dr Wagner reviewed the case and determined that the cause of death was complications of COPD. The manner is natural.
83-0811-MJ-22	Wexford	Released to Funeral Home	37/F was reported to have been found dead in bedroom. The decedent has a known Hx of drug abuse and emotional problems. It was reported that the female was also going through a divorce. DS testing indicated MET/AMP and possible BAZ. Dr Wagner reviewed the case and ordered toxicology testing. Cause and manner are pending.
83-0811-PD-2022	Wexford	Released to Funeral Home	62/M that was reported to have been found dead by neighbors after well being check. The decedent was located on the kitchen floor in his mobile home. The decedent has a Hx of seizures and recent Dx of HTN. The decedent is noted to be a heavy tobacco user and heavy/abuse use of ethanol. Several areas of dark tar stools were found through out the home. Dr Wagner reviewed the case and determined that the cause of death was complications of GI bleeding with ASCVD and ethanol abuse. The manner is natural.
83-0811-SR-2022	Wexford	Released to Funeral Home	57/F that was reported to have called 911 for respiratory distress and while being treated on scene became unresponsive and suffered cardiac arrest witnessed by EMS. The decedent was reported to have had been C/O respiratory distress for several days prior to calling EMS. The decedent has a Hx of COPD and HTN. Dr Wagner reviewed the case and determined that the cause of death was complications of COPD with ASCVD. The manner is natural.
83-0815-GM-22	Wexford	Released to Funeral Home	58/F that was reported to have been found dead after well-being check. It was obvious that the female had been dead a few days. It was reported that the decedent was found dead with GSW to mouth. It was reported that some of her pets were also shot and were in the room with her. The decedent has no known medical problems, however a questions of mental disorder are suspected. Dr Wagner reviewed the case and determined that the cause of death was GSW. The manner is suicide.
83-0819-CJ-2022	Wexford	Released to Funeral Home	53/M with extensive cardiac history with DM and several past AMI's was found dead in the AM. The decedent also taken pain medications provided by PCP and medication count was noted short. Dr Wagner reviewed the case and ordered toxicology testing. Cause and manner are pending.
83-0821-SP-22	Wexford	Released to Funeral Home	95-year-old female who was a witnessed arrest in front of husband. Decedent had no complaints and fell over unresponsive and not breathing. Dr. Wagner reviewed the circumstances of the case. Cause of death is acute myocardial infarct with a contributing factor of atherosclerotic hypertensive cardiovascular disease. The manner is natural.
83-0821-YP-22	Wexford	Released to Funeral Home	87-year-old male who was found deceased by his daughter. Decedent has a cardiac history as well as NIDDM and CHF. Dr. Wagner reviewed the circumstances of the case. Cause of death is atherosclerotic hypertensive cardiovascular disease with contributing factors of diabetes and CHF. The manner is natural.

CASE #	DATE INVESTIGATED	REASON TOX ORDERED	TOX RESULT	DEATH CERTIFICATE FINALIZED	CAUSE OF DEATH	
83-0106-FC-22	01/06/22	History of drug abuse	Positive	02/23/22	Acute intoxication of 4-ANPP, Gabapentin, Fentanyl, Norfentanyl, Mitragynine, Buprenorphine, and Norbuprenorphine	
83-0115-MK-22	01/15/22	Contributory cause to a snowboard accident	Positive	Immediately Finalized	Blunt force head trauma	
83-0203-LJ-22	02/03/22	Contributory to Suicide, drug abuse history	Positive	03/14/22	Hemorrhagic Shock due to exsanguination. Use of methamphetamine and amphetamine	
83-0213-KM-22	02/13/22	Contributory to Suicide	Positive	03/14/22	Gunshot Wound, acute ethanol intoxication	
83-0214-PD-2022	02/14/22	Homicide	Positive	Immediately Finalized	Gunshot Wound, shot by another person	
83-0214-GT-2022	02/14/22	Murder/Suicide	Positive	03/14/22	Gunshot Wound, use of methamphetamine and amphetamine	
83-0218-BR-2022	02/18/22	Contributory to Suicide	Positive	03/14/22	Gunshot wound to head, intentional self harm, acute ethanol intoxication	
83-0320-LS-22	03/20/22	History of drug abuse, drugs on scene	Positive	04/22/22	Acute intoxication of Cocaine, Fentanyl, norfentanyl, amphetamine, 7-amino Clonazepam, Alprazolam	
83-0515-BB-22	05/15/22	Cardiac history, past drug abuse	Positive	Immediately Finalized	Acute Myocardial Infarction, Atherosclerotic Hypertensive Cardiovascular Disease	
83-0527-DD-2022	05/27/22	Contributory to Suicide	Positive	Immediately Finalized	Asphyxiation, Ligature hanging, intentional self harm, depression	
83-0617-KW-22	06/17/22	Heavy ethanol abuse	Negative	Immediately Finalized	Complications of chronic ethanol abuse, atherosclerotic hypertensive cardiovascular disease, Chronic Obstructive pulmonary disease	
83-0707-WT-2022	07/07/22	Contributory to AMI, young age	Positive	Immediately Finalized	Acute Myocardial Infarction, Atherosclerotic Hypertensive Cardiovascular Disease	
83-0717-TM-22	07/17/22	Contributory factors/age	Negative	Immediately Finalized	Sudden Cardiac Death, Atherosclerotic Hypertensive Cardiovascular Disease	
83-0723-KD-2022	07/23/22	History of drug abuse	Positive	Immediately Finalized	Acute/Chronic Hypoxia, Complications of chronic obstructive pulmonary disease, atherosclerotic hypertensive cardiovascular disease	
83-0807-CD-2022	08/07/22	History of drug abuse	Positive	09/12/22	Drowning, Acute intoxication of fentanyl, norfentanyl, methamphetamine and amphetamine	
83-0811-PD-2022	08/11/22	History of heavy ethanol abuse	Positive	Immediately Finalized	Complications of gastrointestinal bleeding, complications of chronic ethanol abuse, Atherosclerotic hypertensive cardiovascular disease	
83-0811-MJ-22	08/11/22	History of drug abuse	Positive	09/12/22	Acute intoxication of Amphetamine, Methamphetamine, Fentanyl, and Norfentanyl	
83-0819-CJ-2022	08/19/22	Medication Count is short	PENDING	PENDING	PENDING	
83-0915-WL-22	09/15/22	History of Drug abuse	PENDING	PENDING	PENDING	
					<b>OLDEST TOX OUT AS OF 9/19/22</b>	
					8/19/22	
					<b>TOX ORDERED IN 2022 as of 9/19/22</b>	<b>2022 Total Medical Examiner Cases</b>
					19	107 (as of 9/19/22)
					<b>TOX ORDERED IN 2021</b>	<b>2021 Total Medical Examiner Cases</b>
					22	143