



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, November 22, 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 OCTOBER 25, 2022 REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff’s Monthly Report (*Sheriff/Undersheriff – October 2022*) 4
 - 2. MMR Monthly Update (*October 2022*) 9
 - 3. Emergency Management Monthly Report (*T. Baker – October 2022*) 11
 - 4. Central Dispatch Monthly Report (*D. Alworden – October 2022*) 12
 - 5. Veterans Services Monthly Report (*K. Cline – October 2022*) 13
 - 6. Appointments to Standing and Special Committees 14
 - 7. Resolution 22-26 Extending Appreciation to Commissioner Joseph Hurlburt 16
 - 8. Policy A-3.0 Commissioner Pay and Per Diem Revision 17
 - 9. Policy A-1.0 – Chairman Term Length 20
- H. CORRESPONDENCE
 - 1. Community Corrections Report 25
 - 2. Medical Examiner Report 26
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
Open for any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
 REGULAR MEETING MINUTES
 October 25, 2022

The Human Resources / Public Safety Committee regular meeting was called to order by Chair 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; Travis Baker, Deputy Central Dispatch Director/Emergency Management Director; Jami Bigger, Deputy County Administrator/HR Director; Kathy Cline, Veterans Services Director; Alan Deveraux, MMR; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Roxanne Snyder, Register of Deeds; and Mistine Stark, Community Corrections Manager.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: *G.10. Central Dispatch/911 Director Wage Increase, G. 11. Central Dispatch/911 Deputy Director Position, G.12. Emergency Management Coordinator Position Description Amendment, and G.13. Maintenance Worker/Custodian Position*

DELETED: *G.8. Pre-Trial Services Discussion*

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams 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. Bush to approve the September 27, 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 (September 2022)

Sheriff Taylor was not present; a report was provided in the packet. No discussion took place.

G.2. MMR Monthly Update (September 2022)

Alan Deveraux, MMR, was present; a report was distributed prior to the meeting. MMR has been able to hire a couple new paramedics, in hopes to have two ALS trucks on the road. There are eight EMT's enrolled in training currently that are MMR employees. Mr. Deveraux informed the committee that MMR Director Amy Fairchild met with Munson to discuss concerns, staffing, and the contract that they have. Mr. Deveraux mentioned that they are hoping to make some repairs to pavement and widening the garage doors to make it easier for the trucks to come in and out at the EMS building on Cobb St.

Chair Potter asked if MMR has been able to staff sporting and other community events as stated in the contract, as well as doing public CPR/First Aide trainings. Mr. Deveraux stated that they have been to sporting and community events; but, they can do CPR/First Aide trainings if asked but they haven't been asked as of late because of private contractors and COVID.

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

Travis Baker, Emergency Management Coordinator, was present; a report was provided in the packet. Mr. Baker stated that he met with Mr. Kulpa at FOC regarding phones ringing to a service call center in Colorado. This has been an ongoing issue and concern and will work with Administration to get TKS Security Systems on site to correct the issue.

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

Duane Alworden, Central Dispatch Director, was present; a report was provided in the packet. Mr. Alworden informed the committee that everything has been consistent. Mr. Alworden and Mr. Baker went over to Traverse City to give testimony to how well Peninsula Fiber Network has been. In the upcoming months they plan on attending a 911 center new building opening because it has been modeled after the one here in Wexford County. They are continuing to accept applications for qualified candidates for Dispatch.

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

Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline briefed the committee on the provided report. Ms. Cline informed the committee that Mr. Schmitt is now accredited through five different agencies. They are continuing to have great success in Manton and there has been an increase in Mesick.

G.6. Community Corrections (September 2022)

Mistine Stark, Community Corrections Manager, was present; a report was provided in the packet. Ms. Stark has been working with County Administrator, Joe Porterfield on the budget. Ms. Stark had no additions to the provided report.

G.7. Public Defender Report (September 2022)

Chair Potter asked that the Public Defender Report be removed from the agenda and be as an as needed agenda item.

G.8. Pre-Trial Services Discussion

Deleted.

G.9. Agenda Discussion

Chair Potter stated that this was clarified by current policies. In the County's policy manual (A-1.6), regarding public comment on the agendas; it is stated that "The public comments period near the beginning will be designated for topics on the agenda only, and the one near the end will be open for any public comments, not addressed during the first public comments period." Chair Potter asked this be noted on all agendas moving forward.

G.10. Central Dispatch/911 Director Wage Increase

A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the Finance Committee to increase the Central Dispatch/911 Director's wage in the amount of \$5,849.60, effective January 1, 2023. A vote was called, all in favor. Motion passed 4-0.

G.11. Central Dispatch/911 Deputy Director Position

A motion was made by Comm. Adams and supported by Comm. Bush to approve the presented Deputy Dispatch Director's position description and forward a recommendation to the Finance Committee to approve the Deputy Director to become full-time and reclassify to an M3 nonunion wage level, effective January 1, 2022.

Mr. Alworden stated that due to increases in the demands and responsibilities of the position that the Deputy Director needs to be a full-time position. With Mr. Baker's duties being split between the Deputy Director and the Emergency Manager Director positions it is becoming more challenging to complete what is needed to be done between the two positions. Mr. Alworden informed the committee that he also believes that at some point the Emergency Management Director should go to a full-time position as well.

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

G.12. Emergency Management Coordinator Position Description Amendment

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the amended Emergency Management Coordinator Position Description, as presented. A vote was called, all in favor. Motion passed 4-0.

Deputy County Administrator, Ms. Bigger informed the committee that this is just an update and there are no changes in wages or status.

G.13. Maintenance Worker/Custodian Position

A motion was made by Comm. Bush and supported by Comm. Taylor to forward a recommendation to the Finance Committee to approve the part-time Maintenance Worker/Custodian become full-time effective January 1, 2023.

Mr. Kerr stated that this would be beneficial to him and would help in getting more tasks done throughout the Courthouse, the Lake Street building, and the Health Department.

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

CORRESPONDENCE

Medical Examiner Report, no discussion.

ADMINISTRATOR'S COMMENTS

Ms. Bigger had no comments.

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 4:30 p.m. A vote was called, all in favor. Motion passed 4-0.



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

OCTOBER

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 October, the Law Enforcement Division received 603 calls for service. Of those calls, 221 reports were taken. As a result of those complaints taken, 28 arrests were made, and 47 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	603
Total Complaints Taken	221
Felony/Misdemeanor Arrests	23
Citations Issued	46

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	3
---------------	---

TNT:

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

Original Reports	0
Intelligence Reports	8
Arrests	1
Assist Other Agencies	2

CIVIL PROCESS:

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

Total Civil Papers Received	67
Total Civil Papers Completed	49

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	45	Pistol Permits Issued	7
Concealed Pistol Licensing	18	Denied Permits	0
Other	9	Indiv. Pistols registered	77
Court	1		
Total Prints.....	73		

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 23 animals, adopting 24 and reuniting 2 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	63
Total Complaints/Reports	4
Animal Bites	2
Citations Issued	0
Animals Lodged in Pound	23
Animals Adopted Out	24
Animals Transferred to Rescue	2
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	69
Total number of inmates Booked	94
Total Inmates Booked –Year to date	883
Total Number of Inmates Released	86
Number Released-Year to date	846
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

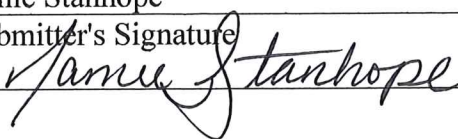
- October 3rd-5th Lt. Denison attended AR armorer recertification training at Kirtland Community College which was provided by Windham Arms.
- October 6, 2022, Lt. Denison and Deputy Quiggin attended the Sig 320 Armorer certification at Kirtland Community College. The training was provided by Sig Sauer Arms.
- October 13, 2022, Deputy Howell attended a Leadership Skills Development Seminar at Oakland Community College. This training was provided by Dewolf and Associates.
- October 17th-18th ACO Stanhope and ACO Tharp attended the Michigan Association of Animal Control Officers Fall Conference held in Lansing. Training consisted of Advanced Animal Cruelty Investigation, animal crimes, defensive tactics, and preparing emergency responders and others on how to respond to accidents involving animal haulers.
- All Corrections staff completed 18 modules of online training from Spark Training, LLC. Spark Training program is provided by the Jail's medical provider Advanced Correctional Healthcare and provides various topics involving jail medical issues that can arise while an Inmate is incarcerated.

Wexford County Animal Shelter				Reporting Month October 2022					
The Wexford Count Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	0	15	15	12	3	15	2	0	0
Cats	7	1	8	9	0	9	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		180.00	45.00		225.00
Sterilization Deposits	0.00	0.00		0.00	75.00		75.00
Ordinance Fee Refunds							
Reclaim Fees	2 animals reclaimed						85.00
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 11-01-2022
Submitter's Signature 	Phone 231-779-9530

Wexford County 911 Responses

October 2022

G.2.

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	15	15
11-Choking	3	3
12-Convulsions/Seizures	15	15
13-Diabetic Problems	8	8
16-Eye Problems/Injuries	1	1
17-Falls	61	61
19-Heart Problems / A.I.C.D.	11	11
1-Abdominal Pain/Problems	8	8
21-Hemorrhage/Lacerations	9	9
23-Overdose / Poisoning (Ingestion)	7	7
24-Pregnancy/Childbirth/Miscarriage	1	1
25-Psychiatric/ Abnormal Behavior/Suicide Att	10	10
26-Sick Person (Specific Diagnosis)	65	65
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	11	11
29-Traffic/Transportation/Accidents	17	17
30-Traumatic Injuries (Specific)	3	3
31-Unconscious/Fainting (Near)	8	8
32-Unknown Problem (Man Down)	8	8
4-Assault/Sexual Assault	5	5
5-Back Pain (Non-traumatic or Non Recent Tra	2	2
6-Breathing Problems	34	34
7-Burns (Scalds) /Explosion	5	5
9-Cardiac or Respiratory Arrest/Death	3	3
Total	311	311

Call Disposition	Wexford County	Total
Transport	199	199
Refusal	61	61
Cancelled	51	51
Total	311	311

Response Priority	Wexford County	Total
P-1 Emergency ALS	52	52
P-2 Emergency BLS	253	253
P-3 Non-Emergent	5	5
P-18 Stage	1	1
Total	311	311

Wexford County Twp Responses

October 2022

	10 GTA4	10 WA150	10 WA160	10 WA170	10 WB150	10 WB160	Total
Wexford-Antioch	0	0	0	1	0	0	1
Wexford-Boon	0	0	0	1	2	0	3
Wexford-Cedar Creek	0	0	0	2	8	2	12
Wexford-Cherry Grove	0	0	0	5	0	0	5
Wexford-City of Cadillac	1	2	0	152	21	2	178
Wexford-City of Manton	0	0	0	6	2	7	15
Wexford-Clam Lake	0	0	0	22	4	0	26
Wexford-Colfax	0	0	2	1	2	2	7
Wexford-Greenwood	0	0	0	1	0	4	5
Wexford-Haring	0	1	0	16	22	1	40
Wexford-Liberty	0	0	0	2	1	3	6
Wexford-Selma	0	0	0	9	2	0	11
Wexford-Springville	0	0	0	1	0	0	1
Wexford-Wexford	0	0	0	1	0	0	1
Total	1	3	2	220	64	21	311



Emergency Management Monthly Report

October 2022

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Hazard Mitigation Plan is coming along, met with Joint Planning Commission to discuss strategies and concerns they have in their area.
- FD pager update, working out minor bugs.
- Met with MABAS, submitted final paperwork for Wexford to join the group.
- Cybersecurity training was approved by FEMA that was requested in August. Training will be in February, EM office will send out invite to those who need to attend.

Travis Baker 11/18/2022



WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: October 2022

TOTAL LEIN RESPONSES: 14,592

CAD GENERATED INCIDENTS

SHERIFF DEPT: 577

ANIMAL CONTROL: 63

MICHIGAN STATE POLICE: 520

CADILLAC POLICE DEPT: 926

MANTON POLICE DEPT: 0

EMS CALLS: 534

FIRE CALLS: 118

SUPPORT SERVICES CALLS: 39

CENTRAL DISPATCH: 124

911 HANGUP/TEXT BACK: 172

TOTAL CALLS FOR SERVICE: 3,073

PHONE CALLS RECEIVED

911 (LANDLINE): 173

911 (WIRELESS): 333

ADMIN CALLS: 3132

TOTAL CALLS: 3,638

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

18 November, 2022

Veterans Services Monthly Report

October 2022 Overview

- Veterans in office visits-89
- Logged phone contacts-301
- Veterans who received emergency assistance -2
- Veterans ineligible/denied for emergency assistance - 2
- County Burial benefits and letters have been initiated-0
-

We saw 89 Veterans/Family during the month, which is an office record! We had 301 phone calls. The date of the Expo was changed from April 22 to August 5. We did this because the weather could be bad in April and we don't want our elderly veterans to have trouble getting there. I helped the Salvation Army with the Father Fred Food Drive at their Wright St location. We will be teaming up with them for help for our veterans. The outreach programs in Mesick and Manton are growing. Charles has been updating our Facebook page and doing a great job. He makes a small informational post every day. Our page on the County's website has been updated with our current information.

Kathy Cline, Director

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FOR MEETING DATE: November 22, 2022
SUBJECT: Appointments to Standing and Special Committees

SUMMARY OF ITEM TO BE PRESENTED:

Several appointments to Standing and Special Committees, Board and Commissions are set to expire on December 31, 2022. Information concerning Standing and Special Committees is posted on the County website, along with term expiration dates. All incumbents were contacted regarding reappointment. There are several new applications that have been received for interest in fulfilling vacancies from those not seeking reappointment. There has been no application to fulfill application for the vacancy of District Court Judge on the Wexford Missaukee Community Corrections Board.

<u>Committee or Authority</u>	<u>Member</u>	<u>Response</u>	<u>New Term Expiration</u>
Airport Authority	Michael Hoover	Seeking Reappointment	12/31/2025
Airport Authority	David Mackey	Seeking Reappointment	12/31/2025
Library Board	Sandra Bengelink	Not Seeking Reappointment	
Transit Authority	Mark Howie	Seeking Reappointment	12/31/2025
Transit Authority	Larry Copley	Seeking Reappointment	12/31/2025
Construction Board of Appeals	Stephen Perry	Seeking Reappointment	10/31/2025
Construction Board of Appeals	Paul Keller	Not Seeking Reappointment	
DHHS	Bob Colvin	Seeking Reappointment	12/31/2026
Networks Northwest Workforce Development Board	Ken Bollman	None	12/31/2022
Veterans Services	Joe Porterfield	Seeking Reappointment	12/31/2027
Road Commission	Harry Hagstrom	Seeking Reappointment	12/31/2029
911 Advisory	Paul Owens	Not Seeking Reappointment	
911 Advisory	Lt. Travis House	Seeking Reappointment	12/31/2025
911 Advisory	Chief Michael Geurnsey	Seeking Reappointment	12/31/2025
Library Board	William Swank	Seeking Appointment	12/31/2028
Pine River Natural River Zoning Review Board	Richard Harvey	Alternate Vacancy Appointment	N/A
Construction Board of Appeals	Matt Hamacher	Contractor Appointment	10/31/2025
Honorable Judge Audrey Van Alst	Wexford Missaukee Community Corrections Advisory Board	Resignation – Term Expires 12/31/2022	
911 Advisory	Noah Knauf	Ambulance Representative Appointment	12/31/2025

RECOMMENDATION:

The HR/PS committee should review the candidates and forward committee recommendations to the full board.

STATE OF MICHIGAN



84TH DISTRICT COURT

AUDREY D. VAN ALST
DISTRICT COURT JUDGE
CHIEF JUDGE

DANIELLE DECATOR
COURT ADMINISTRATOR
MAGISTRATE

COUNTIES OF WEXFORD AND MISSAUKEE

HEATHER M. HELSEL
ATTORNEY MAGISTRATE

437 EAST DIVISION ST.
CADILLAC, MICHIGAN 49601
231-779-9515
FAX 231-779-5396

SELENA GOLNICK
CHIEF DEPUTY CLERK
MAGISTRATE

November 18, 2022

To:

- Wexford-Missaukee Community Corrections
- ✓ Wexford County Board of Commissioners
- Missaukee County Board of Commissioners

RE: Resignation

Please accept my resignation as Chairperson and Member of the Wexford-Missaukee Community Corrections Advisory Board, effective immediately.

Respectfully,

A handwritten signature in blue ink that reads "Audrey D. Van Alst".

Hon. Audrey D. Van Alst

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan, on the seventh day of December 2022, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

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

**RESOLUTION NO. 22-26
EXTENDING APPRECIATION FOR COMMISSIONER JOSEPH HURLBURT’S SERVICE
AND LEADERSHIP**

WHEREAS, Joseph Hurlburt began serving as a Commissioner in 2019; and

WHEREAS, Commissioner Hurlburt served on the Recreation and Building from 2019 through 2022; serving as the Recreation and Building Committee Chair in 2021.

WHEREAS, Commissioner Hurlburt served as liaison to the Road Commission in 2019 thru 2021 , along with serving as the liaison to North Flight/MMR from 2019 thru 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the Wexford County Board of Commissioners extends its sincere appreciation for the service and leadership provided by Mr. Joseph Hurlburt during his tenure as Commissioner.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 22-26 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on December 07, 2022, and I further certify that public notice of such meeting was given as provided by law.

Alaina Nyman, County Clerk

Board of Commissioners Policies

A-3.0 Commissioner Per Diem, Expenses, and Official Business Travel

County Board Approval: April 17, 1996; Amendments: November 17, 1999, May 17, 2000, September 18, 2002, January 20, 2010, October 15, 2014; December 4, 2019; **December 7, 2022 (effective January 1, 2023)**

A. Compensation.

1. Commissioner. Basic salary: \$9,600 per annum (\$800/month).
2. Board Vice Chair. Basic salary: \$10,100 per annum (\$841.67/month)
3. Board Chair. Basic salary: \$10,600 per annum (\$833.33/month).
4. Presence. All Commissioners are duty bound to be present at regular meetings of the County Board of Commissioners. Anticipated absence from a regular meeting must be coordinated in advance with the Board Chair.

B. Per Diem.

1. Rate. **Full day: \$80; One-half day: \$40.** Extended sessions lasting more than eight consecutive hours will be compensated for at the rate of additional per diem at the half day rate for each two hour block of additional time.
2. Special meetings. Per diem will be allowed for special meetings.
3. Other meetings.
 - a. Per diem will be allowed for all standing Committee meetings, Michigan Association of (MAC) meetings, assigned district and regional meetings, special budget assignments, work sessions, labor negotiations or other circumstances of direct Commissioner responsibility.
 - b. Note: If a Board member attends more than one meeting within a given four hour block, he/she is eligible for only one per diem covering that period.
 - c. Only assigned delegates to District or Regional Agencies may be paid per diem for regular or special meetings of those organizations unless specifically approved in advance by the Board Chair.
 - d. If specifically approved by the Board Chair in advance, Commissioners may be paid per diem for attendance at seminars, orientation meetings, briefings and conventions.

C. Mileage reimbursement.

Payment for mileage claims for use of privately owned vehicles by Commissioners to conduct official County business will conform to the current County Schedule of Travel Rates which is included as Attachment (1).

D. Rules.

1. The Board Chair will review and approve all per diem requests prior to payment.
2. All requests for reimbursement must be directly related to the conduct of official County business. Receipts must be submitted with travel expense vouchers. Requests for reimbursement must be submitted within 30 days after completion of the event in question. Travel expenses shall be reimbursed in the budget year in which expenses are incurred.
3. Mileage claims will be allowed for Liaison and Committee meetings. No mileage claims will be permitted from home to the BOC meetings.

4. Attachment (1) contains additional policy statements governing official business travel by County officials including Commissioners, other elected officials and non-elected County staff members.

DRAFT

Attachment (1) - Table of Reimbursable Expenses for Wexford County Officials Traveling on Official Business

A. Policy Notes.

1. Travel expenses directly related to official County business are reimbursable. Expenses for incidental travel and alcoholic beverages will not be reimbursed. Original itemized receipts must accompany all requests for reimbursement.
2. When practical, sharing of transportation and lodging is encouraged.
3. County Department Heads are the approval authority for travel plans and travel reimbursement claims within their respective departments.
4. The Chairman of the County Board of Commissioners will approve travel plans for Elected Officials and the County Administrator, except that Judges of their respective Courts will approve travel plans and travel reimbursement claims for their Court employees.
5. The County Administrator will approve travel plans and travel reimbursement claims for non-elected County Department Heads.
6. Travel plans and travel reimbursement claims for the Chairman of the Board of County Commissioners will be approved by the Chairman of the standing Finance Committee.
7. Claims for travel reimbursement shall be submitted by the traveler within 30 days after completion of travel. Travel expenses shall be reimbursed only in the budget year in which expenses are incurred. On approval by the authorizing official as outlined above, travel claims will be forwarded to the Clerk's Office for payment.

B. Reimbursement Rates.

1. Meals (gratuity included):
 - a. Breakfast: \$15.00
 - b. Lunch: \$20.00
 - c. Dinner: \$30.00
2. Accommodations: \$ 140.00 (tax included)

Reimbursement for accommodations may be higher when associated with a workshop or conference, with advance authorization from the designated approval authority.
3. Approved private vehicle mileage shall be equal to the private vehicle premium reimbursement rate as approved by the IRS and will be reviewed during the annual budget process and annually approved in the appropriations act, unless otherwise approved by the Board of Commissioners.

Board of Commissioners Policies

A-1.0 Board and Committee Procedures, General

County Board Approval: April 17, 1996; Amended February 16, 2000; January 29, 2003; August 7, 2013; April 20, 2016; Amended December 4, 2019; **December 7, 2022(Effective January 1, 2023)**

A. Rules of Procedure.

1. Meetings. All meetings of the County Board of Commissioners and the Board's Standing Committees shall be conducted in accordance with such rules of procedure as may be required by the State of Michigan and by local policy as adopted by the Board. Where no law or policy provides for the procedural conduct of meetings, *Robert's Rules of Order* will be followed.
2. Quorum. By state statute, a majority of the County Board of Commissioners (currently five of the nine-member Board) shall constitute a quorum for the transaction of County business, **EXCEPT** for final passage of a measure, resolution, appointment, or claim against the County. **Final passage** of a measure, resolution, appointment, or claim against the County requires a majority vote of the members elected and serving, which means five affirmative votes from our currently constituted nine-member Board.
3. Change to Procedures. The Board may, by resolution, remove, amend, suspend or temporarily waive a local procedural rule as required to facilitate the conduct of County business.
4. Procedural Failure. Should any Board member, Standing Committee or specially designated Committee fail to carry out their responsibilities under the currently approved County policies and procedures without just, proper and documented cause, the Board may take whatever remedial action deemed necessary to ameliorate this failure.
5. Motions and Voting.
 - a. Committee Chairs may make and second motions.
 - b. During Board meetings, any roll call vote will begin with a different district at each vote. Subsequent roll call votes will rotate in sequence. However, the Chairman of the Board will always vote last. The sequence rotation will continue through Liaison Reports and Board Comments.
6. Abstentions from Voting
 - a. Financial Conflict of Interest: By state statute, County Commissioners as public servants are specifically prohibited from taking "any part in negotiations of a contract, or approval of a contract" in which he or she has any financial interest. In such instances, a commissioner must abstain from voting. **EXCEPTION:** by statute, if abstentions reduce the number of commissioners available for a required two-thirds vote, those who abstained may vote if their direct financial benefit from the matter before the Board is less than \$250.00, less than 5% of the public cost of a contract and if the member files a sworn affidavit to the Board which shall be made a part of the minutes.
 - b. Ethical Conflict of Interest: In situations in which personal bias, prejudice or family relationship might make it difficult for a commissioner to render a "reasonable and impartial decision", the commissioner may request approval from the Board to abstain. Such a request must clearly state the nature of the conflict, and approval must be by a majority of the members present.
7. First Board Meeting. The first Board meeting in a calendar year will be an organizational meeting and will be held on the first Wednesday in January (except when that day is New Year's Day in which case the first meeting of the calendar year will occur on the first Thursday in January). This meeting will be conducted by the County Clerk until such

time during the proceedings that a Chairman is elected, at which time the Chair will assume the conduct of the meeting. At a minimum, the following actions will be considered and/or accomplished during this first meeting:

- a. **Election, by the Board members, of a Board Chair to serve a two-year term and a Vice Chair for a one-year term.**
- b. Establishment of Standing Committees for the calendar year.
- c. Assignment of Committee members and designation of Committee Chairs.
- d. Adoption of Board and Committee policies and procedures for the calendar year.
- e. Establishment of the Board and Committee meeting schedule for the calendar year.
- f. Establishment of liaison assignments to other regional Boards and Committees for the calendar year.
- g. Approval of the fiscal year Wexford County Budget Resolution/General Appropriations Act.
- h. Approval of the Employee Roster for the calendar year.

8. Transfer of Business

- a. From Board to Committee. Should the Board Chair determine that agenda items before the Board require further study, evaluation or explanation, the Chair will refer these items to the appropriate Committee with a specific tasking that will include actions desired, recommendations required, and a deadline for action.
- b. From Committee to Board. Should a Committee Chair determine that agenda items before his/her Committee require review or further action by the Board or that actions previously directed to his/her Committee by the Board Chair (for study, evaluation or explanation), the Committee Chair will refer these items to the County Administrator's office for inclusion on the agenda for the next (or specified) regular Board meeting. It will be the responsibility of the Committee Chair to present and lead the discussion at the Board meeting for the items on the Board agenda from his/her Committee.
- c. From Committee to Committee. Should a Committee Chair determine that any business before his/her Committee be more appropriately addressed by another Standing Committee, the Chair will bring that business to the Board Chair for reassignment.

Board of Commissioners.

1. Duties of the Chair. The Chair shall:
 - a. Take the Chair as soon as elected by the Board at the annual organizational Board meeting.
 - b. Conduct the order of business as follows:
 - 1) Call to order.
 - 2) Roll call.
 - 3) Pledge of allegiance.

Note: At the first meeting of **every odd calendar year**, the County Clerk will act as temporary Chair and carry out the order of business to this point, at which time he/she will call for election of a Board Chair by secret ballot. Upon election, the new Chair will carry out the remainder of the order of business as on the agenda and as generally outlined below.

- 4) Additions or elections to the agenda.

- 5) Approval of the agenda.
 - 6) Approval of minutes from previous meeting(s).
 - 7) Presentations and Reports.
 - 8) Public comments.
 - 9) Employee Recognition
 - 10) Agenda items.
 - 11) Report from Administrator.
 - 12) Correspondence.
 - 13) Reports from Committees.
 - 14) Reports from liaisons.
 - 15) Public comments.
 - 16) Board comments.
 - 17) Chairman's comments.
 - 18) Adjournment.
- c. Preserve good order at all Board meetings.
- d. Speak on points of order in reference to other Board members and rule on questions of order as brought forth by Board members.
- e. Vote last on all questions before the Board except where, in the judgment of the Chair, a conflict of interest or an ethics in government situation exists.
- f. Authorize attendance of other Board members in an official capacity (as a representative of the County) at any meeting, convention or gathering deemed important to the conduct of County business.
- 1) Members so assigned shall report back in writing or orally to the Board as to their participation in said meeting, convention or gathering.
 - 2) This report is to be made at the first Board meeting following attendance at the event.
2. Duties of the Vice Chair. When the Chair is absent from Board meetings or otherwise incapacitated, the Vice Chair, during the interim will assume all of the duties, responsibilities of the Chair. The Vice Chair will not serve as Chair of the Finance Committee.
 3. Temporary Chair. Both the Chair and the Vice Chair, when presiding over the Board, have the right to name any member of the Board to perform the duties of the Chair temporarily.
 4. Succession to the Chair. When both the Board Chair and the Vice Chair are absent from a Board meeting, the succession to the Chair will be the Finance Committee Chair followed by the Human Resources and Safety Committee Chair.
 5. Quorum. A majority of all of the duly elected Board of Commissioners shall constitute a quorum.

6. Special meetings. Special meetings of the Board, when required, will be held in compliance with Public Act No. 267 of 1976 as amended (the Open Meetings Act). The Clerk or a representative approved by the Clerk must be available.
- a. Special committee meetings may be called by the Board Chair or the Chair of the committee. An approved representative from the Administration Office must be available.

C. Agenda Preparation.

1. Board of Commissioners.
 - a. The Board Chair is responsible for developing a meeting agenda (Vice Chair in the absence of the Chair) in conjunction with the office of the County Administrator.
 - b. Agenda materials are to be submitted to the County Administrator's office by 5:00 PM on the seventh (7th) calendar day prior to the scheduled Board meeting.
 - c. The meeting agenda and related materials will be made available by the County Administrator's office to the Board members, to other elected officials, to County Department Heads and to the general public at least three (3) business days prior to a scheduled meeting. A copy of these materials will also be retained by the County Administrator as part of the historical file of County Business.
2. Committees.
 - a. The Committee Chair is responsible for developing a meeting agenda in conjunction with the office of the County Administrator.
 - b. Agenda materials are to be submitted to the County Administrator's office by 5:00 PM on the third (3rd) business day prior to a scheduled meeting.
 - c. The meeting agenda and related materials will be made available by the County Administrator's office to the Committee members, to remaining Board members, to County Department Heads and to the general public at least one (1) business days prior to a scheduled meeting.

D. Minutes.

1. Recording Format. (Note: all Board and Committee meetings are to be recorded for later transcription.)
 - a. Board.
 - 1) Draft resolutions will be included in agenda books for all resolutions brought before the Board for consideration. Motion sheets will be provided to Commissioners to properly record motions that are proposed and acted on by the Board. These documents will form the basis for the County Clerk to record Board proceedings and prepare minutes for subsequent approval. To this end, the actions, decisions, motions and resolutions of the Board are to be clearly stated to ensure proper recording in the minutes.
 - 2) Discussion and comment during Board meetings will be summarized in the minutes as required to ensure clear meaning and intent for record purposes.
 - b. Committees.
 - 1) An employee of the County Administrator's office will normally act as Committee Secretary to record Committee proceedings and prepare minutes for subsequent approval by the Committee. (Note: in the absence of an employee from the Administrator's office to act as Secretary, a

voice recording and handwritten notes are to be turned over to the Administrator's office for later transcription.)

- 2) The actions and decisions of Committees may be recorded by motion or statement of consensus in the minutes.
- 3) Discussion and comment during Committee meetings will be summarized in the minutes as required to ensure clear meaning and intent for record purposes.

2. Review, Authentication and Retention.

a. Board.

- 1) The minutes of the Board and Committee of the Whole will be prepared as soon as possible (and normally not later than three business days) following a Board meeting and signed by the County Clerk following which they will be distributed to Board members for review and approval at a subsequent Board meeting.
- 2) Once they are approved by the Board, they will then be signed by the Board Chair and retained in the County Clerk's office as a permanent record of County business.

b. Committees.

- 1) The minutes of Committees will be prepared and signed by the Committee Secretary as soon as possible (and not later than three business days following the Committee meeting) after which they will be distributed to each Committee member for review and approval at a subsequent meeting.
- 2) Once they are approved by the Committee, they will then be signed by the Committee Chair and retained in the County Administrator's office as a permanent record of Committee business.

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

Mistine Stark

Manager

November 16, 2022

HR meeting information:

Community Corrections program utilization for 11-1-22 to 11-16-22 is as follows:

- 55- defendants on Random Substance Abuse Testing Program (alcohol and drugs) for bond conditions
- 26- defendants on daily Soberlink alcohol testing devices for bond conditions
- 10 - defendants on GPS tether for bond conditions
- 10 - offenders/defendants in Enhanced Outpatient Program for both bond and sentenced felons
- 2 – defendants released to substance abuse treatment while on bond
- 1 – defendant in Community Mental Health as bond condition

104 total defendants/offenders

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).

Monthly Report
Wexford County



Medical Examiner's Office

As Of **October 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
# Cases Investigated by MMEG		13	10	12	15	11	14	15	11	10	7			118	-1%	143	145	99	78
	Scene Investigations	9	7	7	11	8	11	9	10	6	4			82	0%	98	99		
	Cremation Permits	31	26	33	26	31	30	23	24	22	29			275	-12%	374	292	217	241
Manner of Death																			
	Homicide	0	1	0	0	0	0	0	0	0	0			1	20%	1	2	0	0
	Suicide	0	4	0	0	1	0	0	1	0	0			6	140%	3	6	7	9
	Accident	4	1	2	2	1	2	3	2	3	0			20	-8%	26	26	30	16
	Natural	9	4	9	13	9	12	12	8	7	7			90	-2%	110	109	61	53
	Pending	0	0	0	0	0	0	0	0	0	0			0		1			
	Indeterminate	0	0	1	0	0	0	0	0	0	0			1	-40%	2	1	0	0
COVID-19																			
	COVID Cases Reviewed	2	1	0	0	0	0	0	1	0	0			4	-52%	10	3		
	Cases M.E. Tested in Field	0	0	0	0	0	0	0	1	0	0			1	-40%	2	1		
Special Cases																			
	UnClaimed Bodies	0	0	1	0	0	0	0	0	0	0			1	-76%	5	3	1	1
	Unidentified Bodies	0	0	0	0	0	0	0	0	0	0			0		0	0	0	0
	Exhumations	0	0	0	0	0	0	0	0	0	0			0		0	0	0	0
Ordered																			
	Toxicology	2	5	1	0	2	1	3	4	1	0			19	4%	22	20	21	14
	Autopsy	1	0	2	0	1	0	0	0	2	0			6	3%	7	9	5	6
Donations																			
	Whole Body Accepted	1	1	0	0	0	0	1	0	0	0			3		1	2	2	3
	Eyes/Cornea Accepted	1	0	1	0	0	0	1	0	0	0			3	260%	1	2	2	1



83-1002-TM-22	Wexford	Released to Funeral Home	55/M that was reported to have been found dead in bathroom by friends. The decedent was known to have a Hx of ASCVD, CHF, COPD and ethanol abuse. Dr Wagner reviewed the case and determined that the cause of death was ASCVD. The manner is natural.
83-1018-CS-2022	Wexford	Released to Funeral Home	68/F that was reported to have been found dead by her son in the afternoon. It was reported that the decedent son last spoke with his mother at about 0400 before he went to bed. He reported that when he got up around 1200 that he found the decedent face down on the sofa with her feet on the floor. He reported that she was not breathing and started CPR and called 911. MSP arrived and continued CPR until death was pronounced. It was reported that the decedent had a Hx of seizure disorder and was a current smoker. It was reported that the decedent had been off seizure medications for the last 30 plus days due to having to change providers. Dr Wagner reviewed the case and determined that the cause of death was complications of seizures. The manner is natural.
83-1019-MJ-2022	Wexford	Released to Funeral Home	MEO review for possible fall related to death. Records being reviewed. Dr Wagner reviewed the records and determined that a fall was not related to cause of death. The cause of death was Hypoxemic brain injury due to Acute metabolic encephalopathy and complications of ethanol abuse. The manner is natural.
83-1028-BW-22	Wexford	Released to Funeral Home	59/M that was reported to have gone out to recovery a deer that he had shot in the AM. The decedent had been missing for several hours and after a search by LE the decedent was found next to his car. It was reported that the decedent had a Hx of IDDM with HTN and has had chest pain for the few weeks and refused to seek care. Dr Wagner reviewed the case and determined that the cause of death was complications of an AMI. The manner is natural.
83-1028-WL-2022	Wexford	Released to Funeral Home	85/M that was reported to have arrived at the ED by EMS and Dx with a STEMI. It was reported that the male continued to decline during care and the family placed the male on comfort care only. Dr Wagner reviewed the case and determined that the cause of death was complications of an AMI. The manner was natural.
83-1029-PC-2022	Wexford	Released to Funeral Home	81/M that was reported to have been a witnessed cardiac arrest and EMS transported the male to the hospital for care where he was pronounced dead. The decedent had a Hx of ASCVD, smoking, A. fib with RVR and seizure disorder. Dr Wagner reviewed the case and determined that the cause of death was complications of ASCVD. The manner is natural.
83-1030-JM-2022	Wexford	Released to Funeral Home	40/M that was reported to have been found dead in bedroom after his husband checked on him. The husband reported that he had left for work the afternoon before and went to work. He got out of work and let and stay at a friends house. When he arrived home he thought that the decedent was sleeping until he tried to wake him. When he couldn't he realized that he was dead. It was reported that the decedent had been losing weight over the past four months, more then 100 pounds. It was also reported by the husband that the decedent until about two weeks ago was drinking more then 1/5 daily and would drink about four gallons weekly. The decedent was also reported to be a heavy smoker. The husband reported that the decedent was also not current on his medications as having no insurance , they were unable to pay for the medications. Dr Wagner reviewed the case and determined that the cause of death was complications of ethanol abuse with ASCVD. The manner is natural.