

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**

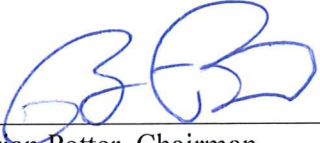
None.

**CHAIR COMMENTS**

None.

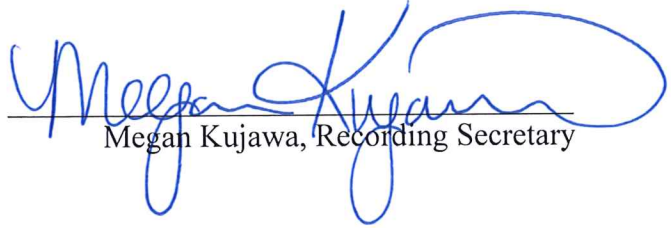
**ADJOURN**

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