

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
August 24, 2022

The Finance and Appropriations Committee regular meeting was called to order by Chairman Michael Musta at 4:00 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, and Gary Taylor
Members Absent: Julie Theobald.
Also Present: Duane Alworden, Central Dispatch Director; Jami Bigger, Deputy County Administrator/HR Director; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, County Administrator/Equalization Director; Roxanne Snyder, Register of Deeds; and Corey Wiggins Prosecuting Attorney.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.6. Prosecuting Attorney Request for Reclassification of Child Support Specialist, G.7. Additional Part-Time Security Personnel

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the agenda as amended. A vote was called, all in favor. Motion passed, 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the August 11, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$326,579.29. A vote was called, all in favor. Motion passed, 3-0.

G.2. Year – to – Date Revenue and Expense Reports

Report provided in packet. No concerns, no discussion took place.

G.3. Revised Agreement of MSUE Services

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the revised agreement with MSUE. A vote was called, all in favor. Motion passed 3-0.

Chair Musta stated that this was at a previous finance meeting, and it was asked that some of the language within the agreement regarding staffing could be clarified before sending to the full board. It was clarified that all staff would be that of MSUE.

G.4. Central Dispatch Parking Lot Paving – Lower Level

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to waive the County's Policy of requiring sealed bids and to approve the proposed quote from American Asphalt in the amount of \$11,862.00, to pave the lower – level parking lot at Central Dispatch. A vote was called, all in favor. Motion passed, 3-0.

Mr. Alworden, Central Dispatch Director, informed the committee that he is asking for the sealed bid policy to be waived because at this time of the year no one is doing bids for paving, and he just went with the same company that completed the expansion of the other parking lot. This is coming from Central Dispatch's budget and there is enough funding.

G.5. 2023 Request Budget Review Discussion

Mr. Porterfield, County Administrator, informed the committee that there are a few departments that still need to input their numbers and he is meeting with a few department heads regarding their budget before submitting a draft budget to the Finance Committee. He stated that the budget is looking good and better than he had anticipated.

G.6. Prosecuting Attorney Request for Reclassification of Child Support Specialist

Mr. Wiggins, Prosecuting Attorney, informed the committee that the State has issued several new mandates for the position that he has requested reclassification for which to highlight a few points from the provided packet included two new audits from the IRS and Federal Government, the position has morphed into 3-4 positions which has added twenty plus new job requirements/duties. Mr. Wiggins wanted to inform the committee that roughly it would cost the County \$4500, because his office receives a 66% reimbursement.

Chair Musta asked if the reimbursement percentage has ever changed, and Mr. Wiggins stated that as far as he is aware it has remained at the 66%.

Committee members asked Administration their thoughts and Mr. Porterfield stated that Mr. Wiggins put together a very detailed and thorough document and supports the committee's decision with how they would like to proceed.

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the reclassification of Child Support Specialist to IV-D Office Assistant at an M2 wage level on the Prosecuting Attorney's employee roster effective January 1, 2023. A vote was called, all in favor. Motion Passed 3-0.

G.7. Additional Part-Time Security Personnel

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve adding an additional part-time security personnel to the employee roster. A vote was called, all in favor. Motion passed 3-0.

Chair Musta stated that this was brought up because, in case someone was sick or on vacation, there would be coverage and then asked if this had gone to the HR committee, and it was confirmed that it had.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that budgets, as he said are going good just waiting a few departments to submit their numbers. The metal detector and scanner will be ordered and hopefully will be able to hire someone for the additional part-time position for all security personnel to get the same training.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:15 p.m.



Michael Musta, Chairman



Megan Kujawa, Recording Secretary