



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 rescheduled meeting on Thursday, April 27, 2023 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 MARCH 28, 2023 REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Sheriff’s Monthly Report (*Sheriff/Undersheriff – March 2023*) ..... 3
  - 2. MMR Monthly Update (*March 2023*) ..... 8
  - 3. Emergency Management Monthly Report (*R. Boike – March 2023*) ..... 14
    - a. Position Hours Requirement Discussion
  - 4. Central Dispatch Monthly Report (*D. Alworden – March 2023*) ..... 15
  - 5. Veterans Services Monthly Report (*K. Cline – March 2023*) ..... 17
  - 6. Employee Recognition ..... 18
  - 7. Policy D-12.0 Courthouse Security Amendment ..... 20
- H. CORRESPONDENCE
- 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  
 March 28, 2023

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, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor

Members Absent: None.

Also Present: Randy Boike, Emergency Management Specialist; Kathy Cline, Veterans Services Director; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; and Sheriff Trent Taylor.

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda. 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 February 28, 2023 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 (February 2023)***

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor reviewed the report. Sheriff mentioned that on April 4<sup>th</sup>, Kalkaska County will be removing their inmates. He will be reaching out to surrounding counties to see about housing inmates from other areas. May 5<sup>th</sup> is the Cadet program graduation, they are continuing to accept applications for the upcoming semester, which starts in August.

***G.2. MMR Monthly Update (February 2023)***

MMR representative was not present, no report provided.

***G.3. Emergency Management Monthly Report (February 2023)***

Mr. Randy Boike, Emergency Management Specialist, was present. A verbal report was given.

***G.4. Central Dispatch Monthly Report (February 2023)***

Mr. Duane Alworden, Central Dispatch Director, was not present; a report was provided in the packet. No discussion took place.

***G.5. Veterans Services Monthly Report (February 2023)***

Ms. Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline reviewed the report with the committee.

***G.6. School Resource Officer Position Description***

**A motion was made by Comm. Adams and supported by Comm. Bush to approve the presented position description for the School Resource Officer. A vote was called, all in favor. Motion passed, 4-0.**

***G.7. Memorandum of Agreement – School Resource Officer***

**A motion was made by Comm. Bush and supported by Comm. Adams to forward a recommendation to the full board to approve the Memorandum of Agreement for the School Resource Officer. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

***H.1. Medical Examiner Report***

Mid-Michigan Medical Examiner Group – February Report.

**ADMINISTRATOR’S COMMENTS**

Mr. Joe Porterfield, County Administrator, briefed the committee on some recent meetings he attended.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

Chair Potter informed everyone that April’s Human Resources/Public Safety committee meeting will be held on Thursday, April 27, 2023 at 4:00 p.m.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:21 p.m. A vote was called, all in favor. Motion passed 4-0.**

---

Brian Potter, Chairman

---

Megan Kujawa, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

# Wexford County Office of the Sheriff

## Monthly Report

# MARCH

# 2023

## **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.

The Law Enforcement Division received 573 calls for service. Of those calls, 175 reports were taken. As a result of those complaints taken, 35 arrests were made, and 52 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	573
Total Complaints Taken	175
Felony/Misdemeanor Arrests	35
Citations Issued	52

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	5
---------------	---

### **TNT:**

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

Original Reports                      No Deputy is currently assigned.

Intelligence Reports

Arrests

Assist Other Agencies

### **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>	<b>90</b>
<b>Total Civil Papers Completed</b>	<b>65</b>

## **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	27	Pistol Permits Issued	15
Concealed Pistol Licensing	18	Denied Permits	1
Other	13	Indiv. Pistols registered	181
Court	2		
Total Prints.....	60		

## **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 22 animals, adopting 20 and reuniting 4 with their owner(s).

### ACTIVITY:

Total Calls	41
Total Complaints/Reports	4
Animal Bites	3
Citations Issued	1
Animals Lodged in Pound	22
Animals Adopted Out	20
Animals Transferred to Rescue	0
Animals Claimed by Owners	4
Animals Euthanized	1

## **CORRECTIONS DIVISION:**

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

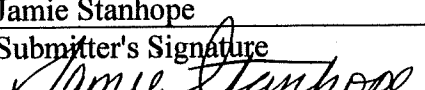
Average Daily Inmate Headcount	83
Total number of inmates Booked	84
Total Inmates Booked –Year to date	245
Total Number of Inmates Released	86
Number Released-Year to date	256
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

## **TRAININGS/RECOGNITIONS:**

- March 13<sup>th</sup> & 15<sup>th</sup> The 3 new Deputies working through their Field Training participated in the APEX Officer Simulator in conjunction with Community Mental Health.
- March 27- 31 Lt. Penney attended an Advanced Homicide Investigation training in Gatlinburg Tennessee, which was provided by Legal and Liability Risk Management Institute
- CO's Ochalek & Espino completed the 160-hour Local Corrections Officer Academy, held at West Shore Community College. They graduated on March 24, 2023.
- The Corrections Division completed a 12-hour PPCT/TASER/ Sabre Red OC Spray training. The training was held on March 21<sup>st</sup> and 23<sup>rd</sup>.

Wexford County Animal Shelter				Reporting Month March 2023					
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	10	1	11	0	1	0
Cats	0	7	7	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		150.00	15.00		165.00
Sterilization Deposits	0.00	0.00		0.00	25.00		25.00
Ordinance Fee Refunds							
Reclaim Fees	4 animals reclaimed						70.00
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 04-04-2023
Submitter's Signature 	Phone 231-779-9530



## Wexford County March RT

## Wexford-Boon

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

## Wexford-Cedar Creek

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:03:00 - 00:03:59	1	1	5.88%
00:04:00 - 00:04:59	1	2	11.76%
00:05:00 - 00:05:59	1	3	17.65%
00:08:00 - 00:08:59	1	4	23.53%
00:10:00 - 00:10:59	1	5	29.41%
00:13:00 - 00:13:59	2	7	41.18%
00:14:00 - 00:14:59	2	9	52.94%
00:15:00 - 00:15:59	1	10	58.82%
00:16:00 - 00:16:59	1	11	64.71%
00:19:00 - 00:19:59	2	13	76.47%
00:20:00 - 00:20:59	2	15	88.24%
00:21:00 - 00:21:59	1	16	94.12%
00:26:00 - 00:26:59	1	17	100.00%

## Wexford-Cherry Grove

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:07:00 - 00:07:59	1	1	25.00%
00:08:00 - 00:08:59	1	2	50.00%
00:10:00 - 00:10:59	1	3	75.00%
00:11:00 - 00:11:59	1	4	100.00%

## Wexford-City of Cadillac

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	11	11	12.09%
00:02:00 - 00:02:59	9	20	21.98%
00:03:00 - 00:03:59	18	38	41.76%
00:04:00 - 00:04:59	18	56	61.54%
00:05:00 - 00:05:59	9	65	71.43%
00:06:00 - 00:06:59	9	74	81.32%
00:07:00 - 00:07:59	7	81	89.01%
00:08:00 - 00:08:59	2	83	91.21%
00:09:00 - 00:09:59	2	85	93.41%
00:10:00 - 00:10:59	1	86	94.51%
00:12:00 - 00:12:59	2	88	96.70%
00:14:00 - 00:14:59	2	90	98.90%

00:29:00 - 00:29:59	1	91	100.00%
---------------------	---	----	---------

Wexford-City of Harrieta

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:38:00 - 00:38:59	1	1	100.00%

Wexford-City of Manton

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	2	2	11.76%
00:02:00 - 00:02:59	2	4	23.53%
00:03:00 - 00:03:59	1	5	29.41%
00:08:00 - 00:08:59	1	6	35.29%
00:10:00 - 00:10:59	1	7	41.18%
00:12:00 - 00:12:59	1	8	47.06%
00:13:00 - 00:13:59	1	9	52.94%
00:14:00 - 00:14:59	2	11	64.71%
00:16:00 - 00:16:59	1	12	70.59%
00:17:00 - 00:17:59	2	14	82.35%
00:18:00 - 00:18:59	1	15	88.24%
00:20:00 - 00:20:59	1	16	94.12%
00:22:00 - 00:22:59	1	17	100.00%

Wexford-City of Mesick

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:19:00 - 00:19:59	1	1	33.33%
00:22:00 - 00:22:59	1	2	66.67%
00:23:00 - 00:23:59	1	3	100.00%

Wexford-Clam Lake

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	1	1	4.55%
00:02:00 - 00:02:59	2	3	13.64%
00:03:00 - 00:03:59	2	5	22.73%
00:04:00 - 00:04:59	2	7	31.82%
00:05:00 - 00:05:59	5	12	54.55%
00:06:00 - 00:06:59	3	15	68.18%
00:07:00 - 00:07:59	2	17	77.27%
00:09:00 - 00:09:59	1	18	81.82%
00:11:00 - 00:11:59	1	19	86.36%
00:14:00 - 00:14:59	1	20	90.91%
00:15:00 - 00:15:59	1	21	95.45%
00:20:00 - 00:20:59	1	22	100.00%

Wexford-Colfax

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

Wexford-Greenwood

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
01:16:00 - 01:16:59	1	1	100.00%

Wexford-Haring

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	1	1	2.22%
00:01:00 - 00:01:59	1	2	4.44%
00:02:00 - 00:02:59	1	3	6.67%
00:03:00 - 00:03:59	4	7	15.56%
00:04:00 - 00:04:59	7	14	31.11%
00:05:00 - 00:05:59	7	21	46.67%
00:06:00 - 00:06:59	6	27	60.00%
00:07:00 - 00:07:59	4	31	68.89%
00:08:00 - 00:08:59	5	36	80.00%
00:09:00 - 00:09:59	2	38	84.44%
00:10:00 - 00:10:59	3	41	91.11%
00:12:00 - 00:12:59	1	42	93.33%
00:14:00 - 00:14:59	1	43	95.56%
00:16:00 - 00:16:59	1	44	97.78%
00:23:00 - 00:23:59	1	45	100.00%

Wexford-Liberty

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	25.00%
00:12:00 - 00:12:59	1	2	50.00%
00:13:00 - 00:13:59	1	3	75.00%
00:23:00 - 00:23:59	1	4	100.00%
Totals: Records: 5	4	4	

Wexford-Selma

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	33.33%
00:11:00 - 00:11:59	1	2	66.67%
00:22:00 - 00:22:59	1	3	100.00%

Wexford-Slagle

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:18:00 - 00:18:59	1	1	33.33%
00:24:00 - 00:24:59	2	3	100.00%

Wexford-South Branch

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

Wexford-Springville

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:23:00 - 00:23:59	1	1	100.00%

Wexford-Wexford

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	100.00%

# Wexford County 911 Responses

## March 2023

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	15	15
11-Choking	3	3
12-Convulsions/Seizures	7	7
13-Diabetic Problems	4	4
17-Falls	39	39
18-Headache	1	1
19-Heart Problems / A.I.C.D.	6	6
1-Abdominal Pain/Problems	5	5
21-Hemorrhage/Lacerations	11	11
23-Overdose / Poisoning (Ingestion)	4	4
25-Psychiatric/ Abnormal Behavior/Suicide At	11	11
26-Sick Person (Specific Diagnosis)	63	63
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	11	11
29-Traffic/Transportation/Accidents	13	13
2-Allergies (Reactions)/Envenomations (Sting)	1	1
30-Traumatic Injuries (Specific)	13	13
31-Unconscious/Fainting (Near)	19	19
32-Unknown Problem (Man Down)	9	9
4-Assault/Sexual Assault	3	3
5-Back Pain (Non-traumatic or Non Recent Tra	4	4
6-Breathing Problems	18	18
7-Burns (Scalds) /Explosion	10	10
9-Cardiac or Respiratory Arrest/Death	2	2
<b>Total</b>	<b>273</b>	<b>273</b>

Call Disposition	Wexford County	Total
Transport	181	181
Refusal	43	43
Cancelled	49	49
<b>Total</b>	<b>273</b>	<b>273</b>

Response Priority	Wexford County	Total
P-1 Emergency ALS	47	47
P-2 Emergency BLS	219	219
P-3 Non-Emergent	1	1
P-18 Stage	6	6
<b>Total</b>	<b>273</b>	<b>273</b>

# Wexford County Twp Responses

March 2023

	10 MB304	10 WA150	10 WA160	10 WA170	10 WB150	10 WB160	10 WB161	10 WEX E1	Total
Wexford-Boon	0	0	0	0	1	0	0	0	1
Wexford-Cedar Creek	0	0	1	3	6	4	3	1	18
Wexford-Cherry Grove	0	0	0	5	1	0	0	2	8
Wexford-City of Cadillac	0	1	0	98	4	2	1	1	107
Wexford-City of Harrieta	0	0	0	0	0	0	1	0	1
Wexford-City of Manton	0	0	1	4	5	7	2	0	19
Wexford-City of Mesick	0	0	0	2	1	0	0	0	3
Wexford-Clam Lake	0	0	0	19	2	1	0	1	23
Wexford-Colfax	0	0	1	1	1	0	1	0	4
Wexford-Greenwood	0	0	0	1	0	1	0	0	2
Wexford-Haring	1	3	0	16	33	1	1	0	55
Wexford-Henderson	0	0	0	1	0	0	0	0	1
Wexford-Liberty	0	0	0	2	1	1	1	0	5
Wexford-Selma	0	0	0	3	0	0	0	4	7
Wexford-Slagle	0	0	0	2	0	0	0	2	4
Wexford-South Branch	0	1	0	8	1	0	0	3	13
Wexford-Springville	0	0	0	0	1	0	0	0	1
Wexford-Wexford	0	0	0	1	0	0	0	0	1
<b>Total</b>	1	5	3	166	57	17	10	14	273



## Emergency Management Monthly Report

*April 2023*

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Courthouse/FOC Security Assm't with MI Supreme Court Liason
- CoGen Plant tour, request for Emergency Action Plan (acquired)
- School safety Mtg: ASIRT and 3M Protective window treatment  
CAPS Security assm't review and recommendations
- EM Callouts: (2) Structure Fires, (4) Brushfires with one requiring Six Fire depts, DNR Fire Team, FFS Fire Team and two air tankers
- (3) Qrtly reports submitted for grants: EMHSD-31&007, EMD-65
- Gov Whitmer visit, MSP requested EMD for prep, Drone and UC
- HazMit Plan submission
- Upcoming: GLHSC May 9-11, MABAS for EM-Fire-911

Randy Boike EMD April 20<sup>th</sup>, 2023

**Wexford County**

**Central Dispatch**

**Public Safety**

**Report**

**March**

**2023**



## **CENTRAL DISPATCH**

Total LEIN Responses 14,304

### CAD GENERATED: INCIDENTS:

Sheriff Department	653
Animal Control	41
Michigan State Police	337
Cadillac Police Department	790
Manton Police Department	0
EMS Calls	543
Fire Calls	119
Support Services Calls	40
Central Dispatch	113
911 Hang up/Text Back	264

TOTAL CALLS FOR SERVICE 2890

### TELEPHONE CALLS RECEIVED:

9-1-1 calls	426
Administrative Calls	2770
TOTAL CALLS RECEIVED:	3196

# ***Wexford County Veterans Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

---

Kathy Cline, Director

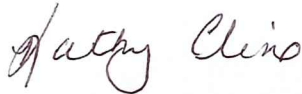
3 April, 2023

## **Veterans Services Monthly Report**

### March 2023 Overview

- Veterans in office visits-76
- Logged phone contacts-351
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-5
- County Burial Benefits ineligible-0
- 

We saw 76 Veterans/Family during the month. We had 351 phone calls. Planning of the Expo continues. We had the first EXPO planning meeting involving 6 counties. We are seeing new veterans all the time. Word of mouth from the veterans we have helped is our best advertising. The Wall project continues. Gary estimates another year before it is complete. The World War I wall is going to be painted in June by Shannon Nelson. There will be a plaque hung on this wall remembering and honoring Mike Bengelink.



Kathy Cline, Director

---

---

**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

---

---

**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** April 27, 2023  
**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>Stephanie Dupuis</b>	Equalization	25
<b>Catherine Wright</b>	Prosecuting Attorney	25
<b>Eric Garland</b>	Sheriff's Office	25
<b>Christopher Piskor</b>	Sheriff's Office	25
<b>Kevin Kovach</b>	Sheriff's Office	25
<b>Anthony Vermeulen</b>	Sheriff's Office	20
<b>Adam Kerr</b>	Maintenance	10
<b>Lori Nix</b>	Treasurer	10

Stephanie Dupuis began her employment with Wexford County on March 10, 1998 as part-time Deputy Register of Deeds in the Register of Deeds' Office. On September 14, 1998, Ms. Dupuis was hired in the Equalization Office as a full-time Department Secretary. Ms. Dupuis' position evolved into the Administrative Analyst. On July 19, 2021, Ms. Dupuis was promoted to Deputy Director of Equalization, she continues to work in this position.

Catherine Wright began her employment with Wexford County part-time on March 13, 1998 in the Probation and Parole department. On January 29, 2001, Ms. Wright began working part-time in the Prosecutor's Office. On July 5, 2004, Ms. Wright was hired as the full-time Office Administrator in the Prosecutor's Office. Ms. Wright continues to hold this position.

Eric Garland began his employment with Wexford County on April 15, 1998 as a seasonal full-time, Marine Patrol Deputy. Deputy Garland was hired as a Road Patrol Deputy on August 11, 1998. On June 29, 2014 Deputy Garland assumed the position of Law Enforcement Sergeant and continues to hold that position.

Christopher Piskor began his employment with Wexford County on May 6, 1998 as a full-time Road Patrol Deputy. On February 25, 2004, Deputy Piskor was promoted to the rank of Road Patrol Sergeant. On April 18, 2013 he was assigned to the Detective Sergeant Position and continues to hold that position.

Kevin Kovach began his employment with Wexford County on May 26, 1998 as a full-time Road Patrol Deputy. On January 23, 2008 Deputy Kovach was promoted to Road Patrol Sergeant and continues to hold that position.

Anthony Vermeulen began his employment with Wexford County on March 20, 2003 as a full-time Corrections Officer. On March 6, 2017, Mr. Vermeulen was promoted to Corrections Sergeant. Mr. Vermeulen continues to hold this position.

Adam Kerr began his employment with Wexford County on April 1, 2013, as the Maintenance Supervisor. Mr. Kerr continues to hold this position.

Lori Nix began her employment with Wexford County on April 11, 2013 as a part-time Deputy Treasurer. On August 13, 2021, Ms. Nix was promoted to full-time Deputy Treasurer. Ms. Nix continues to hold this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on May 03, 2023.

## Facilities and Equipment Management

### D-12.0 Courthouse Security

---

County Board Approval: December 3, 2003; Amended February 6, 2008; Amended April 27, 2023

It is the policy of Wexford County Board of Commissioners that employees entering in and exiting from the Historic Courthouse and the new Courts Building abide by the following policy.

- A. Employees who possess a key to the employee entrance door on the west side of the new Courts Building are to use that entrance/exit.
- B. Employees who do not possess a key or choose not to use that door, will be subject to screening at the single point of entry provided in the new Courts Building.
- C. Entrance into or egress from the Historic Courthouse is not allowed between 8:00 a.m. and 5:30 p.m. The only other time this is allowed is when an employee, who has an office in the Historic Courthouse, needs to enter the building on weekends or holidays.
- D. The only individuals allowed to use any other west side entrance to the new Courts Building are the Circuit, District and Probate Court Judges. This is done so that County Judges do not have to come in contact with litigants. ~~These entrances are not for employees.~~ Only Employees in the Probation Departments and Community Corrections Office may use the entrance to the Probation Hall, the barrier must stay in place as this is not a public entrance/exit.
- E. Any County Employee who has an office in the Courthouse or Employee who conducts regular business in the Courthouse may request a key/key card. Assigned keys are only to be used by the person the key(s) are assigned to. The County Administrator's Office shall keep a list of all issued keys and/or key cards. The County Administrator has final determination if a key should be issued.
- F. At the time of separation of employment, it is required that an employee immediately turns in their assigned key(s) to their immediate supervisor and if not available to the County Administrator.

It is the intention of the Wexford County Board of Commissioners to provide a safe work environment through reasonable policies and corrective actions. Your cooperation with this policy will assist in reaching this goal.