

WEXFORD COUNTY  
FINANCE & APPROPRIATIONS COMMITTEE MEETING  
REGULAR MEETING MINUTES  
July 26, 2023

The regular meeting was called to order by Chair Michael Musta at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald  
Members Absent: None  
Also Present: Duane Alworden, Central Dispatch Director; Jami Bigger, Deputy County Administrator/HR Director; Megan Kujawa, Senior Executive Administrative Assistant; Kristi Nottingham, Treasurer; and Mistine Stark, Community Corrections Manager

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** *G.8. Community Corrections Substance Abuse Testing Services*

**APPROVAL OF THE AGENDA**

A motion was made by Comm. Theobald and supported by Comm. Taylor 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. Theobald to approve the July 13, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Approval of Claims***

A motion was made by Comm. Potter and supported by Comm. Theobald to approve paying the bills in the amount of \$320,161.05. A vote was called, all in favor. Motion passed, 4-0.

***G.2. On-Call Non-Attorney Magistrate Compensation***

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented change in the District Court's Non-Attorney Magistrate on-call compensation rate from \$50 for holidays and weekends to \$20 per day for off-hours, effective January 1, 2024. A vote was called, all in favor. Motion passed, 4-0.

***G.3. On-Call Pay Rate Increase for Juvenile Officers***

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented on-call compensation rate increase for Probate Court's Juvenile Officers to \$20 per night, effective January 1, 2024. A vote was called, all in favor. Motion passed, 4-0.

***G.4. Enhanced Outpatient Programming Proposal***

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the proposal from Catholic Human Services to provide Enhanced Outpatient Services for Community Corrections, with a service term of October 1, 2023 through September 30, 2026.

Ms. Mistine Stark, Community Corrections Manager, informed the committee that the State recommended this be put out for bids because Community Corrections has had the same vendor for roughly eight years and due to how rural the County is, the State okayed a three-year agreement whereas those downstate and, in the city, due these yearly. The requested monies is less than previously used because Medicaid has started to pay for services.

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

***G.5. Central Dispatch Vehicle Request***

**A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the purchase of a 2020 GMC Acadia in the amount not to exceed \$35,000 from Betten Baker in Cadillac and to waive the sealed bid process in accordance with Section I.5 of Policy D-1.0 Purchasing Contracts and Sales. A vote was called, all in favor. Motion passed, 4-0.**

Mr. Duane Alworden, Central Dispatch Director, informed the committee that the current GMC Terrain was used for Emergency Management and when Emergency Management received their new Explorer, Central Dispatch Deputy Director started to use the Terrain for trainings and meetings. Mr. Alworden stated that there are some maintenance issues with the vehicle and that he is unsure of what the problem is. This Acadia would be used by staff for training courses in case other staff members are using the Central Dispatch truck.

Comm. Potter asked how many training courses a year his staff attends and was wondering if it would be more beneficial for the County to pay staff mileage for times of overlapping versus obtaining a new vehicle. He also questions if a cost analysis had been done.

Comm. Theobald questioned why the motion read not to exceed \$35,000 when in the packet the vehicle is for sale for \$29,995. Mr. Alworden stated that it is due to the price in the packet was not the out-the-door price. Mr. Alworden stated that before the meeting he was informed that the out-the-door price would be \$30,309.00.

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

***G.6. My Community Dental Centers Lease Agreement***

**A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented attorney accepted five-year lease agreement between Wexford County and My Community Dental Health Centers for dental clinic space at the Health Department.**

Chair Musta stated that this came up since the Health Department building is paid off and now it is the County's responsibility to collect the rent from the dental clinic.

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

***G.7. MEI Special Considerations***

**A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the special consideration request for the Medical Examiner in the amount of \$100. A vote was called, all in favor. Motion passed, 4-0.**

Comm. Theobald asked if this was just for a certain case, Ms. Bigger confirmed that this was for a particular case that required extra time.

**G.8. Community Corrections Substance Abuse Testing Services**

**A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve Purchase Order 0646-2024-TS20 for Substance Abuse Testing Services for the Community Corrections Department.**

Ms. Mistine Stark, Community Corrections Manager, informed the Committee that this is a annual agreement with the Federal Government.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Bigger stated that the budget is open and Department Heads have has been working on it. She has not heard from any Departments having issues. The audit will be presented at the second Board of Commissioners meeting in August. She stated that Weadock and Associates informed her that market rate increases for health insurance is projected to be 8%. Rates for dental, vision, short-term disability, and life insurance are locked in from last year and those won't change.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

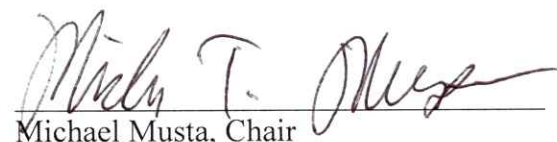
None.

**CHAIR COMMENTS**

None.

**ADJOURN**

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

  
Michael Musta, Chair

  
Megan Kujawa, Recording Secretary