



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Michael Bush, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, April 22, 2025, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 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 25, 2025, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor – March. 2025*) 4
 - 2. MMR Monthly Update (*D. Mosholder – March. 2025*)
 - 3. Emergency Management Monthly Report (*R. Boike – March. 2025*) 9
 - 4. Central Dispatch Monthly Report (*D. Alworden – March. 2025*) 10
 - 5. Veterans Services Monthly Report (*C. Emmons – March. 2025*) 12
 - 6. Acceptance of Resignation from Northern Community Mental Health 16
 - 7. Appointment to North Lakes Community Mental Health 16
 - 8. FOC Position Description Update/Child Support Investigator 17
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
Michael Bush, Chair
March 25, 2025

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

Members Present: Michael Bush, Jason Baughan, Brian Potter, Gary Taylor
Members Absent: None
Also Present: Daniel Mosholder, MMR Operations Manager; Joe Porterfield, County Administrator/Equalization Director; Megan Swanberg, Executive Assistant; Duane Alworden, Central Dispatch Director; Chris Emmons, Veterans Director; Eric Sturgeon, Veterans' Service Officer

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the agenda. A vote was called, all in favor.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the February 25, 2025, Regular Meeting Minutes. A vote was called, all in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (February 2025)

A report from Sheriff Taylor was provided in the packet.

G.2. MMR Monthly Update (February 2025)

Mr. Daniel Mosholder, Operations Manager, informed the Committee:

- Paramedic classes start in May in Traverse City.
- Down a part time EMT but hired two full time EMT's.
- On average Cadillac hospital sees about 120 patients a month.
- Construction started on Cobb St. on the remodeling of the bathroom.

G.3. Monthly Emergency Management Report (February 2025)

A report from Mr. Randy Boike, Emergency Management Director, was provided in the packet.

G.4. Central Dispatch Monthly Report (February 2025)

Mr. Duane Alworden, Dispatch Director, provided a monthly report in the packet and said things were going great.

G.5. Veterans Services Monthly Report (February 2025)

Mr. Porterfield Introduced Mr. Chris Emmons as our new Veterans Services Director and Mr. Eric Sturgeon as our new Veteran's Service Officer.

A report from Mr. Chris Emmons, Veterans Services Director, informed the Committee:

- Serviced 41 Veterans this month. This included two DIC Claim's, eight Service Connected Claims, five appeals, zero CHAMPVA Application, one VA Healthcare Applications, 365 Files Reviews. Additionally, we seen 18 Aging (70 or over) Veterans and one female Veteran.
- The Spring Conference will be held from April 8th-11th. Accreditation Training is April 21st-25th.
- Mr. Emmons and Mr. Sturgeon have completed the membership application and conference enrollment.
- Mr. Emmons and Mr. Sturgeon have had their NACVSO memberships accepted, and their accreditation classes have been reserved. Upon completion of this course, they will be able to legally represent Veterans and assist them with benefits.

G.6. Letter of Support for the BEAD Program- PFN

A motion was made by Comm. Baughan and supported by Comm. Taylor to forward a recommendation to the full board to approve having the Administrator send a letter on behalf of the Board to Peninsula Fiber Network supporting their BEAD grant application to expand broadband infrastructure to residents of Wexford County. A vote was called. All in favor.

G.7. Appointment to Networks Northwest

A motion was made by Comm. Taylor and supported by Comm. Baughan to forward a recommendation to the full board to recommend Ben Townsend be appointed as a Required Economic/Community Development Representative to the networks Northwest Board. A vote was called. All in favor.

G.8. Intern Request- Prosecutor's Office

A motion was made by Comm. Potter and supported by Comm. Baughan to forward a recommendation to the full board to approve the Prosecutor's request to hire a temporary full-time summer intern at an hourly rate of \$25. A vote was called. All in favor.

G.9. Request for Juvenile Intake/Probation Officer – Probate Court

A motion was made by Comm. Baughan and supported by Comm. Taylor to approve the presented position description and forward a recommendation to the full board to approve the addition of a full-time Juvenile Intake/Probation Officer to the Probate Court's roster at an M2 level contingent upon the continuance of the 75% grant funding for the position. A vote was called. All in favor.

Comm. Taylor asked why an M2, and Mr. Porterfield said the job required a special set of credentials.

CORRESPONDENCE

None

ADMINISTRATOR’S COMMENTS

Mr. Porterfield informed the Committee:

- We have been watching a lot of stuff. In the last two months we have had two grants that have been reduced to less than originally approved.
- Mr. Porterfield and Commissioner Taylor are going tomorrow morning to Missaukee for material management planning and will have a report from that when they come back.

PUBLIC COMMENTS

None

COMMITTEE COMMENTS

None

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:16 p.m. A vote was called, all in favor. Motion passed 4-0.

Michael Bush, Chair

Megan Swanberg, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Jeffrey T. Harnish
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

March

2025

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 21 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 793 calls for service. Of those calls, 166 reports were taken. As a result of those complaints, 45 arrests were made, and 88 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	998
Total Complaints Taken	167
Felony/Misdemeanor Arrests	32
Citations Issued	222

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	6
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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.

Total Civil Papers Received	51
Total Civil Papers Completed	42

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	17	Pistol Permits Issued	30
Concealed Pistol Licensing	21	Denied Permits	1
Other	6	Indiv. Pistols registered	91
Court	0		
Total Prints.....	44		

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 a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 4 animals, adopting 11 and reuniting 0 with their owner(s).

ACTIVITY:

Total Calls	
Total Complaints/Reports	1
Animal Bites	6
Citations Issued	1
Animals Lodged in Pound	4
Animals Adopted Out	11
Animals Transferred to Rescue	0
Animals Claimed by Owners	0
Animals Euthanized	3

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	107
Total number of inmates Booked	117
Total Inmates Booked –Year to date	296
Total Number of Inmates Released	109
Number Released-Year to date	286
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- March 3 – 6th, 2025: Deputy Zajac attended *EFC Level I Instructor Certification*, 40 hours of in person training, provided by Effective Fitness Combatives. The training was in Gaylord, MI and hosted by the Gaylord Police Department.
- March 3-6th, 2025: Deputies Hoffman, Howard and Wright attended *Female Enforcers*, a two-day training event in Lansing, MI. The training was hosted by Michigan State Police and provided by Calibre Press.
- March 4-5th, 2025: Deputies Koponen and Ramirez, along with Lieutenant Denison, attended *Force Encounters Course: Investigative Fundamentals, Decision-Making and Human Performance*. This two-day training was provided by Force Science and hosted by the Michigan Municipal Risk Management Authority.
- March 21st, 2025: Corrections Officers Benson and Vogt graduated from West Shore Community Colleges 160-hour Corrections Officer Academy. Officer Vogt also earned the *Leadership Award* and *Outstanding Achievement Award*.

Wexford County Animal Shelter				Reporting Month March 2025					
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 within 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	4	3	4	7	0	7	0	3	0
Cats	0	0	0	4	0	4	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		105.00	00.00		105.00
Sterilization Deposits	0.00	00.00		0.00	0.00		0.00
Ordinance Fee Refunds							
Reclaim Fees	0 animals reclaimed						00.00
Donations Received							

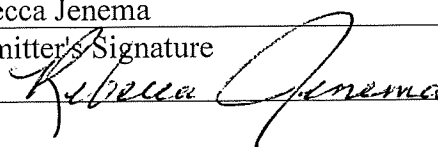
References:

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 Reported
Rebecca Jenema

Date Submitted
3-06-2025

Submitter's Signature



Phone
231-779-9530



Emergency Management Monthly Report

April 2025

- Attended Region 7 Homeland Security meeting, Statewide EM meeting, R7 T&E Grant work
- Callout: Manistee River Flooding Response/ Hodenpyle Dam & Tippy Dam at risk, Requiring coordination with Consumers Energy Hydro to draw down reservoirs and stage flood gates. Alert Manistee County EMD for ready response, Alert Primary First Responders of situation and readiness to respond, Road Commission & MDOT briefed
- Callout: Region 7 Mutual Aid in response to Northern Michigan Ice Storm Disaster/ Relieve affected EM's to assist in operating 24-7 EOC demands/ Property Damage Assessments/ Direct National Guard assets
- State Emergency Operations Center Briefings 3-4 per day
- Preparing Northern Stike 2025 MOBEX Exercise on Camp Grayling
-
- April 22-24 Michigan HAZMAT Responder Training Conference (alibi for absence of HR Public Safety Meeting)
- Coordinate with MSP Security Team for Governor's Breakfast April 25th
- Upcoming: 2025 Great Lakes Homeland Security Conference & Training
- Upcoming: Camp Grayling Full Scale Exercise will be monthly thru June

Randy Boike EMD

Wexford County

Central Dispatch

Public Safety

Report

March

2025

CENTRAL DISPATCH

Total LEIN Responses 14,689

CAD GENERATED: INCIDENTS:

Sheriff Department	1084
Animal Control	34
Michigan State Police	589
Cadillac Police Department	899
Manton Police Department	11
EMS Calls	645
Fire Calls	160
Support Services Calls	36
Central Dispatch	159
911 Hang up/Text Back	127
TOTAL CALLS FOR SERVICE	3,742

TELEPHONE CALLS RECEIVED:

9-1-1 calls/TEXT 911	1323
Administrative Calls	2964
TOTAL CALLS RECEIVED:	4287

Wexford County Veteran Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Chris Emmons, Director

April 22, 2025

March 2025 Overview

- Veterans who received emergency assistance - 1
- Veterans that were ineligible/denied for emergency assistance - 0
- County Burial benefits and letters that have been initiated - 0
- Veterans that were ineligible for County Burial Benefits - 0
- Veterans serviced - 52

We were able to service 52 Veterans this month. This included one DIC Claim, 16 Service Connected Claims, three appeals, one CHAMPVA Application, four VA Healthcare Applications, 431 Files Reviews. Additionally, we serviced 26 Aging (70 or over) Veterans and one female Veteran. This month has been a productive lead-up to the upcoming conference scheduled for this week. As part of our ongoing efforts to enhance community collaboration and ensure compliance with accreditation standards, several key meetings and activities took place.

Accreditation Training

Preparations for the accreditation training on April 21-25, 2025, are underway, with all relevant memberships secured, and access to Vetra Spec established. This training is crucial for our team to ensure we meet the necessary standards to continue our Veteran Services. Post accreditation training, our staff will start the PIV card application process which we have already familiarized ourselves with.

MVAA Grant

We are pleased to report that FY25 grant reporting has been successfully submitted throughout the second quarter. This achievement reflects our commitment to transparency and accountability in the management of our resources, and it positions us well for future funding opportunities. Additionally, I attended training on MVAA grant writing standards, and the FY26 Letter of Intent to apply has been submitted. I am working diligently with MVAA and State Representatives to have our FY26 grant restored.

Expo Planning

Planning for the upcoming expo on August 2nd is progressing well. All representatives have been invited, and we are finalizing logistics to ensure a successful event that showcases our services and engages the community effectively. We have no concerns with the execution of this great event.

Upcoming Training and Interviews

I attended the FY26 grant writing training on March 28th. This training will prepare our team for the upcoming grant cycle and ensure we are aligned with the latest requirements and best practices.

Additionally, I conducted an interview with Northern Express regarding the impacts of budget and personnel cuts on our operations and we discussed upcoming Memorial Day activities here in Cadillac. This exposure will help raise awareness about the challenges we face and the importance of continued support for our initiatives.

Networking, Collaboration, and Community Engagement

This week also included productive meetings with key stakeholders:

- **Tony Rubio from DAV:** Discussed ongoing Veteran support initiatives.
- **Sue Marcum from Vets Serving Vets:** Explored potential collaborations for community outreach, and assistance with hosting the 126th Army Guard Band on June 7th at the Pavilion.
- **Doreen from the Community Foundation:** Reviewed opportunities for funding and support.
- **Freedom Ride and Wex Express:** Discussed transportation services for Veterans and our current initiative.
- **Honor Guard Commander Steve Bidwell:** Discussed potential collaborations for upcoming ceremonial events.
- **Cadillac VA CBOC Staff:** Engaged in discussions about improving Veteran services within the community, and some issues that they are seeing with our current counseling initiative.
- **Manton Senior Center Staff:** Explored ways to enhance programming and outreach for senior Veterans.
- **Chamber of Commerce Staff:** Discussed our Veteran Expo and built the relationship for future collaboration and support.

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In addition, I attended the **SNAG** meeting, which facilitated valuable networking opportunities and insights into other support agencies for seniors in the community. Our message to them was to get Veterans in to see us sooner rather than later, so that we can assist them with their needs.

Administrative Updates

Significant administrative tasks were completed this month, including:

- Handoff of social media responsibilities to Eric, ensuring our online presence continues to engage and inform our community.
- Participation in NACVSO and MACVC meetings to stay connected with national and state-level initiatives.
- Review of PIV card issuance post-accreditation, which enhances our security protocols.
- An office cleanup initiative was undertaken to improve our work environment and efficiency.
- The website has been revamped, improving user experience and accessibility.
- Admin access to Vetra Spec has been established, facilitating better management of our Veteran services.
- We conducted an inventory check and reviewed key control measures to enhance our operational efficiency.

Upcoming Focus

As we move forward, our focus will shift towards the FY25 grant review and FY26 initiative planning which are due by May 1st, 2025. We will utilize insights from our recent meetings and training sessions to inform you of the strategies and proposals of the Veteran Service office. We also look forward to increasing the number of Veterans serviced in our office by a revamped marketing strategy.

Conclusion

This month has been instrumental in setting the stage for our upcoming conference and strengthening our community ties. With accreditation training on the horizon and

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ongoing planning for our Expo, we are positioned to continue making a positive impact on the lives of those we serve. Thank you for your continued support and collaboration.

Respectfully,

Chris Emmons, Director of Veteran Services

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BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: April 22, 2025
SUBJECT: Acceptance of Resignation from NLCMH & Appointment to NLCMH

SUMMARY OF ITEM TO BE PRESENTED:

Kathy Adams submitted her resignation from the Northern Lakes Community Mental Health Board.

Ben Townsend would like to be considered for appointment to the Northern Lakes Community Mental Health Board. No other recent applications have been received.

RECOMMENDATION:

Forward a recommendation to the full board to accept Kathy Adams' resignation and discuss the appointment to the NLCMH Board.



Wexford County

Request for Board of Commissioner Action

Department: Friend of the Court

Submitted by: Rob Kulpa
Subject: Request to Change Position Title
Committee: Human Resources/Public Safety
Committee Meeting Date:
BOC Meeting Date:

Action Request (proposed motion for the Board to consider):

Motion to change title of Senior Account-Auditor Specialist position to Child Support Investigator.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

None

Summary (explain why the action is necessary and the desired outcome after implementation):

I am requesting to change the title of this position to more accurately represent the work that is done in this position. While it's unclear exactly what a Senior Account-Auditor Specialist may do within our office, changing the title to Child Support Investigator provides a more accurate picture of the sort of work we are looking for an employee applying for this position to do. Along with this change in title will be a slightly adjusted job description that is better tailored to the duties of this job, than the previous description.

Timeline (if request is approved at BOC meeting date noted above):

As soon as possible

List of Attachments:

Current Senior Account-Auditor Specialist job description

Proposed Child Support Investigator job description



Wexford County Position Description
Position: Child Support Investigator
Adopted: May 26, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; **collect information from clients to conduct support investigations; conduct daily banking;** enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Responsible for organizing, processing, and coordinating information regarding cases.
2. **Address client questions regarding support issues in a professional manner.**
3. **Conducts investigation to find and resolve child support issues.**
4. **Reviews file information and conducts audits to ensure accurate collection and distribution of child support funds.**
5. **Provides financial statements upon request.**
6. Meets the State of Michigan's directions regarding collection, redirection, and the application and release of temporary supports holds, as necessary.
7. **Conducts banking for the Friend of the Court daily.**
8. **Addresses client questions regarding support issues in a professional manner.**
9. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
10. Works effectively with the public, clients, court staff, and all employees.
11. Responsible for possessing knowledge of the Circuit Court/Family Court process.
12. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
13. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirement; high school graduation or equivalent is required.
9. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.