



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, August 26, 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 JULY 22, 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*) 4
 - 2. MMR Monthly Update (*D. Mosholder*)
 - 3. Emergency Management Monthly Report (*E. King*)
 - 4. Central Dispatch Monthly Report (*T. Baker*) 9
 - 5. Veterans Services Monthly Report (*C. Emmons*) 12
 - 6. Friend of the Court Reclassification Request – Assistant FOC 15
 - 7. Employee Recognition 18
- 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
July 22, 2025

The regular meeting was called to order by Acting Chair Brian Potter at 4:03 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Gary Taylor, Jason Baughan
Members Absent: Michael Bush
Also Present: Travis Baker, 911 Director; Jami Bigger, Dept. Administrator/HR Director; Randy Boike, Emergency Management Director; Erik King, Emergency Management Director; Daniel Mosholder, MMR Operations Manager; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Administrator/Equalization Director; Eric Sturgeon, Veterans Service Officer; Trent Taylor, Sheriff

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Baughan to approve the June 24, 2025, Regular Meeting Minutes. A vote was called, all in favor. Motion passed.

PUBLIC COMMENTS

None.

AGENDA ITEMS

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

Sheriff Taylor informed the Committee of the following:

- The new in-car cameras and body cameras will be installed in August.
- The current headcount at the jail is 88.
- Five of the eight windows that were broken at the office have been replaced.
- The new Social Worker position has been filled by Ms. Amy Cox, and she is currently training.
- The jail is down two Corrections Officer positions.
- The law enforcement roster is full with sending one cadet to the academy in August; however, one Deputy will be resigning in August.

G.2. MMR Monthly Update (June 2025)

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

- June numbers were high.
- The fair grounds have been keeping them very busy.
- They have hired a new contractor to continue the renovations on Cobb St.
- There have been no staffing changes since last month.
- He has been appointed the Interim Regional Manager. Mr. Mosholder noted he has been very busy, but his supervisors have stepped up to help him out.

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

Mr. Randy Boike, Emergency Management Director, thanked Mr. Travis Baker for his assistance on two callouts while Mr. Boike was out of the office. He also informed the Committee that himself and the new Emergency Management Director, Mr. Erik King, assisted in a mutual aid callout today in Missaukee County to help locate a missing person with the drone.

Mr. Boike shared with the Committee his plans of retirement and stated it had been an honor to serve in Wexford County. He introduced Mr. King and noted that Mr. King is very well qualified. Mr. King stated he is happy to be here.

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

Mr. Travis Baker, Dispatch Director, informed the Committee of the following:

- The 911 Advisory Board is scheduled to meet on Thursday.
- The new dispatcher has completed training.
- They hosted Mutual Aid Box Alarm System (MABAS) training.

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

Mr. Eric Sturgeon, Veterans Services Officer, informed the Committee of the following:

- They aided 79 veterans last month; zero of which received emergency assistance and one that was ineligible or denied assistance. One county burial benefit and letter was initiated.
- Both staff members are fully accredited and will maintain that credibility.
- The fiscal year 2025 invoicing was submitted on June 30th.
- They anticipate hearing about the FY26 grant approval soon and have requested a 50% advance on the FY26 grant from the MVAA.
- The Veterans Expo will take place on August 2nd at the Civic Center from 9:00 a.m. to 2:00 p.m. Banners and billboards advertising the event are out.
- They now have access to Defense Personnel Records Information Retrieval System (DPRIS), enabling them to be able to retrieve records for Gulf War Veterans.
- They have a new waiting room for Veterans.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Admin. Porterfield welcomed the new Emergency Management Director, Erik King. He also thanked Mr. Boike for his service.

Deputy Admin. Bigger informed the Committee the Friend of the Court will be requesting a title change and position description update for their Human Services position, that will be added to the Board agenda due to time constraints.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Baughan to adjourn at 4:20 p.m. A vote was called, all in favor. Motion passed.

Brian Potter, Acting Chair

Jami Bigger, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Jeffrey T. Harnish
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

July

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 1033 calls for service. Of those calls, 210 reports were taken. As a result of those complaints, 41 arrests were made, and 219 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	1018
Total Complaints Taken	197
Felony/Misdemeanor Arrests	28
Citations Issued	185

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	5
Intelligence Reports	7
Arrests	2
Assist Other Agencies	6

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	70
Total Civil Papers Completed	60

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	22	Pistol Permits Issued	27
Concealed Pistol Licensing	17	Denied Permits	0
Other	12	Indiv. Pistols registered	85
Court	2		
Total Prints.....	53		

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 17 animals, adopting 10 and reuniting 4 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	85
Total Complaints/Reports	5
Animal Bites	7
Citations Issued	1
Animals Lodged in Pound	17
Animals Adopted Out	10
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.

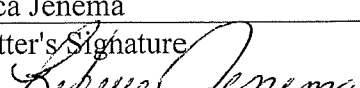
Average Daily Inmate Headcount	86
Total number of inmates Booked	98
Total Inmates Booked –Year to date	674
Total Number of Inmates Released	98
Number Released-Year to date	689
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAINING/RECOGNITIONS:

- July 17-18th, 2025 – Corrections Sergeant Yager completed Management Skills for New Managers and Supervisors through Pryor Learning.
- July 22nd, 2025 – Corrections Officers Kunkel, Miller, Ochalek, Paquin, Renshaw and Zeestraten completed an 8-hour in-service training seminar; Mental Health First Aid for Public Safety, at Delta College.
- July 25th, 2025 – Undersheriff Harnish, Deputies Mosse, Penney and Sprik along with Lieutenants Denison and Piskor completed an 8-hour in-service training, Behavioral Health and Crisis Response at Kirtland Community College.

Wexford County Animal Shelter				Reporting Month July 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	1	14	15	5	3	8	0	1	0
Cats	0	2	2	0	2	2	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		75.00	45.00		120.00
Sterilization Deposits	0.00	00.00		0.00	75.00		75.00
Ordinance Fee Refunds							
Reclaim Fees	4 animals reclaimed						55.00
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 8-5-2025
Submitter's Signature 	Phone 231-779-9530



WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: July 2025

TOTAL LEIN RESPONSES: 15,132

CAD GENERATED INCIDENTS

SHERIFF DEPT: 1080

ANIMAL CONTROL: 85

MICHIGAN STATE POLICE: 507

CADILLAC POLICE DEPT: 1005

MANTON POLICE DEPT: 17

EMS CALLS: 699

FIRE CALLS: 154

SUPPORT SERVICES CALLS: 64

CENTRAL DISPATCH: 115

911 HANGUP/TEXT BACK: 178

TOTAL CALLS FOR SERVICE: 3,611

PHONE CALLS RECEIVED

911 (LANDLINE): 42

VOIP: 114

TEXT: 12

911 (WIRELESS): 1216

ADMIN CALLS: 3499

TOTAL CALLS: 4,928

BUSIEST DAY OF THE WEEK

Friday

BUSIEST TIME OF THE DAY

1300



July 2025

FIRE	
300	8
400	11
500	4
600	14
700	14
900	5
1000	3
1100	5
CF	68
57/28/51	1
NWEMA	19
DNR	2

EMS	
Rescue 41	57
Har Res	26
MMR	547
NWEMA	65
AERO	2
Blair	0
57/28	2

LAW	
WXSH	1080
MSP	507
CPD	1005
MPD	17
DNR/FS	3/6

76/77 6/79

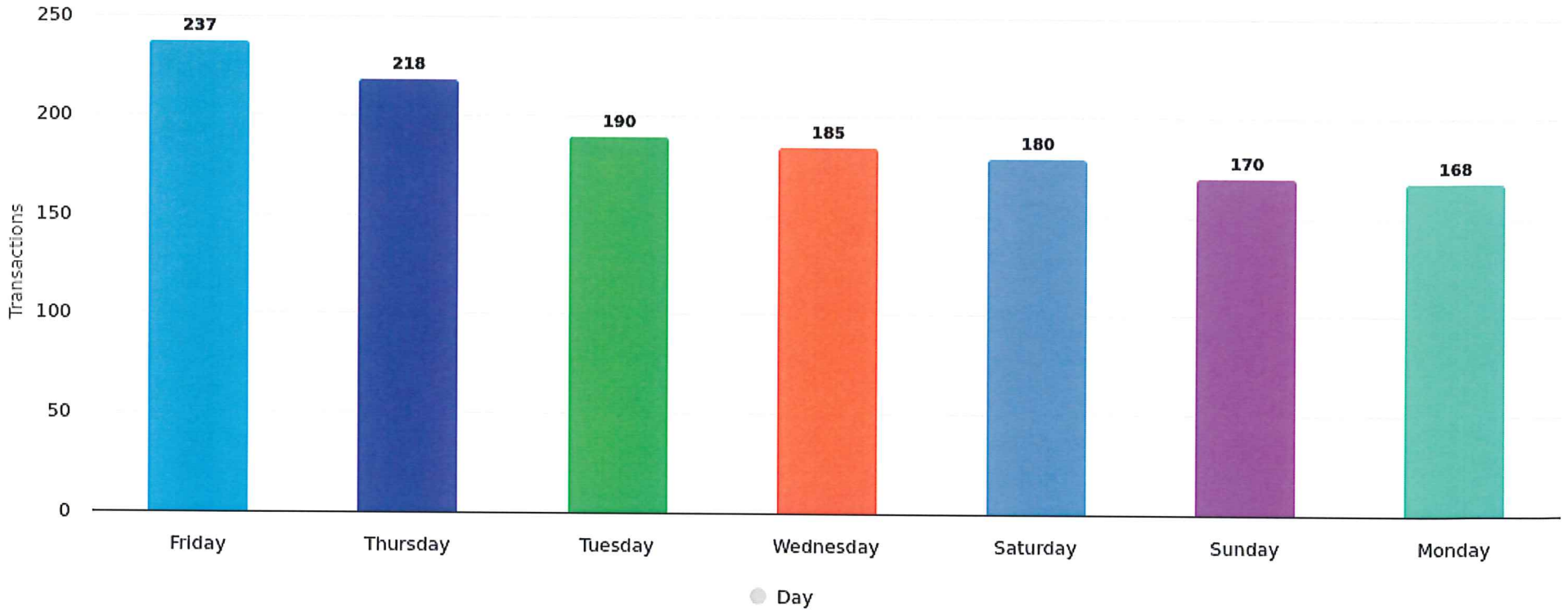
SUPPORT	DPW	STS	RC	EM-1	VSU	RR
	18	5	20	6	1	5

DISPATCH	hangups	911 open	911 text	other
293	130	47	1	115

ESRP Calls by Day of Week

MI: 2025-07-01 00:00:00 to 2025-07-31 23:59:59

PSAPs: Wexford County Central Dispatch, Wexford County Central Dispatch (Geo Route), Wexford County - MAK



Wexford County Veteran Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Chris Emmons, Director

August 26, 2025

July 2025 Overview

- Veterans who received emergency assistance - 0
- Veterans that were ineligible/denied for emergency assistance - 1
- County Burial benefits and letters that have been initiated - 2
- Veterans that were ineligible for County Burial Benefits - 0
- Veterans serviced - 84

This month, we aided 84 Veterans, including 14 Service Connected Claims, three Higher Level Reviews, four VA Healthcare Applications, 100 personal interviews and 512 File Reviews. Additionally, we supported 24 aging Veterans (aged 70 or older) and one female Veteran. Our team maintains an average of over 10 calls daily, and we receive between 2 to 5 voicemails each outside of business hours, which we address on the next business day.

Accreditation Training

We will renew all accreditations in accordance with their respective renewal timelines.

MVAA Grant

- Notified that grant is in final approval stage.

Expo

- Report to follow

Training

- Michigan Association of County Veteran Counselors (MACVC) Fall Conference: September 10-12, 2025
- VA Advanced Appeals: Date to be determined
- National Veterans Legal Services Program - Webinar on Ratings and Reductions – attended July 23, 2025

Networking, Collaboration, and Community Engagement

This month, we held productive meetings with key stakeholders:

- **Fair Board President:** Discussed the upcoming Salute to Service event (August 11, 2025) and provided a \$1,000 donation and volunteered to speak at the event.
- **Lunch and Fun - Cadillac Senior Center:** Participated in this collaboration with the Cadillac Senior Center and Elder Law discussing advanced directives for the aging population. We reached 4 Veterans by attending the event.

Taking care of our American Heroes...past...present...future...

- **Meeting with Travis Quillin from MI Works:** Discussed his role in providing employment services to Veterans, and how we can collaborate in the future.
- **Meeting with Michigan Veterans Affairs Agency Deputy Director, Todd Butler:** Discussed the relationship between the MVAA and county Veteran Service Officers, and how we can collaborate to assist more Veterans.

Administrative Updates

- We are assisting with records retrieval for WWI Veterans to complete the memorial wall at the courthouse.

Upcoming Focus

- Organize a Veteran picnic in the fall aimed at engaging younger Veterans and their families.
- Visit local Veteran Organizations to introduce our team and foster collaboration.

Approval Needed

None

Conclusion

We remain committed to 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

Taking care of our American Heroes...past...present...future...

Condensed Board Brief Report

Event Summary:

- **Attendance:** 386 total (243 veterans)
- **Counties:** 18 counties, 2 states (majority from Wexford 137, Missaukee 33, Osceola 28).
- **Age:** Average 70.7 years (youngest 23, oldest 94, largest group 70s with 90 veterans).
- **Vendors:** 33 of 36 RSVP showed; 40 booths available in popular horseshoe layout.

Feedback Highlights:

- **Positive:** Booth setup, Saturday timing, good turnout, food and coffee well received.
- **Vendor Suggestions:** Shorten hours (10–1), add vendor raffle prizes, consider Thursday option for future events.
- **Attendee Suggestions:** More diverse vendors (social security, women’s health, VA health care), earlier advertising, involve surrounding counties, possible alternative venue (Armory), attract younger veterans, adjust raffle rules.

Recommendations:

1. Plan 12 months out, involve surrounding counties early.
2. Adjust event time 10–1 with revised lunch & raffle schedule.
3. Expand vendor list to include requested agencies.
4. Continue horseshoe layout and first-come booth selection.
5. Consider Cadillac Armory as future venue option.
6. Strengthen outreach/advertising starting July with billboards, media pushes.

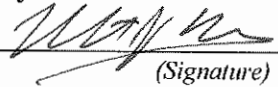
Attachment (1) - Wexford County Reclassification Request From

**THIS FORM AND SUPPORTING DOCUMENTATION MUST
BE SUBMITTED TO THE HUMAN RESOURCES DIRECTOR BY AUGUST 1ST**

Date: 7/28/25

To: County Human Resources Director

Submitted by:

(1) , Supervisor's Title: FRIEND OF THE COURT
(Signature)

It is requested that the following position be reclassified:

Position title: ASSISTANT FRIEND OF THE COURT

Current Classification: M-3

Current Hourly Wage Rate: 24.08-31.16

Requested Reclassification: M-4

Requested Hourly Wage 26.57

Required enclosures:

- a) Copy of current position description.
- b) Updated position description of requested reclassification.
- c) Justification for requesting reclassification and statement detailing significant change in duties.
- d) Detailed answers to the following questions:
 - 1. Have the responsibilities/duties of the position changed significantly from the current position description?
 - 2. Were the changes required by new statute or mandate, or were they the result of shifting work within the office? Example: duties transferred from position A to position B.
 - 3. If the changes were not mandated, why were they needed?
 - 4. Are the changes so significant as to require a new position description? If the answer is yes, an updated position description should also be presented for approval.

SUPPORTING DOCUMENTATION FOR WEXFORD COUNTY
RECLASSIFICATION REQUEST

a) Copy of current position description.

See attached

b) Updated position description of requested reclassification.

As I will explain in the following section, I am not requesting to update the position description or job duties of the Assistant Friend of the Court position. I am requesting that the Assistant Friend of the Court position be reclassified.

c) Justification for requesting reclassification and statement detailing significant change in duties.

In requesting a reclassification of the Assistant Friend of the Court position, what I am asking is that the position be reclassified to recognize the importance of the work that is done in that position. At this time, the Assistant Friend of the Court position is on the same wage level as the other two management-level positions in our office. While all three positions are important to the daily operations of our office, the Assistant Friend of the Court position is the one that literally pays the bills for our office.

The person operating as the Assistant Friend of the Court is responsible for scheduling all mediation appointments and referee hearings for our office, coordinating with attorneys frequently regarding scheduling matters, setting up virtual hearings and meetings or hearings by Polycom. They order office supplies and often serve as the office's point-of-contact for other offices and for county departments. That position works hand-in-glove with me on office management, delegation of office duties, policy development, reports for the state, budget management, etc.

I am requesting that this position be reclassified to adequately reflect the importance of the work the person in this position does and the importance to this office that the person in this position holds.

d) Detailed answers to the following questions:

1) Have the responsibilities/duties of the positions changed significantly from the current position description?

No, but this request for reclassification is focused on reviewing the responsibilities of the current job and asking that the position be reclassified in accordance to the amount of work—and the importance of the work—that is done.

2) Were the changes required by new statute or mandate, or were they the result of shifting work within the office?

As stated above, there have been no changes to the position—this is a request for reclassification of the current position, under the current duties the position holds.

3) If the changes were not mandated, why were they needed?

Again, no changes have been made to the position responsibilities.

4) Are the changes so significant as to require a new position description?

No, the current position description is adequate, I am only requesting that the position be reclassified.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 26, 2025
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 5, 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:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Benjamin Galloway	Central Dispatch	5-Years
Karen Maury	Clerk's Office	10-Years

Benjamin Galloway began his employment with Wexford County Central Dispatch on August 24, 2020, as a Dispatcher and continues to work in the position.

Karen Maury began her employment with Wexford County Clerk's Office on August 26, 2015, as a Family Court Clerk. On June 17, 2019, Karen was hired as the Office Staff for Wexford-Missaukee Public Defender. On September 09, 2019, Karen was hired back at the Clerk's Office as Deputy Clerk in the Clerk's Office. On December 28, 2022, Karen was promoted to Chief Deputy Clerk and continues to work in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on September 03, 2025.