



## 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, September 23, 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 AUGUST 27, 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*) ..... 9
  - 3. Emergency Management Monthly Report (*E. King*) ..... 13
  - 4. Central Dispatch Monthly Report (*T. Baker*) ..... 14
  - 5. Veterans Services Monthly Report (*C. Emmons*) ..... 15
  - 6. On-site Flu Clinic ..... 18
  - 7. Employee Recognition ..... 20
  - 8. Resolution No. 25-16 Extending Appreciation for Randy Boike's Dedicated Service ..... 21
  - 9. Sheriff's Request to Send Two Cadets to Police Academy ..... 23
  - 10. Safe Workplace Policy ..... 24
- 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*

August 26, 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, Brian Potter, Gary Taylor, Jason Baughan  
 Members Absent: None  
 Also Present: Travis Baker, 911 Director; Jami Bigger, Dept. Administrator/HR Director; Chris Emmons, Veterans Services Director; Jeffrey Harnish, Undersheriff; Daniel Mosholder, MMR Operations Manager; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Megan Swanberg, Executive Assistant

**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. Motion passed.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Baughan to approve the July 22, 2025, Regular Meeting Minutes. A vote was called, all in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

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

Undersheriff Harnish informed the Committee of the following:

- The new Corrections Officer started this week.
- The current headcount at the jail is 86.
- The jail is down one Corrections Officer position.
- The law enforcement roster is down one deputy and is sending one cadet to the academy in August.

***G.2. MMR Monthly Update (July 2025)***

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

- The fair grounds events are slowing down and football season will keep MMR busy.
- The contractor has ordered new windows for both stations.

- They retired the reserve ambulance and brought a new one over from Manistee.

**G.3. Emergency Management Monthly Report (July 2025)**

Mr. Erik King, Emergency Management Director, was unable to attend the meeting. A report was handed out at the meeting.

**G.4. Central Dispatch Monthly Report (July 2025)**

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

- They are currently down one Dispatcher the vacancy has been posted.
- The computer screens have been replaced.
- The busiest time of the week is 1:00 p.m. and the busiest day is Friday.

**G.5. Veterans Services Monthly Report (July 2025)**

Mr. Chris Emmons, Veterans Services Director, 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. Two county burial benefits and letters were initiated.
- They anticipate hearing about the FY26 grant approval soon.
- The Veterans Expo turned out great, the average age was 70 years old with the youngest being 23, oldest being 94.

**G.6. Friend of the Court Reclassification Request- Assistant FOC**

Discussion took place and Ms. Bigger noted that there were no changes or increases to the job duties. The position is at the M3 level, which is consistent with other court administrators. The committee did not wish to move this matter forward.

**G.7. Employee Recognition**

A motion was made by Comm. Baughan and supported by Comm. Taylor to forward a recommendation to the full board to present the Certificates of Appreciation to Benjamin Galloway and Karen Maury at the Board of Commissioners meeting on September 03, 2025. A vote was called, all in favor.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Deputy Admin. Bigger informed the Committee one union negotiation has been scheduled for September 18, 2025. She has not heard from the other two units. There was a department head meeting held to discuss the recent lockdown. Some great ideas were suggested; some of which have already been implemented.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

*HR/ PS Committee*

*August 26, 2025, Page 3 of 3*

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.**

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Michael Bush, Chair

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Megan Swanberg, Recording Secretary



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OFFICE OF THE SHERIFF • WEXFORD COUNTY

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Trent J Taylor  
Sheriff

Jeffrey T. Harnish  
Undersheriff

# **Wexford County Office of the Sheriff**

## **Monthly Report**

### **August**

### **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	746
Total Complaints Taken	194
Felony/Misdemeanor Arrests	30
Citations Issued	52

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	7
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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	10
Arrests	5
Assist Other Agencies	7

### **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>	54
<b>Total Civil Papers Completed</b>	39

### **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	57	Pistol Permits Issued	28
Concealed Pistol Licensing	25	Denied Permits	0
Other	5	Indiv. Pistols registered	79
Court	0		
Total Prints.....	87		

### **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 25 animals, adopting 10 and reuniting 2 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	50
Total Complaints/Reports	3
Animal Bites	2
Citations Issued	1
Animals Lodged in Pound	25
Animals Adopted Out	10
Animals Transferred to Rescue	7
Animals Claimed by Owners	2
Animals Euthanized	2

### **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	90
Total number of inmates Booked	103
Total Inmates Booked –Year to date	777
Total Number of Inmates Released	99
Number Released-Year to date	788
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

## **TRAINING/RECOGNITIONS:**

- August 5, 2025- Sheriff Taylor, Undersheriff Harnish, Lt. Denison, Sgt. Rood and Deputies Golubski, Penney, Ramirez and Webster attended 4 hours of Legal Update at Kirtland Community College.
- August 7<sup>th</sup> & 28<sup>th</sup>, 2025 – All Corrections Officers attended in-house training on Pressure Point Control and Defense Tactics (PPCT/DT), Sabre Red OC Spray and Tasers.
- August 11, 12 & 14<sup>th</sup>, 2025: The Law Enforcement Division participated in firearms training. The training was provided by the Sheriff's Office firearms instructors.
- August 11-22<sup>nd</sup>, 2025: Lt. Denison and Deputy Ramirez attended the Action Target Law Enforcement Firearm Instructors Training Camp in Spanish Fork, Utah.
- August 14<sup>th</sup>, 2025 - Corrections Officers Dershem, Espino and Griswold completed an 8-hour in-service training seminar; Mental Health First Aid for Public Safety, at Delta College.

Wexford County Animal Shelter				Reporting Month August 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	7	17	24	1	7	8	7	2	0
Cats	0	1	1	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		15.00	105.00		120.00
Sterilization Deposits	0.00	50.00		0.00	175.00		225.00
Ordinance Fee Refunds							
Reclaim Fees	2 animals reclaimed						15.00
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 9-2-2025
Submitter's Signature	Phone 231-779-9530

**Munson HC Cadillac Hospital**  
**YTD Transfers**

As of 9/4/2025 7:34:33AM



G.2.

		<b>P-5</b>	<b>P-7</b>	<b>P-10</b>	<b>P-17</b>	<b>Total</b>
<b>MUNSON HC-CADILLAC HOSPITAL</b>	<b>January, 25</b>	15	70	4	22	<b>111</b>
	<b>February, 25</b>	23	67	3	38	<b>131</b>
	<b>March, 25</b>	21	90	10	21	<b>142</b>
	<b>April, 25</b>	21	69	6	23	<b>119</b>
	<b>May, 25</b>	31	80	3	39	<b>153</b>
	<b>June, 25</b>	21	79	5	36	<b>141</b>
	<b>July, 25</b>	23	78	1	32	<b>134</b>
	<b>August, 25</b>	18	78	5	25	<b>126</b>
	<b>September, 25</b>	0	11	0	2	<b>13</b>
	<b>Total</b>	<b>173</b>	<b>622</b>	<b>37</b>	<b>238</b>	<b>1,070</b>

# Wexford County 911 Responses August 2025

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	13	13
11-Choking	1	1
12-Convulsions/Seizures	9	9
13-Diabetic Problems	5	5
14-Drowning (near)/Diving/ Scuba Accident	1	1
16-Eye Problems/Injuries	1	1
17-Falls	41	41
18-Headache	4	4
19-Heart Problems / A.I.C.D.	10	10
1-Abdominal Pain/Problems	9	9
21-Hemorrhage/Lacerations	9	9
23-Overdose / Poisoning (Ingestion)	1	1
24-Pregnancy/Childbirth/Miscarriage	2	2
25-Psychiatric/ Abnormal Behavior/Suicide Att	21	21
26-Sick Person (Specific Diagnosis)	56	56
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	10	10
29-Traffic/Transportation/Accidents	28	28
2-Allergies (Reactions)/Envenomations (Stings	5	5
30-Traumatic Injuries (Specific)	3	3
31-Unconscious/Fainting (Near)	12	12
32-Unknown Problem (Man Down)	12	12
4-Assault/Sexual Assault	2	2
5-Back Pain (Non-traumatic or Non Recent Tra	7	7
6-Breathing Problems	27	27
7-Burns (Scalds) /Explosion	8	8
8-Carbon Monoxide/Inhalation/HazMat	1	1
9-Cardiac or Respiratory Arrest/Death	5	5
<b>Total</b>	<b>304</b>	<b>304</b>

Call Disposition	Wexford County	Total
Transport	186	186
Refusal	77	77
Cancelled	41	41
<b>Total</b>	<b>304</b>	<b>304</b>

Response Priority	Wexford County	Total
P-3 Non-Emergent	33	33
P-18 Stage	4	4
P-1 Conditional Respon	80	80
P-1 Echo Response	12	12
P-2 Emergency No Light	175	175
<b>Total</b>	<b>304</b>	<b>304</b>

# Wexford County Twp Responses

August 2025

	10 GTA11 C	10 MB303 B	10 WA150 A	10 WA150 B	10 WA150 C	10 WA160 A	10 WA160 B	10 WA160 C	10 WA161	10 WA162	10 WA170 A	10 WA170 B	10 WA170 C	10 WB150 A	10 WB150 B	10 WB150 C	10 WB160 A	10 WB160 B	10 WB160 C
<b>Wexford-Cedar Creek</b>	1	0	1	0	0	0	2	1	1	0	0	0	2	0	2	0	7	7	5
<b>Wexford-City of Cadillac</b>	0	1	1	1	0	0	1	0	0	0	38	56	27	3	6	1	1	0	0
<b>Wexford-City of Harrieta</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
<b>Wexford-City of Manton</b>	0	0	1	0	0	0	1	0	1	0	0	1	1	1	0	0	1	4	5
<b>Wexford-Clam Lake</b>	0	0	2	1	0	0	0	0	0	0	3	12	2	0	1	0	0	2	1
<b>Wexford-Colfax</b>	0	0	0	0	2	1	0	0	0	0	0	1	1	0	0	0	0	1	1
<b>Wexford-Greenwood</b>	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1
<b>Wexford-Haring</b>	0	0	4	0	13	0	0	0	0	1	8	11	4	0	11	1	0	1	2
<b>Wexford-Liberty</b>	0	0	0	0	0	0	1	0	1	0	0	1	1	0	0	1	0	0	0
<b>Wexford-Slagle</b>	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>Wexford-Wexford</b>	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<b>Total</b>	1	1	10	2	15	1	5	1	3	1	50	83	39	4	20	4	10	15	15

10 WB161 A	10 WB161 B	10 WB161 C	10 WB161 D	10 WB162	10 WEX E1 A	10 WEX E1 B	10 WEX E1 C	Total
0	0	1	1	5	1	1	0	38
0	1	0	0	1	0	0	2	140
0	0	0	0	0	0	0	0	1
0	0	0	0	1	0	0	1	18
0	0	0	0	0	0	0	0	24
0	0	0	0	0	0	0	0	7
0	0	0	0	1	0	0	0	4
1	0	0	0	1	0	4	1	63
0	1	0	0	0	0	0	0	6
0	0	0	0	0	0	0	0	2
0	0	0	0	0	0	0	0	1
1	2	1	1	9	1	5	4	304



## Emergency Management Monthly Report

*AUGUST 2025*

- Conducted various meet and greets & area familiarization (community stakeholders, public safety officials, first responders)
- Regional Emergency Management Meeting (Belair)
- Public Information Officer Course (Houghton Lake)
- Homeland Security Exercise and Evaluation Program (HSEEP) Course (Local)
- Buckley Engine Show support
- Wings and Wheels table set up/drone display
- Manton Harvest Festival support
- Callouts: Brush Fire, Springville; Property Damage Accident, Harrietta (EGLE Report); Bomb Threat (Courthouse); Assist Another Agency (MSP)

Erik King EMD



## WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: August 2025

**TOTAL LEIN RESPONSES: 15,646**

### **CAD GENERATED INCIDENTS**

SHERIFF DEPT: 838

ANIMAL CONTROL: 50

MICHIGAN STATE POLICE: 689

CADILLAC POLICE DEPT: 1020

MANTON POLICE DEPT: 16

EMS CALLS: 709

FIRE CALLS: 127

SUPPORT SERVICES CALLS: 36

CENTRAL DISPATCH: 106

911 HANGUP/TEXT BACK: 219

***TOTAL CALLS FOR SERVICE: 3,810***

### **PHONE CALLS RECEIVED**

911 (LANDLINE): 30

VOIP: 104

TEXT: 17

911 (WIRELESS): 1522

ADMIN CALLS: 3490

***TOTAL CALLS: 5,163***

### **BUSIEST DAY OF THE WEEK**

FRIDAY

### **BUSIEST TIME OF THE DAY**

2000

# ***Wexford County Veteran Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Chris Emmons, Director

September 23, 2025

## **August 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 - 1
- Veterans that were ineligible for County Burial Benefits - 0
- Veterans serviced - 61

This month, we aided 61 Veterans, including 20 Service Connected Claims, three Higher Level Reviews, eight VA Healthcare Applications, 123 personal interviews and 562 File Reviews. Additionally, we supported 29 aging Veterans (aged 70 or older) and six 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.

## **MVAA Grant**

- We received an email on August 29<sup>th</sup>, 2025, that the FY26 CVSF budget has not been passed yet and to not assume we will receive the funding. The email is attached to this report.

## **Training**

- Michigan Association of County Veteran Counselors (MACVC) Fall Conference: September 10-12, 2025
- VA Advanced Appeals: Date to be determined

## **Networking, Collaboration, and Community Engagement**

This month, we held productive meetings with key stakeholders:

- **Salute to Service Northern District Fair:** Provided a \$1,000 donation and said a few words at the beginning of the flag ceremony.
- **Meeting with Think Tank Members:** Members scheduled a meeting to discuss the way ahead with the group. The meeting was very constructive, and I believe we now see eye to eye on our issues.
- **Senior Networking Advocacy Group (SNAG) Meeting:** Attended my monthly SNAG meeting where I collaborated with local Senior agencies to better serve our aging Veterans.

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

**Administrative Updates**

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

**Upcoming Focus**

- Veteran Picnic at Salute to Service game at Cadillac High School.

**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...*

**From:** [Michigan Dept of Military & Veterans Affairs](#)  
**To:** [Chris Emmons](#)  
**Subject:** FY26 Budget Status and Guidance on CVSF Grant Expenditures  
**Date:** Friday, August 29, 2025 2:01:08 PM

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August 29, 2025

Dear County Veteran Service Fund Grant applicant,

As the date of this memorandum, the State of Michigan has not finalized the Fiscal Year 2026 (FY26) budget, which begins on October 1, 2025. Consequently, funding for the County Veteran Service Fund Grant (CVSFG) Program has not yet been approved for FY26.

Until a final state budget is enacted and grantees receive official written notification from the Michigan Veterans Affairs Agency (MVAA) confirming the availability of FY26 CVSFG program funds, counties are strongly advised to refrain from making any expenditures against their approved initiatives for the upcoming fiscal year. This includes, but is not limited to, entering into contracts, initiating purchases, or making financial commitments based on the assumption of future funding.

MVAA acknowledges that counties utilizing CVSFG program funds for staffing and personnel services face a unique set of operational circumstances. Allowable staffing costs and other approved expenditures incurred on or after October 1, 2025 may be reimbursed, provided that the grant program is ultimately funded and the expenses are consistent with all applicable grant conditions and requirements.

However, any expenditures made prior to formal notification of funding approval is at the sole risk of the grantee and may not be reimbursed if the program is not funded or is modified in the final state budget.

The MVAA will issue formal notifications once the FY26 state budget is enacted and it is determined whether grant allocations are approved, need to be modified, or were not funded.

To ensure that all recipients are aware of the situation, an acknowledgement form will be sent to Authorized Officials via eSignature next week.

We appreciate your continued commitment to supporting Michigan's Veteran community and will provide updates as they become available.

Sincerely,  
Emily Rissman  
Internal Operations and Memorial Affairs Director

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 24, 2025  
**SUBJECT:** Flu Clinic

SUMMARY OF ITEM TO BE PRESENTED:

This year, Cadillac Family Physicians is once again offering on-site flu immunizations. The cost is \$45 per person. An employee's health insurance will be billed. Cadillac Family Physicians has been providing this service since at least 2007.

In previous years, the Board of Commissioners approved paying the entire cost for employees who are not covered by insurance. However, the County has not received an invoice from Cadillac Family Physician for flu vaccinations since 2012, which was \$12.50; in 2011 the amount was \$80.00. Many employees are now covered by some type of health plan. County full-time employees are covered by the county's health plan or another health plan.

Commissioners are also eligible to receive a flu vaccination on-site.

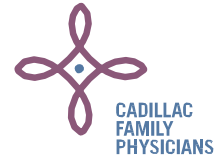
A sign-up sheet will be at the Administration Office with Flu form to be filled out at the time of your shot.

The Wexford County Administration will be scheduling the on-site Flu Clinic soon.

RECOMMENDATION:

Administration recommends that the Human Resources / Public Safety Committee forward a recommendation to the full board to approve Cadillac Family Physicians to provide on-site flu immunizations and for the County to pay the full \$45.00 for any Wexford County employee whose cost is not covered by insurance.

Tania M. LeBaron, MD  
Dominic J. Kiomento, MD  
Anne L. Broad, MD  
Kayla M. Stefanko, DO  
Amanda M. Stark, DO  
Scott Philburn, PA-C  
Ryan Straight, PA-C  
Amy Schroeder, FNP-C



September 2025

Dear Personnel Director:

Summer is near its end, and it is time to start thinking about the **Fall Seasonal Flu Season**. Fall is the time of year for adult immunization against the more prevalent strains of respiratory influenza. This influenza or “flu” is most common during the winter months and causes cough, fever and chills, sore throat, fatigue, headache, runny or stuffy nose, and muscle aches.

Influenza can make people of any age ill. Although most people are ill for only a few days, some have a much more serious illness and may need to be hospitalized. Thousands of people die each year from influenza-related illnesses. The “flu” vaccine is recommended for everyone 6 months of age and older.

Cadillac Family Physicians, P.C. has been offering on-site flu immunizations since 1993. Our office provides professional personnel to gather consent and immunize all interested employees. Our Company fee is **\$45.00 per injection, which covers the trivalent type of influenza vaccine**. If insurance is billed the prevailing office rate will be billed.

There may also be a mileage charge assessed for sites at a great distance from our office. Regardless of whether your business pays the fee, the employee pays the fee, or the cost is shared, the benefits to all are shown by the **convenience of group immunizations done right at the worksite**.

This year again, we will offer insurance billing for your employees. If you are interested in this process, please call **Julie Keller, LPN, Project Manager at (231) 876-1126** to schedule your on-site vaccinations today and inquire about insurance billing options! We also offer an injection clinic at Cadillac Family Physicians on Tuesdays and Thursdays 9am – 11am & 1pm – 5pm. Your employee can call the number on the patient services request and authorization form for an appointment and bring the completed service request menu with them.

Sincerely,

Julie A. Keller LPN  
Project Manager

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources / Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 23, 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:

<b>EMPLOYEE NAME</b>	<b>DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
<b>Robert Kulpa</b>	<b>Friend of the Court</b>	<b>15-Years</b>

Robert Kulpa began his employment with Wexford County Friend of the Court on September 09, 2010, as a FOC Investigator/Mediator. On June 7, 2021, Robert was hired as the Friend of the Court for the 28<sup>th</sup> Circuit Court and continues to work in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificate of Appreciation at the Board of Commissioners meeting on October 02, 2025.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventh day of October 2, 2025, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 25-16  
EXTENDING APPRECIATION FOR  
RANDY BOIKE'S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Randy Boike for his commitment to Wexford County over the past five years. Randy worked with dedication and pride to meet the needs of Wexford County and its citizens; and

**WHEREAS**, Mr. Boike began his career with Wexford County on March 16, 2020, as a Special Deputy Sheriff/Transport Officer for Wexford County Sheriff Office; and

**WHEREAS**, Mr. Boike was appointed as the full-time Bailiff/Transport Officer on June 06, 2022; and

**WHEREAS**, Mr. Boike became the Emergency Management Specialist on January 01, 2023; and

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past five years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina Nyman, County Clerk

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 25 - 16 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 02, 2025, and I further certify that public notice of such meeting was given as provided by law.

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Alaina Nyman, County Clerk

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** HR/PS Committee  
**FROM:** Administrator  
**FOR MEETING DATE:** September 23, 2021  
**SUBJECT:** Sheriff's Request for two Cadets to Police Academy

SUMMARY OF ITEM TO BE PRESENTED:

The Wexford County Sheriff is requesting to send two cadets to the police academy in January. It is unknown at this time if grant funds will be available to pay for tuition.

RECOMMENDATION:

Administration recommends the HR/PS Committee discuss the Sheriff's request to send two cadets to the police academy in January and forward a recommendation to the full board.

## **SAFE WORKPLACE POLICY**

### Purpose:

Wexford County is committed to providing a safe workplace for its employees, customers, contractors, and the public. Wexford County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use a firearm or any other weapon;
- Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
- Abusing or injuring another person;
- Abusing or damaging property;
- Using obscene or abusive language or gestures in a threatening manner; or
- Harassing behavior inconsistent with a normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

### Enforcement:

Any employee who exhibits unsafe workplace conduct will be required to leave County property and shall remain off County property pending the outcome of an investigation. Employees will cooperate in all investigations, and a failure to cooperate may result in a disciplinary action, up to and including discharge. If the investigation substantiates that a violation has occurred, the County will take immediate corrective action. Corrective action may include immediate discipline, up to and including termination. Additionally, the County may, in its discretion, pursue any criminal or civil remedies which may be available.

### Notification and Reporting:

All employees, temporary employees, seasonal employees, and volunteers are responsible for notifying the County of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Any individual who reasonably believes that a situation with any employee or any other party may become violent, should immediately leave the area.

Any violations of this policy should be immediately reported in writing to the Department Head or Elected Official. If the individual does not feel comfortable reporting to the Department Director or Elected Official, or if the Department Director or Elected Official is not available, the report should be made to the Human Resources Director or the County Administrator.

A report or complaint will be promptly investigated and if a report is made in good faith the employee will be protected from retaliation or any other detrimental impact on his or her employment.

In order to provide a safe workplace and protect our employees from threats to their safety, the County must know if a court has ordered an individual to stay away from County locations. Therefore, this policy also requires all individuals who obtain a protective or restraining order which lists County locations as being protected areas, to provide the Human Resources Director a copy of any protective or restraining order. This information will be kept confidential to the extent possible.

DRAFT