



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 22, 2026, 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 25, 2026, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor*)
 - 2. MMR Monthly Update (*D. Mosholder*) 4
 - 3. Emergency Management Monthly Report (*E. King*) 7
 - 4. Central Dispatch Monthly Report (*T. Baker*) 8
 - 5. Veterans Services Monthly Report (*C. Perez*) 11
 - 6. Employee Recognition 12
 - 7. On-site Flu Clinic 13
 - 8. Proposed Update to FOC Position Title & Description Change 14
- H. ADMINISTRATOR'S COMMENTS
- I. PUBLIC COMMENTS
Open to any public comment.
- J. COMMITTEE COMMENTS
- K. CHAIR COMMENTS
- L. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES

Michael Bush, Chair

August 25, 2026

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
Members Absent: Jason Baughan
Also Present: Travis Baker, Central Dispatch Director; Jami Bigger, Dept. Administrator/HR Director; Erik King, Emergency Management Coordinator; Alaina Nyman, County Clerk; Carrie Perez, Veterans Services Director; Joe Porterfield, Administrator/Equalization Director; Megan Swanberg, Executive Assistant and Undersheriff Jeffery Harnish

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. Potter to approve the July 28, 2026, Regular Meeting Minutes. A vote was called, all in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (July 2026)

Sheriff Trent Taylor cited the following:

- The jail currently has 99 inmates.
- Three cadets have started the police academy and are doing very well.
- The department is currently down one deputy.
- The animals taken into the shelter last month still require additional care, which will require increased workload and additional staff hours.
- Six cars have been completed and two more will be completed in a couple of weeks.
- Deputy Keeler has finished the Field Trainer Officer program early.

G.2. MMR Monthly Update (July 2026)

Mr. Daniel Mosholder, Operations Manager, was unable to attend the meeting but provided information in the meeting packet.

G.3. Emergency Management Monthly Report (July 2026)

Mr. Erik King, Emergency Management Director, cited the following:

- He attended the regional training meeting.
- He provided a flooding update, with a total of 149 applicants and \$2,627,858 in payments issued.
- He responded to several residential and outbuilding fires.
- He submitted eligibility documents for the ice storms that occurred earlier this year.

G.4. Central Dispatch Monthly Report (July 2026)

Mr. Travis Baker, Dispatch Director, cited the following:

- The busiest time of the week was Friday at 2:00 p.m.
- There were 4,779 total calls for service.
- The two new dispatchers currently in training are doing very well.
- Dispatch received 174 hang-up calls, 135 open 911 calls, and 14 texts to 911.

G.5. Veterans Services Monthly Report (July 2026)

Veterans Services Director, Carrie Perez, informed the committee of the following:

- A total of 68 veterans and family members visited the office during the month of June.
- The Veteran's Expo was very busy and went well.
- She traveled to the Manton Veterans Museum and met with 10 veterans.
- The new schedule has been working well for veterans.

Comm. Bush stated they did a wonderful job setting up the Veterans Expo.

G.6. Employee Recognition

A motion was made by Comm. Potter and supported Comm. Taylor to forward a recommendation to the full board to present Certificate of Appreciation to Katie Gurumurthy for 20 years of service and Cheri Sprik for 5 years of service at the Board of Commissioners meeting on September 02, 2026. A vote was called, all in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Administrator Porterfield informed the committee of the following:

- He expressed his appreciation to everyone who assisted with the tragic shooting in Missaukee County.
- The Veterans Expo went exceptionally well, and the fair was a great event.
- The new phone system is scheduled to be set up and launched on August 31, 2026.

Mr. Porterfield asked the committee to consider not creating any new County positions until the state of the budget is known.

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full Board to approve not adding any new positions until the current budget year has been completed. A vote was called, all in favor.

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.

Michael Bush, Chair

Megan Swanberg, Recording Secretary

Munson HC Cadillac Hospital
YTD Transfers

As of 9/1/2026 12:08:02AM



		P-5	P-7	P-10	P-17	Total
MUNSON HC-CADILLAC HOSPITAL	January, 26	28	103	13	31	175
	February, 26	29	72	13	29	143
	March, 26	33	93	12	21	159
	April, 26	22	84	12	17	135
	May, 26	39	88	11	11	149
	June, 26	23	72	14	28	137
	July, 26	17	99	6	21	143
	August, 26	25	81	12	28	146
	Total	216	692	93	186	1,187

Wexford County 911 Responses

August 2026

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	11	11
12-Convulsions/Seizures	10	10
13-Diabetic Problems	6	6
17-Falls	54	54
18-Headache	1	1
19-Heart Problems / A.I.C.D.	14	14
1-Abdominal Pain/Problems	9	9
20-Heat/Cold Exposure	1	1
21-Hemorrhage/Lacerations	8	8
23-Overdose / Poisoning (Ingestion)	3	3
25-Psychiatric/ Abnormal Behavior/Suicide At	7	7
26-Sick Person (Specific Diagnosis)	69	69
28-Stroke (CVA)	5	5
29-Traffic/Transportation/Accidents	20	20
2-Allergies (Reactions)/Envenomations (Sting	6	6
30-Traumatic Injuries (Specific)	7	7
31-Unconscious/Fainting (Near)	12	12
32-Unknown Problem (Man Down)	11	11
3-Animal Bites/Attacks	2	2
4-Assault/Sexual Assault	5	5
5-Back Pain (Non-traumatic or Non Recent Tra	2	2
6-Breathing Problems	11	11
7-Burns (Scalds) /Explosion	8	8
8-Carbon Monoxide/Inhalation/HazMat	2	2
9-Cardiac or Respiratory Arrest/Death	3	3
Total	287	287

Call Disposition	Wexford County	Total
Transport	169	169
Refusal	79	79
Cancelled	39	39
Total	287	287

Response Priority	Wexford County	Total
P-3 Non-Emergent	22	22
P-18 Stage	2	2
P-1 Conditional Respon	84	84
P-1 Echo Response	3	3
P-2 Emergency No Ligh	176	176
Total	287	287

Wexford County Twp Responses

August 2026

	10 C46	10 MA304	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	10 WB161 B	10 WB161 C	10 WEX E1 A	Total
Wexford-Cedar Creek	1	0	0	0	0	1	0	1	2	0	2	0	1	1	0	0	2	2	1	0	1	1	16
Wexford-City of Cadillac	2	0	1	3	0	4	1	0	0	1	38	56	37	1	1	1	0	1	1	0	1	1	150
Wexford-City of Manton	1	0	2	1	0	3	0	1	2	0	0	0	1	0	0	0	0	1	1	0	0	0	13
Wexford-Clam Lake	0	0	0	1	0	0	1	0	0	0	6	4	0	1	0	0	0	1	0	0	0	0	14
Wexford-Colfax	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Wexford-Greenwood	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Wexford-Haring	1	0	3	7	8	2	0	0	0	2	6	11	4	5	10	2	0	2	1	1	3	2	70
Wexford-Liberty	3	1	1	1	1	2	1	1	0	0	0	2	0	0	0	0	0	2	1	0	0	0	16
Wexford-Selma	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Wexford-Slagle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2
Total	8	1	7	14	10	14	3	3	4	3	53	74	43	8	12	4	2	9	5	1	5	4	287



Emergency Management Monthly Report

AUGUST 2026

- Attended Region Emergency Management Planning Meeting
- Attended Regional Training Meeting
- Completed FEMA Planning: Emergency Operations Course (Virtual)
- Flooding Update
 - o 216 Applicants
 - o \$3,399,390
- Ice Storm Update
 - o Awaiting more info from the state
- Conducted ICS Training
 - o NIMS 800
- Attended/Supported Events:
 - o Buckley Old Engine Show
 - o Hoxeyville Music Festival
 - o Veterans Expo
 - o Wings and Wheels
- Fire Chiefs Meeting
- Callouts: Drone call outs (Pursuit, Missing Juvenile)

Erik King, EMD



WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: August 2026

TOTAL LEIN RESPONSES: 15,022

CAD GENERATED INCIDENTS

SHERIFF DEPT: 865
ANIMAL CONTROL: 145
MICHIGAN STATE POLICE: 723
CADILLAC POLICE DEPT: 980
MANTON POLICE DEPT: 10
EMS CALLS: 759
FIRE CALLS: 131
SUPPORT SERVICES CALLS: 328
CENTRAL DISPATCH: 174
911 HANGUP/TEXT BACK: 151
TOTAL CALLS FOR SERVICE: 3,966

COURT PAPERWORK

BOND CONDITIONS: 98
WARRANTS: 30
PPOS: 12
CHANGES OF ORI: 13
PROBATION ORDERS: 24
JUV PICKUP ORDER: 0
REMOVALS: 94
TOTAL: 271

PHONE CALLS RECEIVED

911 (LANDLINE): 29
VOIP: 126
TEXT: 15
911 (WIRELESS): 1390
ADMIN CALLS: 2802

TOTAL CALLS 4,362

BUSIEST DAY OF THE WEEK

Saturday

BUSIEST TIME OF THE DAY

1100



August 2026

FIRE

100	<u>1</u>
300	<u>6</u>
400	<u>9</u>
500	<u>3</u>
600	<u>10</u>
700	<u>9</u>
900	<u>5</u>
1000	<u>1</u>
1100	<u>3</u>
CF	<u>71</u>
57/28/51	<u>0</u>
NWEMA	<u>13</u>
DNR	<u>0</u>

EMS

Rescue 41	<u>73</u>
Har Res	<u>42</u>
MMR	<u>560</u>
NWEMA	<u>78</u>
AERO	<u>0</u>
Blair	<u>3</u>
57/28	<u>1</u>
MEI	<u>2</u>

LAW

WXSH	<u>865</u>	76/77	<u>67/78</u>
MSP	<u>723</u>		
CPD	<u>980</u>		
MPD	<u>10</u>		
DNR/FS	<u>2/12</u>		

SUPPORT

DPW	STS	RC	EM-1	VSU	RR	LMSA
<u>0</u>	<u>1</u>	<u>9</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>0</u>

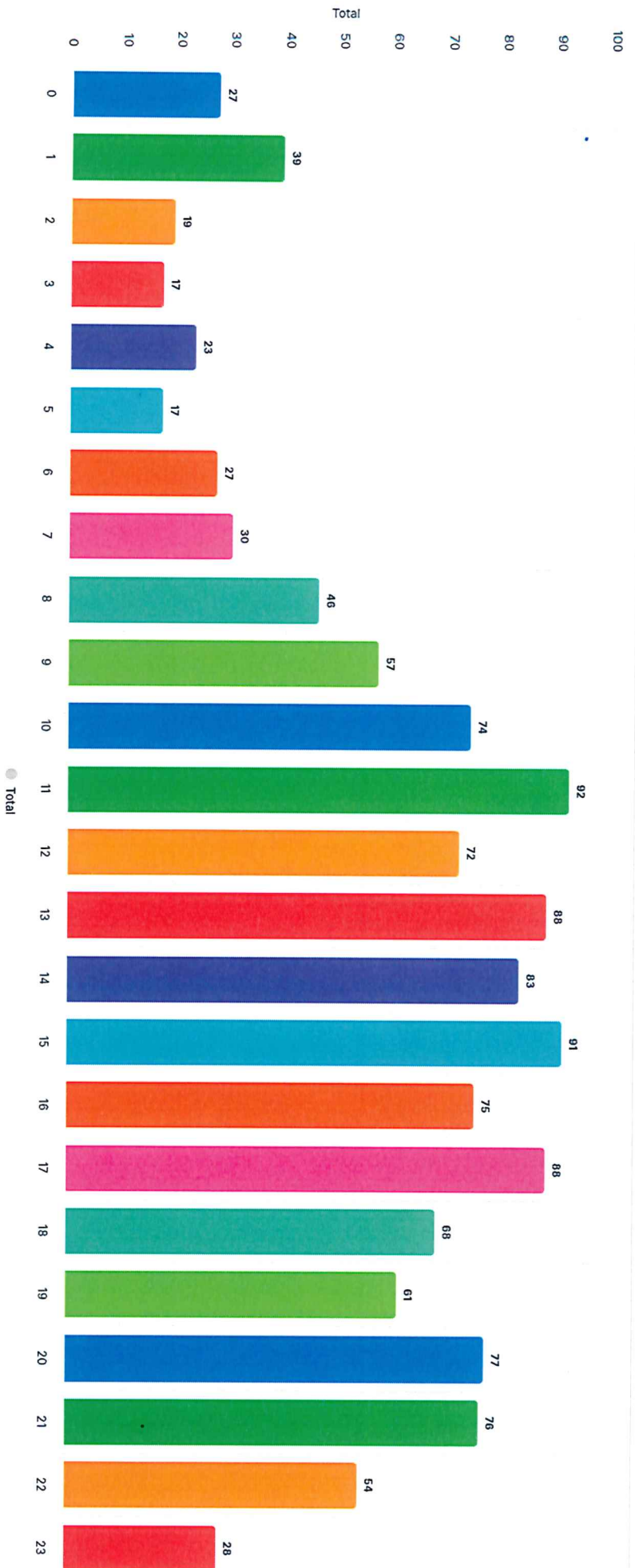
DISPATCH

hangups	911 open	911 text	other
<u>109</u>	<u>41</u>	<u>1</u>	<u>174</u>

325

ESRP Calls by Hour

MI: 2026-08-01 00:00:00 to 2026-08-31 23:59:59 3 PSAPs included





401 N. Lake Street, Cadillac, MI 49601
231-775-6654

Carrie Perez, Director/ Kent Myers, VSO

18 September, 2026

Veterans Services Monthly Report: August 2026

August 2026 Overview

- Veterans/families in office visits –68 total
- Other communications for veterans (call, email, fax, outreach) - 145
- Veterans or families who applied for emergency assistance-1 -MVTf in process
- Veterans who received emergency assistance -1-Vetrans in Crisis \$632
- County Burial benefits and letters have been initiated – 2
- Champ VA, VAHC applications: 4 and 6, respectively
 - August was busy with the expo, bringing in several new veterans, calls and claims, including some of the Gulf war and post 9/11 era, which has been increasing, recently. We learned of many resources and information to share with veterans as resources including financial planning, dental health care resources and FEMA was able to help over a dozen visitors at the Expo with their flood damage cases.
 - The Wexford County Salute to Service on August 17th with the Northern District Fair was a success and Dennis Harden said it was the biggest turnout yet.
 - I went to introduce myself at the Cadillac VA Health Care clinic that allowed me to share information with them and gain some contacts.
 - Outreach:
 - I attended a Senior networking meeting, met with Kristen of WexExpress, did some volunteer work at the Veterans Serving Veterans Park to help set up for the 5k and attended 22 2 None Board meeting, sharing info on our services, learning about regional needs.
 - The Michigan Veterans Affairs Agency Director stopped in the week after expo and attended the Manton Military museum this month for breakfast, which was well attended and reported on by Cadillac News and we plan to continue attending their events for further outreach.
 - The Veterans Memorial Wall fundraiser and work is ongoing. It was showcased this month for media coverage and there is a tentative coffee hour within the lobby in the courthouse set for October 1st.
 - The Grant Request for FY 2027 came back with a number for our cap on request based on Wexford County's GDX, which we resubmitted within that limit to partially cover wages.
 - The new VSO position announcement went out August 31st and we received 3 applications. We have interviews confirmed for Sep. 24th with all three. Hopefully, we can sign them up for training and have a new VSO accredited by the end of the year.

Carrie Perez, Director

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

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 22, 2026
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 employee should be recognized at the next Board of Commissioners' meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Travis Baker	Central Dispatch	10-Years

Travis Baker began his employment with Wexford County Central Dispatch on October 18, 2016, as a Dispatcher. On January 1, 2019, he also assumed the role of Emergency Manager. He served in that capacity until December 31, 2022, when he resigned from Emergency Management and transitioned to the position of Deputy 911 Director. On May 13, 2025, Travis was appointed full-time 911 Director, a position he continues to hold.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation to Mr. Baker at the Board of Commissioners' meeting on October 7, 2026.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 22, 2026
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 \$50 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.

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.

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 \$50.00 for any Wexford County employee whose cost is not covered by insurance.



Wexford County

Request for Board of Commissioner Action

Department: Friend of the Court
Submitted by: Rob Kulpa
Subject: Request to Change Position Titles
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 Account Review-Modification Specialist position to Support Review/Medical Enforcement Specialist.

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. When hiring for this job, there is an understandable lack of clarity on what exactly an Account Review-Modification Specialist is or does. I feel that changing this title would help to project a clearer picture to potential employees exactly what this job is and what we're looking for. This also gives us a better chance to draw qualified applicants, with skills that are tailored to the requirements of the position.

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

As soon as possible

List of Attachments:

Updated proposed description of the Support Review/Medical Enforcement Specialist position.



Wexford County Position Description

Position: Support Review/Medical Enforcement Specialist

Summary: An individual assigned to this position is expected to professionally interact with the public; collect information from clients to conduct child support reviews; review federal and state income tax returns; perform the necessary functions for medical support enforcement; perform responsible accounting, bookkeeping and complex clerical work; enter data and 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. Collects client information for the purpose of conducting reviews of child support
2. Reviews pay stubs, assesses federal and state income tax returns, collects employment information, analyzes work history, and utilizes available resources to ensure accurate support calculations
3. Assesses medical percentages, tracks payments, and conducts medical support enforcement.
4. Runs and works felony incarceration reviews and modifications as they relate to child support.
5. Responsible for organizing, processing, and coordinating information regarding cases.
6. Secures financial, income, and employment information; analyzes collectability.
7. Greets clients and members of the public in a professional manner.
8. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
9. Works effectively with the public, clients, court staff, and all employees.
10. Responsible for possessing knowledge of the Circuit Court/Family Court process.
11. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
12. 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.