

OCTOBER SESSION 2016  
MIDLAND COUNTY BOARD OF COMMISSIONERS  
OCTOBER 4, 2016

APPROVED

STATUTE

Board called to order by Chairman, Mark Bone, at 9:00 a.m.

ROLL CALL

MEMBERS PRESENT: KLOHA, LEIGEB, KEENAN, GEISLER, DORRIEN, BONE.

MEMBERS ABSENT: NOESEN.

APPROVAL OF MINUTES OF SEPTEMBER 20<sup>TH</sup>, 2016:

Motion by Commissioner Leigeb supported by Commissioner Dorrien to approve.

Motion carried by voice.

APPROVAL OF THE BILLS FOR SEPTEMBER 9<sup>TH</sup> AND 16<sup>TH</sup>, 2016:

09-09-16 - REGULAR	\$1,900,623.17
09-02-16 - REGULAR	<u>\$779,505.61</u>
TOTAL CHECK RUNS	\$2,680,128.78

TOTAL GENERAL FUNDS EXPENDITURES \$269,913.63

Motion by Commissioner Kloha supported by Commissioner Geisler to accept.

Motion carried by voice.

SPECIAL PROGRAM OF THE DAY - EMPLOYEE APPRECIATION COMMITTEE RECOGNITION AWARD CEREMONY, PRESENTED BY COMMITTEE MEMBER JEFF BUTCHER.

The following employees received an Employee Appreciation Award:

Julie Baker - Health Department - Certificate

Carl Bland - Mosquito Control - Plaque

Lori Enszer - Public Guardian - Plaque

Jacob Fink - Sheriff's Office-Jail - Certificate

Trent Millard - Sheriff's Office - Plaque

Josh Qualls - Sheriff's Office-Jail - Certificate

Suzanne Schroeder - Pinecrest - Certificate

Adam Walser - Sheriff's Office-Jail - Certificate

Adam Wright - Sheriff's Office-Transport - Certificate

Steve Wixson - Public Guardian - Certificate

Marisa Boulton - Community Corrections - Certificate

Brionna Varner - County Clerk - Plaque

Nancy Krouse - Board of Commissioners - Certificate

Public Comments on anything that is not on the agenda or consent:

Jennifer Boyer - Emergency Management Coordinator gave an update on the 30 year flood 1986flood.com - website for information

CONSENT AGENDA - NONE.

Commissioner Consideration to remove any consent agenda item:

STANDING COMMITTEE REPORTS AND RESOLUTIONS

1

THE FINANCE COMMITTEE RECOMMENDS APPROVAL OF THE DRAFT REVISED COUNTY POLICIES 301.7, ACH AND ELECTRONIC TRANSACTIONS POLICY; 301.14, FUNDING POLICY FOR DEFINED BENEFIT PENSION PLANS; 302.14, TRAVEL EXPENSE REIMBURSEMENT; AND 402.14, EMPLOYEE RECOGNITION PROGRAM.

September 27, 2016

To the Honorable Chairman and  
Members of the Board of Commissioners                      Agenda Item: 6-1-16F

Gentlemen:

We your Finance Committee recommend approval of the following revised County Policies:  
301.7, ACH and Electronic Transactions Policy  
301.14, Funding Policy for Defined Benefit Pension Plans  
302.1, Travel Expense Reimbursement  
402.14, Employee Recognition Program

All changes are indicated by either strikeout or bold characters.

Respectfully submitted,  
Scott Noesen, Chairperson    S/James Geisler  
S/Eric Dorrien  
Finance Committee  
Motion by Commissioner Geisler to adopt.  
Motion Carried by Roll Call.  
Public comments: NONE.

ROLL CALL  
YEAS:                LEIGEB, KEENAN, GEISLER, DORRIEN, KLOHA, BONE.  
NAYS:                NONE.  
ABSENT:            NOESEN.  
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2

THE HUMAN SERVICES COMMITTEE RECOMMENDS APPROVAL OF THE SHERIFF'S REQUEST TO MAKE STAFFING CHANGES AT THE JAIL BY CREATING A NEW EMPLOYEE CLASSIFICATION, ASSISTANT SHIFT LEADER AND THE ASSOCIATED JOB DESCRIPTION FOR THESE POSITIONS.

September 27, 2016

To the Honorable Chairman and  
Members of the Board of Commissioners                      Agenda Item: 75-10-16HS

Gentlemen:

We your Human Services Committee recommend approval of the request from the Sheriff to make staffing changes at the jail by creating a new employee classification, Assistant Shift Leader and the associated job description for position.  
  
We further approve the conversion of four Corrections Officers to Assistant Shift Leader and convert the fifth Shift Leader position to a Corrections Officer. With these changes a reduction in overtime costs is anticipated by eliminating the need to backfill vacant Shift Leader positions as only one supervisor is needed per shift.

Cont.

The annual cost to convert the four Correction Officers to Assistant Shift Leaders is \$5,508.00 in 2017. The annual savings from the conversion of the 5<sup>th</sup> Shift Leader to a Correction Officer is \$7,822.00 in 2017 the net savings is \$2,314.00. There is no budget amendment necessary for 2016 due to position vacancies and turnover.

Respectfully submitted,

S/Eric Dorrien, Chairperson

S/James Leigeb

S/Al Kloha

Human Services Committee

Motion by Commissioner Dorrien to adopt.

Motion Carried by Roll Call.

Public comments: NONE.

ROLL CALL

YEAS: KEENAN, GEISLER, DORRIEN, KLOHA, LEIGEB, BONE.

NAYS: NONE.

ABSENT: NOESEN.

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3

THE HUMAN SERVICES COMMITTEE RECOMMENDS APPROVAL OF THE DRAFT REVISED COUNTY POLICIES 401.1, PROCESSING EMPLOYEES; 402.9, TUITION REIMBURSEMENT PROGRAM; 403.7, UNPAID PERSONAL LEAVE OF ABSENCE; 404.7, TIME CARD POLICY; 405.7, PROCESSING TEMPORARY EMPLOYEES; AND 407.1, MIDLAND COUNTY EXIT INTERVIEW POLICY.

September 27, 2016

To the Honorable Chairman and

Members of the Board of Commissioners

Agenda Item: 6-1-16HS

Gentlemen:

We your Human Services Committee recommend approval of the following revised County Policies:

401.1, Processing Employees

402.9, Tuition Reimbursement Program

403.7, Unpaid Personal Leave of Absence

404.7, Time Card Policy

405.7, Processing Temporary Employees

407.1, Midland County Exit Interview Policy

All changes to these policies are indicated by either strikeout or bold characters.

Respectfully submitted,

S/Eric Dorrien, Chairperson

S/James Leigeb

S/Al Kloha

Human Services Committee

Motion by Commissioner Dorrien to adopt.

Motion Carried by Roll Call.

Public comments: NONE.

ROLL CALL

YEAS: GEISLER, DORRIEN, KLOHA, LEIGEB, KEENAN, BONE.

NAYS: NONE.

ABSENT: NOESEN.

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MIDLAND COUNTY BOARD OF COMMISSIONERS  
REQUESTS, PETITIONS AND COMMUNICATIONS  
OCTOBER 4, 2016

75-10-16

SHERIFF REQUESTS APPROVAL OF JOB DESCRIPTION AND FOR STAFFING CHANGES AT THE JAIL, ASSISTANT SHIFT LEADER AS A NEW EMPLOYEE CLASSIFICATION, CONVERT FOUR CURENT CORRECTIONS OFFICERS TO ASSISTANT SHIFT LEADER AND CONVERT THE 5<sup>TH</sup> SHIFT LEADER POSITION TO A CORRECTIONS OFFICER.

REFERRED TO THE HUMAN SERVICES COMMITTEE.

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76-10-16

ADMINISTRATIVE ASSISTANT SUBMITS LISTS OF VARIOUS BOARDS AND COMMISSIONS WITH TERMS THAT MAY BE VACANT, EXPIRED OR EXPIRING IN THE NEAR FUTURE.

REFERRED TO THE BOARD OF COMMISSIONERS.

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OLD BUSINESS - NONE.

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NEW BUSINESS - NONE.

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COMMISSIONER COMMENTS

KEENAN - NO COMMENT.

GEISLER - NO COMMENT.

DORRIEN - CONGRATULATED THE EMPLOYEES WHO RECEIVED AWARDS.

NOESEN - EXCUSED.

KLOHA - WANTED TO ECHO COMMISSIONER DORRIEN'S COMMENT.

LEIGEB - THANKED NANCY AND LIBBY FOR ALL OF THE REFRESHMENTS.

BONE - WANTED TO ECHO THE COMMENTS MADE.

COMMISSIONER MEETING(S) SCHEDULE

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MOTION BY COMMISSIONER DORRIEN SUPPORTED BY COMMISSIONER LEIGEB TO ADJOURN  
Motion carried by voice.

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MEETING IS RECESSED UNTIL OCTOBER 11, 2016 AT 9:00 A.M. TO MEET IN AN EXECUTIVE SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME THEIR DUTIES.

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Mark C. Bone, Chairman, Midland County  
Board of Commissioners

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Ann Manary, Midland County Clerk and  
Clerk of the Board of Commissioners