

# PERSONNEL / WAYS & MEANS COMMITTEE

301 N. Main St. Adrian, MI 49221  
p: 517-264-4508 | f: 517-264-4512  
lenawee.mi.us



## MEMBERS

*Ralph Tillotson, Terry Collins  
Committee of the Whole*

## MEETING LOCATION

Chambers  
301 N. Main Street  
Adrian, MI 49221

**Minutes:** Tuesday, January 11, 2022 – 10:18 a.m.

---

**Present:** Commissioners Tillotson, Collins, Bolton, Bales, Goetz, Jenkins-Arno, Stimpson, and Wittenbach

**Also Present:** Sheriff Bevier, Kim Murphy, Rebecca Borton, Martin Marshall, Heidi Cannon, Molly Mason, Joe Brezvai, Shannon Elliott, Erin VanDyke, Brittany Kurtz, and Roxann Holloway

### I. APPROVAL OF MINUTES

*Motion by Wittenbach, seconded by Bolton, to approve the minutes of the December 7, 2021, meeting. Motion carried.*

### II. PERSONNEL BUSINESS

**A. Employment Changes:** Personnel changes were available for review.

**B. District Court Restructure Request:** District Court clerks currently work in three divisions; Criminal, Traffic, and Civil. The recognized organizational structure has 12 employees reporting directly to the District Court Administrator. In practice, clerks in the Civil division have been supervised by a District Court Clerk III position and the clerks in Criminal and Traffic have a similar structure. The Clerk III positions are part of the bargaining unit that represents all of the non-supervisory employees in District Court.

A request to reorganize the clerical reporting structure to create a combined supervisor for the clerks in all three divisions was reviewed. This position would not be part of the bargaining unit. This change would allow the new supervisor to manage all of the clerical positions in the three divisions and make possible cross training for a more stable workforce. It would also realign the formal direct reporting structure with the practical operation.

Removing the supervisory position from the bargaining unit eliminates any ambiguity in the administrative role.

*Motion by Bolton, seconded by Wittenbach, to recommend the reorganization of the District Court clerical reporting structure and creation of a District Court Division Supervisor/Administrative Assistant position to supervise District Court Clerks in the Criminal, Traffic, and Civil Divisions of District Court. Motion carried.*

- C. Raise the Age Impact:** The Raise the Age legislation that went into effect on Oct. 1, 2021 and the criminal justice system in Michigan no longer automatically views 17-year-olds as adults. The Maurice Spear Campus and Juvenile Probation are now working with a larger age gap between the 11-year-olds and the 17-year-olds and with juveniles who have committed different sorts of offenses.

With the full impact of these changes in place, the bargaining unit for the campus, GELC, and the campus director, Rodney Weaver, have requested that positions and compensation for those positions be evaluated based on the changed circumstance.

The campus director has made changes to the facility operation to provide financial stability, however, that stability comes with added responsibility for the additional residents.

*Motion by Stimpson, seconded by Bolton, to recommend approval for the County Administrator to engage with MSC Director and GELC representative to address changes in duties and responsibilities for campus employees related to Raise the Age requirements and report recommendations to the board. Motion carried.*

Probate Court Juvenile has struggled to fill vacancies in their Juvenile Probation Officer positions for nearly two years. Due to the shortage of probation officers, the caseload for the remaining probation officers and court administration has increased to unsustainable levels. The increased workload also makes it difficult to retain probation officers due to the high stress level of the job and the caseload.

The Probate Court would like to be able to fill all the vacancies and then be able to evaluate the stress of being a juvenile probation officer verse the stress of the excessive caseload. In order to increase staffing levels, they would like to offer a signing bonus in hopes of filling the vacant positions.

There was discussion on how to maintain employees and concerns for setting a precedence.

*Motion by Bolton, seconded by Stimpson, to recommend approval of a signing bonus, not to exceed \$6,000, for specific vacancies with degree requirements that have been vacant for more than nine months. Motion carried following discussion.*

- D. County Administrator vacancy:** A recommendation for the process of recruiting and appointing the next County Administrator was reviewed.

*Motion by Collins, seconded by Bolton, that the County Administrator position be posted to recruit applicants, that a subcommittee of the board be appointed to review applications, and that the subcommittee select applicants for final interviews. Motion carried.*

- E. Other Personnel Business:** There was no other personnel business.

### III. WAYS AND MEANS BUSINESS

**Finance Reports:** Administrator Marshall reviewed the finance reports and the year-end adjustments made by the Accounts Payable Committee to sectors of the General Fund within the 2021 Budget as well as necessary adjustments to non-general funds.

- A. Phoenix Project:** The Commission previously authorized up to \$140,000 for a Facilities Director position for Project Phoenix.

A request to reallocate these funds to work with the Sports Facilities Companies (SFC) was reviewed. SFC will provide an expertise that the County currently does not have. They have a proven track record in developing very successful projects. They also have the access to resources we may not otherwise have at our disposal.

*Motion by Bolton, seconded by Geotz, to recommend reallocating the funding for the Facilities Director position and authorize the Board of Commissioners to enter into an agreement with The Sports Facilities Companies. Motion carried.*

- B. Law Enforcement Service Contracts:** The Village of Britton, Village of Deerfield, and Macon Township have approved their annual law enforcement service contracts with the Sheriff's Office.

There are new agreements with the Village of Clayton and Addison Community Schools; and the Village of Addison has approved entering into a law enforcement service contract and are currently considering the options provided.

*Motion by Stimpson, seconded by Collins, to recommend approval of the contracts for law enforcement services and designate the Chair as signatory. Motion carried.*

- C. Lenawee Transportation Corporation:** A contract for operating expenses was reviewed.

*Motion by Bolton, seconded by Wittenbach, to recommend approval of the LTC/MDOT Agreement 2022-0084 P3 Job 213677NI, and designate the Chair and Clerk as authorized signatories. Motion carried.*

- D. PA 116 Agreement Application:** An application to enter property into the PA116 agreement was reviewed.

*Motion by Bolton, seconded by Goetz, to recommend approval of the PA116 Application for property known as ID#OGO-136-2350-00; 38.1 acres located in Ogden Township. Motion carried.*

- E. Petition to Annex:** The Village of Clayton submitted a petition to have property annexed to the Village for consideration.

*Motion by Jenkins-Arno, seconded by Bolton, to recommend approval of the resolution authorizing the annexation of 11000 W. Carlton Road into the Village of Clayton. Motion carried*

- F. Committee Referrals/Recommendations:** There were no committee referrals or recommendations.

- G. Campus Projects:** There are a few issues that need to be resolved before an open house can be scheduled.

- H. Other Ways & Means Business:** There was no other business.

#### **IV. CONSENT AGENDA**

The Petition to Annex Property is on the agenda tomorrow, all other items addressed today will be placed on the consent agenda for approval tomorrow.

#### **V. PUBLIC COMMENT**

There were no public comments.

#### **VI. ADJOURNMENT**

*Motion by Goetz, seconded by Stimpson, to adjourn the meeting at 11:48 a.m. Motion carried.*