

# PERSONNEL / WAYS & MEANS COMMITTEE

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## MEMBERS

*Ralph Tillotson, Terry Collins  
Committee of the Whole*

## MEETING LOCATION

Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI

**Minutes:** Tuesday, February 11, 2020 – 10:01 a.m.

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**Present:** Commissioners Bolton, Knoblauch, Collins, Bales, Lapham, Jenkins-Arno, Stimpson, and Wittenbach

**Absent:** Commissioner Tillotson

**Also Present:** Scott Holtz, Kim Murphy, Roxann Holloway, Jen Ambrose, Burke Castleberry, Sheriff Bevier, Marilyn Woods, Rebecca Borton, Martin Marshall, and Dmitriy Shapiro (The Daily Telegram)

## I. APPROVAL OF MINUTES

*Motion by Bolton, seconded by Wittenbach, to approve the minutes of the January 7, 2020, meeting. Motion carried.*

## II. PERSONNEL BUSINESS

- A. Employment Changes:** There was no personnel changes report available for review.
- B. Unemployment Insurance Report:** Marty reviewed the 2019 Unemployment Insurance Report. Premium charges to department for 2020 will remain at .2% of payroll with premium adjustments being made should claims increase.
- C. Other Personnel:** There was no other personnel business.

## III. WAYS AND MEANS BUSINESS

- A. Finance Reports:** Marty Marshall reviewed the finance reports.
- B. Budget Adjustments:** There were no budget adjustments to review/approve this month.
- C. Health Department Plan of Organization:** Local public health departments are required to have a Plan of Organization with a copy of their plan submitted to the state every three years, along with documentation that the plan has been approved by their local governing entity. The plan was approved by the Board of Health on January 15, 2020, and the plan and supporting documentation must be submitted to the State by March 11, 2020.

*Motion by Bolton, supported by Wittenbach, to recommend approval of the Health Department's Plan of Organization. Motion carried.*

- D. Drug Testing Facility Lease:** The courts, specialty courts, and their probation offices have had difficulty securing a consistent and stable drug testing operation. Most recently, one of the current providers is exiting the business. A group was put together to explore a drug testing facility operated by the County and a tentative budget and program have been formulated. The plan calls for an off-site facility that is standalone from both a physical and financial standpoint. We have to opportunity to lease space in downtown Adrian, across from the Adrian District Library, to house the drug testing operation. The proposed lease is for a one-year duration at a rate of \$600 per month, including utilities.

There was further discussion regarding funding and personnel.

*Motion by Stimpson, supported by Lapham, to recommend approval of the lease agreement with Shayona Real estate, LLC for property located at 142 E. Maumee Street to operate the Lenawee Alcohol and Drug Monitoring. Motion carried.*

#### **E. Recommendations/Referrals**

1. **Airport Vehicle Request:** The Physical Resource Committee has reviewed a request from the Airport and is recommending approval of a vehicle purchase.

*Motion by Knoblauch, supported by Bales, to recommend approval of the purchase of a 2020 Jeep Cherokee in an amount up to \$24,000.00 with funding from 581-895-981 (Airport Vehicles). Motion carried.*

- F. Campus Projects:** Marty provide a brief update on the renovations of the Annex Building. The historical old courthouse has now been vacated and all offices are open in the Annex Building.
- G. BOC Consent Agenda:** Recommendations and referrals from today's meeting will be placed on tomorrow's Board of Commissioners' consent agenda.
- H. Other Business:** Marty announced that the MAC Conference is set for April 15-17. If any commissioner wishes to attend the conference, they should contact the Administrator's Office.

#### **IV. ADJOURNMENT**

*Motion by Bales, seconded by Bolton, to adjourn the meeting at 10:21 a.m. Motion carried.*