



The Gladwin County Board of Commissioners met for the Committee of the Whole Meeting, on January 12, 2021. The meeting was called to order at 9:00 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, and roll was taken. Vice-Chairperson, Commissioner Ron Taylor attended via phone; all other commissioners were present.

Public Comment - none

City Administrator Report – none

County Affairs

1. Commissioner Rick Grove asked about the permanency of Committee Assignments. Discussion on the ability to modify the assignments as needed.
2. Magistrate Post addressed the board. Discussion on the renewal of a part time employment agreement for a Judicial Assistant, up to 15 hrs/wk for Judge Farrell. Commissioner Rick Grove questioned the need for this if most employees are working from home as much as possible. Mag. Post explained that the Judicial Assistant would be recording from within the courtroom but use her current office and equipment to prepare transcripts; Due to the increased level of Coronavirus (COVID), staff are on a rotating schedule in the office. Commissioner Kyle Grove ask about funding through the COVID grant, Mag. Post explained COVID funding is not available for payroll expenses. Chairperson Moore enquired why Clare county did not face the same need and Mag. Post explained that all of Clare's staff can record, which is not the case here in Gladwin County. Vice-Chair Taylor asked about early termination of employment if there were no longer a need. Mag. Post agreed and suggested a three-month review.
3. Commissioner Kyle Grove recommended the approval of the Planning Committee's recommendation to rezone Section 5, part of the NW1/4 of the SW ¼ from B1 to RF.

County Facilities and Transportation- none

Data

1. Registrar Clayton addressed the board explaining the original quote from IT Right was roughly \$5000. However, it was their recommendation that the VM Host would require additional hardware in order to operate efficiently. Additional cost was approximately \$3000. Total quote \$8092.50

511 Council – none

Gladwin Parks and Recreation – none

Insurance – none

Memorial Restoration - none

MERS - none

Public Safety – none

Personnel

1. Job Description for County Administrator was discussed. Minor changes were made to the original proposed job description at the recommendation of the County Attorney. Commissioner Rick Grove questioned the need for a Bachelor's degree to be required, suggesting equivalent experience should be considered. A timeline for considering resumes for this position was also discussed. Commissioner

Kyle Grove stated that he feels this process is moving too fast, and asked the board to consider postponing the hiring process.

2. Clerk Hulme addressed the board, noting some minor adjustments to the formerly proposed agreement based on the Commissioners' financial concerns, and offered an overall budget of \$2000 for training. Chairperson Moore discussed a conversation she had with the Clare County Administrator in regards to assisting Gladwin County with Clerk Training. Commissioner Rick Grove questioned how Court Clerks had been trained previously. Clerk Hulme explained that the county has not been in a situation like this before. Previously, an existing court clerk would train an onboarding clerk, however our situation is unique in the fact that there are currently no Court Clerks in our office to provide training, the former clerks have moved on, and we will have two new clerks in the office.
3. Undersheriff Hartwell addressed the board regarding his request to hire a part-time RN Supervisor. Discussion was had on the budget and how the restructuring of the RN/ LPN positions would save the jail money.
4. VA Director Roberts addressed the board regarding his request to hire an Administrative Assistant. He explained that the former assistant was elected to public office and was no longer filling this role. This is a grant funded position that runs through October and would have no impact on the County budget.
5. Chairperson Moore asked for verification that the current job posting for a Deputy County Clerk would in fact fill the staffing requirements for the Clerks' office, and that the position was accounted for under the current budget. Clerk Hulme confirmed.


Finance

1. Discussion was had regarding the Letter of Engagement for Audit. Commissioner Kyle Grove noted this is a typical annual audit, and Interim Administrator Maveal commented that the county is in its third year of a three-year contract with the auditing company, noting next year the county will have to issue an RFP for auditing services.
2. Discussion on creation of Fund 213 for the Victims Advocate Companion Account. Treasure VanTiem explained the addition of a line item to account for donated funds to the Victims Advocate Companion.
3. Discussion on Direct Cost Billing.
4. Discussion on the need for Certified Electronics Operator training for all clerks operating recording equipment within the Circuit Court.

Report from Civil Attorney:

Attorney Hoerauf met with the attorney for Four Lakes Task Force and the Midland County Attorney regarding special assessment procedures. Will provide a full report.

No additional discussion. Meeting closed at 9:51 a.m.



Karrie Hulme, County Clerk



Karen Moore, Chairperson

Pasted 1/28/21