

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Kam J. Washburn

Vice-Chairperson
Bruce DeLong

Members
David W. Pohl
Kenneth B. Mitchell
Robert Showers
Dwight Washington
Adam C. Stacey

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator
Craig Longnecker
Clerk of the Board
Diane Zuker

VIA VIDEO AND TELEPHONIC CONFERENCE **Pursuant to PA 228 of 2020**

DATE 05/25/2021

The Clinton County Board of Commissioners met on Tuesday, May 25, 2021 at 9:00 a.m. with Chairperson Kam Washburn presiding.

- Members of the public were advised that throughout the telephonic conference meeting they will be provided an opportunity to speak on specific matters and also during public comment at the end of the meeting. Any individuals wishing to speak should identify themselves for the record before speaking.
- Roll call votes will be taken. Any formal roll call votes required on motions will be specifically identified in the minutes.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Chairperson Washburn called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

ROLL CALL

As the Clerk called the roll, each member identified the location in which they were attending the meeting from remotely. A quorum of members were in attendance as follows:

Kam Washburn (Duplain Township, Michigan)
David Pohl (Dallas Township, Michigan)
Bruce DeLong (City of St. Johns, Michigan)
Kenneth B. Mitchell (Watertown Charter Township, Michigan)
Robert Showers (DeWitt Charter Township, Michigan)
Dwight Washington (Bath Charter Township, Michigan)
Adam Stacey (City of Lansing, Michigan)

COUNTY PERSONNEL

Craig Longnecker, Todd Campbell, Penny Goerge, Deb Sutherland, Phil Hanes and Doug Riley.

VISITORS

Ellen Link, Bob Miller, Marcus Cheatham, Melany Mack, Val Vail-Shirey, William Arens and Tom Thelen.

AGENDA

The agenda was presented for review and approval.

BOARD ACTION: Commissioner Mitchell moved, seconded by Commissioner Washington to approve the agenda as printed. Motion carried.

APPROVAL OF MINUTES

The April 27, 2021 minutes were presented for review and approval.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Showers to approve the minutes as printed. Motion carried.

COMMUNICATIONS

The following communications were received:

1. Preliminary State Equalization Report for 2021
2. State Tax Commission Petition for Approval of Designated Assessor
3. Alger County Resolution in support of Local Businesses
4. Alpena County Resolution regarding Revenue Sharing
5. Berrien County Resolution regarding Revenue Sharing
6. Menominee County Resolution regarding Revenue Sharing
7. Dickenson County Resolution regarding Revenue Sharing
8. Bay County Resolution supporting 4 year County Commissioner Terms
9. Sanilac County Resolution supporting 4 year County Commissioner Terms
10. Wexford County Resolution supporting 4 year County Commissioner Terms
11. Grand Traverse County Resolution for equal protection Grand Traverse County
12. Huron County Resolution regarding Legislative to private Mental Health System
13. Livingston County Resolution regarding FOIA requests related to MIOSHA COVID-19 Rules
14. Iron County Resolution supporting release of COVID Federal Funds
15. Iron County Resolution supporting Wolf Management

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to acknowledge receipt of the communications. Motion carried.

ADMINISTRATOR'S REPORT

Craig Longnecker, County Administrator provided the following update:

- Letter of Map Amendment (LOMA) letters were sent to landowners regarding Flood Insurance relief;
- Deadline for receiving bids for Clinton Lakes project has been extended to June 8th;
- On May 24th, MIOSHA released new COVID related rules and as a result, the County will be reviewing and making modifications to the COVID-19 Preparedness and Response Plan.

PUBLIC COMMENTS

Chairperson Washburn called for public comments.

- Ellen Link, county resident spoke on behalf of the Lansing area League of Women Voters requesting that Board officially recognize the increasing challenges of climate change and the impact on the community now and in the future.
- Bob Miller, East Lansing resident informed the members that he will be attending the future meetings of the Board, as well as meetings of the local units of government; he will be serving as a liaison to the Lansing area League of Women Voters;
- Melany Mack, resident of DeWitt underscored the importance of the request of resident Ellen Link regarding climate change; Ms. Mack also briefly mentioned potential funding available to deal with climate change.

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT COVID-19 UPDATE AND RETIREMENT OF DIRECTOR CHEATHAM

Marcus Cheatham, Director of the Mid-Michigan District Health Department (MMDHD) provided a MMDHD monthly COVID-19 update and his upcoming retirement.

- Cases in Clinton County are down with approximately 6 positive cases per day in comparison to 50 per day previously;
- 1 death reported in the county in the last week;
- 60% of Clinton County residents have been vaccinated;
- Expecting a number of restrictions to be lifted in the near future;
- Health Department is finally able to return to working on some of their other projects with COVID demands declining;
- Currently do not know where COVID may be heading in the future and how new strains might impact us during the winter months, etc.; we need to continue to be vigilant as pandemics can drag on for years;
- Director Cheatham noted that he will be retiring the end of July with a transition planned for the position;
- Director Cheatham expressed his pleasure working with the Board despite all the difficult issues that he and the Board members have had to deal with particularly during this last year.

Members of the Board recognized and thanked Director Cheatham for his guidance and efforts, particularly during some very trying times over the last year.

Brief dialog continued regarding the use of remote tools for future meetings.

Melanie Mack, county resident commended Director Cheatham for his work particularly with the COVID clinics in the recent months.

Chairperson Washburn closed by stating that over the last year, it has been rather difficult for the county to balance all the guidance received from the CDC, MIOSHA, the State, etc., At the end of the day, the County relied heavily on Director Cheatham, as he provided reassurance on the approach the county was taking with regard to COVID. Clinton County is very fortunate to have his expertise and guidance during these unprecedented times.

DECLARATION FOR LOCAL STATE OF EMERGENCY

Chairperson Washburn introduced discussion regarding extending the County's Declaration for a Local "State of Emergency" through June 30, 2021.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Mitchell to extend the Declaration for Local "State of Emergency" for Clinton County through June 30, 2021 or until such time as the Board acts to cease or extend the State of Emergency. Discussion followed. It was noted that meetings may be held in-person or continue remote provided we have a Local State of Emergency in place through the end of 2021 under the Open Meetings Act. Voting on the motion by roll call vote, those voting aye were Stacey, Washington, Showers, Mitchell, Pohl, DeLong and Washburn. Seven ayes, zero nays. Motion carried. (INSERT DECLARATION)

RESOLUTION 2021-6 IMPOSING SUMMER PROPERTY TAX LEVY AND ADOPTING COUNTY MILLAGE RATE

Chairperson Washburn introduced a Resolution imposing the 2021 Summer Property Tax Levy pursuant to Public Act 357 of 2004, and Notice of Certificate of the County Allocated Tax Levy of 5.7408 mills.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Pohl to adopt the Resolution imposing the 2020 Summer Property Tax Levy and approving the County Allocated Tax Levy of 5.7408 mills and further to authorize the Chair and County Clerk to sign the L-4029 2021 Tax Rate on behalf of the County. Discussion followed. Voting on the motion by roll call vote, those voting aye were Mitchell, Pohl, Showers, DeLong, Stacey, Washington and Washburn. Seven ayes, zero nays. Motion carried. (INSERT RESOLUTION)

ZONING

Doug Riley, Community Development Director presented the following zoning matter:

PC-15-21 SLU SPECIAL LAND USE JEFF AND EMILY WIEBER GREENBUSH TOWNSHIP SECTION 8 APPROVED

PC-15-21 SLU Application for a Special Land Use Permit submitted by Jeff and Emily Wieber requesting approval for an "Assisted Living Facility" at 2307 W. Maple Rapids Road (site of United Methodist Church) in Section 8 of Greenbush Township (Parcel #090-008-100-031-00)

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to concur with the recommendation of the Planning Commission to approve the Special Land Use permit submitted by Jeff and Emily Wieber.

Chairperson Washburn called for comments and/or questions. There were none.

Voting on the motion by roll call vote, those voting aye were Pohl, Stacey, DeLong, Showers, Washington, Mitchell and Washburn. Seven ayes, zero nays. Motion carried.

APPROVAL OF COMMISSIONERS' EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

BOARD ACTION: Commissioner Washington moved, seconded by Commissioner DeLong to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.

COMMITTEE REPORTS

The following are reports of Committee meetings:

WAYS & MEANS COMMITTEE MEETING

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held May 20, 2021.

ATTENDANCE AT COMMITTEE MEETING

Members Attending by Electronic Means:

- Adam Stacey, W&M Committee Chairperson (City of Lansing, Michigan)
- David Pohl (Dallas Township, Michigan)
- Robert Showers (Dewitt Charter Township, Michigan)
- Dwight Washington (Bath Charter Township, Michigan)
- Bruce DeLong (City of St. Johns, Michigan)
- Ken Mitchell (Watertown Charter Township, Michigan)
- Kam Washburn, Ex-Officio Member (Duplain Township, Michigan)

Staff Present

- | | |
|------------------|---------------|
| Craig Longnecker | Todd Campbell |
| Penny Goerge | Craig Thelen |
| Joel Haviland | Chris Collom |
| Cindy Moser | Rob Wooten |
| Deb Sutherland | Kyle Thornton |

Others Present

- Doug Deeter, Rehmann Robson
- Natrenah Blackstock, Clinton County Department of Veteran Affairs
- Dru Mitchell, Clinton County Catalyst

CALL TO ORDER/APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:01 a.m.

COMMITTEE ACTION: Commissioner Pohl moved, seconded by Commissioner DeLong, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson Stacey requested limited public comments. There were none.

2020 AUDIT PRESENTATION

3. Ways and Means Committee Chairperson Stacey introduced Doug Deeter from Rehmann Robson regarding presentation of the 2020 Audit.
 - Mr. Deeter provided a brief overview and answered questions regarding the 2020 Audit which is available for viewing on the county website;
 - Clinton County has received an "unmodified" audit opinion, which is the highest level that you can receive;
 - Significant attention was brought to the following audit numbers:
 - Unassigned GF fund balance \$10.3 million or 42.3% of total GF expenditures and transfers;
 - Net change in GF fund balance of \$1.4 million;
 - Positive budget to actual GF revenue variance of \$497,066;
 - GF expenditures under budget by \$1.3 million;
 - Our Lead Accountant, Cindy Moser and her staff (Kate Rademacher and Jenny Halfman) were recognized for their efforts in putting together all of the financial statements as they have assisted

tremendously with the Auditors' work.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Pohl, to **recommend** accepting the 2020 Financial Statements and the Report on Expenditures of Federal Awards and place on file. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

VETERAN SERVICES
UPDATE

4. Ways and Means Committee Chairperson Stacey introduced Natrenah Blackstock from Ingham/Clinton County Department of Veteran Affairs to provide an update on veteran services in Clinton County.
- Veteran services include but are not limited to counseling, as well as assistance in the completion, filing and monitoring of all federal, state and county benefits for veterans and their dependents;
 - Veteran Affairs also helps with disability compensation, disability pension, emergency financial assistance, health care, death benefits, home loan guaranty, education, insurance, vocational rehabilitation and survivor's benefits;
 - Ms. Blackstock briefly discussed pandemic protocol and future initiatives for Clinton County;
 - Discussion took place regarding the impact of the pandemic on our veterans and the increased need for mental health services.

No action required.

COURTHOUSE PANIC
BUTTON REPLACEMENT

5. Ways and Means Committee Chairperson Stacey introduced Craig Thelen, MIS Director, to discuss the replacement of Courthouse panic buttons.
- Currently there are 33 hard-wired panic buttons located throughout the Courthouse that need to be replaced;
 - The proposed new system includes a cloud-based application and will provide more versatility;
 - This system could also be used for workplace violence, severe weather and other incidents where the courthouse needs to be notified.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Showers, to **recommend** approving up to \$30,000 for the replacement of the courthouse panic button system, as outlined and approved in the capital improvements section of the 2021 budget.

- MIS Director Thelen provided a cybersecurity update and briefly discussed the status of the Prosecutor's document imaging project.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

EMERGENCY SERVICES
2020 HOMELAND SECURITY
GRANT

6. Emergency Services – 2020 Homeland Security Grant:

FIDUCIARY AGREEMENT
WITH INGHAM COUNTY

- A. Fiduciary Agreement with Ingham County: Ways and Means Committee Chairperson Stacey introduced Todd Campbell, Deputy Administrator, to discuss the Homeland Security Grant.
- This proposed agreement allows Clinton County to be a sub-recipient of the 2020 Homeland Security Grant Program; this federal grant is passed through the State and then to the Region 1 Homeland Security Planning Board;
 - Ingham County is currently the fiduciary agent for this grant;
 - The agreement outlines some of the conditions that the County must adhere to in order to be reimbursed; we have participated in this program since 2004.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Mitchell, to **recommend** approving the FY 2020 HSGP Region 1 Board Sub-Recipient Agreement authorizing Ingham County to serve as the fiduciary for the region. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Washington to concur with the committee recommendation. Motion carried.

HOMELAND SECURITY
GRANT FY 2020
PRE-FUNDING REQUEST

- B. Homeland Security Grant – FY 2020 Pre-Funding Request: Ways and Means Committee Chairperson Stacey introduced Todd Campbell, Deputy Administrator, to discuss a pre-funding request from Emergency Services.
- Mr. Helms is asking for pre-funding of Clinton County's local share of the FY 2020 Region 1 Homeland Security Grant in the amount of \$70,597.53;
 - The members were provided with an outline of the proposed expenditures of the 2020 grant funds; these expenditures are the result of requests from emergency operations center staff representatives, resource needs identified in threat and risk assessments, disaster exercises, planning efforts and known deficiencies in eligible grant target areas;
 - Grant funds must be used on projects that align with current state homeland security investment strategies, guidance and local threat and risk assessments; also, a portion of these funds must be used for law enforcement terrorism prevention activities.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Washington, to **recommend** approving the pre-funding of Clinton County's local share of the FY 2020 Homeland Security Grant (HSGP) funds in the amount of \$70,597.53. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to concur with the committee recommendation. Motion carried.

CENTRAL DISPATCH
EOC DISPATCH EQUIPMENT
REQUEST

7. Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director, to discuss a request to purchase EOC dispatch equipment.
- In early 2020 Central Dispatch identified the EOC as a relocation point for short-term evacuations for pandemic exposures; this capability has proved invaluable to the continuity of operations for the 911 system and to protecting the health and safety of county employees;
 - The 911 workstation replacement project includes pandemic spacing and protective screening for the employees; however, as the project has unfolded it has become clear that to reduce potential exposure during installation of the workstations, and to stay within the project timeline, moving operations to the EOC for a minimum of 2-3 weeks is necessary;

- In order to relocate for this time period, additional computer, telephone and radio infrastructure equipment is required;
- The additional equipment will double the workstation capacity and this solution not only provides an immediate benefit to project development, but also provides an opportunity to invest in our continuity of operations plan;
- There are sufficient funds in the contingency line of the Project 25 budget for this project.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner DeLong, to **recommend** authorizing Central Dispatch to update the EOC dispatch equipment not to exceed \$50,000. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Pohl to concur with the committee recommendation. Motion carried.

FACILITY DISCUSSION

8. Ways and Means Committee Chairperson Stacey introduced discussion regarding a capital plan review focusing on the public improvement fund.
 - The members were provided with a schedule of capital expenditures, a detailed listing of capital improvement replacement projects and a description of major projects originally planned for 2021:
 - It was noted that under the major projects section of the schedule of expenditures, the first three projects total over \$8 million and consist of renovations to the public safety facility and an expansion of the maintenance facility;
 - It was further noted that the original projected costs for the public safety facility renovations were based on an analysis done over three years ago; since that time, we have experienced a pandemic that only increased the complexity of public safety operations;
 - Due to all the variables involved, not the least of which is justice reform, a fresh look at public safety operations is in order; thus, Administration recommends a comprehensive analysis of the Townsend Road Campus with the goal of a revised master plan that will guide future facility decisions;
 - Facilities Director Wooten provided a power point presentation to the members including a review of current projects, parking at the Courthouse, the fairground facilities, and an updated building envelope for the Townsend Road Campus;
 - Administration suggests that the Infrastructure Committee convene with the assistance of Administration and Hobbs+Black to review future facility needs, prioritize those needs and report back to the Ways and Means Committee;
 - The members were provided with a proposal and agreement from Hobbs+Black to begin the review and update of the Townsend Road Campus Master Plan; once authorized, a Project Team will be assembled for this effort consisting of knowledgeable design professionals from Hobbs+Black, key county employees and the Infrastructure Committee;
 - Discussion also took place regarding American Rescue Plan funds and the possibility of utilizing those funds for capital projects; there will be time to deliberate as the County will have until the end of 2024 to encumber expenses and they will have until the end of 2026 to spend the funds.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** authorizing the County Administrator to sign the proposal and agreement from Hobbs+Black as presented to update the Townsend Road Campus Master Plan. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to concur with the committee recommendation. Discussion followed regarding ways to utilize resources better in the plans climate change, energy saving measures. Motion carried.

FLAG ETIQUETTE PROGRAM

9. Ways and Means Committee Chairperson Stacey introduced discussion regarding the U.S. Flag Etiquette Program and Clinton County Flag Policy.
- The National Association of Counties (NACo) and the Michigan Association of Counties (MAC) have partnered to provide Clinton County with a free flag collection box to place in the Courthouse;
 - Once authorized, Administration will assist with launching a flag retirement program in our county to help residents properly dispose of worn-out or torn U.S. flags;
 - At this time, it would also be appropriate to formalize our long-standing flag policy in conjunction with the U.S. Flag Etiquette Program.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Pohl, to **recommend** authorizing Clinton County's participation in the U.S. Flag Etiquette Program and adopt the Clinton County Flag Policy as presented. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Mitchell to concur with the committee recommendation. Discussion followed. Motion carried. (INSERT POLICY)

RESOLUTION 2021-6 IMPOSING 2021 SUMMER PROPERTY TAX LEVY AND CERTIFICATION OF COUNTY ALLOCATED TAX LEVY

10. Ways and Means Committee Chairperson Stacey introduced discussion regarding the 2021 Summer Property Tax Levy.
- The Clinton County allocated tax shall be levied and collected on July 1, 2021, at the full amount allocated after application of the "Headlee" millage reduction fraction, or 5.7408 mills.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner DeLong, to **recommend** the adoption of the 2021 Summer Property Tax Levy Resolution. Motion carried. (See page 3 of minutes for Board Action)

PLANNING UPDATE

11. Ways and Means Committee Chairperson Stacey introduced Joel Haviland, Building Official, Zoning and Soil Erosion Administrator, to provide a planning update.
- PC-15-21 SLU – Application for Special Land Use Permit; Planning Commission recommends approval.

No action required.

EMERGENCY DECLARATION EXTENSION

12. Ways and Means Committee Chairperson Stacey introduced discussion regarding the continuation of the County's emergency declaration.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Washington, to **recommend** authorizing the extension of the Declaration for a Local "State of Emergency" through June 30, 2021 or until such time as the Board acts to cease or extend the state of emergency. Motion carried. (See page 3 of minutes for Board Action)

JUNE COMMITTEE MEETING
CALENDAR

13. Ways and Means Committee Chairperson Stacey introduced discussion regarding the June 2021 Open Meetings and Events Calendar.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** the approval of the June 2021 Open Meetings and Events Calendar. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Pohl to concur with the committee recommendation. Motion carried.

ACCOUNT PAYABLE
INVOICE PAID TOTALS

14. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Accounts Payable Invoices Paid.

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Mitchell, to approve the invoices paid from April 3 through May 7, 2021 in the amount of \$1,088,543.42. Motion carried.

COMMISSIONERS'
COMMENTS

15. Ways and Means Committee Chairperson Stacey requested Commissioners' comments. There were none.

ADMINISTRATOR'S
COMMENTS

16. Ways and Means Committee Chairperson Stacey requested comments from Administrator Longnecker.
- Discussion took place regarding the American Rescue Plan;
 - Administrator Longnecker notified the members that a federal civil suit has been filed against one of our deputies and this matter has been forwarded to our liability carrier.

ADJOURNMENT OF
COMMITTEE MEETING

17. Ways and Means Committee Chairperson Stacey adjourned the meeting at 11:00 a.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner Pohl, Chairperson of the Human Resources Committee reported on a meeting held May 20, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Attending by Electronic Means:

David Pohl, HR Committee Chairperson (Dallas Township, Michigan)
Adam Stacey (City of Lansing, Michigan)
Robert Showers (Dewitt Charter Township, Michigan)
Dwight Washington (Bath Charter Township, Michigan)
Bruce DeLong (City of St. Johns, Michigan)
Ken Mitchell (Watertown Charter Township, Michigan)
Kam Washburn, Ex-Officio Member (Duplain Township, Michigan)

Staff Present

Craig Longnecker	Todd Campbell
Penny Goerge	Cindy Moser
Deb Sutherland	Rob Wooten

CALL TO ORDER/APPROVAL
OF AGENDA

1. Human Resources Committee Chairperson Pohl called the meeting to order at 11:04 a.m.

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner Stacey, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Human Resources Committee Chairperson Pohl requested limited public comments. There were none.

MANAGERS/ELECTED
OFFICIALS SALARY
SCHEDULE

3. Human Resources Committee Chairperson Pohl introduced Administrator Longnecker to discuss the managers/elected officials salary schedule.
 - Every two years Administration conducts a review of elected officials and department head salaries; as a result, the members were presented with a proposed salary schedule for the positions that were part of this year's survey;
 - Most positions reflect a 2% salary change; the other changes are all upward based on comparable county data to the extent possible and internal equity.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Washington, to **recommend** approving the 2022 salary schedule for the elected officials and department heads and a 2% adjustment for all non-union employees, subject to the adoption of the 2022 budget. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

ASSISTANT PROSECUTING
ATTORNEYS UNION
CONTRACT

4. Human Resources Committee Chairperson Pohl introduced Administrator Longnecker to discuss the Assistant Prosecuting Attorneys union contract.
 - In late March the Assistant Prosecuting Attorneys (APAs) severed their relationship with the Public Employees Representative Association (PERA); the union contract expired December 31, 2020 and the county has been honoring the expired contract;
 - In an effort to transition the APAs to the personnel manual, a survey was completed with comparable counties to determine a fair wage structure;
 - The members were provided with a proposed wage schedule to be implemented on January 1, 2022; the wage schedule came out 3.6% higher for the APAs at the top rate, with a larger adjustment reserved for the Chief Assistant Prosecuting Attorney;
 - In conjunction with the implementation of the new wage schedule, the APAs will transition to the personnel manual and will no longer be subject to the terms of the expired collective bargaining agreement; the only exception will be for on-call pay at \$90 per day as is currently provided for the District Court Magistrate.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** authorizing Administration to honor the expired contract with the APAs through December 31, 2021 and implement proposed APA wage schedule, transition to personnel manual and \$90 per day on-call pay, effective January 1, 2022. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner DeLong to concur with the committee recommendation. Motion carried.

SHERIFF'S OFFICE
TRANSITIONAL INCENTIVE
PROGRAM

5. Human Resources Committee Chairperson Pohl introduced Administrator Longnecker to discuss a transitional incentive program.
 - Administrator Longnecker provided a brief overview of a proposed transitional incentive program that will encourage Command Officers at the Clinton County Sheriff's Department to apply for and advance into management positions, specifically the positions of Undersheriff and Jail Administrator;
 - Administrator Longnecker emphasized that this is a temporary program that is being proposed due to a disparity in retirement benefits between the Command Officer unit and the non-union positions of Undersheriff and Jail Administrator;
 - In order to further improve the overall benefit package for each position, the County will make an annual *transitional incentive payment* equal to 4% of salary to the current Undersheriff and Jail Administrator;
 - Payment will be made during the first full pay period following approval of the transitional incentive payment by the Board of Commissioners; future annual payments will be made during the first full pay period of each year;
 - The pay incentive applies to future Undersheriff and Jail Administrator candidates that are hired from the Clinton County Command Officer unit, with a defined benefit pension plan;
 - Candidates with a defined contribution pension plan are not eligible for the incentive; once the transition to defined contribution pension plans is complete, the incentive will terminate.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Showers, to **recommend** authorizing the Transitional Incentive Program as presented for the purpose of encouraging Command Officers at the Clinton County Sheriff's Department to apply for and advance into management positions. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

COMMITTEE/COMMISSION
APPOINTMENTS

6. Human Resources Committee Chairperson Pohl introduced discussion regarding appointments to various Committees and Commissions. No action required.

COMMISSIONERS'
COMMENTS

7. Human Resources Committee Chairperson Pohl requested Commissioners' comments.
 - Commissioner Washburn provided an update on behalf of Clinton County Emergency Operations'
 - The members were notified that the courts are moving to jury trials again effective June 1; however, mandates will still be imposed by state courts;
 - Commissioner DeLong and Commissioner Washington briefly discussed the retirement of Marcus Cheatham, Health Officer at the Mid-Michigan District Health Department;
 - Commissioner Showers discussed the importance of broadband being available to rural areas of Clinton County; a meeting has been scheduled with Chris O'Neill, President/CEO from HomeWorks Tri-County Electric Cooperative to discuss the expansion of high-speed fiber internet in the area;
 - Commissioner Pohl provided an update on behalf of the Clinton County Road Commission.

ADJOURNMENT OF
COMMITTEE MEETING

8. Human Resources Committee Chairperson Pohl adjourned the meeting at 11:51 a.m.

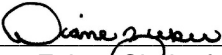
**END OF COMMITTEE
REPORTS**

COMMISSIONERS'
COMMENTS

Chairperson Washburn called for Commissioners' comments. There were none.

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Commissioner DeLong moved, seconded by Commissioner Mitchell to adjourn the meeting at 10:11 a.m.



Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on June 29, 2021.