

IONIA COUNTY BOARD OF COMMISSIONERS

**August 28, 2018 - 7:00 p.m.
Conference Room – Central Dispatch Building**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**

(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of July 2018 - \$962,019.55
 - D. Approve payment of Health Fund bills - \$90,823.51
 - E.
- VIII. Unfinished Business**
 - A.
- IX. New Business**
 - A. Request to fill Dispatcher Position at Central Dispatch
 - B. Commission on Aging request to increase Home Aide Position to full-time
 - C. Request to fill Physical Plant Director Position
 - D. Request to fill Sheriff Office Deputy Clerk Position
 - E.
- X. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- XI. Reports of Special or Ad Hoc Committees**

XII. Public Comment (3 minute time limit per speaker)

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term, expiring December 2018.

Non-Commissioner Appointments for consideration in the month of September 2018:

- ARES/RACES Emergency Coordinator and Assistant Coordinator – Three year appointments.
- Commission on Aging Board – Three three-year appointments.

Non-Commissioner Appointments for consideration in the month of October 2018: None

**County of Ionia
Request for Per Diem and Mileage**

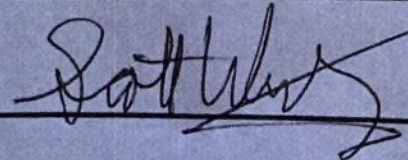
Commissioner Wirtz

July 2018

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	7-10-18		50		4.36
Commissioners Evening Meeting					
Committee-of-the-Whole Meeting	7-17-18		50		
Special Board Meeting					
Airport Board	7-17-18		25		8.54 4.36
Airport Zoning Board					
Community Corrections Advisory Board					
Long Lake Board					
MSUE District Extension Council					
Personnel Committee					
Road Commission	7-11-18		50		6.54
Road Commission					
Sanitary Code Committee					
Other:					

Total Per Diem Requested: \$200

Total Mileage Requested: \$15.26

Signed 

Date 8-23-18

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
Mileage for 2018 is 54.5 cents per mile.

**Commissioner Tiejema
July-18**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	7/10/2018		50.00	18	\$9.81
Commissioners Evening Meeting	7/24/2018		50.00	18	\$9.81
Area Agency on Aging of Western MI	7/23/2018	1:35	50.00	58	\$31.61
Commission on Aging Board					\$0.00
Committee of the Whole	7/17/2018	1:30	50.00	18	\$9.81
Personnel Committee					
Central Dispatch					
Other:					
ASCET board meeting				-	-
AAAWM Advisory Council	7/9/2018	1:25	50.00	58	\$31.61

Total Per Diem Requested: \$250.00

Total Mileage Requested: \$92.65

Signed *Larry Tiejema*

8/23/2018
Date

**County of Ionia
Request for Per Diem and Mileage**

Commissioner Cowling-Cronk
July 2018

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	July 10	1+	50.	—	—
Commissioners Evening Meeting	July 24	1+	50. ⁰⁰	—	—
Committee-of-the-Whole Meeting	July 17	1+	50. ⁰⁰	—	—
Special Board Meeting					
Board of Public Works					
DHS Board Liaison	July 5	1+	50. ⁰⁰	—	—
Facilities Committee					
Facilities Committee					
Grievance Hearing Committee					
Tax Allocation Board					
West Michigan Regional Planning Comm					
Other					

Total Per Diem Requested: 200.⁰⁰

Total Mileage Requested: 0

[Handwritten Signature]
Signed

Aug 22, 2018
Date

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.
Mileage for 2018 is 54.5 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Sharp

July

2018

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	7-10		50.00	37	
Commissioners Evening Meeting	7-24		50.00	37	
Committee-of-the-Whole Meeting	7-17		50.00	37	
Special Board Meeting					
Board of Public Works					
Community Mental Health Services Board					
EightCap Governing Board	7-20	2+	50.00	---	
Personnel Committee	7-17	1	25.00	---	
Other:					

Total Per Diem Requested:

\$925.00

Total Mileage Requested:

111 @ \$60.49

Signed

Georgia Sharp

Date

8/21/18

Per Diem Rates: Board of Commissioner Meetings are \$50; Committee and all other meetings are \$25 for up to one hour, \$50 for one to three hours, and \$75 for more than three hours.

Mileage for 2018 is 54.5 cents per mile.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Permission to Hire a Dispatcher
August 28, 2018 Board of County Commissioners Meeting

CONTACT: James Valentine, Director

DESCRIPTION:

We have a six and a half year dispatcher who recently returned from a maternity leave make the decision to be a stay at home mom and subsequently submitted her two week notice, with her last day Saturday, September 1, 2018.

We are asking permission to begin the hiring process to fill this upcoming vacancy, and in doing so, to advertise the wage from the current starting wage up to the current three year step wage (\$13.91 - \$17.87) depending upon experience and qualifications.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

We are currently budgeted for this fiscal year and next for 11 dispatchers. This will actually be a savings for a few years since the resigning dispatcher was at the top of the pay scale.

LEGAL REVIEW:

N/A

DEADLINE:

We have no particular deadline. The advertising, screening, testing process is a rather lengthy process so we are planning to post and advertise very soon with the anticipation of making a conditional offer of employment by mid to late October.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

MOTION TO AUTHORIZE IONIA COUNTY CENTRAL DISPATCH TO HIRE A DISPATCHER WITH THE ADVERTISED WITH THE SALARY RANGE FROM START WAGE UP TO THE THREE YEAR STEP DEPENDING UPON EXPERIENCE AND QUALIFICATIONS.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Request to change In Home Aide position, held by Penny Woodhams, from part-time to full-time.
August 16, 2018

CONTACT:

Carol Hanulcik, Director and Deb Steele, In Home Services Director

DESCRIPTION:

COA has struggled to hire and retain In Home Aides to provide requested Home Health Aide, Homemaker and Respite Services (In Home Services). To date in 2018, six Aides have been hired, six Aides have left COA's employ and three are currently on leave. Current staff are only able to work approximately 50% of allocated hours.

Barriers to finding and retaining staff include: 1) Low pay rate 2) Lack of benefits 3) Lack of guaranteed hours and 4) Challenging nature of the work both physically and emotionally. In Home Aides must also provide their own vehicle to travel to clients' homes and telephone to provide a means of communication with the In Home Director at all times while in client homes.

We believe having a full-time Aide will translate to: more available service hours and services delivered, potentially longer tenure with COA, flexibility—helping to provide coverage for other staff when they are unable to work—along with other benefits.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Difficult to determine. Our lack of In Home Staff, and subsequent decreased level of service, may impact the Health Dept or the Right Door.

FINANCIAL ANALYSIS:

Wages paid to date in 2018 for In Home Aides are well below those budgeted. Through July we've used only appx 25% of our budgeted wages for In Home Aides. There is sufficient funding in the COA Budget for full-time wages as well as benefits for the position. All COA In Home Aides are currently allocated to be part-time, Position Grade 4, starting at \$11.05 per hour.

LEGAL REVIEW:

none

DEADLINE:

None, but we are looking to move quickly while this employee remains interested in transitioning to full time. Given the current job market, another full time opportunity could arise for her elsewhere.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request to change our current employee, In Home Aide Penny Woodhams, from part-time to full-time.

DEPARTMENT HEAD RECOMMENDATION:

I recommend we create this full time position. The need for In Home Services continues to grow alongside our challenge to hire. I believe we need to try new approaches to meet the demand. Since Penny was hired in June she has not once called in sick or cancelled an appointment with a client, is punctual, enthusiastic, and an asset to our team.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Request to Fill Physical Plant Director Position
August 28, 2018

CONTACT:

Stephanie Fox

DESCRIPTION:

I am requesting approval to fill the position of Physical Plant Director as soon as an appropriate candidate is found. This position is 80 hours per pay period and is classified as a Grade 13. A new employee would begin at Step 1, or if filled internally, the employee would start at the lowest step within Grade 13 which would not cause the employee to receive a reduction in their rate of pay (*per Section 200.144 of the County's Personnel Policy*).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Funding for this position is included in the budget.

LEGAL REVIEW:

N/A

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Ionia County Board of Commissioners approve filling the position of Physical Plant Director at Grade 13, Step 1, or if filled internally, at the lowest step within Grade 13, which would not cause the employee to receive a reduction in their rate of pay, as per the Ionia County Personnel Policy.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Deputy Clerk Position
08/28/2018

CONTACT:

Sheriff Miller
Undersheriff Noll

DESCRIPTION:

Request to fill Deputy Clerk position due to retirement of Chris Zuchowski effective 9/28/18.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Click here to enter text.

FINANCIAL ANALYSIS:

The position is budgeted for 2018, but incoming clerk will be at the lower starting rate of pay.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

08/28/18 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners approve filling the upcoming open Deputy Clerk position.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.