

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes October 31, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, John Strehl, Dean Pratt, Sheriff Dan Bean, Todd Rawlings, Val Craft, Stephanie Murray, Al Meacham, Patty Niepoth, Carol Stocking, Bill Hefferan, Sherry Comben, Sheryl Guy, Deborah Peters, Ed Boettcher (10:30 a.m.)

1. The meeting was called to order at 9:04 a.m. by Brenda Ricksgers.

2. Public Comment

None.

3. Commission on Aging (COA)

Judy Parliament, COA Director, provided financial information to the Committee as part of the agenda packet, which she reviewed with the Committee. She informed the Committee they are switching to LED lighting in the Bellaire Senior Center building. She also indicated she is still looking for a kitchen employee and is working on creating a new part-time maintenance position (cleaning, cutting grass, moving trucks, etc.). Ms. Parliament said she and her staff are working to be compliant with the new standards from the State for nutrition. Ms. Ricksgers asked about the new truck purchase, and Ms. Parliament said that they are still searching for one. Ms. Parliament also mentioned the COA Harvest Dinner is scheduled for Friday, November 2, 2018, from 5:00 p.m. to 7:00 p.m. at the Bellaire COA location.

4. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided financial and ridership information to the Committee as part of the agenda packet. He said that this is the end of his fiscal year but expected a bit more coming in on the expense side. Mr. Meacham said that some additional revenues came in that he does not believe are sustainable moving forward. Ms. Bargy noted the revenues are about \$54,000 over expenses. Ms. Bargy asked about adding a running inventory of ridership to show the passenger rate changes through the months.

5. Antrim County Airport

John Strehl, Airport Manager, provided financial information to the Committee as part of the agenda packet. Mr. Strehl said the old Emergency Operations Center (EOC) building has been winterized. He is still looking at the possibility of having fire departments use the building for practice and then remove it from the airport. Mr. Strehl indicated the engineering work on the taxiways repaving project was approved for funding in 2019 by the State. He added that the actual construction project scheduled for 2020 would require a 5% match by the County.

Field Operator Position

Mr. Strehl told the Committee a few people had been interviewed that were qualified, but he could not come to terms with those who were offered or could have been offered the position. Interviews with a few other candidates are scheduled for Thursday, November 1, 2018. The current contract for the contracted employee expires on Saturday, November 3, 2018. Mr. Garwood said they are hoping to have an employee hired in the next round of interviews, but are checking about extending the contract if needed. The Committee discussed potential avenues to fill the vacant position such as a part-time employee to cover weekends. Mr. Garwood will discuss with the Chair of the Board and the Chair of the Administration Committee extending the airport contract, as there is a need for training if an employee is hired and to fill in as Mr. Strehl has scheduled time off after the contract expires.

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Board of Commissioners Chair, Administration Committee Chair, and County Administrator initiate the emergency purchase procedure to extend the airport contract for an additional 45 days.

Motion Carries- Unanimous

DTE Gas Line

Mr. Strehl said DTE will not be boring under the runway this year, but they have completed the other work at the airport. They will bore under the runway in 2019.

Lighting Project

Mr. Strehl said all the new lights were installed and are very bright. He added once a regulator has been installed, the project would be complete. Mr. Strehl said he no longer has replacement lights, but he is hoping that the leftover grant money can be used to purchase replacement lights.

Equipment- Snow Removal Equipment

Mr. Strehl said airport staff is preparing for the winter season. He said the Antrim County Road Commission was able to fix the broken plow truck for \$900. All of the equipment is ready to go.

Fuel Tanks Replacement Project

Mr. Strehl said this project was a part of his 2018 capital outlay project. He has talked to the contractor who will pour the cement pad very soon, which allows them to install the new skid gas tanks and wire the electrical to complete the project.

6. Inter-County District Court Operating Agreement

Mr. Garwood said he has been working with Carol Stocking, 86th District Court Administrator, on the new Inter-County District Court Operating Agreement between Antrim County, Grand Traverse County, and Leelanau County. The requested changes were incorporated into the new contract. Ms. Stocking indicated the language has been changed to say that Leelanau County is the employer of the current Court Administrator because when she chooses to retire the Court Administrator would no longer be a Leelanau County employee but a Grand Traverse County employee. Ms. Bargy asked if there were any changes that were brought up at the meeting that were not incorporated; Ms. Stocking said there were not.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute an amended Inter-County District Court Operating Agreement with Grand Traverse County and Leelanau County for the funding and operation of the 86th District Court effective immediately upon approval and execution by all parties. Motion Carries- Unanimous

7. Sheriff's Department Update

Antrim County Sheriff Dan Bean provided an Animal Control report to the Committee as part of the agenda packet. Sheriff Bean said the quarantined animals were dogs that did not have updated shots that bit people. He said that the new staff is working together and it seems to be working out well. Ms. Bargy asked if they had volunteers and would they be open on the weekends? Sheriff Bean said that he had an issue with that as the County would be liable for lost wages in the case of injuries for volunteers that have regular jobs elsewhere. He added that the negatives outweighed the benefits of having volunteers.

Inmate Health Services Contracts

Ms. Bargy asked what the premium amounts that we paid were from the previous year to this new contract. She noted that we are paying an additional \$116 per week for wages. Sheriff Bean will investigate what portion of the insurance premium the County pays.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners authorize the Antrim County Sheriff to execute an inmate health service contract with David May, DO as correctional facility physician from January 1, 2019 through December 31, 2019 at a cost of \$18,000 for services and \$6,054 for reimbursement for general and professional liability insurance, including malpractice coverage.

Motion Carries-Unanimous

Sheriff Bean said this contract remained the same as the year before.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners authorize the Antrim County Sheriff to execute an inmate health service contract with Jennifer Held, RN as correctional facility nurse from January 1, 2019 through December 31, 2019, with an hourly payment of \$24.00 per hour of service and reimbursement of \$383 for general and professional liability insurance.

Motion Carries- Unanimous

Sheriff Bean wanted to address an incident that occurred over the weekend that required a HAZMAT team and involved a number of other units. He indicated it would have been beneficial to have additional 800 MHz radios on hand, something for which Leslie Meyers was given approval to write a grant. Sheriff Bean said that he would like to piggyback onto Ms. Meyers' a request that radios that were cut in budget for the correction officers be added to the Grand Traverse Band 2% Grant application.

Motion by Karen Bargy, seconded by Brenda Ricksgers, to recommend the Board of Commissioners approve an increase of \$22,000 for ten (10) 800 MHz radios to be included in the Emergency Services 2% Tribal Grant application which will be submitted to the Grand Traverse Band of Ottawa and Chippewa Indians.

Motion Carries- Unanimous

Ms. Bargy asked Sheriff Bean to supply a monthly report showing population numbers in the jail. Sheriff Bean said that unless Crystal Reports software could be purchased he did not want to add responsibilities to his staff. He said anyone could contact Undersheriff Dean Pratt, Todd Rawlings, Mike Gank, or himself to request that information. Undersheriff Pratt said that although the data is in the servers, it requires many man-hours to compile a report that Crystal Reports could turn out more quickly. Undersheriff Pratt said the current programs do not factor in the population changes throughout the day, which means the reports that could be generated do not accurately reflect the population that was actually in the jail.

Ms. Bargy also asked for a monthly report of dispatch numbers. Sheriff Bean said he could supply the individual township call sheets to the Committee. Ms. Bargy asked if they could check into a bulk township call sheet. Ms. Zelenak said that this information could be beneficial with the facilities master plan discussions. Mr. Garwood said that there could be value in purchasing the software to allow for these reports to be created. The Committee discussed the usefulness of the reports.

Memorandum of Agreement (MOA)

Undersheriff Pratt said a MOA with the local units of government was needed before the County could provide the equipment and services associated with the mobile computer terminal (MCT) system to the local units. Ms. Bargy asked if this could be incorporated along with a memorandum of understanding of how we respond to dispatch calls. Sheriff Bean said that he felt that was two separate issues. Undersheriff Pratt said that this was the Information Technology Department's document for the MCTs. Ms. Zelenak asked what the costs were for mobile cellular data. Undersheriff Pratt said that it is about \$1.00 a day which the member agency is responsible for 40%. Ms. Bargy asked who was doing the training. Undersheriff Pratt said that they have provided training to individuals from the fire departments and Emergency Services, but the chief of each member agency will be responsible for training their departments.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Chair of the Board of Commissioners and the Antrim County Sheriff to execute the Memorandum of Agreement between Antrim County and the local units of government first responder agencies (Member Agencies) to insure proper usage of the Mobile Computer Terminal (MCT) equipment and network operations by the Member Agencies and their personnel.

Motion Carries- Unanimous

Undersheriff Pratt indicated the local fire departments said they would help with companies with cleaning smaller incidents, but did not want the liability of larger incidents and being caught on scene for extended amounts of time. He said they also did not want a policy that restricts them. Some of the agencies were concerned about man power, liability, and costs.

Undersheriff Pratt said that the control board for the Dispatch's fob entry blew on Monday night. Currently, the door must be manually opened to allow others to enter. The cost for repair is about \$4,000, which they have budgeted to fix. However, he said that he would like to give these funds to the Information Technology Department to go towards looking at an IP based security program as a pilot. Undersheriff Pratt said that the current fob systems in the Sheriff's Office can be upgraded to work with IP based programs, and that it could be used in the future at the Administration Building to help with security concerns. Ms. Zelenak asked what the timeline on the project would be, and Undersheriff Pratt said he did not have one yet. Ms. Bargy had concerns that the current

system is broken and in need of repair, and there was no timeline for the option Undersheriff Pratt presented. Val Craft, IT Director, said that this is a server and program that can be connected in all County buildings serviced by the County's servers.

Further information is needed, such as costs and a timeline. The issue will be added to the Finance Committee's next regular meeting agenda for discussion.

Undersheriff Pratt said the new canine graduated with high honors, but needs to work on its aggression (does not release from bites immediately). The canine is currently being acclimated to its new home, completing vet visits, and getting used to patrol work. So far, the canine has not been called into actual work and will not be until it completes their processes.

8. Emergency Services

Leslie Meyers, Emergency Services Coordinator, was unable to attend the meeting but provided the Committee with a written update as part of the agenda packet. Ms. Bargy asked where the IPAWS Agreement is at, and Sheriff Bean said he did not know but will check with Ms. Meyers. Ms. Bargy also asked if the RAVE facility mapping was completed at Central Lake Schools and if the State funded the RAVE panic buttons for schools. Mr. Garwood will have Ms. Meyers reply for the next meeting.

Sheriff Bean said that he received a call from Manistee County on Monday regarding a suicide in Manistee. It turns out the individual was a young man from Mancelona in his mid-20s. There was a suicide note that referenced a lock box at his house in Mancelona Township. There was a concern that the lock box could potentially contain a toxic substance that was used by the individual to commit suicide. The substance is very volatile; and as a precaution, they called in the Otsego County HAZMAT team and Northern A-1 HAZMAT team and required the evacuation of three households. The vial that was found in Mancelona did not contain the toxic substance and everyone was allowed back to their residences. Sheriff Bean said there would be some costs that the County would bear for Northern A-1 and the Federal response but was unsure of what they would be at this time. Mr. Garwood said that Ms. Meyers estimated the cost would be \$10,000-\$15,000.

9. Communications Effort

Discussion: Board Agenda Language – Public Comment

The Committee did not have any issues with the additional language that will provide direction to those making public comment.

Motion to Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners to adopt the additional public comment disclosure language.

Motion Carries- Unanimous

Discussion: Social Media Policy

Mr. Garwood said they worked on a social media policy for employees, and one for the public. Ms. Bargy wanted to ensure that the points she brought up at the special meeting were looked at. The social media policies will be added to the agenda for the November meeting. Mr. Garwood asked Ms. Bargy to provide him a copy of her points of concern in writing.

Discussion: Potential Communications Training (see attached pg. 8)

Mr. Garwood distributed a list of training opportunities that are available with MSU Extension that he and Stephanie Murray, HR Director, discussed with Jennifer Berkey of MSU Extension. He also noted that it was discussed at the department head meeting and many of the department heads were interested in training opportunities on many topics. Some of those included Microsoft Office, communications, and management. In addition to MSU Extension, Stephanie Murray has communicated with Edward Jones about training opportunities. She also added that Priority Health offered opportunities on wellness training. Ms. Bary mentioned that the Health Department does wellness trainings in conjunction with MSU Extension. The Committee would like to see an accumulated list of options for training for a trial period with department head input at the end of the period.

Mr. Garwood asked what sort of training the Board of Commissioners would like to participate in. Ms. Bary said that if they could find a regular date each month, she believed that many commissioners would attend. However, they are not here every day and some trainings may not be applicable to them. Mr. Garwood said that he thought we should schedule “Components of Extraordinary Governance and County Structure” training session after the beginning of the New Year around the orientation for the new commissioners. Ms. Zelenak discussed a possible incentive program to encourage attendance to the trainings. Ed Boettcher suggested asking department heads what training opportunities they thought the Board of Commissioners could benefit from participating in.

Mr. Garwood will compile a list of training opportunities, work to find a monthly day for training, and establish the first three (3) training topics.

Discussion: Code of Ethics

This was tabled to November meeting

Discussion: Public Interaction/Dissemination of Information to the Public

The Committee discussed ways to get information out to the public aside from the local newspapers such as a County Facebook page, utilizing RAVE Systems, an email sent to the public who signs up, and improving the County webpage.

This will be added to the November Agenda with a response from Ms. Meyers regarding the capabilities of RAVE, asking the RAVE representative to be available via phone to answer questions, and involving the IT Department.

Discussion: Development of Ongoing Training Opportunities

This was covered in the above discussion and will be addressed further at the November meeting.

10. Various Matters

Veteran’s Affairs- Michigan Veterans Affairs Agency (MVAA)- County Incentive Grant (see attached pgs. 9-11)

Deborah Peters, Veterans Affairs Director, requested the Committee recommend to the Board of Commissioners a reimbursement grant application that will allow for the purchase of some equipment that is needed in the Veterans Affairs office. The total cost for equipment is \$3,247.67, which would be covered in full by the grant.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners approve the Veterans Affairs Director to apply to the MVAA County Incentive Grant – technology incentive grant for the purchase of two (2) document scanners, one (1) printer, and one (1) laptop.

Motion Carries- Unanimous

11. Public Comment

None.

The meeting adjourned at 12:43 p.m.

DRAFT

Training Opportunities with MSU Extension

Communication/Trust/Communicating through Conflict:

- Real Colors – Personality profile type of workshop, like a Meyers Briggs type of program.
- Trust Building Behaviors – based on Covey’s book, “The Speed of Trust”, can be anywhere from an hour to two, about 15 minutes of review of materials from the book, then discussion in small groups of application of several of the behaviors, about 15 minutes on each
- Thomas-Kilmann Conflict Modes – includes use of assessment tool to help each participant understand their primary modes of managing conflict and the advantages and disadvantages of each. The modes are: competing, collaborating, compromising, avoiding, and accommodating.
- Communicating through Conflict – Conflict Smoothies – Help participants achieve a deeper understanding of the continuum of conflict management options and approaches.
- Issues on the Line – this is about increasing understanding and respect for the different opinions and reasons behind those opinions among a group of people, and hopefully encourages a level of civility in the discussion
- Effective Meetings

County Governance:

- County Structure – can either teach the basics, about 15 minutes, or have groups construct the org chart, then each group teaches Jennifer Berkey (MSU) what they have as she pulls it all together on a large chart on the wall, takes about an hour.
- Components of Extraordinary Governance – this is less applicable to managers as it is aimed at the role of boards and talks about 10 key roles of boards, can also include discussion about each of the 10. An abbreviated version might be helpful to managers and their administrator working for a board to help them understand board roles, and maybe be better able to “lead-up” when working with their board.

Worksite Wellness:

- Mindfulness – How to practice mindfulness to reduce stress.
- Healthy lunches – How to eat healthy and break out of your lunch time rut.
- Healthy Eating and Physical Activity – Importance of eating healthy and incorporating physical activity into your life for overall health.



Memorandum Administration Office

October 30, 2018

TO: Administration Committee

FR: Peter Garwood, County Administrator

RE: Veteran's Affairs – Michigan Veterans Affairs Agency (MVAA)– County Incentive Grant

Deborah Peters, Director of Veterans Affairs, is seeking permission to submit a grant application for the MVAA County Incentive Grant – technology incentive grant to the Michigan Veterans Affairs Agency for the purchase of two (2) document scanners, one (1) printer, and one (1) laptop.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve the Veterans Affairs Director to apply to the MVAA County Incentive Grant – technology incentive grant for the purchase of two (2) document scanners, one (1) printer, and one (1) laptop.

MEMORANDUM

October 30, 2018

TO: Health & Public Safety Committee

FROM: Deborah Peters

RE: MVAA County Incentive Grant

The State of Michigan has allocated funds to enhance counties' abilities to provide veteran benefit claims assistance and is again accepting applications for the County Incentive Grant. It is my desire to request the technology investment grant in order to purchase two document scanners, a printer and a laptop, etc. The grant application submission deadline is **12/07/18**. Therefore, I request that the Health & Public Safety Committee approve a motion to recommend to the Board of Commissioners that the grant request be approved and signed by the Chair of the BOC at the next meeting date of November 8th. This will enable me to meet the application submission deadline.

Please note, in order to proceed I only need the BOC to approve the grant request application at this time so I can meet the submission deadline. If the grant request is approved by the MVAA, the BOC will then have the option to accept or not accept the grant.

Attachments: MVAA Grant Options
Quote for Requested Items



Michigan Veterans Affairs Agency County Incentive Grants

GRANT OPTIONS

The State of Michigan has allocated funds to enhance counties' abilities to provide veteran benefit claims assistance. These funds are dedicated to increasing the number of accredited county veterans counselors and counties providing service to veterans through established county departments of veteran affairs. These funds can be used in conjunction with the County Veteran Service Fund Grant. Grant options include:

Up to \$20,000 for:

Establishing a previously non-existing veterans affairs office and the hiring of an accredited county veteran counselor.

or

Entering into a contract with an adjacent county to provide veteran advocacy and assistance on your behalf. *The contracted county must have a full-time (35-40 hours a week) accredited county veterans counselor on staff dedicated to the adjacent or neighboring county.*

Up to \$15,000 to:

Hire a new, full-time accredited county veteran counselor (35-40 hours a week)

Up to \$10,000 to:

Hire a new, part-time accredited county veteran counselor (20-34 hours a week)

Up to \$5,000 for:

Technology upgrades/investments including printer/scanner/fax, signature pad(s), monitors, wireless headsets, etc. *Approval of grant is based on an itemized cost estimate of technology upgrade/investment.*

APPLICATION PROCESS

Interested counties can download the County Incentive Grant Application from the [Michigan Veterans Affairs Agency](http://MichiganVeterans.com/a/County-Incentive-Grants) website (MichiganVeterans.com/a/County-Incentive-Grants) or obtain a copy from the [Regional Coordinator](http://MichiganVeterans.com/a/Regional-Coordinators) serving their county (MichiganVeterans.com/a/Regional-Coordinators). Completed applications must be submitted through the county's Regional Coordinator.

Submission deadline is **Dec. 7, 2018**.