

PERSONNEL / WAYS & MEANS COMMITTEE

301 N. Main St. Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

*Terry Collins, Ralph Tillotson
Committee of the Whole*

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

Minutes: Tuesday, February 7, 2023 – 10:07 a.m.

Present: Commissioners Collins, Bales, Bolton, Jenkins-Arno, Martis, Stimpson, Tillotson, and Van Doren

Absent: Commissioner Krasny

Also Present: Kim Murphy, John Gillooly (Garan, Lucow, & Miller), John Tuckerman, Matt Nordfjord and Sarah Osburn (Cohl, Stoker, & Toskey), Troy Bevier, Erin VanDyke, Jen Ambrose, Teresa Choate, Matt Turgeon, Craig Tanis, Ian Wendt (WLEN), Kate Daisher, Morgan Torres, Shannon Elliott, Don Taylor, Kathryn Szewczuk, Lynn Punnett, Jenny Escott, Randolph Barker (Conlin, McKenney, & Philbrick), Gordan Gauss, Thomas Kendziora, Mike Clement, Carolyn Bater, Bev Ahlers, Jim Ruff, Cari Rebottaro, Victoria Powell, Roxann Holloway, Ben Ricker, Deb Comstock, Tracy Stace, Mike Buku, Michael Homier and Anne Seurnyck (Foster, Swift, Collins, & Smith)

I. APPROVAL OF MINUTES

Motion by Bales, seconded by Tillotson, to approve the minutes of the January 10, 2023, meeting. Motion carried.

II. PERSONNEL BUSINESS

A. Employment Changes: Personnel changes were available for review.

B. Unemployment Insurance: Administrator Murphy reviewed the 2022 Unemployment Insurance Report. Premium charges to departments for 2023 will remain at .3% of payroll with premium adjustments being made should claims increase.

C. Corporate Counsel: Bids were solicited for corporate counsel. Commissioners have previously received copies of all responses. The Commission requested that the candidates be invited to attend the February meeting. Candidates were provided an opportunity to introduce their firm and answer questions.

Cohl, Stoker, & Toskey, P.C.: Matthew Nordfjord spoke on behalf of Cohl, Stoker, & Toskey, PC. Mr. Nordfjord noted his work with the Michigan Association of Counties and training efforts.

Conlin, McKenney, & Philbrick, P.C.: Randy Barker spoke on behalf of Conlin, McKenney, & Philbrick. Mr. Barker highlighted his current relationship with the County.

Foster, Swift, Collins, & Smith, P.C.: Michael Homier spoke on behalf of Foster, Swift, Collins, and Smith. Mr. Homier highlighted his office's efficiencies and institutional knowledge.

Garan, Lucow, & Miller, P.C.: John Gillooly spoke on behalf of Garan, Lucow, & Miller. Mr. Gillooly highlighted his working relationship with the County. He assured the Committee that there is no conflict of interest regarding the firm representing both the City of Adrian and the County of Lenawee. Should an issue arise, proper representations would be made.

All representatives highlighted their company's areas of expertise, experience, and fee structures.

Commissioner Stimpson commented that he has worked with all four firms, and although they are all competent and professional, he is very comfortable with both Garan, Lucow, & Miller, as well as, Conlin, McKenney, & Philbrick.

Commissioner Stimpson also noted that any action will require a 2/3 vote or 6 votes in the affirmative.

Commissioner Collins commended on the work of Mr. Gillooly.

Motion by Collins, seconded by Bales, to recommend to the Board of Commissioners Garan, Lucow, Miller, PC to serve as corporate counsel for Lenawee County. Roll call vote: Yeas (8): Bales, Bolton, Collins, Jenkins-Arno, Martis, Stimpson, Tillotson, and Van Doren. Nays (0) Absent (1): Krasny. Motion carried.

D. Hiring Freeze Lift Request:

Commissioner Collins prefaced the freeze placed on the Administrator's new positions and the actions taken to date. The positions of Grant Coordinator, Marketing & Media Coordinator, and Community Development Coordinator, both full and part-time, were reviewed, approved, and included in the adopted 2023 budget.

At the January 11, 2023 Board of Commissioners meeting, Chair Jim VanDoren established a subcommittee to work with the Administrator regarding the hiring freeze and to discuss the new positions and how they will interact within the community. The subcommittee was to then report back to the Personnel Ways & Means Committee, at the February meeting.

Commissioners Collins, Jenkins-Arno, Krasny, and Bolton were appointed to the subcommittee. They met on three occasions to obtain information about the Grant Coordinator, Communications and Marketing Coordinator, and the Community Development Coordinator. They invited various organizations to provide input on the positions.

Copies of the job descriptions in question as well as a copy of the notes from each of the sessions were submitted for review.

Only possible conflict that was identified was with LenaweeNow.

Representatives from the Landbank, One Lenawee, Lenawee Now, Lenawee Community Mental Health Authority, County Finance Department, and Housing Help of Lenawee/Lenawee Continuum of Care attended the January 27th meeting to provide input. There was overwhelming support of the new positions, and a willingness to work with the County. The Administrator received praises for her forward thinking efforts.

Commissioner Collins noted the following questions that came up by the subcommittee:

1. Can we hire multiple part time positions?
2. At what level do we want to become involved in affordable housing? Is it an advisory or cooperative capacity.
3. How in depth will we deal with the opioid settlement?
4. Timeframe for positions and evaluations?
5. How much can a Community Development Coordinator handle?
6. Are their unforeseen duplications?

There were several commission comments, including:

- Commissioner Van Doren commended the efforts of those involved in the review process..
- Commissioner Martis commended the process but would like to see the other districts represented more. He continues to have concerns regarding the Community Dvelopment Coordinator position as it applies to affordable/attainable housing.
- Commissioner Jenkins-Arno commended the process. She noted that she is the one that suggested the possibility of several part-time positions as there are a lot of responsibilities such as opioid settlement, mental health, affordable housing, and Landbank. She also suggested considering that the Community Development position have a 2 or 3 year sunset attached it.
- Commissioner Stimpson raised the question of how the subcommittee handled the entire process. From how the hiring freeze was placed on the positions, how the subcommittee was appointed, and how the subcommittee met without public notice posting. He has been in favor of the positions that were approved last year, but is concerned about how the board may be violating the open meetings act.
- Commissioner VanDoren hopes that milestones will be set so that we can see the added value of this position to the County.

- Administrator Murphy explained that the supportive part time position for the Community Development Coordinator will not be filled immediately, but will be brought on board as the full-time position develops and it is found to be necessary.
- Commissioner Martis wants to see surrounding communities receive more support as he feels all attention is given to the Adrian-Tecumseh corridor area.
- Administrator Murphy acknowledged that the Adrian-Tecumseh corridor is where the majority of the population lies. She believes that this position will work closely with the Landbank and Community Mental Health and will also be integral in working on such matters as broadband, housing, and the opioid issues. This position is working with the agencies on countywide community projects to bring that information back to the Board of Commissioners.
- She also noted that all positions within the Administrator's Office are subjected to annual evaluations, goal setting, and benchmarking.
- Commissioner Collins commented that most county-wide agencies are located within the city of Adrian because it's the county seat.

Motion by Van Doren, seconded by Bolton, to remove the hiring freeze of the Administrator's positions. Roll call vote. Yeas (7): Bolton, Collins, Jenkins-Arno, Stimpson, Tillotson, Van Doren, and Bales Nays (1): Martis; Absent (1): Krasny. Motion carried.

E. Wage Compensation Study: Shannon provided an update on the wage compensation study. She explained that 90% of employees completed the questionnaires about their job. These questionnaires are closed and department heads now have an opportunity to review the data and submit any comments. Once this has been completed, MGT will prepare job descriptions for the department heads to review. She anticipates having the full report available in April.

E. Other Personnel Business: There was no other personnel business.

III. WAYS AND MEANS BUSINESS

A. Finance Reports: Administrator Murphy reviewed points of interest in the General Fund Income Statement and the Fund Equity Change Report. She explained that the finance reports are not exact as we are in the process of pushing back expenses and revenues into the 2022 year. We will expect more realistic financial statements by April.

B. Lenawee Public Transportation Authority-Transitional Matters Resolution: Kate Daisher reviewed a request for the board to authorize the transfer or assignment of LPTA components, and authorizes County officials to take additional actions that may be needed to complete the transfers and assignments.

Motion by Stimpson, seconded by Bolton, to recommend adoption of the resolution authorizing Lenawee Public Transportation Authority transitional matters. Motion carried.

C. Committee Referrals/Recommendations:

Airport Commission: The Airport Commission submitted a request to adopt a resolution authorizing the MDOT/Airport Subgrant #ADG-1322 Airport Rescue Grant .

Motion by Bolton, seconded by Van Doren, to recommend adoption of the resolution authorizing the MDOT/Airport Subgrant #ADG-1322 Airport Rescue Grant. Motion carried.

D. Other Ways & Means Business

Pollution Insurance Renewal: Administrator Murphy explained that Michigan Municipal Risk Management Authority (MMRMA) does not cover "Pollution" insurance. Therefore, the County takes out a policy through Kapnick Insurance for this coverage.

The total cost is \$15,637 for an annual policy. This fee is divided equally between the following: Airport, Drain Commission, General Fund, and Solid Waste.

Motion by Martis, seconded by Tillotson, to Authorize payment to Kapnick Insurance in the amount of \$15,637 for the renewal of the County's pollution insurance coverage. Motion carried.

IV. CONSENT AGENDA

MAC Anniversary Recognition: Michigan Association of Counties will be celebrating its 125th anniversary this year. A resolution recognizing MAC's anniversary was presented.

Motion by Tillotson, seconded by Van Doren, to recommend adoption of MAC Anniversary resolution. Motion carried.

There were no other items added for consideration.

Items listed under Consent Agenda, as well as, action items approved unanimously at this meeting will be placed on the Board of Commissioners Consent Agenda unless requested to be removed.

V. PUBLIC COMMENT

Lynnn Punnette, Tecumsh Township, provided an update on the One Lenawee affordable housing study that the County funded through ARPA funding.

Deb Comstock, Palmyra, acknowledged the collaboration efforts taken in support of the new positions and suggested citizens advisory groups be considered with districts.

VI. COMMISSIONER COMMENTS

Commissioner VanDoren commented on the sound system.

Commissioner Martis commended changes being made.

Administrator Murphy provided an update on the status of chamber sound/acustics system.

Commissioner Collins recognized and welcomed John Tuckerman.

VII. ADJOURNMENT

Motion by Van Doren, seconded by Bolton, to adjourn the meeting at 11:47 p.m.

Motion carried.

KLM/rdb