December 4, 2024

COMMITTEE OF THE WHOLE MINUTES

BOARD-IN PERSON WITH PUBLIC PARTICIPATION AVAILABLE THROUGH ZOOM

Commissioners Present in person: Dutcher, Finley, Loeffler, and O'Farrell.
Absent: Huebel.
Vacant: None.

Also Present: Nancy J. Huebel, County Clerk; Jamie Carruthers-Soboleski, County Controller/Finance Director; Carla Grezeszak, Deputy Court Administrator/FOC Supervisor; Zachary Klosowski-Lorenz, Senior IT Director; Ericka Earl, Register of Deeds; Scott Frank, County Sheriff; Mike Eller, Director of Emergency Services; Raymond Bruning, II, EMS Operations Manager; Kathleen Murphy, Board Secretary/Housing Director; Tim Hissong, Press; Jozef Drozdowski, District 4 resident

Meeting called to order after a 5-minute break following the Full Board meeting.

New Business:

Jamie Carruthers-Soboleski, County Controller/Finance Director – Addition of an EMS Captain/EMS Operations Manager and Changing Raymond Bruning, II's Title to Chief of Emergency Medical Services

When Iosco County took over EMS internally there was a vacant EMS Captain position. This is a budgeted position that has remained vacant. The last EMS Captain was Brian Golden, and he transferred to his current position as County Jail Administrator between 2016 and 2017. Carruthers-Soboleski would like to hire a new EMS Captain. Raymond Bruning, II, EMS Operations Manager, discussed some of the duties and responsibilities of the EMS Captain.

As Bruning, II has been going to conferences and trainings, he learned that his title is typically titled Director/Chief of Emergency Medical Services. Carruthers-Soboleski would like to change his title to Chief of Emergency Medical Services to reflect his position within the professional standard.

Finley motions to take hiring an EMS Captain and Bruning, II title change for the full board for consideration and Loeffler seconds. All ayes. Motion carried.

Jamie Carruthers-Soboleski, County Controller/Finance Director – Master Engagement Agreement with MGT Impact Solutions, LLC

MGT Impact Solutions, LLC prepares the cost allocation plan for the FOC grant. This is renewed every two years, and it is the same price as the last contract. Carruthers-Soboleski would like to renew the agreement with them. Finley motions to take the agreement to the full board and Loeffler seconds. All ayes; motion carried.

Nancy Huebel, County Clerk – County Controller/Finance Director Wage Adjustment

The County Controller/Finance Director has been working at the county for three years and has had only one wage adjustment. O'Farrell and N. Huebel have looked at the surrounding wages of County Controllers and City Managers. They suggest bringing up the County Controller/Finance Director's salary to $125,000.00 effective January 1, 2025. O'Farrell motions to take this to the full board for consideration and Finley seconds. All ayes. Motion carried.

Nancy Huebel, County Clerk – Board of Commissioners Wage Adjustment

Dutcher requested that N. Huebel look into the cost-of-living percentage that the Commissioners were receiving. The Commissioners received a 2% wage increase until 2020 when they did away with it due to having to lay employees off. Dutcher motions to a 2% wage increase per year. Finley motions for a 3.5% wage increase effective January 1, 2025, to remain in effect the entire term and Loeffler seconds. All ayes; motion carried.

Jamie Carruthers-Soboleski, County Controller/Finance Director – MMRMA Renewal

The county receives a renewal from MMRMA every year. There are usually not a lot of changes. MMRMA offered the county four pricing options. The first option is what the county currently has. Carruthers-Soboleski suggests moving the liability insurance up to 10,000,000.00 instead of $5,000.000.00. The county is self-insured up to $75,000.00 and there is an option to move this up to $100,000.00. The stop loss for all options is $150,000.00. Dutcher motions to take moving the liability insurance up to $10,000,000.00 and self-insurance up to $100,000.00 to the full board and Finley seconds. All ayes; motion carried.

Nancy Huebel, County Clerk; Jamie Carruthers-Soboleski, County Controller/Finance Director – Update Iosco County Travel Policy and Meal Rate Schedule

It has been several years since the Travel Policy and Meal Rate Schedule was updated. N. Huebel and Carruthers-Soboleski recommends following the U.S. Department of General Services Administration's standard rate each year. They would like to include in the Travel Policy that it is okay to pay sales tax on meals. Usually, the county does not pay sales tax. However, it is extremely difficult to get tax exemption forms for meals. Carruthers-Soboleski asked the auditors if this was

okay, and they stated that it is fine as long as we follow policy. Finley motions to take this to the full board and Dutcher seconds. All ayes. Motion carried.

Jamie Carruthers-Soboleski, County Controller/Finance Director – Wage Adjustment for the Deputy Court Administrator/FOC Supervisor

When Carruthers-Soboleski did the wage adjustment study, Carla Grezeszak, current Deputy Court Administrator/FOC Supervisor, and Michael Miszak, former Deputy Court Administrator/FOC Supervisor, were transitioning into their current positions. It has been a year since Grezeszak started her position and she is responsible for a large staff and has many responsibilities. Carruthers-Soboleski discussed adjusting Grezeszak's wages with Chief Judge Vollbach. It was decided to adjust her wages to follow along with what the other department heads are making, which is $77,625.00. Finley motions to take the wage adjustment of Deputy Court Administrator/FOC Supervisor to the full board and Loeffler seconds. All ayes. Motion carried.

Carruthers-Soboleski would like to make the commissioners aware that attempts were made to compensate the Director of Emergency Services, Deputy 911 Director, Sheriff, Undersheriff, Jail Administrator, and EMS Operations Manager extra because their departments work 24/7. In addition, the listed department heads work 40-hours instead of 35-hours. Carruthers-Soboleski is working on how to correct this inequity and will bring back possible solutions.

Jamie Carruthers-Soboleski, County Controller/Finance Director – Purchase Body Cameras, Six Computers, and Heating System with ARPA Funds

The Sheriff Department's body cameras are out-of-date, and they would like to purchase twelve new ones and necessary items from LensLock Inc. in the total amount of $60,540.00.

Zachary Klosowski-Lorenz, Senior IT Director, would like to purchase six computers to replace outdated ones in 2025. The computers would be purchased from Dell Technologies in the total amount of $10,438.29.

The heat went out of Iosco County Humane Society. Matt Snider, County Facilities Manager, would like to purchase a heating system for the Humane Society in the approximate amount of $7,000.00.

Finley motions to take these issues to the full board for consideration and Dutcher seconds. All ayes; motion carried.

Old Business:

None.

County Controller's Report: Jamie Carruthers-Soboleski, County Controller/Finance Director

Housing Commission

- **There was a meeting yesterday with three homeowners and the contractors to sign contracts.**
  - **A senior citizen with no heat is getting a new furnace this week.**
- **The Housing Commission is still waiting for some more energy audits.**

Recycling

- **The Recycling Advisory Board will be meeting next Thursday to work on the FY 2025 recycling budget.**

Miscellaneous

- **Carruthers-Soboleski is working on budget amendments and hopes to get them to the December 18, 2024, meeting for approval.**
- **Thank you to the commissioners for their continued support.**

Any Other Matters:

None.

Public Comments:

None.

Claims and Accounts: Bills reviewed and approved with any exceptions noted by Finley, Loeffler, and O'Farrell in the amount of $944,807.10.

There being no further business the meeting adjourned.

Respectfully:

Kathleen Murphy
Board Secretary/Housing Director

NEXT MEETING SCHEDULED FOR December 18, 2024