

Menominee County Finance Committee  
Minutes of Meeting  
August 12, 2016

\*\*\*\*\*Approved 10.10.16\*\*\*\*\*

The Finance Committee met on August 12, 2016 at 8:30 AM at the Menominee County Annex.

Present at the meeting were Coms. Schei, Cech, Hafeman and Nelson

**Others present:** Brian Bousley; Sherry DuPont; Diane Lesperance, Jodie Barrette

**Call Meeting to order:** Chairperson Nelson called the meeting to order at 8:30 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; All Finance Commissioners were present.

**Agenda:** An amendment by Com. Hafeman supported by Com. Schei. Amendment to add corrections officers training as a discussion item. Agenda was approved as amended by Com. Hafeman and supported by Com. Schei. Motion approved 4/0.

**Previous Meeting minutes:** Minutes from 7.8.16 were approved by Com. Hafeman and supported by Com. Cech. Motion approved 4/0.

**Public Comment:** None

**Department Head/Elected Official Reports:** *(limited to 10 min.)* None

**Business:**

**a. 2015-16 Budget Amendments - #6 (45&46)** ~ Two budget amendments; #45 for an anonymous gift to the library \$1,000. And #46 to increase the cost of construction for the parking lot work at the CH. We had \$50,000 budgeted. The full budget with an addition was \$59,200. All commissioners are in favor of the amendments.

**b. 2016/17 Budget Requests –**

**1. FOC** ~ The Friend of the court was available to discuss issues with the board. In 2012 the State court admin. office did an audit on the FOC office. They identified that the staffing in the office was short over one full time employee, when compared to the case load. At that time there was a hiring freeze. The previous FOC did not pursue the staffing at that time due to the hiring freeze. In 2015, I came to the board requesting a full time employee based on this and the needs of the office. At that time I was told that I didn't have enough time under my belt to request an employee even though the state did the audit. The consensus at that time was that I needed to get more familiar with the office and to make sure I felt we needed it. I think we need help. Since 2012, our caseload hasn't gone down, we've had a recent change in 2015, Judge Hupy retiring and Judge Hass taking over Probate. Judge Hupy did not utilize the FOC office the same way as Judge Celello and Judge Barglind. They (Celello/Barglind) require the FOC office to prepare reports, make recommendations, and do investigations on custody and parenting time hearings and complaints. Judge Hupy did not do that, he did all of his work from the bench. Judge Hass has chosen to utilize our office the way the Circuit Court Judges do. That has increased the level of work in our office, quite a bit. I've noticed a large increase in the number of custody recommendations/investigations I have to do for the Judges as well. So much so that I've neglected my administrative duties as the FOC. I have to change that. I'd like to ask for a part time (to start) caseworker to work specifically on the parenting time and custody, and back up the office

as well. Some of the work will be IV-D work and we will get money back from the CRP contract. In addition, we now receive medical support incentive money from the federal gov. A portion (15%) of what we collect on the medical support on our support orders, comes back to the county. A proposal and letter from the state court administrator's office have been given to the Commissioners. I propose we pay half of the cost for the employee from the 215 fund and the other half funded by the general fund. I project the new person will be working 25% of the time on IV-D work therefore we'll be reimbursed by the state for that 25%. The other 75% of the time will be custody and parenting time specific...where I feel we need more dedication. Nelson: Have you taken this to the personnel committee? Bousley: because of the lateness of this request, I thought this should come to Finance first to see if it is even feasible for the budget. It's not a "new" position it is a caseworker (which we already have) but that person will focus on custody and parenting time. Nelson: We should do something internal if we possibly can. Schei: Not being critical...I was in the admin office when you came into the office while you were on vacation. Employees shouldn't work while on vacation. You're right, you will get burnt out. I do believe you've justified this and I do support this. As far as the money goes, we are looking at adding money for the County Fair appropriation and for the Fair Manager. That doesn't help get the work done in the courthouse. We're not in a position to judge whether she is right or wrong in her Department. We're looking at the dollars and cents. We should look at trying to make that money available, that's my feeling. Nelson: I'd like to look at the budget and see if we can come up with something internally. It's not adding a new position, so it doesn't have to go to the personnel committee. Hafeman: Do you foresee this position becoming a full time position in the future? Barrette: I don't know, I'm not asking for a full time person. If in the future I think it should be fulltime, I'll come back to the board to ask for that. Nelson: Can we come back to this in a little bit?

**2. X-ray system for Courthouse Security:** - Bousley: We received a letter from all Judges on this one. Cost for the machine is about \$26,000. About half of that (\$13,000) can be paid for by a RAP grant (MMRMA), The State Court Administrators' office offered a \$10,000 Security Grant, leaving about \$3,000 that Hannahville will cover. It's one of those items that we have to pay out to receive the money back (Reimbursable grant). It'll be easier to explain to you where everything will be within the vestibule. We'll have a walk-thru at the next CB meeting to show you where things will be placed. Nelson: What about future maintenance on the machine? Is there a warranty? Bousley: Yes. There is a one year warranty on the machine. We'll have to purchase a maintenance agreement after the initial year. I will check to see what they will charge for an annual maintenance fee. Schei: I think the field trip is mandatory...for the next meeting at the Courthouse. I'd also like to look at the fence between the Courthouse and the Jail. Consensus is to have the "walk through" of the vestibule at the next CB meeting at the Courthouse so we can show where all of the equipment is to be placed and how it will all work.

**C. - 2016/17 Budget - Draft 2** - Bousley: Bottom line \$77,410. SUD board has \$25,000, John thinks that should be \$52,000 because that's what we should get from the SUD Board. Counseling services are lacking for the County. Nelson: The SUD money should be enough so that we can contract for a counselor within the county. Bousley: Probate Ct. 101-148 - adjustment in longevity - add'l \$50 missed. 101-426 - Emerg. Mgt. We took out a grant...that was in the current budget. Appropriations: Fair board requested \$6,000 and an additional \$4,000 for the manager. I have not seen the books. I would like to see the books. Nelson: Do we get money from Hannahville for this at all? Schei: We got grants for the laptop computer, the horse arena, and printer. Hafeman: They should ask for equipment from Hannahville...pet cages etc. Schei: The County used to provide the Fair Manager. Now we've opted to put in an appropriation for the fair manager position. Hafeman: I don't see increasing it. Bousley: I'd like to see their books before we go forward with this amount for the Fair and Manager. I'd like to see us sit on this for now until we see the books and where they're at.

**Consensus is to not add anything at this time for the Fair board.** 205-315 road patrol grant was removed. It was in the current budget...should not be carried into the 2016/17 Budget. Library changes discussed.

Diane: Personal property tax we lost in 2012, should be fully refunded to us.

**D. - Corrections officer Training** - We had a typo in there...it should be \$7,000...we only had \$700. These are for funds for the officers' training...cannot be used for anything else.

Nelson: I've asked about this before...the exec. Secretary position at the Sheriff Dept. That person was hired to handle prisoner board money...and is not taking in the amount discussed. The revenue we're taking in is not covering the cost of that position. This is the third or fourth meeting I've requested this info. We changed what the position was written for so she could become fulltime...because she was supposed to take in the prisoner board money which would cover her personnel costs. That's not happening...her job description was changed so she could collect the prisoner board money. DuPont: Yes, but only part of her job description covers that. She does a lot more than just prisoner board money. I looked at that when you brought it up the

last time. I will send you a copy of her job description. Nelson: Animal Control...have we done anything with that yet? Bousley: The city is supposed to meet with me sometime this month. Nelson: Well that's going to be a contract anyway. Bousley: Yes, that's what we talked about. Nelson: Has the Judge come down with the ordinance yet? Bousley: Actually the Asst. PA is handling that. That ordinance can't be rolled out until the beginning of the fiscal year, so he's working on it.

Nelson: We had a pressing question, we said we'd go back to at the end of the meeting. If we cannot find internal personnel for Jodie, there is an \$8,000 cost to increase this budget for the part time position. Schei: I support the position. We should adjust the budget at the county board meeting to reflect that. Hafeman: I support it, as long as it doesn't go to a full time position. Bousley: That would be a request from her to move it to full time. Cech: I think she needs help and has asked. Now let's see what she can do with it. Nelson: I think we look internal, if not there, we should provide the assistance...using the correct resources though. If you have an issue with mental health, or CPS...someone's dropping the ball. Hafeman: How can we utilize the SUD money to help with this? Nelson: That goes through the courts and probation. Bousley: We can look at utilizing the money there and in the jail...for drug testing supplies, etc. Nelson: Ok, with that said, we recommend sending this to the full board for approval.

**Public Comment:** Diane Lesperance: I agree with you supporting the position for Jodie. I know that a few years back, I remember going to CB meetings and hearing that the child care fund was over in excess of \$200,000. Jodie Barrette – Thank you!

**Commissioner Comment:** Schei: Thank Jodie for an excellent presentation, she did her homework and I'm impressed. I think overall this committee is doing their job. Cech: I also than Jodie, you've done your homework and waited your time...you've grown into your job, good luck. Hafeman: I really feel that the children of this county are very important to us. I know you've been trying to look at the situation. I hope we can find good ways to fund some of this. Possibly job sharing or internal hiring would be better yet. Nelson: Thank all of you for being here on such short notice. I will continue to work on the Substance Abuse money. Walk for Blake – Blake has a childhood illness that there is no cure for.

**Adjourn:** Moved by Com. Cech supported by Com. Hafeman, to adjourn the meeting at 10.21 AM. Motion approved 4/0.