

**OSCEOLA COUNTY  
COMMITTEE OF THE WHOLE  
MINUTES  
October 2, 2018**

The Committee meeting was called to order at 9:35 a.m. by Chairman Emig.

Present: Commissioners Jack Nehmer, Jill Halladay, Roger Elkins, Alan Tiedt, Pam Wayne, Larry Emig and Mark Gregory.

Also present: Jeremy Beebe-E.M.S. Director, Scott Schryer-C.O.A. Director, Tracey Cochran-Payroll/Human Resource Specialist, Pheobe Ginnever-Deputy County Clerk, Susan Vander Pol-County Coordinator and Karen Bluhm-County Clerk.

**Motion by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the agenda as amended. Motion carried.**

Brief Public Comment: None.

Employee/Board Comment: Commissioner Elkins introduced Tim Michell, the new Commissioner Elect from District 4, to everyone.

Susan Vander Pol, County Coordinator, asked for direction from the Board regarding the two (2) newly elected Commissioners attending MSUE New Commissioner Training later this fall and whether their registration fees could be paid by the County prior to them taking office. Discussion was held.

**Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to allow newly elected County Commissioners to attend the MSUE New Commissioner training and authorize payment from the Board's conference and travel line-items. Recommendation was unanimously supported.**

**Moved by Commissioner Nehmer, seconded by Commissioner Halladay, to approve the minutes of September 18, 2018, as presented. Motion carried.**

**Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the claims of the County in the amount of \$65,304.90. Recommendation was unanimously supported.**

**Holiday Party**

Tracey Cochran, Payroll/Human Resource Specialist and Pheobe Ginnever, Deputy County Clerk, spoke to the Board about the upcoming employee holiday party scheduled for December 5, 2018 and asked if the Courthouse and Annex could close for the traditional two-hour lunch period for employees to attend. A brief discussion was held.

**Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to allow the County Courthouse and Annex to be closed from noon until 2:00 p.m. on Wednesday, December 5<sup>th</sup>, for a holiday gathering. Recommendation was unanimously supported.**

**Budget Amendments, Cash Transfers, and Journal Register Report**

Commissioner Tiedt reviewed the budget amendments received.

**Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the budget amendments as submitted. Recommendation was unanimously supported.**

**2019 County Budget**

Susan Vander Pol, County Coordinator, updated the Board on the 2019 budget process. She expressed concern that once again revenues highly exceed expenditures, but she along with County Treasurer Lori Leudeman and Finance Chairman Alan Tiedt will be meeting to do more review. She also reviewed capital requests from the various departments and asked for direction from Board members on which ones they want to prioritize. Discussion then

moved to special budget funds and when to schedule the public hearing on the 2019 proposed budget. A public hearing will be set for 9:15 a.m. on November 6, 2018.

**Opioid Litigation**

Susan Vander Pol, County Coordinator, updated Board members on the status of the opioid litigation.

**Closed Session for Union Negotiations**

Susan Vander Pol, County Coordinator, advised Board members a closed session was not needed at this time.

**Reliance Community Care Partners Agreement**

Scott Schryer, C.O.A. Director, explained that the agreement provides a second waiver source for clients who might need this. This is an annual agreement and has not changed. A brief discussion was held.

**Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the Reliance Community Care Partners agreement and authorize the Chairman to sign. Recommendation was unanimously supported.**

**HPS Systems Advantage Contract #51 for 1% Rebate**

Scott Schryer, C.O.A. Director, spoke to the Board about this contract with Gordon Food Services for a rebate credit. He noted it has been in place and they have been participating for several years. A brief discussion followed.

**Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to approve the HPS Systems Advantage Contract #51 for 5! Rebate (Gordon Foods) and authorize the Chairman to sign. Recommendation was unanimously supported.**

**C.O.A. Staffing**

Scott Schryer, C.O.A. Director, has presented revised job descriptions for his staff and after further review by Board members would like to move forward. Scott also spoke about his request in the 2019 proposed budget for the kitchen renovation at the Tustin facility.

**Bad Debt 2018 Quarter 3 Report/E.M.S.**

Jeremy Beebe, E.M.S. Director, asked Board members to write-off the 2018 3<sup>rd</sup> quarter bad debt. A brief discussion was held.

**Recommended by Commissioner Tiedt, seconded by Commissioner Elkins, to approve the third quarter write-offs from the E.M.S. Department in the amount of \$29,967.74. Recommendation was unanimously supported.**

**Revised Policies/E.M.S.**

Jeremy Beebe, E.M.S. Director, explained the need for the new revised policies presented. He noted they are due to the upcoming changes in the new union contract. Discussion was held.

**Recommended by Commissioner Tiedt, seconded by Commissioner Elkins, to approve the policy updates for E.M.S. as submitted with an effective date of December 30, 2018 and authorize the Chairman to sign. Recommendation was unanimously supported.**

**E.M.S. Staffing**

Jeremy Beebe, E.M.S. Director, explained with the upcoming union contract changes he has spoken with the Union and in an effort to align the new procedures with payroll cutoffs they have agreed to start the changes on December 30, 2018 if this agreeable with the Board. Discussion was held.

**Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to implement the schedule change as outlined in the 2019 GELC Union Contract on December 30, 2018. Recommendation was unanimously supported.**

Jeremy Beebe, E.M.S. Director, then spoke about how the new contract will affect the departmental staffing. In an effort to be ready to accommodate their staffing needs timely he asked to start the hiring process for new employees now. Discussion was held.

**Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to allow the E.M.S. Department to advertise and fill the vacant staff positions for the implementation of the new E.M.S. schedule on December 30, 2018. Recommendation was unanimously supported.**

**Contract Extension for Audit Services**

Susan Vander Pol, County Coordinator, reported to Board members that Anderson, Tackman & Company has responded to the Board's request for an additional one-year extension of the Audit Services Contract. They will be happy to provide audit services to the County for the fiscal year of 2018 for the same amount as the previous year. A brief discussion was held and Susan was advised to move forward on the one-year contract extension with Anderson, Tackman & Company.

**Contract Extension for Janitorial Services**

Susan Vander Pol, County Coordinator, asked Board members whether they want to look at an extension on the current Janitorial Services contract or put it out for bids. Discussion was held and Susan was asked to pursue an extension of our current contract.

**Job Description, RFQ & Process for Indigent Defense Administrator**

Susan Vander Pol, County Coordinator, explained that the job description will be joint with Mecosta County. She asked for the Board to approve the job description for the position so the process may move forward. Discussion was held.

**Recommended by Commissioner Gregory, seconded by Commissioner Tiedt, to approve the Job Description and issue a Request for Qualifications for the Indigent Defense program Administrator. Recommendation was unanimously supported.**

Board liaison reports were given.

Employee/Board Comments: Scott Schryer, C.O.A. Director, advised of equipment purchases made with the additional AAAWM money received.

Motion by Commissioner Gregory, seconded by Commissioner Nehmer, to adjourn at 11:22 a.m. Motion carried.

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Karen J. Bluhm, County Clerk

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Larry Emig, Chairman