

**COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS**

HEALTH, SAFETY & GROUNDS COMMITTEE

AGENDA

**Tuesday, July 3, 2018
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners' Room
1:00 p.m.**

- 1. Meeting Called to Order by Chairperson.**
- 2. Additions or Deletions to the Agenda – Approval of the Agenda.**
- 3. Brief Public Comments (Three Minute Limit).**
- 4. Board/Employee Comments.**
- 5. Consider Approval of the Minutes of November 20, 2017.**
- 6. Old Business:**
 - A. Discuss Annex Parking Lot**
 - B. Update and Discuss Building and Staff Security**
- 7. New Business.**
- 8. Board Comments.**
- 9. Extended Public Comments (Six Minute Limit).**
- 10. Adjournment.**

PUBLIC COMMENT

The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.

DRAFT

COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
HEALTH, SAFETY & GROUNDS COMMITTEE
MINUTES

November 20, 2017

Meeting Called to Order by **Chairperson Gregory** at 5:06 p.m.

Members Present: Commissioners Mark Gregory, Roger Elkins and Jack Nehmer.

Members Absent: None.

Others: Jeremy Beebe – E.M.S. Director, Shane Helmer – Assistant E.M.S. Director, Susan Vander Pol – County Coordinator and Sally Momany – public.

Additions or Deletions: Closed session to discuss county counsel legal opinion on the GELC union contract and medical examiner operations was added to the agenda.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments – None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the minutes of October 31, 2017. Motion was unanimously supported.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to go into closed session at 5:06 p.m. to discuss county counsel's review and legal opinion regarding the GELC union contract and medical examiner operations. Roll call vote with Commissioners Nehmer, Elkins and Gregory voting "yes" and no "nays."

Motion by Commissioner Elkins, supported by Commissioner Nehmer to move out of closed session at 5:39 p.m. Roll call vote with Commissioners Nehmer, Elkins and Gregory voting "yes" and no "nays."

E.M.S. Contract and Medical Examiner Changes

Shane Helmer presented a proposal to the committee members where the Medical Examiner program would remain as part of the E.M.S. Department including trained medical examiner investigators and a different doctor serving as the Medical Examiner. Administrative functions for the Medical Examiner would also be performed by staff of the E.M.S. Department.

Brief discussion was held on updating the Board of Commissioners tomorrow with the E.M.S. staff proposal and additional information that will require some changes in the proposed agreement for consideration for Medical Examiner and administrative services as presented by Lisa Kaspriak for Dr. Wagner.

The Committee will seek direction on proceeding from the Board on the two received proposals and inquire if a Request for Proposals should be sent out for interest in the medical examiner appointment.

New Business:

In conjunction with the E.M.S. proposal for Medical Examiner services, brief discussion was held on having the current E.M.S. medical billing specialist perform the administrative functions for the Medical Examiner program. The current employee has some previous experience with some of the administrative duties.

Jeremy Beebe, E.M.S. Director, stated he has been considering coming to the Board to ask for a part-time billing person to cover when the current employee is using benefit time or if they need to be off work for any lengthy period of time. There is not another medical biller within the County or E.M.S. Department at this time.

The new position would be 15 or 16 hours per week and would assist in medical billings and collections, as well as could support the administrative functions for the Medical Examiner program including preparation of death certificates and contacts with funeral homes. Additional discussion will be held on this position with the Committee members.

Brief discussion was held on a change put into effect immediately today implementing a Triage call number for the Medical Examiner. Director Beebe informed the staff was notified of the change by email from Lisa Kaspriak, Medical Examiner Administrator. Dr. Wagner may no longer be directly contacted and all Medical Examiner Investigators are mandated to call the triage number on all cases. It was noted this process change was not discussed with any county staff, and is contrary to existing policies and procedures for the medical examiner program as previously agreed to by Dr. Wagner and the Board of Commissioners.

Board Comments – None.

Extended Public Comments: None.

Motion by Commissioner Nehmer, supported by Commissioner Elkins to adjourn at 6:23 p.m.

Respectfully submitted,

Susan M. Vander Pol
Osceola County Coordinator