

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 19, 2021 AT 5:00 P.M.

- I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Tuesday, October 19, 2021. Chairman Richardville called the meeting to order at 5:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Greg Moore, Jr., Randy Richardville and David Swartout

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

- II. Commissioner Richardville led the Pledge of Allegiance.

- III. APPROVAL OF AGENDA (10/19/2021)

Motion by Commissioner Jondro, seconded by Commissioner Swartout to approve the October 19, 2021 Agenda as presented.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- IV. APPROVAL OF MINUTES (05/13/2021)

Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the May 13, 2021 minutes of the Operations Committee as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

V. COMMITTEE BUSINESS

1. Letter dated September 22, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office requesting the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail. No additional appropriation is necessary as funds are available in the 2021 Sheriff's Office budget.

Sheriff Goodnough explained the request.

Motion by Commissioner Swartout, seconded by Commissioner Jondro to recommend to the full Board to approve the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail, with no additional appropriation necessary as funds are available in the 2021 Sheriff's Office budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated September 22, 2021 from Ms. Laura Papenhagen, Fairview Superintendent, requesting to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool. No General Fund appropriation is required. Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

Ms. Papenhagen explained the request and answered questions from the Commissioners.

Motion by Commissioner Jondro, seconded by Commissioner Brant to recommend to the full board to approve the request to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool with no General Fund appropriation required, as Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		

Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

3. Letter dated October 19, 2021 from Mr. Michael Bosanac, County Administrator/Chief Financial Officer, requesting to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office. There is no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

Mr. Bosanac explained the request and answered questions from Commissioners.

Motion by Commissioner Brant, seconded by Commissioner Swartout to recommend to the full Board to approve the request to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office with no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated October 19, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting one (1) new policy, six (6) updated policies and two (2) policies recommended to delete, for consideration and approval.

Mr. Bosanac discussed each policy below.

Motion by Commissioner Moore, seconded by Commissioner Brant to recommend to the full board to approve the following County policies as presented or with any suggested edits:

- a. Policy #301, Fund Balance Policy-GASB 54 (Updated)
- b. Policy #306, Investment Policy (Updated)
- c. Policy #312, Debt Management Policy (New policy)
- d. Policy #421, Retiree Life Insurance Benefit (Updated)

- e. Policy #439, Electronic Communication (Recommend deleting- Combined with Policy#801)
- f. Policy #446, Employee Service Awards (Recommend deleting)
- g. Policy #700, Courthouse Security (Updated)
- h. Policy #705, Smoke and Vape Free Workplace (Updated)
- i. Policy #801, Acceptable Use (Updated)

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- VI. NEW BUSINESS –
Chairman Richardville announced that he wants an Operations Committee meeting on November 2, 2021 at 4:00 p.m. to discuss/review policy # 203, “County Resolutions, Special Tributes and Certificates”.
- VI. OLD BUSINESS –None
- VIII. CITIZENS TIME – None
- IX. INFORMATION–None
- X. COMMISSIONERS TIME –
No Commissioners made any comments.
- XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 5:31 p.m.