

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
DECEMBER 7, 2021 AT 4:00 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, December 7, 2021. Chairman Richardville called the meeting to order at 4:00 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. APPROVAL OF AGENDA (12/07/2021)
Motion by Commissioner Moore, supported by Commissioner Jondro to approve the December 7, 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.

- III. APPROVAL OF MINUTES (11/02/2021)
Motion by Commissioner Moore, seconded by Commissioner Swartout to approve the November 2, 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.

IV. COMMITTEE BUSINESS

1. Letter dated December 1, 2021, from Hon. Jack Vitale, Chief Judge, 1st District Court requesting approval for the 1st District Court Reorganization plan.

Chairman Richardville read the request into the record. Mr. Michael Bosanac, Administrator/Chief Financial Officer and Ms. Jessica Chaffin, 1st District Court Administrator explained the 1st District Court Reorganization plan and answered questions from Commissioners.

Highlights of the Reorganization are as follows:

- Treatment Court Probation Officer – The two (2) Problem Solving Court grants, Monroe County Mental Health and Recovery Court and Monroe County Veterans' Treatment Court require a probation officer to effectively monitor and manage those caseloads.
- Senior Probation Officer – This position will carry the most difficult caseload and will serve as a backup for the Director of Probation Services.
- Collections Coordinator/Systems Administrator – The Court is moving to a paperless and technology dependent OnBase System for electronic filing. The OnBase platform requires a systems administrator to actively manage the workflow and support the users of the system.
- Part-Time Attorney Magistrate – An Attorney Magistrate will be able to carry the same workload as the recently retired part-time non-attorney magistrate and carry the Court's Small Claims Docket.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the 1st District Court Reorganization request.

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 December 3, 2021 from Ms. Donna Kuti, Director, Central Dispatch requesting approval to create a Quality Improvement Coordinator position in Central Dispatch.

Chairman Richardville read the request into the record and Ms. Kutí explained the request and answered questions from Commissioners.

The Quality Improvement Coordinator would oversee the Quality Assurance and Quality Improvement Program. The Coordinator would ensure Central Dispatch meets best practice guidelines as appropriate for dispatch standards extending beyond ProQA to include non-emergency phone and radio customer service.

Motion by Commissioner Jondro, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the Quality Improvement Coordinator position at Central Dispatch.

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 December 2, 2021 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the following updated policy for consideration and approval.
 - a. Policy #205 Freedom of Information Act (FOIA) Procedures & Guidelines (Revises Policy 204.1)

Chairman Richardville read the request into the record. Mr. Bosanac explained the changes to the policy.

Motion by Commissioner Jondro, supported by Commissioner Brant to accept the communication, place it on file and recommend to the full Board to approve County Policy 205 as presented or with any suggested edits.

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 –None

V. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:24 p.m.