

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 31, 2022 AT 3:00 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 Monday, October 31, 2022. Chairman Richardville called the meeting to order at 3:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Randy Richardville and David Swartout

ABSENT: Greg Moore, Jr.

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

II. APPROVAL OF AGENDA (10/31/2022)

Motion by Commissioner Jondro, supported by Commissioner Swartout to approve the October 31, 2022 Agenda as presented.

Voice vote taken. Motion carried.

III. APPROVAL OF MINUTES (09/08/2022)

Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the September 8, 2022 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

IV. COMMITTEE BUSINESS

1. Letter dated October 19, 2022 from Mr. Michael Bosanac, Administrator/Chief Financial Officer summarizing new positions included in the 2023 Recommended Budget and outlining additional positions and costs included on the Committee's agenda.

Mr. Bosanac gave a brief explanation of the positions and costs.

Motion by Commissioner Jondro, supported by Commissioner Swartout to accept the communication dated October 19, 2022 and place it on file.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

- a. Letter dated October 18, 2022, from Sheriff Troy Goodnough, Monroe County Sheriff's Office requesting approval to create two (2) Sheriff Deputy positions assigned to the Secondary Road Patrol Division with an effective start date of January 3, 2023. Note: The cost of one (1) position is already included in the 2023 Recommended Budget.

Sheriff Goodnough explained the request. Chairman Richardville added that 1 position is already included in the 2023 Recommended Budget and 1 is not.

Motion by Commissioner Brant, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create two (2) Sheriff Deputy positions assigned to the Secondary Road Patrol Division and authorize the Administrator/Chief Financial Officer to include the positions and funding in the 2023 Budget.

Roll Call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

- b. Letter dated September 30, 2022 from Ms. Colleen Hinzmann, Director, Information Technology requesting approval to create a Technology Support Technician position effective immediately. Funding is included in the 2022 Budget to fund the position cost in 2022. Additionally, funding is included in the 2023 Recommended Budget to fund the position. Note: The cost of this position is already included in the 2023 Recommended Budget.

Ms. Hinzmann explained the request.

Motion by Commissioner Swartout, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create a Technology Support Technician position effective immediately with funding from the 2022 IT budget and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		

Randy Richardville		
David Swartout		

Motion carried.

- c. Letter dated October 20, 2022 from Mr. Jeff McBee, Director, Planning and Community Engagement requesting approval to create a Geographic Information Systems Specialist position with an effective date of January 3, 2023. Funding is included in the 2023 Recommended Budget to fund the position. *Note: The cost of this position is already included in the 2023 Recommended Budget.*

Mr. McBee explained the request.

Motion by Commissioner Brant, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create a Geographic Information Systems Specialist position with an effective date of January 3, 2023, and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated October 10, 2022, from Ms. Annamarie Osment, Monroe County Clerk-Register of Deeds requesting approval to create a Circuit Court Support and Systems Coordinator position in the County Clerk's Office with an effective start date of January 3, 2023.

Ms. Osment explained the request.

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 request to create a Circuit Court Support and Systems Coordinator position in the County Clerk's Office and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		

George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

3. Letter dated October 19, 2022, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting a succession and staffing plan for the Central Office including creating Deputy Administrator/Chief Financial Officer and Fiscal Manager positions and requesting funding in the 2023 Budget.

Mr. Bosanac presented a PowerPoint overview of the Central Office succession plan. Discussion commenced and questions were answered.

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 succession and staffing plan creating a Deputy Administrator/Chief Financial Officer and a Fiscal Manager position in the 2023 budget and authorize the Administrator/Chief Financial Officer to include the positions and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated October 20, 2022 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the following policies for consideration and approval.

Mr. Bosanac explained the changes in the policies below:

- a. Policy #304 Budgeting Procedures (Updated)
- b. Policy #305 Purchasing Policy (Updated)
- c. Policy #308 Contracting for Law Enforcement (Eliminated)
- d. Policy #423 Separation of Employment (Updated)

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

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

VI. NEW BUSINESS –None

V. OLD BUSINESS –None

VIII. CITIZENS TIME –

1. Sheriff Goodnough commented on the work ethic that Mr. Bosanac has and that he is proud to work with him.

IX. INFORMATION–None

X. COMMISSIONERS TIME –

No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:13 p.m.