

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 12, 2023 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 Wednesday, April 12, 2023. Chairman Richardville called the meeting to order at 3:00 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

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

ABSENT: David Vensel (Excused)

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

III. PLEDGE OF ALLEGIANCE—Commissioner Moore led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (04/12/2023)

Motion by Commissioner Moore, supported by Commissioner Swartout to approve the March 15, 2023 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (03/15/2023)

Motion by Commissioner Swartout, seconded by Commissioner Moore to approve the March 15, 2023 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated March 31, 2023, from Chief Judge Mark Braunlich and Judge William Paul Nichols, 38th Circuit Court, requesting approval to create a part-time Adult Drug Treatment Court Coordinator position in the Adult Drug Treatment Court. Funding is included in the grant budget.

Judge Nichols 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 part-time Adult Drug Treatment Court Coordinator position in the Adult Drug Treatment Court.

Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated March 31, 2023, from Ms. Annamarie Osment, Monroe County Clerk-Register of Deeds requesting approval to re-organize the Vital Records/ Elections Division of the County Clerk's office.

Ms. Osment explained the request and answered questions.

Motion by Commissioner Brant, supported by Commissioner Moore to accept the communication, place it on file and recommend to the full Board to approve the re-organization of the Vital Records Division of the County Clerk's office by creating a Vital Records/Elections Specialist position, eliminating a Records Processing Clerk position and creating a temporary position to assist during elections, with funding included in the 2023 County Clerk budget.

Roll call by Clerk as follows:

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

Motion carried.

3. Letter dated March 28, 2023, from Ms. Jessica Paladino, Monroe County Indigent Defense Managing Attorney, requesting approval to transition the part-time Coordinator position to a full-time position effective upon approval of the County and MIDC with funding in the FY23 grant. Additionally, request approval of the County to create a part-time Secretary position and include this position in next grant application for FY24 to Michigan Indigent Defense Commission.

Ms. Paladino explained the request and answered questions.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		David Vensel
Greg Moore, Jr.		

Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated March 21, 2023, from Ms. Kim Comerzan, Health Officer submitting a succession and staffing plan for the Public Health Department.

Ms. Comerzan and Ms. Dean gave a PowerPoint presentation to explain the request and answered questions.

Motion by Commissioner Moore, 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 with no General Fund appropriation is required. Fund has sufficient balance to absorb the projected cost of the staffing proposal.

Roll call by Clerk as follows:

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

Motion carried.

- VI. NEW BUSINESS –None
- VII. 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 3:29 p.m.