

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
MAY 20, 2025 AT 5:30 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 Thursday, May 20, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

II. Roll call by Deputy Clerk, Grace Drewior as follows:
PRESENT: J. Henry Lievens, and David Vensel, Greg Moore Jr. and David Swartout

ABSENT: Jay Heinzerling (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 (05/20/2025)
Motion by Commissioner Swartout, supported by Commissioner Vensel to approve the May 20, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (04/10/2025)
Motion by Commissioner Swartout, supported by Commissioner Vensel to approve the April 10, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated May 13, 2025 from Chief Judge Michael Brown, 1st District Court, requesting approval to add one (1) part-time Law Clerk position.

Chairman Lievens informed the Board and that public that law schools limit employment, not to exceed 20 hours.

Motion by Commissioner Swartout, supported by Chairman Vensel to accept the communication, place it on file, and recommend to the full Board to approve adding one (1) part-time Law Clerk position. Further, recommend a supplemental appropriation up to \$10,679.00 from the 2025 County Contingency Account to fund the amount not covered by the 1st District Court 2025 budget.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Greg Moore Jr.		Jay Heinzerling
David Swartout			
David Vensel			

Motion carried.

2. Letter dated May 13, 2025 from Chief Probate Judge and Presiding Judge of the Juvenile Section, Family Division 38th Judicial Circuit Court, Cheryl Lohmeyer, requesting approval to reclassify the grade 9 Juvenile Register position to a grade 10.

Chairman Lievens explained he looked into this and there are additional supervisory requirements that justify this reclassification.

Motion by Commissioner Vensel, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve reclassifying the grade 9 Juvenile Register position to a grade 10. Further, recommend a supplemental appropriation up to \$6,396.00 from the 2025 County Contingency Account to fund the amount not covered by the Probate Court 2025 budget.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Greg Moore Jr.		Jay Heinzerling
David Swartout			
David Vensel			

Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME – None

IX. INFORMATION – None

X. COMMISSIONERS TIME –

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

Commissioner Heinzerling – Excused.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:33 p.m.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Drewior".

Grace Drewior
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners