MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
AUGUST 14, 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, August 14, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

ABSENT: David Swartout (Excused)

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

III. PLEDGE OF ALLEGIANCE— Chairman Lievens led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (08/14/2025)
Motion by Commissioner Vensel, supported by Commissioner Heinzerling to approve the August 14, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (07/10/2025)
Motion by Commissioner Heinzerling, supported by Commissioner Vensel to approve the July 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 August 6, 2025 from Honorable Michigan Brown, 1st District Court Chief Judge requesting the addition of a full-time attorney magistrate and an additional Recorder/Secretary position with an estimated General Fund allocation of $27,641 for 2025 and $187,950 annually.

   Discussion was held regarding these positions and the cost.

   Motion by Commissioner Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the addition of a full-time attorney magistrate and an additional Recorder/ Secretary position with an estimated General Fund allocation of $27,641 for 2025 and $187,950 annually.

   Roll call by Deputy Clerk as follows:

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

Motion carried.

2. Letter dated August 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting combining the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time position. This position does not require an additional appropriation from Monroe County.

   Motion by Commissioner Heinzerling, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full board to approve combining the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time position. This position does not require an additional appropriation from Monroe County.

   Roll call by Deputy Clerk as follows:

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

   Motion carried.

   Chairman Lievens explained that the two (2) agenda items from 1st District Court will be on the September 2, 2025 meeting agenda due to scheduling conflicts with the Board meeting on August 19, 2025. All judges would like to be present to answer any questions the Board may have.

3. Letter dated August 5, 2025 from Jason Berry, Community & Engagement Director requesting the addition of a new Commission on Aging Assistant position at an estimated cost of $85, 682.

   Jason Berry explained their staffing and how necessary this addition is.

   Discussion was held.

   Motion by Chairman Lievens, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve the

addition of a new Commission on Aging Assistant Position at an estimated cost of $85, 682.

Roll call by Deputy Clerk as follows:

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

Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME – None

IX. INFORMATION – None

X. COMMISSIONERS TIME –

Commissioner Heinzerling – Passed.

Commissioner Moore – Passed.

Commissioner Swartout – Excused.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:39 p.m.

Respectfully submitted by:

Grace Miles

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