

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 2, 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, October 2, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

ABSENT: Jay Heinzerling (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 (10/02/2025)
Motion by Commissioner Moore, supported by Commissioner Swartout to approve the October 2, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (08/14/2025)
Motion by Commissioner Swartout, supported by Commissioner Moore to approve the August 14, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated September 24, 2025 from Mr. Jeffery Yorkey, Prosecuting Attorney requesting to eliminate a Victim's Rights Secretary position and add a Victim's Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.

Chairman Lievens explained the Victim's Rights Secretary is currently performing the job description of the advocate position and Mr. Yorkey is in attendance to answer any questions.

Discussion was held.

Motion by Commissioner Swartout supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve the elimination of a Victim's Rights Secretary position and the addition of a Victim's

Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	David Swartout		Jay Heinzerling
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 – Excused.

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

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

Respectfully submitted by:



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