



Calhoun County Board of Commissioners
Thursday, March 4, 2010, 7:00 p.m.

Board of Commissioners Meeting Room
Marshall, Michigan

DRAFT

LISA GEROW
District 1

TERRIS E. TODD
Vice Chairman, District 2

JIM HAADSMA
District 3

MIKE RAE
Chairman, District 4

JULIE CAMP
District 5

REBECCA ROCHO
District 6

KIRK A. LEE
District 7

1. **Call to Order/Roll Call**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Approval of Minutes:** February 18, 2010
6. **Citizens' Comments**
7. **Elected/Appointed County Officials' Comments**
8. **Special Order of Business:**
 - A. Calhoun County Trailway Land Trust Grant Application Presentation by Mr. Bob Gregersen
9. **Consent Agenda**
 - A. **Petitions, Communications, Reports:**
 - (1) Resolutions received from Bay and Saginaw County supporting the Interim Report of the Legislative Commission on Statutory Mandates. **(To be received and placed on file)**
 - B. **Resolutions:**
 - (1) Calhoun County Agricultural Preservation Board Appointments (Terms Expire December 31, 2013)
 - {a} Wayne Cornell -- Agricultural Representative
 - {b} Daniel Kesselring -- Conservation Representative
 - {c} Sue Ann Jessup -- Agricultural Representative

(2) Jail Population Management Committee Creation/Appointments
(Terms Expire December 31, 2012) -- **attachment**

(3) Summit Pointe Board of Directors Appointment Confirmations
(Terms Expire March 31, 2013)

DRAFT

{a} Michael Brubaker

{b} JoAnne Miller

{c} Pollis Robertson

10. **Special Committee/Workshop/Board Reports**

11. **Unfinished and Old Business**

12. **Petitions and New Business:**

A. County Administrator/Controller's Report

(1) Civil Process Division Reorganization Request -- **attachment**
(Action: Motion to Approve)

13. **Citizens' Time**

14. **Commissioners' Time**

15. **Claims Payable Listing**

16. **Announcements**

17. **CLOSED SESSION:** Pending Litigation

18. **Adjournment**

ADDITIONAL INFORMATION

Questions regarding agenda items may be answered prior to the meeting by contacting the Board of Commissioner's Office at 781-0910.

Persons with disabilities who need accommodations to effectively participate in County Board meetings should contact the County Administrator's Office at 781-0966 a week in advance to request mobility, visual, hearing or other assistance. Agenda for Calhoun County Board Meetings can be found on the internet at www.calhouncountymi.gov.

9.B.(2)

JAIL POPULATION MANAGEMENT COMMITTEE

Members

Commissioner Mike Rae, Chairman
Commissioner Rebecca Rocho
Commissioner Jim Haadsma
County Administrator/Controller Kelli Scott
Chief Circuit Judge Allen Garbrecht
Circuit Court Administrator Jeffrey Albaugh
Circuit Court Probation Supervisor James Peterson
Chief District Judge John Holmes
District Court Administrator Michelle Hill
District Court Probation Trina McGaffigan
Chief Probate Judge Gary Reed
Probate Court Administrator Michael Boltz
Sheriff Allen Byam
Chief Deputy Marshall Weeks
Prosecutor Susan Mladenoff
Indigent Attorney Representative Patrick O'Connell
Corporation Counsel Richard Lindsey, Jr.

Purpose: To consider and develop rehabilitative and diversionary alternatives to incarceration for appropriate individuals whose sentences are processed and carried-out within the local justice system, and to evaluate the societal and budgetary impacts of all alternatives. To establish policies and procedures to manage the jail space to minimize the impact on the county budget as well as the impact on local taxpayers.

Appointment

Term: Two Years

Staff

Assistance: Community Corrections Manager Roselynn Goff
Jail Population Coordinator Dawn Bradley

March 4, 2010

12.A. (1)

RESOLVED, that the Calhoun County Board of Commissioners approve the Sheriff's request to reorganize the Civil Process Division and create a full-time Civil Process Server position and eliminate two {2} part-time Process Server positions.



Calhoun County Office of the Sheriff
INTER-OFFICE MEMO

To: Calhoun County Board of Commissioners
From: Allen L. Byam, Sheriff
Date: February 17, 2010

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REQUEST

Request to Reorganize the Office of the Sheriff Civil Process Division

BACKGROUND

The Office of the Sheriff would like to reorganize the Civil Process Division. The current budgeted staffing includes one full-time bookkeeper and two part-time process servers. We would like to change the part-time positions into one full-time position. With the current staffing we would save about \$19,000 per year compared to the current budget.

Earlier this summer we used this model successfully during a maternity leave for a former bookkeeper, and again this fall when the bookkeeper resigned. A process server temporarily filled in for the bookkeeper during her maternity leave and was recently hired as the new bookkeeper. During this time the other process server has been temporarily working full-time. The temporary reorganization has worked well for us and we were able to increase revenues while reducing expenses last year.

The Civil Process Division serves court papers that include: PPO's, criminal subpoena, eviction orders, writs, and mortgage foreclosure posting. While some civil process business is a constitutionally mandated duty of the Office of the Sheriff much of our business is customer service driven which we have to compete for everyday. We have quietly increased service to our citizens and increased revenue to the County for several years. We believe the reorganization will increase our customer satisfaction which will help the business expand.

ALTERNATIVES

We could keep the current organization structure in place. However with the current personnel in place it makes sense to have a full-time server. In the future it may make sense to return the position to part-time or hire additional part-time servers as the business increases.

BUDGETARY IMPACT

The below table shows the projected new expenses compared to the current budget.

	CURRENT BUDGET	EST. EXPENSE OF PROPOSED CHG
SALARIES	\$ 77,929	\$ 58,760
OVERTIME	\$ 50	\$ 50
FLOATING HOLIDAY	\$ 1,208	\$ 1,208
LONGEVITY	\$ 400	
S & A	\$ 461	\$ 348
WORKER'S COMP	\$ 330	\$ 249
DENTAL INS	\$ 604	\$ 1,208
VISION INS	\$ 90	\$ 180
HOSPITALIZATION	\$ 9,710	\$ 9,710
LIFE INSURANCE	\$ 89	\$ 154
UNEMPLOYMENT INS	\$ 231	\$ 154
SOCIAL SECURITY	\$ 6,088	\$ 4,591
MERS	\$ 2,610	\$ 4,201
TOTAL	\$ 99,800	\$ 80,813

Current bookkeeper is not eligible to receive medical benefits because her husband works for the County.

SUMMARY

The Office of the Sheriff requests the Board of Commissioner approve the reorganization request and create a full-time civil process server position while eliminating the two part-time positions.

If you have any additional questions do not hesitate to call me.



Allen L. Byam, Sheriff