

**Muskegon County
Board of Commissioners**
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

*Robert Scolnik, Chairman
Doug Brown
Kim Cyr
Marcia Hovey-Wright
Susie Hughes*

*Charles Nash, Vice-Chair
Zach Lahring
Malinda Pego
Rillastine R. Wilkins*

Board Minutes may be found on the web at <https://www.co.muskegon.mi.us/AgendaCenter/Board-of-Commissioners-2>

Special Full Board Meeting

Thursday, September 9, 2021
3:00 p.m.

The Special Full Board Meeting of the Board of Commissioners was called to order by Chairman Scolnik in person and available via Zoom.

Roll Call of Board Members:

Present: Doug Brown
Kim Cyr
Marcia Hovey-Wright
Susie Hughes
Zach Lahring
Charles Nash
Malinda Pego
Robert Scolnik
Rillastine R. Wilkins

Also

Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Kristin Barnhill, Executive Assistant
Kathy Tharp, Administrative Coordinator
Linda S. Schutter, Deputy County Clerk
Michael Homier, Corporate Counsel

2021-351 APPROVAL OF THE AGENDA

Moved by Commissioner Hughes, seconded by Commissioner Hovey-Wright, to approve the agenda.

Voice vote.

Motion Carried

2021-352 APPROVAL OF THE MINUTES OF AUGUST 31, 2021

Moved by Commissioner Vice-Chair Nash, seconded by Commissioner Hughes, to approve the minutes of August 31, 2021.

Voice vote.

Motion Carried

PUBLIC COMMENT (on an agenda item)

None.

CHAIRMAN'S REPORT

1. Chairman Scolnik requested we pause as a Nation to remember September 11, 2001, and all those who lost their lives.
2. Roosevelt Park Day will be this weekend, Saturday, September 11, 2021. <https://rooseveltpark.org/events-and-recreation/>
3. Sportsmen for Youth Day will be this weekend, Saturday, September 11, 2021. <https://sportsmenforyouth.com/events/>

WAYS & MEANS COMMITTEE REPORTS

2021-353 APPROVE THAT THE MUSKEGON COUNTY COURTS' COURT RECORDING SYSTEM PROJECT (RFP 21-2397) BE FULLY FUNDED IN THE AMOUNT OF \$858,586.10, IN ACCORDANCE WITH THE BID PROPOSAL SUBMITTED BY THE SELECTED VENDOR, BUSINESS INFORMATION SYSTEMS (BIS) AND TO AMEND THE FY 22 BUDGET ACCORDINGLY

WM21/08-84

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to approve that the Muskegon County Courts' Court Recording System Project (RFP 21-2397) be fully funded in the amount of \$858,586.10, in accordance with the bid proposal submitted by the selected vendor, Business Information Systems (BIS) and to amend the FY 22 budget accordingly.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes,
Charles Nash, Malinda Pego, Robert Scolnik, Rillastine Wilkins

No: Zach Lahring

Motion Carried

**2021-354 APPROVE THE ATTACHED CIRCUIT/FAMILY COURT POSITION
TRANSITION & REORGANIZATION PLAN**

WM21/08-85

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to approve the attached Circuit/Family Court Position Transition & Reorganization Plan.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes,
Charles Nash, Robert Scolnik, Rillastine Wilkins

No: Zach Lahring, Malinda Pego **Motion Carried**

**2021-355 APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF
\$13,767,414.96 COVERING THE PERIOD OF AUGUST 6, 2021
THROUGH AUGUST 26, 2021 FOR CHECKS AND P CARD AND EFT
PAYMENTS FOR THE PERIOD COVERING JULY 1 THROUGH JULY
31, 2021 AS PRESENTED BY THE COUNTY CLERK**

WM21/09-86

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to approve payment of the accounts payable of \$13,767,414.96 covering the period of August 6, 2021 through August 26, 2021 for checks and P Card and EFT payments for the period covering July 1 through July 31, 2021 as presented by the County Clerk.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring,
Charles Nash, Robert Scolnik, Rillastine Wilkins

No: Malinda Pego **Motion Carried**

2021-356 AMEND THE FY2021 BUDGET AS PRESENTED

WM21/09-87

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to amend the FY2021 budget as presented.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring,
Charles Nash, Robert Scolnik, Rillastine Wilkins

No: Malinda Pego **Motion Carried**

2021-357 APPROVE THE CIVICCLERK AGENDA AND MEETING MANAGEMENT SOFTWARE PURCHASE AT A PRICE NOT TO EXCEED \$64,560 FOR A 5-YEAR TERM AND AUTHORIZE THE BOARD CHAIR TO EXECUTE THE AGREEMENT AND AMEND THE BUDGET ACCORDINGLY

WM21/09-88

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to approve the CivicClerk Agenda and Meeting Management Software purchase at a price not to exceed \$64,560 for a 5-year term and authorize the Board Chair to execute the agreement and amend the budget accordingly.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Robert Scolnik, Rillastine Wilkins

No: None **Motion Carried**

2021-358 APPOINT SARA HOUGH, HUMAN RESOURCES MANAGER, AS EMPLOYER DELEGATE TO THE 2021 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING OCTOBER 7-8, 2021 AND AUTHORIZE JEANNE REENDERS TO ATTEND AS THE EMPLOYEE DELEGATE AND COMMISSIONER SCOLNIK AND ANNE JAMES TO ATTEND AS GUESTS

WM21/09-89

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to appoint Sara Hough, Human Resources Manager, as employer delegate to the 2021 Municipal Employees Retirement System (MERS) annual meeting October 7-8, 2021 and authorize Jeanne Reenders to attend as the employee delegate and Commissioner Scolnik and Anne James to attend as guests.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Robert Scolnik, Rillastine Wilkins

No: None **Motion Carried**

2021-361 AUTHORIZE THE CHAIR'S AND COUNTY CORPORATE COUNSEL'S SIGNATURES TO ACCEPT FAA GRANT OFFER 3-26-0071-047-2021 FOR THE MUSKEGON COUNTY AIRPORT IN THE AMOUNT OF \$406,469

WM21/09-92

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to authorize the Chair's and County Corporate Counsel's signatures to accept FAA Grant Offer 3-26-0071-047-2021 for the Muskegon County Airport in the amount of \$406,469.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Robert Scolnik, Rillastine Wilkins

No: Malinda Pego **Motion Carried**

2021-362 ACCEPT A LEASE BETWEEN THE COUNTY OF MUSKEGON AND THE UNITED STATES OF AMERICA FOR A HANGAR LOCATED AT THE MUSKEGON COUNTY AIRPORT CURRENTLY OCCUPIED BY THE US COAST GUARD. THE RENTAL RATE FOR THE NEW AGREEMENT IS SET AT \$24,456.00, WITH ANNUAL RENEWALS THROUGH 2026

WM21/09-93

The Ways & Means Committee recommended, moved by Commissioner Cyr, seconded by Commissioner Hughes, to accept a lease between the County of Muskegon and The United States of America for a hangar located at the Muskegon County Airport currently occupied by the US Coast Guard. The rental rate for the new agreement is set at \$24,456.00, with annual renewals through 2026.

Roll call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Robert Scolnik, Rillastine Wilkins

No: None **Motion Carried**

UNFINISHED BUSINESS

None.

NEW BUSINESS

Commissioner Hughes cancelled the Community Development and Strategic Planning Committee meeting on Thursday, September 16, 2021, due to lack of action items.

PUBLIC COMMENT

None.

FINAL BOARD COMMENTS

None.

2021-363 ADJOURNED TO CALL OF THE CHAIR

Meeting adjourned at 3:10 p.m.

Linda S. Schutter, Deputy County Clerk

/lss

To be approved at the Full Board meeting on Tuesday, September 14, 2021.

Circuit/Family Court Position Transition Plan

- **Impact of Elimination of Last Remaining Circuit Court Recorder (Fund 1010)**
 - **Position Elimination-** Due to a new Court Recording System being implemented in the Muskegon County Courts, the last remaining Court Reporter position in Circuit Court is eliminated, specifically:
 - **Elimination of Position X23004**
 - (GF Savings of \$89,333.54)
 - **Salary Adjustment-** Following a salary study, some of the GF savings from the elimination of the Court Reporter will fund a salary adjustment for the Circuit and Probate Court judicial secretaries, specifically:
 - **Salary Adjustment of Circuit Court Legal & Scheduling Secretaries-** from Pay Scale NO-00200 (\$17.7750 - \$23.4420) to NO-00218 (\$19.4900 - \$24.5350) for positions N15001, N15002, N15004, N15005, N15009
 - (GF Impact of \$8,436.64)
 - **Salary Adjustment of Court Recorder/Judicial Secretary-** from Pay Scale NX-00080 (\$17.7750 - \$23.4420) to NO-00218 (\$19.4900 - \$24.5350) for position number X22001
 - (GF Impact of \$2,795.15)
 - **Salary Adjustment of Court Recorder/Judicial Secretary-** from Pay Scale NX-00080 (\$17.7750 - \$23.4420) to NO-00218 (\$19.4900 - \$24.5350) for position number X22002
 - (GF Impact of \$2,795.12)
 - **Salary Adjustment of Circuit Court Legal & Scheduling Secretaries-** Hourly from Pay Scale NO-00200 (\$17.7750 - \$23.4420) to NO-00218 (\$19.4900 - \$24.5350) for positions N15003, N15006, N15007, N15008, N15010, N15013, N15014, N15015, N15016, N15017, N15018
 - (GF Impact will vary based on need, as these positions only serve as "fill-ins")
 - **Step Addition to Recorder Bailiff Classification Pay Scale-** The salary study also showed that the Recorder Bailiffs (NF615) will receive an increase in salary from some of the GF savings from the elimination of the Court Reporter through the addition of a 7th step to their current pay scale, NO-00190 (\$17.9610 - \$22.2570), at the rate of \$23.230 per hour. This will result in a new pay scale, which will be NO-00198 (\$17.9610-\$23.230)
 - **Increase from Addition of 7th Step-** Increase from Step 6 to newly created Step 7 for positions N61502, N61503, N61505, which will result in a change from pay scale NO-00190 to new pay scale NO-00198.
 - (GF Impact of \$6,238.78)

Part 1- GF Overall Impact- Savings of \$69,067.88

- **Impact of Start of Raise the Age (RTA) Child Care Funding for Servicing 17 yr. olds & End of the 5 yr. Federal PASS Grant for Child Support Enforcement (Funds 2920 & 2150)**
 - **Funding Changes (RTA)-** All employees and services related to 17 years olds will change from 50% Child Care Fund and 50% General Fund to 100% Raise the Age Child Care Fund (see attached spreadsheet)

- (GF Savings of \$258,549.28)
- **Funding Changes (End of Federal PASS Grant)** - With the exception of 1 employee remaining in the PASS Federal Grant due to a 1-year extension, 6 employees will change from 66% 0142 Funds & 34% 0168 Funds to 66% 0142 Funds & 34% General Funds (see attached spreadsheet)
 - (GF Impact of \$96,769.12)
- **Position Elimination-** Vacant Family Counselor Position:
 - **Elimination of Position X37003**
 - (GF Savings of \$28,824.61)
- **Salary Adjustments-** Due to increased responsibilities, as a result of RTA, and to be in alignment with similar positions.
 - **Salary Adjustment of Family Court Operations Supervisor & Funding Change-** from Pay Scale NX-00220 (\$23.4420 - \$29.5400) to NX-00280 (\$25.7120 - \$32.4430) for position number X36901 (Also, changing to 25% RTA CCF Funds)
 - (GF Savings of \$8,720.74)
 - **Salary Adjustment of Family Counselor-Juvenile-** from Pay Scale NX-00240 (\$22.2910 - \$30.8090) to NX- 00288 (\$25.3320 - \$33.7550) for position number X37101 (Currently Vacant)
 - (GF Impact of \$2,348.33)
- **New Position/Classification- JTC Shift Supervisor-** Due to RTA and Organizational Restructure
 - **New Position/Classification at Pay Scale NX-00220- \$104,613.12 (50% 0662, 25% 0660, 25% 0659)**
 - (GF Impact of \$31,383.94)
- **New Positions/Classification- x2 Circuit Court Financial Specialists-** To increase collections/revenue, resulting in an overall increase in General Funds, while ensuring audit compliance, especially due to the start of RTA.
 - **X2 New Positions/Classification at Pay Scale NX-00215- \$89, 614.48 (x1 100% 0142 and x1 75% 0152 & 25% 0153)**
 - (GF Impact of \$30,468.92 + \$26,884.34= \$57,353.27)

Part 2- GF Overall Impact- Savings of \$108,239.97

Part 1- GF Overall Impact- Savings of \$69,067.88

Part 2- GF Overall Impact- Savings of \$108,239.98

TOTAL GF SAVINGS- \$177,307.85