

**FINANCE & ADMINISTRATION COMMITTEE  
MINUTES**

**DATE:** Monday, April 9, 2018

**TIME:** 5:15 p.m.

**PLACE:** Surbeck Building, Commissioner Chambers, Corunna

**MEMBERS PRESENT:** Chairman Root, Commissioner Marks and Commissioner McMaster

**OTHER COMMISSIONERS PRESENT:** Commissioner Holzhausen and Commissioner Bruff.

The meeting was called to order by Chairman Root at 5:42 p.m. followed by the Pledge of Allegiance.

Call to the Public: No one responded.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting to consider the request of Probate/Family Court to assign a Deputy Sheriff to serve as a full-time bailiff. (See attached memorandum from Probate Court Judge Thomas Dignan.) Estimated annual cost to start: \$82,477. The Court asserts a portion of the estimated annual cost that can be covered by certain Court Funds. Motion carried.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting to consider authorizing the Youth Center to hire a part-time Youth Specialist, Salary Y/S Grade 1, \$10.19 - \$11.29 per hour, for up to 19 hours per week to fill a vacancy. (Starting: \$10.19 - \$10.69 per hour). Motion carried.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting to consider authorizing the Veterans Affairs office to hire a part-time Travel Coordinator, Salary Grade 1, \$12.30 - \$16.00 per hour, for up to 19 hours per week to fill a vacancy. (Starting: \$12.30 per hour). Motion carried.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting to consider authorizing the Department of Veterans Affairs to create a line item for Transportation Solutions in Fund 291, Veterans Services Program. This new line item will designate \$14,000 of current monies for use of Transportation Solutions when needed. Motion carried.

It was moved by Commissioner Marks supported by Commissioner McMaster to move to the next Committee of the Whole meeting consideration to adopt the proposed Shiawassee County Procurement Policies and Procedures. Motion carried.

**OTHER AGENDA ITEMS:**

Chairman Root entertains a motion to be made as to the Sheriff's department losing a deputy if Probate Court request is granted.

It was moved by Commissioner Marks supported by Commissioner McMaster to re-fill a full-time Deputy Sheriff in the Sheriff's department at a starting wage of \$82,477 to be taken from line item number \_\_\_\_\_. Motion carried.

Call to public: No one responded.

The meeting adjourned at 6:03 p.m.

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Chairman Jeremy Root  
Finance & Administration

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Caroline D. Wilson  
Shiawassee County Clerk

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