

**Minutes
Special Called Meeting
Grant County Fiscal Court
October 12, 2015
7:00 P.M.**

CALL TO ORDER

Judge Wood called to order the October 12, 2015 Special Called meeting of the Grant County Fiscal Court and advised inasmuch as there were three members of the court present, the court was legally constituted to do business.

Those in attendance were:

Judge/Executive Stephen Wood, Magistrates Jacquelyn Riley, Shawna Coldiron, and Bobby Newman, County Attorney Joe Taylor, Jailer Chris Hankins, Deputy Judge Scott Kimmich, Chief Deputy Sheriff Brian Maines, Chief Deputy Jailer Lisa Mentrup, and Lt. Jason Hankins.

Guests: Shane Sidebottom, representing Jailer Hankins.

ORDER OF BUSINESS:

Judge Wood advised the Detention Center would be the only item on the agenda for discussion this evening.

Judge Wood thanked those present for their indulgence in having moved the meeting one week so that he could attend the funeral of a very close personal friend. Judge Wood explained he had been angered after reading recent publications of alleged events that occurred at the Detention Center under the previous jail administration and said that it was his goal and that of the current court to ensure something like that never happened again.

Judge Wood questioned why the Jailer had retained counsel. Jailer Hankins advised that he had asked Mr. Shane Sidebottom to assist him on personnel matters at the Grant County Detention Center.

Judge Wood then questioned the Jailer as to why he had found the need to appoint a Public Information Officer. Jailer Hankins, after conferring with counsel, advised that it was simply a shift in assigned duties within the facility.

Jailer Chris Hankins presented his personnel plan which based on his projections would save approximately \$25,000 in the current budget if the Fiscal Court would allow him to operate the facility with three captains and one additional full-time deputy.

Judge Wood expressed frustration that the Fiscal Court had received this communication only minutes before the opening of the meeting.

Magister Riley questioned whether the policies and procedures manual and the staffing plan received corresponded.

One example she pointed to was the Operations Manager and Chief Deputy positions and she questioned why those two positions could not be the same. She said there a number of titles and

job descriptions provided for in the manual and the org chart which were not reflected in the personnel staffing plan submitted by the Jailer.

Magistrate Coldiron advised that when she tries to relate the organizational chart back to the policies and procedures manual the duties do not align with the organizational chart submitted by the Jailer.

Deputy Judge Kimmich presented a structural plan for consideration of the Fiscal Court, copy attached, which provided for a Chief Deputy and Two Captains as the exempt management team. The plan also provides for a full-time maintenance person, a full time administrative person, and an increase in the number of part time deputies.

A lengthy discussion took place between the Magistrates and Mr. Hankins concerning his desire to have duties outlined in the policies and procedures manual based on a specific title but that those duties could be assigned, under his authority, to other individuals in the facility. Basically the duties would be completed albeit not necessarily by an individual with a title related directly to the services provided.

Magistrate Newman pointed out while the Jailer had not been at the last meeting, one of the primary discussions have been surrounding the need for a full-time maintenance position at the Grant County detention Center.

Magistrate Coldiron said that she was surprised given lengthy discussions that have taken place regarding the facility and the long-term lack of maintenance, a maintenance position had not been placed in the Jailer's organizational structure.

Jailer Hankins advised that he had not put one in the budget in July upon submission and has not added one at the present time. He said this was something he and the magistrates could certainly sit down and discuss.

Judge Wood reiterated that this was a position that he felt was essential for the operation of the facility.

Jailer Hankins stated that he does not have sufficient staff to perform the current duties let alone taking on a full-time staff position with the current number of employees he has.

Magistrate Riley confirmed that Detention Center is currently operating on 12 hour shifts and she would like to see the Jailer give consideration as to how this can be adjusted to perhaps save resources or provide for increased manpower through the use of part-time positions. Magistrate Riley also confirmed the detention center is not currently at full staffing as presently funded, nine months into the current administration, Mr. Hankins confirmed that to be true. Magistrate Riley has repeatedly questioned how many positions the facility it down, from the budgeted allotment since taking office. The Jailer advised today the number is 4 to 6.

Judge Wood said he would like to return to the discussion on the maintenance issue and questioned whether Mr. Hale is currently doing maintenance at the facility. Lieutenant Jason Hankins advised the court Mr. Hale had ceased performing maintenance duties when it was expressed at a previous meeting that this was increased liability to the county for him to be doing electrical work without being a licensed electrician. He did advise that things such as changing furnace filters and placing salt in the water softener was being handled by the Class D program.

Jailer Hankins further advised the court that he had concerns as to whether a full-time position to provide maintenance at the facility was substantiated in need and would not want to have an employee there without work to be done. He advised in the event the court would appropriate funds for a maintenance position he would fill that position.

Magistrate Riley suggested it may be appropriate to hire one full-time maintenance person who would handle all of the counties maintenance needs and county buildings.

It was expressed this was something that the fiscal court could examine.

Magistrate Riley questioned who has been serving in the Budget Coordinator position and was advised this is being handled by a part time staff person and other administrative commanders.

Mr. Hankins confirmed that as part of his staffing structure he had replaced a major's position with a captain, and was requesting to appoint a third captain after having replaced former captain Steven Skinner's position which had not been filled since January.

Deputy Judge Scott Kimmich confirmed to the fiscal court that the staffing in the template that he distributed to the magistrates was based on a staffing model presented by the department of corrections in August. He stated the Captain's position vacated by Mr. Skinner had not been a funded position in the operation since January.

Jailer Hankins explained while the template was submitted by the Department of Corrections, those individuals responsible for preparing the plan we're not directly involved in his day-to-day operations. He further reiterated the staffing model presented by the administration represents one less full-time deputy than was recommended in the DOC you report.

Mr. Kimmich confirmed that in fact the recommendation did have one less employee than had been suggested by Department of Corrections. He further confirmed with the Jailer that Lieutenant Hankins had originally requested the staffing model to be prepared by DOC.

Shane Sidebottom, an attorney representing the Jailer explained he was not before the court in an adversarial role, simply seeking to work with the Jailer and Court in reaching a reasonable solution so that both parties can move forward. He explained he does a significant amount of work for the Fraternal Order of Police and in working with law enforcement in general.

Mr. Sidebottom explained the plan the Jailer submitted consolidates control for day to day operation in the Jailer's Office; provides a stronger mechanism to reduce contraband in the facility; and that based on the projections provides a tradeoff in that there is savings to the taxpayers.

Magistrate Riley questioned the role of the Chief Deputy and was advised Mrs. Mentrup is responsible for day to day operations in the Jailer's absence.

Magistrate Riley said she is not inclined to support the creation of the third Captain position and the Jailer said if that were the case he would simply make one of them a Major. (There was no provision for a Major in the plan submitted by the administration.)

County Attorney Taylor suggested perhaps a two week delay in a final vote, tabling the measure, would provide more opportunity for all parties to review and make a determination of how they wanted to proceed.

Magistrates Riley and Coldiron said this process has been delayed too long already and that action was needed.

Judge Wood called for 10 minute recess.

Upon reconvening, Judge Wood asked the Magistrates how they would like to proceed.

Magistrate Coldiron moved to approve the staffing proposal submitted by Deputy Judge Kimmich after review of the DOC plan. Magistrate Riley seconded the motion.

There being no further discussion on the motion Judge Wood requested of the clerk to call the role whereupon all members of the court voted in the affirmative.

Magistrate Riley advised that she feels the organizational chart needs to be submitted to coincide with the personnel template submitted by the Jailer.

Magistrate Coldiron advised that on page 6 of the policies and procedures manual it references the budget being due on April 15 and by statute that budget is due on April 1.

Magister Riley advised she had identified a number of issues in the policies and procedures manual that she feels needs to be evaluated.

It was discussed that the one course of action would be to table the discussion on the policy and provide the Jailer with time to consider the concerns of the Magistrates.

A motion was offered by Magistrate Riley to table the policy and procedures until November 2, 2015. Magistrate Coldiron seconded the motion.

There being no further discussion on the motion Judge Wood requested of the clerk to call the role whereupon all members of the court voted in the affirmative.

ADJOURNMENT

Judge Wood requested a motion to adjourn. Magistrate Coldiron moved to adjourn and Magistrate Riley seconded the motion. The court adjourned on a voice vote.

Stephen P. Wood
Grant County Judge/Executive