



# Administrator's Digest

*Robert J. Sarro*

October 12, 2023

---

The Allegan County Administrator is pleased to share highlights of various trends, projects, and initiatives happening within and around the organization.

County Services Building

3283 122<sup>nd</sup> Avenue

Allegan, MI 49010

269.673.0239

[administration@allegancounty.org](mailto:administration@allegancounty.org)

## **IN THIS ISSUE:**

Fall Transportation Outreach Events,  
Housing Needs Assessment,  
Courthouse/County Services Building Renovation,  
Current Open Positions,  
And MORE!

# Services

---

**Parks End of Season** – The Park’s prime season is wrapping up. Seasonal maintenance staff will be done on October 19, 2023. The modern restrooms will stay open until the end of October and remain maintained by the seasonal park rangers, who will be done the first week of November. As in the past, the parks and campgrounds will still be accessible for users to enjoy year-round. Parks and campgrounds during the off-season are maintained by two (2) part-time parks maintenance staff and one (1) park ranger. For additional information, contact Brandy Gildea, Parks Manager, at [bgildea@allegancounty.org](mailto:bgildea@allegancounty.org).

## **Fall Transportation Outreach Events** –

Transportation has been lining up events to improve community awareness of available services. On Saturday, September 30, 2023, representatives from Transportation participated in the Creative Arts Festival in downtown Otsego. One of the new propane buses was decorated for the occasion, and stationed on-site at the event on the main street. On Saturday, October 7, 2023, Transportation had an exhibit booth at the Wayland Community Expo, which brings in around 1,500 people annually. There are also plans to have a bus in the parade at Goose Fest, taking place in Fennville on October 14, 2023. For more information, please contact Whitney Ehresman, Transportation Director, at (269) 686–4529 or [wehresman@allegancounty.org](mailto:wehresman@allegancounty.org).



**Volunteer Driver Appreciation Day** – The Annual Transportation Volunteer Driver Appreciation Day was held on September 20, 2023. Five (5) of the eight (8) volunteer drivers attended. The day included a safe driving presentation by Sheriff Deputy Dave Miller, followed by an insightful question and answer period. Additionally, vehicle inspections were performed, and car washes were provided. Participants enjoyed lunch, and volunteers were recognized for their years of service to the Senior Transportation Program. For more information, please contact Whitney Ehresman, Transportation Director, at (269) 686–4529 or [wehresman@allegancounty.org](mailto:wehresman@allegancounty.org).



# Services

---

**Transit Scheduling and Dispatching Project** – A new project is underway with a company called Via Mobility, LLC, to design, build, and implement dispatch software capable of routing buses, providing an application for customers to self-serve, store customer data, and provide support for a contract cost of \$238,440. Preliminary survey findings of staff, passengers, and partner agencies have shown that flexibility for same-day scheduling, rider alerts, and vehicle tracking are important features to prioritize within this project. Funded by the Michigan Department of Transportation for the first two years, includes implementation, hardware costs, and ongoing support and maintenance. The new software is expected to be in place by the end of 2023. For more information, please contact Whitney Ehresman, Transportation Director, at (269) 686–4529 or [wehresman@allegancounty.org](mailto:wehresman@allegancounty.org).

**Housing Needs Assessment** (Last Updated on 9/14/23) – The Allegan County Community Foundation (ACCF) is the lead agency implementing a County-Wide Housing Assessment. ACCF hosted two in-person presentations on October 2, and 3, 2023, on the data to local government units, school superintendents, and funding partners. Patrick Bowen of Bowen National Research highlighted findings from the draft report. The full draft report may be downloaded here: [Draft Housing Needs Assessment](#). At 11 AM, a third presentation will be given to the public virtually on October 25, 2023. Anyone seeking to attend the virtual presentation may register with the ACCF here: [Allegan County Housing Project](#). For more information, please contact Dan Wedge, Executive Director of Services, at (269) 686-5235 or [dwedge@allegancounty.org](mailto:dwedge@allegancounty.org).



# Engagement



21

## CURRENT OPEN POSITIONS

Position	Department	Current Status
Administrative Assistant/Receptionist	Public Defender	Unfilled
Administrative Assistant	Senior & Veteran Services	Unfilled
Administrative Specialist	Sheriff's Office	Unfilled
Assistant Public Defender	Public Defender	Candidate Identified – to be filled by law clerk once boards are passed
Deputy Register of Deeds	Register of Deeds	Candidate Identified – start date 10/17/2023
Community Services Officer (PT32)	Sheriff's Office – Corrections	Unfilled
Detective (2)	Sheriff's Office	Promotion anticipated in December, Deputy Sheriff backfills have taken place
Drain Maintenance Technician	Drain Office	Unfilled
Finance Specialist	Finance	Candidate Identified – start date 10/5/2023
Public Health Specialist PIO	Health Department	Candidate Identified – start date TBD
Telecommunicator	Central Dispatch	Unfilled
Youth Specialist	Youth Home	Unfilled
<b><u>Boards &amp; Commissions Openings:</u></b>		
911 Operational Policy & Procedure Committee	City / Village Government Representative	
Economic Development Commission	Private Sector Representative	
Local Emergency Planning Committee	Media Representative	
Solid Waste Planning Committee	Five (5) Representatives	



For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, [lholloway@allegancounty.org](mailto:lholloway@allegancounty.org).

# Engagement



**Employment** (Last Updated on 7/27/23)  
2023 as of Q2:

TURNOVER/RETENTION (Regular FT & PT Only)	Q1	Q2
# of Terminations (includes Retirees)	13*	9*
Average length of tenure of terminated REG employees	11.69	9.1
Turnover % of new REG employees (<=1 year)	13.6%	13.64%
Turnover % of REG employees	3.16%	2.15%
Total average number of REG Employees	411	419
<b>Notes</b>	*5 of these terminations were due to retirement	1 termination was a retirement
RECRUITMENT	Q1	Q2
Jobs Posted	23	24
# of Days to Hire (KPI)	57.85	66.13
# of New Hires	22	38
# of Promotions or Transfers	19	9

**CURRENT NUMBER OF ACTIVE REGULAR FULL-TIME AND REGULAR PART-TIME EMPLOYEES:**

**429**



For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, [holoway@allegancounty.org](mailto:holoway@allegancounty.org).

# Engagement

---



**5**

## NEW HIRES

Position	Department
Administrative Assistant	Parks, Recreation & Tourism
Treatment Specialist (FT 36)	Cheever Treatment Center
Information Technology	Information Services
Corrections Officer	Sheriff's Office
Corrections Officer	Sheriff's Office

**4**

## LEFT EMPLOYMENT

Position	Department
IRPT Courthouse Security	Sheriff's Office
Administrative Assistant	Senior & Veterans Services
LEPC Coordinator	Sheriff's Office
Corrections Officer	Sheriff's Office

**1**

## PROMOTIONS/TRANSFERS

Position	Department
Legal Specialist	Prosecuting Attorney



For more information, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537, [lholloway@allegancounty.org](mailto:lholloway@allegancounty.org).

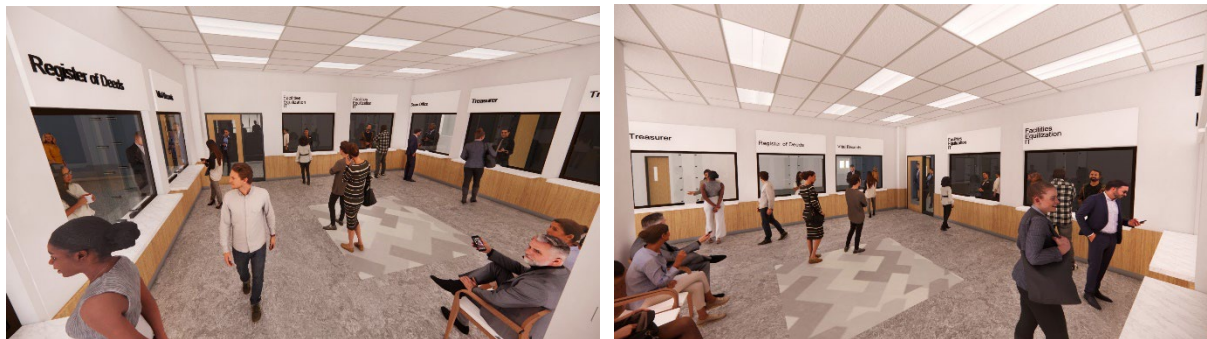
---

# Operations

---

**Courthouse/County Services Building Renovation** (Last Updated on 9/28/23) – On September 29, 2023, the request for proposal (RFP) was released. The RFP was also emailed directly to nine (9) contractors. A mandatory pre-bid meeting was held on October 5, 2023, in which ten (10) contractor representatives were in attendance. Bids are due on October 20, 2023.

Below are example renderings of the new County Services Building Public Services Lobby and a preliminary design of the new southeast (SE) corner buildout of the Courthouse. These are only conceptual and not reflective of the final color schemes and feature designs.



Pictured above: County Services Building Public Service Lobby



Pictured above: Courthouse Southeast Corner

**Courthouse Statue Move** (Last Updated on 9/28/23) – Unfortunately, no bids were received from the proposal request released on September 15, 2023. The request for proposal was re-released on October 2, 2023. Since then, at least one contractor has been in contact with the County reporting their interest in submitting a bid. Bid responses are due October 18, 2023.



For more information, please contact Steve Sedore, Executive Director of Operations, at (269) 673-0373, [ssedore@allegancounty.org](mailto:ssedore@allegancounty.org).

---

# Financial

---

**Transportation Grant Activity** – On September 30, 2023, the Michigan Department of Transportation (MDOT) fiscal year will close, and with that, the County will receive multiple reimbursements for Transportation capital projects.

- ✓ Mobility Management (which coordinates the Senior Volunteer Driver Program)
- ✓ HVAC Upgrade (installing new heating and cooling controls in a 15-year-old Transportation Building)
- ✓ Eight (8) public transit buses (new propane models)

The MDOT reimbursement total submitted and approved is \$1,317,574. For more information, please contact Whitney Ehresman, Transportation Director, at (269) 686-4529 or [wehresman@allegancounty.org](mailto:wehresman@allegancounty.org).







**Feedback is important to us.**  
Please take the time to fill out a  
survey on any county service  
you may have received.  
[Click here to tell us how we are doing.](#)

**Contact:**

Becky Blaine  
Allegan County Administration  
[administration@allegancounty.org](mailto:administration@allegancounty.org)  
(269) 673-0239