

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**January 9, 2007  
Minutes**

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 9:00 a.m.**

**2. Public Comment**

None.

**3. Commission on Aging (COA) Site Coordinator Position**

Peter Garwood, Coordinator/Planner, explained that the COA is going to hire Kathy Grandy, who is a two (2) year employee of the COA, for a vacant part-time Site Coordinator position (attachment). However, because of her experience and training they are asking permission to hire her at the one year step in the pay grade.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Commission on Aging hiring Kathy Grandy for the part-time Site Coordinator at the 1 year step in the pay scale. Motion carried – unanimous.**

**4. Maintenance/Custodian Position**

Dave Vitale, Maintenance Supervisor, joined the meeting.

The Committee interviewed six (6) applicants for a vacant maintenance/custodial position.

- ❖ Ricky Olund
- ❖ James Nowak
- ❖ Kevin Wing
- ❖ Paul Wojcik
- ❖ James Smith
- ❖ Dan Gorno

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners hire James Smith to fill the Maintenance/Custodial position and if he is unable to take the position, Paul Wojcik be offered the position. Motion carried – unanimous.**

**5. Treasurer Clerical Position**

Sherry Comben, Treasurer, joined the meeting. Ms. Comben requested that instead of filling a vacant full-time clerical position in her office she be allowed to hire a part-time clerk/typist at 20 hours a week and increase the full-time employee's hours to 40 hours per week. The committee reviewed the collective bargaining agreement and discussed the proposal thoroughly.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve discontinuing the vacant Clerk II position in the Treasurer's Office and creating and filling the part-time – 20 hours a week Clerk/Typist position (following the Clerk/Typist scale in the union contract) on a trial basis. All other full-time employees will be increased to a 40 hour work week. If it is determined that services are suffering, the door would be open to return to the original hours and refill the vacated full-time Clerk II position. Motion carried – unanimous.**

**6. Probate and Family Court**

Bill Hefferan, Probate Court Administrator, joined the meeting on behalf of Judge Hayes (attachments). Mr. Hefferan informed the Committee that Judge Hayes is requesting that Wexford County be dropped from the wage study for the Court Administrator position. He also requested the Court Reporter/Judicial Secretary be compared only to Emmet County as he and Judge Hayes believe they are the only county in region that has a comparable position.

Mr. Hefferan indicated that he does not feel that the Court Administrators in the other Counties are his counterparts for comparison purposes.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners recognize the Court Administrator/Juvenile Officer and the Court Reporter/Judicial Secretary as not having enough comparables and approve the same wage increases to them as were given to the employees who did not have enough comparables in the larger unrepresented employees group (3.3% increase). It is also recommended that the employees in the Probate Court Unrepresented Group receive the same benefit changes as the larger unrepresented group. Motion carried – unanimous.**

Meeting adjourned at 1:30 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**February 1, 2007  
Minutes**

Members Present: Mike Crawford and Jerroll Drenth  
Members Absent: Laura Stanek  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:35 p.m.**

**2. Public Comment**

None.

**3. Treasurer - Clerk Position**

Peter Garwood, Coordinator/Planner, informed the Committee that although the Board of Commissioners approved the release of funds and filling of a full-time Clerk II position for the Treasurer, she chose to cut back the hours to 27.5 per week (a part-time irregular position). In doing so the position is no longer covered by the Collective Bargaining Agreement. However, Ms. Comben would like the County to tie the wage for the position to the wage scale of a full-time Clerk II position.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners tie the new 27.5 hour part-time irregular positions in the Treasurer Office to the Clerk II pay scale in the Collective Bargaining Agreement (attachment). Motion carried – unanimous.**

**4. Barnes Park Employee Wages**

Mr. Garwood explained that the 2007 wages for the seasonal employees (except the manager) at Barnes Park have not been set as of yet.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 3% increase for the seasonal employees at Barnes Park (attachment). Motion carried – unanimous.**

**5. Commission on Aging (COA) Part-time Employee Wages**

The Committee reviewed the request for wage increases from the COA Director for the part-time irregular employees in the COA. A motion from the COA Board recommending a 2.5% increase for all the part-time irregular employees except the homemaker position for which they recommended 3.5% was included with the communication (attachments).

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners approve a 2.5% increase for all part-time irregular employees in the COA except that the Homemaker position shall receive a 3.5% increase. Motion carried – unanimous.**

**6. Resolution**

Lenawee County – Confined Animal Feeding Operations (CAFO)

The Committee reviewed a resolution from Lenawee County encouraging the State of Michigan to adopt a mandatory permit system to enforce Generally Accepted Agricultural and Management Principles (GAAMP) for CAFO's.

No action was taken.

## **7. Sheriff Department**

Dan Bean, Undersheriff, joined the meeting. Undersheriff Bean informed the Committee that Sergeant Don Snyder has retired and the Sheriff would like to refill the position.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners release the funds and allow the Sheriff to fill the vacant detective sergeant position. Motion carried – unanimous.**

Undersheriff Bean informed the Committee that two dispatchers have left County employment and the two dispatcher positions need to be filled.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners release the funds and allow the Sheriff to fill the two vacant dispatcher positions. Motion carried – unanimous.**

✧ Correction Officer Wages

Undersheriff Bean informed the Committee that the Sheriff would like authorization to increase Scott Boni's wage to the three year step due to his experience in the Sheriff Department and the fact that he is a long time employee.

**Motion by Jerroll Drenth, supported by Mike Crawford, to authorize the sheriff to increase Scott Boni to the three year step as a Certified Corrections Officer contingent on feedback from the Union. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve no waiting period for new elected officials who choose BCBS as their health insurance. Motion carried – unanimous.**

## **8. Allstate Insurance Company**

The Committee reviewed a letter from Mike Cox, an agent for Allstate Insurance Company, indicating that he would like to be considered as an alternative to AFLAC for the County employees.

No action was taken.

## **9. Bellaire Computer Center - Quarterly Report**

Jane Redfern and Steve Groll, from the Bellaire Computer Center, joined the meeting. Ms. Redfern and Mr. Groll reviewed their activities for the past quarter (report attached).

## **10. MERS - Hybrid Plan**

Mr. Garwood informed the Committee that he received a communication from the Michigan Municipal Employee Retirement System (MERS) about a new Hybrid pension product they have. Mr. Garwood will schedule a presentation by a MERS representative mid-year. He will also request the MERS representative to address the cost of living adjustment riders in their presentation.

Meeting adjourned at 2:20 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## **CHANGED MEETING DATE AND TIME**

February 27, 2007

### **Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood

#### **1. Meeting called to order at 11:05 a.m.**

#### **2. Public Comment**

None.

#### **3. Bellaire Computer Center**

Jane Redfern and Steve Groll from the Bellaire Computer Center joined the meeting and presented an updated draft disposal policy for computers and related equipment.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners:**

- ✧ **Approve the "Policy for Disposal of Digital Data Storage Devices and Media" (attached)**
- ✧ **Amend the Equipment and Furniture Disposal Policy, adopted July 10, 2005, by deleting the following "...County's computer disposal policy (Board of Commissioners minutes, July 10, 2003)." And replace with the, "...Antrim County Policy for Disposal of Digital Data Storage Devices and Media (will have an adoption date of March 8, 2007)." (attached)**
- ✧ **Repeal the policy that requires destruction of all County computer hard drives prior to selling or disposing of them (adopted July 10, 2003, Board of Commissioners minutes - attachment).**

**Motion carried – unanimous.**

#### **4. Resolutions**

- ✧ **Livingston County Resolution to Urge the Michigan Legislature to Freeze Taxable Values on Residential Properties**  
No Action was taken.
- ✧ **Isabella County Resolution to Support Christine Alwood for Michigan Association of Counties (MAC) Member at Large**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners support Christine Alwood for MAC member at large (attachment). Motion carried – unanimous.**

#### **5. Tribute to Glen Hoopfer**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners accept the picture that will be donated by the family of Glen Hoopfer to be displayed in the Equalization Department (attachment). Motion carried – unanimous.**

**6. Solid Waste and Recycling Council**

The Committee considered Notification of Interest Forms from three (3) County residents.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Vice-Chair of the Board of Commissioners appoint Bradley Kik to the Solid Waste and Recycling Council (attachments). Motion carried – unanimous.**

**7. Personnel Issue**

The Committee discussed personnel issues.

**8. Geographical Information Systems (GIS) Data Layer Request**

The Committee reviewed a request from the Grand Traverse Regional Land Conservancy (GTRLC) for the most recent parcel layer, as well as the policy for transferring County GIS data to other organizations (the policy gives the Administration and County Services Committee authority to make the decision).

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the most recent Antrim County parcel layer be transferred to the GTRLC at no cost. Motion carried – unanimous.**

Meeting adjourned at 12:10 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## SPECIAL MEETING March 13, 2007 Minutes

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood Sheridan Rhoads  
Union: Robert Donick, Bob Daniels and Lorne Marshall

### 1. Meeting called to order at 1:00 p.m.

### 2. Public Comment

None.

### 3. Personnel Issue

The Committee reviewed the packet regarding the disciplinary action prepared by the Coordinator/Planner office and the Antrim County Transportation office. The Committee moved to Room 203-B to meet with the union at 1:03 p.m.

Peter Garwood, Coordinator/Planner, explained that because the Administration Committee is a standing committee of the Board of Commissioners, they are subject to the Open Meetings Act. Therefore, the Committee can only go into closed session if Mr. Marshall requests it.

Mr. Marshall requested closed session at 1:05 p.m. to discuss the disciplinary action given to Mr. Marshall on March 7, 2007.

Closed session began at 1:05 p.m.

The Committee went back into open session at 1:35 p.m. Bob Donick, Lorne Marshall, and Bob Daniels rejoined the meeting.

The Committee moved back to the Coordinator/Planner office.

The Committee informed the union of their decision.

**Motion by Laura Stanek, supported by Jerroll Drenth, to accept the offer from the Union that Mr. Marshall will resign his employment with Antrim County Transportation if that we remove the termination notice from Mr. Marshall's file as long as he doesn't apply for a job with Antrim County in the future. Motion carried – unanimous.**

Mr. Donick indicated that he will formally withdraw the grievance once papers are signed.

### 4. Sheriff Department Position Vacancy

Mr. Garwood informed the Committee that a Corrections Officer has resigned as of April 1, 2007.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the release of funds and authorize the Sheriff to hire a new corrections officer to fill the soon to be vacant corrections officer position (April 1, 2007). Motion carried – unanimous.**

Meeting adjourned at 2:10 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## **CHANGED MEETING DATE**

**March 29, 2007**

**Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood and Jack White

### **1. Meeting called to order at 12:33 p.m.**

### **2. Public Comment**

None.

### **3. Approval of Closed Session Minutes from the Meeting of March 13, 2007**

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the closed session minutes of March 13, 2007. Motion carried – unanimous.**

### **4. State of Michigan Geographical Information Systems (GIS) Data Request**

Joe Meyers, Associate Planner, joined the meeting and presented a request from the State of Michigan for the Antrim County parcel data. The State will use the data to plot the high risk erosion areas primarily along Lake Michigan.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve giving the Antrim County parcel data to the State of Michigan to plot their high risk erosion areas. Motion carried – unanimous.**

### **5. Equalization Department GIS Data Request**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht indicated he has had a request from a private vendor named Proxix Solutions and NATEQ North America who is requesting the County's parcel data. The County has set a price of \$2,500 for the data on a countywide basis.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve selling the Antrim County parcel data to Proxix Solutions and NATEQ North America for \$2,500 contingent on approval of the contract by legal counsel. Motion carried – unanimous.**

### **6. Sheriff Department**

Sheriff Terry Johnson joined the meeting. Sheriff Johnson updated the committee on a recent arbitration decision. Sheriff Johnson distributed a document which illustrated the savings in the department in this budget year (attachments). Sheriff Johnson informed the Committee he has decided to transfer Deputy Trish Pratt to the jail as a corrections officer.

Sheriff Johnson informed the Committee that one of the road deputies has resigned beginning May 16, 2007.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and approve filling the soon to be vacant road deputy position in the Sheriff Department. Motion carried – unanimous.**

Sheriff Johnson informed the Committee that Jim Janisse was transferred from a road sergeant position to the detective sergeant position. The vacant position was due to the retirement of Don Snyder who had been the detective sergeant since the position was created. Matt Mulidore was promoted from road deputy to the vacant road sergeant position.

#### **7. Priority Health – 60 Day Waiting Period**

Peter Garwood, Coordinator/Planner, informed the Committee that originally he was told that Priority Health was not willing to consider a policy in which the 60 day waiting period for newly hired employees would not apply to elected officials if they already had Priority Health prior to getting elected to an Antrim County office. Priority Health has apparently changed their stance on the issue (attachment).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the following language for the County's Priority Health policy: *"Newly elected officials that are coming from a Priority Health HMO plan within a 60-day timeframe, can waive the new hire waiting period if they are transferring to Antrim County's Priority Health HMO plan."***

**Motion carried – unanimous.**

#### **8. Park Manager - Benefit**

Eileen Wallick, Park Manager, joined the meeting. Ms. Wallick requested the County consider adding funeral leave as a benefit for her position as park manager.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve giving the park manager position the same funeral leave benefit as the Unrepresented Group. The benefit would be available only during those months in which she is scheduled to work. Motion carried – unanimous.**

Mr. Garwood informed the Committee that the interviews for the park attendant positions will be held on April 10 at 9:00 a.m.

#### **9. Substance Abuse Policy**

The Coordinator/Planner Office and the Sheriff Department have been working on a Drug and Alcohol testing policy for the Sheriff Department employees. Dr. David May and Lisa Woodward, both from Cedar Run Family Medicine joined the meeting. Dr. May and Ms. Woodward reviewed the services their clinic offers regarding drug and alcohol testing. They are already providing drug and alcohol testing for Antrim County Transportation.

Ms. Woodward will send to Mr. Garwood a list of the elements of a policy for which decisions have to be made before a policy can be drafted. Ms. Woodward gave the Committee a copy of their charges for various services they offer.

Meeting adjourned at 2:45 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## **SPECIAL MEETING**

**April 10, 2007**

### **Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood, Jack White and Eileen Wallick

#### **1. Meeting called to order at 9:02 a.m.**

#### **2. Public Comment**

None.

#### **3. Barnes Park - Interviews**

The Committee interviewed seven applicants for the two open park attendant positions. The applicants that were interviewed are as follows:

- Billy Adams
- Donald Czaskowski
- Thomas Weaver
- Jared Luce
- Margaret Vaughn
- Rachel Mosher
- Connor Dawson

**Motion by Mike Crawford, supported by Laura Stanek, regarding the two park attendant positions at Barnes Park, the Committee recommends the Board of Commissioners hire Rachel Mosher for the 4:00 p.m. to 12:00 a.m. shift and if she is unable to take the position or doesn't pass the pre-employment assessment the position would be offered to Margaret Vaughn as the second choice and Billy Adams as the third choice. For the flex-schedule position that goes from June to Labor Day the Committee recommends the Board of Commissioners hire Connor Dawson and if he is unable to take the position or doesn't pass the pre-employment assessment the position would be offered to Billy Adams as the second choice and Margaret Vaughn as the third choice.**

**Motion carried – unanimous.**

#### **4. Various Matters**

Priority Health 60 Day Waiting Period

Peter Garwood, Coordinator/Planner, informed the Committee that they may want to reconsider the language of a motion approved at the Administration and County Services Committee meeting on March 29, 2007 regarding the waiving of the Priority Health, 60 day waiting period for elected officials. The language in that motion appears to be inferior to the language used to allow the waiving of the 60 day waiting period for elected officials for Blue Cross Blue Shield. Mr. Garwood recommended making the language for the two health benefit options consistent.

**Motion by Laura Stanek supported by Jerroll Drenth, to retract the motion of March 29, 2007 regarding the 60 day waiting period for Priority Health for elected officials and recommend the Board of Commissioners adopt the following:**

***Newly elected officials, including the County Clerk, Treasurer, Register of Deeds, Sheriff, Prosecuting Attorney, Drain Commissioner, and County Commissioners, will not have to adhere to the current new-hire wait period, so long as they are coming from a Priority Health HMO plan. There cannot be a lapse of more than 30 days from the prior plan termination in order for this to occur.***

***Employees other than those mentioned above must comply with the new-hire waiting period regardless of what carrier they had previously.***

**Motion carried – unanimous.**

Meeting adjourned at 12:20 pm.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## CHANGED MEETING TIME

May 3, 2007

### Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood and Jack White

#### 1. Meeting called to order at 10:30 a.m.

#### 2. Public Comment

None.

#### 3. Information Technology

Fred Trimble, from Trimble Consulting, joined the meeting. Mr. Trimble gave an outline of the support needs for the future technical needs of the County once the new network and servers are in place. Mr. Trimble also provided various options for providing that support.

#### 4. Sheriff Department

Sheriff Terry Johnson joined the meeting. The Sheriff informed the Committee that a part-time clerical employee in his office is off on leave for six weeks. He would like to hire a temporary employee during that time.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Sheriff hiring a temporary clerical employee while the current part-time clerical employee is off on leave. Motion carried – unanimous.**

Sheriff Johnson requested the Committee allow him to move a relatively new deputy Eric Thorson from the start wage to the 1 year wage due to the fact he has 10 years experience as a law enforcement officer in the state of Michigan. Sheriff Johnson indicated that deputy Thorson is doing a very good job.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners allow the Sheriff to pay a newly hired deputy (Eric Thorson) at the 1st year rate due to the fact he is doing a good job and he has over three years experience in law enforcement in Michigan. Motion carried – unanimous.**

#### 5. Resolutions

- Michigan Association of Counties (MAC) – State Budget  
**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners adopt a resolution similar to the MAC resolution on how the State leaders are handling the State budget crisis and the impact on the counties in Michigan. Motion carried – unanimous.**
- Reaching Out Against Road Rage (ROARR) – Designating the week of July 15 as Road Rage Awareness Week  
No action was taken.

- Van Buren - Opposition to the Privatization of Foster Care (due to the affect on counties)  
No action was taken.
- Huron County – Opposition to Wind Energy Facilities Legislation  
No action was taken.
- Bills 4463 and 4464 Expanding Allowable Uses of Road Endings and Other Water Access  
No action taken.

**6. Various Matters**

The Committee discussed the need for support for the future technology needs. The Committee decided that Jane Redfern and Steve Groll from the Bellaire Computer Center should be invited to the next meeting.

Meeting adjourned at 12:10 pm

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

June 7, 2007

## Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood and Jack White

### 1. Meeting called to order at 12:35 p.m.

### 2. Public Comment

None.

### 3. Bellaire Computer Center

Jane Redfern and Steve Groll, from the Bellaire Computer Center, joined the meeting. Ms. Redfern and Mr. Groll gave an overview of their background in computers and technology. The Committee discussed the future county-wide network with Ms. Redfern and Mr. Groll.

#### Quarterly Report

Mr. Groll presented a quarterly report, as well as a log (January through May, 2007) of their activities providing information technology (IT) services to the County departments (attached).

### 4. Reclassification Request

Marilyn Prezkop, Clerk I in the Equalization Department, made a request for reclassification from her current classification as a Clerk I, to the Administrative Assistant classification (attachments). Bob Englebrecht, Equalization Director spoke in support of Ms. Prezkop's request.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the reclassification of Marilyn Prezkop from the Clerk I classification to the Administrative Assistant classification listed in the Collective Bargaining Agreement for the General Unit effective the first full pay period of July 2007. Motion carried – unanimous.**

### 5. Sheriff Department Personnel Issue

Sheriff Terry Johnson joined the meeting. Sheriff Johnson requested the authority to create a recreation officer position (attachments). The Committee took no action at this time, but indicated they would address the request at budget time.

### 6. Antrim County Transportation (ACT)

Sheridan Rhoades, ACT Director, joined the meeting. Mr. Rhoades requested permission to fill two vacant full-time bus driver positions at ACT (one resigned one retired).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve restoring the funding and filling two bus driver positions at ACT. Motion carried – unanimous.**

## **7. Resolutions**

- Van Buren County - Convention and Facility Fund Raid (attachment)

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the resolution approved by Van Buren County in opposition to the raid by the State on the Convention and Facility Fund (liquor tax). Motion carried – unanimous.**

- Opposition to Shifting Township Duties to the Counties (attachment)

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the attached draft resolution opposing the shift of township duties (tax collection, assessing and elections) to the counties. Motion carried – unanimous.**

## **8. Supervisor Training**

Mr. Garwood explained that he has submitted a budget request to pay for supervisor training for the department heads (elected and appointed) in the County for the last four (4) years, with no luck. He also explained that proper training could potentially keep the grievance and arbitration to a minimum, thus saving money on labor counsel. The Committee expressed support for the idea. Mr. Garwood will get an updated quote.

## **9. Network Staffing**

The Committee discussed the various approaches that could be taken to provide support to cover the needs driven by the newly planned network and equipment the County is currently bidding out.

The meeting adjourned at 3:20 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

July 5, 2007  
Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:30 p.m.**

**2. Public Comment**

None.

**3. Abstract Department Budget**

Theresa Kent, Abstractor, joined the meeting and presented the budget request for the Abstract Department.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Abstract Department budget request (\$102,692) and capital outlay (\$5,550) request as amended for submittal to the Finance Committee. Motion carried – unanimous.**

**4. Coordinator/Planner Office Budget**

Pete Garwood, Coordinator/Planner, presented the budget request for the Coordinator/Planner office.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the Coordinator/Planner Office budget request (\$186,655) as amended and capital outlay request (\$6,019) for submittal to the Finance Committee. Motion carried – unanimous.**

**5. Northwest Michigan Council of Governments – Appropriation Request**

Bud Shipstead, Director, and Elaine Wood, Deputy Director, joined the meeting. Mr. Shipstead and Ms. Wood updated the Committee on the activities (attached) of the NWMCOG and requested an appropriation for the 2008 budget year.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the appropriation request (\$5,073) for the NWMCOG for the 2008 budget for submittal to the Finance Committee. Motion carried – unanimous.**

**6. Michigan Municipal Employee Retirement System (MERS) Presentation**

Jennifer Willis, from MERS, joined the meeting. Ms. Willis informed the Committee about the "E" or cost of living adjustment program for employees that have already retired. Ms. Willis also discussed the E-2 and E-1 riders.

Ms. Willis also explained what the hybrid defined benefit/defined contribution plan is about.

**7. Park Issue**

The Committee and the Sheriff discussed an incident in which a late night disturbance took place at Barnes Park.

**8. Grievance Hearing – Sheriff Department**

Grievance hearing began at 2:45 p.m.

The Committee moved to Room 203-B where Lou Basso, Corrections Sergeant, Jim School, Corrections Officer, and Pat Spidell, Business Representative for the Police Officers Association of Michigan (POAM), joined the meeting.

- Grievance 07-132

Mr. Spidell gave a verbal account of the bargaining unit's position on the issue. The Union alleges the Sheriff failed to post an open vacancy for a corrections officer. Peter Garwood, Coordinator/Planner stated it was management's position that the Sheriff has sole discretion to determine when a vacancy exists. Given the circumstances in which one corrections officer was retiring and the Sheriff was being ordered to take back another officer in the same time period, the Sheriff determined a vacancy did not exist. Both the Union and Management gave their perspective on the issue.

- Grievance 07-159

Mr. Spidell gave a verbal account of the bargaining unit's position on the issue. The Union alleges that Officer Trish Pratt is not entitled to work overtime in the jail because she is not in the Corrections, Cooks and Clerical (CCC) bargaining unit. Management believes she is now in the CCC unit. Both sides gave further reasoning for their positions.

The Committee went back to the Coordinator/Planner Office meeting room at 3:20 p.m.

The Committee decided to hold a special meeting on July 9 at 12:00 noon to further discuss the grievances after Mr. Garwood has had a chance to research some questions.

## **9. Bellaire Computer Center (BCC)**

Jane Redfern and Steve Groll from the BCC joined the meeting.

- Communications Budget and Computer Budget

Ms. Redfern and Mr. Groll presented and the Committee reviewed the Communications budget and the Computer budget requests for 2008.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Communications budget request for 2008 for submittal to the Finance Committee. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Computer budget request for submittal to the Finance Committee. Motion carried – unanimous.**

Mr. Groll and Ms. Redfern also gave a report of activities for the past month (attached).

## **10. Michigan Sentencing Guidelines**

The Committee received and discussed a document titled, "Proposed Reforms to Michigan Sentencing Laws" (attached).

## **11. Barnes Park**

The Committee discussed personnel issues at the Barnes Park campground.

## **12. Network Support**

**Motion by Laura Stanek, supported by Jerroll Drenth, to support the recommendation of the Information Technology Ad Hoc Committee for staffing the future computer network. Motion carried – unanimous.**

## **13. Commission on Aging (COA)**

The Committee discussed personnel issues at the COA.

The meeting was adjourned at 4:45 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## SPECIAL MEETING

July 9, 2007

Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth

Members Absent: None

Others Present: Pete Garwood, Terry Johnson and Jack White

**1. Meeting called to order at 12:20 p.m.**

**2. Public Comment**

None.

**3. Corrections, Cooks and Clerical (CCC) Grievances**

The Committee reviewed and discussed the elements of the two grievances filed by the POAM CCC Unit (07-132 and 07-159) along with the new information gathered since the last Committee meeting.

**Motion by Laura Stanek, supported by Jerroll Drenth, to send a memorandum to the POAM indicating the Sheriff did not violate the Collective Bargaining Agreement and the Committee could find no reason to not support the Sheriff's Decision regarding grievance 07-132 and grievance 07-159. Motion carried – unanimous.**

**4. Antrim County Transportation (ACT)**

Mr. Garwood informed the Committee that in order to keep ACT on track they should seek permission to make the hiring decision on the two vacant driver positions at ACT.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners give the Administration and County Services Committee the authority to make the final hiring decision for the two vacant driver positions at ACT. Motion carried – unanimous.**

Meeting adjourned at 1:10 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

## SPECIAL MEETING

July 18, 2007

### Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Sheridan Rhoads

#### **1. Meeting called to order at 9:00 a.m.**

#### **2. Public Comment**

None.

#### **3. Antrim County Transportation (ACT) Pension Issue**

The Committee reviewed information regarding the work history of employee Tom Sandeen as it relates to his Michigan Municipal Employee Retirement System (MERS) retirement accrual of time. It appeared that Mr. Sandeen was given credit toward the pension benefit beginning September 1986 when he may have been eligible beginning December 1985. The Committee asked Peter Garwood, Coordinator/Planner, to get a calculation of what the County would owe and what Mr. Sandeen would owe if he was credited back to December 1985.

#### **4. ACT Driver Interviews**

The Committee along with Peter Garwood, Coordinator/Planner, and Sheridan Rhoades, Transportation Director, interviewed six (6) candidates for the position of bus driver for Antrim County Transportation (ACT).

- ❖ Michael Boucard
- ❖ Donna Sylvester
- ❖ Deidre Catoe
- ❖ Annette Mongar
- ❖ James Ellis
- ❖ Dana Smith

**Motion by Laura Stanek, supported by Jerroll Drenth, to offer the position to Annette Mongar for the position of driver for ACT and if she is unwilling or unable to accept the position or fails the pre-employment screening, it shall be offered to Donna Sylvester as a first alternative and Michael Boucard as a second alternative. Motion carried – unanimous.**

#### **5. Sentencing Guidelines**

The Committee reviewed Charlie Koop's response on the proposed changes to the Michigan sentencing guidelines (attachment).

#### **6. Commission on Aging**

Mr. Garwood updated the Committee regarding an issue at the Commission on Aging. The Committee provided Mr. Garwood with guidance on the issue.

Meeting was adjourned at 12:30 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

August 2, 2007  
Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: Laura Stanek  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:30 p.m.**

**2. Public Comment**

None.

**3. Edward Jones Deferred Compensation**

Ben Mulidore, Agent from Edward Jones Financial Advisors joined the meeting. Mr. Mulidore provided information about his company. He also indicated that if the opportunity arose he would really like to offer his product to the County employees.

**4. Bellaire Computer Center Budget**

Steve Groll and Jane Redfern from the Bellaire Computer Center joined the meeting. Sheriff Terry Johnson and Steve Bratchi, Dispatch Sergeant also joined the meeting.

Ms. Redfern gave an update on their research for a County-wide a cellular phone contract (attached).

The committee decided to have both ALLTEL and Cellular One come and give phone demonstrations and presentations to department personnel and interested commissioners.

Mr. Groll provided a 2007 adjustment recommendation.

Mr. Groll presented the 2008 budget request for the Computer Cost Center in the General Fund Budget.

The Committee agreed to send the recommendation for a 2007 budget adjustment as well the 2008 budget to the Finance Committee.

**Motion by Jerroll Drenth supported by Mike Crawford, To send the recommendation for a 2007 budget adjustment as well the 2008 budget request for the “Computer” cost center to the Finance Committee. Motion carried – unanimous.**

**5. Grievance – Sheriffs Department**

Mike Gank, Vice President of the POAM – Deputies and Dispatchers (DD) Unit explained the Union’s position regarding the grievance filed on behalf of grievant Michael Ann Chellis (attached). Mr. Gank was unable to identify a section of the contract that was violated. Mr. Crawford explained to Mr. Gank the Committees concerns with the grievance. Mr. Garwood indicated what sections of the bargaining unit contract were reviewed regarding this grievance.

**Motion by Jerroll Drenth, supported by Mike Crawford, to support the Sheriff regarding the decision on vacation time scheduling in the Dispatchers and Deputies unit. Motion carried – Unanimous**

**6. Personnel Issue – Sheriff Department**

The Sheriff shared issues regarding personnel in the Sheriff Department with the Committee.

**7. Resolution**

Livingston County

- **Motion by Jerroll Drenth, support by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the resolution received from Livingston County opposing House Bill 4852, which would levy a fee (tax) on home owners insurance, cellular phones and land line phones, for purposes completely unrelated to the service. Motion carried – unanimous**

**8. Coordinator/Planner Personnel Issue**

The Committee reviewed information and recommendations submitted by Peter Garwood, Coordinator/Planner regarding the affects of “growing” the Coordinator/Planner Secretary into the position of Network Engineer.

**Motion by Jerroll Drenth supported Mike Crawford To recommend the Board of Commissioners authorize the Coordinator/Planner to initiate the interview process for a 24 hour a week temporary/part-time employee (at \$11.80 per hour, no benefits) to fill in, in the Coordinator/Planner Office when Ms. Craft is out of the office tending to the computer network installation and operation. Motion carried – unanimous**

The Committee will review and consider the other issues and recommendations at the next Administration and County Services Committee meeting.

The meeting was adjourned at 3:30 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

August 30, 2007  
Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

## 1. Meeting called to order at 12:30 p.m.

## 2. Public Comment

None.

## 3. Proposed Reforms to Michigan Sentencing Laws

Charlie Koop, Prosecuting Attorney, joined the meeting and spoke to the Committee on the State proposed sentencing guidelines. It was Mr. Koop's opinion that the revisions, as currently drafted would not be good for Antrim County. The Committee decided it was not the right time to take action on this issue.

## 4. Sheriff Department Personnel Issue

Dan Bean, Undersheriff, joined the meeting to inform the Committee that after 30+ years Marty Fisher is retiring from his position as a dispatcher. He requested permission to fill the position once Mr. Fisher leaves.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the release of funds and allow the Sheriff to hire for the soon to be vacated dispatcher position. Motion carried – unanimous.**

## 5. Resolutions

❖ Citizens for Alternatives to Chemical Contaminations (CACC)

The Committee reviewed a communication from an organization called CACC opposed to CAFO's or concentrated animal feed operations. No action was taken at this time.

The Committee reviewed a resolution from Newaygo County in support of county acceptance of passport applications (attached). The Committee also reviewed a letter from Laura Sexton, Clerk expressing her views on the issue (attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners support a resolution, similar to the Newaygo County resolution, in favor of continuing the practice of issuing passports to residents of the county. Motion carried – unanimous.**

## 6. Solid Waste and Recycling Council (SWRC)

The Committee was informed that a member of the SWRC recently resigned. The Committee reviewed Interest Notification forms (attachments) submitted by two individuals the last time there was an open seat on the SWRC (February 2007).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners appoint Mike Domsic to the Solid Waste and Recycling Council and if he is not interested or unable to take the position, Myrna Holland should be appointed to the position. Motion carried – unanimous.**

**7. Antrim County Transportation (ACT) - MERS Issue**

Mr. Tom Sandeen, Mechanic, and Sheridan Rhoades, Director of ACT, joined the meeting. The Committee reviewed a communication from Nancy Phillips, from MERS, regarding Tom Sandeen and his part-time service. The Committee requested that Mr. Garwood get additional information on how the County and the employee contributions were calculated.

**8. Commission on Aging (COA)**

Carol Mitchell, Director of the COA, joined the meeting. Ms. Mitchell requested that she be able to pay newly hired Chris Larson at the three year step on the pay scale due to the fact she recently held the Events Coordinator position at the three year step, previously.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve paying Chris Larson at the three year step (\$10.61) on the pay grade for the Events Coordinator position (attachment), due to her experience in that position. Motion carried – unanimous.**

**9. Network Support**

The Committee reviewed a communication from Peter Garwood, Coordinator/Planner regarding recommendations for the network engineer position which Valerie Craft had been recently appointed to, and how to handle the effects on the Coordinator/Planner Office in her absence.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve reimbursing Ms. Craft for money spent on the CompTIA A+ certification, CompTIA Network+ Certification, Microsoft Certified Systems Engineer (MCSE) Certification (attachment) and also increase her hours to 40 hours per week. Motion carried – unanimous.**

**10. Retiree's Pension**

In past meetings the Committee has been exploring options for recommending some kind of adjustment for past retirees of Antrim County. Mr. Garwood requested direction from the Committee on what options they would like him to research. The Committee directed Mr. Garwood to research two options; doing a one time adjustment at 5% or doing a one time adjustment at 10%.

Meeting adjourned at 2:30 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

October 4, 2007  
Minutes

Members Present: Laura Stanek, Mike Crawford and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

## 1. Meeting called to order at 12:30 p.m.

## 2. Public Comment

None.

## 3. Bellaire Computer Center (BCC)

### **Cell Phones:**

Jane Redfern and Steve Groll from the Bellaire Computer Center joined the meeting and reported on their efforts to investigate the consolidation of the purchase of cell phones in Antrim County.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve implementing a County wide cell phone contract with ALLTEL, with unified billing. Motion carried – unanimous.**

### **Policy:**

The Committee directed the Bellaire Computer Center to draft a model cellular phone policy.

The Committee directed the Bellaire Computer Center to work with the Coordinator/Planner Office to organize a sale of old computers.

### **Quarterly Report:**

Ms. Redfern and Mr. Groll distributed the quarterly report for County information technology (I.T.) activity.

## 4. Sheriff Department

Sheriff Terry Johnson joined the meeting. Sheriff Johnson updated the Committee on a law suit/arbitration concern in his department.

The Sheriff informed the Committee that he will be moving Trish Pratt from the Corrections Officer position to a position in the Deputies unit mostly performing paper serving, courthouse, and other duties.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds for the vacant Corrections Officer position and allow the Sheriff to fill the position. Motion carried – unanimous.**

### **Animal Control –Part Time Employee:**

Sheriff Johnson requested the part-time employee's hours in Animal Control Department be increased from 20 hours to 29 hours per week for the 2008 budget year. (It was included in the Sheriff's budget request at \$10.50 per hour)

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee find the funds and the Board of Commissioners increase the part-time employee's hours in the Animal Control Department from 20 hours to 29 hours per week, effective at the beginning of 2008. Motion carried - unanimous**

**5. Antrim County Transportation – MERS Issue**

Tom Sandeen, Mechanic and Sheridan Rhoades, Director at Antrim County Transportation (ACT) joined the meeting. The Committee reviewed a report from the Michigan Municipal Employee Retirement System (MERS) that indicated the cost of paying for the time that Mr. Sandeen worked for the County full-time but, did not receive credit toward his pension.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve spending the \$5,372.04 to pay the employer portion for the 10 months of pension credit (December 1985 to September 1986) for Thomas Sandeen. Motion carried – unanimous.**

**6. Priority Health – Retiree's**

Pat Dewey and Darci Fitch, from Dewey Insurance Agency and Jim Hart, Priority Health representative joined the meeting. Mr. Hart presented a program that Priority Health offers to retirees who are Medicare eligible. For those retirees over 65 years old, he presented a plan that coincides with, and "beefs up" Medicare. The program is offered as a seamless program for the retirees (Priority Health does all the Medicare paperwork).

The premium for the retirees over 65 years old is \$162.37 per month. Darci Fitch indicated Priority Health is currently considering a request to allow retired employees under 65 to subscribe to the HMO Program currently offered to active employees.

**7. Unrepresented Employees**

Julie Gorno and Dan Bean joined the meeting as representatives of the unrepresented employees in Antrim County. The two (2) representatives distributed their initial requests to the Committee.

**8. Probate Court – Bill Hefferan**

Bill Hefferan, Court Administrator of the Probate Court, joined the meeting. Mr. Hefferan requested his position be recognized as comparable to the Juvenile Officer for the comparison purposes.

**9. Veterans Affairs Personnel**

George Ouvry member of the Veterans Affairs Board joined the meeting. Mr. Ouvry requested that the Veterans Counselor's hours be increased to up to six (6) additional hours. These hours would be used only if needed.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Finance Committee find the funding and the Board of Commissioners approve that the Veterans Counselor's hours be increased by up to six (6) additional hours per week, to be used only if necessary, beginning Monday, October 8, 2007. Motion carried – unanimous.**

**10. Network Support**

Valerie Craft, Network Support/Secretary and Fred Trimble, Consultant joined the meeting.

Mr. Trimble explained that the model the County should adopt is, instead of purchasing the servers fully loaded, we should purchase the servers empty and have a network engineer ("hired gun") work with our staff (Valerie Craft) to configure them. This way the County would not be beholden to any particular company for support of the servers.

The Committee reviewed the resume of a network engineer (Mathew Goodhue) who could fill the role of assisting Ms. Craft with configuring, to begin with, the two servers we recently purchased (the domain controller server and the exchange server). Mr. Goodhue's proposal is for a total of (not to exceed) 12 hours at \$80 an hour. Pete Garwood, Valerie Craft, Fred Trimble and Jack White all met with Mr. Goodhue and all four indicated he would be a good choice.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners contract with Mathew Goodhue, from Common Sense Computing, to work with our county support staff to configure the two servers the County had previously purchased, at a rate of \$80 an hour, not to exceed 12 hours.**

**Motion carried - Unanimous**

Mr. Trimble requested the County set the amount of the contract for his company's services (Trimble Consulting) at \$60,000. Mr. Trimble explained that the amount is higher than originally estimated because we do not have any part of the network in place, thus we do not have the staff that another organization might have already in place. This has caused Mr. Trimble to have to complete some of the work that he had not counted on when he gave the original estimate.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners set the contract with Trimble Consulting at \$60,000.**

**Motion carried - unanimous**

Mr. Trimble distributed a spreadsheet which indicates the ongoing support cost of the network for the next few years (attached).

Mr. Trimble and the Committee discussed the fiber bids (connecting the outbuildings to the main campus) and the alternatives. The bids for connecting the outbuildings with underground Fiber came in double the estimate expected. Mr. Trimble suggested the County reject all three of the bids. Mr. Trimble indicated the three alternatives to underground fiber are overhead fiber, a T1 line (phone), or wireless. Mr. Trimble described the advantages and disadvantages of each. A fourth option discussed would be to decide not to connect the outbuildings to the main campus. However, if that were to happen the decision would have to be made soon, as the equipment for those buildings has already been ordered.

Valerie Craft, Network Support/Secretary updated the Committee on;

- the new part-time, temporary employee – Kacey Prichard
- her own education toward certification
- the ordering of the PRI lines
- the status of the cabling
- and the installation of the two servers we currently have

Peter Garwood, Coordinator/Planner renewed his request for a Think-pad or laptop for the Coordinator/Planner Office, specifically for Valerie Craft, at this time as we are currently borrowing a laptop from the Sheriff Department. The Committee directed Mr. Garwood to the Finance Committee meeting.

**11. Resolutions**

**Arenac County Resolution to Oppose U. S. House Bill 811**

**Motion by Laura Stanek, supported Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the one received from Arenac County, in opposition to U.S. House Bill 811. Motion carried - unanimous**

**12. Various Matters**

**MERS - Retiree Pension Adjustment**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee find the funds and the Board of Commissioners approve obtaining an actuarial to determine the cost of a 5% pension adjustment for Antrim County employees who retired after 1991 (cost \$740). Motion carried – unanimous.**

The meeting adjourned at 4:20 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

November 5, 2007

## Minutes

Members Present: Jerroll Drenth and Jack White (sitting in as a Committee member to make a quorum, in accordance with the Antrim County Commissioner Porcedures)  
Members Absent: Lauri Stanek and Mike Crawford  
Others Present: Pete Garwood

### 1. Meeting called to order at 12:40 p.m.

### 2. Public Comment

None.

### 3. Wide Area Network (WAN)

Fred Trimble, Consultant and Charlie Koop, Legal Council joined the meeting. Mr. Trimble presented a new proposal for the WAN, in an effort to get the Commission on Aging (COA), the Animal Shelter, Antrim County Transportation (ACT), the Airport Terminal and Emergency Services connected to the main campus network (estimated costs attached). Charlie Koop addressed concerns with the project.

The Committee directed Mr. Garwood to check with the Abstract Department on the ownership of the walking path property through which we would pursue an easement.

Mr. Koop will also check on easements and what type of agreements would be necessary.

**Motion by Jack White, supported by Jerroll Drenth, to recommend the Board of Commissioners accept the low bid for the fiber project with Thomas Communications for the connection between main campus, the Animal Shelter and ACT, and authorize Mr. Trimble and the Coordinator/Planner Office to re-negotiate the cost. Motion Carried – Unanimous.**

The Committee discussed the extension of the contractual arrangement with Matt Goodhue, the network engineer (hired gun) who is assisting Valerie Craft with the installation of the servers. Mr. Trimble recommended the hourly rate, at which the county is currently paying Mr. Goodhue, not to exceed \$10,000 for the year 2007.

**Motion by Jack White, supported by Jerroll Drenth, to recommend the Board of Commissioners agree to extend the contractual arrangement with Matt Goodhue (Common Sense Computing) at a rate of \$80.00 per hour, not to exceed \$10,000 for the year 2007. Motion Carried – Unanimous.**

### 4. Bellaire Computer Center (BCC)

#### **Cellular Phone Policy**

Jane Redfern and Steve Groll from BCC joined the meeting. The Committee reviewed a draft cellular phone policy with Ms. Redfern and Mr. Groll. Action was deferred until the next meeting.

#### **BCC Contract**

Ms. Redfern and Mr. Groll will meet with Mr. Garwood and Ms. Craft between now and the next meeting. At which time there will be a recommendation for changes in the contract between Antrim County and the BCC.

**5. High Tea for Breast Cancer Web Site Link**

Ed Huller gave a presentation on the Antrim County High Tea for Breast Cancer program. Mr. Huller requested the organization be allowed to have a link on the Antrim County Website.

**Motion by Jack White, Supported by Jerroll Drenth, to the recommend the Board of Commissioners allow the Antrim County High Tea for Breast Cancer Organization to work with the Antrim County staff to establish a link on the Antrim County website. Motion Carried – Unanimous.**

**6. Probate Court – Unrepresented**

Judge Norman Hayes presented a wage survey for the two (2) unrepresented positions in the Probate Court. Judge Hayes requested the Committee consider the salary surveys when setting the 2008 salaries of the two (2) employees.

**7. Unrepresented General Group**

The representatives of the unrepresented group decided to wait until the next meeting when the wage / salary benefit survey results will be ready.

**8. Grievance Hearing**

The Committee temporarily moved to Room 203B to meet with the Corrections, Cooks and Clerical (CCC) Bargaining Unit Representatives (Pat Spidell, Business Representative; Jim School, Chief Steward and Jack Patton, grievant). The Committee listened to the Union Representative's reasons for filing the grievance as well as Undersheriff Dan Bean's response to the grievance.

**Motion by Jerroll Drenth, Supported by Jack White to deny the grievance. The Committee believed there was good reason to support the Sheriff's decision. Motion Carried – Unanimous.**

**9. Sheriff Department Personnel**

Undersheriff Dan Bean requested the Sheriff be able to fill the recently vacated dispatcher position.

**Motion by Jack White, Supported by Jerroll Drenth to recommend the Board of Commissioners release the funds and allow the Sheriff to fill the vacant dispatcher position. Motion Carried – Unanimous.**

**10. Medicare Eligible Retiree Health Insurance**

At the last Administration and County Services Committee meeting a presentation was made by Jim Hart from the Priority Health and Pat Dewey from Dewey Insurance. The presentation was of a program that Priority Health offers to retirees who are Medicare eligible. For those retirees over 65 years old, he presented a plan that coincides with and "beefs up" Medicare. The program is offered as a seamless program for the retirees (Priority Health does all the Medicare paperwork.) The premium for the retirees over 65 years old is \$162.37 per month.

**Motion by Jerroll Drenth, Supported by Jack White to recommend the Board of Commissioners approve offering the Priority Medicare Employer Group Plan for those retirees who are Medicare eligible. Motion Carried – Unanimous.**

**11. Network Support**

Mr. Garwood indicated it would make more sense to review where we are at with the Network Engineer position next month as we will be deep into the network equipment installation by then.

**12. Resolutions**

The Committee decided to delay action on all resolutions until next month.

The meeting adjourned at 3:55 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

December 6, 2007  
Minutes

Members Present: Laura Stanek, Jerroll Drenth and Mike Crawford  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:33 p.m.**

**2. Public Comment**

None.

**3. Dewey Insurance Update**

Pat Dewey and Darci Fitch from Dewey Insurance Agency joined the meeting. Mr. Dewey updated the Committee on the health insurance trends in the County as well as the Nation.

**4. Resolutions**

Tuscola County – Opposing cuts to child support enforcement dollars and privatization of foster care. No action taken.

Bay County – Urging State Legislators to pass a budget that fully funds county programs and also addresses the State budget crisis. No action taken.

**5. Letter of Support**

Stan Moore, MSU Extension Director joined the meeting. Mr. Moore was seeking a letter of support authorizing him to run for the National Association for County Agriculture Agents (NACAA).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners authorizes the Chair to sign a letter of support authorizing Stan Moore to run for the NACAA Board. This is a requirement of the NACAA Organization.**

**Motion Carried – Unanimous.**

**6. Unrepresented Employees – Probate Court**

Bill Hefferan, Probate Court Administrator joined the meeting. The Committee discussed the possibility of comparing Mr. Hefferan's position to the Juvenile Officer position in the other counties as opposed to the Court Administrator. Mr. Hefferan explained that he is the Juvenile Officer, and that he considers the Juvenile Officers in the other counties as his counter parts. He also indicated, when the State budget crises was happening in September, he was informed that his position would have been adversely impacted if the State didn't fund the Juvenile Officer Grant program.

The Committee directed Mr. Garwood to, in the future; compare Mr. Hefferan's position to the Juvenile Officer in the other counties rather than the Court Administrator position in the Probate Court.

The Committee held off on any wage and salary increase decision at this time for the Probate Court Unrepresented.

**7. Unrepresented General Group**

Deborah Peters, Veterans Counselor; Dan Bean, Undersheriff; and Julie Gorno, ACT Secretary joined the meeting and presented the proposal for compensation increases for the General Unrepresented group. The Committee responded with a counter proposal. The group will meet with the Committee again on Tuesday, December 11.

**8. Housing Contract**

The Committee deemed that the contract with Kalkaska County for the services of the Antrim County Housing Director was fine as is, aside from the eventual addition of the 2008 salary increase.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend approval of the contract with Kalkaska County for the services of the Antrim County Housing Director, contingent on a positive response from Kalkaska County and the addition of a compensation increase. Motion Carried - Unanimous**

**9. Contract between Antrim County and Bellaire Computer Center**

Steve Groll, Bellaire Computer Center (BCC) joined the meeting. The Committee reviewed the draft of the contract between Antrim County and BCC with proposed changes for 2008. The Committee tabled the contract until the meeting on December 11, 2007.

**10. Stand Alone Prescription Program**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve changing the stand alone prescription program (part of suffix 661) from a 5/10 prescription program to a 10/40 prescription drug program. Motion Carried - Unanimous**

**11. Supervisor Training**

Mr. Garwood requested the Committee consider including a supervisor training program in the general fund budget. The program is offered through Northwestern Michigan College. Mr. Garwood will bring more information, regarding the program, to the meeting on December 11.

**12. Barnes Park Wages**

A decision on the 2008 wage increase for the Barnes Park employees was put on hold.

**13. Electrical Inspector**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and authorize the hiring process to fill the vacant Electrical Inspector position in the Building Department.**

**Motion Carried – Unanimous.**

**14. Committee Appointments**

- Antrim Creek Natural Area:  
Mr. Garwood will send a communication to Banks Township regarding the expiration of Gary Strange's term, as he is one of the township appointees.
  
- Commission on Aging:  
**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Chairman of the Board of Commissioners appoint Betty Jo Hudson (term expires 1/1/2009), and also re-appoint Don Schuiteman (term expires 1/1/2009), Dr. Mary Kokosky (term expires 1/1/2009) and Edward Bradford (term expires 1/1/2009).**

- Construction Code:  
**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Chairman of the Board of Commissioners re-appoint Ordon Hierlihy, III – Building (term expires 12/31/2009), David Watrous – Electrical (term expires 12/31/2009), Joe Wirtz – Building (term expires 12/31/2009).**
- 911 Board:  
**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoints William Drollinger (term expires 1/1/2010)**
- EDC / BRA:  
**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoints Richard Diebold (term expires 12/31/2010)**
- Farmland and Openspace:  
**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoints Dennis Ireland (term expires 12/31/2010) and Dorance Amos (term expires 12/31/2010)**
- Housing Commission:  
**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Bridget Russel (term expires 1/1/2011), Vincent Olach (term expires 1/1/2011), and Marian Sterner (term expires 1/1/2011).**
- NLEA:  
**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners appoints Tim Underwood (term expires 1/1/2010) and Jim Kowal (term expires 1/1/2010).**
- Parks and Recreation Advisory Board:  
**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Mike Meriwether (term expires 1/1/2011) and re-advertise for one remaining vacancy.**
- Planning Commission:  
**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoints Barbara Bradford (term expires 12/31/2010), James Gurr (term expires 12/31/2010) and Thomas Maleck (term expires 12/31/2010)**
- Board of Public Works:  
No interest forms were received. It was noted this Board has not been active for some time.
- Solid Waste:  
This was put on hold until Mr. Garwood can clear up what appears to be a mix up on whose seat is open.

- Veteran's Affairs:  
**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoints Allan Potter (term expires 12/31/2011)**

**15. Prosecuting Attorney Salary**

Charlie Koop, Prosecuting Attorney joined the meeting regarding an increase in salary for his position. The Committee gave Mr. Koop an idea of where they were with salary and wage negotiations with the other groups.

**16. Coordinator / Planner Salary**

Mr. Garwood indicated he would wait until the Committee is finished negotiating with the unrepresented employees.

**17. Network Support**

Fred Trimble, Trimble Consulting joined the meeting and gave the Committee and update on the network installation. Mr. Trimble also distributed a financial spreadsheet on where we are on the project, budget-wise.

The Committee agreed to purchase the servers through a quote process.

Mr. Trimble distributed and reviewed a spreadsheet analysis of the wireless bids for getting the network out to the Airport and the EOC.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the Windemueller bid for the wireless project to make the Airport and the EOC a part of the County computer network at a cost of \$29,600.  
Motion Carried – Unanimous.**

Mr. Garwood presented a recommendation for budget line items for the network support.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners increase Valerie Craft's stipend for her Network Engineer work to a total of \$2,066 with the idea it will be evaluated in six month.  
Motion Carried - Unanimous**

**18. Alltel Contract**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve and the Chairman sign the agreement with Alltel for a County-wide (all departments) cellular phone contract.  
Motion Carried – Unanimous.**

The meeting was adjourned at 5:05 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

December 11, 2007  
Minutes

Members Present: Laura Stanek, Jerroll Drenth and Mike Crawford  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 9:00 a.m.**

**2. Electrical Inspector Interviews**

The committee interviewed four individuals for the position of Electrical Inspector. They were as follows: Jeff Byrne, Dave Scott, Robert Bussa and Oscar Jaquish.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners hire Dave Scott for the position of Electrical Inspector and if he is unable or unwilling to take the position, then the position should be offered (in the following order) to Jeff Byrne and next Robert Bussa. Motion Carried - Unanimous**

**3. Unrepresented Employees Group-Compensation**

Deborah Peters, Dan Bean and Julie Gorno joined the meeting as representatives of the Unrepresented Employees. The group made a counter offer to the previous proposal by the Committee. The Committee caucused and presented their last best offer. After caucusing the three representatives indicated they would accept the offer (attached).

**4. Prosecuting Attorney, Coordinator / Planner and Probate Court Unrepresented - Compensation**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners apply the same compensation increases agreed to with the Unrepresented to the Prosecuting Attorney, the Coordinator / Planner and the Probate Court Unrepresented Employees. Motion Carried – Unanimous.**

**5. EOC House Numbering Grant**

Mr. Garwood explained the Local Emergency Planning Committee (LEPC) intends to request grant funding from the Grand Traverse Band of Ottawa and Chippewa Indians for a fund that would help pay for a green and white address sign and a post for low-income residents. An employee from Antrim County Transportation (ACT) has agreed to complete the grant application but would like to be compensated for it (approximately 10 hours, not to exceed \$175.00). The Committee decided to recommend no action be taken.

**6. Michigan Municipal Employee Retirement System (MERS) - Adjustment**

The Committee reviewed the projection (provided by MERS) of what it would cost to increase the current retiree's pension benefit by 5%. The increase would apply to those ex-employees who retired after 1991. The Committee decided to wait until next year to reconsider the issue.

**7. Effect of Termination on Benefits - Policy**

The Committee reviewed a draft policy titled, "Effects of Termination on Vacation and Health Benefits".

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend approval of the attached policy titled, "Effects of Termination on Vacation and Health Benefits".  
Motion Carried - Unanimous.**

**8. Network Expenses**

The Committee reviewed a communication from Peter Garwood, Coordinator/Planner regarding allocating dollars for network support for the 1<sup>st</sup> year of operation (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approves allocating dollars in the 2008 budget to the following items:**

<b>\$36,000</b>	<b>Network Engineer Assistance (Hired Gun – Common Sense Computing)</b>
<b>\$12,000</b>	<b>Network Administrator (Trimble Consulting)</b>
<b>\$ 7,925</b>	<b>Part-time Temporary Secretary</b>

**Motion Carried - Unanimous**

**9. Airport Manager - Salary**

John Strehl, Airport Manager joined the meeting. Mr. Strehl indicated that when he received an increase on his salary last year, he was told it could not all be done in one year. Thus, he was asking for another adjustment this year (in addition to the regular percentage increase). The Committee directed Mr. Strehl to bring in supporting data for his request, and to work with Mr. Garwood on the process for getting the data.

**10. Bellaire Computer Center (BCC) Contract**

Sherry Comben, Treasurer joined meeting. Ms. Comben answered questions regarding the services her office receives from the BCC. The Committee further discussed the revised draft contract between Antrim County and the BCC.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the draft contract (attached) between Antrim County and BCC for IT support services. Motion Carried - Unanimous**

**11. Supervisor Training**

Mr. Garwood requested dollars be budgeted for Supervisor Training for all department heads (appointed and elected) for 2008. The Committee requested that Mr. Garwood conduct a survey to gauge interest (especially by department heads that are elected officials) in the proposed Supervisor Training.

**12. Long Distance Contract - Quest**

Mr. Garwood presented a three year agreement from Quest (our current long distance carrier). The agreement features an in state long distance rate of 1.8¢ per minute, and an out of state rate of 3.2¢ per minute, additionally the per line charge has been almost cut in half to \$2.45 per month/line.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve an agreement with Quest to be the long distance provider for Antrim County for a three (3) year period. Motion Carried - Unanimous**

The meeting was adjourned at 1:45 p.m.