

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

January 20, 2012 Meeting

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Administrator and Dean Pratt, Undersheriff

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

2. Public Comment

None.

3. Grievance Hearing

Grievance 11-660, Rubin Termination

Pat Spidell, Business Representative and Bob Daunter, Chief Steward of the Deputies/Dispatchers Bargaining Unit were present.

The facts regarding the action taken by the Sheriff were discussed.

Motion by Jerroll Drenth, supported by Dave Howelman, to support the action taken by Sheriff Bean to terminate the employment of Deputy Todd Rubin.

Motion carried - unanimous

The meeting was adjourned at 2:25 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

**February 2, 2012
Meeting**

Members Present: Mike Crawford and David Howelman

Member Excused: Jerroll Drenth

Others Present: Pete Garwood, Laura Stanek, Sherry Comben, Debra Haydell

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

2. Public Comment

None.

3. General Unit and Probate Court Unit Negotiations

Motion by David Howelman, supported by Mike Crawford, to go into closed session to discuss union negotiations, specifically negotiations with the General Unit and the Probate Court Unit. Motion carried – Unanimous

Closed session began at 12:45 p.m.

The Committee was back in open session at 12:55 p.m.

Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the tentative agreement with the General Unit as well as the tentative agreement with the Probate Court Unit. Motion carried - Unanimous

4. Unrepresented Group

Mike Neubecker, COA Director joined the meeting as a representative of the Unrepresented Group. Mr. Neubecker was touching base with the Administration and County Services Committee and was indicating a desire for increased communication. The Committee informed Mr. Neubecker he may want to come to the next Administration and County Services Committee meeting after action has taken place with General Unit and Probate Court Unit contracts.

5. Commission on Aging – Authority to Sign Contracts

Mr. Neubecker inquired as to whether or not the recent Authority to Sign Contracts Policy supersedes previous contract signing policies like the one approved October 14, 2004 which gave the Chair of the COA or the COA Director the authority to sign contracts up to \$5,000.

It was the consensus of the Committee that the recent Authority to Sign Contracts Policy supersedes all other policies regarding contract review and signature that were approved prior to September 8, 2011.

6. Information Technology

Valerie Craft, IT Director, and Peter Garwood, Administrator, reviewed the draft CS Computing contract with the Committee. Mr. Garwood indicated a concern that the contract did not contain an indemnification section or insurance requirements.

Motion by Mike Crawford, supported by David Howelman, to recommend the Board of Commissioners approve the contract with CS Computing contingent on further review and potential changes by legal counsel regarding indemnification and insurance. Motion carried - Unanimous

Ms. Craft informed the Committee that due to a family emergency she will be taking some time off. Her duties will be covered by the new IT Support Technician and Matt Goodhue from CS Computing.

7. Torch Lake Substation

Ms. Craft submitted a document that illustrates the installation and monthly fee, from Charter Communications for connecting the Torch Lake Township Substation (for law enforcement). Ms. Craft informed the Committee the cost was included in her budget.

Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the installation and monthly fee, from Charter Communications, for connecting the Torch Lake Township Substation (attached). Motion carried - Unanimous

8. Facebook/Internet Discussion

Mr. Neubecker (no longer present) has requested the authority to utilize Craig's List to assist in selling items at the Nifty Thrifty. A review of the Antrim County Computer, Network System and Internet Use Policy appears to authorize the use of Craig's list as long as it is solely for County business and is a task assigned by the department head.

9. County Accountant Position Description

Mr. Garwood informed the Committee that he had met with Debra Haydell, Laurie Sexton, and Sherry Comben for a review of the County Accountant Description of Essential Duties. The Committee reviewed the recommended changes to the document.

The Committee discussed the email from Commissioner Karen Bargy requesting that in the future the Commissioners receive a copy of the document that shows the changes. Mr. Garwood indicated he will send the documents with the changes in the future.

Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve changes to the County Accountant Description of Essential Duties as presented (attached). Unanimous

10. Appointments

Construction Code Board of Appeals

The Committee reviewed an Interest Notification Form from Kelly Dunigan for the Electrician position on the Construction Code Board of Appeals.

Motion by David Howelman, supported by Mike Crawford, to recommend the Chair of the Board of Commissioners appoint Kelly Dunigan to the Electrician position on the Construction Code Board of Appeals. Motion carried - Unanimous

11. Housing Department – Vacation Time

Patricia Lowery joined the meeting. Ms. Lowery had recently discovered that she had lost vacation time 8.65 hours at the end of 2011 and 35.8 hours at the end of 2010. Ms. Lowery indicated she was unaware that an employee can only carry over 150 hours from one year to the next.

Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners split the 44.5 hours with Ms. Lowery and restore 22.25 hours to 2012. Ms. Lowery must use the hours by June 1, 2012, and there will be no pay out of the hours (use them by June 1, 2012 or lose them). Motion carried: Unanimous

12. Parking Ordinance

The Building and Grounds Committee referred the request by the Village of Bellaire to amend the County Parking Ordinance to the Administration and County Services Committee. The Committee briefly reviewed the ordinance and will revisit the ordinance at the next Committee meeting.

13. Forestry Bid Policy

Mr. Garwood informed the Committee that the Parks and Lands Committee had reviewed the Forestry Bid Policy and approved sending it to the Administration and County Services Committee. The Policy was distributed and will be on the next month's agenda.

14. Veterans Affairs Board

The Committee discussed the complaint from the Elk Rapids/Milton Township area delivered by Commissioner Bargy regarding the most recent appointment to the Veterans Affairs Board. Board Chair Stanek indicated that it was an oversight that the AmVets were not formally notified and that in the future the AmVets will be formally notified in writing of a vacancy prior to the appointment.

The meeting was adjourned at 2:45 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

February 23, 2012 Meeting

Members Present: Mike Crawford and David Howelman

Member Excused: Jerroll Drenth

Others Present: Pete Garwood, Laura Stanek

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

2. Public Comment

None.

3. Parking Ordinance

David Schulz, Bellaire Village President and Patty Savant, Bellaire Village Chamber of Commerce Director, joined the meeting. The two addressed the desire to amend the County Parking Lot Ordinance Number One of 1978. The proposed amendment would allow parking by village patrons after 5:00 p.m. with no overnight parking. The Village would pay for signage to direct and inform the public. If someone leaves their vehicle overnight the Village police would police the parking lots.

The Committee authorized the County Administrator to work with the Village Clerk/Planner to produce amendments to the current ordinance.

4. Forestry Bid Policy

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the Antrim County Forestry Bid Policy, with amendments.

Motion carried – unanimous.

5. Resolution

Huron County Resolution Supporting HB 5278 and HB 5279 - Taxing of Alternative Commercial Energy System

No action was taken.

Oakland County Resolution in Opposition to the Early Release of Violent Offenders by the Michigan Department of Corrections

No action taken.

6. Unrepresented

Mike Neubecker, representing the Unrepresented joined the meeting. Mr. Neubecker made a proposal to the Committee for compensation to the Unrepresented for the 2012 year.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners provide the same benefit adjustments to the Unrepresented as was agreed to with the General Unit as well as the changes to the Annuity in Lieu of Health Insurance caps and the Funeral Leave language. Motion carried – unanimous.

The Committee directed the Administration Office to prepare a wage and benefit survey for the Unrepresented.

7. Property Restrictions

Charlie Koop, Legal Counsel joined the meeting. Mr. Koop requested direction on land restrictions in general.

8. Communications from Commissioner Bargy

The Committee discussed the two email communications from Commissioner Karen Bargy.

Peter Garwood, County Administrator, informed the Committee that his staff has already put all of the County policies in an electronic searchable format. Mr. Garwood and Joe Meyers, Associate Planner, provided a demonstration of how a search for a particular policy is conducted.

Mr. Garwood inquired whether the Committee was interested in having the policies on the internet (website) or the intranet (accessible to employees through an internal network). Based on the direction of the Committee, the Administration Department staff will work with the Information Technology Department to put the policies on the intranet.

Mr. Garwood informed the Committee he is conducting an informal survey of other Michigan counties requesting their best methods of communication with the department heads. He will use the information to make changes in this area.

9. Construction Code Board of Appeals

After the original advertisement and appointments for boards, commissions and committees there remained a vacancy on the Construction Code Board of Appeals (a building contractor position), due to lack of interest. The Committee reviewed two recently submitted Interest Notification Forms from two building contractors: Dan Newton and Alex Cran.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Chair of the Board of Commissioners appoint Dan Newton to the Construction Code Board of Appeals to fill a vacant contractor position which will expire December 31, 2013.

Motion carried – unanimous.

10. Appointments Process Policy

Mr. Garwood presented amendments to the Appointment Process for Boards, Commissions and Committees in the Antrim County policy. The Committee provided further amendments.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the attached Appointment Process for Boards, Commissions and Committees policy, as amended. Motion carried – unanimous.

The meeting was adjourned at 3:10 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

April 5, 2012 Meeting

Members Present: Mike Crawford, David Howelman and Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Laura Stanek

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

2. Public Comment

None.

3. Substation Internet Access Update

Valerie Craft, Information Technology Director, gave an overview of her research into the possibility of sharing internet access with the townships. She indicated it would likely save money for the County but would not save, and would actually cost, the townships more money. She recommended the possibility of revisiting the issue once the cost of broadband gets less expensive.

Ms. Craft and Joe Meyers, Associate Planner, made a presentation on a proposal to update the County/Community Website. The update would include features listed in the attached communication/proposal to Ms. Craft from LIAA. Ms. Craft indicated as we are in the midst of installing a new server it would make sense to do the update now instead of later. The upgrade was not budgeted for 2012 but the County does have a technology fund. Ms. Craft indicated if we wait until the next budget year we will have to pay a \$1,500 fee twice, once to put the current software on the new server and again to put the updated software on the new server. If it was done now the new software could be loaded on the new server once.

4. Non-Statutory Duties of the Drain Commissioner

Mark Stone, Drain Commissioner and Charlie Koop, Legal Counsel, joined the meeting. The Committee reviewed the most recent version of the Description of Essential Duties for the Additional Non-Statutory Duties of the Antrim County Drain Commissioners as Operator of the Dams that included Mr. Koop's most recent additions.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the Description of Essential Duties for the Additional Non-Statutory Duties of the Antrim County Drain Commissioners as Operator of the Dams and ratify all past actions by the Drain Commissioner as it relates to the dams.

Motion carried – unanimous.

5. Prosecuting Attorney Unrepresented

Mr. Koop requested that the Prosecuting Attorney Unrepresented Employees get the same deal for compensation and language as the General Unrepresented Employees.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the same compensation and language package to the Prosecuting Attorney Unrepresented as was received by the General Unrepresented Group.

Motion carried – unanimous.

6. Probate Court Unrepresented

Bill Hefferan, Probate Court Administrator, requested the same compensation and language package to the Probate Court Unrepresented as was received by the Probate Court Bargaining Unit employees.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the same compensation and language package to the Probate Court Unrepresented as was received by the Probate Court Bargaining Unit.

Motion carried – unanimous.

7. County Administrator Unrepresented

Mr. Garwood requested that his position as County Administrator get the same deal for compensation and language as the General Unrepresented Employees.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the same compensation and language package to the County Administrator as was received by the General Unrepresented Group.

Motion carried – unanimous.

8. Resolution – Cheboygan County-Early Release of Violent Offenders

No action was taken.

9. MERS (Michigan Municipal Employee Retirement System)

Tony Radjenovich, a representative of MERS, gave a presentation on the Hybrid pension program.

10. Appointments Process Policy

Mr. Koop gave a verbal and written (attached) report to the Committee regarding the results of his research on the questions brought up at the Board of Commissioners meeting: 1. Does a committee/board member have to live in the County, 2. Does the committee/board member have to be a registered voter.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners delete the sentence in number 7 of the Appointment Process for Boards, Commissions and Committees in Antrim County and replace it with, “Preference will be given to individuals who reside in Antrim County.”

Jerroll Drenth questioned why there is a term limit for Road Commission members but no term limits for any other board, commission or committee.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners rescind motion that created the 12 year term limit for Road Commission members. Motion carried – unanimous.

11. Barnes Park Employee Request

Eileen Wallick, Park Manager, in an email, requested approval of the hiring process for two (2) additional employees for the parks (attached).

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the hiring process for two (2) additional employees for the parks. Motion carried – unanimous.

12. Various Matters

Commissioner Compensation Study

The Committee reviewed the Commissioner Compensation Study prepared by the Administration Office (attached).

The meeting was adjourned at 3:10 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

**May 3, 2012
Meeting**

Members Present: Mike Crawford, David Howelman and Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Laura Stanek, Ed Boettcher

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

2. Public Comment

Ed Boettcher expressed concerns about the pension fund. Laura Stanek left the room to avoid a quorum. Mr. Boettcher expressed his support for moving toward a defined contribution plan and felt the hybrid plan was a step in the right direction.

3. Michigan Municipal Employee Retirement System (MERS) Hybrid Plan

The Committee discussed the presentation from Tony Radjenovich, from MERS at last month's meeting. It was the consensus of the Committee that the County should move in the direction of a hybrid plan. Mr. Garwood will contact the MERS representative to schedule a presentation at the full Board of Commissioners meeting.

Charlie Koop, Civil Counsel, received a letter from the Amvets Chair, Lon Bargy, indicating that Sonny Szejbach has been awarded the Distinguished Service Cross for his service in Vietnam. Mr. Bargy requested that the County provide a resolution or proclamation recognizing Mr. Szejbach for his outstanding service. All Committee members were in favor of recognition for Mr. Szejbach. Mr. Koop will work on such a document.

4. Drain Commissioner/Dam Operator – Compensation

The Committee reviewed a spreadsheet developed by the Administration Office for what other counties in Region 7 are paying their Drain Commissioners. The Committee decided to invite Mark Stone, the current Drain Commissioner, to the next meeting before making a final decision on how the two positions are handled (Drain Commissioner and Supervisor of Dams).

5. BS&A Licensing Agreement

Mr. Koop indicated that he had completed his review of the BS&A agreements (attached) and recommends authorizing the Chairwoman to sign them.

Motion by Jerroll Drenth supported by Dave Howelman, to recommend the Board of Commissioners approve the contracts between Antrim County and BS&A for signature by the Board Chairwoman (1. Licensing Agreement for BSA.Net P.R.E. Audit System and 2. Support Agreement for BSA.Net P.R.E. Audit System). Motion carried – unanimous.

6. Parking Lot Ordinance

Mr. Koop had made some changes to the Parking Lot Ordinance prepared by the Administration Office. The new draft ordinance was distributed and reviewed with the Committee. A couple of changes were suggested.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Antrim County Parking Ordinance including the suggested amendments (draft attached does not have the amendments). Motion carried – unanimous.

7. Freedom of Information Act (FOIA) Request

Mr. Koop informed the Committee he has received a FOIA request from Mr. Kent McNeil. Mr. Koop reviewed the response he sent back to Mr. McNeil with the Committee.

8. Department Vehicle Assessment

It was determined that there were no departments that are issued cars under the Administration and County Services Committee oversight.

9. Elected Officials Salaries

Mike Crawford, Chair informed the Committee he has received phone calls from two constituents who were concerned about how much time the elected department heads are spending at work in their office. Discussion followed.

Mr. Garwood will get surrounding County comparables for the elected and appointed department heads.

10. Various Matters

Mr. Garwood informed the Committee of personnel issues and changes in the Commission on Aging.

The meeting was adjourned at 3:00 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

**June 7, 2012
Meeting**

Members Present: Mike Crawford, David Howelman and Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

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

2. Public Comment

None.

3. Drain Commissioner Duties

Mark Stone, Drain Commissioner, joined the meeting. Mr. Stone distributed a document that outlined the history of his tenure as Drain Commissioner as it relates to the Dam (attached). The Committee discussed how to split the two positions; Drain Commissioner and Operator of the Dams.

The Committee discussed changing the Description of Essential Duties from Additional Non-Statutory Duties of the Antrim County Drain Commissioner as Operator of Dams to "Operator of Dams".

Motion by Mike Crawford, supported by Dave Howelman, to set the annual salary for the Drain Commissioner position at \$500.00 with no benefits beginning January 1, 2013.

Motion carried – unanimous.

The Committee decided to delay the decision on a compensation recommendation for the Operator of the Dams position until next month.

4. Three Lakes Association GIS Request

Leslie Meyers, Executive Director of the Three Lakes Association (TLA) and Bob Englebrecht, Equalization Director, joined the meeting. Ms. Meyers made a request that the TLA be authorized to receive the electronic GIS base maps data and be authorized to work with the County GIS Technician to input the data they collect from their lake and river studies. The Committee was in favor of doing so in exchange for the County retaining electronic access to the results.

TLA will be doing two studies; 1. Documenting the location of Eurasian Milfoil in the three lakes and 2. A study to determine the amount of sediment from the estuaries that spill into the three lakes. The information of both studies will be beneficial to the County.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve that an electronic version of the GIS base maps of the Torch Lake, Lake Bellaire and Clam Lake be provided to TLA, and that the TLA be authorized to work with the County GIS Technician to input the data they collect from their lake and river studies. The above access is to be provided in exchange for the County retaining electronic access to the results. Motion carried – unanimous.

5. Elected Officials Salaries

Peter Garwood, County Administrator, distributed a document that illustrated a stepped salary schedule for the elected officials, the current salaries of the elected officials, and a survey of what the Region 10 counties pay their elected officials.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners set the salaries of all elected officials at the current (2012) rate except the Drain Commissioner. Motion carried – unanimous.

6. Commission on Aging Non-Skill Nursing Contract

The Committee reviewed the proposed contract for non-skilled nursing and compared it to the current contract.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Contract for Non-Skilled Community Health Nursing Services between Antrim County on behalf of the COA and the Northwest Michigan Community Health Agency (attached). Motion carried – unanimous.

7. Life Insurance/Short Term Disability Insurance – New Agent

Mr. Garwood informed the Committee that Jack Sheehan, our previous agent for life insurance and short term disability, passed away. The attached letter would authorize American Benefit Corporation (Jack McClintock and Mark VanPopering) to be our new agent.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners authorize the County Administrator to sign the letter naming American Benefits Corporation to be the County's agent of record for life insurance and short term disability insurance. Motion carried – unanimous.

8. Various Matters

Laurie Stanek, Board Chair, updated the Committee on the Health Insurance Investigation Team meetings.

The meeting was adjourned at 3:20 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

**July 5, 2012
Meeting**

Members Present: Mike Crawford, David Howelman and Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Deb Haydell

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

2. Public Comment

None.

3. Compensation – Operator of Dams

Mark Stone, Drain Commissioner, distributed a Summary of Activities as the Dam Operator (attached). Charlie Koop, Legal Counsel joined the meeting.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve an annual salary of \$25,000 and health, dental, retirement, and life insurance benefits for the newly established Operator of Dams position. An additional temporary annual stipend of \$10,000 will be paid to the Operator of Dams during the time the County is working to obtain relicensing of the Elk Rapids Hydro Facility and will end immediately upon securing the license. The annual salary and benefits, as well as the stipend, are to take effect January 1, 2013. From now until December 31, 2012, the Dam Operator position is to receive no compensation.

Yes – Howelman, Crawford No – Drenth

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners assign the Dam Operator duties to the Drain Commissioner effective until December 31, 2012. Motion carried – unanimous.

4. Oil and Gas Policy

The Committee did not have a draft policy to review. Thus, no action was taken.

5. Union Negotiation Strategy

Motion by Mike Crawford to go into closed session to discuss the upcoming union negotiations and have the prosecuting attorney, treasurer and the administrator remain during the closed session.

Closed session began at 2:25 p.m.

Closed session ended at 3:00 p.m.

Health Insurance Discussion

Mr. Garwood distributed the notes from the most recent meeting of the Health Insurance Investigation Team (attached). The notes indicate that all employee groups were interested in switching from Priority Health/Dewey Insurance to the West Michigan Health Insurance Pool (WMHIP). Much discussion took place about the benefits and drawbacks of making the change. In the end, most Committee members felt it was prudent to authorize negotiating with the WMHIP.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend that the Board of Commissioners approve negotiations with West Michigan Health Insurance Pool (WMHIP) to become our health insurance carrier. Yes – Drenth, Howelman No – Crawford

Mr. Garwood showed the Committee the bylaws and other documents the County would be required to approve to be a part of the WMHIP. Mr. Garwood will contact an attorney firm to review the documents prior to any potential action by the Board of Commissioners.

The meeting was adjourned at 3:40 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

**August 2, 2012
Meeting**

Members Present: Mike Crawford, David Howelman and Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Laura Stanek, Laura Sexton and Deb Haydell (present during budget discussion)

1. Meeting called to order at 12:34 p.m.

2. Public Comment

None.

3. Abstract Department

Theresa Kent, Abstractor, presented the 2013 budget and capital outlay request for the Abstract Department.

Motion by Jerroll Drenth, supported by David Howelman, to approve the 2013 Abstract Department budget request for submittal to the Finance Committee.

Motion carried – unanimous.

Motion by Jerroll Drenth, supported by David Howelman, to approve the 2013 capital outlay request for the Abstract Department of two computers at \$1,600.

Motion carried – unanimous.

4. Information Technology (IT) Department

Valerie Craft, IT Director, presented the 2013 budget and capital outlay request for the IT Department.

Motion by David Howelman, supported by Jerroll Drenth, to approve the 2013 IT Department budget request for submittal to the Finance Committee.

Motion carried – unanimous.

Motion by Jerroll Drenth, supported by David Howelman, to approve the 2013 IT Department capital outlay request for submittal to the Finance Committee.

Motion carried – unanimous.

5. County Administrator

Peter Garwood, County Administrator, presented the 2013 budget and capital outlay request for the County Administration Office.

Motion by David Howelman, supported by Jerroll Drenth, to approve the 2013 Administration Department budget request for submittal to the Finance Committee.

Motion carried – unanimous.

Motion by David Howelman, supported by Jerroll Drenth, to approve the County Administration 2013 capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

6. County Planning Department

Mr. Garwood presented the 2013 budget request for the Planning Department.

Motion by David Howelman, supported by Jerroll Drenth, to approve the 2013 Planning Department budget request for submittal to the Finance Committee.

Motion carried – unanimous.

7. Solid Waste and Recycling Council (SWRC)

Joe Meyers, Associate Planner, requested permission on behalf of the SWRC to allow the SWRC to fill the unfinished terms of two seats on the SWRC. **It was the consensus of the Committee to approve the request.** Mr. Garwood will check to make sure the directive does not conflict with the Appointment Policy for Boards, Commissions and Committees.

8. Northwest Michigan Council of Governments (NWMCOG)

The Committee reviewed the appropriation request from the NWMCOG.

Motion by Jerroll Drenth, supported by David Howelman, to approve the 2013 NWMCOG appropriation request for submittal to the Finance Committee. Motion carried – unanimous.

9. Resolutions

Lake County Resolution to Oppose any Reduction in Size or Services at the Selfridge Air Force Base

No action was taken.

10. Commission on Aging (COA)

Mike Neubecker, COA Director, distributed a communication to the Committee (attached). Mr. Neubecker requested he be able to institute a pay differential for a clerical employee (who is a Certified Nursing Assistant) when she is in the home performing a reassessment for a client of the COA. The employee will remain a part-time irregular employee with no benefits.

Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners allow a pay differential for a clerical employee (who is a Certified Nursing Assistant) when she is in the home performing a reassessment for a client of the COA. The employee will be paid \$10.14 per hour when doing clerical work and \$13.57 when doing in home assessments, starting on August 10, 2012.

Motion carried – unanimous.

11. Veterans Affairs Office

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters distributed a proposal to the Committee that would address the increasing claims in the Veterans Affairs Office (attached). The Committee was introduced to Terry Fillmore who would, as a potential employee, assist Ms. Peters in addressing the increased claims. Mr. Fillmore currently works for the State Department of Veteran Affairs three days per week and is familiar with the claims process.

Ms. Peters indicated implementation of the proposal would be close to budget neutral. Demands for other services in the office, performed by part-time clerk/typist Carol Johns, have decreased. Ms. Johns has indicated she is not interested in performing claims work and would be fine with

reducing her hours by eight. Mr. Fillmore would come in and performs claims work eight hours per day (meet individually with veterans, assist with form processing, and make the appropriate contacts). Ms. Peters proposed to pay Mr. Fillmore \$13.00 an hour. The clerk/typist position will be paid \$12.11 an hour beginning August 18, 2012. There would be an .89 cent differential or \$7.12 per week (\$146.00 from August 13, 2012 to December 31, 2012 plus \$12.11 for FICA).

The Human Services Committee has reviewed and recommended the staffing change from a practical standpoint. The Committee agreed the position should be referred to as a Veterans Services Officer. Ms. Peters also proposed a wage scale for the position. The Committee directed Ms. Peters to meet with the County Administrator to review and discuss the proposed wage scale.

Motion by Jerroll Drenth, supported by David Howelman, to recommend the Finance Committee address the funding part of the request and the Board of Commissioners approve the proposal to reduce the clerk/typist position in the Veterans Affairs Office by eight hours and hire Terry Fillmore at \$13.00 per hour for eight hours per week beginning August 13, 2012. Motion carried – unanimous.

12. Health Insurance

Mr. Garwood provided two communications to the Committee; the first from Pat Dewey of Dewey Insurance and the second from Doug Derks representing the West Michigan Health Insurance Pool (WMHIP) [attached]. In the communication from Mr. Dewey, he is encouraging the County to change the annual enrollment date for health insurance from October 1st to September 1st. The Committee thought this would be a near impossible date to make; especially given negotiations with the Unions will not start until August 21st.

Mike Crawford, Chair and Mr. Garwood indicated they need a decision by the Board of Commissioners regarding who to purchase the County health insurance through; Dewey Insurance or the WMHIP at the next Board of Commissioners meeting. Mr. Garwood indicated he will have contacted the references (communities and schools, currently members of the pool) by the Board meeting. The Board will have to go into closed session at the August 9th meeting to discuss management's negotiation strategy for the health insurance, wages and pension.

Annuity in Lieu of Health Insurance

It was discovered that the Board of Commissioners were not included when changes were made to the annuity in lieu of health insurance last year. The amount was frozen at \$362.00 and additional payment in lieu of dental and drugs was discontinued.

Motion by David Howelman, supported by Jerroll Drenth, to make the annuity in lieu of health insurance payment amount to the Board of Commissioners the same as received by the employees in the Unrepresented, General Unit, Probate Court Unit and Antrim County Transportation (\$362.00). Motion carried – unanimous.

The meeting was adjourned at 3:55 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

September 6, 2012 Meeting

Members Present: Mike Crawford, David Howelman

Member Excused: Jerroll Drenth

Others Present: Pete Garwood, Laura Stanek, Sherry Comben (left around 2:05 p.m.)

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

2. Public Comment

None.

3. Equalization Department

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht requested a replacement for the part-time clerical employee in his office. The Committee discussed various ways of fulfilling his request, but delayed the decision for further consideration and action in the future.

4. Propane

Peter Garwood, Administrator, informed the Committee his staff has not heard from Amerigas regarding if they would extend to the Antrim County employees the same price for propane as the price per gallon they are selling it to the Antrim County Airport. The Committee asked Mr. Garwood to check with other companies.

5. Veteran's Interview

Mr. Garwood informed the Committee we have received approximately ten applications for the eight hour a week position in the Veteran's Affairs Office and will be holding interviews on Wednesday, September 12, 2012.

6. Recreation Interest

Mike Crawford informed the Committee of local interest in creating "bike center" somewhere in the County for bicyclers.

Mr. Crawford also informed the Committee of renewed interest from communities along the Chain of Lakes in establishing a "kayak trail" from town to town in the Chain of Lakes. It was agreed that it is an issue that should be handled by the local chambers, but maybe the County could facilitate an initial meeting. The issue will be referred to the Parks and Lands Committee and Parks and Recreation Advisory Committee.

7. Health Insurance

Mr. Garwood distributed the latest renewal rates from Priority Health as well as the various plan options (attached).

8. Closed Session

Motion by Dave Howelman, supported by Mike Crawford, to go into closed session for negotiations with the General Unit, Probate Court Unit and the Antrim County Transportation (ACT) Unit. Motion carried – unanimous.

Closed Session began at 1:45 p.m.

Closed session ended at 2:10 p.m.

9. Commissioner Salaries and Benefits

Mr. Garwood reminded the Committee that changes in salary for the Commissioners, whether it is an increase or decrease, must be made by November 1st of the year prior to a new term (that would take effect at the beginning of the new term). Mr. Garwood indicated the Committee may want to look at what the financial impact of potential changes in the health insurance would be to the Commissioners and make adjustments. Unlike the other elected officials who are department heads, this is the only time for the entire two year term the Commissioner salaries can be adjusted. The Committee took no action.

The meeting was adjourned at 3:00 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

October 2, 2012 Meeting

Members Present: Mike Crawford, David Howelman, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

1. Meeting called to order at 9:05 a.m.

2. Public Comment

None.

3. Commission on Aging

Mike Neubecker, COA Director, joined the meeting. Mr. Neubecker discussed the proposed contracts for the Homechore snowplowing program, snowplowing and the Area Agency on Aging (AAA) contract for home delivered and congregate meals with the Committee. The bids for the Homechore snowplowing program and the snowplowing at the Senior Center were opened by the COA Advisory Committee through the competitive sealed bid process.

Mr. Neubecker presented 13 contractors for the Homechore snow removal program and one for snow removal at the Senior Center. All contracts have been through the appropriate review process (sample agreement attached).

Boss Lawn & Landscape LLC	Mark Ponte
C&K Septic & Excavating, Inc.	Marshall Construction Co, Inc
David Homer dba Dave's Property Maintenance	Scott Udell dba Scott's Construction
Dream Lakes Services, LLC	Taurus Services, LLC
Gaye O'Neal dba Garrett Landscaping	Tip Of The Mit Irrigation Services
James Cook	Union Designs & Landscaping, LLC
Keith Robbins	

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the 13 contractors listed above for the Homechore snow removal program and Union Design & Lanscaping, LLC for snow plowing and removal for the Senior Center. An agreement is to be signed by the Chairwoman for each contractor. Motion carried – unanimous.

AAA Contract

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the contract between AAA and the County of Antrim for Meals on Wheels and the Congregate Meal Programs (attached). Motion carried – unanimous.

4. Unrepresented

Mr. Neubecker made a renewed request for a salary study. Mr. Garwood indicated he and his staff are still working on the survey. He also informed Mr. Neubecker that when completed, the study will be submitted to the Administration and County Services Committee, who will then decide when to release it to him and others.

5. Copier Tracking & Purchasing

Mr. Garwood will get a group together to brainstorm policy points for a copier tracking and purchasing policy.

6. Probate Court Unrepresented

Judge Norman Hayes joined the meeting to negotiate for the Probate Court Unrepresented. Chairman Mike Crawford informed Judge Hayes that the Committee is waiting to see the final results of the wage and salary study before acting on wage and salary increases.

7. Housing Program

Patti Lowery, Housing Director joined the meeting. The Committee reviewed the “Assignment of Mortgage” document (attached) for a mortgage between Alfred G. Buning & Donna J. Buning and Antrim County. Ms. Lowery indicated there are 14 other mortgages, and the same form will be used for each one. The Assignment of Mortgage will assign the mortgage to the Michigan State Housing and Development Authority. As the County is not eligible to receive payment for these particular mortgages, this action will more accurately reflect the actual process.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners authorize the Chairwoman to sign an “Assignment of Mortgage” document for the 15 mortgages listed below. The Assignment of Mortgage will assign the mortgage to the Michigan State Housing and Development Authority. The recommendation is contingent on cross checking the County receivables list for the Housing Program to make sure that none of the mortgages are on the list.

Motion carried – unanimous.

Averill	Lavanway
Buning	Petrie
Byard	Powell
Cooper	Russell
Finch, Bruce	Sparks
Finch, Tiffany	Spence
Hamilton	Valentine
Lanning	

8. Veterans Affairs Personnel Issue

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters informed the Committee that she will be on a leave of absence starting mid-October for approximately three weeks. The following directives and motions provide guidance on how various duties will be handled during Ms. Peters’ absence.

The County Administrator will sign Veterans Affairs Office payroll sheets in the absence of the Director.

Motion by Dave Howelman, supported by Jerroll Drenth, the payment vouchers for benefit payout from the Veterans Relief Fund will be signed by the Clerk/Typist in the Veterans Office upon Veterans Board member approval. Motion carried – unanimous.

Motion by Jerroll Drenth, supported by Dave Howelman, the Veterans Service Officer will be authorized to work up to 24 hours per week while the Director is on leave. Motion carried – unanimous.

9. Sheriff Department Personnel

Sheriff Dan Bean joined the meeting. Sheriff Bean presented a retirement notification letter from Officer Bob Daunter (attached). Sheriff Bean requested he be authorized to begin the process of filling the position and that the position be reinstated once vacated.

Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioner authorize the Sheriff to begin the hiring process for the Road Deputy position soon to be vacant and that the funding and position be reinstated upon retirement by Officer Daunter. Motion carried – unanimous.

Sheriff Bean informed the Committee a corrections officer recently resigned; his last day of work was September 21st. Sheriff Bean would like to fill the position.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioner approve the reinstatement of the vacant corrections officer position, along with the funding, and authorize the Sheriff to conduct the hiring process to fill the position. Motion carried – unanimous.

10. Commissioner Compensation

The Committee reviewed the County Commissioner compensation study. Chairman Crawford proposed a third tier of per diem; that a Commissioner participating in any meeting that lasted more than 6 hours would receive \$100 per diem. No action was taken.

Laurie Stanek, Board of Commissioner Chairwoman, informed the Committee of a discussion she had with Commissioner Bary regarding Commissioner compensation issues. The Committee discussed the possibility of increasing the base salary of the Commissioners. No action was taken.

11. Accountant Probation Period & Evaluation

Deb Haydell was hired as the Accountant on October 3, 2011, at which time she was given a one year probationary period.

Jerroll Drenth commented that he believed Deb Haydell, Accountant has done a very good job. He also indicated that Tom Zick, the County's former auditor, indicated that he thought Ms. Haydell is doing a good job. Dave Howelman also indicated he was very happy with the performance of Ms. Haydell.

Motion by Jerroll Drenth, supported by Dave Howelman, to give a positive evaluation to Ms. Haydell, County Accountant, to acknowledge that she has passed her probationary period and to authorize the one year step in the pay schedule for the position. Motion carried – unanimous.

12. Chief Administrative Officer

The issue was tabled until the next meeting. Mr. Garwood will meet with the County Accountant, Treasurer and utilize the Civil Counsel for advice and bring back more information and a recommendation to the Committee for the November meeting.

13. Equalization Department Personnel

Bob Englebrecht, Equalization Director, once again requested he be able to hire a part-time employee to fill the vacancy in his department.

14. Register of Deeds Staffing Issue

The Committee discussed staffing needs and attendance in the ROD office.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners remove one full-time Clerk II or Deputy II position from the ROD office and re-assign the full-time position as a shared position between the Equalization and the ROD. To direct Mr. Garwood to work with both the Register of Deeds and the Equalization Director to provide a framework for sharing the position. The arrangement will be reviewed in 60 days. Yes – Howelman, Crawford No – Drenth

15. Prosecuting Attorney Unrepresented

Charlie Koop, Prosecuting Attorney, indicated to the Committee that the Unrepresented attorneys in his office would be willing to take the same compensation agreement as the General Bargaining Unit, Probate Court Bargaining Unit, and the Antrim County Transportation Bargaining Unit.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2.5% increase for the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney for the 2013 year. Motion carried – unanimous.

Mr. Koop receives three stipends: \$17,912.18 for being the County's civil counsel, \$6,400 for managing the Child Support Grant and \$1,530 for serving as the County's Freedom of Information Act (FOIA) Officer. The Committee and Mr. Koop discussed how the salary and stipends might be rearranged.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend to the Board of Commissioners that beginning January 1, 2013, the salary for the Prosecuting Attorney be set at \$82,000 and the stipend for civil work to be increased by 2,071.70. Furthermore, to increase the compensation of the Prosecuting Attorney by 2.5% on the salary and three stipends and apply the increase on the salary and the stipends to the civil work stipend. Motion carried – unanimous.

16. Administrator Compensation

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve a 2.5% increase for the County Administrator for the 2013 year. Motion carried - unanimous.

17. Veterans Service Officer Scale

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners adopt the attached wage scale for the part-time Veterans Service Officer. Motion carried – unanimous.

18. Closed Session Minutes

Mr. Garwood distributed copies of the minutes of a closed session meeting that took place on September 6, 2012 to discuss negotiations with the General Unit, Probate Court Unit and the Antrim County Transportation Unit.

Motion by Mike Crawford, supported by Dave Howelman, to approve the closed session minutes of September 6, 2012. Motion carried – unanimous.

19. Various Matters

Board of Commissioners Chairwoman informed the Committee of concerns and ideas brought up by Commissioner Bary regarding how she believed the Committee structure and meeting schedule could be improved for better efficiency. Ms. Bary suggested that all standing committees of the Board of Commissioners meet on the Thursday two weeks before the regular Board of Commissioners meeting. She also recommended the minutes be more detailed about who is responsible to implement each action taken by the committees.

Propane Company Rates

Mr. Garwood presented a chart of rates for various propane companies when asked what they could do for County employees. Mr. Garwood will forward the results to the employees so they can use it when making a decision on which company to choose for the provision of propane for their residence.

Mental Health

Mr. Crawford indicated that information he had learned regarding *Prepaid Inpatient Health Plans* (PIHP) could result in a cost savings for Northern Michigan Community Mental Health (NMCMH) Agency, which could then be applied to additional services. Chairwoman Stanek indicated that he should get the information to Commissioner Brenda Ricksgers who sits on the NMCMH Board.

Personal Property Tax

Mr. Crawford and Mr. Garwood distributed information from Michigan Association of Counties regarding the legislature's intention to do away with the personal property tax and the affect it will have on counties (attached).

The meeting was adjourned at 1:20 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

November 1, 2012 Meeting

Members Present: Mike Crawford, David Howelman, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Laurie Stanek

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

2. Public Comment

None.

3. Wage Survey

Sherry Comben, Treasurer joined the meeting.

The Committee reviewed a very preliminary draft of the wage and salary study for the General Unrepresented Group and a preliminary compensation study for the Probate Court Unrepresented Group.

4. Probate Court Unrepresented

Judge Norman Hayes joined the meeting to negotiate for the Probate Court Unrepresented. The Committee authorized Mr. Garwood to give the Judge a copy of the compensation survey for the Probate Court Unrepresented with the caveat that all data has not been completely verified and changes may be possible. Mr. Garwood estimated he can have the study data verified in approximately a two week period. The Judge will come back next month with a chart of the new duties for the Judicial Secretary/Court Reporter in his office.

5. General Unrepresented

Theresa Kent, Abstractor, joined the meeting in place of Mike Neubecker representing the General Unrepresented Group. Ms. Kent inquired about the compensation study for the group. The Committee directed Peter Garwood, Administrator, to release the compensation study to the Unrepresented as soon as he can verify the data. Mr. Garwood estimated he can have the data verified and to the group in approximately two weeks. The Committee will meet with the General Unrepresented at the next monthly meeting.

6. Equalization Clerk

Bob Englebrecht, Equalization Director, renewed his request for a part-time clerical employee for 22.5 hours per week. Mr. Englebrecht informed the Committee that Crystal Vahovick is filling in temporarily until we hold interviews and fill the position.

Motion by Jerroll Drenth, supported by Dave Howelman, to authorize a 22.5 hour position in the Equalization Department at a rate of pay, and following the pay scale, equal to the Clerk II position from the General Unit Collective Bargaining Agreement.

Motion carried – unanimous.

7. Oceana County Resolution in opposition of State ballot proposals 3 and 5

No action taken.

8. Michigan State University Extension (MSUE)

Mr. Garwood explained the county has a five year contract with MSUE which expires December 31, 2017. However, the Annual Work Plan, Exhibit A (attached) must be renewed every year. The proposed 2013 Annual Work Plan is the same as the 2012 plan.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the 2013 MSUE Annual Work Plan, Exhibit A for signature by the Chairwoman. Motion carried – unanimous.

9. Service Organization Contracts

The County appropriates funds to a handful of non-profit service organizations that provide various services in Antrim County. Attached is a boilerplate contract drafted by legal counsel to be used with each organization.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Chairwoman of the Board of Commissioners be authorized to sign an agreement with the service organizations for which the County provides an appropriation. The organizations are as follows: The Traverse Area District Library – services to the blind, the Conservation Resource Alliance – watershed conservation, the Watershed Center – watershed conservation, the Antrim County Fair and the Antrim Conservation District – land and water conservation. Motion carried – unanimous.

10. Part-time Employees – Commission on Aging (COA)

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2.5% increase in the wages for the part-time irregular employees at the COA (positions attached). Motion carried – unanimous.

11. Register of Deeds

Patty Niepoth, Register of Deeds, joined the meeting. The Committee and Ms. Niepoth discussed the recent setting of the salary for the Register of Deeds office, by the Board of Commissioners.

12. Various Matters

Blight Fund

Mike Crawford, Chairman, inquired if the County has a blight fund. Mr. Garwood did not think so, but Deborah Haydell, Accountant will check on the funds.

Petoskey Stone Festival

Mr. Crawford's questions regarding the Petoskey Stone Festival Fund were answered.

Performance Evaluations

Mr. Garwood informed the Committee that Karen Bargy requested the Administration and County Services Committee consider implementation of a policy to require all department heads to conduct employee evaluations. Mr. Garwood will check on the cost of training the department heads to conduct proper employee evaluations.

Ms. Bargy also asked the Committee to consider a policy that would require the Board of Commissioners to set the salaries for all elected officials who are department heads at a lower level prior to the start of each term. The salary could then be adjusted once the elected official takes office if warranted. The Committee will consider the idea at the next meeting.

The meeting was adjourned at 3:00 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

David Howelman

December 6, 2012 Meeting

Members Present: Mike Crawford, David Howelman, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Laurie Stanek

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

2. Public Comment

None.

3. Clerk Office Position

Sheryl Guy, the soon to be County Clerk, distributed a communication (attached) and requested that the Administrative Assistant position that she will be vacating December 31, 2012 be reinstated January 1, 2013 and the funds be restored. She also requested that since the Administrative Assistant position will be filled internally, the Clerk I position that would be vacated be reinstated and the funds be restored on January 1, 2013. This would result in one less position in the Clerk Office.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve reinstating the Administrative Assistant position on January 1, 2013 and the funds be restored. The Committee also recommends that, since the Administrative Assistant position will be filled internally, the Clerk I position that would be vacated be reinstated and the funds be restored on January 1, 2013. Lastly, that one Clerk II position is to be eliminated in the Clerk Office as of December 31, 2012. Motion carried – unanimous.

Vacation Time

Sheryl Guy is resigning from the position of Administrative Assistant in the Clerk Department as of December 31, 2012 (letter attached) and is eligible for payout of her accrued vacation time.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve pay out of all vacation hours for Sheryl Guy accumulated as the Administrative Assistant in the County Clerk Office as of December 31, 2012.

Motion carried – unanimous.

4. Elected Official Salary

Peter Garwood, County Administrator, reminded the Committee that Commissioner Bargy asked them to consider establishing a lower or part-time salary for all elected officials that would be effective when they first take office. The salary could pop-up to a full-time salary based on the individuals expressed intention to treat it as a full-time position once they take office.

No action was taken.

5. Unrepresented Compensation

Mike Neubecker, Commission on Aging (COA) Director, joined the meeting as a representative of the Unrepresented. Mr. Neubecker distributed a proposal for the group. Mr. Neubecker indicated the Unrepresented agreed to ask for a 2.5% increase for the group. He requested the Veterans Counselor position be given a 4.5% increase.

Mr. Neubecker requested the Unrepresented be able to come back in the Spring for further discussions about the wage and salary survey.

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve a 2.5% increase for the General Unrepresented employees.

The motion was withdrawn and the issue will be taken up again at a special meeting next week.

6. Performance Evaluation

Commissioner Bargy had requested the Committee to consider implementation of performance evaluations for the County employees. Mr. Garwood informed the Committee he had contacted Northwest Michigan College to find out if they offered training for a performance evaluation program. The college does offer such training, and more information is forthcoming.

7. Appointments

Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners approve the committee, commission and board appointments listed as follows:

Antrim Creek Natural Area (ACNA)

Carl Veenstra - reappointment

Antrim County Road Commission

Glen Paradis - reappointment

Commission on Aging

Sally Hannert - reappointment

Mary Kokosky, M.D. - reappointment

Rick Teague - reappointment

Construction Code Board of Appeals

Michael Lanning - reappointment

Tim Moore - reappointment

Amy Russell - reappointment

E-911 Board

William Drollinger - reappointment

Brenda Ricksgers – new appointment

Economic Development Corporation

Misty Youngsun – new appointment

Parks and Recreation Advisory Board

Stan Moore - reappointment

Don Schuiteman - reappointment

Planning Commission

Jill Barnard - reappointment

Rick Teague - reappointment

Solid Waste/Recycling Committee

Mike Domsic - reappointment

Mike McPherson - reappointment

James Palmer – reappointment

Robert Ricksgers – new appointment

Sue Schuler – new appointment

Veteran's Affairs Committee

Roger Simon - reappointment

Motion carried – unanimous.

8. Veterans Affairs

State of Michigan Memorandum of Understanding

Deborah Peters, Veteran's Counselor, joined the meeting. Ms. Peters presented a Memorandum of Understanding (MOU) for the County using the Vectra Spec software system. Where it cost the County \$800 to use the Vectra Spec system in the past, with the MOU the State would pay the cost.

Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve an MOU with the State of Michigan for use of the Vectra Spec software system at no cost to the County (attached). Motion carried – unanimous.

Salary Issue

Mike Crawford, Chair, informed Ms. Peters that adjustments consistent with the salary study will not be considered until 2013.

9. Maintenance Department Position

Dave Vitale, Maintenance Director, joined the meeting to request a soon to be vacated position on his staff (due to the retirement of Jeffery Braden) be reinstated and the funds be restored. The Committee asked Mr. Vitale if he can do without the position. It was the consensus of the Committee there should be a trial period of doing without the position until the Administration and County Services Committee meeting in March. Mr. Vitale is to report back to the Committee at that time.

10. Various Matters

Deb Haydell, Accountant, joined the meeting. Ms. Haydell expressed concerns regarding how her position fits in with the budget process. The issue will be discussed further in the Finance Committee meeting.

Aflac Agreement

Mr. Garwood presented an agreement between Antrim County and Aflac for an update of the Section 125 Cafeteria Plan. The Section 125 plan will enable the County employees to pay the payroll deduction amount for health insurance, dental insurance, intensive care insurance, group term life (if employee chooses to purchase additional), vision insurance (selected and paid for by employee), cancer insurance (selected and paid for by employee), and accident insurance (selected and paid for by employee).

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners authorize the Chairwoman to sign the Aflac Flexible One benefit agreement for establishing a cafeteria plan that will comply with the IRS Code Section 125.

Motion carried – unanimous.

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