

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

February 7, 2013 Meeting

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Mike Crawford, Karen Bargy (was there to observe but not participate)

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

2. Public Comment

None.

3. Clerk Office Personnel

Sheryl Guy, County Clerk, joined the meeting. Ms. Guy requested that the Chief Deputy position in the Clerk's Office be reclassified back to Administrative Assistant.

Mr. Garwood distributed a copy of the Descriptions of Essential Duties for the other Administrative Assistant positions in the County.

The Committee agreed the issue should be added to next month's agenda for further consideration.

4. Veteran's Affairs Personnel

Deborah Peters, Veteran's Counselor, requested that the hours of the Veteran's Service Officer be increased from 8 hours per week to 24 hours per week temporarily until April 15, 2013. Ms. Peters informed the Committee that she will be submitting a grant application to the State to fund the position in the future, and the decision will be made at the end of March.

Questions were asked regarding whether increasing the hours now would affect the likelihood of getting funding through the grant. Ms. Peters had posed that question to the State contact for the grant. He was unable to answer yes or no to the question.

According to Ms. Peters the need is immediate as, despite their best efforts, the veteran's claims are currently not being processed in a timely manner. She brought in data that illustrated a sharp increase in claims.

**Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioners approve increasing the hours of the part-time Veteran's Service Officer.
Yes – Drenth, Blackmore No – Stanek**

5. Employee Identification Request

Theresa Kent, Abstractor, made a request that the County make County employee identification cards available to employees. Apparently, a number of hotels/motels will give a discount if an individual can show they are a government employee.

The Committee referred the question to the Administrator for research and recommendations.

6. Antrim County Transportation (ACT)

The Committee reviewed a communication from Al Meacham, ACT Director, requesting an increase of 2.5% in pay for the part-time irregular employees at ACT.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2.5% increase for the part-time irregular employees at ACT. Motion carried – unanimous.

7. Petty Cash

Deb Haydell, Accountant, distributed a sample petty cash policy and an accounting of the petty cash funds in each of the County offices that have a petty cash fund.

8. Bullying Training/Policy

The Committee discussed whether or not to pursue a bullying policy.

The County Administrator will contact the MMRMA for policy and training possibilities.

9. Appointments

Northern Lakes Economic Alliance (NLEA)

The Committee received interest from five County residents to serve on the NLEA Board of Directors: Jim Kowal, Sheridan Rhoads, Mark Byard, Walter Ransom, Michael Ballard.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Chairman of the Board of Commissioners re-appoint Sheridan Rhoades and James Kowal to the NLEA Board of Directors for a two year term beginning January 1, 2013. Motion carried – unanimous.

911 Board

The Committee reviewed a communication from Antrim County Emergency Services (ACES) in which they nominated Ed Sayre to be their representative on the Antrim County 911 Board. This is an annual appointment.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners confirm Ed Sayre as the ACES representative to the 911 Board. Motion carried – unanimous.

10. Board of Commissioners Procedures

The Committee reviewed suggestions for adding departments and agencies under each standing Committee. No action was taken at this time, but the list will be attached to these minutes.

11. Per Diem Policy

The Committee reviewed a communication from Peter Garwood, County Administrator, regarding the current per diem policy for the Commissioners and a recommendation for possible clarification (attached). The Committee requested the issue be added to the next monthly agenda for further consideration. Mr. Garwood will draft a revision for consideration at that meeting.

12. Nationwide

Mike Crawford, Chairman of the Board of Commissioners, informed the Committee the 457 plan (deferred compensation plan) the County has through Nationwide has restrictions and penalties stricter than current State and Federal laws for what age an individual can get access to their funds without penalty. The law indicates an individual can use the funds at age 59 and ½ and Nationwide restricts the use of fund (unless unemployed or retired) until age 70 and ½. He wondered if the County should have an agreement with a vendor which imposes such restrictions. Mr. Garwood will look into the program.

The meeting was adjourned at 2:30 p.m.

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

March 7, 2013 Meeting

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

1. Meeting called to order at 12:45 p.m.

2. Public Comment

None.

3. Oil & Gas Policy

The Committee discussed the need to give legal counsel direction for drafting of the policy. Peter Garwood, County Administrator, indicated there was previous discussion regarding potentially requiring a gas and oil company to disclose the chemicals used prior to approving an agreement for a well on County-owned property. The Committee directed that legal counsel come to next month's meeting with options for inclusion into a policy. Also, the Committee requested legal counsel look into the States' statutes and policies for wells and easements on State land.

4. Donation Policy

The Committee considered the need for a donation policy. After considerable discussion the Committee concluded that each potential donation will come with its own set of merits and conditions and will require the County to respond or negotiate accordingly. It was the consensus of the Committee that a single policy could not adequately address each situation.

**Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners consider each potential donation on its own merits, and respond accordingly.
Motion carried – unanimous.**

5. Maintenance Department Staffing

The Committee discussed the possibility of privatizing a part of the custodial staff. The Committee decided not to consider outsourcing for the following reasons:

- Employees are more likely to be Antrim County taxpayers
- The peripheral functions that the custodians provide would be lost
- The County would lose a presence in the buildings at all hours
- A cleaning service may not be around to lock and unlock doors for organizations using the building
- Other departments count on the custodial staff to move things
- A cleaning service would be less likely to keep an eye on the equipment and if there is a breakdown take necessary action and/or call the maintenance supervisor, if needed
- A cleaning service would not have the same sense of ownership the employees have

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners reinstate the vacant custodial position at ½ time (20 hours per week), the funding be released and the hiring process be authorized. The position would be paid the starting custodial rate and would follow the scale in the Union Contract.
Motion carried – unanimous.

6. Amendments to the Board of Commissioner’s Procedures

Invocation

Mr. Garwood shared with the Committee information he discovered through research on the issue of including an invocation at a meeting of a governmental unit.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners amend the County Commissioners Procedures to include a statement that: Prior to the start of the meeting there will be an invocation, all faith groups within the County will have the opportunity to give the invocation as selected by the Chair of the Board, otherwise the Chair will select one of the commissioners to give the invocation.
Motion carried – unanimous.

Unanimous Roll Call Vote

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners amend the County Commissioners Procedures to state that: All motions carried unanimously will be recorded as a unanimous roll call vote unless there is an objection by one of the commissioners. Motion carried – unanimous.

Public Comment

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners add a second Public Comment period to the end of each agenda.
Motion carried – unanimous.

7. Tuition Reimbursement

The Committee reviewed the request by Sheriff Bean and approved and forwarded by the Health, Animal Control and Public Safety Committee regarding tuition reimbursement for classes to be taken by Detective Ed Smith toward a Bachelor of Science degree in Information Security and Intelligence from Ferris State University. The Committee requested additional information be made available at their next meeting.

8. Employee Identification

The Committee reviewed the information provided by the County Administrator Office regarding options for County employee identification cards. Deb Haydell, Accountant, indicated that BS&A has stated they are developing the capability of creating an employee identification card. The Committee was interested in learning more about, and waiting for, the BS&A application.

9. Bullying

Mr. Garwood reported that the Michigan Municipal Risk Management Authority (MMRMA) does not have a model policy, nor do they provide training for bullying. The closest training program the MMRMA provides is for sexual harassment. Mr. Garwood will check other sources for training on bullying.

10. Clerk Office Personnel Reclassification

Sheryl Guy, Clerk, addressed the Committee regarding her previous request to reclassify Danell Doucette from a Chief Deputy to an Administrative Assistant under the Union contract. Ms. Guy informed the Committee she was withdrawing her request. However, Ms. Guy indicated she would like the Committee to consider changing Ms. Doucette's compensation from the six month wage rate to the three year wage rate in the Chief Deputy pay scale. The Committee agreed with the request due to Ms. Doucette's experience, added work load, and because of the fact she did not have a learning period as she is already doing the job and is expected to perform at the higher level.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioners increase the wage for Danell Doucette from the six (6) month step to the three (3) year step on the Chief Deputy pay grade in the General Unit Collective Bargaining Agreement, starting at the beginning of the next pay period. Motion carried – unanimous.

11. Per Diem Policy

Mr. Garwood distributed the draft Per Diem Policy. Mr. Garwood will continue to work on the policy while the Committee reviews the completed portion and it will be addressed again at the next Committee meeting.

12. Performance Evaluation

Mr. Garwood distributed a proposal for Performance Evaluation training for the department heads, through Northwest Michigan College (NMC). The Committee requested that Mr. Garwood bring the subject up at the next department head meeting for their reaction.

Meeting time changed to 1:00 p.m. first Thursday of each month.

The meeting was adjourned at 2:40 p.m.

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**April 4, 2013
Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

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

2. Public Comment

None.

3. Tuition Reimbursement Request – Sheriff Department

Dean Pratt, Undersheriff and Ed Smith, Detective, joined the meeting and made a request for reimbursement for Mr. Smith's education toward a Bachelor's degree in Information Security and Intelligence. After the Committee asked a number of questions to the Undersheriff and Detective Smith, they directed the two meet with Mr. Garwood and bring a proposal for the next Committee meeting incorporating their desires expressed during the course of the discussion.

4. Performance Evaluations

Mr. Garwood shared the responses from the department heads with the Committee. The Committee will review the responses between now and the next meeting. Chair Stanek requested the issue be included on the agenda for next month's meeting.

5. Barnes Park Seasonal Employees Wage Increase

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners increase the wages of the seasonal employees at Barnes Park by 2.5% for the 2013 season (attached). Motion carried – unanimous.

6. Freedom of Information Act (FOIA) Policy

The Committee reviewed the proposed FOIA policy drafted by legal counsel (attached).

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the proposed FOIA policy. Motion carried – unanimous.

7. Invocation

The Committee reviewed the Policy Regarding Opening Invocations Before Meetings of the Antrim County Board of Commissioners drafted by legal counsel. The Committee determined they would like to have further discussion with legal counsel and would like Mr. Garwood to check with other counties regarding their practices.

8. Per Diem

**Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the proposed Per Diem Policy (attached).
Motion carried – unanimous.**

9. Organization Services Contracts

Antrim County Community Collaborative (ACCC)

The Committee reviewed the draft Contract for Services for the ACCC and the County of Antrim (attached).

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the contract between Antrim County and ACCC contingent upon legal counsel review. Motion carried – unanimous.

10. AFLAC Enrollment

Mr. Garwood indicated the Aflac 2013 enrollment review document was for information purposes (attached).

Motion by Jerroll Drenth, supported by Bernie Blackmore, to go into closed session to discuss the upcoming Corrections/Cooks/Clerical Unit negotiations. Motion carried – unanimous.

Closed session began at 3:03 p.m. and ended at 3:15 p.m.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**May 2, 2013
Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

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

2. Public Comment

None.

3. Tuition Reimbursement

The Committee reviewed the tuition reimbursement agreement drafted by Peter Garwood, Administrator, with input from Dean Pratt, Undersheriff and Ed Smith, Detective and reviewed by Labor Counsel. The Committee made some changes to the agreement (attached).

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the agreement, and approval of two classes for the next semester which starts the end of May, at a cost not to exceed \$2,202.00. Motion carried – unanimous.

4. Employee Performance Evaluations

The Committee has explored the issue of employee performance evaluations over the past few months and has decided to take no action.

5. Closed Session

The Committee reviewed the Closed Session minutes from April 4, 2013.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to approve the closed session minutes from April 4, 2013. Motion carried – unanimous.

6. Road Funding

Laura Stanek, Chairwoman, informed the Committee she and Mike Crawford, Chairman of the Board of Commissioners, met with Steve Curry, Deputy Director of the Michigan Association of Counties (MAC). Mr. Curry inquired if there were any issues for which Antrim County would like assistance from MAC. Ms. Stanek and Mr. Crawford both indicated road funding was the number one issue. Mr. Curry encouraged the County to send a letter or pass a resolution regarding the issue.

Motion by Bernie Blackmore, supported by Jerroll Drenth, that a letter be sent from the Board of Commissioners to request the State increase road funding and to distribute the funding utilizing the current Public Act 51 formula. The letter should be sent to the Governor and the appropriate legislators. Motion carried – unanimous.

7. Antrim County Community Collaborative (ACCC)

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the agreement between Antrim County and the Goodwill Industries on behalf of the ACCC for funding of a Coordinator for the ACCC, after review and approval by Legal Counsel. Motion carried – unanimous.

8. Mileage Reimbursement Rate

The Federal Government has increased the mileage reimbursement rate (for tax purposes) to 56.5 cents per mile. The Counties current rate is 55 cents per mile.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioners approve increasing the mileage reimbursement rate to 56.5 per mile. Motion carried – unanimous.

9. Invocation

Charlie Koop, Legal Counsel, joined the meeting. The Committee discussed having an invocation prior to the Board of Commissioner meeting.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners direct the County Administrator to send a communication to the clergy members in the various faiths in Antrim County seeking volunteer clergy members to give the invocation prior to the Board meetings. To also recommend the Board of Commissioners use the recommendations regarding invocations submitted by legal counsel as a guideline. Motion carried – unanimous.

10. Freedom of Information Act (FOIA) Policy

Mr. Koop presented an updated proposed FOIA Policy. Mr. Koop will change bullet points to numbers and make an identified grammar change.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the amended FIOA Policy (attached), and direct the County Administrator to send the policy to all departments. Motion carried – unanimous.

11. Oil and Gas Policy

Mr. Koop distributed a document entitled Arkansas Best Management Practices for Fayetteville Shale Natural Gas Activities. He also indicated he could not find such a document for the State of Michigan. The Committee discussed policy possibilities.

The committee decided to direct Legal Counsel to bring back a draft amendment of the current County standard lease for oil and gas for review and approval.

12. Annual Reports Requirements

Sherry Comben, Treasurer, distributed the current Board resolution addressing annual reports. A number of other department heads were also present. Ms. Comben indicated she was happy with the current annual report format and was looking for direction on whether there will be new requirements for annual reports.

The Committee discussed the various possibilities. The Committee took no action to change the requirements for annual reports. (Bernie Blackmore left the meeting at 2:30 p.m.)

13. Charter Internet Agreement

Valerie Craft, IT Director, distributed the proposed internet agreement between Charter and Antrim County. The new agreement will save the County \$74.99 per month. Mr. Koop indicated he had reviewed the agreement and recommended approval.

Motion by Jerroll Drenth , supported by Laura Stanek, to recommend the Board of Commissioners approve the proposed agreement between Antrim County and Charter (attached). Motion carried – unanimous.

Ms. Craft informed the Committee about a damaged fiber optics vault at COA and the cost for replacement. She will be taking the issue to the Finance Committee.

Firewall

Ms. Craft informed the Committee that the current "Fortigate" firewall used to fight Spam, Virus protection, and intrusion protection has become obsolete, but can be replaced with a less expensive needs "Fortigate" firewall. She will be taking the proposal to the Finance Committee.

14. Full-Time Custodian

Mr. Garwood explained that since the April Board meeting there has not been adequate time to advertise, allow a reasonable time for the applicants to apply and conduct interviews prior to the May 9 meeting.

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 hiring decision regarding the vacant custodian position. Motion carried – unanimous.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**June 6, 2013
Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Mike Crawford and Sheryl Guy

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

2. Public Comment

None.

3. Tuition Reimbursement Request

Ed Smith, Detective, joined the meeting. Mr. Smith requested approval of future reimburse for a class entitled, Data Intelligence Competitive Theory. This would be the as a 3rd class of the summer semester and would cost \$1,101. He is currently attending the first two classes in the first half of the semester and would attend the third class in the second half of the semester.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve that Ed Smith be eligible for reimbursement for the class entitled, Data Intelligence Competitive Theory, once he completes the class - in accordance with the tuition reimbursement agreement (\$1,101.00). Motion carried – unanimous.

4. Health Care Reform

Pat Dewey and Darci Fitch from Dewey Insurance Agency (the County's agent), joined the meeting and distributed information on health care reform.

The Committee inquired about a wellness program. Mr. Dewey estimated the cost of a full fledged wellness program at approximately \$15,000 to \$20,000.

5. Housing

Patti Lowery, Housing Director, joined the meeting. Ms. Lowery explained that Charlie Koop, Legal Counsel, drafted a "Partial Discharge of Mortgage" for a project of the Housing Program for Jason M. and Mary O. Merchant. The document corrects the property description included in the mortgage.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the partial discharge of mortgage and authorize Bernie Blackmore, Housing Committee chair to sign the document. Motion carried – unanimous.

Housing Resource Fund Application

Ms. Lowery requested the Committee approve the application to the Michigan State Housing Development Authority (MSHDA) for a grant from the Housing Resource Fund.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve application to the MSHDA for a grant from the Housing Resource Fund in the amount of \$181,000.00. Motion carried – unanimous.

6. Bay County Resolution – Revenue Sharing

No action was taken.

7. Lakes of the North Special Assessment Proxy

Sheryl Guy, County Clerk, distributed a document entitled, Lakes of the North Special Assessment Proxy for informational purposes at this time. The document was received by the County because of County-owned property in the Lakes of the North development. The document is currently being reviewed by Legal Counsel.

8. Various Matters

Meeting Date and Time

The July Administration Committee meeting will be rescheduled from July 4th to July 3rd at 1:00 p.m.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**July 3, 2013
Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Mike Crawford and Sheryl Guy

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

2. Public Comment

None.

3. Geographical Information Systems (GIS) Information Requests

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht informed the Committee of several requests he has received from outside groups for GIS information (attached). Mr. Englebrecht also indicated the Data Sharing Policy was included in the Committee's packet.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve giving the GIS data to the Antrim Conservation District for the invasive species project and the North Country Trail Association at no cost (both are non-profit organizations). Motion carried – unanimous.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve selling the GIS data to Core Logic Spatial Solutions at a cost of \$3,500.00. Motion carried – unanimous.

Mr. Englebrecht presented a request from Manna Food Project for the County to waive the fee for a 24 by 36 inch map, a cost of \$20.00.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to waive the fee for Manna Food Project for a 24 by 36 inch map, a cost of \$20.00. Motion carried – unanimous.

Motion Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner Chairman appoint Gene Dawson to the Acme to Charlevoix Trail Committee and approve giving the GIS to the group at no cost. Motion carried – unanimous.

4. Correction Officer Position

Sheriff Dan Bean joined the meeting and informed the Committee two corrections officers resigned. Sheriff Bean requested the funds be released and he be given permission to hire replacements.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioner's reinstate the two vacant corrections officer positions, release the funds and authorize the Sheriff to fill the positions. Motion carried – unanimous.

5. Planning Commission Resignation/Vacancy

The Committee reviewed a communication from Al Luurtsema indicating he is resigning from the Antrim County Planning Commission.

6. Clerk Office Vacancy

Sheryl Guy, County Clerk, informed the Committee that Ashley Eggleston, a clerk in her office has resigned. Ms. Guy requested:

- The position be reinstated and the funds be released for the soon to be vacant Clerk I position (to be filled from within).
- That one of the Clerk II positions be change to a Clerk I position (a current employee will remain in this position.)
- That the other Clerk II position be changed to a Clerk/Typist position.
- That the funds be released and she is allowed to fill a Clerk/Typist position.

Ms. Guy indicated she will be reorganizing the way the duties are assigned. She was successful in convincing the Committee that the extra duties and level of difficulty that will be assigned to the employee that is currently classified as a Clerk II, warrants reclassifying the position to a Clerk I.

Additionally, the Committee agreed that the future duties that would be assigned to the other Clerk II position justify a reclassification to a Clerk/Typist (see attached).

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioner's reinstate the soon to be vacant Clerk I position, and that the funds be released (to be filled from within), to change one of the Clerk II positions to a Clerk I position (a current employee will remain in this position), to change the other Clerk II position to a Clerk/Typist position and that the funds be released and she be allowed to fill a Clerk/Typist position. Motion carried – unanimous.

<u>Current</u>	<u>After Motion Approved</u>
Clerk I	Clerk I
Clerk II	Clerk I
Clerk II	Clerk/Typist

The meeting was adjourned at 2:15 p.m.

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**August 1, 2013
Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

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

2. Public Comment

None.

3. Tuition Reimbursement/Class Approval

Ed Smith, Detective, joined the meeting. The Committee reviewed a request for reimbursement for two classes Mr. Smith took during the summer semester through Ferris State University. The classes are directly related to his duties in computer forensics and met the conditions for reimbursement outlined in a tuition reimbursement agreement signed by Board Chairman Michael Crawford on May 16, 2013.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to approve reimbursement for the two classes taken by Ed Smith; “Fraud Evaluation” and “Link and Visual Analysis” at a cost of \$2,202.00 from the Sheriff Department budget – training line item 101000-301-712-000. Motion carried – unanimous.

Mr. Smith also requested permission to enroll in three classes: two classes from Ferris State University – “Introduction to Information and Security” and “All Things Digital” from Ferris (six credits), and one class through Northwestern Michigan College – “Public Speaking” (four credits).

The three classes will be eligible for reimbursement after completion of the fall semester, conditioned on compliance with the tuition reimbursement agreement.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve Ed Smith be given permission to enroll in “Introduction to Information and Security” and “All Things Digital” from Ferris (six credits), and “Public Speaking” through Northwestern Michigan College (four credits) for the fall semester. Motion carried – unanimous.

4. Marquette County Resolution

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner’s approve a resolution similar to the Marquette Resolution that opposes the holding back of 20% of the statutorily promised revenue sharing from counties, and only releasing it if the counties meet certain State prescribed duties, and also sending a message to the State that the County will no longer provide any additional services without the provision of additional funding. Motion carried – unanimous.

5. Dispatcher Position Vacancy

Sheriff Dan Bean joined the meeting and informed the Committee a dispatcher was transferred into the Corrections Department, leaving a vacancy in the 911 Dispatch Center. Sheriff Bean requested the funds be released and he be given permission to hire a replacement.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioner's release the funds for the vacant dispatcher position and authorize the Sheriff to fill the position. Motion carried – unanimous.

6. Nursing Contract

Sheriff Bean indicated the draft contract for a part-time nurse in the jail has been through the appropriate review process (attached).

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the contract for "Part-Time Nursing Services" for the jail. Motion carried – unanimous.

7. Memorandum of Agreement – Center for Shared Solutions

The Draft Memorandum of Agreement between Center for Shared Solutions and Technology Partnerships and Antrim County was presented by Sergeant Steve Bratschi. The agreement will enable the County to access electronic mapping (GIS) data from surrounding counties when needed during an emergency.

The Committee requested the Agreement be put on the agenda for September for further consideration.

8. Register of Deeds

Patty Niepoth, Register of Deeds, joined the meeting and requested approval to replace an employee that will be leaving August 9, 2013. The Committee indicated they would like Ms. Niepoth to operate with one less employee and see how it goes.

9. Closed Session

Motion by Jerroll Drenth, supported by Bernie Blackmore, to go into closed session to consider the tentative agreement with the Corrections/Cooks/Clerical Bargaining Unit. Motion carried – unanimous.

The Committee went into closed session at 2:05 p.m.

The Committee was back in open session at 2:30 p.m.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the tentative agreement with the Corrections/Cooks/Clerical Bargaining Unit. Motion carried – unanimous.

10. Various Matters

The Committee discussed the Antrim – Kalkaska Landfill.

The meeting was adjourned at 2:50 p.m.

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**August 14, 2013
Special Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Mike Crawford, Sheryl Guy

1. Meeting called to order at 2:00 p.m.

2. Public Comment

None.

3. County Civil Counsel Discussion

Mark Fett, Chief Assistant Prosecuting Attorney and Jim Rossiter, Assistant Prosecuting Attorney, joined the meeting. The Committee reviewed a memorandum from County Administrator, Peter Garwood, regarding appointment of a new Prosecuting Attorney due to the passing of Charlie Koop. The memorandum outlined the appointment process to fill the Prosecuting Attorney position and presented options for appointment of civil counsel to the Board of Commissioner's.

Mr. Fett informed the Committee he is not interested in becoming the next Prosecuting Attorney for Antrim County. Mr. Rossiter indicated he is interested in the position.

The Committee asked Mr. Rossiter, if appointed as Prosecuting Attorney would he be interested in providing civil counsel to the Board of Commissioners, and secondly would he be interested in serving as the Freedom of Information Act (FOIA) Coordinator. Mr. Rossiter indicated he may be interested in each responsibility, but would like to investigate more to see what it entails.

The Committee discussed the Child Support Program with Mr. Fett and Mr. Rossiter as well.

The Committee reviewed the list of issues that were being reviewed by Mr. Koop at the time of his passing and chose to put the majority of them "on hold".

The Committee requested that Mr. Garwood review the County Airport grant contracts and parking lot construction contract, and if he felt he needed assistance he is to contact Dave Reck, a local attorney for assistance.

4. Administration Personnel Issue

Mr. Garwood informed the Committee that Joe Meyers, Associate Planner, has given a verbal resignation, but has not submitted a written resignation as of this date. Mr. Garwood also indicated he has been considering the big picture regarding the structure of current County administration and encouraged the Committee to do the same (i.e. – does the current structure fit the needs of the County for administration purposes).

The Committee will revisit the issue at their regular meeting September 5th.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

September 5, 2013 Meeting

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Michael Crawford, Debra Haydell

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

2. Public Comment

None.

3. Northwest Michigan Council of Governments (COG)

Elaine Wood, Director of the COG updated the Committee on activities of the COG and requested an appropriation for 2014.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve the 2014 appropriation request of \$5,073.00 for the COG for submittal to the Finance Committee. Motion carried – unanimous.

4. Abstract Department

Theresa Kent, Abstractor, joined the meeting and presented the 2014 budget request for the Abstract Department #101000-227.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to approve the 2014 Abstract Department budget request for submittal to the Finance Committee. Motion carried – unanimous.

5. Information Technology

Valerie Craft, IT Director, joined the meeting and presented the 2014 budget request for the IT Department #101000-228.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve the 2014 IT Department budget request and the capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

6. Administration Office

Peter Garwood, County Administrator, presented the Administration Office 2014 budget request #101000-172.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve the 2014 County Administration Office budget request and capital outlay for submittal to the Finance Committee. Motion carried – unanimous.

7. Planning Commission

Mr. Garwood presented the 2014 Planning Commission budget request, #101000-720.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to approve the 2014 Planning Commission budget request for submittal to the Finance Committee. Motion carried – unanimous.

8. Planning Department

Mr. Garwood presented the 2014 Planning Department budget request, #101000-721.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to approve the 2014 Planning Department budget and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

9. Tuition Reimbursement

The Committee considered a request by Detective Ed Smith for tuition reimbursement for a class previously approved by the Committee. Detective Smith received an “A” for the class.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to reimburse Detective Ed Smith the tuition cost for the class called Data-Intelligence Computer Theory, consistent with the tuition reimbursement agreement, in the amount of \$1,101.00. Motion carried – unanimous.

10. Veterans Affairs Office

Deborah Peters, Veteran’s Counselor, joined the meeting and requested that her title be changed and she be made full-time. The Committee wanted more time to consider the request and requested the issue be put on next month’s agenda.

11. Salary and Wage Survey

Mr. Garwood distributed a Salary and Wage Survey for the Unrepresented employees. The Committee wanted time to study the survey.

Bernie Blackmore left the meeting.

12. Maintenance Department

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale requested permission to fill a soon to be vacated position due to the resignation of Guy Edward Reeser (attached).

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners reinstate the part-time maintenance worker position and allow the hiring process to begin. Motion carried – unanimous.

Mr. Garwood will review applications submitted when Mr. Reeser was hired as it was less than three months ago.

13. Memorandum of Agreement-Center for Shared Solutions

Sheriff Dan Bean, Undersheriff Dean Pratt, Sergeant Todd Rawlings, Sergeant Steve Bratschi joined the meeting.

Sergeant Bratschi explained the implications of participating with the Center for Shared Solutions for sharing data.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners enter into the Memorandum of Agreement with the Center for Shared Solutions pending legal review. Motion carried – unanimous.

14. Corporal Request - Jail

Sheriff Bean and Sergeant Rawlings proposed promoting two corrections officers to corporals at an initial cost of \$7,743.20 per year.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve the inclusion of two corporal positions in the jail for the 2014 Sheriff Department budget. The budget will be forwarded to the Finance Committee for final consideration. Motion carried – unanimous.

15. Courthouse Security Personnel Request

Sheriff Bean proposed he be authorized to include an additional part-time Courthouse security employee at a cost of \$15,600.00. The Committee will consider this issue further in the future.

16. Jail Doctor

Sheriff Bean requested an increase in the contractual amount for the jail doctor of \$250.00 per month.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve the inclusion of an increase in the contractual amount of \$250.00 per month for the jail doctor for the 2014 Sheriff Department budget that will be forwarded to the Finance Committee for final consideration. Motion carried – unanimous.

17. Dispatch

Sheriff Bean presented a request for the inclusion of a corporal position in the Dispatch Center. The Committee requested more information for next month including information from other counties on a “team leader” position.

18. Planning Department Position

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve releasing the funds and authorizing the hiring process for the vacant Associate Planner position (with the attached salary scale). Motion carried – unanimous.

The Committee agreed the advertisement can go into the newspapers and on various websites right away.

19. Prosecuting Attorney

Jim Rossiter, Prosecuting Attorney joined the meeting. Mr. Rossiter had three issues he wanted to address: hiring an assistant, civil work and salary.

Mr. Rossiter requested the release of funds and authorization to fill the Assistant Prosecuting Attorney position.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve releasing the funds and authorize the hiring process for the vacant Assistant Prosecuting Attorney position. Motion carried – unanimous.

The Committee reviewed the salary and stipends that were paid to the previous Prosecuting Attorney.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve paying the new Prosecuting Attorney the same salary and stipends received by the previous Prosecuting Attorney until the end of the budget year (December 31, 2013) at which time the Committee will re-evaluate the civil work stipend. Motion carried – unanimous.

The meeting was adjourned at 4:35 p.m.

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

October 2, 2013 Meeting

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Michael Crawford

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

2. Public Comment

None.

3. Prosecuting Attorney

Assistant Prosecutor Salary

Jim Rossiter, Prosecuting Attorney, joined the meeting. Mr. Rossiter indicated he would like the County to increase the salary for the Assistant Prosecutor by \$4,000 specifically to attract Ms. Erin House to the position. Ms. House has worked in the Antrim County Prosecuting Attorney office in the past (part-time for 8 years) through a special program funded by the State Attorney General's office. Mr. Rossiter also requested that he be authorized to offer her the same number of vacation days as an eight year employee. The request, if granted, would be limited to Ms. House.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's offer to increase the three year step for the Assistant Prosecuting Attorney to \$57,000 and authorize Mr. Rossiter to offer the position at the 3 year step to Ms. Erin House with vacation time accrual equal to that of a five year employee.

Motion carried – unanimous.

4. Michigan Advance Aerial Systems Consortium (MAASC) Contract

Mr. Rossiter addressed the Committee regarding his review of the draft contract between Antrim County and MAASC. The contract, if signed, would allow the use of Antrim County Airport for take offs and landings of unmanned aerial vehicles (UAV) or what is commonly referred to as Drones.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's not enter into the contract with MAASC at this time, for use of the Antrim County Airport for UAV's. Motion carried – unanimous.

5. Lutheran Child & Family Services Agreement

Mr. Rossiter addressed the agreement between Antrim County and Lutheran Family Services of Michigan for services to the Family Support Program. Mr. Rossiter had a number of concerns including parts of the agreement that appear to be missing, parts of the agreement that contradict other sections of the agreement and grammatical errors.

Mr. Rossiter will list the concerns and Peter Garwood, County Administrator, will contact the Lutheran Child and Family Services with those concerns.

The Committee will present the contract to the Board of Commissioner's if the concerns can be rectified by the regular meeting.

6. Priority Health Contract

Mr. Rossiter indicated he has not been able to adequately review the Priority Health Contract due to a short deadline. It will be put on the next month's agenda.

7. Life, AD&D, and Short Term Disability

The Committee reviewed the quotes from the bidding out of the coverage for the Life Insurance, Accidental Death and Dismemberment and Short Term Disability. Mr. Garwood indicated that for the two year period the lowest bidder, Principal Financial, would save only \$357 per year off the renewal rate from the current carrier, Mutual of Omaha. It was Mr. Garwood's recommendation not to switch at this time as the administration costs associated with changing carriers would likely be more than the annual savings.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's renew with Mutual of Omaha for Life Insurance, Accidental Death and Dismemberment and Short Term Disability. Motion carried – unanimous.

8. Housing Block Grant

Mr. Rossiter indicated he had a number of problems with the Block Grant application in that there appeared to be inconsistencies and contradictions in the application narrative. Mr. Rossiter and Mr. Garwood will work together with Ms. Lowery to address the concerns.

9. Veteran's Affairs

Deborah Peters, Veteran's Counselor, joined the meeting. Ms. Peters requested that her position be made full-time and her title be changed from Veteran's Counselor to Veteran's Affairs Director. The office visits have increased substantially since last year.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve changing the title of Veteran's Counselor to Veteran's Affairs Director and make the position a full-time position. Motion carried – unanimous.

Veteran's Service Officer Resignation

Ms. Peters informed the Committee that Sheryl Eby resigned from her position as a Veteran's Service Officer.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the release of the funds for the vacant Veteran's Service Officers position and authorize the hiring process. Motion carried – unanimous.

Veteran's Affairs Committee Member Resignation

The Committee decided to advertise the vacancy, but wait until the December appointments to consider the applicants.

10. Sheriff Department

Sheriff Dan Bean requested the County establish a new position of Team Leader in the 911 Dispatch Center. The Team Leader position would enable the Sheriff to have a supervisor in the 911 Dispatch Center when the Dispatch Sergeant is off.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to authorize the Sheriff and County Administrator to discuss the creation of a team leader position in the Dispatch Center with the Teamsters - Command Unit. Motion carried – unanimous.

Sheriff Bean requested the County create another part-time security officer position for the 1905 Courthouse. The Committee took no action.

11. Information Technology (IT) Contract

Valerie Craft, IT Director, informed the Committee that Next IT has purchased Common Sense Computing. Common Sense Computing (specifically Matt Goodhue) has been the County's network services consultant since the inception of the network. Mr. Goodhue will be working for Next IT. The Committee reviewed a draft contract that names Next IT as the network service consultant.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the new contract with Next IT for computer network consulting services beginning October 10, 2013 ending October 31, 2014 (attached). Motion carried – unanimous.

12. Commission on Aging Residential Home Chore Contract

Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the Home Chore contracts for residential snowplowing for COA clients with the following companies:

- **Boss Lawn & Landscape LLC**
- **C&K Septic & Excavating, Inc.**
- **Dream Lakes Services, LLC**
- **James Cook**
- **Gaye O'Neal dba Garrett Landscaping**
- **Marshall Construction Co, Inc.**
- **Mark Ponte**
- **Keith Robbins**
- **SJ & Family**
- **Tip of the Mitt Irrigation Services**
- **Union Designs & Landscaping, LLC**

Motion carried – unanimous.

13. AAA (Area Agency on Aging) Agreement

As the agreement was received just recently (which did not allow enough time for adequate review), no action was taken. The agreement will be put on next month's agenda.

14. Worker's Compensation

The Committee reviewed the projected worker's compensation rates for 2014.

15. Unrepresented Wage and Salary Survey

The Committee reviewed the wage and salary survey for the Unrepresented Employees of the County.

Motion by Bernie Blackmore, supported by Jerroll Drenth, to go into closed session to discuss Union negotiations with the Deputies/Dispatchers Unit and the Command Unit.

Motion carried – unanimous.

Closed Session at 4:15 p.m.

Closed session ended at 4:40 p.m.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioner's ratify the tentative agreements with the Command Unit and the Deputies/Dispatcher Unit. Motion carried – unanimous.

16. Veteran's Affairs

Ms. Peters rejoined the meeting for a discussion regarding her previous requests.

Motion by Jerroll Drenth, supported by Bernie Blackmore, to recommend the Board of Commissioner's approve the Veteran's Affairs Director position become a full-time position with benefits at 37.5 hours per week, beginning Monday, October 14, 2013 through December 31, 2013 at \$15.17 per hour. Beginning January 1, 2014 the position will become a full-time salaried department head position with a 2014 salary of \$31,025 per year with full benefits.

Motion carried – unanimous.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

**November 21, 2013
Special Meeting**

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood, Sherry Comben, Sheryl Guy, Mike Crawford

1. Meeting called to order at 1:04 p.m.

2. Public Comment

None.

3. Equalization Director Short Term Issue

Sharon Schultz and Carrie Hebden were present for the Equalization Director issue.

Chairwoman Stanek outlined the reason for the meeting: To take care of the short-term concern of making sure all end of the year requirements are met for the Equalization Department for 2013. (see attachments pages 1-5)

Motion by Bernie Blackmore, seconded by Jerroll Drenth, to approve hiring Bob Englebrecht to finish the requirements for the Equalization Department for the 2013 year at a cost of \$19,500.00 (see attached proposal). In addition to the work items included in Mr. Englebrecht's proposal, if any of the reports and forms are determined to be incorrect or not complete by the State, he will be required to make the additions and/or corrections necessary until accepted by the State. Motion carried – unanimous.

Mr. Garwood informed the Committee advertisements have gone in the paper for both an Equalization Director and a Housing Director with a cut-off date of December 9th, 2013.

4. Various Matters

Airport Projects

John Strehl, Airport Manager, joined the meeting. Mr. Strehl has been working on getting the heating units in the Airport equipment hanger and the Airport community hangar changed over from propane to natural gas. It was originally thought it only needed a change of the orifice in each of the heating units. Now it appears it may require some re-piping. The Committee recommended Mr. Strehl get additional quotes and bring them to the next meeting of the Buildings and Grounds Committee. Mr. Strehl was given the names of four to five additional plumbing and heating companies.

Lake Levels

The Committee reviewed the Court Order in regards to the Upper Chain lake levels.

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

Administration and County Services Committee

Jerroll Drenth

Laura Stanek, Chairman

Bernie Blackmore

December 5, 2013 Meeting

Members Present: Laura Stanek, Bernie Blackmore, Jerroll Drenth

Member Excused:

Others Present: Pete Garwood

1. Meeting called to order at 1:03 p.m.

2. Public Comment

None.

3. Probate Court Unrepresented - Wages

Judge Norman Hayes addressed the Committee regarding the Unrepresented Employees in the Probate Court. Judge Hayes indicated the 1.5% increase in salary and wages given to other County employees was acceptable, but he requested the Committee consider an additional amount for each of the unrepresented employees in his office. Laurie Stanek, Chairwoman, indicated the Committee would give the request some thought.

4. Prosecuting Attorney Unrepresented - Wages

Jim Rossiter, Prosecuting Attorney, joined the meeting and made a request that the Unrepresented Employees in the Prosecutor's Office get the same increase as the other employee groups (1.5%).

5. Civil Counsel Work

The Committee and Mr. Rossiter discussed how things were going regarding doing the civil work for the County. Both the Committee and Mr. Rossiter were happy with the arrangement. Mr. Rossiter and Peter Garwood, County Administrator, informed the Committee they are working the bugs out of the contract review process.

6. General Unit

The Committee reviewed a communication from the Teamsters Local 214 that represent the General Unit indicating that they ratified the wage reopener agreement of a 1.5% increase in wages.

Motion by Bernie Blackmore, seconded by Jerroll Drenth, to recommend the Board of Commissioner's ratify the wage reopener agreement of a 1.5% increase in wages for the General Collective Bargaining Unit. Motion carried – unanimous.

7. General Unit Unrepresented

The Committee reviewed a communication from Mike Neubecker as the representative of the General Unrepresented Employees.

Motion by Bernie Blackmore, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve a 1.5% increase in wages and salaries for the General Unrepresented Employees, Probate Court Unrepresented, the County Administrator and the Prosecuting Attorney's Unrepresented Employees. Motion carried – unanimous.

8. Part-Time Wages – County-wide

The Committee reviewed a number of requests by various departments requesting an increase in wages for the irregular part-time employees in their respective departments.

Motion by Jerroll Drenth, seconded by Bernie Blackmore, to recommend the Board of Commissioner's approve a 1.5% increase for all irregular part-time employees of the County. Motion carried – unanimous.

9. Mead Hunt Contract

John Strehl, Airport Manager, joined the meeting and answered the Committee's questions regarding the Mead & Hunt On Call Contract.

Motion by Bernie Blackmore, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Mead & Hunt On Call Contract with an amendment – adding the date of the lightning strike. Motion carried – unanimous.

10. Tuition Reimbursement

Detective Ed Smith joined the meeting and requested approval to enroll in additional classes for the Spring semester. Each of the classes is on the original approved list of classes.
(See attachment pages 1-6)

Motion by Jerroll Drenth, seconded by Bernie Blackmore, to approve Detective Ed Smith be authorized to enroll in the following classes (with the expectation of reimbursement if he meets the requirements for passing the classes): Principals of Management (from NMC to take the place of Applied Management on the approved list), Advanced Composition #321 and Management Metrics & Decision Making. Motion carried – unanimous.

11. Data Sharing Request

The Committee considered a request from the Grand Traverse Regional Land Conservancy to waive the fee for the County parcel layer from the County Geographical Information System (GIS) database.

Motion by Jerroll Drenth, seconded by Bernie Blackmore, to recommend the Board of Commissioner's waive the fee and approve the provision of the parcel layer to the Grand Traverse Regional Land Conservancy.

12. Guardian Ad Litem Contract

The Committee reviewed a draft contract for the Guardian Ad Litem for the Probate Court.
(See attachment pages 7-11)

Motion by Jerroll Drenth, seconded by Bernie Blackmore, to recommend the Board of Commissioner's approve the Guardian Ad Litem contract contingent on legal counsel review. Motion carried – unanimous.

Bernie Blackmore left the meeting at 2:40 p.m.

13. Commission on Aging

Motion by Jerroll Drenth, seconded by Bernie Blackmore, to recommend the Board of Commissioner's release the funds and authorize the hiring process for an assistant cook for the Commission on Aging. Motion carried – unanimous.

(See attachment page 12)

14. Building Official Salary

The Committee discussed the request regarding compensation made by Bob Massey, Building Official, at a previous meeting. No action was taken.

15. Appointments

(See attachments beginning with page 13)

Antrim Creek Natural Area (ACNA)

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Betty Hoffman and Albert Hurd to the ACNA Commission. Motion carried – unanimous.

Commission on Aging (COA)

The Committee reviewed Mary Kokosky's letter of resignation from the COA Advisory Board.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Sally Hannert, Beverly McCamman, Rick Teague, and appoint Jeanette Hayes to the COA Advisory Board. Motion carried – unanimous.

Construction Code Board of Appeals

Mr. Garwood explained that the positions on the Construction Code Board of Appeals must be filled by individuals that are licensed in the various trades (e.g. construction, plumbing, heating, etc.).

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint the following individuals to fill the associated positions on the Construction Code Board of Appeals: Kelly Dunigan – electrician, Dan Newton - builder, Marshall Wright – engineer. Motion carried - unanimous.

Note: After the above appointments to the Construction Code Board of Appeals, there will remain one vacancy on the Appeals Board, typically filled by a building contractor.

911 Board

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Wendy Dawson to fill the community member at large position. Motion carried – unanimous.

Economic Development Corporation (EDC)

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Peter Garwood to the EDC. Motion carried – unanimous.

Northern Lakes Economic Alliance (NLEA)

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Peter Garwood and Rick Diebold to the NLEA.

Motion carried – unanimous.

Parks and Recreation Advisory Board

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Jerome Dobrzelewski and Mike Meriwether to the Parks and Recreation Advisory Board. Motion carried – unanimous.

Note: After the above appointments to the Parks and Recreation Advisory Board, there will remain one vacancy on the Board.

Planning Commission

Josh Vey pulled his notification of interest as his situation has changed and he would be unable to serve.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Barb Bradford, Jim Gurr and Mike Hayes to the Planning Commission. Motion carried – unanimous.

Note: After the above appointments to the Planning Commission there will remain one vacancy on the Commission.

Solid Waste and Recycling Council

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Bob Ricksgers to the Solid Waste and Recycling Council.

Motion carried – unanimous.

Note: After the above appointments to the Solid Waste and Recycling Council, there will remain one vacancy on the Council.

Veteran's Affairs

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Casey Guthrie and appoint Thomas Brown to the Veteran's Affairs Committee. Motion carried – unanimous.

Housing Committee

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's reappoint Mike Hayes and Janice Olach to the Housing Committee.

Motion carried – unanimous.

Note: After the above appointments there will be one vacancy on the Housing Committee.

There are five vacancies on the various boards.

16. Committee of the Whole Discussion

The Committee discussed the possibility of establishing a Committee of the Whole for issues that go to the Administration Committee and Finance Committee. The Committee had no recommendation for action.

17. Taxes for Health Insurance

The Committee discussed the 3 new taxes associated with the Affordable Care Act that will be assessed starting January 1, 2014. The County will cover all but the transitional reinsurance fee of \$5.25 per person covered under the County sponsored insurance program – per month. The monthly tax will be added to the amount of the premium subject to the P.A. 152 cap. For example; it would cost \$5.25 per month for a one person subscriber, while an employee with a family of four would cost \$21.00 per month.

The meeting was adjourned at 4:15 p.m.