

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

January 31, 2013

Members Present: Ed Boettcher, Dave Howelman
Members Absent: Bernie Blackmore
Others: Peter Garwood

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

2. Public Comment

None.

3. Probate Court/Child Care Fund Update

Bill Hefferan joined the meeting and provided a financial report for the 2012 budget year (attached).

4. Veteran's Affairs Personnel

Deb Peters, Veteran's Counselor, joined the meeting. Ms. Peters distributed a document entitled "Executive Order No. 2013-2, the Executive Reorganization of the Department of Military and Veterans Affairs and the Creation of the Michigan Veterans Affairs Agency" (attached).

Grant Application

Ms. Peters distributed instructions for a grant program through the Michigan Veterans Office as well as a proposed grant application from Antrim County for: 1. Input of Antrim County veteran data into the State database \$200, 2. Two signature pads for the State VectraSpec software system \$460, and 3. Increasing the hours of the part-time Veteran's Service Officer from 8 hours per week to 24 hours per week \$10,858.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioners approve the grant applications to the State of Michigan for:

- 1. Input of Antrim County veteran data into the State database \$200**
- 2. Two signature pads for the State VectraSpec software system \$460**
- 3. Increasing the hours of the part-time Veteran's Service Officer from 8 hours per week to 24 hours per week \$10,858.**

Motion carried – unanimous.

Training

Ms. Peters informed the Committee she is asking Sheryl Eby in her office to go to training to become certified as a Veterans Service Officer. She inquired as to whether Ms. Eby would be paid (her hourly wage) during the training. Mr. Garwood informed Ms. Peters the answer was yes, Ms. Eby would be paid for the hours she is in the training at her normal rate of pay. Ms. Peters indicated the only other cost for the County is the \$40 registration fee. The State will pick up all other costs.

Ms. Peters distributed a document that illustrates the benefit payments to County veterans from the Veteran's Administration between 2000 and 2011 and a comparison to other counties in the region (attached). Ms. Peters distributed a document that illustrates the number of client visits to the Veteran's Affairs Office for 2007 through 2012 (attached).

Ms. Peters informed the Committee that with the increase in claims she is unable to complete the claims forms for veterans in a timely manner. Ms. Peters requested the hours for the Veterans Service Officer, Sheryl Eby, be increased from 8 hours to 24 hours per week.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend to the Administration Committee and the Board of Commissioners the hours for the Veterans Service Officer, Sheryl Eby, be increased from 8 hours to 24 hours per week at an additional cost of \$10,858.18 for the first year.

Motion carried – unanimous.

5. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, Administrator and David Schulz, Finance Director for the MCF joined the meeting and distributed a financial report for the MCF (attached).

Construction Project

The Committee received an update on the construction project at the MCF.

6. Meadowview Apartments

Chair Ed Boettcher announced the Committee will be having a special meeting at the MCF or the Meadowview Apartments to specifically discuss the future of the Meadowview Apartments building.

Mr. Schulz presented a financial report for the Meadowview Apartments (attached). Eight of the 21 apartments are vacant. Mr. Schulz identified the disappearance of the MSHDA subsidization as a partial cause for increase in vacancy.

7. Housing Department

Patti Lowery joined the meeting. Mr. Garwood explained that Board Chairman, Mike Crawford, had to sign the extension with Front Street Realty, LLC to continue to act as the real estate agent in regards to the County owned house at 422 Elm Street in Mancelona, as the original agreement expired December 31, 2012.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioner's authorize the Chair to sign the "Addendum to: Exclusive Rights to Sell" agreement with Front Street Realty, LLC and the "Sellers Disclosure Statement" for the house at 422 Elm Street in Mancelona.

Motion carried – unanimous.

Motion by Dave Howelman, supported by Ed Boettcher, to counter the offer of \$16,000 on the house on 422 Elm Street with a proposed counter offer of \$21,000, subject to approval by the Board of Commissioners if accepted.

Motion carried – unanimous.

Policy on Future Property Sales

The Committee agreed to direct the issue of a policy for future property sales to the Housing Committee for a recommendation back to the Human Services Committee.

8. Michigan Committee for Employer Support Letter

The Committee reviewed a communication from the Michigan Committee for Employer Support of the Guard and Reserve whose mission is to maintain employer support for those who serve in the National Guard and Reserve.

The Committee forwarded this communication to the Administration and County Services Committee.

9. Commission on Aging (COA)

Dining Out Meals Program

Mr. Garwood informed the Committee that legal counsel has reviewed and changed the Nutrition Purchase of Service (POS) Contract - Dining Out Meal Program.

**Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the revised Nutrition Purchase of Service (POS) Contract - Dining Out Meal Program agreement with G's Pizzeria and Deli.
Motion carried – unanimous.**

The Committee reviewed a communication from COA Director, Mike Neubecker. The Communication was an update of activities in the COA as Mr. Neubecker was unable to attend the meeting.

10. Coordination of Services

Chair Ed Boettcher indicated he would like to hold a meeting between all the agencies that deliver services to the elderly MCF, COA, Health Department, Antrim County Transportation and Area Agency on Aging. The meeting would focus on the coordination of services and cost savings. Mr. Garwood indicated his office will set the meeting up.

Meeting adjourned at 11:05 a.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

February 21, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore
Members Absent:
Others: Peter Garwood, David Schulz, Mike Crawford, Rick Teague, Rose Coleman from Grand Traverse Pavilions

1. Meeting was called to order at 10:32 a.m.

2. Public Comment

None.

3. Meadowview Apartments

David Schulz, Meadowview Apartment Manager, introduced Rose Coleman who is with Grand Traverse Pavilions.

Mr. Schulz explained the apartments are partially ADA (Americans with Disabilities Act) compliant. He also indicated that the funds from Michigan State Housing and Development Authority (MSHDA) to help off-set the rental cost for renters has dried up.

Frank Bednarek, from Hooker-DeJong Architects and Engineers, joined the meeting via speakerphone at 10:47 a.m.

Mr. Bednarek spoke on changing the apartments to assisted living. However, currently the apartments are only 10% compliant with the ADA. It would require a fairly substantial upgrade in order to be compliant for assisted living. A market study would need to be completed to change to assisted living if there was any consideration of seeking funding from the MSHDA. Another funding source might be the United States Department of Agriculture (USDA) Rural Development Program. The USDA would more than likely require a market study as well.

David Layman from Hooker-DeJong Architects and Engineers joined the meeting via speakerphone at 11:02 a.m.

The following options were discussed:

- Licensed assisted living
- Un-licensed assisted living
- Housing for the aged
- County subsidized housing for the aged
- Sell it to a private company to develop and operate some type of independent or assisted living
- Close it down and use for other purposes
- Remove age requirement of 55+
- Adult respite care facility

- Possibly a combination uses/services for the aged
- Close it and level the building

Mr. Bednarek stated the facility would need a certain number of assisted living units to make it work (economy of scale).

Mr. Layman shared that if we simply wanted to modernize the apartment building and wanted to make the apartments “affordable” it is possible we might be able to get a loan through the USDA Rural Development.

Chairman Ed Boettcher expressed concern that if the independent living apartment niche is being filled by the private sector than maybe the County should not be trying to service the need.

Mr. Schulz provided the following information:

- Natural Gas is included in the rental price, but because the apartments share some of the same infrastructure as the Meadow Brook Medical Care Facility (MCF), it is split up between the two facilities based on the percent of square foot dedicated to each use. Water is provided by a private well that services both the Apartments and the MCF and usage is tracked through a meter on the Village of Bellaire sewer (separate meter for each facility).
- Electricity is paid mostly by the residents of the apartments as there is a separate meter for each apartment.
- Maintenance to the apartment building is done by the MCF maintenance staff and billed back to the apartments.

Please see attached Shared Service Agreement.

The Committee requested Ms. Coleman give an overview of the living accommodations and services offered by the Grand Traverse Pavilions (GT Pavilions).

The GT Pavilions consist of three “Cottages”, each cottage focuses on a different level of service and consists of a total of 79 beds. The facility has 24 hour nurse staffing available. A facility such as the GT Pavilions can choose to be licensed or unlicensed. They have chosen to be unlicensed.

If the County is interested in following the assisted living model, and chose to be unlicensed, one of the following three services could not be provided by the MCF.

- Nursing care
- Dietary services
- Housing

The Evergreen Cottage is locked and is for the beginning stages of dementia.

The Hawthorne Cottage is the most independent cottage.

The Willow Cottage is for those with a more advanced stage of dementia.

Each Cottage has a kitchen and a community dining area. To reside at each cottage will cost a resident as follows:

Hawthorne	\$2,676.00 per month
Evergreen	\$2,676.00 per month
Willow	\$3,572.00 per month

Not all services are provided with the rent, some are al a carte.

Hawthorne, the most independent living cottage, is staffed with unlicensed workers, whom they call Universal Workers. Each is trained in meal service, laundry, administering medication, etc. A Licensed Practical Nurse (LPN) oversees the unlicensed staff.

Residents can also opt for nursing care services for an extra fee. Residents can opt for a 2 meal per day plan or a 3 meal per day plan.

Willow Cottage has Certified Nursing Assistants (CNAs) providing the care.

They provide some subsidized care (defined in this case as: charging less for the care) which amounts to approximately \$330,000 per year.

The Committee and others at the meeting went for a tour of the Meadowview Apartment Building including one bedroom apartments, two bedroom apartments, recently remodeled apartments and apartments that have not been remodeled.

The Committee returned to the meeting room and reviewed a spreadsheet developed by Dave Schulz that illustrates the revenues and expenses for the past four years, as well as a break even analysis. In order to break even the figures indicate a need for an 80% rental rate year round.

While the Committee embarks upon the Meadowview Apartment Building evaluation process, the Committee suggested there be a renewed effort to get the empty apartments rented. One specific suggestion was to advertise in the Commission on Aging newsletter.

Meeting adjourned at 12:50 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

March 28, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood, Mike Crawford

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

2. Public Comment

None.

3. Commission on Aging (COA)

Mike Neubecker, COA Director, gave an update of the COA activities for the past month. Mr. Neubecker indicated they have cut back on costs in many areas. The “Dining Out “ program contract with Mr. G’s has been signed, and Mr. Neubecker is close to getting an agreement with Shirley’s Café (Mancelona) and Shirley’s Café in the Woods.

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend to the Board of Commissioners that the Dining Out Program agreements be signed with Shirley’s Café and Shirley’s Café in the Woods contingent on the appropriate contract review. Motion carried – unanimous.

Ed Boettcher informed Mr. Neubecker and the Committee of the proposed meeting between the Area Agency on Aging, the COA, Meadow Brook Medical Care Facility and the Health Department.

Mr. Neubecker brought up the possibility of requesting an additional 1/10 of a mill (from .4 to .5) the next time the COA millage proposal comes up.

4. Probate Court Update

Bill Hefferan, Probate Court Administrator, joined the meeting. The Committee reviewed the financial report for the Child Care and related funds (attached).

5. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, Administrator and Dave Schulz, Administrative Services Director at the MCF joined the meeting. Ms. Robertson addressed rumors regarding the Meadow Brook Family and Friends Council. She shared with the Committee that the Meadow Brook “Resident” Council is the official council recognized by the Meadow Brook Governing Board as representing residents and family of the MCF. However, she also indicated this doesn’t have anything to do with whether or not the Meadow Brook Friends and Family Council conducts their own meetings or attends the meetings of the Meadow Brook Governing Board (see attached communication).

Mr. Schulz reviewed the MCF budget/revenues/expenditures to date with the Committee (attached). The Committee reviewed the Status of Cash, Depreciation, and Restricted Funds as of January 31, 2013 (attached).

6. Meadowview Apartments

The Committee reviewed the monthly and year to date budget for the Meadowview Apartments (attached).

The Committee reviewed an opinion from Legal Counsel, Charlie Koop regarding the legality of reducing the minimum age restriction, of 55 years of age, at the Meadowview Apartment (attached). Based on Mr. Koop's opinion, the Committee will not recommend a reduction in the age limit for residents of the apartments.

Mr. Boettcher reviewed what was discussed at last month's special meeting regarding the Meadowview Apartments. Mr. Schulz informed the Committee of the efforts towards more advertising for the apartment building.

7. Veteran's Affairs Office

Deborah Peters, Veterans Affairs Director, gave a report on her first visit to Elk Rapids Am Vets Post to provide veteran services. Ms. Peters had three (3) pre-arranged appointments and had provided services to eight (8) veterans by the end of the day (see attached email from Ralph H. Grace).

8. Housing

The Committee reviewed a draft "Record of Action, Loan Cancellation-Discharge of Mortgage" (write-off of debt) form for a mortgage of \$12,461.00 held by Melinda J. Buckwheat of Mancelona.

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners authorize the Chair of the Board of Commissioners sign the cancellation-discharge of mortgage document for a mortgage of \$12,461.00 on property held by Melinda J. Buckwheat, 348 E. Elder Road, Mancelona, MI 49659, Tax Parcel #05-11-130-004-70. Motion carried – unanimous.

Meeting adjourned at 12:40 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

May 17, 2013

Members Present: Ed Boettcher, Dave Howelman
Members Absent: Bernie Blackmore
Others: Peter Garwood, Marna Robertson, Linda Yaroch, Tina Lamont, Bob Schlueter, Rick Teague, Mike Neubecker, Judy Parliament, Lew Whipple, Penny Rogers, Carole Doherty

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

2. Public Comment

Lew Whipple, representative of the Friends and Family of Meadow Brook Council, talked about whether or not Meadow Brook Medical Care Facility (MCF) is required to recognize the Friends and Family Council of Meadow Brook.

3. Health Department

Linda Yaroch, Health Department of Northwest Michigan Director, gave an overview of the home care services offered by the Health Department.

Ms. Yaroch informed the Committee of the transportation issues they encounter.

Ms. Yaroch relayed to the Committee the Health Department's main priorities are obesity and the prevention of chronic disease.

"Continuum of communication" as a client is serviced by multiple agencies and was identified by Ms. Yaroch as an issue. She theorized that the use of electronic health records in the future may be helpful in addressing this concern.

Tina Lamont, Director of Home Care and Aging Services for the Health Department, commented further on the home care services when requested by a physician, which are generally temporary. The Health Department also provides Hospice Services, which aids in the care of the patient, the patient's family which includes training and education, and will continue support for 13 months after the patient is deceased. They offer care at MCF and participate with the Commission on Aging (COA) in providing training support. The staff of the Health Department consists of registered nurses (RN's), certified care givers, and various therapists.

Ms. Lamont informed the Committee that home care providers can only be reimbursed by Medicare/Medicaid if there is a medical issue present.

4. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, MCF Administrator, gave an overview of the services provided by the MCF and the collaboration between the MCF and the other agencies.

Ms. Robertson informed the Committee the big push is for preventing re-hospitalization, having on-site physical therapy and occupational therapy and good in-home care.

There was a discussion regarding volunteer opportunities.

Discussion took place regarding transportation concerns.

5. North Country Community Mental Health (CMH)

Carole Doherty, North Country Community Mental Health representative, indicated they have worked with many of the other agencies. She identified improper diagnosis of elderly dementia patients as a problem. They have found dementia patients being treated as mentally ill. Dementia is a physical illness, not a mental illness, which is often times misdiagnosed most commonly by an emergency room physician. When an individual is brought to an emergency room setting a physician may not have the appropriate time and expertise to do a proper diagnosis. This can lead to the prescription of incorrect and sometimes harmful medications.

One of the biggest concerns when an elderly dementia patient is misdiagnosed as mentally ill, is they can be placed in a ward with younger, mentally ill patients which is a recipe for possible physical harm.

It was mentioned that the Vulnerable Adult Task Force in Antrim County has faded away. There was some consensus that a group such as this may help abate this and other concerns facing the elderly.

The Munson Geriatric Assessment Clinic was identified as a very helpful service. However, there is a two month waiting list.

Bob Schlueter, Area Agency on Aging (AAA), discussed the importance of having a personalized care plan. The main issue is having a way to provide better information for the judge.

6. Commission on Aging (COA)

Mike Neubecker, Director of the COA, gave an overview of the services offered by the agency. In addition to congregate and home delivered meals, the COA offers a homemaker respite (taking care of the care giver), personal care as well as outdoor maintenance services. They also offer blood pressure checks and administer "med prompting".

The COA receives \$123,000 from AAA for nutrition programs. Through the millage they receive approximately \$667,000. Together, with donations the COA has a budget of \$1.2 to 1.3 million.

There is a caregiver support group being started.

The COA also works with Hospice.

7. Area Agency on Aging (AAA)

Mr. Schlueter stated that the function of the AAA is to coordinate services, not provide services directly. The goal of the AAA is to help keep individuals at home as long as possible and to facilitate the transition to a long term care facility.

The agency must apply for a waiver to provide services directly. In Antrim County they provide services mostly through the COA, but also contracts with others as well.

The AAA has a budget of \$10 million.

8. Aging & Disability Resource Collaborative (ADRC)

The agency representatives talked about the new initiative called the Aging and Disability Resource Collaborative. Through the ADRC they are working to create an 800# to give more detailed information on where an individual needs to go for services.

New initiatives or targeted issues:

- Training for caregivers.
- Transition programs from a medical care facility to a residential setting (Medicaid).
- Help with an individual when they transition from a hospital to a home.
- Medicaid assistant program having someone on staff who specializes in Medicaid and will help individuals understand how the funding and services work.
- Dual eligible (Medicaid/Medicare)

The agencies dispersed at 10:55 a.m.

9. MCF Friends and Family Council

Lew Whipple and Penny Rogers joined the table.

Chair Ed Boettcher outlined his understanding of the issue between the MCF Board and Administration and a group called the Friends and Family Council.

Lew Whipple complained that the Friends and Family Council can only give public comment at the Residents Council meetings and they must then leave the meetings unless they are the one legally appointed to represent the interest of their loved one who is a resident of the MCF.

They also want privacy for their meetings, as they do not want the MCF staff in their meetings.

They would also like to be recognized as a group (council). Currently, only the Resident's Council is recognized by the MCF.

However, it was pointed out that the Friends and Family Council has the right to give public comment at, and attend the entire Meadow Brook Governing (DHS) Board meeting.

Meeting adjourned at 12:00 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

July 25, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood

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

2. Public Comment

None.

3. Probate Court

Bill Hefferan, Probate Court Administrator, informed the Committee he received a call from the ex-administrator of the Miahayan Day Treatment Center/School that was discontinued in 2000. She informed him that there is camping equipment that was purchased with County funds and she needed to get it out of her garage. Mr. Hefferan has been in contact with the Bellaire Boy Scout Troop. Peter Garwood, County Administrator, mentioned that the equipment would be available to all troops in Antrim County.

Motion by Bernie Blackmore, supported by Dave Howelman, to transfer the ownership of the residual camping equipment from the day treatment center/school to the Boy Scout troops in Antrim County. Motion carried – unanimous.

It was the consensus of the Committee to reschedule the October 31 meeting to October 30.

4. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, Administrator and David Schulz, Administrative Services Director joined the meeting. Ms. Robertson gave an update on the move into the newly constructed building. Mr. Schulz gave a verbal and written (attached) financial report and a report on the Status of Cash, Depreciation and Restricted Funds Accounts. Mr. Schulz also presented the 2014 budget for the MCF (attached).

5. Meadowview Apartments

Mr. Schulz gave a verbal and written (attached) financial report for the Meadowview Apartments and a budget for 2014. Currently, 7 of the 21 apartments are vacant.

Discussion took place regarding the availability of a subsidy for potential residents for the Meadowview Apartments. Mr. Garwood indicated he will get contact information for Renee McCauley, Antrim Collaborative Coordinator to Ms. Robertson and Mr. Schulz along with information he gained from discussions with Jane McKenzie, Director of Northern Homes regarding ideas for getting more of the apartment rented.

6. Commission on Aging (COA)

Mike Neubecker, Director of the COA, gave a report on recent activities of the COA. Mr. Neubecker informed the Committee he has received a number of donations toward funding a new “Meals on Wheels” truck.

Mr. Neubecker informed the Committee he is concerned that the County does not have any designated “cooling centers” (especially as it relates to the elderly). The issue will be forwarded to the Health, Animal Control and Public Safety Committee for further discussion.

7. Veteran’s Affairs Update

Deb Peters, Veteran Director, joined the meeting. Ms. Peters gave an update on the activities of the Veterans Office. Ms. Peters informed the Committee that George Ouvry, who is a long-time member of the Veteran’s Affairs Committee, has indicated he is serving his last term. Ms. Peters informed the Committee that she attended the 100th anniversary celebration for Camp Grayling. The Veteran’s Directors will be meeting at Shanty Creek for their annual conference this year.

Ms. Peters informed the Committee that she was successful in getting the \$10,000 grant for additional personnel. This funding will be used to pay for the extra hours approved for the current assistant in her office.

Meeting adjourned at 10:45 a.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

August 29, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood, Deb Haydell

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

2. Public Comment

None.

3. Child Care Fund Budget

Judge Norm Hayes and Bill Hefferan, Court Administrator of Probate Court, presented the budget request for the Child Care Fund at \$304,000.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the 2014 proposed Child Care Fund request for submittal to the Finance Committee.

Motion carried – unanimous.

Motion by Bernie Blackmore, supported by Dave Howelman, to request the Board Chairman sign the agreement with the State of Michigan for the Child Care Fund in order to meet the deadline and that the Board of Commissioner's approve the agreement retroactively at their meeting on September 12, 2013.

Motion carried – unanimous.

4. District Library/Blind Services Request

Jill Porter from the Traverse Area Library joined the meeting and requested an appropriation of \$2,294.72 for the Talking Book Program. Ms. Porter also gave an update on the services for the blind including the Talking Book program.

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the 2014 proposed Traverse Area Library appropriation request of \$2,294.72 for submittal to the Finance Committee. Motion carried – unanimous.

5. Antrim County Community Collaborative (ACCC) Request

Karen Szcodronski from the ACCC joined the meeting and requested the annual appropriation for the ACCC of \$8,000.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the 2014 proposed appropriation request for the ACCC in the amount of \$8,000 for submittal to the Finance Committee. Motion carried – unanimous.

The ACCC meetings are the 3rd Friday of every month at the Forest Home Township Hall at 10:30 a.m.

6. Housing Budget

Patti Lowery, Housing Director, was unable to meet with the Committee. Deb Haydell, County Accountant and Peter Garwood, County Administrator, presented the Housing Department budgets to the Committee.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the 2014 proposed budget request for the Housing budget # 101000-695, for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the 2014 proposed budget request for the Housing Funds #275, 278 and 290, for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioner's approve the new Housing Grant # MSC-2012-0333-HOA and authorize the Chairman to sign the grant. Motion carried – unanimous.

7. Housing Project

Motion by Dave Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioner's approve writing off a deferred mortgage balance of \$10,000 in return for payment of the \$4,000 balance of the payable part of the mortgage. Motion carried – unanimous.

8. Meadowbrook Medical Care Facility (MCF)

Marna Robertson, Administrator and Dave Schulz, Administrative Services Coordinator, joined the meeting and gave an update on the MCF construction project and activities at the MCF.

The Committee reviewed the Resolution #2 from the MCF Board requesting the full one mill be levied for construction and operations. This Resolution will be considered by the Finance Committee at their September 9 meeting.

The Committee reviewed the proposed budget for the MCF (attached) and discussed the millage as it fits in the budget as a revenue source.

9. Meadowview Apartments Budget

Mr. Schulz presented the Meadowview Apartments budget for 2014 (attached).

10. Area Agency on Aging (AAA) Budget

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the 2014 proposed budget request of \$4,223 for AAA, for submittal to the Finance Committee. Motion carried – unanimous.

11. Department of Human Services Request

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the 2014 proposed appropriation request for the Department of Human Services, for submittal to the Finance Committee. Motion carried – unanimous.

12. Veteran's Affairs Budget

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the 2014 proposed Veterans Affairs Budget #101000-682, the Veterans Relief Fund budget #293 and the Veterans Trust Fund budget #294, for submittal to the Finance Committee. Motion carried – unanimous.

13. Commission on Aging (COA) Budget

Mike Neubecker, Director and Judy Parliament, Secretary, from the COA joined the meeting and presented a budget based on .4 mills.

Recommendation: It is suggested by the Committee that the General Fund dollars used to pay the COA employee's health insurance costs be reflected in the COA budget.

It was noted the proposed budget submittal included the purchase of a bus from ACT and the addition of \$8,600 to the revenue side from the General Fund for the "payment in lieu of health insurance".

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the 2014 proposed COA budget for submittal to the Finance Committee, with a recommendation that the General Fund dollars used to pay the COA employees' health insurance costs be reflected in the COA budget, and with the addition of an ADA compliant door opener added to the budget funded through the General Fund. Furthermore, reservations were expressed about the purchase of a bus for the COA. Motion carried – unanimous.

14. Northern Health Care Management Contract

The Committee reviewed the contract between Antrim County and Northern Lakes CMH/Northern Health Care Management.

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioner's approve the contract between Antrim County and Northern Lakes CMH/Northern Health Care Management for services to the elderly in their homes pending a favorable comparison of the agreement with past agreements. Motion carried – unanimous.

15. Veteran's Affairs Issue

Deborah Peters, Veterans Affairs Counselor, had left a voicemail message on Chairman Ed Boettcher's phone indicating she would like the County to consider making her position full-time. **The issue was forwarded to the Administration and County Services Committee.**

Meeting adjourned at 12:15 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Minutes

October 30, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood

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

2. Public Comment

None.

3. Housing

The Committee reviewed the resignation letter received from Housing Director, Patti Lowery. The Committee discussed the various alternatives for filling the position.

4. Commission on Aging (COA)

Mike Neubecker, COA Director, joined the meeting.

Home Chore Program Contracts

The Committee reviewed the contracts for the plowing services included as a part of the Home Chore Program. The contracts have been through contract review process and are recommended for approval.

Motion by Bernie Blackmore, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the Home Chore Program - plowing contracts with the following contractors: 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 MIT Irrigation Services; Union Designs & Landscaping, LLC. Motion carried – unanimous.

Dining Out Program Contract

Motion by Bernie Blackmore, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the Dining Out Program Agreement with G's Restaurant. Motion carried – unanimous.

Northern Lakes Community Mental Health/Northern Health Care Management Contract (NLCMH/NHCMC)

Due to additional protections for health information of participants of the MI Choice Waiver program, agencies that are contractual providers of the program are required to enter into an agreement acknowledging the requirements. The COA is a contractual provider.

Motion by Dave Howelman, seconded by Bernie Blackmore, to recommend the agreement between Antrim County and NLCMH/NHCCMC be approved with an amendment recommended by legal counsel; to change the name of the representative signing on behalf of Antrim County from the Director of the COA to the Chairman of the Board of Commissioner's, Michael Crawford.

Motion carried – unanimous.

COA Budget

Mr. Neubecker, COA Director, distributed a document that indicated a shortfall in the COA budget of \$165,000 (attached). The Committee requested that Mr. Neubecker bring to the next special meeting a spreadsheet that illustrates the trends in funding and expenses over the past 3 to 4 years, along with specific evidence of how the deficit in the COA budget occurred.

5. Probate/Family Court

Bill Hefferan, Court Administrator, joined the meeting and presented a financial report for the Child Care Fund and other associated funds.

6. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, MCF Administrator, joined the meeting and presented a Monthly and Year to Date budget for August of 2013.

Construction Project

The Committee reviewed the Status of Cash, Depreciation and Restricted Funds for the MCF in regards to the Construction Project.

Ms. Robertson gave a general update on the activities at the MCF.

Meadowview Apartments

The Committee reviewed the Monthly and Year to Date Budget for the Meadowview Apartments.

7. Veteran's Affairs Department Update

Deb Peters, Veteran's Affairs Director, joined the meeting and provided an update of the activities of the Veteran's Affairs Office for the past month. Office visits have increased since 2012: 2012 visits were at 423, 2013 visits are at 533.

The Committee discussed Senate Bill 352 which would amend a current statute and will make it so more veterans will qualify to be exempt from property tax.

Meeting adjourned at 3:00 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Special Meeting Minutes

November 19, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood

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

2. Public Comment

None.

3. Commission on Aging (COA) Budget

The Committee is meeting to address the budget overages in the COA.

Chair Ed Boettcher outlined what will be addressed:

- What is the extent of the problem?
- What do we need to do to fix it?
- What do we need to do to make sure it doesn't happen again?
- How to change the accounting system?
- How did this happen in the first place?

The Federal Government shut down earlier this year resulted in shorting the budget by \$30,000.00. Mike Neubecker, COA Director, anticipates receiving it in January or February.

We are also receiving 15% less from the Federal Government, but made it up through donations, etc.

Homechore spent \$17,000 more than budgeted, and received \$28,394 less than expected (budgeted) in millage money.

Normal expenses are \$85,000 per month. That leaves a \$67,000 shortfall, with \$30,000 that should be reimbursed by the Federal Government.

Mr. Boettcher requested an estimated date as to when Mr. Neubecker, working with Deb Haydell, County Accountant, can have a readable budget ready for the Committee.

Mr. Neubecker indicated the information will be available for the Finance Committee meeting packet.

Motion by Bernie Blackmore, seconded by Dave Howelman, to recommend the Finance Committee find the funds to make up a 2013 budget year short-fall, of \$67,400, \$30,000 to be reimbursed by the State and the balance made up through budget cuts in 2014. Motion carried – unanimous.

4. Housing Director

The Committee discussed the impending retirement of the Housing Director, Patti Lowery, and the options for replacing her including contracting with the Northwest Michigan Community Action Agency (NWMCAA) to administer the housing grant. The County has recently been approved for a CDBG Housing Rehabilitation Grant for \$175,000.

The Grant includes an amount earmarked for administration in the amount of \$31,500. 18% for Administration on program income.

5. Various Matters

The Committee considered a reoccurring agreement between MMAP, Inc. and Antrim County on behalf of the COA. Under the agreement, the Antrim County COA will receive \$100 for each individual they assist with successfully completing an application for Medicare Low-Income Subsidy (LIS) or Medicare Savings Program (MSP).
(See attachments pages 1-8)

**Motion by Bernie Blackmore, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the MIPPA III contract between MMAP, Inc. and Antrim County (on behalf of the COA), contingent on legal approval.
Motion carried – unanimous.**

Meeting adjourned at 3:30 p.m.

Human Services

Dave Howelman

Ed Boettcher, Chairman

Bernie Blackmore

Special Meeting Minutes

December 16, 2013

Members Present: Ed Boettcher, Dave Howelman, Bernie Blackmore

Members Absent:

Others: Peter Garwood, Deb Haydell, Mike Crawford, Ray Mills, Sally Hannert, Mike Neubecker, Rick Teague, Liz Springer, Laura Stanek, Marie Czarnecki, Beverly McCamman, Judy Parliament, Bob Schleuter

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

2. Public Comment

None.

This is a special meeting of the Human Services Committee and the Commission on Aging (COA) Advisory Board, specifically to address the COA budget.

3. Commission on Aging (COA) Budget

The two Committees reviewed the budget for 2013-2014.

The Committee's reviewed first the revenues and then the expenses in 2013 then 2014.

In the "Home Chore Program" contractual services must be broken down into the following:

- Construction – ramps, etc.
- Plowing
- In-home chore (grab bars, smoke detectors, leaky faucets, etc.)

Ten (10) clients are receiving snow plowing services because they are receiving Meals On Wheels.

"In Home Services" is where the layoffs took place. This is paid out of the "Business Operations" other wages line item.

The Committee's indicated they would like to see the truck donation funds in a separate account. Deb Haydell indicated she will check into a separate checking account.

Ms. Haydell and Mike Neubecker will look into paying wages as a percentage to each budget an employee works under.

The budget with proposed amendments will be submitted to the two Committees at a future meeting in February 2014.

The budget amendments will show the real cost of a new truck which Mr. Neubecker indicates is just over \$37,000.00

The Human Services meeting was adjourned at 1:50 p.m. (The COA Advisory Board continued with their meeting).