

**ANTRIM COUNTY
CLERK
2017
ANNUAL REPORT**



September 1, 2018

Clerk:

Sheryl Guy

Employee since 6/11/1979

Elected term January 2013-2016

Re-elected term January 2017-2020

Staff:

Danell Doucette, Chief Deputy

Full-time 7/19/2004

Michelle Hocking, Clerk I

Full-time 1/20/2009

Connie Wing, Clerk I

Full-time 6/2005 Co Clerk Office 3/2010

Missy Titus, Clerk II 7/1/2016 - Reclassified

Full-time 10/20/2014 Shared with Abstract

Sarah Leemon, Support Staff

Termination 12/14/17

**ANTRIM COUNTY CLERK
ANNUAL REPORT 2017
Sheryl Guy
Antrim County Clerk**

Outline of various duties

INDEX.....Page 2, 3

VITAL RECORDS.....Page 4

- Birth Records
- Death Records
- Marriage License
- Assumed Name Certificates
- Notary Public Appointees
- Concealed Weapons Permits
- County Officials Oaths
- DD-214 Veteran Discharge filing
- Veterans License Peddle his own goods

ELECTIONS.....Page 4, 5

- Director/Coordinator of all elections held in the County
- Maintain Qualified Voter File
- Recount/Recall
- Township Election Workers Training
- New Election System - Dominion

CIRCUIT COURT/FAMILY COURT.....Page 6, 7

- Record all incoming documents
- Maintain and keeper of court files – Civil, Criminal (Felonies), and Family Court – Attend all Court hearings
- Jury Trials
- Receive money for costs, fines, restitution payments, filing fees, and other fees – keep records of payments.
- Process funds to state and victims (restitution).

SECRETARY AND CLERK FOR BOARDS AND COMMISSIONS AND COURTSPage 7

- Clerk for: Board of Commissioners
- Circuit Court
- Family Court
- Jury Board
- Tax Allocation Board
- County Election Commission
- Board of Election Canvassars
- Apportionment Commission
- Sanitation Appeals Board

FINANCIAL.....Page 8, 9,10

Payroll Processing
Budgets (BOC, Jury Board, Elections, Clerk, Communications, Jury Board, Tax Allocation, CPL Fund)
Clerk Receipts/Revenue – taken in at Clerk’s Office
Accounts Payable and Checks issued
Classification of all County Funds revenue and expenditure detail
County General Ledger/Trial Balance
Classification of all Trust account detail

OTHER.....Page 10,11,12,13

Workers Compensation Claim processing
Short Term Disability & Life Claim processing
Unemployment Reporting
Michigan Municipal Risk Management Authority – Liability Insurance
Notaries Public – Service free of charge
Antrim County Directory – Compiles, Updates and Distribution
Required Reports
Board of Commissioners/Staff
Communications
Appointed to the Strategic Planning Ad-Hoc Committee
Goals
Election Equipment – Purchase State-Wide 2017-2018

SYSTEMS USED TO PERFORM DUTIES

BS & A – Accounting, General Ledger, Receipts & Expenditures, Payroll, Timesheets
JIS – Jury System and Juvenile Case Management
AS 400/On Base/True File – Circuit and Family Courts
(Civil, Criminal, Family)
Deketo – Vital Records System Indexer/Record System
EDRS – State Electronic Death Record (State of Michigan)
QVF – Qualified Voter Registration File (State of Michigan)
CPL – MICJIN Concealed Pistol License Portal (State of Michigan)

ANTRIM COUNTY VITAL RECORDS

<u>BIRTH RECORDS:</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Home birth/Midwife	6	6	3
Birth records start: 1868			
<u>DEATH RECORDS:</u>			
In County	180	159	181
Out of County	93	89	92
Total Deaths	273	248	273
Death records start: 1867			
<u>MARRIAGE LICENSE:</u>	282	296	300
Marriage records start: 1866			
Assumed Names Certificates - DBA's	274	222	202
Notary Public Appointees	33	23	20
Concealed Weapons Permits	374	395	365
Admission to the Bar	-0-	-0-	-0-
Oaths of Office given and filed	17	28	38
DD-214 Veteran Discharges filed	2	2	2
Veteran's License (Peddle goods)	-0-	2	1

Fees:

Marriage License – County residents \$20.00/\$30.00 for applicants out of state residents getting married in Antrim County.

Certified Vital Record \$10.00 first copy each additional copy \$3.00

Senior Citizen rate \$5.00

Veteran's vital records used to establish and obtain benefits fees waived.

DBA's \$10.00 expires in five (5) years

Notary Public Application cost \$10.00

New and Renewal Concealed Weapons Permit - \$115.00

Courtesy - Offer for Sale:

Michigan Do it yourself Divorce Books with and without Children – pass on a reduced rate to the public.

With Children \$26.00 (2016) \$30.00 (2017)

Without Children \$23.00 (2016) \$25.00 (2017)

ANTRIM COUNTY ELECTIONS

<u>ELECTIONS HELD:</u>	<u>2016</u>	<u>2017</u>
March 8, 2016	Presidential Primary	May, 2, 2017 – Countywide Special 911
August 2, 2016	Primary Election	August 8, 2017 Schools
November 8, 2016	General Election	November 7, 2017 Char Em ISD

RECOUNTS:

<u>2016</u>	<u>2017</u>
-0-	-0-

RECALLS:

<u>2016</u>	<u>2017</u>
-0-	-0-

ELECTION INSPECTORS TRAINING

	<u>2016</u>	<u>2017</u>
Election Inspectors Training Sessions	6	-0-
In County Inspectors Certified	175	-0-
Out of County Certified	3	-0-
Certified Inspectors Total	178	-0-

(Certifications a good for a period of 2 years will train again 2018)

ANTRIM COUNTY QUALIFIED VOTER FILE (QVF)

<u>Voter Registration</u>	<u>2016</u>		<u>2010 Census</u>	<u>2017</u>	
	<u>Changes</u>	<u>TOTAL</u>		<u>TOTAL</u>	<u>Changes</u>
Banks Township	10	1,336	1,609	1,337	+1
Central Lake Township	-23	1,947	2,198	1,944	-3
Chestonia Township	-6	388	511	393	+5
Custer Township	-20	967	1,136	1,012	+45
Echo Township	10	763	877	740	-23
Elk Rapids Township	-1	2,289	2,631	2,308	+19
Forest Home Township	-15	1,608	1,720	1,604	-4
Helena Township	-24	848	1,001	878	+30
Jordan Township	-10	711	992	689	-22
Kearney Township	-10	1,527	1,765	1,562	+35
Mancelona Township	-8	3,322	4,400	3,340	+18
Milton Township	-40	2,055	2,204	2,060	+5
Star Township	11	769	926	770	+1
Torch Lake Township	-11	1,097	1,194	1,134	+37
Warner Township	-3	260	416	263	+3
TOTAL	-140	19,887	23,580	<u>20,034</u>	<u>+147</u>

2015 20,027 REGISTERED VOTERS

2016 19,887

2017 20,034

2017 NEW ELECTION SYSTEMS – Decision Township Clerks & County Clerk

The local clerks and I met and made the decision jointly mid-year to select the system after participating in demonstrations of two (2) of the three (3) systems. A vote of the local clerks was taken to make the final decision for the system that would best serve Antrim County. It was agreed by all 15 Townships to select Dominion/GBS Election System, software, and County (backup) system, software for GEMS program, Election Management System Hardware. The Agreement includes extended service and maintenance for the first five (1-5) years at no cost and with years six thru ten (6-10) to be paid by each township. Roll out of voting system was in July 2018 and will be used for the August 7, 2018 Primary Election.

13TH CIRCUIT COURT ANTRIM COUNTY

	<u>2016</u>	<u>2017</u>
	<u>CIVIL FILES</u>	
Civil Pending Cases:	29	30
New Cases/Reopened:	71	100
Total Dispositions:	69	76
Ending Pending:	31	24
	<u>CRIMINAL FILES</u>	
Criminal Pending Case:	7	6
New Cases/Reopened:	72	47
Total Dispositions:	73	42
Ending Pending:	6	5
	<u>APPEALS</u>	
Civil Admin Review Pending Case:	1	0
New Filings:	1	3
Total Dispositions:	2	3
Ending Pending:	0	0

CIRCUIT COURT JURY TRIALS HELD FOR CRIMINAL AND CIVIL MATTERS

6 Criminal Trials	1 Civil Trial
325 Summoned Jurors	45 Summoned Jurors
204 Reported for service	33 Reported for service
63 Jurors seated	0 Trial settled morning of trial
9 Days of trials	1 Day on record
Total cost \$14,925.70 (this does not include any preparation that went into scheduled and cancelled trials)	

FAMILY DIVISION CASES

Case Types: Divorce With & Without Minor Children, Custody, Paternity, Other Domestic Matters, UIFSA (Support & Paternity Establishment Incoming from another State)

	<u>2016</u>	<u>2017</u>
Family Pending Cases:	71	56
New Filings/Reopened:	149	113
Total Caseload:	218	169
Total Dispositions:	158	122
Ending Pending:	60	47

PERSONAL PROTECTION ORDERS

Case Types:	<u>2016</u>	<u>2017</u>
Pending Cases:	0	1
New Filings/Reopened:	79	59
Total Caseload:	78	60
Ending Pending:	1	0

FAMILY DIVISION - JUVENILE PROCEEDINGS

	<u>Juvenile Delinquency:</u>		<u>Child Protective Abuse/Neglect:</u>	
	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>
Pending Cases:	17	9	1	3
New Filings:	46	44	30	11
Total Caseload:	51	53	31	14
Caseload Closed:	42	50	28	12
Ending Pending:	9	3	3	2

All Juvenile matters are initiated by Law Enforcement and the Prosecuting Attorney by filing a Petition with the County Clerk. The case may be opened, closed and reopened until he/she is no longer considered a juvenile up to the age of 17.

ANTRIM COUNTY ADOPTIONS

Agency MCI Adoptions/Adoption by Family/Step-Parent Adoptions:

	<u>2016</u>	<u>2017</u>
Pending:	1	2
New Filings:	25	6
Closed – Finalized:	24	7
Pending:	2	1

NAME CHANGES ADULTS AND MINORS

<u>2016</u>	<u>2017</u>
-0-	20

The County Clerk is the Clerk of the 13th Circuit Court Civil, Criminal and Family Court Divisions and the Clerks’ office opens, maintains and is the keeper of all court files. The Clerk is present at all court hearings, Jury Trials and provides the Oaths.

BOARD AND COMMISSIONS CLERK/SECRETARY

	<u>2016</u>	<u>2017</u>
Meetings held and attended:		
<u>Board of Commissioners:</u>	15	17
<u>Antrim County Jury Board:</u>	10	12
5,500 names drawn		
<u>Tax Allocation Board:</u>		
Petition Initiating Procedures for The adoption of Separate Tax Limitations to electors of Antrim County and meets every 4 years.	1	0
<u>Board of Canvassers:</u>		
Meet after each election To certify results.	9	3
Training of canvassers	4	0
<u>Sanitation Appeals Board:</u>	2	2
<u>Apportionment Commission:</u>		
Meet every 10 years next:	2020	

FINANCIAL

The County Clerk prepares the General Ledger and Monthly Trial Balance Statements as well as keeping detailed records of expenditures and revenues. The Clerk also administers the County payroll, health insurance, worker's compensation, short term disability and life insurance, unemployment, and liability insurance and maintains personnel files on all County employees.

<u>COUNTY PAYROLL:</u>	<u>2016</u>	<u>2017</u>
Payrolls per year	26	26
Gross Payroll Totals	\$6,201,250.74	\$6,231,238.38
W-2 2016	\$6,201,250.74	\$6,229,260.88
	\$ 2,019.00	\$ 1,957.50 Bldg. Truck
1099 2016	\$ 575,338.43	\$ 574,089.38

EMPLOYEE COUNT:

(Full-Time, Part-Time, Irregular Part-Time, Seasonal, Temporary, Appointed, Department Heads, Elected Officials)

	<u>2016</u>			<u>2017</u>		
<u>EMPLOYMENT TYPE:</u>	Male	Female	Total	Male	Female	Total
Full-Time	55	62	117	49	54	103
Part-Time	16	12	28	14	6	20
Irregular Part-Timer	10	12	22	11	15	26
Seasonal	10	2	12	11	2	13
Temporary	1	1	2	1	1	2
Appointed/Committees	26	13	39	20	11	31
Department Heads	1	12	13	4	7	11
Elected Officials	8	6	14	8	7	15
	127	110		237	118	103
						221 -16

<u>TOTAL HOURS PAID AS FOLLOWS:</u>	<u>2016</u>	<u>Wages Paid</u>	<u>2017</u>
Regular Hours	225,359.75	\$ 3,925,968.53	212,420.31 \$3,832,562.85
Overtime Hours	8,180.80	\$ 244,479.70	8,673.50 \$ 261,872.25
Vacation Leave Hours	11,852.36	\$ 231,314.15	11,533.70 \$ 227,345.75
Personal Leave	5,113.98	\$ 95,197.70	4,888.25 \$ 93,567.83
Funeral Leave	334.00	\$ 6,517.70	299.50 \$ 6,152.22

LEAVE BUYOUT:

(2016) Personal Time – Buyout hours 3,044.30 Value \$ 57,814.04 est. \$18.97 per hour
(2017) Personal Time – Buyout hours 2,798.75 Value \$ 53,193.07 est. \$19.01 per hour

CLERK GENERAL FUND BUDGETS:

Board of Commissioners 101 Shared with County Administrator	
Budgeted	\$ 302,131.00
Total Expenditures	\$ 276,525.00
Balance returned to General Fund	\$ 25,606.00 9%

Jury Board Budget	165		
Budgeted		\$	3,240.00
Total Expenditures		\$	2,707.00
Balance returned to General Fund		\$	533.00 17%

Elections Budget	191		
Budgeted		\$	95,311.00
Total Expenditures		\$	35,403.00
Balance returned to General Fund		\$	59,908.00 63%

County Clerk Budget	215		
Budgeted		\$	394,016.00
Total Expenditures		\$	384,008.00
Balance returned to General Fund		\$	10,008.00 3%

Communications Budget	216		
Budgeted		\$	90,790.00
Total Expenditures		\$	74,604.00
Balance returned to General Fund		\$	16,186.00 18%

Tax Allocation Budget	250		
Budgeted		\$	370.00
Total Expenditures		\$	-0-
Balance returned to General Fund		\$	370.00 100%

OTHER FUND #263

Concealed Pistol Licensing Fund #263 – established June 2, 2015 due to change in law

Budgeted	\$	3,550.00
Total Expenditures	\$	704.00
Balance	\$	2,846.00

Revenue – Fund #263

New – CPL	\$	4,082.00
Renewal - CPL	\$	7,668.00
Interest	\$	128.52
Balance	\$	11,878.52

COUNTY CLERK REVENUE-2017

County Clerk Receipts written – Monies taken in at the counter or received through mail
3,865 receipts written totaling \$466,989.79

The Courts continue to aggressively collect Reimbursement for Attorney fees, Court Costs and Restitution. This total does not include Workers' Compensation Dividend and MMRMA reimbursements are received in by the County Treasurer.

ACCOUNTS PAYABLE

<u>Checks Issued:</u>	<u>5,960</u>
<u>Common Account:</u>	<u>\$ 27,949,968.38</u>
<u>District Court Bonds:</u>	<u>\$ 47,243.00</u>
<u>Antrim County Road Commission:</u>	<u>\$ 1,715,636.59</u>
<u>Antrim County Housing:</u>	<u>\$ 42,979.18</u>
	<u>\$ 29,755,827.15</u>

OTHER:

WORKERS COMPENSATION - YORK RISK SERVICES COMPANY

Work Related Injuries & Illnesses Claims

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Cases with days away from work	4	3	3	5
Total Recordable cases	5	5	3	13
Days away from work	202	257	69	310
Days with restrictions	16	0	28	0

Breakdown as follows: 2017

Sheriff Department: 8 claims totaling 257 days away from work.
Commission on Aging: 3 claims with no days away from work. (2 employees and 1 volunteer)
Construction Code: 1 claim totaling 53 days away from work.
Maintenance: 1 claim with no days away from work.

A Workers' Compensation Annual Audit conducted by The Aprise Group: Mark Mitchell, Premium Auditor. Audits all W-2's and 1099's issued by Antrim County. Audit verifies that all employees and contracted workers are covered by Workers' Compensation Insurance and if the contracted employees do not provide certificate of coverage the County then becomes liable. Results from audit

2017 Cost \$218,382.04 2017 Audit Results \$204,125.30 Credit \$14,256.74

MUTUAL OF OMAHA –SHORT TERM DISABILITY INSURANCE/LIFE INSURANCE

Injury & Sickness Claims

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Injury & Sickness	11	6	5	7
Life Claims	1	1	0	0

Breakdown as follows: Short Term Disability – Sheriff Department (4) claims totaling 144 days off work, Antrim County Transportation (1) claim totaling 47 days off work, County Treasurer office (1) claim totaling 40 days; and Probate Court (1) claim totaling 10 days off work; and No Life Claims.

UNEMPLOYMENT – QUARTERLY REPORTING

Antrim County reimburses 100% of all unemployment paid to employees and charges back to the department in which the employee worked having an impact on their budgets.

2016 cost \$26,578.54

2017 cost \$22,418.40

Breakdown as follows:

Parks - \$16,430.00	\$17,327.00
Sheriff - \$3,096.00	-0-
ACT - \$140.87	\$79.16
COA - \$181.67	-0-
Prosecuting Attorney - \$2,730.00	-0-
Fringe Benefit #852 Nifty Thrifty \$2,552.00	\$5,012.24
Fringe Benefit #852 County Administration: (Fraud Case)\$1,448.00	-0-

MICHIGAN MUNICIPAL RICK MANAGEMENT AUTHORITY

Liability Insurance Claims: 16 in 2016 Liability Insurance Claims: 9 in 2017

January	Sheriff Department	Vehicle lost control on ice
February	No Claims	
March	Sheriff Department	Vehicle/deer
April	Sheriff Department	Vehicle backed into fence/pursuit a fleeing drug suspect
	Commission on Aging	Meals on Wheels
May	Sheriff Department	Vehicle/deer
May	Jail & 1905 Courthouse	Lightning Strike
June	Sheriff Department	Vehicle/deer
July	No Claims	
August	Sheriff Department	Suspect kicked out window of Patrol Vehicle
September	No Claims	
October	Sheriff Department	FOIA litigation
November	No Claims	
December	No Claims	

NOTARY PUBLIC:

All County Clerk employees are notaries and perform notary duties free of charge.

ANTRIM COUNTY DIRECTORY:

The County Clerk compiles all the information for the County Directory.

Directories are distributed to the Townships, County Offices and are made available for the public at no cost.

DEPARTMENT - REQUIRED REPORTS:

MICHIGAN STATE POLICE:

-Concealed Pistol License -Yearly

STATE COURT ADMINISTRATORS:

-Annual Jury Fee Report – January

-Court Appointed Attorney Fee Report – February

-Drug and Driving Drunk Report – March

- Court Costs Imposed and Collected - March

- Jury Fee Report – April & October
- Jury Statistics Report - March
- Outstanding Receivables & Cash Code Report - July
- Yearly Case Load Report

MICHIGAN SECRETARY OF STATE:

- The Drug Cases – March & December

GRAND TRAVERSE COURT ADMINISTRATOR:

- Trust & Agency Report – Monthly
- Marriage Counseling Report – Monthly
- Divorce Judgment Fees Report – Monthly
- Friend of the Court – License Suspension Fees Report – Monthly

STATE OF MICHIGAN

- Civil Filing Fee Fund – Monthly
- State Court Fund – Monthly
- Justice System Fund – Monthly
- Civil Jury Demand Fund – Monthly
- Crime Victim Rights Fund – Monthly
- Judicial Electronic Filing Fund – Monthly
- Driver’s License Clearance Fund – Monthly
- Notary Education & Training Fund Fees Report – Monthly
- Concealed Pistol Permits Fees Report – Monthly
- Emergency Service – Report – Quarterly
- Probate/Family Court – Child Care Fund Report - Monthly

STATE OF MICHIGAN - DNR

- Snowmobile Grant – Yearly
- Marine Patrol Grant – Yearly

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH DIVORCE FOR VITAL RECORDS:

- Deaths, Births, Marriage, Divorces – Monthly

BUREAU OF ELECTIONS:

- Report Election Results General Election, Primary Election and All State Proposal Elections
- Voter Registration Report – Quarterly
- New Voters Report to Townships – Weekly
- Process new roads and streets for voters – as they are established and named.

ANTRIM COUNTY – PAYROLL REPORTS

- MERS Report – Monthly
- MERS 457 Report – Each Payroll
- Judges Retirement Report – Each Payroll
- Teamsters/POAM Reports - Monthly
- Friend of the Court Report – Each Payroll
- Part Time Employee Count – Monthly
- U.S. Census – Government Report – Employee Count
- Cobra Updates – Monthly
- Wage Report – Probate/Family Court Administrator – Quarterly
- 1095 Health Care Report - Yearly
- UIA 1028 – Reporting - Quarterly
- W2 Reports – Employees Yearly
- 1099’s Reports – IRS Yearly
- 1096 Report – IRS Yearly

TOTAL Reports 402

STAFFING:

I am appreciative to the Board of Commissioners for all their support over the past years to allow me to maintain my current staffing to perform a high level of public service.

My staff is very dedicated to their work and is willing to assist the public and co-workers. This means that they drop what they are currently working on to assist those which can at times be very difficult and time consuming.

COMMUNICATIONS:

This is a very important function of the County Clerk's Office in our daily business, our office works very closely with the Finance Director, the County Treasurer and all other departments. As presented in this Annual Report we have many functions and multi-tasking is a necessity along with good communication skills.

GOALS:

No changes to goals from last report as we always strive to do and be better!

Continue to maintain the highest level of public service possible and continue training of staff in the ever changing laws, rules and regulations.

Continue to work with our County Employees in matters regarding their payroll and all benefits.

Continue to work with the vendors that service Antrim County and our employees for all benefits.

Continue to cross train staff – Payroll and benefits, Accounts Payable, Elections, Circuit Court, (Civil and Criminal), Family Court, Vital Records, Concealed Weapon Permits.