

ANTRIM COUNTY CLERK 2018 ANNUAL REPORT



Clerk:

Sheryl Guy

Hired: 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

Amy Gilman, Support Staff

Part-time: 6/29/2018

**ANTRIM COUNTY CLERK
ANNUAL REPORT 2018
Sheryl Guy
Antrim County Clerk**

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Receive money for costs, fines, restitution payments, filing fees, in addition, other fees – keep records of payments.	
Process funds to state and victims (restitution).	
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JIS – Jury System and Juvenile Case Management
AS 400/On Base/True File now **MI File** (November 2018) – 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>	<u>2018</u>
Home birth/Midwife	6	6	3	9
Birth records start: 1868				
<u>DEATH RECORDS:</u>				
In County	180	159	181	163
Out of County	93	89	92	86
Total Deaths	273	248	273	249
Death records start: 1867				
<u>MARRIAGE LICENSE:</u>	145	151	159	175
Marriage records start: 1866				
Assumed Names Certificates - DBA's	274	222	202	278
Notary Public Appointees	33	23	20	45
Concealed Weapons Permits	374	395	357	467
Admission to the Bar	-0-	-0-	-0-	-0-
Oaths of Office given and filed	17	28	38	15
DD-214 Veteran Discharges filed	2	2	2	-0-
Veteran's License (Peddle goods)	-0-	2	1	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) \$32.00 (2018)
 Without Children \$23.00 (2016) \$25.00 (2017) \$27.00 (2018)

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	
<u>2018</u>			
May 8, 2018	Schools/District Library	Voter Turnout 11%	
August 7, 2018	State Primary	Voter Turnout 33.05%	
November 6, 2018	State General	Voter Turnout 64%	
<u>RECOUNTS:</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	-0-	-0-	-1- C.L. Twp. Treasurer – NO Change
<u>RECALLS:</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	-0-	-0-	-0-

ELECTION INSPECTORS TRAINING

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Election Inspectors Training Sessions	6	-0-	6
In County Inspectors Certified	175	-0-	137
Out of County Certified	3	-0-	3
Certified Inspectors Total	178	-0-	140

(Certifications are good for a period of 2 years)

ANTRIM COUNTY QUALIFIED VOTER FILE (QVF)

<u>Voter Registration</u>	<u>2016</u>		<u>2010 Census</u>	<u>2017</u>		<u>2018</u>	
	<u>Changes</u>	<u>TOTAL</u>		<u>TOTAL</u>	<u>Changes</u>	<u>TOTAL</u>	<u>Changes</u>
Banks Twp.	10	1,336	1,609	1,337	+1	1,351	+14
Central Lake Twp.	-23	1,947	2,198	1,944	-3	1,993	+49
Chestonia Twp.	-6	388	511	393	+5	406	+13
Custer Twp.	-20	967	1,136	1,012	+45	1,033	+21
Echo Twp.	10	763	877	740	-23	765	+25
Elk Rapids Twp.	-1	2,289	2,631	2,308	+19	2,357	+49
Forest Home Twp.	-15	1,608	1,720	1,604	-4	1,611	+7
Helena Twp.	-24	848	1,001	878	+30	919	+41
Jordan Twp.	-10	711	992	689	-22	711	+22
Kearney Twp.	-10	1,527	1,765	1,562	+35	1,589	+27
Mancelona Twp.	-8	3,322	4,400	3,340	+18	3,411	+71
Milton Twp.	-40	2,055	2,204	2,060	+5	2,142	+82
Star Twp.	11	769	926	770	+1	802	+32
Torch Lake Twp.	-11	1,097	1,194	1,134	+37	1,132	-2
Warner Twp.	-3	260	416	263	+3	269	+6
TOTAL	-140	19,887	23,580	20,034	+147	20,491	+457

ANTRIM COUNTY – REGISTERED VOTER TOTALS

2015	20,027
2016	19,887
2017	20,034
2018	20,491

NEW ELECTION SYSTEMS – Dominion/GBS Election System

The new equipment was delivered in July to the County and all local clerks and their deputies were assigned a training and roll out of each jurisdictions voting system. The rollout and training administered by the representative/specialist Kurt Knowles over a period of four (4) days. With two (2) jurisdictions attending a single session as assigned. The equipment was in full operational use at the August 07, 2018 Primary which did present issues throughout the election. Several of my clerks underestimated the turnout and either ran low or ran out of ballots with ballots being spoiled but did not anticipate the turnout as they estimate from past elections. Antrim County did experience several jurisdictions either ran out of ballots or ran very low as they estimated the number of ballots ordered based on past elections. Due to the very large numbers of voter turnout all across the State of Michigan, clerks were scrambling to have additional ballots printed pending location of their vendors. Many jurisdictions opted to make photocopies and renumber each ballot causing said ballots to be hand counted at the close of the polls. Many Clerks encouraged voter to use the VAT (Voter Assisted Terminal) which can be processed and counted by the tabulator. Central Lake Township opted to use the Voter Assistance Terminal, which slowed the process of voting and caused long lines frustrating many voters. At the close of the polls, 171 voters had cast their ballot on the system.

The Antrim County IT Director – Val Craft provided assistance and training to all 15 Township Clerks on uploading their results onto secure site and Connie Wing Election Special then uploads to a flash drive and downloads to the Election Computer not connected to any internet or network.

13TH CIRCUIT COURT ANTRIM COUNTY

	<u>2016</u>	<u>2017</u>	<u>2018</u>
		<u>CIVIL FILES</u>	
Civil Pending Cases:	29	30	24
New Cases/Reopened:	71	100	54
Total Dispositions:	69	76	58
Ending Pending:	31	24	20
		<u>CRIMINAL FILES</u>	
Criminal Pending Case:	7	6	5
New Cases/Reopened:	72	47	68
Total Dispositions:	73	42	67
Ending Pending:	6	5	5

13TH CIRCUIT COURT ANTRIM COUNTY continued.

APPEALS

Civil Admin Review Pending Case:	1	0	0
New Filings:	1	3	2
Total Dispositions:	2	3	2
Ending Pending:	0	0	0

CIRCUIT COURT JURY TRIALS HELD FOR CRIMINAL AND CIVIL MATTERS

2017

6 Criminal Trials	1 Civil Trial
325 Jurors Summoned	45 Jurors Summoned
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
Cost \$14,925.70 (this does not include any preparation that went into scheduled and cancelled trials)	

2018

3 Criminal Trials	3 Civil Trials
265 Jurors Summoned	145 Jurors Summoned
93 Reported for Service	16 reported for Service
26-Seated	0 Seated
4.5 Days of trials	0 Days of Trials
1 Trials Cancelled	1 Trial Cancelled
2 Trials held	1 Trial Cancelled due to weather conditions
	1 Trial Rescheduled
Cost \$6,689.06 (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>	<u>2018</u>
Family Pending Cases:	71	56	47
New Filings/Reopened:	149	113	116
Total Caseload:	218	169	163
Total Dispositions:	158	122	105
Ending Pending:	60	47	58

PERSONAL PROTECTION ORDERS

Case Types:	<u>2016</u>	<u>2017</u>	<u>2018</u>
Pending Cases:	0	1	0
New Filings/Reopened:	79	59	84
Total Caseload:	78	60	84
Ending Pending:	1	0	0

FAMILY DIVISION - JUVENILE PROCEEDINGS

Juvenile Delinquency: Child Protective Abuse/Neglect:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Pending Cases:	17	9	3	1	3	2
New Filings:	46	44	23	30	11	11
Total Caseload:	51	53	26	31	14	14
Caseload Closed:	42	50	25	28	12	11
Ending Pending:	9	3	1	3	2	3

Law Enforcement and the Prosecuting Attorney initiate all Juvenile matters by filing a Petition with the County Clerk. The case may be opened, closed and reopened until he/she reaches the age of 17.

ANTRIM COUNTY ADOPTIONS

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

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Pending:	1	2	1
New Filings:	25	6	6
Closed – Finalized:	24	7	7
Pending:	2	1	1

NAME CHANGES ADULTS AND MINORS

<u>2016</u>	<u>2017</u>	<u>2018</u>
-0-	20	9

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.

CASELOAD PERCENTAGES

2020 budget

Antrim County	276 cases	14%
Grand Traverse County	1453 cases	76%
Leelanau County	183 cases	10%
Total Caseload for 2018	1912 cases	100%

BOARD AND COMMISSIONS CLERK/SECRETARY

	<u>2016</u>	<u>2017</u>	<u>2018</u>	
Meetings held and attended:				
<u>Board of Commissioners:</u>	15	17	17	
<u>Antrim County Jury Board:</u>	10	12	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	0	
<u>Board of Canvassers:</u>				
Meet after each election To certify results.	9	3	5	(2 DAYS OF BALLOT CONTAINER- RECERTIFICATIONS – ALL 15 TWPS.)
Training of canvassers	4	0	4	
<u>Sanitation Appeals Board:</u>	2	2	3	
<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>	<u>2018</u>
Payrolls per year	26	26	26
Gross Payroll Totals	\$6,201,250.74	\$6,231,238.38	\$6,524,413.16
Misc. 1099’s (Contracts)	\$ 575,338.43	\$ 574,089.38	\$ 614,256.28

EMPLOYEE COUNT:

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

<u>2016</u>	Male 127	Female 110	Total	237
<u>2017</u>	Male 118	Female 103	Total	221
<u>2018</u>	Male 113	Female 105	Total	218

TOTAL HOURS PAID AS FOLLOWS: Includes hours for employees that earn and take Vacation/Personal and Funeral Hours. Salary of Elected and Department heads regular work not recorded.

	<u>2016</u>	<u>Wages</u>	<u>2017</u>	<u>Wages</u>	<u>2018</u>	<u>Wages</u>
R - Hrs.	225,359.75	\$ 3,925,968.53	212,420.31	\$3,832,562.85	208,854.92	\$3,807,842.12
OT – Hrs.	8,180.80	\$ 244,479.70	8,673.50	\$ 261,872.25	9,170.25	\$ 285,475.70
V – Hrs.	11,852.36	\$ 231,314.15	11,533.70	\$ 227,345.75	10,691.06	\$ 211,341.74
P – Hrs.	5,113.98	\$ 95,197.70	4,888.25	\$ 93,567.83	4,420.50	\$ 85,050.61
F - Hrs.	334.00	\$ 6,517.70	299.50	\$ 6,152.22	296.50	\$ 5,799.60

COUNTY PAYROLL continued.

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
(2018) Personal Time – Buyout hours	4,420.50	Value \$ 85,050.61 est. \$19.24 per hour

CLERK GENERAL & OTHER FUNDS BUDGETS YEAR-END and AUDITED

Board of Commissioners 101

Shared with County Administrator

2017 Budgeted	\$ 302,131.00	2018 Budgeted	\$ 310,554.00
Expenditures	\$ 276,525.00	Expenditures	\$ 306,954.00
Returned GF	\$ 25,606.00 9%	Returned GF	\$ 3,600.00 2%

Jury Board Budget 165

2017 Budgeted	\$ 3,240.00	2018 Budget	\$ 3,240.00
Expenditures	\$ 2,707.00	Expenditures	\$ 2,206.00
Returned GF	\$ 533.00 17%	Returned GF	\$ 1,034.00 32%

Elections Budget 262

2017 Budgeted	\$ 95,311.00	2018 Budgeted	\$ 80,523.00
Expenditures	\$ 35,403.00	Expenditures	\$ 41,578.00
Returned GF	\$ 59,908.00 63%	Returned GF	\$ 38,945.00 49%

County Clerk Budget 215

2017 Budgeted	\$ 394,016.00	2018 Budgeted	\$ 406,656.00
Expenditures	\$ 384,008.00	Expenditures	\$ 386,527.00
Returned GF	\$ 10,008.00 3%	Returned GF	\$ 20,129.00 5%

Communications Budget 216

2017 Budgeted	\$ 90,790.00	2018 Budgeted	\$ 85,862.00
Expenditures	\$ 74,604.00	Expenditures	\$ 75,192.00
Returned GF	\$ 16,186.00 18%	Returned GF	\$ 10,670.00 13%

Tax Allocation Budget 250

2017 Budgeted	\$ 370.00	2018 Budgeted	\$ 370.00
Expenditures	\$ -0-	Expenditures	\$ -0-
Returned GF	\$ 370.00 100%	Returned GF	\$ 370.00 100%

CLERK GENERAL & OTHER FUNDS BUDGETS YEAR-END continued.

Insurance & Bonds 851

MMRMA – Liability, etc.

2017 Budgeted	\$	390,000.00		2018 Budgeted	\$	412,000.00	
Expenditures	\$	355,548.00		Expenditures	\$	361,067.00	
Returned GF	\$	34,452.00	9%	Returned GF	\$	50,933.00	8.8%

OTHER FUND #263

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

2017 Budgeted	\$	3,550.00		2018 Budgeted	\$	4,550.00	
Expenditures	\$	704.00		Expenditures	\$	3,593.00	
Balance	\$	2,846.00	80%	Balance	\$	957.00	21%

Revenue – Fund #263

2017				2018		
New – CPL	\$	4,082.00		New CPL	\$	4,524.00
Renewal – CPL	\$	7,668.00		Renewal CPL	\$	11,124.00
Interest	\$	128.52		Interest	\$	335.00
Balance	\$	11,878.52		Unrealized Gain/Loss	\$	23.00
				Balance	\$	16,006.00

CPL Applications	357	CPL Applications	482
CPL Issued	354	CPL Issued	467
CPL Revoked	1	CPL Revoked	1
CPL Suspensions	3	CPL Suspension	1

COUNTY CLERK REVENUE

County Clerk Receipts written – Monies taken in at the counter or received through mail:

2017

\$466,989.79

2018

\$446,787.27 writing 5612 receipts Estimate: 23 receipts per workday

The Courts continue an aggressive collect approach for Reimbursement for Attorney fees, Court Costs and Restitution. This total does not include Workers’ Compensation Dividend from MAC and the MMRMA reimbursements as these checks are receipted in by the County Treasurer.

ACCOUNTS PAYABLE

2017

2018

Checks/EFTs Issued:	5,888	5,400
Common Account:	\$ 28,447,113.87	\$ 30,270,375.80
District Court Bonds:	\$ 47,243.00	\$ 45,258.00
Antrim County Road Commission:	\$ 1,715,636.59	\$ 1,798,618.46
Antrim County Housing:	\$ 42,979.18	\$ 88,363.37
Meadow Brook Restricted	\$ n/a	\$ 2,000.00
Meadow Brook Debt Retirement	\$ 869,375.00	\$ 903,625.00
	\$ 31,122,347.64	\$ 33,108,240.63

OTHER:

WORKERS COMPENSATION - YORK RISK SERVICES COMPANY

Work Related Injuries & Illnesses Claims

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Cases with days away from work	4	3	3	5	4
Total cases	5	5	3	13	17
Days away from work	202	257	69	310	428
Days with restrictions	16	0	28	0	8

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.

Breakdown as follows: 2018

Sheriff Department: 11 Claims totaling 428 days away from work.
Animal Control: 4 Claims (medical only)
Register of Deeds: 1 Claim (medical only)
Commission on Aging: 1 Claim (medical only)

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 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 Premium	\$218,382.04	2017 Audit Results	\$204,125.30	Credit \$14,256.74
2018 Cost Premium	\$228,594.28	2018 Audit Results	\$215,150.50	Credit \$12,661.67

MUTUAL OF OMAHA –SHORT TERM DISABILITY INSURANCE/LIFE INSURANCE

Injury & Sickness Claims

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Injury & Sickness	11	6	5	7	7
Life Claims	1	1	0	0	0

2017: 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; No Life Claims.

2018: Breakdown as follows: Sheriff (4) Claims totaling 81 days off work; Commission on Aging (1) Claim 29 days off work; and Prosecuting Attorney’s Office 130 days off work; 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.

<u>2016 cost \$26,578.54</u>	<u>2017 cost \$22,418.40</u>	<u>2018 cost \$23,427.84</u>
Breakdown as follows:		
Parks - \$16,430.00	\$17,327.00	\$21,943.00
Sheriff - \$3,096.00	-0-	-0-
ACT - \$140.87	\$79.16	-0-
COA - \$181.67	-0-	-0-
Prosecuting Attorney - \$2,730.00	-0-	-0-
Fringe Benefit #852 Nifty Thrifty \$2,552.00	\$5,012.24	\$1,484.84
Fringe Benefit #852 County Administration: (Fraud Case)\$1,448.00	-0-	-0-

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Liability Insurance Claims: 16 in 2016

Liability Insurance Claims: 9 in 2017

Liability Insurance Claims: 16 in 2018

2018 Activity:

January	Sheriff Department Courts	Patrol Vehicle - MSP backed into vehicle Class Action Suite
February	Sheriff Department Sheriff Department	Patrol Vehicle - Deer Patrol Vehicle - Individual allude/fleeing striking
March	No Claims	
April	Sheriff Department Sheriff Department	EEOC complaint not hiring individual Patrol Vehicle - Individual failed to yield striking
May	Courts	Incident Litigation Abuse of Power
June	Sheriff Department	Patrol Vehicle vs Deer
July	No Claims	

Liability Insurance Claims 2018 – continued.

August	Sheriff Department	Incident Litigation 1st Amendment Violation Breach of Official Duty
September	No Claims	
October	Sheriff Department	(2) Incidents Patrol Vehicle vs Deer
November	Commission on Aging Sheriff Department County & Treasurer	Caregiver vehicle damaged by tree Patrol Vehicle backed into tree Gettle vs Counties – Tax issues
December	Sheriff Department	Patrol Vehicle vs Deer Patrol Vehicle – backed into garage door

NOTARY PUBLIC:

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

ANTRIM COUNTY DIRECTORY:

Compiles all the information for the County Directory.

Directories: Distributed to the Townships, County Offices and 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

-Abstract – All Criminal Case Convictions related to Auto/Alcohol/Controlled Substance Abuse

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 (MSP)
- 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.
- Conduct and process Random BOE selected Township Election Audits (1 after each election)

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 407 + all abstracts sent to the Secretary of State Office

STAFFING:

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 the public that at times can be 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, the Human Resource Director 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.

COUNTY CLERK GOALS:

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

RECOMMENDATION:

A COMPREHENSIVE WAGE AND POSITION STUDY FOR THE UPCOMING GENERAL BARGAINING UNIT NEGOTIATIONS FOR 2020.

The Board has addressed a study but has not taken any action at several Board meetings in 2018 and now in 2019. Department Heads/Elected Officials have addressed their frustration and the urgency in retaining good employees. The Board has recognized the difficulty in hiring and keeping staff here in Antrim County.

SAMPLE:

Several of the County employees have left our employment to take positions with our local Michigan Department of Human Services office at a rate of pay starting \$3.00 higher per hour than the top of our General Unit – Wages Scale of (3) years.

TRAINING NEW STAFF:

The process that the County Department Heads and Elected Officials spend training a new hire can take a year or even longer in some departments.

I encourage the Board to recognize this particular unit and address classifications into groups created on or about 1990 when the first contract was signed and implemented. These classifications no longer fit the growth of the positions nor does it reward staff for their growth. With constant changes in processes for those performing specialized duties as required by law, regulations, the changes and demands implemented by the State of Michigan with no consideration to how changes will effect local government.

CLASSIFICATIONS AND WAGES: Contract Language

Section 17.2

When a new job is placed in the unit and cannot be placed in an existing classification, the Employer will notify the Union prior to establishing a classification and wage rate. In the event the Union does not agree that the rate is proper, it shall be subject to negotiations.

Recommendation – continued.

Section 10.8 Chief Deputies

Agreement recognize that each Elected Official is entitled, by law, to one (1) Chief Deputy who is empowered to fulfill the duties of the Elected Official. The appointment of the Chief Deputy is at the sole discretion of the Elected Official.

This classification is the highest position in the contract for an Elected Officials office and this position is of upmost importance. The duties of a Chief Deputy is very different from office to office.

Therefore, this is my point that my hands are tied as I am unable to reclassify and/or create a new job class that is a higher position than my Chief Deputy.

This was brought to the Boards attention by the Register of Deeds during public comment and may not be as concerning in other departments being classifications vary and may not find themselves in the same or a similar position. A comprehensive wage and position study is warranted and necessary to maintain those that are highly skilled employees. To reward the growth of such positions, technical skill requirements and demands that are constantly changing and never reduced to the positions of my staff in particular.