

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes December 5, 2018

Members: Dave Heeres, Bryan Smith
Members absent: Christian Marcus
Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Patty Niepoth, Sherry Comben, Sheryl Guy, Deb Peters, Sheriff Dan Bean, Undersheriff Dean Pratt, Eileen Wallick, Valeie Craft, Stephanie Murray,

1. The meeting was called to order at 9:00 am by Bryan Smith

2. Public Comment

Deb Peters, Veteran Affairs Director, asked how the Committee structure works in terms of voting, when all three members are not present. Pete Garwood, County Administrator said t they still vote but the two members must agree for approval.

3. MERS Service Credit Purchase

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the Governing Body Resolution provided by the Michigan Municipal Employees' Retirement System to allow Sergeant Jonathan Wheatley to purchase eleven (11) months of service credit under the Antrim County pension program through MERS with all initial costs to be borne by Sergeant Wheatley with no initial cost to Antrim County.

Motion Carries- Unanimous

4. 2019 Parity Increases

Mr. Garwood said the County is in the fourth installment of a four-year parity increase schedule. His recommendation is that the County complete the final year of the parity schedule.

Motion by Dave Heeres, seconded by Bryan Smith, that parity increases be approved for 2019 salary and wage increases for the following department head positions: Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, Emergency Services Coordinator 6.5%, and IT Director 6.5%, and that these salary and wage increases be calculated after the addition of any increase approved for the General non-union employees, and that the Finance Director be authorized to make the corresponding 2019 budget amendments from the General Fund-Special Projects – Contingencies 101-895-999.

Motion Carries- Unanimous

4. Wages: Elected Officials

Jim Rossiter, County Prosecuting Attorney, represented the elected officials was unable to meet at this time and was shifted to later on the agenda.

5. Wages: Unrepresented

Undersheriff Dean Pratt and Deb Peters represented the unrepresented group that consisted of 18 employees who are department heads or work for elected officials or department heads, and a mix of hourly and salaried employees. Undersheriff Pratt said that a complaint from the group is that they work long hours, which has an effect on the employees taking vacations and their morale. He said they have to prepare to go on vacation, and then when they come back they have to put in many additional hours to catch back up. Undersheriff Pratt said that these unrepresented employees are hired in by meeting education, experience and other requirements. He said that the group was requesting the same wage increase as elected officials, at 6%.

There was discussion on the proper process for a salaried employee to complete a timesheet. Undersheriff Pratt said that there is an expectation that you will work 80 (or 75) hours in a pay period, but if you drop below you must use your benefits. He added that there is no compensation if you exceed 80 (or 75) hours.

No Committee action was taken at this time.

6. Wages: Unrepresented – Sheriff’s Department (see attached pg. 7)

Sheriff Dan Bean said he was there to present the two people who are unrepresented, the Undersheriff and the jail nurse. Sheriff Bean informed the Committee the nurse is on call 24/7 and thought there was a way to compensate her for this. He requested that the Committee consider the same stipend for the jail nurse that the Assistant Prosecuting Attorneys receive: \$150 if they are called in over the weekend. Mr. Smith asked how often this occurs, and Sheriff Bean said that it could happen 3 or 4 times in a month. He said she should be compensated for being on call 24/7, but was specifically requesting on call pay for the weekends. Sheriff Bean mentioned that while others can turn down overtime, the nurse cannot turn down calls. Mr. Garwood indicated the amount of call in pay is not consistent from position to position, and that the request be considered when looking at all the information. Mr. Garwood recommended that they wait for more specific information, but agreed that the jail nurse should be compensated for her time.

Sheriff Bean spoke to the Undersheriff’s compensation. He indicated Undersheriff Pratt puts in hours above and beyond for events such as Torch Fest, and takes calls when no one else will or can, even if it is the nightshift. Sheriff Bean asked the Committee to consider paying the Undersheriff overtime for special events or when he comes in to assist the department at night. He thought this was fair to compensate the Undersheriff for all he does. Mr. Garwood noted that when sergeants and corporals get called in for events, they get time and a half, but the Undersheriff does not beyond his salary. Mr. Garwood said that they would need to look into overtime for salaried employees, as he had questions regarding the Fair Labor Standards Act.

Mr. Garwood will work with the Sheriff to gather additional information on the matters for the next Committee meeting.

No action was taken at this time.

7. Wages: Unrepresented – Probate/Family Court

Judge Norman Hayes said he was representing two employees from probate/family court, and was curious what everyone else asked for. Mr. Garwood told him 6% and the unions were at 2%. Judge Hayes requested the probate/family court receive the same as the others had requested. Judge Hayes said that he was not sure what the State would be giving the Judges for increased wage.

No Committee action was taken at this time.

8. Wages: Unrepresented – County Administrator

Mr. Garwood said he would request the same increase as the other unrepresented groups.

No Committee action was taken at this time.

9. Wages: Unrepresented – Seasonal/Part-time

Mr. Garwood asked tthis group be treated the same as the other groups.

No Committee action was taken at this time.

10. Closed Session – Deputies/Dispatch Bargaining Unit Negotiation Strategy

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(c): “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

Motion by Dave Heeres, seconded by Bryan Smith, to go into closed session to discuss the ongoing strategy and/or the tentative collective bargaining agreements with the Command Unit, Deputies/Dispatchers Unit and the Corrections/Cooks/Clerical Unit followed by the Unrepresented Groups with Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, Sheriff Dan Bean, Stephanie Murray, and Mathew Cooke.

Motion Carries- Unanimous

The Committee entered closed session at 10:45 a.m.

The following were asked to remain for the closed session: Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, Sheriff Dan Bean, Stephanie Murray, and Mathew Cooke for discussions on the three Sheriff Office bargaining units.

Mathew Cooke was excused before discussion shifted to compensation for the Unrepresented Groups.

The Committee reconvened from closed session at 11:59 a.m.

11. Wages: Elected Officials

Mr. Rossiter indicated they requested a 2.8% cost of living adjustment and an additional 4%. The Committee stated that they would hear all of the requests from the different groups and go into closed session to discuss them. Mr. Smith mentioned that they are still in negotiations with the unions. Mr. Rossiter asked why the elected officials were dependent on the result of the union negotiations, which Mr. Boettcher said it was a matter of fairness between all groups.

12. Wages: Unrepresented – Prosecuting Attorney’s Office

Mr. Rossiter said that he would request the same for this group as the other unrepresented groups, 6%. Mr. Rossiter and representatives from the other groups asked if they were going to receive an answer to their wage and salary proposals today. There was discussion regarding the appropriate procedure for the discussion and negotiation. The Committee decided it was appropriate to go back into closed session.

Motion by Dave Heeres, seconded by Bryan Smith, to go into closed session to discuss the ongoing negotiations for compensation changes with the elected official group and the other unrepresented groups with Heeres, Smith, Boettcher, Garwood, and Murray.

Motion Carries- Unanimous

The Committee entered closed session at 12:39 p.m.

The Committee reconvened from closed session at 12:52 p.m.

Mr. Garwood summed up the position of the Committee regarding compensation increases, which the Committee indicated would be presented to the Board of Commissioners. It was noted that there are three (3) unions currently not in negotiation, who may have different wage increase percentages than those who are being negotiated. Mr. Boettcher said that he did not want any employee group to think the Committee is not listening to their request and information presented.

13. Board/Commission Appointments

The Committee discussed the applicants who sent interest notification forms for opening on various boards and commissions.

Commission on Aging

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Jeannette Hayes to the Commission on Aging Advisory Board to fill the 3- year term set to expire December 31, 2021.

Motion Carries- Unanimous

Construction Code Appeals Board

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Ron Grammar to the Construction Code Appeals Board to fill the 2-year term set to expire December 31, 2020.

Motion Carries- Unanimous

E-911 Board

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint William Drollinger to the E-911 Board to fill the 3-year term expiring December 31, 2021.

Motion Carries- Unanimous

Northern Lakes Economic Alliance

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Joe Short and Sheridan Rhoads to the Northern Economic Alliance to fill the 2-year term(s) set to expire December 31, 2020.

Motion Carries- Unanimous

Planning Commission

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint William Bailey, Rick Teague, and Bruce Priemer to the Planning Commission to fill the 3-year term(s) set to expire December 31, 2021.

Motion Carries- Unanimous

Antrim County Road Commission

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Dieter Amos to the Antrim County Road Commission to fill the 6-year term(s) set to expire December 31, 2024.

Motion Carries- Unanimous

Solid Waste & Recycling Council

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Kathleen Peterson, Joel Fredette, and Melissa Zelenak to the Solid Waste & Recycling Council to fill the 3-year term(s) set to expire December 31, 2021.

Motion Carries- Unanimous

Veteran's Affairs Committee

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Thomas Sandeen to the Veteran's Affairs Committee to fill the 4-year term(s) set to expire December 31, 2022.

Motion Carries- Unanimous

14. Quarterly Banking Report

Sherry Comben said that quarterly banking report is presented for informational purposes. Mr. Heeres asked why there wasn't any credit unions in the bank repositories, and Ms. Comben said that most credit unions do not care for government accounts. Mr. Smith noted that Kearney Township used a credit union for an investment. Ms. Comben said that the Commissioners can add banks and or credit unions to the repositories list at the organizational meeting, as the list is approved in a resolution.

15. Solid Waste & Recycling Council: Bylaw Changes

Mr. Cooke noted the changes that were made to the to the Council's Procedures for Conducting Council Activity: removal of Article IV Membership and Representation Section 2; removal of "Representation" from title of Article IV Membership and Representation; and changing of Article V Meetings Section 4 to state $\frac{3}{4}$ of meetings. Mr. Garwood said that we could reduce the council members from nine members to seven members, as there were 5 vacancies and only 3 interest notification forms submitted. One of the forms was from a returning member, and one was from an outgoing Commissioner who had been appointed to the council. The Committee discussed the amount of members for the Council.

The Committee decided to not accept the recommendation of changing the amount of meeting missed from $\frac{2}{3}$ to $\frac{3}{4}$, in Article V Meetings Section 4 (it will remain at $\frac{2}{3}$). The Committee decided to recommend the membership be reduced from nine to seven.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve an amendment to the Antrim County Solid Waste and Recycling Council's Procedures for Conducting Council Activity, specifically Article IV Membership and Representation, and Article V Meetings Section 4 (attached).

Motion Carries- Unanimous

16. Approval: Closed Meeting Minutes 11/01/2018

The Open Meetings Act, Public Act 267 of 1976, states that closed sessions are permissible for purposes outlined in Section 8(c): "For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing." In the particular instance on November 1, 2018, the Committee went into closed session to discuss strategy related to the collective bargaining agreements with the three Sheriff's Office bargaining units.

Motion by Bryan Smith, seconded by Dave Heeres, to approve the closed session meeting minutes of November 1, 2018.

Motion Carries- Unanimous

17. Various Matters

Huron County Resolution – Opposition to SB396

Mr. Boettcher noted that the Michigan Association of Counties has a program that will send you a text on the status of bills in legislature. He said that the program will also provide a letter that individuals can use to support or oppose bills, based on MAC's recommendation. Mr. Boettcher

felt that this could be an opportunity to allow Commissioners to individually support or oppose bills, rather than approving resolutions that they may all not agree upon. Mr. Heeres said that resolutions show solidarity of the Board, and felt they were important as other Counties do resolutions. Mr. Boettcher said that he was not for or against either method, but that this could be a way to combat disagreements between Commissioners. Ms. Guy added that there may be value to still having these letters from MAC, because it would allow Commissioners to express their points of view on issues individually.

Mr. Garwood noted that he is working with Ms. Guy and Deb Haydell, Finance Director, on the Michigan Indigent Defense plan. He said that they are meeting with an MIDC representative to review the revised contract. He said they will look at the changes such as:

- Using the County policies as opposed to the State policies to for reimbursement of mileage as well as for capital improvements;
- changing the process for rollback of monies for the following year; appeal process for extension;
- disagreement process -in addition to sending a communication indicating that this is not a grant and that it is a funding obligation of the State.

Mr. Smith asked about the airport personnel situation. Mr. Garwood said that the candidate in mind did not accept the position due to personal reasons. He added that Stephanie Murray is working to locate additional candidates, and they are meeting with labor counsel regarding other options for the position. .

Mr. Smith asked about the Sheriffs Department canine program. Mr. Garwood indicated that the Undersheriff had informed him the canine officer is progressing well.

18. Public Comment

None.

Meeting adjourned at 1:30 p.m.

| <u>Undersheriff</u> | <u>Year to date</u> |
|----------------------------|----------------------------|
| Dean Pratt | \$56,465.50 |
| | |
| <u>Nurse</u> | <u>Year to date</u> |
| Janice Jensen | \$55,709.40 |
| | |
| <u>Sergeants</u> | <u>Year to date</u> |
| Todd Rawling | \$45,497.95 |
| Kevin Hoch | \$52,389.98 |
| Jonathan Wheatley | \$50,742.65 |
| | |
| <u>Corporals</u> | <u>Year to date</u> |
| Shawn Caulder | \$47,570.73 |
| Sherry Knight | \$57,378.10 |
| Michael Knight | \$46,808.05 |
| James School | \$51,524.64 |