

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

**Minutes
December 1, 2016**

Members: Ed Boettcher, Dave Heeres, Laura Stanek
Members absent: None
Others: Pete Garwood, Janet Koch, Mike Crawford, Theresa Kent, Debra Peters, Patty Niepoth, Sherry Comben

1. The meeting was called to order at 9:00 a.m. by Chair Ed Boettcher.

2. Public Comment

None.

3. Probate Court Unrepresented Wages

Judge Norman Hayes requested a 2% wage increase for his employees.

Motion by Laura Stanek, seconded by Dave Heeres to recommend the Board of Commissioners approve a 2% increase for the Probate Court unrepresented. Motion carried – unanimous.

Judge Hayes also requested on-call pay for the Probate Court Administrator. He noted it was required by statute and he thought the request was reasonable. A letter from Mr. Hefferan, which had been included in the agenda packet for the December 3, 2015 Administration Committee meeting, was discussed (see attached pg. 7). The attachment from the February 4, 2016 Administration Committee agenda packet showed 2015 Court Administrator wages from other counties (see attached pg. 8).

Motion by Laura Stanek to ask Finance Director to calculate the proposed on-call funds to illustrate how it would impact the County's budget and that it be addressed in January 2017. There was no second to the motion.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Finance Committee and the Board of Commissioners approve a request to adopt call out pay of \$130 per week for the Probate/Family Court Administrator starting in 2017, to eliminate any current stipends, and that the call out pay not be subject to annual wage increases. Motion carried – unanimous.

4. 2017 Wages

Prosecuting Attorney Unrepresented

Jim Rossiter, Prosecuting Attorney, requested that the unrepresented employees in his office be given a 2% increase in their wages or salaries.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve that the unrepresented employees in the Prosecutor's Office receive a 2% increase in their wages or salaries. Motion carried – unanimous.

Elected Officials

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a 2% increase in the salaries of the elected officials.

Motion carried – unanimous.

5. Park Manager Pension Request

A memo had been included in the agenda packet regarding a request from the Park Manager, Eileen Wallick, to purchase additional pension years. Pete Garwood, County Administrator, distributed copies of an email from Ms. Wallick (see attached pg. 9) that detailed the cost of purchasing additional years of pension.

Ms. Wallick distributed copies of chart showing her start and end work dates (see attached pg. 10). Mr. Garwood noted that the Grass River Natural Area's employee pensions had been paid by Grass River, not by the County.

Mr. Heeres said granting this request could set a precedent. Ms. Stanek noted that no other County employee had a similar type of situation. Mr. Garwood said the Park Manager position is seasonal; the health benefits continue throughout the year, but the pension does not accrue when she is on unemployment.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend that the Finance Committee and the Board of Commissioners approve the purchase of three years of pension for the Parks Manager and that the Board of Commissioners approve the purchase. Yes votes – Dave Heeres, Laura Stanek; No votes – Ed Boettcher; Motion carried.

6. Capital Asset Policy

Deb Haydell, Finance Director, said the draft copy in front of the Committee needed some minor revisions. She added that she would like the policy to go to the Finance Committee for approval to the Board of Commissioners. Ms. Haydell also said upon adoption of the Capital Asset policy, two existing policies would be rescinded; Fixed Asset Policy and the Equipment and Furniture Disposal Policy.

It was the consensus of the Committee that the policy be sent to the Finance Committee for review.

7. Antrim County Transportation Contract Notifications

Motion by Ed Boettcher, seconded by Dave Heeres, to go into closed session to discuss the tentative collective bargaining agreement with the Antrim County Transportation Unit; Mr. Crawford, Chair of the Board of Commissioners, Mr. Garwood and Ms. Koch, Associate Planner, were requested to attend the closed session.

Motion carried – unanimous.

The Committee went into closed session at 11:12 a.m.

The Committee left closed session at 11:21 a.m.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners ratify the tentative collective bargaining agreement with Teamsters Local 214 representing the Antrim County Transportation Unit employees.

Motion carried – unanimous.

8. Committee Appointment Interest Notifications

Mr. Boettcher said he'd like the Committee to do interviews for the Road Commission Board and asked about the opinions of the other Committee members regarding that possibility. Mr. Garwood noted that the Road Commission Board is a three-member board and that making an appointment at a later date could negatively impact that board.

Commission on Aging Board (COA)

Ms. Stanek noted that the appointments weren't staggered. Mr. Garwood said the appointments were annual. The Committee and Mr. Garwood discussed changing the appointments to longer terms. It was the consensus of the Committee to explore the process for changing the COA Board appointments in 2017.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Sally Hannert, Jeanette Hayes, Beverly McCammon, and Rick Teague to the Commission on Aging Board.

Motion carried – unanimous.

Construction Code Appeals Board

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Marshall Woody Wright to the Construction Code Appeals Board. Motion carried – unanimous.

E-911 Board

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners reappoint Wendy Dawson to the E-911 Board.

Motion carried – unanimous.

Economic Development Corporation

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Bonnie Robbins and Veronica Welter to the Economic Development Corporation. Motion carried – unanimous.

Housing Board

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Michael Hayes, Janice Olach, and Bonnie Robbins to the Housing Board. Motion carried – unanimous.

Northern Lakes Economic Alliance

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners reappoint Sheridan Rhoads and Joe Short to the Northern Lakes Economic Alliance. Motion carried – unanimous.

Planning Commission

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Barbara Bradford, Jim Gurr, and Michael Hayes to the Antrim County Planning Commission. Motion carried – unanimous.

Road Commission

Motion by Laura Stanek to recommend the Chairman of the Board of Commissioners reappoint Jerome Dobrzelewski to the Antrim County Road Commission. The motion died for lack of support.

Motion by Dave Heeres, seconded by Ed Boettcher, to recommend the Chairman of the Board of Commissioners appoint Dieter Amos to the Antrim County Road Commission. Yes votes – Ed Boettcher, Dave Heeres; No votes – Laura Stanek. Motion carried.

The Committee and Mr. Crawford discussed the geographic distribution of the appointees to the Road Commission.

Solid Waste & Recycling Council

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Heather Butler and Robert Ricksgers to the Solid Waste & Recycling Council. Motion carried – unanimous.

Veterans Affairs

Deborah Peters, Veterans Affairs Director, had asked the current Veterans Affairs Committee members to make recommendations regarding the appointments.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners reappoint Roger Simon to a term expiring 12-31-2020, to appoint Don Seman to a term expiring 12-31-2017 and to appoint Tom Sandeen to a term expiring 12-31-2018 to the Veterans Affairs Committee, to be effective immediately. Motion carried – unanimous.

9. 2016-17 Michigan State University Extension (MSUE) Memorandum of Agreement (see attached pgs. 11-16)

Mr. Garwood said the agreement had formerly been a 5-year agreement with a work plan, but was now being proposed as an annual “Agreement for Extension Services.” The proposed agreement allowed the possibility of clerical staff as County employees or the County providing funding to MSUE for clerical staff.

Ms. Stanek said she was willing to make it a one-year agreement, but not to have any other changes. Mr. Garwood said the base amount charge was to provide a standard of availability that MSUE would have in Antrim County. It was noted that the appropriation increase from 2016 to 2017 had been 1%.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a one-year agreement with MSUE for Extension Services with the language of the agreement to remain the same as in previous years with the exception of the 1% increase in appropriation from 2016 to 2017. Motion carried – unanimous.

10. Investment Policy Review (see attached pgs. 17-20)

Ms. Comben said the document was for review; no changes had been made. She asked that the document also be reviewed by the Finance Committee.

It was the consensus of the Committee that they had no changes and that it be sent to the Finance Committee for their review.

11. Various Matters as Appropriate

Workers Compensation

Mr. Garwood said the County works with Michigan Association of Counties (MAC) to provide Workers' Compensation coverage for County employees. MAC had recently gone out for proposals and selected a new third party administrator. Mr. Garwood said the Sheriff and Undersheriff had expressed reservations about the change during the Health & Public Safety meeting.

Mr. Crawford said MAC felt that putting Workers' Compensation out for bid would be more cost effective; he said the new company had experience in providing Workers' Compensation to other organizations.

Employee Handbook

Janet Koch, Associate Planner, told the Committee the first draft of the handbook was over 30% complete. She planned to finish the first draft by the end of the year.

Overtime Labor Regulations - Federal Injunction

Ms. Koch noted there had been a federal court injunction regarding the change in the Labor Department's new overtime regulations, which had been planned to go into effect December 1. She said the 1.8% raise awarded to her in November had been to place her salary into the new exempt range. Mr. Garwood said Ms. Koch has been acting essentially as Deputy County Administrator. Mr. Heeres suggested that the Associate Planner's title be changed to Deputy County Administrator.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend that the Board of Commissioners maintain the 1.8% salary increase for the Associate Planner due to increased job responsibilities even if the Labor Department's overtime regulations do not take effect. Motion carried – unanimous.

Register of Deeds (ROD) Personnel

Mr. Boettcher said the Finance Committee, on September 6, has asked the Administration Committee to look into necessity of hiring a permanent irregular part time employee as the position had been vacant for a number of months.

Ms. Niepoth said she was looking for the proper fit between the department and a new employee. She said she had interviewed three people, and plans to interview more before the end of the year.

Administration Office Personnel

Mr. Garwood distributed a memo (see attached pg. 21), which stated that the Administration Office's secretary would be leaving the County's employment on December 16, 2016.

Motion by Dave Heeres, seconded by Laura Stanek, to grant hiring authority to the County Administrator for the soon to be vacant Administration Office secretary position contingent on the release of funds for the position by the Board of Commissioners. Motion carried – unanimous.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners release the funds for the secretary position in the Administration Office. Motion carried – unanimous.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners approve up to forty (40) hours of additional wages for the current secretary, which will allow her to assist with the training of the incoming employee. Motion carried – unanimous.

Post-Traumatic Stress Disorder (PTSD)

Mr. Garwood said there was no additional rider available through Blue Cross Blue Shield, the County's health insurance carrier starting in January, but that PTSD was covered in the same manner as other similar disorders. He had contacted the County's Workers' Compensation carrier regarding PTSD treatment, but had not yet received a reply. Mr. Garwood said the County's short-term disability carrier has an Employee Assistance Program available for a fee. He added that he had looked at something similar in the past, but it had not been approved by the Board of Commissioners.

12. Public Comment

None.

The meeting was adjourned at 11:33 a.m.

STATE OF MICHIGAN



ANTRIM COUNTY FAMILY DIVISION
&

ANTRIM COUNTY PROBATE COURT

205 E. CAYUGA, P.O. BOX 130
BELLAIRE, MI 49615
(231) 533-6681
FAX (231) 533-6600
probatecourt@antrimcounty.org

HON. NORMAN R. HAYES
PROBATE & FAMILY DIVISION JUDGE

WILLIAM M. HEFFERAN
ADMINISTRATOR

October 29, 2015

Hon. Norman R. Hayes
P.O Box 130
Bellaire, MI 49615

Re: On-Call Compensation

Judge,

This spring will mark my 22nd year of court employment (the last 20 here in Antrim). I consider myself very fortunate to serve in Antrim. Sadly (or some may say happily), I won't be here forever and I've identified an equity gap in regards to on call compensation for your Administrator/CJO position. I understand that any court funding request must be "reasonable and necessary".

The "necessary" component is met by both MCR 3.934(B)(2) and 3.963(D) which requires the Court to designate a person who may be contacted when the court is not open. That person is your Administrator/CJO. It is the compensation that is not "reasonable" when compared to other courts. Except for call out pay of \$50.00 (account #132-709.132) we offer zero financial benefit for this 24/7/365 duty, while Kalkaska pays \$25.00 per day, Otsego \$16.50, Grand Traverse and Wexford pay \$100 per week plus actual time, Charlevoix \$220, and Benzie/Manistee \$100. Emmet grants 4 hours of leave per week, and Leelanau offers compensatory time.

I would respectfully request that this "necessary" function of 24/7/365 availability be "reasonably" compensated at \$130.00 per week (average of others) beginning on January 1, 2016. The additional expense can be mitigated by eliminating the Administrator/CJO stipend for casework services (account # 132-708.002) and his/her eligibility for call out pay. The net annual cost for the court/county would be \$3,072.00 (\$6,760.00 minus \$3,308.00 minus \$380.00). I would also recommend that these monies not be subject to any annual increase that might apply to salary.

Thank you in advance for your consideration.

Sincerely,

Bill Hefferan

2015 Salary/Stipend Survey - (Probate Court Administrator)

	AVERAGE		ANTRIM			BENZIE/MANISTEE			CHARLEVOIX			EMMET			LEELANAU		
		%	2015 Salary or Hrly Rate	Stipend	TOTAL	2015 Salary or Hrly Rate	Stipend	TOTAL	2015 Salary or Hrly Rate	Stipend	TOTAL	2015 Salary or Hrly Rate	Stipend	TOTAL	2015 Salary or Hrly Rate	Stipend	TOTAL
Probate Court Administrator	63,039.69	-1.56%	58,678.00	3,357.73	62,035.73	51,933.00	5,200.00	57,133.00	57,057.72	11,440.00	68,497.72	64,731.00	0.00	64,731.00	62,801.00	0.00	62,801.00
NOTES:																	
Probate Court Administrator			1950 hrs/yr. Salary. Non-Union. Does not include anything paid to Probate Court Administrator for call out during the year. Call out 2015 \$100.00. Call out 2014 \$150.00			MANISTEE: 1820 hrs/yr. non-union. The Court Administrator is shared with Benzie County. The Juvenile Division goes through the Circuit Court. The Juvenile Officer receives an on-call STIPEND: \$100/wk, salary \$50,254.73			2080 hrs/yr. Non-Union. STIPEND: \$25/day M-TH, \$40/day F-Sun			2080 hrs/yr. Salary. Non-Union			1950 hrs/yr. Salary. Non-Union. Title: Family Ct. Administrator who is a Court Juvenile Officer.		

* The hours listed are representative of the hours of operation for each County and are not a reflection of the hours worked by the salaried position.

Updated: 1/28/2016

Schrader, Tina

From: Wallick, Eileen
Sent: Wednesday, November 30, 2016 8:51 AM
To: Garwood, Peter
Cc: Schrader, Tina
Subject: Estimate Service Credit Purchase Cost

Hi Pete,

MERS has calculated cost to purchase 5 years and the cost is good for 60 days.

1st year - \$12,223

2nd year - \$24,445

3rd year - \$36,667

4th year - \$48,891

5th year - \$61,114

Please, send this to the admin. Committee so they can be prepared.

Thank you,

Eileen Wallick

Barnes Park Campground/ Manager

Phone: 231-599-2712

Fax: 231-599-2012

barnespark@antrimcounty.org

Months Worked by Eileen Wallick											
	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	
Start Date	18-May	3-May	9-May	7-May	6-May	21-Apr	27-Apr	2-May	1-May	23-Apr	
End Date	24-Oct	5-Nov	5-Nov	28-Dec	1-Nov	31-Oct	30-Oct	20-Oct	2-Nov	31-Oct	
months	6	6	6+1wk	7+2wks	6	6+2wk	6+1wk	6	6	6+2wk	
	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Start Date	15-Apr	27-Apr	26-Apr	26-Apr	22-Apr	22-Apr	21-Apr	19-Apr	19-Apr	19-Apr	2-Apr
End Date	8-Nov	6-Nov	5-Nov	4-Nov	15-Nov	15-Nov	14-Nov	13-Nov	12-Nov	8-Dec	7-Dec
months	7	7	6.5	6.5	7	7	7	7	7	7+3wk	8+1wk
			septic 1 month								

MERS has calculated cost to purchase 5 years and the cost is good for 60 days.

1st year - \$12,223

2nd year - \$24,445

3rd year - \$36,667

4th year - \$48,891

5th year - \$61,114

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into this _____ day of _____, _____ by and between Antrim County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (“MSUE”).

WHEREAS the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

WHEREAS MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

WHEREAS For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

WHEREAS It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

WHEREAS MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. **0.5** FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

2 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **\$0**.
5. Funding for additional 4-H program capacity **0 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of **\$41,193.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) **\$41,193.**

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.
 C. 0 FTE Educator (Program Area) \$0.
 D. 0 FTE Additional 4-H Program Coordination \$0.
 E. 0 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: \$41,193.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Antrim County, 203 E. Cayuga Street, PO Box 187, MI 49615, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.

4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

Antrim COUNTY

By: _____

By: _____

Daniel T. Evon, Director,
Contract & Grant Administration

Print name: _____

Its: _____

Its: _____

(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.9.255.255
CIDR	35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
 35.9.160.36 (1935,443) (authentication)
 35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
 35.9.83.132 (all) (vpn.msu.edu)
 35.9.81.150 (zoom.msu.edu)
 35.9.121.189 and 190 (443) (SharePoint)
 35.8.200.57 (80 and 443) (SharePoint)
 35.9.121.221, 223, and 225 (443) (Exchange)
 35.8.200.56 (80 and 443) (Exchange)
 35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
 35.8.201.200 (443 TCP) (Lync)
 35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
 35.8.200.58 (80 and 443) (Lync)
 35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
 MSUE.anr.msu.edu – 35.8.201.199
 Events.anr.msu.edu – 35.8.200.220
 web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
 Expression Engine – 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

Memorandum

ANTRIM COUNTY TREASURER

SHERRY A COMBEN, TREASURER

To: Administration Committee
From: Sherry A Comben, Treasurer
Date: November 17, 2016
Re: Investment Policy Review

Asking for a review of the current Investment Policy before the New Year. I have no additions or changes that I would like to see.

ANTRIM COUNTY
INVESTMENT POLICY
To comply with PA 20 of 1943, as amended

It is the policy of Antrim County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of Antrim County and comply with all state statutes governing the investment of public funds.

This investment policy applies to all financial assets of the County of Antrim. These assets are accounted for in the various funds of Antrim County and included the general, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by Antrim County.

The primary objectives, in priority order, of the County of Antrim's investment activities shall be:

Safety — Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification — The investments will be diversified by security type or individual financial institution or specific maturity.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The investment portfolio shall be designed with the objective to obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from MCL 48.40 and Antrim County Board of Commissioners Resolution No 18 dated May 14, 1998. Management responsibility for the investment program is hereby delegated to the County Treasurer per MCL 48.40 who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements transaction except as provided under the terms of this policy and the procedures established by the County Treasurer. The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The County Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

1. Bonds, securities, and other obligations of the United States or an agency or an instrumentality of the United States.
2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution. The financial institution must be:
 - a. A state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union
 - b. Whose deposits are insured by an agency of the United State government
 - c. That maintains a principal office located in the State of Michigan under the laws of this State of the United States
3. In commercial paper rated prime at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in subdivision (1).
5. Bankers' acceptances of United State banks.
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investments grade by not less than 1 standard rating service.
7. Mutual funds registered under the investment company act of 1940, , 15 U.S.C. 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following
 - a. The purchase of securities on a when-issued or delayed delivery basis.
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes
 - d. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
8. Obligations described above if purchased through an inter-local agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
9. Investment pools organized under the surplus funds investments pool act, 1982 PA 367, 129.111 to 129.118.
10. Investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150

Safekeeping and Custody – All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County Treasurer may be on a cash basis or a delivery vs. payment basis as determined by the County Treasurer. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Prudence – Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

management of their own affairs, not for speculation, but for investment, considering the probable safety of their capita as well as the probable income to be derived.

Ethics and Conflicts of Interest- The Treasurer and employees of the Treasurer's Office, involved in investment activities, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair (or create the appearance of an impairment on) their ability to make impartial investment decisions. These persons shall disclose to the County Board of Commissioners any material financial interests in financial institutions that conduct business with Antrim County, and they shall further disclose any large personal financial investment positions that could be related to the performance of the County's portfolio.

Amended 01/03/2013
Reviewed 12/23/2014 for 2015
Reviewed 12/1/2016 for 2017



Memorandum Administration Office

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December 1, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Secretary Position – County Administration

Unfortunately, I received a letter of resignation from Katie Verellen yesterday. Ms. Verellen gave December 16, 2016 as her last day of work. However, she informed me she could be available to help train her replacement on a part-time basis prior to February 1, 2017. I would like to take advantage of this offer.

Given the time of year, and Ms. Verellen's end date, it is important that we get the ad in the papers as soon as possible, especially since the local papers only come out weekly. As we have done in the past on various occasions, I am proposing that I be allowed to advertise immediately, and if the Board of Commissioners decide not to release the funds for the position on December 8, we will simply not fill it.

I am also asking for permission to do the hiring myself, without an Administration Committee meeting, in the interest of expediency and flexibility. The hiring policy allows the Administration Committee to grant me such authority.

My plan was to be on vacation for the work days around the holidays. However, due to the importance of this position I will be coming in for the interviews in order to get someone hired for the position as soon as possible. It will be imperative to allow time for the selected candidate to get through all the pre-employment requirements along with providing a two week notice to their previous employer, if needed - this takes time. I am interested in filling the position as soon as possible and taking Ms. Verellen up on her offer to assist with the training of the new employee. Due to the timing and the differential in the wage between a new employee and a 5 year employee no budget adjustment will be necessary.

The following motions are presented for your consideration:

Motion by _____, seconded by _____, to grant hiring authority to the County Administrator for the soon to be vacant Administration Office secretary position contingent on the release of funds for the position by the Board of Commissioners.

Motion by _____, seconded by _____, to recommend the Board of Commissioners release the funds for the secretary position in the Administration Office

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve up to forty (40) hours of additional wages for the current secretary, which will allow her to assist with the training of the incoming employee.