

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

Minutes – April 7, 2016

Members present: Ed Boettcher, Laura Stanek
Members absent: David Heeres
Others present: Mike Crawford, Pete Garwood, Sherry Comben, Sheryl Guy, Patty Niepoth, Janet Koch, Deb Haydell

1. Meeting was called to order at 9:00 a.m. by Chairman Ed Boettcher.

2. Public Comment

None

3. Antrim County Baby Pantry Grant Request

Jeanine Bottrell, representing the Antrim County Baby Pantry Grant, distributed a handout listing some of the activities of the group (see attached pg. 4). Ms. Bottrell said the Baby Pantry opened in 2000 and is housed rent-free in Mancelona's St. Anthony's Church. Their annual budget is \$50,000 and there is no paid staff. Ms. Bottrell said the fiduciary agent for the group is the Antrim County Child Abuse and Neglect Council.

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners approve the sponsorship of a grant application to the Grand Traverse Tribe of Ottawa Chippewa Indians for a 2% Tribal Grant on behalf of the Antrim County Baby Pantry.

Motion carried – unanimous.

4. Treasurer's Office Personnel

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners release the funds to begin the hiring process for a soon to be vacated Deputy II position, to replace Ruth Lowe who has submitted her resignation. Also, that the Treasurer be authorized to hire the new employee four weeks prior to Ms. Lowe's departure to allow for an overlap for training purposes. Motion carried – unanimous.

5. Clerk's Office Personnel Reclassification (see attached pg. 5-8)

Sheryl Guy, County Clerk, presented the request for a position reclassification. Sherry Comben, County Treasurer, noted that the Clerk's Office had been reorganized in 2013. Ms. Guy said the responsibilities in her office had shifted since that time.

Pete Garwood, County Administrator, said elected officials have more authority in their offices than appointed department heads have. He told the Committee that job descriptions are being created as positions are being filled. The Committee discussed the creation of county-wide job descriptions. Mr. Garwood said creation of objective job classifications should be contracted out to an experienced firm.

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners approve the reclassification of Melissa Titus to Clerk II and adjust the wage to the Clerk II wage scale in the General Unit Collective Bargaining Agreement (CBA), and that in accordance with the CBA the reclassification will be effective for the first full pay period in July 2016.

Motion carried – unanimous.

6. County Accountant Salary/Job Title

Mr. Garwood had included a memo in the agenda packets addressing the change in the job title. Deb Haydell, County Accountant, said a budget amendment would be needed to address the salary change.

Ms. Haydell said the additional duties she'd performed in addition to her job description included introducing GovDeals.com, working with Tenurgy regarding utility costs, and working with the contracted Housing Director to enter the required data into the State of Michigan housing website. Ms. Haydell handed a document regarding the housing program to Ed Boettcher, who read the document and then passed it to Laura Stanek (see attached pg. 9).

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners approve changing the title of the "Accountant" to "Finance Director."

Motion carried – unanimous.

7. Fixed Asset Policy

Ms. Haydell said land was not included in the proposed fixed asset policy; she said she preferred to have land acquisitions and sales as a separate policy. Mr. Garwood said the proposed policy will be reviewed by the department heads for comment before being sent to Committee and BOC for final approval. Sherry Comben, County Treasurer, suggested removing the date of the Purchasing and Bid Policy. Ms. Stanek said she would like to hear from the department heads regarding the proposed policy.

8. Equalization Department Update

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Finance Committee approve a one (1) month extension of the fifty (50) cents per hour wage additional for the Equalization Department employees Casey Guthrie, Appraiser, and Julie Weston, GIS Technician, for additional duties as a result of not having an Equalization Director present the majority of the working hours. Motion carried – unanimous.

A memo was distributed regarding a proposal for the Equalization Department (see attached pgs. 10-12). Ms. Comben recommended at least a two-week overlap between Ms. Cairns and the new contractors.

Motion by Ed Boettcher, seconded by Laura Stanek, to recommend the Finance Committee approve authorizing the Accountant to make a line item transfer from line item 705 of \$29,536.50 and line item 716 of \$16,724.25 to line item 802 in the General Fund budget, Equalization Department 101000-257. Motion carried – unanimous.

Motion by Ed Boettcher, seconded by Laurie Stanek, to recommend the Board of Commissioners approve terminating the contract with Polly Cairns for Equalization Director services as of May 15, 2016, and entering into a contract with Cindy Reetz and Jamie Houserman for Equalization Director and Assistant Equalization Director beginning May 1, 2016 at a rate of \$140,000 annually (\$11,666.67 per month), which, among other provisions, includes the requirement that either Ms. Reetz and Ms. Houserman are present in the Antrim County Equalization Department office or attending meetings or other functions directly related to Antrim County Equalization at minimum of four (4) days per weeks. Motion carried – unanimous.

9. Huron County Resolution

At the March 10 Board of Commissioner's meeting, a motion to approve a resolution similar to Huron County's 31C, which opposed Section 298 of the Fiscal Year 2017 State of Michigan Executive Budget failed. The issue was sent back to the Administration and County Services Committee to consideration of a similar resolution more specific to Antrim County.

Mr. Garwood had included a memo in the agenda packets noting the Chair of the House Health & Human Services Appropriations Committee stated that the controversial funding language would not be included in the House Budget, adding that seems to be no need for the Board of Commissioners to pass a resolution at this time. Mr. Garwood said he will continue to watch the issue closely and will notify the Committee and the Board of any progress on the issue.

10. IT Department Update

Valerie Craft, IT Director, said Barnes Park now has DSL internet connection. Ms. Craft is working on a solution to allow Barnes Park to access BS&A. This would allow Eileen Wallick, Park Manager to enter timesheets and do cash receipting.

Ms. Craft said she and Jeremy Scott, IT Assistant are testing Windows 10 and working on eliminating the unnecessary software that accompanies that operating system. Ms. Craft told the Committee that the deadline for upgrading to Windows 10 without a \$100 licensing fee per computer is in July. She noted that the State of Michigan is still working to complete the fiber connection between the County Building, Sheriff's Office, and the 1905 Courthouse that was approved by the Board of Commissioners on October 8, 2015.

Ms. Craft told the Committee that she will be attending the 2016 Emerging Technology Forum in Lansing at the end of April. She said two-day event conference will discuss Emergency Services Internet Protocol network (ESInet) standards, Public Safety Answering Points (PSAPs, or dispatch centers), and PSAPs and Next Generation 911.

11. Portable Electronic Equipment Policy

Janet Koch, Associate Planner, asked the Committee for input regarding the proposed policy. Ms. Craft said she had reviewed the policy. It was recognized that the existing Computer, Network System and Internet Use Policy will need to be revised. When revised, it and the proposed Portable Electronic Equipment Policy will be presented to the department heads for their review.

12. Workers' Comp Report

Mr. Garwood said the Committee had asked for a workers compensation report at a previous meeting; it had been included in the agenda packets. The Sheriff's Office, the Commission on Aging and Antrim County Transportation have the most worker's compensation claims. The Committee and Mr. Garwood discussed wellness programs.

Mr. Boettcher said improving workers comp claims could be part of the annual reports for the three mentioned departments. Communicating the cost of workers compensation to employees was discussed.

13. Various Matters as Appropriate

Ms. Koch told the Committee that she had been approached by an owner of a Community Supported Agriculture farm about the possibility of delivering farm shares on County property. She said she would bring more details to the Committee, however, the Committee indicated that they might not need to be involved with the issue.

Mr. Garwood gave a short update of the Dept. of Health & Human Services lease. Mr. Boettcher asked about progress on an employee handbook; Mr. Garwood said the three-employee team who'd volunteered to work on the project had assembled the existing policies and recommended a table of contents. All of the policies will need to be reformatted, some will need to be revised, and some will need to be created. Mr. Garwood didn't expect the project to be completed before the end of the year.

Mike Crawford said he'd been in contact with Dr. Sarah Nicholls from Michigan State University regarding travelling to Antrim County for a presentation on tourism strategy. Ms. Koch said she was working with Dr. Nicholls on a date and would bring details to the upcoming Finance meeting.

14. Public Comment

None.

Meeting adjourned at 10:40 a.m.

A QUICK OVERVIEW OF 2015 AT THE ANTRIM COUNTY BABY PANTRY.....

We served 488 children from 296 families.

We distributed:

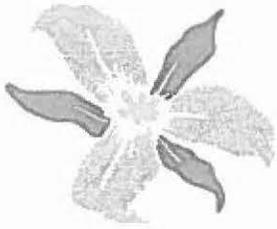
- 67,140 diapers
- 4,767 jars of baby food
- 199 boxes of cereal
- 266 winter jackets
- 237 pairs of snow pants
- 218 pairs of boots

Vouchers were issued for:

- 66 cribs with mattresses, covers and sheets
- 46 car seats

The Pantry is organized by volunteers who serve by washing, mending and sorting clothes, attending meetings, purchasing cribs, food, diapers, socks and underwear and by assisting in a two and a half hour shift once a month on a pantry day. The Pantry is open from 11:30 to 4:00 on the second and fourth Thursdays of the month. There is always a need for gently used clothing size newborn to 6x.

Financial help is provided by private donations, civic groups, a golf outing, and grants from NW Michigan United Way, Northwest Food Coalition, Community Foundation Rotary Endowment and the Community Foundation for SE Michigan.



SHERYL A. GUY
Antrim County Clerk
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Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
guys@antrimcounty.org

March 23, 2016

To: Administration County Services Committee
County Administrator, Peter Garwood

From: Sheryl Guy, County Clerk 

I am enclosing a copy of a request for reclassification from Missy Titus, who is currently a Clerk Typist in the County Clerk's office.

As her employer, I agree that she should be reclassified. As the Clerk typist, she is particularly effective. In addition to ably performing the specific tasks I have assigned, some of which she lists in her letter; she is knowledgeable to some degree about most of the other aspects of the County Clerk's office such as vital records, elections, Circuit Court, Family Court and County Payroll. She can effectively interact with the public in practically all area of "clerking".

This accumulation and dissemination of information makes her an increasingly valuable employee and definitely worthy of an upgrade in classification to Clerk II.

I would like to request that the job title Clerk II as I reserve the right to assign job duties and would not like to be confined by a specific job title. With recent changes in statue regarding Family Court, voter registration, election, and vital record, reassigning of duties will not be necessary but acknowledging these additional duties that have been absorbed over time.

Since taking office I have chosen to hire my employees at the Clerk Typist grade which simply starts them out filing, basic computer entry, waiting on the public at the counter and answering the phone. This permits me to observe and increase the tasks that the employees perform. As the employee becomes familiar with the "clerking" details it is then I support their reclassification request. Missy has proven to have increased her knowledge and has been given additional duties and in my opinion has stepped up and proven that she has exceeded the duties of Clerk Typist and should be acknowledged at this time.

At this time I highly recommend this reclassification request by Ms. Titus, she has proven to be a responsible, dedicated, take charge employee and is willing to learn new tasks with minimal instruction.

I am willing to address any questions you may have regarding this request.

Thank you.

Employment History for: MISSY TITUS

Hire date – July 1, 2012

Prosecuting Attorney Office – Support Specialist Part time position 20 hours per week

Rate of pay \$12.65

6 month \$13.46

1year \$13.96

1/2014 \$14.17

2014

Part time Clerks office to fill in while full time employee was on short term disability

May 2014 \$13.12

Full-time in Clerks Office with full benefit package 10/20/2014

Rate of Pay \$11.62

1/2015 \$11.85

6 month \$12.37

1 year \$12.85

1/2016 \$13.11

2 year – May \$13.64

Reclassification request Clerk II financial impact to the Clerk budget Department #215

Reclassification Start rate – July 3, 2016 \$13.69 per hour

2016 – July 3 - balance 975 hours which would apply to reclassification

975 hours @ .05 cents \$ 48.75 in wages

Retirement cost (16.13%) will be an additional \$ 7.86

FICA cost (07.65%) will be an additional \$3.73 **2016 - TOTAL \$ 60.34**

Result of Reclassification of Clerk/Typist to Clerk II (Clerk's Office) - Remainder of 2016

July 3 - December 31, 2016				CALCULATION EXPLANATIONS
WAGES-Clerk II				BI-WEEKLY CALCULATION ESTIMATES
Wages	13.69	75	1,026.75	WAGES: Hourly rate x 75(hours in two week pay period)
FICA	7.65%		78.55	FICA: Employer percentage x total taxable gross
Health Ins/Dental		1453	726.50	Health: \$1331.27 (family) /Dnt \$121.97 : Premium /2 to get estimated bi-weekly rate
Life & Dis		46.8	23.41	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	2.87	Work Comp: is \$0.28 x \$100 earned
MERS				
DB Portion	16.13%		165.61	MERS: Hired at FT before 1-1-15, receives DB benefit
DC Portion	0.00%		-	
TOTAL-BI WEEKLY ESTIMATE			2,023.69	
12.5 pays		^{12.5}	25,296.14	

July 3 - December 31, 2016				CALCULATION EXPLANATIONS
WAGES-Clerk/Typist				BI-WEEKLY CALCULATION ESTIMATES
Wages	13.64	75	1,023.00	WAGES: Hourly rate x 75(hours in two week pay period)
FICA	7.65%		78.26	FICA: Employer percentage x total taxable gross
Health Ins/Dental		1453	726.50	Health: \$1331.27 (family) /Dnt \$121.97 : Premium /2 to get estimated bi-weekly rate
Life & Dis		46.8	23.41	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	2.86	Work Comp: is \$0.28 x \$100 earned
MERS				
DB Portion	16.13%		165.01	MERS: Hired at FT before 1-1-15 receive DB benefit
DC Portion	0.00%		-	
TOTAL-BI-WEEKLY ESTIMATE			2,019.04	
12.5 Pays		^{12.5}	25,237.99	

ESTIMATED ANNUAL TOTAL WAGES & BENEFITS difference \$ 58.15

Result of Reclassification of Clerk/Typist to Clerk II (Clerk's Office) - Top of Scale Based on 2017 Wages

2017 Top of Scale WAGES-Clerk II				CALCULATION EXPLANATIONS
Wages	15.75	75	1,181.25	BI-WEEKLY CALCULATION ESTIMATES WAGES: Hourly rate x 75(hours in two week pay period)
FICA	7.65%		90.37	FICA: Employer percentage x total taxable gross
Health Ins/Dental		1453	726.50	Health: \$1331.27 (family) /Dnt \$121.97 : Premium /2 to get estimated bi-weekly rate
Life & Dis		46.8	23.41	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	3.31	Work Comp: is \$0.28 x \$100 earned
MERS				
DB Portion	16.13%		190.54	MERS: Hired at FT before 1-1-15, receives DB benefit
DC Portion	0.00%		-	
TOTAL-BI WEEKLY ESTIMATE			2,215.36	
26 pays		²⁶	57,599.46	

2017 Top of Scale WAGES-Clerk/Typist				CALCULATION EXPLANATIONS
Wages	14.14	75	1,060.50	BI-WEEKLY CALCULATION ESTIMATES WAGES: Hourly rate x 75(hours in two week pay period)
FICA	7.65%		81.13	FICA: Employer percentage x total taxable gross
Health Ins/Dental		1453	726.50	Health: \$1331.27 (family) /Dnt \$121.97 : Premium /2 to get estimated bi-weekly rate
Life & Dis		46.8	23.41	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	2.97	Work Comp: is \$0.28 x \$100 earned
MERS				
DB Portion	16.13%		171.06	MERS: Hired at FT before 1-1-15 receive DB benefit
DC Portion	0.00%		-	
TOTAL-BI-WEEKLY ESTIMATE			2,065.56	
26 Pays		²⁶	53,704.59	

ESTIMATED ANNUAL TOTAL WAGES & BENEFITS difference \$ 3,894.86

Memo:

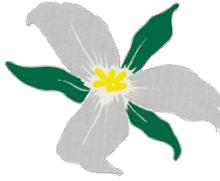
Changes in Housing Program that affect the Accounting Department

Over the last two years there have been substantial changes in outside rules and regulations coming from our funding source, Michigan State Housing Development Authority (MSHDA). Approximately three years ago MSHDA was audited by HUD, their funding source for Community Development Block Grant (CDBG) program funds. MSHDA was found not in compliance with the way they were administering the program. Especially the way they were administering Program Income. Antrim County receives approximately \$35,000 a year in Program Income. Because of noncompliance, MSHDA has implemented many new rules for its housing program. These rules are creating more paperwork, more electronic input, more training, taking more time of our day.

The County Accountant bears much of this work. The accountant has responsibility for overseeing much of financial portion of the housing program. With each change of the program, the accountant has to re-train and change her procedures. This has happened numerous times in the last year. There have been times in the past few months that communications from MSHDA have been overwhelming. Finally, the CDBG program has recently been given to Michigan Economic Development Corporation (MEDC) to administer at the state level. I believe we can expect many more changes in the year to come.

Jonathan Scheel

Housing Director



Memorandum Administration Office

April 1, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Equalization Dept. Update

Attached is a motion from the December 10, 2015, Board of Commissioners meeting minutes to provide an additional 50 cents per hour to both the GIS Technician and the Appraiser in the Equalization Department for a three-month period. The three-month period ends April 12, 2016. The additional 50 cents per hour was to compensate the two employees for extra stress and duties that result from not having an Equalization Director present the majority of the working hours.

As you know, there is a possibility the situation will change in the not too distant future. However, since that is not likely to happen (if it does happen) until May sometime I would recommend the additional 50 cents be extended one additional month.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Finance Committee approve a one (1) month extension of the fifty (50) cents per hour wage additional for the Equalization Department employees Casey Guthrie, Appraiser, and Julie Weston, GIS Technician, for additional duties as a result of not having an Equalization Director present the majority of the working hours.

I will have the information on how the most recent proposal for staffing the Equalization Director and Assistant Director would affect the Equalization Department budget by the regular Administration Committee meeting on April 5.



Memorandum Administration Office

April 6, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Equalization Dept. Proposal - Cost Information

Attached is information on how the most recent proposal for staffing the Equalization Director and Assistant Director positions would affect the remaining 2016 Equalization Department budget as formulated through meeting with Deb Haydell, County Accountant. The spreadsheet assumes Polly Cairn, current Equalization Director, would stay on until the end of May, and Cindy Reetz and Jamie Houserman would be hired to fulfill the Equalization Director and Assistant Equalization Director duties beginning May 1, 2016 (a one-month overlap). The spreadsheet indicates there is no real need to add funds to the budget to accommodate the new arrangement.

After this year the new arrangement will not exceed the cost of the current approved arrangement as illustrated in the "Equalization Department Reorganization" proposal dated April 1, 2016, provided to you at the April 1, 2016, special meeting of the Administration Committee, aside for wage increases for the employees in the department.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Finance Committee approve authorizing the Accountant to make a line item transfer from line item 705 of \$29,536.50 and line item 716 of \$16,724.25 to line item 802 in the General Fund budget, Equalization Department 101000-257, directly related to Antrim County Equalization a minimum of four (4) days per week.

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve terminating the contract with Polly Cairns for Equalization Director services as of May 31, 2016 and entering into a contract with Cindy Reetz and Jamie Houserman for Equalization Director and Assistant Equalization Director beginning May 1, 2016 at a rate of \$140,000 annually (\$11,666.67 per month), which, among other provision, includes the requirement that either Ms. Reetz and Ms. Houserman are present in the Antrim County Equalization Department office or attending meetings or other functions directly related to Antrim County Equalization a minimum of four (4) days per week.

04/06/2016 REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY							
PERIOD ENDING 03/31/2016							
% Fiscal Year Completed: 24.86							
BEFORE 2015 YEAR END ACCRUALS AND ADJUSTMENTS							
		2016	2016	ACTIVITY FOR			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 03/31/2016	YTD BALANCE 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Expenditures							
101000-257-702.000	SALARY - DEPT. HEAD	62,733.00	1,255.00	0.00	0.00	1,255.00	0.00
101000-257-703.000	WAGES - GIS TECHNICIAN	36,790.00	36,790.00	4,243.50	8,640.95	28,149.05	23.49
101000-257-704.000	WAGES - STAFF APPRAISER	39,941.00	39,941.00	4,693.50	9,540.71	30,400.29	23.89
101000-257-705.000	OTHER WAGES	28,227.00	29,536.50	0.00	0.00	29,536.50	0.00
101000-257-708.000	WAGES - PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
101000-257-714.000	EMPLOYEE ANNUITY BENEFIT	4,350.00	4,350.00	501.24	1,019.20	3,330.80	23.43
101000-257-714.002	1:1 RATIO ANNUITY BENEFIT	200.00	200.00	0.00	0.00	200.00	0.00
101000-257-715.000	FICA - COUNTY SHARE	12,828.00	13,325.18	720.78	1,556.78	11,768.40	11.68
101000-257-716.000	HEALTH INSURANCE	38,678.00	22,274.25	499.36	1,498.08	20,776.17	6.73
101000-257-716.008	DELTA DENTAL INSURANCE	2,670.00	2,670.00	157.43	472.29	2,197.71	17.69
101000-257-718.000	RETIREMENT - COUNTY SHARE	20,697.00	20,801.76	1,441.54	3,124.85	17,676.91	15.02
101000-257-719.000	OTHER FINGE - AD&D ETC.	1,600.00	1,611.70	82.49	247.47	1,364.23	15.35
101000-257-721.000	PERSONAL LEAVE	1,709.00	1,777.00	0.00	0.00	1,777.00	0.00
101000-257-722.000	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
101000-257-724.000	WORKERS' COMPENSATION	1,327.00	1,359.67	340.00	680.00	679.67	50.01
101000-257-802.000	CONTRACTUAL SERVICES	0.00	80,000.00	6,666.67	20,000.01	59,999.99	25.00
TOTAL Expenditures		251,750.00	255,892.06	19,346.51	46,780.34	209,111.72	17.44
			255892.06				
	Eliminate Other Wages- Did not hire		(29,536.50)				
	Only GIS on health Insurance		(16,274.25)				
	Pay Polly Cairns thru May total = \$33,333.35		(46,666.69)				
	Contract for ED and Asst ED for 8 months		93,333.36				
TOTAL			256,747.98				
	Difference from 2016 Budget to New Scenaric		855.92				