

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

**Minutes
June 2, 2016**

Members: Ed Boettcher, Dave Heeres, Laura Stanek
Members absent: None
Others: Pete Garwood, Janet Koch, Deb Peters, Dean Pratt, Jim Rossiter, Sheryl Guy, Patty Niepoth, Sherry Comben

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

2. Public Comment

Sheriff Dan Bean told the Committee he had received a letter of retirement from Sergeant Kahl Smith on May 31, 2016. Sergeant Smith's last day of work will be June 14, 2016.

Motion by Laurie Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the release of funds and authorize the hiring process for a Sheriff's deputy and to authorize the release of funds and the process for the promotion of a deputy into the vacant Sergeant position. Motion carried – unanimous.

3. Veterans Affairs

Committee vs. Board Statute

At the May 12 Board of Commissioners meeting, Commissioner Bob Wilson had requested that statutes be researched to determine if the Veterans Committee should be classified as a Board under the authority of the Board of Commissioners. The classification review was referred to the Administration and County Services Committee.

Pete Garwood, County Administrator, had included an excerpt from Public Act 192 of 1953, the act that was created allowed a county to create a department of veterans affairs, with the agenda packets. The Committee reviewed Sections 35.622 and 35.623, which transfers all authorities of the Soldiers Relief Commission to the Veteran's Affairs Department, which the statute dictates is under the Administration of the Veterans Affairs Committee. These sections of the statute also outline additional authorities given to the Veterans Affairs Committee. Deb Peters, Veterans Affairs Director, said she thought the Veterans Affairs Committee should remain as it stands. Mr. Garwood and Ms. Peters said changing the name from a Committee to a Board wouldn't change the duties of the organization, which are statutory.

It was the consensus of the Committee that the name of the Veterans Affairs Committee should remain as it stands.

Personnel

Ms. Peters said Carol Johns, Clerk Typist, had submitted her letter of resignation, effective August 24, 2016. She said due to a leave of absence earlier in the year, that there are funds in the budget for a new employee to overlap with Ms. Johns.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners release the funds to begin the hiring process for a soon-to-be vacated clerk/typist position to replace Carol Johns who has submitted her resignation and authorize hiring a new employee to begin no earlier than August 9, 2016 to allow for an overlap for training purposes. Motion carried – unanimous.

4. Equalization Department

Appraiser Proposal

Cindy Reetz, Equalization Director and Jamie Houserman, Assistant Equalization Director, described their proposal to contract out the County's appraisal duties instead of having the appraising done in house. The proposal also includes shifting the current Equalization Appraiser to an Equalization Technician position. Ms. Houserman said she had had success in Roscommon County with contracting appraisal duties.

Ms. Stanek expressed concern about finding an appraiser; Ms. Houserman and Ms. Reetz said there was already interest expressed in the position and they felt a qualified contractual appraiser would be not be difficult to locate.

Mr. Garwood said Ms. Reetz was working on a job description for the Equalization Technician position.

Sherry Comben, County Treasurer, asked if the Equalization Technician position would require certifications. Ms. Houserman and Ms. Reetz said it would. Ms. Houserman and Ms. Reetz described the differences between assessors and appraisers, noting that assessors have far more responsibility.

Mr. Boettcher asked about pay increases with increasing certification levels. Ms. Houserman said that was a good plan if the County wished to grow the Equalization Department internally. Ms. Houserman said the state of the current job market has created a situation that, once employees have assessing certifications, it's common for them to leave, as they can make more money working for multiple townships.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve contracting out the appraisal duties of the County Equalization Department and reclassify the Equalization Appraiser to Equalization Technician with the same pay grade as the Appraiser position from the collective bargaining agreement. The Equalization Director shall be authorized to seek proposals and select the best fit for the requirements for an Equalization appraiser, with a not to exceed amount of \$15,000. Motion carried – unanimous.

Ms. Houserman and Ms. Reetz said they were working closely with Ms. Comben and were establishing procedures for maintaining the County's records.

MCAO Class (see attached pgs. 5)

Mr. Garwood said that in December 2015, the Board of Commissioners had approved a tuition reimbursement for Julie Weston for Michigan Certified Assessing Officer (MCAO) Level 2 Certification. However, the State of Michigan postponed the class which had been scheduled to start in January 2016, and changed the structure of the training program. The program is now condensed to six months with an exam at the end and starts July 16 with the full cost (\$1,000 as opposed to the \$2,000 cost it had been previous) to be paid in full.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners authorize the Chairman to execute a Tuition Reimbursement Agreement between Antrim County and Julie Weston, GIS Technician employed by the Equalization Department, for enrollment costs associated with the Michigan Certified Assessing Officer (Level 2) Certification through the State Tax commission Michigan Certified Assessing Officer Training Program. Motion carried – unanimous.

5. Purchasing Policy Amendments (see attached pgs. 6-18)

Mr. Garwood described four proposed changes to the purchasing policy:

- 1) Remove the subsection that requires Finance Committee approval for all purchases over \$10,000.
- 2) Change the County Accountant to Finance Director throughout the document.
- 3) Address the purchase of used vehicles.
- 4) In Section 3.6, paragraph 3, the last sentence will now state that the budget amendment for an emergency purchase for which there are not adequate funds must be *initiated by the Finance Committee and* approved by the Board of Commissioners.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners authorize amendments to the Purchasing and Bid Policy adopted on August 13, 2015. Motion carried – unanimous.

6. Strategic Planning

Mr. Garwood distributed copies of the report from John Amrhein, MSU Extension Government and Public Policy Educator, of the strategic planning results (see attached pgs. 19-23).

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissions approve focusing on the top priorities set by the Board of Commissioners, elected officials and department heads, and that the Chair of the Board of Commissioners appoint two department heads, two elected officials and two commissioners to an ad hoc committee to come up with tasks to be undertaken, the responsible party to carry out the tasks and the timeline in which to carry out the tasks. Motion carried – unanimous.

7. Position Reclassification – Prosecutor’s Office

Mr. Garwood distributed copies of Ms. Ho’on’s reclassification request, which was received by the Administration Department on May 31, copies of a memo he’d written regarding the request, and a history of the position (see attached pgs. 24-29). Mr. Garwood also distributed the changes in wages (see attached pg. 30) if a reclassification were granted.

The Committee asked Mr. Garwood to ask the County’s labor counsel if the Prosecutor’s Office could have two confidential secretaries. The Committee also asked Mr. Garwood to contact the union and ask for an extension regarding the reclassification decision. Mr. Garwood said he would contact the Committee Chair with the results of those phone conversations.

As the union contract states that a reclassification request submitted by May 31 requires a response by June 15, it was noted that a special Administration Committee meeting might need to be scheduled on June 9, before the Board of Commissioners meeting.

8. Command Mediation Update

Motion by Ed Boettcher, seconded by Laura Stanek, to move into closed session for the purpose of discussing the ongoing negotiations with the Sheriff's Office Command Unit contracts; Mr. Garwood and Ms. Koch were requested to attend the closed session, Clerk Sheryl Guy also attended. Motion carried – unanimous.

The Committee went into closed session at 10:55 a.m.

The Committee moved out of closed session at 11:18 a.m.

9. Various Matters

Board of Commissioner Purchase of Tablets

Ms. Koch said if the Committee wished, the proposed Portable Electronic Equipment Policy could be revised to allow the Commissioners to purchase their assigned tablets. The Committee's consensus was not to revise the proposed policy.

Off-Road Vehicle (ORV) Access to the Jordan River Valley

Mr. Garwood said State Representative Triston Cole has sponsored House Bill 5275, which would allow ORV access in the Jordan River Valley. The Bill was approved by the State House of Representatives and is now being considered by the Senate's Tourism and Outdoor Recreation Committee. Ms. Stanek said she would like to see the Board of Commissioners oppose the Bill.

The question of timing for voting on an increase in Board of Commissioner wages was raised. Mr. Garwood was asked to provide Board of Commissioner wage study information.

10. Public Comment

None.

The meeting was adjourned at 11:21 a.m.

**TUITION REIMBURSEMENT AGREEMENT
BETWEEN
ANTRIM COUNTY
AND
JULIE WESTON**

This agreement is made between the County of Antrim ("County") and Julie Weston ("Employee") for the purpose of setting the parameters under which the County agrees to reimburse the Employee for classroom instruction and field work to be taken toward the pursuit of MCAO (Michigan Certified Assessing Officer) Level 2 certification through the Michigan Certified Assessing Officer program.

It has been determined to be beneficial to Antrim County to encourage employees to gain a greater understanding of their field of work which also may benefit the County when planning for the future. The Employee has strongly been encouraged to enroll in the July 2016 MCAO Program.

1. The County will pay the full cost of the MCAO program in the amount of \$1,000.00 prior to July 2, 2016; program will begin July 16, 2016, and run through December 16, 2016.
2. The Employee will pay the County \$250.00 prior to June 15, 2016. A scholarship in the amount of \$250.00 was received by the Michigan Association of Equalization Directors to assist in the cost of the July 2016 program and has been deposited into County GL#101000-000-690.00.
3. The Employee will receive reimbursement upon completion of classroom instruction and field work and upon receipt of official notification that the Employee has attained MCAO Level 2 certification. Reimbursement will be in the amount of \$250.00.
4. If the Employee leaves the employment of the County by their own initiative (aside from death or a debilitating illness or injury that renders the employee unable to perform the job) or is discharged for disciplinary reasons, the Employee agrees to pay the County back for the cost of certification consistent with the following schedule:
 - If Employee leaves within two years after the completion of certification – 100%
 - If Employee leaves within four years after the completion of certification – 33%
5. Approval of payment will be performed by the Equalization Director and the County Administrator.
6. If the Employee does not receive MCAO Level 2 certification upon completion of the MCAO program, the Employee will reimburse the County in the amount of \$500.00; the cost of the Program paid in advance by the County. Reimbursement to the County to be made prior to January 31, 2017.

Michael Crawford, Chairman
Antrim County Board of Commissioners
Date: _____

Julie Weston, GIS Technician
Antrim County Equalization Dept. Employee
Date: _____

Danell Doucette, Union Steward
Date: _____

ANTRIM COUNTY PURCHASING AND BID POLICY

Adopted: August 13, 2015

Amended:

PURPOSE

The purpose of these Purchasing Policies and Procedures is to establish levels of authorization to purchase goods and services within the budget approved by the Board of Commissioners. The Purchasing Policies and Procedures seek to assure that all purchases of the County are conducted in a systematic and proper manner, to establish a process that engenders confidence from the Taxpayers of the County that products and services are purchased at competitive prices, and to establish a clear process for those that are managing the many budgets of the County, which will ultimately result in the efficient operation of County departments and offices.

SCOPE

The Purchasing Policies and Procedures are to be followed by all departments, offices and agencies under the direct budgetary control of the Board of Commissioners. This shall include all County appointed departments, elected offices, Antrim County Probate Court pursuant to Administrative Order #98-5, and Boards and Commissions which receive appropriations from the County Board of Commissioners. This policy does not affect the Antrim County Road Commission, and the Meadow Brook Medical Care Facility.

When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable Federal or State laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law. In addition to Federal, State laws and regulation, the Housing Program purchases must also comply with the *Antrim County Housing Department Policies and Procedures*, adopted November 8, 2012.

There will be various purchases that are affected by other policies. Each Budget Administrator should review and familiarize themselves with the list of policies that appear on page 11 of this document.

The bidding portion of this Policy shall not apply to:

- Maintenance agreement billings, utility billings, contracted services , insurance payments, dues and membership in trade or professional organizations, conferences/trainings and related travel and lodging expenses (see the *Travel Policy*),subscriptions for periodicals, real property, books, maps, pamphlets, works of art for public display, advertising, medical, dental, psychological, pharmaceutical,

registered nurses, and other medically related professional services; real estate brokering and appraising; abstracts of titles for real property; title insurance for real property and other like services. *The appropriate account number and signature of a Budget Administrator or their designee is required for exempted purchases, and shall appear across the invoice.*

- Procurement contracts between the County and non-profit organizations, other governmental agencies or other public entities.
- Procurement under State purchasing programs such as MIDEAL, Federal, regional or other approved cooperative purchasing programs. A copy of such agreements must be on file with the [Accountant/Finance Director](#)/Purchasing Agent.
- The reauthorization of contracts, which have been previously approved by the Antrim County Board of Commissioners.
- Purchase of buses for Antrim County Transportation (ACT) through Federal and State grant funding.
- Purchase of services for veterans.
- Purchase of improvements at the Antrim County Airport and ACT funded through State and Federal grants.
- Intergovernmental contracts.
- Aircraft fuel purchases.
- [Meals on Wheels trucks.](#)
- [Purchase of used vehicles.](#)

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1 DEFINITIONS

- 1.1 Basic Purchase:** Items valued at over \$250 and up to \$500 are considered basic purchases. Bidding procedures are not required for a basic purchase; however, the purchase order system must be utilized. The Budget Administrator must demonstrate the use of reasonable scrutiny in search of the best quality at the lowest overall cost.
- 1.2 Budget Administrator:** An elected official, department head or other appointed official formally recognized by the Board of Commissioners as a manager of one or more budgetary departments or cost centers.
- 1.3 Capital Assets:** Term used by GASB to include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. A capital asset is an asset whose cost exceeds \$5,000 and useful life is greater than two years. Included in the cost of a capital asset are items such as labor and freight and any other costs associated in bringing the asset into full operation.

1.4 Capital Lease: A lease considered to have the economic characteristics of asset ownership. A capital lease would be considered a purchased asset for accounting purposes. A lease falls into this category if any of the following requirements are met:

1. The life of the lease is 75% or greater of the asset's useful life.
2. The lease contains a purchase agreement for less than market value.
3. The lessee gains ownership at the end of the lease period.
4. The present value of lease payments is greater than 90% of the asset's market value.

1.5 Capital Outlay: See Capital Assets

1.6 Competitive Sealed Bids: Prices received from vendors on items or services over \$10,000. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. A Sealed Bid is a response from a vendor to a formal request from a department to purchase services, or capital outlay/fixed asset based on the specifications prepared by a Budget Administrator and approved by the County Administrator.

1.7 Encumbrance: The estimated amount of purchase orders, contracts, or salary commitments chargeable to an appropriation.

1.8 Expendable/Recurrent Supplies: Routine supplies needed to carry on the County's daily business, including but not limited to; food products for the jail or Commission on Aging, medical supplies, tax forms, janitorial supplies, and animal control supplies. Expendable/recurrent supplies are generally acquired using preferred vendors.

1.9 Equipment: Tangible items with a value of \$5,000 or less.

1.10 Final Approver: Person(s) designated with the authority to award a contract or purchase to a vendor and request a purchase order from the County ~~Accountant~~ [Finance Director](#).

1.11 Formal Bidding: Formal bidding procedure should be used for purchases over \$5,000 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

1.12 Informal Bidding: Purchases of over \$500 to \$5,000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

1.13 Operating Lease: A rental-type lease in which the risks and benefits of ownership are substantively retained by the lessor and that does not meet the criteria in applicable accounting and reporting standards of a capital lease. Since the lessee does not assume the risk of ownership, the lease expense is treated as an operating expense.

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- 1.14 Professional Services:** Professional Services are provided by an outside vendor who has the expertise in a specific discipline by virtue of their education, experience, or both. Such expertise typically requires licensing or certification by a State or Professional organization. Such services would include: Architects, Engineers, Surveyors, Accounting/Auditors, Planning Consultants, Financial Advisors, and Attorneys.
- 1.15 Professional Service Contract:** A Contract for unique, technical, and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases, these services are of a specific project nature, and are not a continuing, ongoing responsibility of the institution.
- 1.16 Proposal:** A Proposal is a response from a vendor to a request for proposals (RFP) in lieu of a requirement for a written quote or sealed bid. A proposal is used when it is difficult, too costly, or impractical to develop a detailed set of specifications. A proposal also allows the vendor to propose solutions to problems rather than be confined by the limits of the specifications.
- 1.17 Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 7 calendar days prior to the date set forth therein for the opening of bids. Such notice will be displayed on the Antrim County website and may include publication in a newspaper of general circulation within the County for a reasonable time prior to the bid opening.
- 1.18 Purchase Order:** The Purchase Order serves as the authorization to purchase and approval of payment for a expendable/recurrent supply, service contract (utilities not included), or capital outlay/fixed asset. A purchase order can only be signed by the [Accountant/Finance Director](#)/Purchasing Agent or, if unavailable, the County Administrator. For technology related purchases, the IT Director may sign purchase orders (see Software and Hardware Purchasing Policy).
- 1.19 Purchasing Agent:** Designated employee who assists in selection and purchase of goods and services by gathering and screening information about products, prices, and suppliers. The Purchasing Agent decides the methods to use to recognize expenditures for governmental funds when inventory is acquired.
- 1.20 Quote:** A quote is a response from a vendor that is received by telephone or personal communication. Also see written quote.
- 1.21 Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for

competitive proposals in which cost is only one of the deciding factors when choosing the appropriate vendor.

- 1.22 Request for Quotation (RFQ):** A document (less formal than an RFP) issued by a Budget Administrator, which contains specifications for the procurement of items and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.
- 1.23 Routine Purchase:** Items valued from \$0 and up to \$250 are considered routine purchases. Bidding and quote procedures are not required. Generally, a purchase order is not required unless the item is part of a larger capital purchase.
- 1.24 Service Contract:** An agreement whereby a contractor supplies time, effort and/or expertise instead of a good (tangible product).
- 1.25 Written Quote:** A Written Quote is a written response from a vendor to either a verbal or written specification prepared by the department requesting the written quote. Also see quote.

2 GENERAL REQUIREMENTS

The Antrim County Board of Commissioners or authorized agent reserve the right to accept or reject any or all bids, quotes, or proposals, or parts of bids, quotes or proposals with or without cause. The County reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. If no acceptable bids or proposals are received, the County may buy in the open market, if appropriate, until a satisfactory bid is received. Bids, Quotes, and Proposals will be evaluated based on the following criteria:

- 2.1** Comparison of unit price and total price.
- 2.2** Delivery date promised and adherence to delivery schedule.
- 2.3** Reputation regarding quality of product or service.
- 2.4** Evaluation of whether minimum requirements have been met.
- 2.5** Past performance of a vendor.
- 2.6** Availability, dependability and experience.
- 2.7** Compatibility with existing equipment or software.
- 2.8** Proposals may include the vendor's/contractor's recommended application of a solution to the stated problem or issue.

3 PROCEDURES

All purchases by contract, or otherwise, as herein authorized, must be included in the departmental budget approved by the Board of Commissioners. Separating the work of vendors into smaller invoices to avoid a more stringent bidding/quote process is a violation of the dollar threshold rules.

It shall be unethical for any County employee or elected official to participate directly or indirectly in a procurement contract when (the County employee/elected official knows that) the County employee/elected official or any member of the County employee's/elected official's immediate family has a financial interest pertaining to the procurement contract.

3.1 Basic Purchases: Items valued at over \$250 to \$500 are considered basic purchases. There are not any bidding requirements for these purchases; however, the purchase order system must be utilized. The Budget Administrator or their designee(s) are authorized to act as the final approver after securing a purchase order through the County ~~Accountant~~ [Finance Director](#). The Budget Administrator or their designee(s) shall exercise reasonable scrutiny when expending funds under the \$500 threshold.

3.2 Informal Bidding: Purchases of over \$500 to \$5,000 are subject to informal bidding. A Budget Administrator shall solicit informal bids (written quotes) as outlined below:

1. Bid Information: To insure fairness, each vendor solicited shall be given the same information in writing. This information should include:
 - Description of items to be purchased
 - Special terms and/or specifications
 - Desired delivery date
2. Record of Bids: All bids solicitations and responses shall be in writing and are to be submitted to the ~~Accountant~~ [Finance Director](#) as Purchasing Agent. Each record should contain:
 - Bid Information
 - Record of all bids (at least three or the reason why it wasn't feasible)
 - Budget Administrator's explanation if lowest priced vendor not selected

3.3 Formal Bidding: Purchases of over \$5,000 to \$10,000 are subject to the formal bidding procedure and require a written quote from the bidder. However, if determined to be beneficial in a given circumstance, the County Administrator has the discretion to use the sealed bid process. The Budget Administrator must approve the quote, with the County Administrator or designee acting as the final approver. It

includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.

1. Solicitation/advertisement must include the following:
 - Identification of item(s) to be bid upon
 - Product specifications
 - Method for which quotes are to be submitted
 - Date and time of quote deadline for submission
 - Contact for further information
 - Statement of County's rights to accept or reject bids/quotes
2. Record of Bids: All bids, solicitations, and responses shall be in writing and are to be submitted to the ~~Accountant~~Finance Director/Purchasing Agent. Each record should contain:
 - Bid Information
 - Record of all bids (at least three or the reason why it wasn't feasible)
 - Budget Administrator's explanation if lowest priced vendor not selected

3.4 Competitive Sealed Bid: A competitive sealed bidding process is required for purchases with an anticipated obligation of over \$10,000. A minimum of three (3) bids must be sought.

The requirement for competitive sealed bids shall not apply to:

1. If the County Administrator, along with the Finance Committee, determines that the use of competitive sealed bidding is either not practicable or not advantageous to Antrim County, a contract may be entered into either by competitive sealed proposals or through sole source negotiations.
2. A contract may be awarded for goods or services without competitive bids when the Budget Administrator, with concurrence by the County Administrator, determines in writing that there is only one source for the required item. The Budget Administrator shall take all reasonable steps to insure that the specifications for an item to be procured are developed to permit competition among businesses whenever practicable. ~~Finance Committee approval is required for purchases over \$10,000.~~
3. In the procurement of architectural, engineering, landscape architectural, or land surveying services.
4. In the procurement of services of an independent certified public ~~accountant~~Finance Director selected to audit the County's operation.

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5. In the procurement of consultant, advisory, or study activities by professionals other than those identified above.
6. Purchase of computers and computer related equipment are subject to the informal bidding process and the *Software and Hardware Purchasing Policy*.
7. Emergency repairs.

The inability to obtain no more than one (1) bid, upon due diligence, shall not prevent the County from awarding the bid. A copy of all draft bid document materials must be provided to the Administration Department. The Budget Administrator shall work with the County Administration Office to finalize the bid documents prior to the bid release date.

1. If a bid document must be prepared (over \$10,000), it shall include:
 - Bid Reference Number as assigned by the Administration Department
 - Bid advertisement
 - Bid preparation instructions
 - Contract compliance terms
 - General conditions
 - Special conditions
 - General specifications
 - Detailed specifications
 - State or Federal guidelines (if necessary)
 - Statement of County's rights to accept or reject bids
 - Bid deadline for submission
 - Location, date and time for public bid opening
2. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners through the appropriate standing committee or committee of the whole.
3. A Budget Administrator may request the Board of Commissioners to waive the Sealed Bid Process. Such request must be in writing, submitted to the County Administrator, stating the reasons that it is to the advantage of the County to waive the Sealed Bid Process or that it is impractical to have a competitive bid process. The request will be submitted to the appropriate standing committee or committee of the whole for recommendation to the Board of Commissioners.

- 3.5 Expendable/Recurrent Supplies:** For each expendable/recurrent category of purchases, the Budget Administrator will compile and maintain a list of preferred suppliers. Such lists will be provided to the County Administrator and the County [Accountant/Finance Director](#). The lists will be reviewed and updated periodically. Typically one to three vendors will be listed to provide comparison pricing and selection options. However, all budget administrators should continually seek competitive pricing. Questions regarding whether or not an item is an expendable/recurrent supply will be decided by the County [Accountant/Finance Director](#). If further questions arise, County [Accountant/Finance Director](#) will seek clarification from the County Administrator or his/her designate. Regular day to day office supplies, such as copier paper, notepads, paper clips, etc. are not to be purchased by individual offices but will be ordered by the [Accountant/Finance Director](#)/Purchasing Agent. (See Exhibit 1.)
- 3.6 Emergency Purchases:** For emergency purchases up to \$10,000; Budget Administrators, with concurrence of the County Administrator may declare the existence of an emergency procurement condition provided there is adequate funding in the departmental budget.
- For emergency purchases of over \$10,000, or a lower amount for which there is not adequate funding in the departmental budget, a Budget Administrator with concurrence of the County Administrator, and the Chair or Vice Chair of the Board of Commissioners may declare the existence of an emergency procurement condition.
- For emergency purchases for which there are not adequate funds, a Budget Administrator with concurrence of the County Administrator, and the Chair or Vice Chair of the Board of Commissioners may declare the existence of an emergency procurement condition. In the case of insufficient funds in the departmental budget, the budget amendment must be [initiated by the Finance Committee and](#) approved by the Board of Commissioners retroactively.
- In any of the above cases, the provisions of this Policy shall be suspended and an emergency procurement will be considered authorized; provided that such emergency procurement shall be made with such competition as is practicable under the circumstance. When an emergency procurement is authorized, the factual basis for the emergency and the selection of the particular contractor shall be documented in a file maintained by the [Accountant/Finance Director](#)/Purchasing Agent. A copy of such documentation shall be provided to the County oversight committee to which the department is responsible.
- 3.7 Capital Leases:** The process for bidding capital leases shall be similar to other purchases. Depending on the item to be leased the County Administrator will work with the Budget Administrator to use either the bid/quote process or the RFP process.

3.8 Purchase of Used Vehicles and Related Equipment: For the purchase of used vehicles and related equipment; Budget Administrators, with concurrence of the County Administrator, the Chair or Vice Chair of the Board of Commissioners and the Chair of the oversight committee can purchase a used vehicle with a positive recommendation by the Antrim County Transportation mechanic.

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3.89 Bid Specification Changes: All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.

3.910 Demo Models: Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.

3.1011 Rebidding: Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for competitive sealed bids, with notification being given to the Finance Committee members.

3.1112 Purchases on Behalf of Other Agencies: For purchases made by Antrim County while acting as a grant fiduciary on behalf of other agencies, Antrim County will allow preferred vendors at the written request of an authorized representative from the requesting agency.

3.1213 Nepotism: The Budget Administrator may not hire a person related to him/her to do contractual work until approved by the County Board of Commissioners for compliance with the spirit of the County's Purchasing Policy. For the purposes of this policy, "related" shall cover the following relationships:

1. Parent (natural, step, or in-law)
2. Child (natural or step)
3. Brother/sister (natural, step, or in-law)
4. Spouse
5. Grandparent
6. Legal Guardian

3.1314 Payment Procedure: The respective Budget Administrator will be responsible for inspection of all orders upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County [Accountant/Finance Director](#) shall be notified immediately and given the reason for the rejection. If for any reason the purchase order must be cancelled, contact the [Accountant/Finance Director](#)/Purchasing Agent.

The County of Antrim will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.

Payment for any services, supplies, merchandise or articles not authorized in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

3.1415 Insufficient Appropriations. In the event that a cost center or departmental balance is insufficient, the ~~Accountant~~[Finance Director](#)/Purchasing Agent will reject the purchase request. To request an increase in funds, the Budget Administrator should proceed as follows:

1. Contact the Administrator to get on the agenda for the appropriate oversight committee or committee of the whole.
2. All requests for additional funds must be in writing and must include a justification of need.
3. If the Budget Administrator has a suggestion for where the additional funds can be transferred from, include it in the request.
4. If there are any questions regarding the funding, check with the County ~~Accountant~~[Finance Director](#).
5. If the oversight committee agrees with Budget Administrator's request, they will recommend the necessary budget amendment to the Finance Committee and final approval by the Board of Commissioners.
6. Once the funds are approved the Budget Administrator must follow this policy to initiate the purchase.

Related Policies:

- Credit Card Policy
- Construction Project Change Order Policy
- Housing Department Policy and Procedures

- Software and Hardware Purchasing Policy
- Training Meal Expenses (Sheriff Dept.) Policy
- Travel Policy
- County-Owned Vehicle Policy
- Fixed Asset Policy

Policies Rescinded Upon Adoption of this Policy:

- Purchasing Policy – Phase One
- Antrim County Bid Policy

EXHIBIT 1

PURCHASING SUMMARY – For Budgeted Items

Type of Purchase	Amount of Purchase/ Dollar Threshold	Type of Quote/Bid Needed	Award Authorization Required By: (Final Approver)	Purchase Order Requirement
Routine Purchase	\$250 and Under	N/A	Budget Administrator	NO*
Basic Purchase	Over \$250 to \$500	Reasonable Scrutiny	Budget Administrator	YES
Informal Bidding	Over \$500 to \$5,000	Three Written Quotes Required	Budget Administrator	YES
Formal Bidding	Over \$5,000 to \$10,000	Three Written Quotes Required	County Administrator	YES
Competitive Sealed Bid	Over \$10,000	Sealed Bids, RFP, RFQ Formal Solicitation	Oversight Committee/Board of Commissioners	YES

Receiving: Department Heads are responsible for determining the proper quantity and quality of goods received before forwarding the invoice for payment by Antrim County. (see Section 3.13)

If funds are not budgeted, see Section 3.14.

If the proposed purchase falls in the category of an emergency purchase, see Section 3.6.

*The answer would be “yes” if the purchase is a part of a large capital purchase.

<p>EQUIPMENT GL NUMBER</p> <p>XXXXXX-<input type="text" value="XXX"/>-980.000</p> <p style="text-align: center; font-size: small;">DEPT #</p>
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<p>CAPITAL ASSET GL NUMBER</p> <p>XXXXXX-901-980.<input type="text" value="XXX"/></p> <p style="text-align: center; font-size: small;">DEPT #</p>
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**Antrim County Strategic Planning
Report to Commissioners
May 27, 2016**

Antrim County requested MSU Extension to facilitate a strategic planning process during April and May 2016. John Amrhein, MSU Extension Government and Public Policy Educator, in consultation with Pete Garwood, Antrim County Administrator, developed a process for conducting this planning, similar to one used by Amrhein with other counties. The process included separate discussions by the board of commissioners and department heads about current important issues and topics that need additional focus over the next year or so. Each group prioritized their items, and then the combined groups discussed those topics that ranked highest. The combined groups then prioritized the topics they discussed.

The planning sessions were held at the Antrim County Building on April 28 and May 9, 2016.

Appendix A contains the topics that were discussed by each group and sub-topics that were considered in the discussion. It also contains the prioritized list from each group. Vote totals are based on use of TurningPoint technology's paired comparison voting. This method asks voters to select the highest priority item from every possible pair of two. Total number of votes cast is higher when there are more participants and when there are more items to prioritize. The department heads group was much larger and also discussed twice as many issues. This results in many more "votes" in their prioritization process, so the number of votes can't be compared directly between the commissioners and department heads.

Discussion topics from the combined discussion on May 9 are contained in Appendix B, including the final prioritized list.

The final prioritized list is:

Communication - Board of Commissioners and Department Heads	70
Human Resources Department	57
Managing Growth and Change	56
Building Safety and Security	52
Improve Technology Use	25

County government in Michigan provides many services that are required by the constitution, laws, and residents. The effort to provide these services limits the resources available to tackle new efforts such as those discussed in this planning process. Some pieces of each of the topics are relatively simple to implement and can be done without significant effort. Experience has shown, however, that counties who focus their energy on one or two of their highest priorities have the most success in making improvements based on the planning effort. A small committee including commissioners, elected and appointed department heads, and the administrator can be an effective way to identify action steps that all can take to build on the dialogue started in this process and begin to make progress on priority issues.

Report prepared by John Amrhein.

Appendix A

Board of Commissioners session, April 28

HR department

- Admin time and specialization limited
- Consistent administration of HR
- Content and negotiation specialization
- Share or contract – Road Commission – Meadowbrook
- Compensation policy

Better communication and policy

- Commission and departments
- Commission and committees
- Consistent process
- Dispute resolution
- Difference between elected and appointed departments
- Consistent expectations for annual reports

Infrastructure strategy and timetable

- Longer term

Jail

Parks and Rec

- Better ongoing communication
- How to evaluate options

Financials

- Multiyear budget

Marketing and economic development

- Medicine

Board of Commissioners prioritized issues

- Human Resources Department (42 votes)
- Better Communications and Policy (40 votes)
- Infrastructure – Strategy and Timetable (30 votes)
- Parks and Recreation (26 votes)
- Marketing and Economic Development (26 votes)
- Review Department Crossover Potential (24 votes)
- Financials (18 votes)
- Jail (18 votes)

Department Heads session, April 28

Succession planning

- Training – all positions – all the time
- Interest – not just in house
- Written process and history
- Includes cross train
- System will vary by department

Managing change and growth

- Proactive
- Good board orientation
- No micromanagement
- Active training – commissioners – department heads - staff

Commissioners value knowledge of department heads and all departments

- Better ways to share knowledge
- Procedure to communicate issues and information – who, what, where, when, why

Maintain high service levels even with budget cuts

- Use of technology
- Keep it personal
- Both are important

Buildings – improve efficiency and quality

- Annex
- Law enforcement
- Tech use
- Improved facade
- Low bid is problem

Building security and safety

- Drills
- One entrance
- Revise plans
- All buildings
- Intercom – emergency communications

Handicap access

HR department

- Plan best implementation method
- Automate paperwork
- Recruiting

Technology

- At counter
- In halls for public
- Single point of access
- Maintenance
- Email capacity

Transportation options

- Advocate role
- Especially seniors and medical

State of county address

Communication between departments and commissioners

- Especially projects

Purchasing policy

- Remove limits on spending budgeted dollars

Stronger board environmental positions

- Especially water quality and invasive species
- Strategic planning to target grants
- Include conservation district

Multi-year plans

- Parks
- Capital improvements

Internet access – countywide

Online purchasing of county services

Department Heads prioritized issues

- Commissioners Value Knowledge of Department Heads and All Departments (188 votes)
- Building Security and Safety (181 votes)
- Communication between Departments and Commissioners (180 votes)
- Maintain High Service Levels (154 votes)
- Improve Technology Utilization (152 votes)
- Proactively Manage Change and Growth (150 votes)
- Multi-Year Plans for parks and Capital Improvements (142 votes)
- Buildings – Improve Efficiency and Quality (137 votes)
- Human Resources Department (129 votes)
- Improved Handicap Access (127 votes)
- Countywide Internet Access (112 votes)
- Stronger Board Environmental Positions (96 votes)

- Succession Planning for all positions (96 votes)
- Online Purchase Ability for County Services (90 votes)
- Increased Transportation Options (86 votes)
- Purchasing Policy Improvements (82 votes)
- State of the County Address (73 votes)

Appendix B

Combined session, May 9

Building safety and security

- Study possible solutions

- Cameras, one entrance, metal detectors, counters, call buttons, unlocked doors, outside groups

- Training, customer service

- ID tags – card readers

HR department

- Hiring

- All-in-one or combine parts

- Need to inventory + list + decide

- Develop policies

Communications – board of commissioners + department heads

- Training and communication about departments work

- Policy – partial solution

Improve tech use

- Public computer lab

Growth and change – department crossover

- Succession

- Department heads serve on committees

Final prioritization vote results, combined commissioners and department heads, May 9

Communication Board of Commissioners and Department Heads	70
Human Resources Department	57
Managing Growth and Change	56
Building Safety and Security	52
Improve Technology Use	25

PROSECUTING ATTORNEY
INTEROFFICE MEMORANDUM

TO: ADMINISTRATIVE COUNTY SERVICES COMMITTEE
PETER GARWOOD, COUNTY ADMINISTRATOR

FROM: DEBRA S. HO'ON

SUBJECT: WAGE RECLASSIFICATION

DATE: 05/31/2016

CC: JAMES ROSSITER

Pursuant to the Union Contract, I am requesting to be reclassified through my Elected Official before going to the Administration and County Services Committee.

I am unsure what reclassification I would fall under. I will leave the official title up to Mr. Rossiter and the committee. I am willing to be reclassified in either a Union or non-Union position.

My request for reclassification stems primarily from the fact I was hired at a lower rate of pay than the previous confidential secretary to Prosecutor Charles Koop, Karen Day, yet have had from the beginning, the same, if not additional job duties. At the time I was hired in 2006, I understood Charlie's explanation that there were two slots open in the office: an Administrative Assistant and Legal Secretary. Oleta Dawson, employed in the office for almost 20 years at the time, received the higher wage classification of Administrative Assistant. She continued doing the work she had always handled in the office, primarily felony and juvenile matters, but has never acted as either the Prosecutor's confidential secretary or the office manager. I do not wish to undermine or lessen Oleta's job responsibilities in our office. I am only stating that my job responsibilities have never matched up to my job classification and wages.

Karen Day was hired outside the Union contract (see attached) at a rate of \$11.87. I was hired to perform the same duties as Karen *six years later* at the same rate. Apart from the inequity of my starting rate, my salary over the past 10 years, excluding years with overtime, has remained the same. My 2015 tax return was for \$33,476, almost identical to my 2006 tax return. Even taking into account increases in health care, the County's wage freeze, and the overall cost of living, I believe that after ten years with the County, my wages do not accurately reflect my job responsibilities and duties, nor the effort I have put into my position.

Please consider reclassifying my position to a rate more commensurate with my job duties and responsibilities. The surrounding counties of Grand Traverse and Leelanau both compensate their Legal Secretary, Executive Secretary, Chief Deputy and Deputy 1 positions at higher rates of pay than my current classification in Antrim County. Please consider reclassifying my position of Legal Secretary in the Prosecutor's Office.

Thank you.

Legal Secretary/Confidential Secretary Responsibilities and Request for Reclassification

My position is somewhat of a hybrid in that my job responsibilities could fall under the job classification of a confidential secretary, executive secretary, paralegal, administrative assistant, legal assistant or legal secretary. My primary duty is to act as the confidential secretary to the Prosecuting Attorney and to be his liaison with law enforcement personnel, the Board of Commissioners, the public, County officials, department heads, and employees, other prosecutors, the Prosecuting Attorney's Association of Michigan (PAAM), State of Michigan officials, (MDOT, MDOC, Attorney General, etc), vendors, training programs and conference officials, the media, and internal office staff.

For most of my tenure in the Prosecutor's Office, I also served as legal assistant to the Prosecutor in his role as Civil Counsel for the County.

Due to the serious nature of the crimes, events, and decisions that take place in this office, the confidential aspect of my job description is essential. The decisions made in this office have a direct impact upon Antrim County citizens, whether criminal or civil in nature. It is my responsibility to represent the office of the Prosecuting Attorney, and most importantly, the Prosecutor, in a positive, cooperative, and professional manner.

An open mind, a great deal of patience, a sense of humor, and the ability to change gears quickly are essential to perform my job. The ability to make judgment calls, handle difficult people, and sensitive, confidential information is mandatory.

Some specific job duties would include:

1. Act as legal secretary for Prosecuting Attorney, and other attorneys in office, as required.
2. Maintain Office/Prosecutor calendar to include scheduling and canceling appointments for meetings with the Prosecutor. This includes, but is not limited to scheduling all standing County Committee meetings, BOC meetings, law enforcement meetings, court administration meetings, PAAM meetings and conferences, legal update training, requests for appointments from individual Dept Heads for legal advice/opinion, requests from general public for meetings, meetings with victims and witnesses, and court appearances (to ensure they do not conflict with other appointments).
3. Prepare and respond to emails sent to "Prosecutor Email" (general address used by public, outside law firms, etc.) and my personal email, which may involve: scheduling meetings, conferences, training programs for the Prosecutor and office staff, general public and victim complaints, case status investigation, follow-up questions from public/victim/witnesses preceding and following court appearances, and/or the prosecutor's charging decisions, pending criminal matters, attorney questions/requests, law enforcement questions/requests, and defendant/victim questions/requests.
4. Respond to daily telephone calls and requests for: meetings with the Prosecutor, general criminal information, status of warrant requests and pending investigations, legal assistance/information, etc.

5. Compose, type, edit, review and file various pleadings, correspondence, contracts, agreements, grant applications, (Victim Rights, Child Support, etc.) leases, memorandum of understandings, office memos, for Prosecutor.
6. Handle FOIA requests from Sheriff's Office, private attorneys, and other County departments. Requires research and review of requested material, investigation as to status of criminal or civil matter involved, compiling and redacting material according to statutory requirements.
7. Responsible for ordering office supplies, maintaining inventory, and staying within PAO/VR/CS yearly budgets.
8. Responsible for monitoring PAO, Victim Rights and Child Support budget, present and future, using monthly financial reports which requires tracking usage and account balances for purchase of supplies, witness fees, office equipment, legal fees (transcripts, expert witnesses), blood draws, computer software and services, contractual services, travel expenses, dues and subscriptions, maintaining the Law Library, Westlaw services, and general operating costs. Resolve outstanding invoice problems with vendors, court reporters, hospitals, etc.
9. Contact person for BounceBack, the check recovery program used by Antrim County to collect and compensate local merchants and citizens who receive NSF or Closed Account checks. Responsible for mailing sign-up packets to interested vendors and citizens, collecting and returning paperwork to BounceBack submitted by vendors and individuals and assisting victims of NSF or Closed Account checks
10. Enter warrant requests, complaints, and all necessary information into Adult Criminal Tracking (ACT), which is the system used by prosecutors throughout the state for criminal case management purposes, as required. This includes updating case information into "Long Notes" (a journal option in ACT), which results from telephone calls or email contact with victims, witnesses, law enforcement, and defense attorneys.
11. Respond to inquiries from witnesses, attorneys, experts, and victims as to case status.
12. Collect and submit bi-weekly employee timesheets for Prosecutor review and signature; submit employee vacation and personal time-off requests to prosecutor, add to Prosecutor calendar.
13. Custodian of administrative departmental documents and all civil files.
14. Complaint catcher for Prosecutor.

CHARLES H. KOOP
PROSECUTING ATTORNEY
MEMORANDUM

TO: ADMINISTRATION COMMITTEE
FROM: CHARLES H. KOOP
SUBJECT: 1 YEAR MERIT INCREASE – KAREN DAY
DATE: 09/23/2013
CC: FILE

Please be advised that Karen Day, my confidential secretary, has successfully completed her probationary period. Her anniversary date was April 3, 2001. Because there is no scheduled increase for her position, I could not submit a step increase to the County Clerks Office. Due to my schedule, I have been unable to address this issue with you.

As you will recall, Karen was hired at a rate outside of the Union contract at \$11.87/hour. After the increase provided through negotiations with the Unrepresented Group, she is currently receiving \$12.56/hour.

From the Wage Survey prepared by the Coordinator/Planners Office on October 31, 2000, it would appear that the overall average wage of a confidential secretary in the northern Michigan area was listed at \$15.47. The Coordinator/Planners Office prepared a subsequent wage survey on December 21, 2001. In that survey, they removed Grand Traverse County's statistics and added those of Leelanau County. In that survey, the average wage of a confidential secretary was \$14.37. By combining all of the information provided in both surveys, the average wage would be \$15.40.

The step increase between 1 year and 2 year for Grade IV is 3.25%. I respectfully request that you provide Karen with a one-year step increase of \$.41 (3.25%), and that it be made retroactive to her anniversary date of April 3, 2001. This would bring her to \$12.97 per hour, at her current classification. I would like to address my prior request for reclassification of her position, and I am willing to discuss this issue with you at your meeting today.

1905 Court House, 205 E. Cayuga, P.O. Box 280, Bellaire, Michigan
Telephone 231-533-6860 Fax 231-533-5817



Memorandum Administration Office

June 1, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Prosecuting Attorney – Reclassification Request

On Tuesday, May 31, 2016 at 3:58 p.m. I received a reclassification request from Debra Ho'on, Legal Secretary in the Prosecuting Attorney's Office (one hour and two minutes before the deadline). The required communication from the elected official/department head was not attached. Needless to say, this doesn't give the Administration Office adequate time to prepare the necessary support to the Committee for making a sound decision on this matter (for issues that require a decision we have a well-advertised deadline of one week and two days in advance of the committee meeting for getting the request to the Administration Office).

The General Unit Collective Bargaining Agreement (CBA), Section 19.10 indicates the Committee and/or the Board of Commissioners will make a decision and the answer will be provided to the employee seeking reclassification by June 15 and if approved the new classification wage will begin in the first full pay period of July in the year the decision is made.

Because I do not think the timeline is an adequate amount of time to make a sound decision (especially since there is an unusual history with how this position along with the legal secretary position have been treated by the previous Prosecuting Attorney), I am recommending the Committee take no action on the request and encourage Ms. Ho'on to make the same request again next year. I would also request that, when Ms. Ho'on makes the request next year, she do so earlier in the year instead of waiting until the absolute last hour. Additionally, in the past we have required the written response from the elected official/department head to be included with the reclassification request, bringing the completeness of the request into question.

This issue will be addressed during "Various Matters" on the agenda on Thursday, June 2, 2016. I believe Ms. Ho'on and Jim Rossiter, Prosecuting Attorney will be present. I will be there to answer questions as well.

Confidential Secretary/ Administrative Assistant History

- Until the year 2000 there were two “legal secretary” positions in the Prosecuting Attorney (PA) office.
- In 2000 the “confidential secretary” position was negotiated with the union as a non-union position in the PA office.
- February 2000 - rate of pay \$11.85 established for confidential secretary position in the PA office.
- June 2002 - It was moved McLeod, seconded by Wilson that the Prosecuting Attorney Confidential Secretary be reclassified to the position of Administrative Assistant with a wage increase from \$13.61/hr. to \$14.35/hr. effective the first full pay period in July and the budget of the Prosecuting Attorney be increased accordingly. Motion carried by a ye and nay vote as follows: Yes - McLeod, Wilson, Bargy, White, Crawford, Schuiteman, Stanek, Blackmore; No - None; Absent - Conway.
- March, 2006 - It was moved by McLeod, seconded by Crawford, the funds for a vacant non-union Administrative Assistant position in the Prosecuting Attorney office be released and the hiring process begin and, in the event the position is filled by a current employee, the funds for the resulting vacancy be released and the hiring process begin for that position. Motion carried by a ye and nay vote as follows: Yes – McLeod, Dawson, Bargy, White, Howelman, Crawford, Stanek, Blackmore; No – None; Absent – Allen.
- Raises for the General Unit, 2006 4.1%, 2007 2.5%, 2008 2.5%, 2009 2.5%, 2010 2%, 2011 0%, 2012 0%, 2013 2.5%, 2014 1.5%, 2015 2%, 2016 2%.
- In 2006 then Prosecuting Attorney Charlie Koop promoted Oleta Dawson to administrative assistant/confidential secretary.
- In 2006 Mr. Koop hired Debra Ho'on as the legal secretary.

Mr. Koop never changed Ms. Dawson's duties and responsibilities from those of a legal secretary even though she was getting the wage of the administrative assistant. Consequently, Mr. Koop assigned the duties of the administrative assistant to Deb Ho'on even though she continued to receive legal secretary wages.

