

**Administration and County Services Committee**

*David Heeres*

*Ed Boettcher, Chairman*

*Laura Stanek*

**Minutes  
August 4, 2016**

Members: Ed Boettcher, Dave Heeres, Laura Stanek  
Members absent: None  
Others: Pete Garwood, Mike Crawford, Janet Koch, Deb Peters, Theresa Kent, Patty Niepoth, Sheryl Guy, Jamie Houserman, Cindy Reetz, Val Craft, Sherry Comben

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

**2. Public Comment**

None.

**3. Veteran's Affairs and New Overtime Rules**

Pete Garwood, County Administrator, summarized the changes in the new overtime regulations (what employees meet the criteria to be exempt and which are not exempt from overtime), which go into effect on December 1, 2016. Deb Peters, Veterans Department Director, meets the definition of an exempt employee all except the new salary threshold of \$47,476. Based on past records regarding the number of hours worked by Ms. Peters, once the new law goes into effect, the County will be on the hook for a substantial amount of overtime pay for Ms. Peters.

Ms. Peters said she would like to increase the hours of the part time clerk typist from 12 hours per week to 20 (see attached pgs. 4-5). This would alleviate some of the need for Ms. Peters to work overtime. The Committee discussed the timing of this change in hours; January 1, 2017 or earlier. The new part time clerk typist starts August 9.

It was the consensus of the Committee that the 2017 budget reflect the 20 hours and to address any increase in 2016 hours later in the year.

Other salaried employees who could be affected by the new overtime regulations are Sandra Davids, Leslie Meyers, Mark Stone, Dave Vitale, and Janet Koch. The salaried employees who regularly work more than 40 hours per week are Dave Vitale, Maintenance Director, and Janet Koch, Associate Planner.

Deb Haydell, Finance Director, recommended amending the job descriptions of Leslie Meyers, Emergency Services Coordinator, and Mark Stone, Dam Operator, to include a limitation of hours worked. Mr. Garwood agreed and said he would have civil counsel review the issue.

Mr. Garwood described the situations with Mr. Vitale and Ms. Koch. The Committee's consensus was to budget Ms. Koch's 2017 extra hours as overtime, not as additional salary.

#### **4. Equalization Office**

Mr. Garwood said the County's equalization database was requiring more work than the new Equalization Director, Cindy Reetz, and the Assistant Equalization Director, Jamie Houserman, had expected. The work required is at a level typically performed at the clerical or technician level. This work will need to be addressed in order for Ms. Reetz and Ms. Houserman to complete the studies and forms they were hired to complete. The Committee, Mr. Garwood, and a number of elected and appointed department heads discussed the issues with the County's equalization database.

**Motion by Laura Stanek, seconded by Dave Heeres, to authorize immediately on an emergency basis, and recommend the Board of Commissioners approve retrospectively, contracting with Allison Thompson, Michigan Certified Assessing Officer (MACO), for the following:**

- **To perform the duties of deed entry consistent with Computer Aided Mass Appraisal (CAMA) guidelines; and**
- **To correct the Antrim County sales database back to September 30, 2014 to the ending date of the contract, in the Equalization Department; and**
- **With a contract price of \$12,480 for a three month period; and**
- **With two audits performed by the State of Michigan, one of which will be on September 15, 2016, approximately midway through the corrections, the other which will be performed on October 15, 2016 or at the end of the work, whichever is more appropriate; and**
- **With \$6,240 paid after each successful audit is performed and no payments made without a successful audit; and**
- **To recommend the Finance Committee approve the appropriate line item transfers from the employee wage and benefit line items to the contractual line item in the General Fund, Equalization Department #257.**

**Motion carried – unanimous.**

The Committee, Mr. Garwood, and department heads discussed a possible relocation of the Geographic Information Systems (GIS) Technician from the Equalization Department to another department.

**Motion by Ed Boettcher, seconded by Laura Stanek, to recommend the Board of Commissioners approve moving the GIS Technician to the Abstract Department.**

**Motion carried – unanimous.**

The Committee, Mr. Garwood, and department heads further discussed the relocation of the GIS Technician.

**Motion by Ed Boettcher, seconded by Laura Stanek, to rescind the motion to recommend the Board of Commissioners approve moving the GIS Technician to the Abstract Department. Motion carried – unanimous.**

**Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the temporary closing of the front desk in the Equalization Department and directing the public with equalization questions to enter the office through the office door, with the funding for the project to be paid from the General Fund, Department 265 – Building & Grounds, Building Maintenance.**

**Motion carried – unanimous.**

**5. Tuition Reimbursement**

**Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve the proposed agreement between Antrim County and former employee Casey Guthrie for the reimbursement of costs associated with receiving the Michigan Advanced Assessing Officer (MAAO) Level 3 certification.**

**Motion carried – unanimous.**

**6. Nationstar v. Antrim County Housing**

Mr. Garwood said through the Housing program, the County has been named a defendant in a lawsuit in which the mortgage company Nationstar had a mortgage on a property with an incorrect deed. The Housing Director, Mr. Garwood, and a commissioner are required to attend a mediation, a pre-trial/settlement conference (if necessary) and a two day non-jury trial (if necessary).

**Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners Chairman appoint Bryan Smith as the Commissioner representative on the Nationstar v. Antrim County Housing Committee, et al case.**

**Motion carried – unanimous.**

**7. Various Matters as Appropriate**

Mr. Garwood said the interviews for the Antrim County Transportation mechanic's position had been held the previous day and that he was performing background checks.

Mr. Boettcher said he appreciated the efforts of various department heads to work together on issues. Ms. Haydell asked for guidelines regarding when issues should be resolved internally and when they should be sent to a committee.

Ms. Koch reminded the Committee that the Bellaire Household Hazardous Waste (HHW) Day would be held on Saturday, August 6. The Elk Rapids HHW had been held on May 14. She added that the Antrim Conservation District had inquired about holding an additional HHW day in Mancelona in future years.

**8. Public Comment**

None.

The meeting was adjourned at 11:25 a.m.

DATE: August 3, 2016  
TO: Administration & County Services Committee  
FROM: Deborah Peters, Veterans Affairs Director  
RE: Clerk Typist Hours & Succession Planning

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The retirement of the current Clerk Typist, subsequent hiring of the replacement and the new overtime rule present a perfect opportunity to address a few issues.

Issue One: Succession Planning

Issue Two: Directors overtime hours

Issue Three: Attracting, hiring and retaining qualified part-time personnel

**Proposed Solution to All Three Issues**

Tim Cary, part-time Veterans Service Officer (VSO) informed me that he most likely will work another two years. The training for a VSO is a lengthy and extensive process. It takes a minimum of two years for a VSO to obtain an adequate grasp of all aspects of the position.

The Clerk Typist position is a very part-time position at just 12 hours per week. It is extremely difficult to attract viable applicants for so few hours and even harder to keep them. Most often they either want to get their foot in the door and only stay until they can find a full-time position, or are working for a small supplemental income with no aspirations of advancement. None of those scenarios are conducive to succession planning.

I believe there is a perfect solution to all three issues. By increasing the hours of the clerk typist position from 12 to 20 we can accomplish a number of things. Naturally, the solution is contingent upon Ms. Fleet's (new clerk typist) ability to learn and excel. Ms. Fleet has indicated both a desire and a willingness to work more than 12 hours a week and be given additional responsibilities. Not only is it my duty as the director to implement a succession plan for the inevitable part-time VSO vacancy but for my position as well. I feel a great deal of responsibility toward our veterans. Therefore, it is my sincere desire to ensure a smooth transition when VSO positions are vacated. A transition with no interruption in the quality of service they have become accustomed to. By grooming Ms. Fleet to take over some of my work as a VSO we will increase the likelihood of her continued employment in this office, allow for a succession plan and decrease my overtime hours once she is adequately trained. Additionally, there is a 20 hour per week work requirement for an employee to become accredited to file veterans' claims. The Michigan Veterans Affairs Agency continues to offer incentive grants to expand veterans' services. I intend upon pursuing that line of revenue when the application process is opened up for next year.

In addition to the information that Mr. Garwood provided in your packets, I would like to add that in 2015, I worked approximately 94 hours over my compensated 37.5 hours a week. Thus far in 2016 it is 63 hours. I was hired as a part-time VSO on April 12, 2006 at 24 hours per week. We later added a part-time clerical position in 2010 and a part-time VSO position in 2012. With the growth of the office the amount of pension and compensation dollars paid to Antrim County veterans also grew from \$2,885,000 in 2006 to \$7,904,000 in 2015.

**12 Hour Work Week---CLERK TYPIST**

	<u>Increase scale</u>	<u>Rate of Pay</u>	<u>Hrs/week</u>	<u>Gross Total</u>	<u>FICA</u>	<u>Wage Total + TAX</u>	<u>Weeks</u>	<u>TOTAL</u>
1)	2016 start	\$ 12.09	12	\$ 145.08	\$ 11.10	156.18	26	4060.644
2)	2016 6 month	\$ 12.62	12	\$ 151.44	\$ 11.59	163.03	26	4238.654
3)	2016 1 year	\$ 13.11	12	\$ 157.32	\$ 12.03	169.35	52	8806.459

**20 Hour Work Week---CLERK TYPIST**

	<u>Increase scale</u>	<u>Rate of Pay</u>	<u>Hrs/week</u>	<u>Gross Total</u>	<u>FICA</u>	<u>Wage Total + TAX</u>	<u>Weeks</u>	<u>TOTAL</u>
1)	2016 start	\$ 12.09	20	\$ 241.80	\$ 18.50	260.30	26	6767.74
2)	2016 6 month	\$ 12.62	20	\$ 252.40	\$ 19.31	271.71	26	7064.424
3)	2016 1 year	\$ 13.11	20	\$ 262.20	\$ 20.06	282.26	52	14677.43

**Wage & FICA Total Difference btw 12 hr and 20 hr week**

	<u>Increase scale</u>	<u>12 hr week</u>	<u>20 hr week</u>	<u>DIFFERENCE</u>
		<u>TOTAL</u>	<u>TOTAL</u>	
	2016 start	\$ 4,061	\$ 6,768	\$ 2,707
	2016 6 month	\$ 4,239	\$ 7,064	\$ 2,825
	2016 1 year	\$ 8,806	\$ 14,677	\$ 5,871