

Administration and County Services Committee

Minutes
January 9, 2001
1:00 p.m.

Members Present: Bob McLeod, Bob Wilson and John Conway
Others Present: Pete Garwood and Jack White

1. Called to order at 1:00 p.m.

2. Representatives of the Unrepresented

Mr. Arlen Turner and Mr. Bill Murphy came into the meeting to give a counter proposal to the last Committee proposal.

Motion by John Conway, supported by Bob Wilson to go into closed session to discuss compensation for the Unrepresented Employees. Motion carried – unanimous.

Closed Session started 1:10 p.m.
Back in session at 1:35 p.m.

The Committee presented Mr. Turner and Mr. Murphy with the County's last and best offer. Mr. Turner and Mr. Murphy will take the offer back to the Unrepresented employees.

Motion by Bob Wilson, supported by Bob McLeod to approve the minutes of the closed sessions for November 7 and December 12, 2000. Motion carried – unanimous.

3. Register of Deeds

Patty Niepoth, Register of Deeds came in to request additional space for her office. Ms. Niepoth was directed to the Buildings and Grounds Committee.

4. MSU Extension – Position Vacancy

Mr. Stan Moore requested the funds for the Secretary position to be vacated by a retiring employee be reauthorized, and the position be posted and advertised.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve the release of funds for the soon to be vacant position of Secretary in the MSU Extension office, and authorize the posting and advertising of the position. Motion carried – unanimous.

5. Equalization Office –Bob Englebrecht

Bob Englebrecht came in to discuss proposed prices for the sale of printed maps, and presented a fee schedule for various size maps. Mr. Englebrecht also presented an Enhanced Access Policy. The policy and fee schedule were tabled until the February meeting, pending legal review and further review by the Committee.

6. Coordinator/Planner Office – Staffing Issues

Mr. Peter Garwood advised the Committee of the need for additional secretarial staff in the Coordinator/Planner Office. Mr. Garwood will provide additional information at the next meeting.

7. Antrim County Transportation – Staffing Issues

Bob Straw presented a request to fill an Assistant Director position at ACT, which has been vacant since 1989. Mr. Straw presented a position description and his justification for filling the position.

Mr. Straw indicated no additional dollars from the county general fund will be needed. Discussion took place.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve the posting and advertisement for an Assistant Director position, with no dollar increase to the general fund. Motion carried – unanimous.

8. Administration and County Services Committee Meeting Date

The Committee discussed changing the meeting date for the 2001 year, for the Administration and County Services Committee.

The Committee decided to meet the Monday preceeding the week of the Board of Commissioners monthly meeting, beginning in the month of April.

9. Consent Agenda

The Committee agreed that the Board of Commissioners should adopt a "Consent Agenda".

10. Addition of an Agriculture and Forestry Committee

An amendment will be needed to the Board of Commissioners Rules and Procedures to add an Agriculture and Forestry Committee. The amendment must be made to Paragraph 4.62 of the Rules and Procedures of the Board of Commissioners.

Consent agenda items and minutes should be to the Clerk's Office by the end of the business day.

11. Abstractor Request

A letter from Ms. Theresa Kent was read to the committee regarding the carry over of four (4) additional days over the twenty (20) day limit due to the fact she had recently taken the position of Abstractor and did not have an Assistant Abstractor for a period of time.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve the carry-over of four (4) days of vacation leave for Ms. Theresa Kent to be used within the first ninety (90) days of the year 2001. Motion carried – unanimous.

12. Prosecuting Attorney Compensation

Mr. Charles Koop, Prosecuting Attorney and Civil Counsel to the Board of Commissioners came in to discuss adding to the stipened he is paid for providing civil counsel services to the Board.

Motion by Bob McLeod, supported by John Conway to increase the stipened an additional \$3,000 for Mr. Koop for the provision of legal counsel for the County Board of Commissioners and their departments (for a total of \$9,000) along with a three percent (3%) increase in his salary for his Prosecuting Attorney position. Motion carried – unanimous.

Mr. Koop presented a request for the Committee to consider an on-call stipened for the Assistant Prosecuting Attorneys when on weekends they are called on to produce warrents. Mr. Koop was directed to provide more information next month.

13. Commission on Aging – Activities Coordinator

Ms. Carol Mitchell and Ed Bradford came in to request the part-time Activities Coordinator be made a full-time position for the Commission on Aging (COA).

Committee discussed which pay grade the position should be in if it were approved.

Committee agreed that the Activities Coordinator position should be a full-time position. However, Mr. Garwood will have to contact the General Unit bargaining representative regarding the desired pay grade and classification.

Next meeting to begin at 12 noon and include the interviews for the MSU Extension secretary position.

Meeting adjourned at 4:40 p.m.

Closed Session - January 9, 2001

The Committee made a counter offer to the proposal presented today by the Unrepresented Employees.

Administration and County Services Committee

Minutes
February 6, 2001
12:00 noon

Members Present: Bob McLeod, Bob Wilson and John Conway
Others Present: Pete Garwood and Jack White

1. Called to order at 12:00 noon.

2. Sheriff Department

- Sheriff Johnson informed the Committee that a Correction Officer is on disability leave and he would like to hire someone to take his place. He indicated the biggest need was for court officers on days when court is being held. Committee suggested the Sheriff contact Bruce Lacy, newly retired court officer to see if he might be interested in working on a temporary part-time basis.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve the Sheriff offering a temporary court officer position at a rate of \$15.50 an hour. Motion carried – unanimous.

- New Status Position for Detective Sergeant – Sheriff Johnson requested the creation of a new position in the Command Officer Unit for a Detective-Sergeant. Sheriff Johnson was directed to meet with his oversight committee (Health, Animal Control and Public Safety) to discuss this request.

3. Computer Standard

The new standards for computer purchase of a Power stand alone and the Personal Computer were presented. (see attached)

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners adopt the proposed standards for a Stand Alone Personal Computer and a Power Stand Alone Personal Computer. Motion carried – unanimous.

4. Board and Committee Appointments

- Veterans Affairs Committee
Motion by Bob Wilson, supported by John Conway to recommend the Chairman of the Board of Commissioners appoint Jerry Hubbell to the Veterans Affairs Committee. Motion carried – unanimous.

- 911 Board
Motion by Bob Wilson, supported by John Conway to recommend the Chairman of the Board of Commissioners appoint Paul Trumble as a “citizen” representative to the 911 Board. Motion carried – unanimous.

- Planning Commission
Motion by John Conway, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners appoint Mike Crawford to the Antrim County Planning Commission. Motion carried – unanimous.

5. Village to City

Mr. Garwood updated the Committee on the ramifications of the Village to City issue on County properties.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners inform the State Boundary Commission that the County is opposed to the inclusion of the Skaff Property and the Airport Property in the proposed City limits. Motion carried – unanimous. (see attached)

6. MSU Extension Secretary Position

The Committee interviewed five candidates for the Secretary position open in the MSU Extension Office: Michelle Laszlo, Vivian Lykins, Sally Skop, Sharon McKernan, and Kathryn Verellen.

Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners approve offering the position to Vivian “Gayle” Lykins, and if she does not accept the position, give the authority to extend the position offer to the second choice. Motion carried – unanimous.

7. Chairman – Elected for One Year

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve a resolution to limit the term of the Chairman to one year. Motion carried – unanimous. (see attached)

8. Amendment to the Commissioner Procedures

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners adopt the attached changes to Sections 4.6 and 4.62 of the Commissioner Procedures. Motion carried – unanimous. (see attached)

9. Maintenance Department

Mr. Jim Boni came in to make a request for reclassification from a Grade VII to a Grade IV. Mr. Boni left the room and Mr. Vitale, Maintenance Supervisor gave his input on the matter.

The Committee was persuaded that Mr. Vitale should have someone who is considered to be in charge in his absence.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners reclassify Mr. Jim Boni from a Grade VII, Custodian to a Grade VI, Deputy II/Maintenance. Motion carried – unanimous.

The Committee asked that Mr. Boni's performance be evaluated in this new capacity within a three month period.

10. Antrim County Transportation (ACT)

Robert Straw came in to discuss the adoption of a pay scale for the newly established Assistant Director position at ACT.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve a three year scale for the Assistant Director of ACT as follows: Start - \$27,000; second year – \$28,500; third year – \$30,000. The position will also be eligible for any annual increases given to the position as a member of the Unrepresented employees. Motion carried – unanimous.

11. ACT Union Contact

Chairman McLeod outlined the tentative agreement between Teamsters Local 214 – ACT Bargaining Unit and Antrim County.

Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners ratify the tentative agreement between Antrim County and the Teamsters Local 214 - ACT Bargaining Unit. Motion carried – unanimous.

12. Barnes Park Manager

Ms. Eileen Wallick came in to indicate to the Committee she would like start early this year to get ready for the projects that will take place at Barnes Park in the spring. Ms. Wallick was reminded she was authorized for 160 hours to take care of loose ends.

13. Representatives of the Unrepresented

Arlen Turner and Bill Murphy came in and indicated the Unrepresented has ratified the last best offer by Management.

The Committee will take the tentative agreement to the Board of Commissioners for ratification.

14. Enhanced Access Policy

Mr. Bob Englebrecht, Equalization Director came in to request approval of the previously distributed Enhanced Access Policy. Mr. Englebrecht also provided and requested approval of a fee schedule for 18" by 24" maps.

Motion by Bob McLeod, supported by Bob Wilson to take the Enhanced Access Policy and fee schedule to the Board of Commissioners for consideration and eventual approval. Motion carried – unanimous.

15. Probate Court

Judge Norman Hayes came in to discuss the status of two potential positions in the Probate Court. Judge Hayes requested the addition of a confidential employee who would serve as a judicial secretary/administrative assistant/recorder for the Family Division of the Circuit Court. Judge Hayes also requested the temporary full-time clerical position be made into a full-time clerical position.

After some discussion, Judge Hayes indicated the clerical position could be a permanent irregular part-time position at 29 hours per week or less.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve the creation of a "confidential employee" Judicial Secretary/Administrative Assistant position. The funds to come from the Family Court Division cost center funds previously budgeted for the discontinued Foster Home Licensing position. The position is to be paid at a starting salary of \$25,000 per year. Motion carried – unanimous.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve the creation of a permanent part-time irregular employee at a starting rate of \$9.93 an hour, no more than 29 hours a week. Motion carried – unanimous.

16. Prosecuting Attorney Office

Mr. Charles Koop came in to request an increase in the salary of the confidential secretary in his office.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Finance Committee find the funding, and the Board of Commissioners reclassify the Confidential Secretary in the Prosecuting Attorney's Office to an Administrative Assistant at an hourly rate \$12.90 effective on her anniversary date. Motion carried – unanimous.

Meeting adjourned at 6:15 p.m.

Administration and County Services Committee

Minutes
March 6, 2001
1:00 p.m.

Members Present: Bob McLeod and Bob Wilson
Members Absent: John Conway
Others Present: Pete Garwood and Jack White

1. Called to order at 1:00 p.m.

2. CMH Board Appointments

The Committee reviewed a letter from the Director of CMH indicating the term of two positions on the CMH Board have expired. The CMH Director was seeking reappointment of the two individuals currently in those positions.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners advertise for two vacant positions on the Community Mental Health Board of Directors. Motion carried – unanimous.

3. Sheriff Department

Sheriff Johnson requested the Committee consider a recommendation to the Board of Commissioners to elevate one of the Detective positions to a Detective Sergeant position.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners change one of the Detective positions to a Detective Sergeant position. Motion carried – unanimous.

4. Grand Traverse County Resolution

Committee directed Mr. Garwood to send the resolution regarding rails to trails to the Parks Committee.

5. COA – Activities Coordinator

Ms. Carol Mitchell, COA Director introduced Annette Fales to the Committee. Ms. Fales was the only applicant to sign the posting for the Activities Coordinator position. She has been employed as the Activities Coordinator on a part-time basis for a couple of years.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners confirm the hiring of Annette Fales as the full-time Activities Coordinator for the COA. Motion carried – unanimous.

6. Short Term Disability

Mr. Garwood explained to the Committee that in the process of changing our short-term disability carrier we discovered four union contracts dictate “day one” coverage for short-term disability coverage when a new employee is hired, while two union contracts indicate an employee is only covered after they have gone through their probationary period.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners change all contracts so each employee hired by Antrim County receives “day one” coverage under the short-term disability insurance. Motion carried unanimous.

7. Maintenance Department Personnel Issues

Mr. Garwood informed the Committee of the resignation of one of the custodial staff.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners release the funds for the vacant position of Custodian and allow the Administration and County Services Committee to interview applicants for the position. Motion carried – unanimous.

Because interviews were already set up for one vacant custodial position, the Committee will now need to interview to fill two positions.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners give the Administration and County Services Committee authorization to hire two custodian positions. Motion carried – unanimous.

8. Falun Dafa Week

Committee read letter regarding a request to designate March 18 through 23, 2001 as Falun Dafa Week. No Action taken.

9. Ontonagon County Resolution

The Committee referred the Ontonagon resolution, regarding the MDEQ’s imposition of Rule 801, to County Lands, Agriculture and Forestry Committee.

10. Grievance Hearing Antrim County Transportation (ACT)

The Administration and County Services Committee, after much discussion and deliberations, made a generous and reasonable offer to Ms. West and the Union. Ms. West chose to reject the offer and announced her resignation from ACT.

Motion by Bob McLeod, supported by Bob Wilson to release the funds for the vacated dispatcher position at ACT and to authorize the Director to post the position and fill it from within if a qualified employee signs the posting. Motion carried – unanimous.

11. ACNA Appointment

The Committee received the minutes from Banks Township which indicate the Township Board would like Carl Veenstra reappointed to the ACNA Commission.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners reappoint Carl Veenstra to the ACNA Commission for a term to expire January 1, 2004. Motion carried – unanimous.

12. Coordinator/Planner Office Staffing Issues

The Committee reviewed a request from the Coordinator/Planner office for an additional part-time staff person. No action taken.

Meeting adjourned at 4:55 p.m.

Administration and County Services Committee

Minutes
March 9, 2001
2:00 p.m.

Members Present: Bob McLeod and Bob Wilson
Members Absent: John Conway
Others Present: Pete Garwood and Dave Vitale

1. Called to order at 2:00 p.m.

2. Interviews for Custodian Position

The Committee interviewed six (6) applicants for two custodian positions:

- Tina Nelson
- Brad Norman
- Leslie Spires
- Don Czajkowski
- Dennis Miller
- Steven Sloop

Motion by Bob Wilson, supported by Bob McLeod to hire Tina Nelson and Leslie Spires for the two custodian positions. Motion carried – unanimous.

3. Coordinator/Planner Office – Staffing Issues

The Committee discussed Mr. Garwood's request for an additional part-time employee. The Committee recommended Mr. Garwood include the request in his 2002 budget request.

Meeting adjourned at 5:00 p.m.

Administration and County Services Committee

Minutes
April 3, 2001
1:00 p.m.

Members Present: Bob McLeod and Bob Wilson
Members Absent: John Conway
Others Present: Pete Garwood and Jack White

1. Called to order at 1:00 p.m.

2. Probate Court Employee Request

Judge Norman Hayes introduced Sandy Davids the new Judicial Secretary/Administrative Assistant for the Probate Court. Bill Hefferan, Court Administrator was also present.

Judge Hayes and Mr. Hefferan requested the current temporary part-time clerical employee be made a permanent full-time position. The Judge offered a report from the State Court Administrators Office as support for the request. The addition of the position at full-time would cost the County an additional \$15,000 (approximately) for the remainder of the year.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Finance Committee find the funds and the Board of Commissioners approve the creation of a full-time position of Clerk II, Grade VI for the Family Division of the Circuit Court at a cost of \$15,000. Motion carried – unanimous.

3. MSU Extension – Printer

Stan Moore, MSU Extension Director came in to request the replacement of the main printer in the MSUE office. It would cost \$600 to fix the current printer, which is four years old. A new laser printer would cost \$2,200.

The Committee directed Mr. Moore to repair the current printer. Mr. Moore will get the \$600 out of his budget.

4. Vision Insurance

Mr. Garwood informed the Committee he had four (4) proposals for vision plans. Mr. Garwood stated he would like to have a committee of the Unrepresented Employees review the proposals and make a recommendation to the Committee at the next Administration and County Services Committee meeting.

5. Parks Manager – Pension Issue

The Committee reviewed the data submitted by Michigan Municipal Employee Retirement System (MERS).

The Committee met with Eileen Wallick, Park Manager and proposed the County provide Ms. Wallick with MERS B-4 pension (the pension plan that includes the Unrepresented Employees) with three years of service for a cost to the County of \$4,041.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners cover Ms. Eileen Wallick, Park Manager under the MERS B-4 pension plan (same group as the Unrepresented Employees) with the addition of three (3) years of service for a cost to the County of \$4,041. Motion carried – unanimous.

6. Antrim Kalkaska Community Mental Health (AKCMH) Vacancies

The Committee reviewed the letters of interest of the candidates for the two vacancies on the CMH Board, along with the two individuals who served in those positions for the past term. The Committee also reviewed the recommendations of the Human Services Committee.

Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners appoint Kent C. Stoddard and Gerald McAvoy to the vacant Antrim Kalkaska CMH Board positions for a three year term to expire March 31, 2004. Motion carried – unanimous.

7. Periodic Meetings of Senior Staff

Committee discussed a proposal to have regular meetings of the appointed and elected department heads.

8. Community Corrections Board

Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners ratify the Resolution passed by the Grand Traverse County Board of Commissioners regarding appointments to the Community Corrections Board. Motion carried – unanimous.

9. County of Saginaw Resolution

Mr. Garwood and Mr. Wilson updated the Committee on the State of Michigan funding cut back to this years operating budgets for Community Mental Health

Agencies throughout the State, along with the proposed Senate Bill 272, which would restore the funding if passed.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners pass a resolution to support Senate Bill 272 (attached). Motion carried – unanimous.

10. Consent Agenda

The Committee did not have any items to go on the consent agenda this month.

Next Administration and County Services Committee meeting to be held on Monday, May 7, 2001 at 1:00 p.m.

Meeting adjourned at 4:00 p.m.

RESOLUTION

Whereas, the Antrim County Board of Commissioners has been informed of a significant reduction in Medicaid funding, and

Whereas, the reduction in Medicaid funding will have a negative affect on the budget of Antrim Kalkaska Community Mental Health and other Community Mental Health agencies in Michigan, and

Whereas, the reduction in funds will adversely impact the delivery of services to the citizens who utilize CMH services, and

Whereas, Senate Bill 272, if passed, will restore funding to the CMH agencies.

Now, Therefore, Be It Resolved, the Antrim County Board of Commissioners opposes the reduction in funding by the State of Michigan and supports the passage of Senate Bill 272 or any other effort to restore funds to the CMH agencies in Michigan.

Administration and County Services Committee

Minutes
May 7, 2001
1:00 p.m.

Members Present: Bob McLeod and John Conway
Members Absent: Bob Wilson
Others Present: Pete Garwood and Jack White

1. **Called to order** at 1:03 p.m.

2. **Membership Collection System (MCS) Contract – Great Northern Benefits**

The Committee considered a contract that would allow Great Northern Benefits to access a Blue Cross Blue Shield database specific to Antrim County employees. Terry Roote from Great Northern Benefits has been assisting the County with other health benefit plans for years (Northmed, Priority Health, and most recently assistance when looking for an optical plan).

Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners approve the MCS contract for the Chairman's signature upon review by legal counsel. Motion carried – unanimous

3. **Department Heads Request**

The Committee read a memorandum from Peter Garwood, Coordinator/Planner indicating at the April 17 Department Head meeting a motion was approved unanimously to request the authority to hire their own employees. No action taken.

4. **Mileage Increase Request**

The Committee read a memorandum from Mr. Arlen Turner, Head of the Building Department, requesting the County consider increasing the per mile reimbursement paid to County employees when a personally owned vehicle is used for County business. Mr. McLeod informed the other Committee member a similar request was received by the Finance Committee recently. The Finance Committee decided to consider the issue during the 2002 budget process. The Committee agreed with the Finance Committee's action.

5. ACT Interviews

The Committee, along with Mr. Garwood and Robert Straw, Transportation Director interviewed three candidates for the new position of Assistant

Transportation Director:

Roger Huckel

John Timm

Monica Hughes

Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners hire Monica Hughes to fill the position of Assistant Transportation Director at a starting salary of \$27,000.00, and following the pay scale approved at the February 8, 2001 Board of Commissioners meeting. Motion carried – unanimous.

6. Optical Plan Option

Mr. Garwood informed the Administration Committee that a committee made up of members of the Unrepresented Employees have completed their review of four optical plans and recommend the Board of Commissioners choose the VSP Optical coverage plan.

Motion by Bob McLeod, supported by John Conway to accept the recommendation of the Unrepresented Employees Committee and offer the VSP optical Choice Plan II to the Unrepresented Employees, at no cost to the County. Motion carried – unanimous.

7. Personnel Policy

The Committee directed Mr. Garwood to update the 1983 Personnel Policy for the Unrepresented Employees.

8. Reclassification Request – Equalization Department

Marilyn Prezkop, along with her supervisor Equalization Director, Bob Englebrecht, presented a reclassification request for Ms. Prezkop from a Grade V, Clerk I to a Grade IV, Chief Clerk. The Committee was very complimentary and appreciative of the good job Ms. Prezkop performs for Antrim County.

Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners deny the reclassification request from Marilyn Prezkop from a Grade V, Clerk I to a Grade IV, Chief Clerk. Motion carried – unanimous.

9. Department Head Meeting Update

Mr. Garwood gave a synopsis of the April 17th Department Head meeting. The Department Heads (elected and appointed) will be meeting every other month beginning in May.

10. Consent Agenda Items

The Committee decided the meeting was being held too close to the Board of Commissioners meeting to place any items on the consent agenda.

Meeting adjourned at 4:05 p.m.

Administration and County Services Committee

Minutes
June 4, 2001
1:00 p.m.

Members Present: Bob McLeod, Robert Wilson and John Conway
Members Absent: None
Others Present: Pete Garwood and Jack White

1. Called to order at 1:00 p.m.

2. EDC/BRA Appointments

The Committee reviewed the letters of interest for appointment to the EDC and BRA.

Motion by John Conway, supported by Bob Wilson to recommend to the Chairman of the Board of Commissioners that Mr. Robert Peterson, Mr. Allyn Wright, and Mr. Jerome Simowski be reappointed to the EDC and BRA boards.

Motion carried – Unanimous

Mr. Garwood will send letters to the two unsuccessful candidates once appointments are made by the Chairman.

3. Prosecuting Attorney – Personnel Issues

Mr. Koop informed the Committee he received a reclassification request from Oleta Dawson. Ms. Dawson's request was to go from a Grade V to a Grade IV. The Committee reviewed the written request and the response from her supervisor, Mr. Koop. It appeared, from the information provided, the position does not have new responsibilities which would warrant a reclassification.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners deny Ms. Dawson's request for reclassification. Motion carried – Unanimous.

Mr. Koop presented a request for a step increase for the Confidential Secretary/Administrative Secretary (Ms. Karen Day) in his office of \$.44. Discussion took place regarding the history of wage increases for Ms. Day. It was discovered Ms. Day should have received an increase on her anniversary date in April.

Mr. Koop discussed other personnel issues in his office.

4. Sheriff Department – Employee Matters

Sheriff Terry Johnson requested authority to keep the same temporary employee used for previous situations to fill in for a current situation in which a deputy is out for at least six weeks. The Committee agreed this would be appropriate. Sheriff Johnson informed the Committee that one of the 911 dispatchers has resigned and will be leaving soon.

Sheriff Johnson requested the immediate restoration of the funding for a 911 dispatch position once it is vacated. The immediate reinstatement of the funds would allow the Sheriff to fill the position with a minimum of lost time.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners restore the funds for a 911 Dispatcher position in the Sheriff's budget to allow him to fill the position once vacated. Motion carried – Unanimous.

Sheriff Johnson informed the Committee of an arbitration hearing to be held in the future.

5. Airport Manager – Wage Survey

Mr. Strehl, Airport Manager requested the Committee agree to use specifically targeted airports for comparison of his salary. Mr. Strehl indicated his position has never been compared to any other county airport manager positions. The Committee told Mr. Strehl to come back next month with suggested county airport manager salaries for comparison purposes.

6. Building Department – Soon to be Vacant Position

In behalf of Mr. Arlen Turner, Mr. Garwood explained that Ginny Guy, Secretary in the Building Department, has notified Mr. Turner in writing that she will be retiring. Mr. Turner has requested the immediate restoration of the funding for the position once it is vacated.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners restore the funds for the Secretary position in the Building Department and to authorize the initiation of the hiring process. Motion carried – unanimous.

7. Optical Rider Options

Mr. Garwood explained last month when the Board of Commissioners authorized offering the optical rider (at employee's expense) to the Unrepresented employees, the Board of Commissioners were not included.

Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners take action to offer the optical rider to the members of the Board of Commissioners. Motion carried – unanimous.

8. Saginaw County Resolution

The Committee reviewed a resolution adopted by Saginaw County encouraging the legislature to pass Senate Bill 63 (attached) regarding increasing the recording fees in the Register of Deeds Office to support updates in technology (specific to the Register of Deeds Office). The Committee briefly discussed the bill with Ms. Patty Niepoth, Register of Deeds.

The Committee asked Ms. Niepoth to be at the next Administration and County Services Committee with additional information on Senate Bill 63.

Meeting adjourned at 3:05 p.m.

Administration and County Services Committee

Minutes
July 2, 2001
1:00 p.m.

Members Present: Bob McLeod and Robert Wilson
Members Absent: John Conway
Others Present: Pete Garwood, Jack White and Laura Sexton (for the budget process)

1. Called to order at 1:00 p.m.

2. Budget – Abstract Department

Theresa Kent, Abstractor presented her budget request for 2002.

Motion by Bob Wilson, supported by Bob McLeod to approve the Abstract Department capital outlay budget for the year 2002 for submission to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Motion by Bob Wilson, supported by Bob McLeod to approve the Abstract Department operational budget for the year 2002 for submission to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

3. Budget – Coordinator/Planner Office

Peter Garwood, Coordinator/Planner presented the operational and capital outlay budgets for the Coordinator/Planner Office for 2002.

Motion by Bob Wilson, supported by Bob McLeod to approve the Coordinator/ Planner Office budget for the year 2002 for submission to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Motion by Bob Wilson, supported by Bob McLeod to approve the Coordinator/ Planner Office capital outlay budget for a desk, wide carriage printer, and a stand alone computer for the year 2002 for submission to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

4. Register of Deeds – Senate Bill No. 63, Saginaw County

Resolution

Patty Niepoth came into to offer additional information on the effects of Senate Bill No. 63. The Committee considered a resolution that was approved by Saginaw County Board of Commissioners in support of Senate Bill 63.

Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners approve a resolution (similar to the Saginaw County resolution) supporting Senate Bill No. 63. Motion carried – unanimous.

Mr. Garwood will draft a resolution for the Board of Commissioners meeting July 12, 2001.

5. Michigan State University Extension (MSUE) – Budget (which includes a change in the 4-H position)

Stan Moore, MSUE Director presented the Committee with a proposed 2002 budget that includes a request to upgrade or reclassify the 4-H Program Associate position to a 4-H Agent position. As an MSU Extension position it is currently funded 50% by Antrim County and 50% by MSU Extension and is not a union position. The upgrade would result in a \$6,100 increase in the portion of the position the County would be expected to fund and would result in a 60% County, 40% MSU Extension split (MSUE also pays for all fringe benefits and postage allowance).

Motion by Bob McLeod, supported by Bob Wilson to recommend the Finance Committee and Board of Commissioners approve the proposed MSUE budget for the 2002 budget year. Motion carried – unanimous.

6. Sheriff Department – Personnel

Sheriff Terry Johnson informed the Committee he would soon be losing a dispatcher and would need to hire a replacement as soon as possible.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners reinstate the dollars in the Sheriff Department budget for a soon to be vacated dispatcher position. Motion carried – unanimous.

Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners approve allowing the Sheriff the ability to hire a dispatcher at the 3 year wage rate if he chooses an individual with previous experience in the department. Motion carried – unanimous.

The Committee agreed the Sheriff be allowed to increase the wage from \$9.00 to \$9.50 for a Marine Patrol Officer and to \$10.00 for the lead Marine Patrol Officer, as long as he does not exceed his budget.

7. Airport Manager

Mr. John Strehl, Airport Manager presented the Committee with a chart that indicates the salary of other county airport managers.

8. Planning Commission Appointments

The Committee deferred action on the recommendation for appointments to the Planning Commission while the Coordinator/Planner Office re-advertises.

9. Brownfield Grants – Tribal Access

The Committee reviewed a proposed resolution that would encourage the legislature to make Indian Tribes in Michigan eligible for grants for cleanup of brownfields on tribal lands. Action deferred for a future meeting.

10. Zoning Resolution

A resolution was proposed that would support the Michigan Association of Counties in filing an amicus brief in behalf of the counties regarding a case that will decide whether or not counties are subject to local zoning regulations. No action taken.

11. Grants

Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners approve a motion to require that all grant applications in behalf of Antrim County be approved by the Board of Commissioners. However, if a grant does not require a match and the deadline is approaching, and waiting for the next Board of Commissioners meeting would make it impossible to apply for the grant by the deadline, the Chairman will have the authority to approve the application for the grant. In such a case the Chairman will inform the Board of Commissioners of the grant application at the next meeting. Motion carried – unanimous.

12. Grass River Natural Area Pension Benefits

The Committee directed Mr. Garwood to work with Mark Randolph to research pension options for the staff at GRNA.

13. MTEC Letter of Support

Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners approve the Chairman sign a letter of support for a grant application submittal by Northwest Michigan College to purchase a program called PLATO (draft letter attached). Motion carried – unanimous.

14. Interviews – Building Department

The Committee interviewed three candidates for the Building Department Secretary position.

Janice Moore
Pamela Hebden
Kathryn Verellen

Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners hire Pamela Hebden for the vacant Secretary position in the Building Department. Motion carried – unanimous.

15. Antrim County Transportation (ACT) - Grievance

The Committee heard a step 3 appeal to a grievance filed in accordance with the union contract at ACT.

Union Present: Bob Daniels, Doug Seabolt, Buth Carmien
Administration Committee Present: Bob McLeod, Bob Wilson
Others Present: Pete Garwood, Bob Straw and Jack White

Mr. Carmien, Teamsters Business Representative, explained the grievance and the Union's position regarding their stance on the situation.

Union's offer is as follows: Mr. Seabolt will:

- Apologize to staff and others deemed appropriate
- Sign a last chance agreement. The agreement would state that if Mr. Seabolt has any additional infractions for which his employment is terminated, the termination would not be subject to the grievance process.

Mr. Straw recounted the history of problems with Mr. Seabolt. Mr. Straw indicated he wasn't in favor of the last chance agreement.

Mr. Seabolt explained that his comments were an attempt to save face for the worker (so she wouldn't be embarrassed).

Union Representatives and Mr. Seabolt left the room.

The Committee discussed the facts related to the incident.

Unions Representatives and Mr. Seabolt returned to the room.

After due consideration it was the consensus of the Committee to support the ACT Director's dismissal of bus driver Mr. Doug Seabolt.

16. Consent Agenda

Motion by Bob McLeod, supported by Bob Wilson to put the minutes of the Administration and County Services Committee on the Consent Agenda of the Board of Commissioners. Motion carried – unanimous.

Meeting adjourned at 5:30 p.m.

Administration and County Services Committee

Minutes
July 30, 2001
1:00 p.m.

Members Present: Bob McLeod, Robert Wilson and John Conway
Members Absent: None
Others Present: Pete Garwood

1. Called to order at 1:00 p.m.

2. Sheriff Department Issues

- Release of Funds for Road Deputy Position Vacancy
Sheriff Johnson informed the Committee that one of the road deputies has recently resigned and will soon be leaving Antrim County employment.

Motion by John Conway, supported by Bob Wilson to reinstate the funds for a soon to be vacant road deputy position, which will allow the Sheriff to fill the position. Motion carried – unanimous.

- Part-Time Employee – Sheriff Johnson requested he be allowed to continue to employ the part-time employee in his department due to a full-time employee that recently went off on medical leave.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners authorize Sheriff Johnson to keep the part-time employee until the end of September. Motion carried – unanimous.

- Medical Examiner – Sheriff Johnson informed the Committee of concerns his department and the Prosecutor's Office have with the Medical Examiner's Office. Mr. Charles Koop joined the meeting at 1:10 p.m.

Committee decided to invite Dr. Arnold to the September 4 Administration and County Services Committee meeting.

3. Prosecuting Attorney Request for Release of Funds

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners release the funds for the vacant Assistant Prosecuting Attorney position so that Mr. Koop can fill the position. Motion carried – unanimous.

4. Personnel Policy

Mr. Garwood indicated he is still working on the personnel policy and will strive for a draft at the next meeting.

5. ACT Director

Robert Straw came in to answer questions regarding the directive given at the last meeting as a result of a grievance.

Julie Moran, from Antrim Kalkaska Community Mental Health came in answer questions about Mental Health's involvement of the incident regarding the grievance.

6. Planning Commission Appointments

The Committee reviewed nine letters of interest for the Planning Commission vacancies. All appeared to be well qualified.

Motion by Bob Wilson, supported by Bob McLeod to recommend the Chairman of the Board of Commissioners appoint Thomas L. Maleck to the Planning Commission. Motion carried – unanimous.

Motion by John Conway, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners appoint Robert W. Sanders to the Planning Commission. Motion carried – unanimous.

Motion by Bob Wilson, supported by John Conway to recommend the Chairman of the Board of Commissioners appoint Valerie Rehrer to the Planning Commission. Motion carried – unanimous.

7. Marquette County Resolution – Road Commission

Marquette County sent a resolution that their Board of Commissioners had approved a resolution that supports legislation that would increase the number of Road Commission Board members from three (3) to at least five (5). (see attached)

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners pass a resolution similar to the Marquette County Resolution that supports legislation that would increase the number of Road Commission Board members from three (3) to five (5). Motion carried – unanimous.

8. Crawford County Resolution – Free Book Program

A resolution from Crawford County was submitted for consideration. The program deals with the Public Enrichment Foundation's Free Book Program. Deferred to next month for more information.

9. Menominee, Tuscola, and Crawford County Resolutions – Commissioners

The resolution advocated the minimum number of Commissioners to be appointed through reapportionment be set at seven (7). (see attached)

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve a resolution similar to Menominee, Tuscola and Cheboygan Counties in support of a minimum number of commissioners be set at seven (7). Motion carried – Yes: John Conway and Bob Wilson; No: Bob McLeod.

10. Ottawa County Resolution – Road Salt

The resolution advocates a study on the environmental affects of road salt to be initiated by an appointed commission at the State level. (see attached)

Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve a similar resolution to the resolution submitted by Ottawa County to support the passage of SB 271, a bill intended to require studies of the environmental and economic impact of road salt. Motion carried – unanimous.

11. Credit Card

The Committee considered a program offered through the Michigan Association of Counties (MAC) that would enable the County to begin accepting credit cards. After research and much discussion, no action was taken.

12. Indian Tribe Eligibility for Brownfield Grants

(see attached)

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve the resolution to support including Indian Tribes as governments eligible for grants through the State's Brownfield Program. Motion carried – unanimous.

13. Web Sites

Joel Dye, Associate Planner updated the Committee on progress on the website.

14. Consent Agenda

Motion by Bob McLeod, supported by Bob Wilson to place the Administration and County Services Committee minutes on the consent agenda.

Meeting adjourned at 3:15 p.m.

Administration and County Services Committee

Minutes

September 4, 2001
1:00 p.m.

Members Present: Bob McLeod, Robert Wilson and John Conway
Members Absent: None
Others Present: Pete Garwood and Jack White

1. Called to order at 1:00 p.m.

2. Solid Waste and Recycling Council – Appointments

Committee considered two candidates for two positions.

Motion by Bob Wilson, supported by John Conway to recommend the Chairman of the Board of Commissioners appoint Mr. Michael Domsic and Mr. Allen Luurtsema to the Solid Waste and Recycling Council. Motion carried – unanimous.

3. Sheriff Department

Undersheriff Dan Bean came in (in behalf of Sheriff Johnson) to request the release of funds for the Dispatch Supervisor position due to the recent departure of Sergeant Keith DeYoung.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners release the funds for the Dispatch Supervisor position. Motion carried – unanimous.

Undersheriff Bean updated the Committee on the status of a recent arbitration hearing.

Undersheriff Bean informed the Committee of a grant opportunity for a School Liaison Officer. The County's share would be \$3,000 for a one-year period that begins October 2001.

Motion by John Conway, supported by Bob Wilson to recommend to the Finance Committee and the Board of Commissioners that \$3,000 be

appropriated for the required County match for an officer through the School Liaison Grant Program. Motion carried – unanimous.

4. Medical Examiner

Undersheriff Bean informed the Committee that Dr. Arnold, the Medical Examiner now has a pager.

Mr. Charles Koop, Prosecuting Attorney apologized for not contacting Dr. Arnold to request his presence for this meeting. He will inform Dr. Arnold his presence will be required for the October 1, 2001 Administration and County Services Committee meeting.

5. Communications

Resolution – Crawford County

Pete Garwood informed the Committee of his conversation with the Crawford County Controller regarding the issue of the “free book” program transferring from the legislative branch to the executive branch. Through phone calls to local libraries it was discovered the transfer has already taken place. No action taken.

Resolution – Allegan County

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve a resolution similar to the Allegan County resolution recommending reinstatement and increasing support of the migrant immunization funding to all migrant centers. Motion carried – unanimous.

Resolution - Leelanau County

The Committee reviewed a resolution from Leelanau County that supports the Michigan Association of Counties filing an Amicus Brief in the Washtenaw County zoning case. The resolution supports action that would enable counties to select a site and construct a building without regard to local township or village zoning. No action taken.

Resolution - Oakland County

The Committee reviewed a resolution regarding the shoring up of the state revenue sharing fund with the State Budget Stabilization Fund. Resolutions from two other counties (Oceana and Crawford) have also been received in support of this issue.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve a resolution similar to the resolution presented by Oakland, Crawford and Oceana Counties to request the State to make up any differences in the State Revenue Sharing Fund with dollars from the State Budget Stabilization Fund. Motion carried – unanimous.

Mr. Garwood will compose a resolution for Antrim County.

Resolution – Kalkaska County

The Committee considered a resolution from Kankaska County regarding the steel industry. No action taken.

6. Antrim County Transportation (ACT)

Mr. Robert Straw, ACT Director presented the Committee with a positive evaluation of Ms. Monica Hughes, ACT Assistant Director, with a request for the Committee to acknowledge her as a full-time permanent employee.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners accept Monica Hughes as a full-time employee as she has successfully completed her probationary period at Antrim County Transportation. Motion carried – unanimous.

Mr. Straw also presented the Committee with a letter that indicates the union has withdrawn a recent grievance.

7. Website Update

The Committee discussed what photographs should go on the website. Mr. Joel Dye informed the Committee the County will need to purchase software to allow us to update the website. The Committee decided the Coordinator/Planner would be the coordinator of the website for the Board of Commissioners.

8. Personnel Policy

Mr. Garwood distributed the first draft of the revised County of Antrim Personnel Policy. The Committee was asked to review the policy and provide feed back for next months meeting. The Committee set January 2002 as the target for having the policy updated and approved by the Board of Commissioners.

9. Union Negotiations

The Committee briefly discussed the timeframe for entering into the upcoming round of negotiations with the General Unit and the Probate/Family Court Unit as well as the compensation study currently being conducted by the Coordinator/Planner Office.

Meeting adjourned at 2:40 p.m.

Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

Osby Bowman

Minutes

October 1, 2001

1:00 p.m.

Members Present: Bob McLeod, Robert Wilson and John Conway

Members Absent: None

Others Present: Pete Garwood and Jack White

1. Meeting Called to order at 1:00 p.m.

2. Mileage Reimbursement Policy

Mr. Peter Garwood, Coordinator

Planner explained the need for clarification on when the County pays out mileage. In particular the Commission on Aging has questioned when they are to begin the payout of mileage reimbursement;

- a) from when the employee leaves their home to their first home visit of the day, or
- b) excluding their drive from their home to the first visit and from their last visit to their home.

Mr. Garwood explained the policy has been that an individual cannot claim mileage from their home to the first stop of the day (whether it be the office or their first inspection, a home visit, etc.), nor from the last stop of the day to their home. The Committee also agreed to the following addition; if the distance to the first stop from the employee's home is greater than the distance between their home and the office, the employee may claim mileage reimbursement for the difference. If the distance from the last stop to the employee's home is greater than the distance between the office and their home the employee may claim mileage reimbursement for the difference.

The Committee directed Mr. Garwood to write an amendment to the Travel Policy reflecting the above arrangement.

3. Parks Employee Wage Increase

Mr. Robert McLeod, Committee Chairman explained that the wage scale for park employees tops out at three years. He informed the Committee that the Parks Committee has recommended that park employees who have been working for the County for a ten year period receive a ten percent increase in addition to the regular increase other park employees receive.

**Motion by John Conway, supported by Robert Wilson to recommend the Finance Committee find the funds and the Board of Commissioners approve a ten percent increase in addition to the regular increase given to the other park employees for an employee who has reached their tenth year of employment with the Antrim County park system.
Motion carried. Unanimous**

4. Medical Examiner Issue

Dr. Arnold, Medical Examiner, Charles Koop, Prosecuting Attorney and Undersheriff Dan Bean came in to discuss, with the Committee, issues pertaining to the Medical Examiner services in Antrim County.

Dr. Arnold explained that when he last contacted them, none of the other doctors in Antrim County were willing to perform medical examiner duties as an assistant to him. Dr. Arnold was asked if he was willing to use law enforcement officers trained in the practices of a medical examiner for accident and crime scene purposes as assistants. He said this arrangement would be acceptable.

Mr. Koop will check with the other doctors in the County to request their services as Assistant Medical Examiners.

On the issue of availability, Dr. Arnold now has a pager, which will allow the Sheriff Department to more easily reach him.

5. Procedure for the Future

- *Officers will call Dr. Arnold from the scene of an accident.
- *Dr. Arnold will indicate whether he is able to come out to the scene.
- *If Dr. Arnold indicates he is not able to come out to the scene one of the other doctors who has agreed to be an Assistant can be called.
- *If one of the doctors cannot come to the scene one of the officers trained in the practices of a medical examiner can be called.
- *Dr. Arnold will be called to inform him who has been called out.

Mr. Koop advised the Committee he would be off work for about a three week period.

Mr. Koop informed the Committee he has a candidate for the vacant Assistant Prosecuting Attorney position.

Unrepresented – Arlen Turner

Arlen Turner came in to present the compensation request for the Unrepresented Employee Group. The Committee indicated they would get back with Mr. Turner.

Note: For unrepresented. Group Forfeiture of benefits without 2 weeks notice.

6. Solid Waste and Recycling Council Appointment

Committee reviewed one letter of interest for the vacant position on the Solid Waste and Recycling Council.

Motion by John Conway, supported by Robert Wilson to recommend the Chairman of the Board of Commissioners appoint Jason Derocher to the Solid Waste and Recycling Council. Motion carried - unanimous.

7. Planning Commission

The Committee reviewed three letters of interest for appointment to the Planning Commission.

Motion by John Conway, supported by Robert Wilson to recommend the Chairman of the Board of Commissioners appoint Marshall Wright to the Planning Commission. Motion carried – unanimous.

8. Resolution- Allegan County

Committee reviewed a resolution received from Allegan County addressing their dismay at the results term limits have had on the effectiveness of the State legislators.

Motion by Robert Wilson, supported by John Conway to recommend the Board of Commissioners pass a similar resolution to the Allegan County Resolution encouraging the State legislature to revisit the effectiveness and overall merits of term limits. Motion carried – unanimous.

9. Web Site Update

Mr. Joel Dye, Associate Planner, updated the Committee on the Web Site progress. It is up and running. We are currently working with the Traverse group to shore up areas of the information on the site.

Committee went into closed session at 3:10 p.m. to discuss bargaining issues.

Committee returned from closed session at 3:30 p.m..

10. Various Matters

Mr. Garwood read a letter from Clare County indicating they supported Antrim County in asking for a change on the number of Road Commissioners from three to five.

Meeting adjourned at 3:35 P.M.

Administration and County Services Committee

Minutes

October 1, 2001
3:10 p.m.

Closed Session

Members Present: Bob McLeod, Robert Wilson and John Conway
Members Absent: None
Others Present: Pete Garwood and Jack White

1. Meeting called to order at 3:10 p.m.

Mr. McLeod outlined the difference between how we approach the Unrepresented and the General Unit.

The Committee agreed on a direction for each of the seven (7) proposals listed by the Unrepresented group.

Mr. Garwood is to get cost estimates on increasing the dental cap from \$800 to \$1000 and increasing the amount the insurance company pays from 50% to 75%.

Committee went back into regular session at 3:30 p.m..

Administration and County Services Committee

Robert Wilson

Bob Bowman

Robert McLeod, Chairman

Minutes

October 29, 2001

1:00 p.m.

Members Present: John Conway
Members Absent: Robert Wilson and Bob McLeod
Others Present: Pete Garwood and Jack White

1. Meeting Called to order at 1:00 p.m.

2. MERS

Peter Garwood, Coordinator/Planner updated the Committee regarding MERS for the Sheriff Department and ACT employees. A resolution by the Board of Commissioners needs to be passed for the ACT employees.

3. Travel Policy
Reviewed

4. Communications

Resolution – Helmet Law – Saginaw County – Discussion.

No business was conducted due to a lack of a quorum.

Meeting adjourned at 2:15 p.m.

Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

Osba Bowman

Minutes

November 6, 2001

1:30 p.m.

Members Present: John Conway and Bob Wilson
Members Absent: Bob McLeod
Others Present: Pete Garwood, Arlen Turner and Jack White

1. Meeting Called to order at 2:00 p.m.

2. Associate Planner – Interviews

The Committee, along with Mr. Jack White, Mr. Arlen Turner and Mr. Peter Garwood interviewed five applicants for the position of Associate Planner.

Suzanne Kelley
Scott McPherson
Howard Yamaguchi
Mark Gifford
Richard Castle

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners approve hiring Mr. Howard Yamaguchi for the position of Associate Planner at a starting wage and scale as follows(along with any regular percentage increases given to all unrepresented employees):

Start	\$30,287
2 nd year	\$31,225
3 rd year	\$32,190
4 th year	\$33,186

And if Mr. Yamaguchi refuses the position, to offer the position with the a above outlined salary scale to Richard Castle. Motion carried – unanimous.

3. Amendment to the Travel Policy

The Committee reviewed the proposed amendment to the Travel Policy.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners adopt the proposed amendment to the Travel Policy (attached). Motion carried – unanimous.

4. Pension Resolution – Antrim County Transportation (ACT) and Sheriff Department

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners pass the attached resolution, which will authorize the Michigan Employees Retirement System (MERS) to upgrade ACT and the Sheriff Department to benefit level B-4 (consistent with their bargaining unit contracts). Motion carried – unanimous.

5. Communications

The Committee reviewed six resolutions received from other Counties. Most were resolutions dealing with issues the Antrim County Board of Commissioners had previously addressed. No action taken.

Meeting was adjourned at 6:00 p.m.

Administration and County Services Committee

Robert Wilson

Robin Bowman

Robert McLeod, Chairman

Minutes

December 3, 2001

1:00 p.m.

Members Present: Bob McLeod, John Conway and Bob Wilson

Members Absent: None

Others Present: Pete Garwood and Jack White

1. Meeting Called to order at 1:00 p.m.

2. Health Benefits – Unrepresented Group

Mr. Arlen Turner, Sheriff Terry Johnson and Mr. Bill Murphy came in to discuss health benefits for the year 2002, as well as other issues.

Committee considered a wage comparison with three other county airports, submitted by the Airport Manager. Committee asked Mr. Garwood to find out why the Charlevoix County Airport was not used as a comparable. Committee decided not to count Pellston as a comparable. Committee also asked Mr. Garwood to check into the Reed City Airport.

3. Maintenance Department Vacancy

Mr. David Vitale, Maintenance Supervisor informed the Committee of a vacancy in the Maintenance/Custodial Department due to the resignation of Tina Nelson.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners release the funds for the vacant custodian position. Motion carried – unanimous.

Mr. Vitale informed the Committee one of the other custodians is on disability leave. He will use temporary help to fill in while the full-time custodian is on leave.

4. Abstract Office

Ms. Theresa Kent, Abstractor came in to request two new computers. The two in the office are having memory load problems and are causing lost performance time. Ms. Kent indicated that out of approximately \$3700 in her budget, she has

about \$1000 left in her budget that she feels she can apply to the purchase. She also indicated she wanted to use the majority of the \$3700 for a new desk.

Motion by Bob Wilson, supported by John Conway to recommend the Finance Committee and the Board of Commissioners allow the Abstractor to purchase two computers at a cost consistent with the current Stand Alone Personal Computer platform for an Informational Worker (\$1,550 each). Additionally, the funds for purchasing the two computers are to come out of the Abstractor's 2001 budget. Motion carried – unanimous.

Ms. Kent also informed the Board of Commissioners she will have an excess of ten (10) vacation days, over the twenty (20) day carryover maximum, at the end of the year that she would lose. Ms. Kent requested she be able to have an additional ninety days to use the ten (10) vacation days.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners grant Ms. Kent an extension of ninety (90) days to use her ten (10) vacation days [over the allowable twenty (20) days]. Motion carried – unanimous.

Charles Koop, Prosecuting Attorney came in about 3:00 p.m..

Committee discussed concerns about the public getting information off the Register of Deeds computer and thinking it is official copy of the tract. Mr. Koop will discuss with the Register of Deeds whether or not she is keeping a Tract Index, and if the answer is yes, he will inquire if there is a way to block access to the Tract information while leaving the Grantor-Grantee information open for public use.

5. Prosecuting Attorney

Mr. Charles Koop came in to discuss setting step increases for the newly hired Assistant Prosecuting Attorney.

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners adopt the following salary scale for the Assistant Prosecuting Attorney position:

Start	6 month	1 year	2 year	3 year
\$34,957	\$36,005	\$36,905	\$37,012	\$38,112

The salary scale is to be adopted in addition to any future annual percentage increase given to all unrepresented employees. Motion carried – unanimous.

6. Night Meetings - Coordinator/Planner Office Staff

Chairman McLeod discussed the issue of compensation for county employees attending evening meetings in which they are doing work in behalf of the Board of Commissioners.

Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners establish a policy of paying a per diem to County Department Heads or Coordinator/Planner Office staff (at a rate equal to the Board of Commissioner rate), for any evening meeting in which the work they are doing was assigned by the Board of Commissioners. All requests must have final approval by the Finance Committee. Motion carried – unanimous.

For the Coordinator/Planner Office if two staff people are serving a committee or commission at an evening meeting, only one will receive per diem, the other will receive compensation time. Discussion took place regarding including an exception if the Coordinator/Planner Office is responsible for putting on a public hearing or a substantial workshop, in which staff is needed for set up, and the County Planning Commission meeting.

7. Mileage Reimbursement Rate

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners increase the mileage rate from \$0.30 per mile to \$0.34 per mile beginning January 1, 2002. Motion carried – unanimous.

Chairman McLeod updated the Committee on the current issues of bargaining.
The Committee will recommend the Board of Commissioners go into closed session to discuss bargaining issues.

Mr. Garwood was directed to compile a sheet listing the pros and cons of each of the pension related proposals of the General Bargaining Unit.

8. Consent Agenda

The Committee decided all items in the minutes will go on the Consent Agenda.

Meeting adjourned at 3:25 p.m.

Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

Osby Bowman

Minutes

December 10, 2001

9:30 a.m.

Members Present: Bob McLeod, John Conway and Bob Wilson

Members Absent: None

Others Present: Pete Garwood and Dave Vitale

1. Meeting Called to order at 9:30 a.m.

2. Interviews – Maintenance/Custodial Position

The Committee interviewed six candidates for the Maintenance/Custodial position:

Charles Peterson
Don Czajkowski
Darwin Roberts
Loren (Jeff) Braden
Richard Waller
Danielle Thompson

Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners hire Charles Peterson to fill the vacant Maintenance/Custodial position and if he rejects the appointment the position should be offered to Darwin Roberts. Motion carried – unanimous.

Meeting adjourned at 11:45 a.m.