

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

January 6, 2003 Minutes

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood, Laura Stanek and Jack White

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

2. Emergency Services Coordinator Budget

Committee discussed Emergency Management departmental budget problem with Mr. William Murphy, Emergency Services Coordinator.

Mr. McLeod, Committee Chair, enumerated past budgetary problems Mr. Murphy has had. The Committee discussed with Mr. Murphy the fact that his expenditures in 2002 exceeded the dollars budgeted for his department.

Mr. McLeod indicated the Finance Committee will be meeting with Mr. Murphy quarterly regarding his budget. The Committee agreed Mr. Murphy should also provide the Finance Committee with a list of mandatory meetings and trainings required of his position.

Committee agreed on a course of action regarding this issue.

3. Building Evacuation Plan Amendment

Mr. Murphy presented a suggestion for amendments to the fire evacuation plan and the Emergency Bomb Threat Plan. Committee asked Mr. Murphy to discuss the building evacuation sections of each of the plans with the Antrim County Emergency Services (ACES) for possible suggestions.

4. Health Benefits

Mr. Terry Roote, Insurance Agent presented information about alternatives for bringing down the cost of health benefits for the County.

Changing the prescription co-pay in some way and the exploration of a Health Reimbursement Account (HRA), were the two options Mr. Roote recommended most highly.

Committee directed Mr. Garwood to develop options for the \$10/\$40 (generic/name brand) co-pay for prescription drugs.

5. Undersheriff Benefits

Sheriff Terry Johnson presented a request for the Undersheriff and the Jail Nurse to receive the same benefit package as other full-time employees in the Sheriff Department (specifically for the buy back of personal days and for vacation day calculation).

Motion by Mike Crawford, supported by David Howelman, to recommend the Board of Commissioners make changes in the following benefits for the Undersheriff and the Jail Nurse: Change the buy back for the personal days from 75% to 100% and the vacation from the schedule observed by the Unrepresented and the General Unit to the vacation schedule outlined in the bargaining contract of the Command Unit in the Sheriff Department. Motion carried – unanimous.

6. Unrepresented Employees

Committee met with the Representatives of the Unrepresented: Sherry Comben, Bob Englebrecht, and Karen Day. The Unrepresented group presented the Committee with a counter proposal to the Committee's most recent proposal. The Committee caucused and presented the Unrepresented group with a last, best and final offer.

7. Appraiser Interviews

Bob Englebrecht, Equalization Director joined the meeting for the interviews. The Committee interviewed one applicant (two others who were scheduled for interviews had cancelled at the last minute).

Motion by Mike Crawford, supported by David Howelman, to recommend the Board of Commissioners hire Mr. Scott Reed for the vacant position of Appraiser in the Equalization Department. Motion carried – unanimous.

8. Road Commission Appointment

Two members of the public joined the meeting at this time. Both individuals Mr. Glenn Paradis and Mr. Rick Teague had file letters of interest for the vacant Road Commission position.

The Committee reviewed five (5) letters of interest for the vacant position of Road Commission member.

Glenn Paradis made comments in support of his letter of interest.

Rick Teague made comments in support of his letter of interest.

The Committee discussed the letters of interest submitted.

Motion by Mike Crawford, supported by David Howelman, to recommend the chairman of the Board of Commissioners appoint Fred Hunt to the vacant position on the Antrim County Road Commission. Motion carried – unanimous.

9. Computer Standards (see attachments)

The Committee reviewed the draft computer specifications.

Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the new standards for both the Stand Alone Personal Computer and the Power Stand Alone Personal Computer.

10. Various Matters

- Prosecuting Attorney

Charles Koop, Prosecuting Attorney informed the Committee he had previously planned to request the use of a retired squad car, but has since decided against doing so.

- Register of Deeds

Patti Niepoth, Register of Deeds came in and informed the Committee the "Fee Bill" was signed by the Governor (the bill will add an extra charge to the recording of documents in the Register of Deeds Office specifically for technology upgrades in the Register of Deeds Office).

Ms. Niepoth also informed the Committee she has been selected as the Register of Deeds Association representative for the 16 counties in the northern Lower Peninsula.

Ms. Niepoth also distributed a comparison of the amount of documents recorded in each of the counties in Region 10 and discussed her view of the current method for determining salaries in the County. No action taken.

Meeting was adjourned at 5:45 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

February 6, 2003 Minutes

Members Present: Bob McLeod, Mike Crawford and David Howelman

Members Absent: None

Others Present: Pete Garwood and Jack White

1. Meeting called to order at 1:02 p.m.

2. Committee Appointments

- Parks and Recreation Commission

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners reappoint Stan Moore to the Parks and Recreation Commission for a three (3) year term. Motion carried – unanimous.

- ACNA

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reaffirm the appointment of Gale Murphy to the ACNA to expire January 1, 2005. Motion carried – unanimous.

- Board of Public Works

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners appoint Joe Allen to the Board of Public Works. Motion carried - unanimous.

- EDC/BRA

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners reappoint Laura Stanek to the EDC/BRA. Motion carried – unanimous.

- Multi-Purpose Collaborative Body (MPCB)

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners reappoint Laura Stanek to the MPCB. Motion carried – unanimous.

3. Grievance Appeal

Linda Hoogerhyde, Assistant Cook came in with Teamster Business Representative Sheryl Langdon and Chief Steward, Marilyn Prezkop.

Ms. Hoogerhyde asked that the meeting go into closed session.

Motion by Mike Crawford, supported by Dave Howelman, that the meeting go into closed session to discuss a disciplinary matter. Motion carried – unanimous.

Closed Session began at 1:15 p.m.

The Union representatives and Ms. Hoogerhyde left the closed session at 1:45 p.m.

The Union representatives and Ms. Hoogerhyde rejoined the closed session at 2:45 p.m.

Committee returned to open session at 2:56 p.m.

Motion by Mike Crawford, supported by Dave Howelman, to reduce the written reprimand of Ms. Linda Hoogerhyde dated January 6, 2003 to a verbal reprimand. Motion carried – unanimous.

The Committee recommended the Human Services Committee look into the workplace at the Commission on Aging.

4. Sheriff Department

Sheriff Johnson informed the Committee that one of his office staff has resigned and he needed to replace the person right away. He contacted the Chairman of the Board of Commissioners, and received permission to fill the position. However, policy dictates the Board of Commission take action to release the funds for the position.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners release the funds for the Transcriptionist position in the Sheriff Department office. Motion carried – unanimous.

The Sheriff informed the Committee that due to increased activity in the Courts he feels he needs a new part-time temporary person to serve as a bailiff in the courts.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve and the Finance Committee find the dollars for a new part-time position at 24 hours per week. Motion carried – unanimous.

5. Sheriff Payroll Issue

The Committee discussed with Sheriff Johnson and Laura Sexton, County Clerk shifting the payroll functions for the Sheriff Department to the Clerk Office. Reasons cited were to promote uniformity of how the payroll activity is performed throughout the County departments.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve moving the functions of payroll for the Sheriff Department from the Sheriff Department to the Clerk Office. Motion carried – unanimous.

6. Abstract Office

The Committee updated Theresa Kent, Abstractor on the current situation with the computerized tract index. The Committee discussed with Ms. Kent the current method for keeping the tract index versus keeping it on computer. The Committee also indicated that at their next meeting they will arrange to take a tour of both the Abstract Office and the Register of Deeds Office.

Mike Crawford left the meeting at 3:15 p.m.

7. Health Benefit Proposed Changes

The Committee reviewed information collected by the Coordinator/Planner Office regarding potential changes to the prescription and hospitalization insurance.

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve, for the BCBS PPO, going from a \$10 co-pay to a \$10/\$40 co-pay for prescription drugs with a reimbursement of the \$30 on a name brand drug only if the employee can produce doctor certification that a generic substitute is not available or the name brand drug is necessary, as well as a paid receipt. Additionally, the Committee recommends the Board of Commissioners approve, for the Priority Health HMO, going from a \$10 co-pay to a \$10/\$20 co-pay for prescription drugs with a reimbursement of the \$10 on a name brand drug only if the employee can produce doctor certification that a generic substitute is not available or the name brand drug is necessary, as well as a paid receipt. Motion carried – unanimous.

8. Annuity In Lieu of Health Benefits

The Committee reviewed data collected by the Coordinator/Planner Office for what other counties are paying for employees who do not take the County provided health insurance.

Motion by Bob McLeod, supported by Dave Howelman, to increase the amount paid to the employees who elect to take an annuity in lieu of health benefits:

- To \$200 for not taking the hospitalization coverage
- To \$20 for not taking the prescription rider
- To \$10 for not taking the dental rider.

Motion carried – unanimous.

9. Meadowview Apartment Manager – Wage Increase

Motion by Dave Howelman, supported by Bob McLeod, to increase the wage of the Meadowview Apartment Manager to the same amount given to those in the unrepresented group who did not have enough comparables, i.e. 3.5%. Motion carried – unanimous.

10. Sexual Harassment Workshop

Mr. Garwood informed the Committee that on March 17 and 18 the County will hold four sessions on sexual harassment. The instructor will be paid through the Michigan Municipal Risk Management Association.

Meeting adjourned at 5:10 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

February 12, 2003 Minutes

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood and Bob Straw

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

2. ACT Grievance

Committee reviewed the notice of disciplinary action (dismissal) given to Lorne Marshall as well as information about past reprimands and a copy of the work rules complete with the steps for progressive discipline.

Committee moved to Room 203-B to accommodate the number of people.

Peter Garwood, Coordinator/Planner informed Mr. Lorne Marshall that he had the right to request the meeting go into closed session. Mr. Marshall declined and indicated a preference for open session.

Union members: Bob Donick, Union Representative; Lorne Marshall, Grievant and Bob Daniels, Union Steward were present at the meeting.

Mr. Bob Donick explained the union's position is that this situation does not warrant dismissal.

Mr. Bob McLeod pointed out, and Mr. Donick acknowledged, the work rules indicate dismissal as the standard step for a third Class II infraction.

Bob Donick, Bob Daniels and Lorne Marshall explained what happened regarding the January 17, 2003 incident that led to Mr. Marshall's dismissal (from their perspective).

Mr. Bob Straw, Antrim County Transportation (ACT) Director reviewed with the Committee various pictures of the driveway, the post Mr. Marshall ran into, and the road in relation to the driveway and house. Mr. Straw explained the reason he made the decision to terminate Mr. Marshall's employment with ACT.

Mr. Marshall and Mr. Daniels presented letters they had collected from riders indicating their support for Mr. Marshall as a bus driver for ACT.

Mr. Donick proposed that Mr. Marshall be reinstated with no request for lost pay from January 24 to the date of reinstatement. He also proposed a letter of understanding indicating that if Mr. Marshall has another related infraction, he could be immediately dismissed.

Mr. Marshall, Mr. Donick and Mr. Daniels left the room while the committee reviewed the additional information and discussed the situation. The Committee discussed whether the termination was warranted.

The committee agreed that in accordance with the work rules, Mr. Straw acted appropriately in dismissing Mr. Marshall. However, the Committee felt that Mr. Marshall made the proper decision by entering the customer's driveway (a cancer patient). The Committee also felt the snowy conditions could have contributed to the accidental collision with the post on the edge of the driveway.

The Union representatives and Mr. Marshall rejoined the meeting. Committee Chair, Mr. McLeod expressed the consensus of the Committee as follows:

The termination is withdrawn and changed to a suspension the duration of which will equal the lost time between January 24th until February 18th. Additionally, the Union will provide a letter of understanding that if Mr. Marshall has another related incident he will be automatically and immediately discharged and such termination will not be subject to the grievance process.

Mr. Donick stated the arrangement is agreeable to the union.

Meeting adjourned at 3:30 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

March 6, 2003 Minutes

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood

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

2. Closed Session Minutes

Motion by Mike Crawford, supported by Dave Howelman, to approve the Closed Session minutes of February 6, 2003. Motion carried – unanimous.

3. Health Benefits

Terry Roote, Insurance Agent presented information to the Committee on the differences between Community Blue PPO Plan 1 and Plan 4, gap insurance plans, and third party administrators.

The Committee directed Mr. Roote and Mr. Garwood to present projections on the cost benefits and drawbacks of going with the different plans at the next meeting.

4. Maintenance Department

Dave Vitale, Maintenance Director joined the meeting and informed the Committee that Custodian Michelle Ketchum, who has recently been off on disability leave, submitted her resignation. Mr. Vitale requested the funds for the position be released and the position be filled.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners reinstate the funds for the vacant position of Custodian and authorize the hiring process to begin. Motion carried – unanimous.

5. Health Insurance Cash vs. Annuity

Peter Garwood Coordinator/Planner and Bob McLeod, Chairman explained that currently the County policy is to allow employees who have insurance from a different source to take an "annuity" in lieu of the health insurance. The dollars go into a 457 plan (401K type plan) which the employee can access upon retirement. The annuity in lieu of health insurance is an attempt to provide an incentive for employees who meet the criteria to drop the health insurance coverage and save money for the County.

The question becomes with the dollars going into an annuity, is this enough incentive for employees to drop the insurance or would it be a better incentive to give the employee the cash? The Committee decided to hold off on any action and re-visit the issue in August to see if any additional employees are enticed to take the annuity in lieu of health benefits since the Board of Commissioners took action to double the amount of annuity at their February meeting.

6. Emmet County Resolution - Railroad Right-of-Way

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a similar resolution to the resolution approved by Emmet County regarding the protection of abandoned railroad right-of-ways. Motion carried – unanimous.

7. Driving Record Review

The Committee reviewed a motion passed by the Board of Commissioners on April 8, 1993 which mandated that all employees driving in behalf of the County be subject to an annual review of their driving record. The motion also mandated that all employees driving in behalf of the County use their seatbelts.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners re-affirm the policy to complete an annual driving record check on anyone driving in behalf of the County as well as mandate the use of seatbelts. Motion carried – unanimous.

8. Commission on Aging

Ms. Carol Mitchell, Director of the Commission on Aging presented a request for a 3% raise for remaining part-time employees working for the Commission on Aging.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a 3% raise retroactive to January 1, 2003, for the following non-union part-time positions in the COA:

- Homemaker
- CENA, and CNA
- Kitchen Assistant
- Site Coordinator
- Secretary

And a 2% retroactive raise for the part-time Clerical Assistant position. Motion carried – unanimous.

9. Community Mental Health (CMH) - Appointments

Bill Birch, Interim Director of CMH came in to discuss the appointments to the board of the new North Country Community Mental Health.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners appoint the following individuals to the new North Country Community Mental Health Authority Board:

Kent Stoddard

Betsy Brown

Louis Scholl

Laura Stanek

Timothy Meagher

Motion carried – unanimous.

10. Park Employee Wage

Mr. McLeod explained that an ex-long time employee of Barnes Park has expressed interest in working there again this season, on the midnight shift. A request has been made by the park manager and supported by the Parks Committee to start the employee at a higher rate than the starting rate.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a 3.5% wage increase for the employees at Barnes Park. Motion carried – unanimous.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners hire David Verstrat to work at Barnes Park on the midnight shift at the second year rate, plus a \$.25 differential. Motion carried – unanimous.

11. Abstract Office – Review of Daily Operations

The Committee left the meeting room and went downstairs to take a tour and review the operations of the Abstract Office.

Committee Member Mike Crawford left the meeting at approximately 3:45 p.m.

12. Register of Deeds – Review of the Daily Operations

The Committee took a tour and reviewed the operations of the Register of Deeds Office.

Meeting Adjourned at 4:10 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

Revised April 3, 2003 Minutes

Members Present: Mike Crawford and David Howelman
Members Absent: Bob McLeod
Others Present: Pete Garwood

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

2. Web Based Geographical Information System (GIS) Grant

Howard Yamaguchi, Associate Planner presented the Committee with an opportunity to put GIS on the County website using grant dollars. The Land Information Access Association (LIAA) would be the primary applicant for the Coastal Management Program (CMP) grant. The County's required cash match would be \$5,000.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve Antrim County's participation in the CMP grant with LIAA (for approximately \$40,000), and appropriate \$5,000 out of the grant match reserve fund. Motion carried – unanimous.

3. Barnes Park – Personnel

Eileen Wallick, Park Manager was present.

At the last meeting, the Committee recommended and the Board of Commissioners approved a shift premium of 25¢ for the employee who works the 12:00 p.m. to 8:00 a.m. shift. Ms. Wallick indicated that one of the other shifts starts at 8 p.m. and ends at 4:00 a.m.

Motion by Mike Crawford, supported by Dave Howelman to recommend the Board of Commissioners approve a shift premium of 25¢ for the hours between 12:00 midnight to 8:00 a.m. for the employees that work the 8:00 p.m. to 4:00 a.m. shift. Motion carried – unanimous.

4. Bay County and Arenac County Resolutions - Health Care

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a resolution on health care similar to the resolutions passed by Bay and Arenac Counties (see attached resolutions). Motion carried – unanimous.

Genesee County Resolution - Mobile Home Parks, Ottawa County Resolutions – Substance Abuse and NPDES Phase II funding - all tabled until next months meeting.

5. Sheriff Department

Terry Johnson, Sheriff requested the use of a part-time officer in place of a full-time road officer who was called up to military duty.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve a part-time employee for the Sheriff Department not to exceed a one year period. Motion carried – unanimous.

6. Health Benefits

- Prescription Plan

Peter Garwood Coordinator/Planner and Laurie Sexton, Clerk addressed the Committee on the recent policy (regarding the implementation of the \$10/40 prescription plan) that requires employees to provide certification from their physicians that the name brand drugs they are getting are necessary either because there is not a generic substitute or because the generic substitute would be inappropriate. It appears that due to privacy laws there are a number of complications to requiring the employee to divulge the name of the name brand drug. Mr. Garwood and Ms. Sexton recommended doing away with this requirement.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners remove the stipulation from the Blue Cross Blue Shield \$10/40 prescription plan and the Priority Health \$10/20 prescription plan, that the employee present a certification from the doctor that there is no generic substitute available or a generic substitute would not be appropriate. Motion carried – unanimous.

7. Health Plan

Ms. Sexton informed the Committee that the Blue Cross Blue Shield Traditional Plan, Suffix 001 has no subscribers. The plan is an old traditional plan with a \$2.00 co-pay for prescriptions and is extremely expensive. Mr. Garwood and Ms. Sexton both recommended discontinuing the plan.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners discontinue the Blue Cross Blue Shield, Suffix 001 health plan. Motion carried – unanimous.

8. Clerks Office - Personnel Issue

Ms. Sexton presented a request for the creation of a Supervisor/Administrative Assistant position in the Clerk's Office for the year 2004. The position would be a non-union position and would assist Ms. Sexton in running the day to day operations of the Clerk's Office especially in her absence.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the creation of a Supervisor/Administrative Assistant position in the Clerk's Office for the 2004 budget. Motion carried – unanimous.

9. MSU Extension Plat Book

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve an ad on the inside back page of the 4-H Plat Book at a cost of \$895.00, to be spent from the advertising budget (see attachment). Motion carried – unanimous.

10. Personnel Issue

Mr. Moore informed the Committee that as a result of flooding in one of the offices in MSU Extension, one of the employees had a reaction and missed six (6) days of work between two incidents. The employee took two (2) vacation days and four (4) personal days. Mr. Moore requested the six (6) days be reimbursed to the employee's vacation and personal day bank.

The Committee chose to delay action on the subject until the next Administration and County Services Committee meeting.

Meeting adjourned at 4:55 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**April 7, 2003
Minutes**

Members Present: Mike Crawford and David Howelman
Members Absent: Bob McLeod
Others Present: Pete Garwood, Jack White and Dave Vitale

1. Meeting called to order at 9:00 a.m.

2. Interviews – Custodian/Maintenance Position

The Committee interviewed six (6) candidates for the vacant position of Custodian.

- Barbara Miller
- Jason Hyde
- Laurie Macks
- Richard Thompson
- Catherine Cupp
- Gary Churchill

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners offer the vacant custodial position to Laurie Macks, with second choice being Richard Thompson and third choice being Gary Churchill respectively. Motion carried - unanimous.

Meeting adjourned at 11:40 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**April 10, 2003
Minutes**

Members Present: Mike Crawford and David Howelman
Members Absent: Bob McLeod
Others Present: Pete Garwood

1. Meeting called to order at 8:45 a.m.

2. GIS Data Sharing Agreement

The Committee discussed the Data Sharing Agreement proposed by Charlevoix County. Peter Garwood, Coordinator/Planner explained that legal counsel has a copy but did not have enough time for review prior to the Board of Commissioner meeting.

After discussion with Bob Englebrecht, Equalization Director the Committee decided to delay action on the issue until the next Administration and County Services Committee meeting.

Meeting adjourned at 8:55 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**May 1, 2003
Minutes**

Members Present: Mike Crawford, Bob McLeod and David Howelman

Members Absent: None

Others Present: Pete Garwood, Jack White and Sherry Comben

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

2. Sheriff Department Personnel Issue

Sheriff Terry Johnson requested permission to fill a Corrections Officer position that was recently vacated.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners release the funds for the vacant Corrections Officer position and allow the Sheriff to fill the position. Motion carried – unanimous.

3. Emergency Action Guidelines Grant

Bill Murphy, Emergency Operations Director was unavailable.

Committee discussed the grant to amend the Emergency Action Guidelines Grant and the budget for the same in regards to personnel. The Committee referred the issue to the Health, Animal Control and Public Safety Committee.

4. Digital Geographic Data Sharing Agreement – Charlevoix County

The Committee has not received input from Legal Counsel yet. Action delayed until next month.

5. Resolutions

- Ottawa County Resolution– NPDES Phase II Rule Change
No action taken.
- Baraga County Resolution – U.S. Veterans
No action taken.
- Genessee County Resolution – Mobile Home Parks
No action taken.
- Ottawa County Resolution – Substance Abuse Treatment Funding
No action taken.

6. State Owned Property

Mr. Garwood, Coordinator/Planner and Sherry Comben, Treasurer explained the State is proposing to pay an across the board \$2.00 per acre which would decrease the payment in lieu of taxes coming into the County (including all local governments and schools) by over \$44,000.

Because the proposal is still in Committee and has not been proposed as legislation, the Committee felt it was premature to take action at this time.

7. Building Department Personnel Issue

Arlen Turner, Building Official requested the authority to hire a part-time temporary Mechanical Inspector. The current Mechanical Inspector is off on disability leave.

Motion by Dave Howelman, supported by Mike Crawford to recommend the Board of Commissioners allow Arlen Turner to hire a part-time temporary Mechanical Inspector for a period of six (6) months. Motion carried – unanimous.

8. MSU Extension Personnel Issue

Stan Moore, MSU Extension Director made a request in behalf of Irene Gettel, Office Manager in the MSU Extension Office for the reimbursement of personal and vacation days.

Although the Committee is very appreciative of Ms. Gettel's service to the County it was the consensus not to approve the request.

9. Committee Appointments

- Economic Development Corporation/Brownfield Redevelopment Authority
Motion by Dave Howelman, supported by Mike Crawford to recommend the Chairman of the Board of Commissioners reappoint Tom Lane, Robert Atkinson and Pete Garwood to the Economic Development Corporation/Brownfield Redevelopment Authority. Motion carried – unanimous.

- Planning Commission
Motion by Mike Crawford, supported by Dave Howelman to recommend the Chairman of the Board of Commissioners appoint Jim Pascoe and reappoint Jill Barnard and Marshall Wright to the Planning Commission. Motion carried – unanimous.

- Family Independence Agency Appointment
A meeting has been set for May 8, 2003 at 8:30 a.m. to make a recommendation for an appointment to the Family Independence Agency Board.

10. Health Benefits (Presentation)

Terry Roote of Northern Benefits and Carl Grubb of Basic Human Resources Connection, presented information on a Health Reimbursement Arrangement (HRA) Program.

Mike Crawford left the meeting at 3:20 p.m.

The Committee requested Mr. Roote present the financial impact (to the County) of adopting an HRA at the June Administration Committee meeting.

11. Computer Information Technology

Sherry Comben and Bob Englebrecht, Equalization Director came in to discuss the County's future direction for computer technology.

Mr. Garwood will check with other counties and who they have used to help get an information technology plan together.

12. Supervisor Training

The Committee directed Mr. Garwood to research supervisor training for the Department Heads.

13. County Policy Regarding Privacy

Chairman Bob McLeod explained a situation that Grass River Natural Area, Inc. recently experienced when they traded their database of businesses they contact for potential donations for some computer work. The issue of privacy came up.

Pete Garwood was directed to draft a County privacy policy for the June 5 meeting.

14. Priority Health 6001.1 - High

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners discontinue offering the Priority Health suffix 6001.1 – High, as no employees subscribe to the plan. Motion carried – unanimous.

Meeting adjourned at 4:30 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**May 8, 2003
Minutes**

Members Present: Mike Crawford, Bob McLeod and David Howelman
Members Absent: None
Others Present: Pete Garwood

1. Meeting called to order at 8:30 a.m.

2. Family Independence Agency (FIA) Appointment

The Committee reviewed two letters of interest for a vacant position on the Family Independence Agency Board.

The Committee discussed extending the advertisement period for another month.

Motion by Mike Crawford, supported by Dave Howelman, to extend the advertisement period an additional month to accept letters of interest for the FIA Board, and to direct Mr. Garwood to advertise for an additional two weeks. Motion carried – unanimous.

3. Computer Specifications

The committee reviewed updated (draft) specifications for a standard personal computer work station and for the power work station.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the draft specifications for the stand alone personal computer (standard) and the power stand alone personal computer. Motion carried – unanimous.

Meeting adjourned at 8:52 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

May 9, 2003 Minutes – Special Meeting

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood, Terry Johnson, Jack White and William Murphy

1. Meeting called to order at 9:00 a.m.

2. Emergency Services Director

Chairman McLeod stated that this is a disciplinary hearing for the Emergency Services Director, William Murphy. Chairman McLeod gave Mr. Murphy the option of calling for a closed session. Mr. Murphy requested the Committee go into closed session.

Motion by Dave Howelman, supported by Mike Crawford to go into closed session to discuss a disciplinary matter regarding the Emergency Services Director. Motion carried – unanimous.

The Committee went into closed session at 9:01 a.m.

The Committee returned to regular open session at 9:07 a.m.

Motion by Mike Crawford, supported by Dave Howelman to suspend Mr. Murphy without pay until the next Board of Commissioners meeting and to recommend the Board of Commissioners dismiss Mr. Murphy immediately. Motion carried – unanimous.

Motion by Dave Howelman, supported by Mike Crawford to appoint Sheriff Terry Johnson as the temporary Emergency Services Director and to require Mr. Murphy to immediately surrender his County issued keys, phones, car, pagers, and all other equipment. Motion carried – unanimous.

Motion by Mike Crawford, supported by Dave Howelman to direct the Coordinator/Planner office immediately advertise for the position of Emergency Services Director. Motion carried – unanimous.

Meeting adjourned at 9:25 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**June 5, 2003
Minutes**

Members Present: Mike Crawford, Bob McLeod and David Howelman

Members Absent: None

Others Present: Pete Garwood and Jack White

1. Meeting called to order at 12:05 p.m.

2. Airport Personnel

John Strehl, Airport Manager explained due to a family health issue of one of the employees at the airport, he has had to hire a temporary employee. Mr. Strehl indicated he had money in the budget to hire an intern during the busiest summer months, but the dollars will run out as there was not enough budgeted to hire an intern during the full-time employees Family Medical Leave Act (FMLA) leave. Mr. Strehl is asking that dollars be shifted from the full-time employee's line item to the intern line item to make up the difference. This will be at no additional cost to the County as the airport budget is currently not paying the full-time employee while he is on FMLA leave.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners make a transfer of \$838.00 from the "employee" line to the "intern" line item. Motion carried – unanimous.

The temporary employee/intern will also work some of the full-time employee's hours when he is on intermittent FMLA leave.

3. Abstractor Office Personnel (see attachment)

Bob McLeod, Chairman explained that the temporary employee that helps out the Abstract Office during their busy time, is not always available when needed. Theresa Kent, Abstractor has requested to be allowed to hire another individual who she can call when needed. Approval of the request does not increase the budget, but simply gives Ms. Kent another option to get help when needed.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners allow the Abstractor to add one more individual to the list she can call to fill in as a temporary employee in the busy time in the summer. Motion carried – unanimous.

4. Probate Court Reclassification Request

Bill Hefferan, Court Administrator came in to request a reclassification of Sandra Davids the Judicial Secretary/Administrative Assistant to a Court Reporter/Judicial Secretary.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve a reclassification of Sandra Davids from Judicial Secretary/Administrative Assistant to a Court Reporter/Judicial Secretary and beginning January 1, 2004 her future increases in pay be linked to 80% of the wage survey of surrounding counties in Region 10 for that position. Motion carried – unanimous.

It was understood that the stipend Ms. Davids receives for Court Reporter duties will discontinue beginning January 1, 2004 when the reclassification takes affect.

Mr. Hefferan was informed the wages for 2004 (for employees not represented by a union) would most likely be handled in September.

5. Closed Session Minutes

Motion by Mike Crawford, supported by Dave Howelman, to approve the closed session minutes of May 9, 2003. Motion carried – unanimous

6. Emergency Services Management

Sheriff Terry Johnson joined the meeting. The Public Safety Committee recommended that the Sheriff be compensated for the time he spent as the Interim Emergency Services Director.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners pay the Sheriff the Emergency Services Director salary from the day he was appointed as the Interim Emergency Services Director, until the start date of the new Emergency Services Director. Motion carried – unanimous.

7. Committee Appointments

- Family Independence Agency Board

Motion by Mike Crawford, supported by Dave Howelman, to recommend to the Chairman of the Board of Commissioners that Patti Lowery be appointed to the Family Independence Agency Board. Motion carried – unanimous.

- Solid Waste and Recycling Council

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners appoint Heidi Jo Wayco-Berden to the Solid Waste and Recycling Council. Motion carried – unanimous.

8. Emergency Services Director Interviews

The Committee interviewed the following five (5) applicants for the position of Emergency Services Director:

- Todd Harger
- Carl Goeman
- Michael Watson
- Charles Chapman
- Lisa Vincent

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners hire Carl Goeman to fill the vacant position of Emergency Management Director, with Todd Harger, and Bill Chapman as the second and third choices respectively. Motion carried – unanimous.

9. Clerk/Prosecutor Personnel

Laura Sexton, Clerk/Payroll explained that Deputy Robert Daunter who has been called up for active military duty continues to receive County paid health benefits. However, Officer Daunter has not been able to pay the required employee payroll deduction. Ms. Sexton was seeking direction on the problem. Mr. McLeod stated that it didn't make sense for the County to have to continue to pay for an employee's health insurance because the military takes care of their health care needs as well as the health care needs of their spouses and children. Mr. Garwood will again check on the requirements for the provision of health benefits during military leave.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners pay the payroll deduction for Robert Daunter while he is on active military duty, if it is mandated that the County continue to carry the employee on the Health Benefit program. Motion carried – unanimous.

Ms. Sexton and Charles Koop, Prosecuting Attorney came into discuss the possibility of making Judy Eschedor a full-time employee in the Clerk Office and creating a full-time Clerk/Typist position in the Prosecuting Attorney Office.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Finance Committee find the funding and the Board of Commissioners approve moving Judy Eschedor into a full-time position in the Clerk Office and creating a new full-time Clerk/Typist position in the Prosecuting Attorney Office. Motion carried – unanimous.

10. Assistant Prosecutor - Start Date

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners give credit for the time from December 16, 2002 (when Mr. Rossiter was first hired at 3/4 the Assistant Prosecutor salary in December) toward his seniority, for pay scale calculation purposes. Motion carried – unanimous.

The committee discussed the list of civil law issues that need to be addressed by Mr. Charlie Koop, as the County's Civil Counsel. Mr. Koop indicated he has developed a list of issues and will get together with Mr. Garwood tomorrow to prioritize the issues. Mr. Koop indicated that he is currently assigning more of the other work to his assistants, in order to free up his time to focus on the civil matters.

11. Computer/Information Technology

The Committee reviewed the information gathered by Mr. Garwood regarding who other counties have used to conduct a technology study. The Committee directed Mr. Garwood to put the issue on next month's agenda.

12. Park Manager Benefits

The Committee decided that the park manager benefits were to remain status quo.

13. Privacy Policy

The Committee reviewed the Confidentiality policy drafted by Mr. Garwood. The Committee had suggestions for changes and requested the issue be revisited at the next meeting.

Mike Crawford left the meeting at 5:00 p.m.

14. Heath Benefit Options

Terry Roote, Insurance Agent joined the meeting to discuss possible changes in the health benefits. The Committee decided to see how the report of the County's current year of experience affects the projections (to be reviewed at the next months meeting).

15. PILT (Payment in Lieu of Taxes) Resolution (see attachment)

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve the resolution provided by Michigan Association of Counties (MAC) opposing the Administration's proposal for reducing the PILT (payment in lieu of taxes) payment and urging the State to use all possible funding sources, including restricted funds and revenue from the sale of state lands. Motion carried – unanimous.

16. Resolutions

The Committee requested the resolutions from Lake County on MI Choice and Kalamazoo County regarding road commissions be tabled until next month.

Meeting adjourned at 6:00 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**July 3, 2003
Minutes**

Members Present: Mike Crawford, Bob McLeod and David Howelman
Members Absent: None
Others Present: Pete Garwood, Jack White, and Laura Sexton (during budget discussion)

1. Meeting called to order at 1:03 p.m.

2. Abstract Office Budget Request

Theresa Kent, Abstractor presented the budget request for the Abstract Office.

Motion by Bob McLeod, supported by Mike Crawford, to approve the Abstract Office budget, as amended, for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Mike Crawford, supported by Dave Howelman, to approve the amended Capital Outlay request for the Abstract Office for submittal to the Finance Committee. Motion carried – unanimous.

3. Coordinator/Planner Budget Request

Pete Garwood, Coordinator/Planner presented the budget request for the Coordinator/Planner Office.

Motion by Mike Crawford, supported by Dave Howelman, to approve the Coordinator/Planner Office budget for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Dave Howelman, supported by Mike Crawford, to approve the Coordinator/Planner Office Capital Outlay request for submittal to the Finance Committee in a prioritized manner. Motion carried – unanimous.

4. Digital Geographic Data Sharing Agreement

The Committee reviewed the Digital Geographic Data Sharing Agreement between Antrim County and Charlevoix County. The agreement was reviewed by Legal Counsel.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Digital Geographic Data Sharing Agreement between Antrim County and Charlevoix County. Motion carried – unanimous.

5. Antrim County Privacy Policy

Committee reviewed the proposed privacy policy.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners adopt the proposed Antrim County Privacy Policy, as amended and attached. Motion carried – unanimous.

6. Computer Policy - Disposal of Old Computers

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners adopt the following policy:

When a computer is being replaced and there is no other use for it within that department or another County office, the hard drive shall be removed from the Central Processing Unit (CPU) and destroyed. The remaining CPU can be sold or properly disposed of.

Motion carried – unanimous.

7. Lake County Resolution - MI Choice

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a resolution similar to the Lake County Resolution regarding MI Choice, as long as the data used by Lake County can be substantiated. Motion carried – unanimous.

8. Kalamazoo County Resolution - Road Commission

No action taken.

9. Driving in Behalf of the County Policy

Committee reviewed the motion/policy from the Health, Animal Control and Public Safety Committee requiring a driver's license record check.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Driving in Behalf of the County Policy proposed by the Health, Animal Control and Public Safety Committee with proposed amendments, as follows:

Prior to driving an Antrim County vehicle or driving their private vehicle in behalf of Antrim County, the potential driver must fill out a form that authorizes the County to check their driving record.

Each department head is responsible for making sure the forms are completed and signed by all individuals driving an Antrim County vehicle or collecting reimbursement for driving their private vehicle in behalf of their department.

Motion carried – unanimous.

10. Sheriff Department Bargaining Unit Contracts

Bob McLeod reviewed the tentative agreements the negotiating team has reached with the Command Unit, Deputies and Dispatchers (D/D) Unit, and the Corrections/Cooks/Clerical (C/C/C) Bargaining Units.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the proposed agreements with the Command Unit, the Deputies and Dispatchers (D/D) Unit and the Corrections/Cooks/Clerical (C/C/C) Bargaining Unit (proposed agreement summaries will be provided at the meeting). Motion carried – unanimous.

11. Health Insurance

Terry Roote, Insurance Agent joined the meeting at 3:05 p.m. Valerie Himick, Blue Cross Blue Shield Representative joined the meeting at 3:30 p.m.

The Committee heard a presentation on a health benefit “Wrap” program from Mr. Roote. The Committee heard a presentation on the most recent experience on claims the County had with Blue Cross Blue Shield.

The Committee asked Mr. Roote to do a presentation for the Board of Commissioners at a **special meeting on July 22, 2003 at 7:00 p.m.** The Committee directed Mr. Garwood to invite the union representatives to the meeting. Mr. Roote will contact the Coordinator/Planner Office if he can get the necessary people at a meeting that night for the presentation.

Meeting was adjourned at 4:30 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**August 7, 2003
Minutes**

Members Present: Bob McLeod and David Howelman
Members Absent: Mike Crawford
Others Present: Pete Garwood

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

2. Register of Deeds

Patty Niepoth, Register of Deeds informed the Committee that she had been voted in by her peers as the district chair for the region.

Ms. Niepoth also distributed a survey she conducted of what other Counties are doing in regards to scanning and other Register of Deeds operations.

3. Attorney General Letter to Representative Ken Bradstreet (see attachments)

Alan and Ed Martel came in to discuss the Attorney General letter regarding whether or not a Wetland Ordinance can be approved without going through the zoning act.

The Martel's also brought up their concerns over the recently adopted ordinance, which mandated the discontinuance of using County property for a target shooting range. Ed Martel indicated he thought the process was not well documented in the agendas and minutes. Mr. Garwood pointed out that Mr. Martel was using copies of minutes from the wrong months to prove his point.

Ed Martel also expressed a discontent with the Antrim Conservation District getting involved in wetland issues.

4. Representatives of the Unrepresented

Dan Bean, Undersheriff and Karen Day, Administrative Assistant from the Prosecuting Attorney Office came in to discuss the parameters of bargaining for salaries and benefits for the year 2004.

5. Marquette County Resolution

The Committee reviewed a resolution sent by Marquette County regarding counties being allowed to participate in the State prescription drug program.

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve a similar resolution to the Marquette County resolution requesting that Counties be allowed to participate in the State prescription drug program. Motion carried – unanimous.

6. Cash Instead of Annuity in Lieu of Health Insurance

The Committee discussed whether or not to offer the employees a choice of an annuity in lieu of health insurance or cash in lieu of health benefits.

Motion by Dave Howelman, supported by Bob McLeod, to recommend to the Board of Commissioners approve giving the employees a choice between an annuity in lieu of health insurance or cash in lieu of health insurance, pending agreement by the unions. Additionally, each employee taking advantage of this option must prove they have health insurance through a separate source. Motion carried – unanimous.

7. Alpena County Communication – Boeing Corporation

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve sending a letter to Leonard T. Zolnierak, Chair of the Alpena County Board of Commissioners supporting their efforts to attract the Boeing Corporation to Northeastern Michigan (see attachments). Motion carried - unanimous.

8. Health Insurance Options

Terry Roote, Insurance Agent joined the meeting for this issue. Mr. Roote indicated he has asked Blue Cross Blue Shield (BCBS) to provide Antrim County's 2004 rates by the end of August. BCBS has indicated they would comply with the request.

Mr. Roote presented a proposal from Delta Dental for providing the County's dental insurance coverage.

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve the Delta Dental proposal for dental coverage for all employee units (two year proposal 2004 and 2005), which has identical coverage or better to what each of the employees units have now (proposal attached). Motion carried – unanimous.

9. September Meeting Date

Administration and County Services Committee meeting has been rescheduled from September 4 to September 3 at 1:00 p.m.

10. MSU Extension – Personnel Issue

Laura Stanek, County Commissioner joined the meeting. Ms. Stanek requested that the Committee reconsider the request by Ms. Irene Gettel for reimbursement of her personal days.

It was the consensus of the Committee not to act on the request due to the implications such action could have regarding the setting of precedence. The Committee also acknowledged the employee continues to have the avenue of utilizing the union contractual procedure.

11. Genesee County Communication – Solid Waste (see attachments)

The Committee reviewed a communication from Genesee County regarding the import of solid waste into Michigan. The Committee directed Mr. Garwood to include a copy of the communication in the Commissioner packets for information purposes.

12. Supervisor Training

Mr. Garwood presented a document that emphasized the importance of supervisor training.

13. Revenue Sharing Resolution

The Committee reviewed a proposed resolution (drafted by the County Clerk) opposing any additional cuts in State Revenue Sharing for the Counties.

Motion by Dave Howelman, supported by Bob McLeod, to recommend the Board of Commissioners approve the draft resolution opposing additional cuts in State Revenue Sharing (see attachment). Motion carried – unanimous.

Meeting adjourned at 4:30 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**September 2, 2003
Minutes**

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood and Jack White

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

2. Cash vs. Annuity – In Lieu of Health Insurance

Committee discussed the pros and cons of giving cash in lieu of health insurance instead of giving an annuity in lieu of health insurance.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve offering cash in lieu of health benefits in addition to the current practice of offering an annuity in lieu of health benefits, pending notification to the unions. Motion carried – Unanimous.

3. Planning Commission Appointment

The Committee reviewed six letters of interest for the open position on the Antrim County Planning Commission.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Chairman of the Board of Commissioners appoint Al Luurtsema to the Antrim County Planning Commission with Ray Mills and Barb Bradford as the second and third choice. Motion carried – Unanimous.

4. Probate Court Unrepresented Employees

Judge Norman Hayes informed the Committee about a contract between the Family Independence Agency and the Lutheran Child and Family Services. Judge Hayes recommended the Chairman of the Board of Commissioners sign the contract acknowledging the money to support the contract is coming from the Child Care Fund.

Judge Hayes discussed the differences in the salary surveys conducted by the Probate Court Office and the survey developed by the Coordinator/Planner Office.

The Judge made a proposal for an increase for the Court Reporter position.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve an increase to the Court Administrator salary of 4% effective January 1, 2004 and an additional increase of 1.5% effective July 1, 2004. The Court Reporter salary will be the 2003 salary, plus the stipend, with an addition of 4% effective January 1, 2004 and an increase of 3% effective July 1, 2004. Motion carried – Unanimous.

5. Privacy Policy

The Committee requested that Charles Koop, Legal Counsel be on the agenda for the October meeting regarding his recommendations for the Privacy Policy and the Website Privacy Policy.

6. Medicare Supplement

The Committee requested that Mr. Terry Roote be placed on the agenda for the October meeting and that Mr. Garwood talk to the Labor Counsel about the possibility of changing the way the health benefits are provided to those who are eligible for Medicare.

7. Hiring Policy

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners implement a hiring freeze (not hire replacements for vacant positions) to be effective immediately and remain effective through the budget year 2004. Motion carried – Unanimous.

8. Health Benefits

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners adopt the new PPO "WRAP" plan. The plan includes implementing a Community Blue 12 with a \$10/\$40 prescription and a \$10 office visit. The plan also includes "wrapping" up to a Community Blue 1, utilizing a third party administrator, by accepting the Michigan Employee Benefit Services' (MEBS) July 22, 2003 proposal, to administer the program. Motion carried – Unanimous.

Meeting adjourned at 3:40 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

October 2, 2003
Minutes

Members Present: Bob McLeod, Mike Crawford and David Howelman
Members Absent: None
Others Present: Pete Garwood and Jack White

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

2. Antrim County Privacy Policy

Charles Koop, Legal Counsel, addressed the Committee on the Antrim County Privacy Policy. Mr. Koop provided a copy of a privacy policy he drafted which incorporated the current policy, and also included provisions that addressed his concerns.

The Committee directed Legal Counsel to work with staff from the Coordinator/Planner Office, to make changes to the current Privacy Policy that addresses his concerns as well as concerns about confidentiality of information posted on the Antrim County website.

3. Salary Adjustment – Prosecuting Attorney

Mr. Koop reminded the Committee that he is not a member of the Unrepresented Group. He also informed them he is willing to accept whatever salary adjustment the Unrepresented Group negotiates.

4. Health Insurance

Terry Roote, Insurance Agent, joined the meeting.

▪ Wrap Program

Mr. Roote informed the Committee what the premiums are, using the recently received 2004 premium rate increases for all the current health benefit options, as well as the newly adopted CB12 to CB1 wrap program.

Committee directed Peter Garwood, Coordinator/Planner and Mr. Roote to set up meetings on implementation of the wrap program this month.

Mr. Garwood and Mr. Roote are to meet with Laura Sexton, Clerk, on the prescription reimbursement program.

▪ \$2.00 Drug Rider

Mr. Garwood informed the Committee that the County has six (6) employees that are taking the stand alone \$2.00 prescription rider, and are taking the annuity in lieu of insurance for the balance of their health benefit. The \$2.00 prescription rider has become quite expensive over the last few years. Mr. Roote informed the Committee, because of Blue Cross Blue Shield rules, it would not be possible to change the rider unless we were to delete the rider.

5. Resolutions

- Oakland County Resolution - Communications Towers

The resolution would encourage Governor Granholm to reconsider her veto of legislation to allow local public safety agencies to attach communication antennas on state owned towers.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a resolution similar to the one sent to us by Oakland County which would encourage Governor Granholm to reconsider her veto of legislation to allow local public safety agencies to attach communication equipment to state owned towers (see attachment). Motion carried – unanimous.

- Oceana County Resolution – Proposed Changes to the Michigan Drain Code
Mr. Garwood indicated he had a discussion with Mark Stone the Antrim County Drain Commissioner, about this issue. Mr. Stone indicated the proposed changes to the legislation would not affect Antrim County and/or his position either positively or negatively.

No action taken. However; Mr. Garwood will check with the Road Commission and the Farm Bureau on the need for this resolution.

6. Homestead Audits

Bob Englebrecht, Equalization Director, and Sherry Comben, Treasurer, came in to discuss the State proposed Homestead Audit program. Ms. Comben has opted into the program in behalf of the Treasurer's Office. Mr. Englebrecht indicated he would like the County's blessing for his office to participate.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners allow the Equalization Department to participate in the Homestead Audit program with the Treasurer and local Assessors. Motion carried – Unanimous.

7. Sheriff Department

Sheriff Terry Johnson and Undersheriff Dan Bean joined the meeting.

- Benefits for Sheriff and Undersheriff
Sheriff Johnson requested that he and the Undersheriff get the same benefits as those negotiated with their employees.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve extending the same benefits to the Sheriff and Undersheriff as negotiated with the employees of their department. Motion carried – unanimous.

- Snowmobile and Marine Officer
Sheriff Johnson wanted to confirm that the hiring freeze didn't affect the seasonal position of snowmobile and marine officers. The Committee will check into the parameters of the two programs, i.e. amount of grant funding compared to County funds, etc.

- Court Officer Vacancy
Sheriff Johnson asked for the reinstatement of the dollars for the part-time Court Officer position vacancy that was not filled due to the hiring freeze. Although the Committee sympathized with the Sheriff they indicated a desire to hold firm on the

hiring freeze. No action taken.

8. ACUTE Agreement (see attachment)

Tim Hannert joined the meeting in behalf of the Antrim County United Through Ecology (ACUTE) coalition. Mr. Hannert explained the purpose of the \$100,000 grant application that the group is applying for and seeking the County's support.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the resolution to support the efforts of ACUTE to formulate and implement a plan of action to address the Trichloroethylene (TCE) plume coming from the Dura property (attached). Motion carried – Unanimous.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners support the \$100,000 grant request submitted to the Environmental Protection Agency (EPA) to address the TCE plume coming from the Dura property. Motion carried – Unanimous.

9. Commission on Aging (COA)

Mike Neubecker, Office Manager, joined the meeting to discuss budget reduction for the COA.

The budget reduction recommendation amounted to \$20,490 for the final quarter of 2003, including the reduction of hours for some union employees. Mr. Garwood will check on the repercussions of the hour reductions on benefits.

10. Building Department Personnel Issue

Mr. Garwood informed the Committee that Gary Moon the Mechanical Inspector is expected to resign soon for health reasons. Mr. Garwood requested permission to start the hiring process for a replacement.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve lifting the hiring freeze, releasing the funds, and filling the vacant position of Mechanical Inspector upon receiving a letter of resignation from Gary Moon. Motion carried – Unanimous.

Committee decided to meet on Thursday October 9 at 8:30 a.m.

Meeting adjourned at 4:05 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**November 6, 2003
Minutes**

Members Present: Mike Crawford and David Howelman

Members Absent: Bob McLeod

Others Present: Pete Garwood, Jack White and Laura Stanek (*visiting but not participating*)

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

2. Health Insurance Services

Patrick Dewey joined the meeting to discuss health insurance and the services the Dewey Insurance Agency provides.

3. Resolutions

- Oceana County Resolution-Proposed Changes to the State Drain Code
Mr. Garwood informed the Committee that both the Drain Commissioner and the Road Commission Manager indicated the proposed changes will likely not affect Antrim County. No action taken.

- Lake County Resolution Regarding USA Patriot Act/Preservation of Civil Liberties
No action taken.

- Isabella County Affordable, Quality Health Care Programs

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners send a resolution to the State and Federal legislature requesting them to take action regarding the unbearable annual increases in health insurance costs, especially prescription. Motion carried – unanimous.

- Cheboygan County Resolution Supporting a Cheboygan County Commissioner for the MAC Board

None of the Committee members were familiar with the Cheboygan County Commissioner running for the Michigan Association of Counties board. The Committee determined that those who attend the MAC Legislative Conference this winter will have an opportunity to meet the candidate and decide at that time whether or not to support him. No action taken.

4. Letter from Clarice L. Sperry (attached)

The Committee reviewed a letter from Clarice L. Sperry from Ogemaw County regarding a court decision that affects personal liability of individual members of a County Board of Commissioners. The Committee directed Mr. Garwood to forward the communication to the full Board of Commissioners.

5. Life Insurance - Park Manager

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners reinstate Ms. Eileen Wallick on the County life insurance policy. Motion carried – unanimous.

6. Probate Court - Court Appointed Attorneys

Judge Hayes and Bill Hefferan, Court Administrator, joined the meeting and addressed the issue of concerns over the court appointed attorney contract for the Probate/Family Court. Under a Supreme Court order the Judges are mandated to manage the court appointed attorney contract. The court appointed attorneys must negotiate with the Probate/Family Court Judge.

7. Committee Appointments

- Parks and Recreation Commission Appointment

Motion by Dave Howelman, supported by Mike Crawford, to recommend to the Chairman of the Board of Commissioners that Mary Kay McDuffie be appointed to the Parks and Recreation Commission. Motion carried – unanimous.

- Solid Waste and Recycling Council
No action taken as no letters of interest were received.

- Planning Commission
The Committee reviewed eight letters of interest for the open Planning Commission position.

Motion by Mike Crawford, supported by Dave Howelman, to recommend to the Chairman of the Board of Commissioners that Jim Gurr be appointed to the Planning Commission. Motion carried – unanimous.

8. Commission on Aging (COA)

- Wage Increases for Irregular Part-time Employees
Ms. Carol Mitchell, COA Director, requested a 3% wage increases for the irregular part-time employees, except the Secretary position, in which they are requesting 7%, for the year 2004. The Committee had much discussion regarding the increases with Ms. Mitchell and Mike Neubecker, Office Manager.

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve a 3% wage increase for all irregular part-time employees in the Commission on Aging starting January 1, 2004 and a 7% wage increase for the irregular part-time Secretary position beginning January 1, 2004 (see attachment). Motion carried – unanimous.

9. Health Insurance Issues

Mr. Roote, Insurance Agent, updated the Committee on how the open enrollment is going to date, as well the meetings held to explain the Community Blue (CB) 12 to the CB 1 Wrap.

- Retiree Plan - Vision
Mr. Roote informed the Committee that the retired employee group cannot have better benefits than the active employee group.

- Prescription – Stand Alone Program

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners change the stand alone prescription program from the \$2.00 co-pay to a \$5/10 co-pay for Unrepresented Employees, provided the labor attorney doesn't find a problem with it. Motion carried – unanimous.

10. Community Resource Development (CRD)

Larry Murton joined the meeting to discuss the relationship between the CRD and Antrim County and how it could improve. Mr. Garwood will communicate, to Mr. Murton, the steps necessary for the County to take action on future programs and initiatives.

11. Unrepresented Employees

The Committee representing the Unrepresented Employees (Sherry Comben, Karen Day and Dan Bean) presented a proposal for wages and benefits for those employees in the Unrepresented Group.

The Committee caucused to consider the proposal and developed a counter proposal. The Management counter proposal was given to the Unrepresented Representatives. Both sides agreed to meet at a future date to further discuss the issue.

Meeting adjourned at 5:30 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**November 7, 2003
Minutes**

Members Present: Mike Crawford and David Howelman
Members Absent: Bob McLeod
Others Present: Pete Garwood, Arlen Turner and Jack White

1. Meeting called to order at 9:00 a.m.

2. Mechanical Inspector Interviews

The Committee interviewed the following three (3) applicants for the position of Mechanical Inspector:

- Mark Haynes
- Larry Ager
- Francis Carmichael

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners hire Mark Haynes to fill the vacant position of Mechanical Inspector, with Francis Carmichael as the second choice respectively. Motion carried – unanimous.

Meeting adjourned at 11:05 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**November 13, 2003
Minutes**

Members Present: Mike Crawford and David Howelman
Members Absent: Bob McLeod
Others Present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Planning Commission and Parks and Recreation Commission Appointments

The Committee discussed the reduction in the Planning Commission and Parks and Recreation Commission budgets and the effect on the number of meetings that can be held in 2004. The Committee learned the Coordinator/Planner visited the Finance Committee and informed them the amount of dollars in the 2004 budget is not enough for the regular amount of meetings that are held annually.

Motion by Dave Howelman, supported by Mike Crawford to recommend the Board of Commissioners delay any appointments to the Planning Commission and the Parks and Recreation Commission, until the number of members to each Commission can be evaluated by the Administration and County Services Committee. Motion carried – unanimous.

Meeting adjourned at 8:55 a.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**December 4, 2003
Minutes**

Members Present: Bob McLeod, Mike Crawford and David Howelman

Members Absent: None

Others Present: Pete Garwood and Jack White

1. Meeting called to order at 12:30 p.m.

2. Antrim County Privacy Policy Update

Charles Koop, Legal Counsel, joined the meeting.

The Committee along with Mr. Koop reviewed the privacy policy and disclaimer as well as the proposed changes to the website privacy policy.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners amend the previous privacy policy with the associated general privacy policy, website privacy policy and disclaimer (attached). Motion carried - unanimous.

3. Resolutions

✧ Allegan County Resolution - \$3.00 Surcharge Landfills for Recycling

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve a similar resolution to the Allegan County resolution in support of a \$3.00 surcharge on landfills to fund county recycling programs - statewide, and our local legislators be added to the list of those receiving a copy of the resolution (attached). Motion carried – unanimous.

✧ St. Joseph County Resolution – Postpone Income Tax Reduction for 2004
No action taken.

✧ Lake County – Revenue Sharing Reduction

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve a resolution similar to the resolution received from Lake County opposing reductions in State revenue sharing (attached). Motion carried – unanimous.

✧ Benzie County – Funding Model for Courts

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the one received from Benzie County requesting a change in the model used by counties to fund courts (attached). Motion carried – unanimous.

4. Clerk Office - Personnel

Laura Sexton, County Clerk, joined the meeting and informed the Committee who she is hiring for the newly created Administrative Assistant position in her office.

5. Possible Commission Membership Changes

✧ Planning Commission

Motion by Dave Howelman, supported by Mike Crawford, to recommend the Board of Commissioners amend the Planning Commission Ordinance to reduce the size of the Planning Commission from eleven (11) to nine (9). Motion carried – unanimous.

✧ Parks and Recreation and Solid Waste and Recycling Council

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners reduce the number of members on the Parks and Recreation Commission from eleven (11) to nine (9) and the Solid Waste and Recycling Council from twelve (12) to nine (9) through attrition. Motion carried – unanimous.

6. Antrim County Transportation Union Negotiations

Mr. McLeod updated the Committee on the tentative agreement reached with the Antrim County Transportation Bargaining Unit.

7. Representatives of the Unrepresented

Dan Bean, Undersheriff, Sherry Comben, Treasurer, and Karen Day, Administrative Assistant, presented a counter proposal to the Administration and County Services Committees November 6th proposal for salaries, wages and compensation for the employees of the County that are not represented by a union.

The Committee caucused in closed session, a number of times beginning at 1:15 p.m., to formulate counter proposals. The process ended at approximately 2:00 p.m. with a proposal by the Administration and County Services Committee that the Representatives for the Unrepresented agreed to take back to their group.

8. Antrim County Transportation Personnel Issue

Bob Straw indicated he has two drivers on medical leave and has a need to hire a temporary driver.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners temporarily lift the hiring freeze and allow the Antrim County Transportation Director to hire a temporary bus driver for the period of time which shall end upon the return of the regular bus drivers. Motion carried – unanimous.

9. Various Matters

Committee reviewed the communications and resolutions from other counties mostly dealing with funding for MSU Extension.

Meeting adjourned at 2:45 p.m.

Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

David Howelman

**December 11, 2003
Minutes**

Members Present: Bob McLeod, Mike Crawford and David Howelman

Members Absent: None

Others Present: Pete Garwood

1. Meeting called to order at 8:30 a.m.

2. Representatives of the Unrepresented Employees

Sherry Comben and Dan Bean, Representatives of the Unrepresented Group, came in to discuss wages, salaries and compensation for the employees of the County that are not in a union.

The representatives indicated the Unrepresented Group has not ratified the last, best offer and made suggestions for making the offer acceptable.

The Administration Committee caucused at 8:35 a.m. and met once again with the Representatives of the Unrepresented Group at 8:45 a.m.

The Committee informed the Representatives of the Unrepresented Group they were going to recommend the Board of Commissioners implement their last best offer, and enumerated the reasons why.

Meeting adjourned at 8:48 a.m.