

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**February 5, 2004  
Minutes**

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

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

**2. Tax Allocation Board Appointment**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Mike Huntley to the Tax Allocation Board. Motion carried – unanimous.**

**3. ACT Personnel Issues**

Bob Straw, Transportation Director, joined the meeting. Bob Straw distributed a letter indicating he will be retiring June 10, 2004. Committee directed Mr. Garwood to advertise for the position in the local newspapers. The Committee also discussed the need to have some overlap of when the new Director would start and before Mr. Straw would leave of at least two (2) weeks.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners authorize lifting the hiring freeze, the release of funds for the position of Transportation Director (when vacated), and the search process to fill the position. Motion carried – unanimous.**

**4. Committee Appointments**

▪ Veterans Affairs Committee

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Jerry Hubbell to the Antrim County Veterans Affairs Committee. Motion carried – unanimous.**

▪ Board of Public Works

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Marshall Wright to the Antrim County Board of Public Works. Motion carried – unanimous.**

▪ Parks and Recreation Commission

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Mike Meriwether and Allen Pecar to the Antrim County Parks and Recreation Commission. Motion carried – unanimous.**

▪ Housing Commission

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Laura Sexton to the Antrim County Housing Commission. Motion carried – unanimous.**

- E-911 Board

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Paul Trumble to the Antrim County E-911 Board. Motion carried – unanimous.**

- Antrim Creek Natural Area Commission

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Carl Veenstra to the Antrim Creek Natural Area Commission. Motion carried – unanimous.**

The appointments to the North Country Community Mental Health Board will be addressed at the meeting next month.

#### **5. Commissioner Wage/Benefit Survey**

The Committee reviewed the survey for the Commissioners salary and benefits (attached).

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve a wage increase for the Board of Commissioners of 2.5% beginning January 1, 2005; a wage increase of 2.5% beginning July 1, 2005; a 2.5% wage increase beginning January 1, 2006; a wage increase of 2.5% beginning July 1, of 2006. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve an increase in mileage reimbursement from \$ .34 to \$ .35 beginning January 1, 2005. Motion carried – unanimous.**

#### **6. Sheriff Department Personnel Issue**

Dan Bean, Undersheriff, joined the meeting. Undersheriff Bean informed the Committee that a road sergeant will be off on medical leave for a few months, and the replacement the Sheriff had in mind has just recently had an injury that will put him on disability leave for 5 1\2 months. The Sheriff would like to hire an individual, (Jack Light) who has been on snowmobile patrol, to fill a court officer/paper service, part-time position.

The Committee indicated they would like to delay action on this issue until their meeting on next Wednesday.

#### **7. Building Department Inspector Vacancy**

Arlen Turner, Building Official, came in and requested the part-time plumbing inspector be increased to a full-time plumbing inspector. The consensus of the Committee was that at this time they felt the budget could not support a full-time position, but that he could come back and make a new request if it appears there is too much work for the part-time inspector to handle.

#### **8. Building Department Part-Time Inspector Wage**

The Committee agreed that the wage of all part-time inspectors should be consistent with the action of the Board of Commissioners on August 10, 2000 (i.e. part-time inspectors are to get \$1.50 an hour more at each step of the scale in the bargaining union contract, because they do not get benefits). This would include new part-time inspectors as well as current part-time inspectors.

#### **9. Sheriff Department**

Mr. McLeod briefed the Committee on the mediation issue in the Corrections Unit.

#### **10. Resolutions**

- Gogebic County Resolution – Collection of Court Fees for the State

**Motion by Laura Stanek, supported by Mike Crawford, to approve a resolution similar to the Gogebic County resolution, opposing the State of Michigan's**

**insistence that the counties collect state fees, prior to the collection of county fees, in the courts (attached). Motion carried – unanimous.**

- Livingston County – Municipal Sewer Systems  
Committee discussed the resolution dealing with hook up of residence to municipal sanitary sewer. No Action taken.
  
- Ottawa County - Valid Marriage in Michigan  
The Committee discussed the resolution from Ottawa County regarding a constitutional amendment, which would address same sex marriage. No action taken.
  
- State of Michigan - Parenting Awareness Month  
The Committee asked that the resolution by the State of Michigan proclaiming March "Parenting Awareness Month" be distributed to all Commissioners (attached).

**11. Solution Area Planner - Emergency Management**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners waive the bid policy and contract with Carl Goeman to be the Solution Area Planner (SAP) for the fifteen (15) month grant period. Motion carried – unanimous.**

**12. Short Term Disability and Life Insurance Bids**

Jack Sheehan, from the Sheehan Agency joined the meeting.

Mr. Sheehan presented a comparison on providers of Short Term Disability and Life Insurance.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners switch to Madison National Life for the county's short-term disability and life insurance coverage, contingent on Mr. Sheehan negotiating a \$95.00 a month reduction in the premium. Motion carried - unanimous.**

Mike Crawford left the meeting.

**13. Antrim Conservation District (ACD) - Millage Request**

Janet Person, Executive Director for the Antrim Conservation District, and Jim Ferguson, Antrim Conservation District Board Member, joined the meeting. The two representatives discussed the funding needs of the ACD and the possibility of a millage request to support the ACD.

Meeting adjourned at 4:00 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**February 11, 2004  
Minutes**

Members Present: Bob McLeod, Mike Crawford and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

**2. Plumbing Inspector Interviews**

Arlen Turner, Building Official, joined the meeting for the interviews of the candidates for Plumbing Inspector. Four candidates were interviewed, as follows:

- ✧ Jason Wright
- ✧ William Daly
- ✧ Arlo Baker
- ✧ Alvin McShane

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners hire Mr. Alvin McShane for the part-time position of Plumbing Inspector, with Jason Wright as the second choice and Arlo Baker as the third choice respectively. Motion carried – unanimous.**

**3. Sheriff Department Personnel Issue**

Sheriff Terry Johnson joined the meeting to discuss the shortage of personnel in his department. Sheriff Johnson requested approval of a part-time temporary court officer.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of funds for a part-time (24 hour a week), temporary court officer (\$13.00 an hour). Motion carried – unanimous.**

**4. Grievance Hearing**

- ✧ Class Action Grievance - Creation of an Administrative Assistant position in the Clerk's Office

The Committee reviewed the grievance as submitted, as well as the grievance process. The Committee met with the Union in Room 203-B for the Step 3 appeal.

In attendance for the Union were Sheryl Langdon, Business Representative, and Marilyn Prezkop, Chief Steward. Ms. Langdon explained that she filed the grievance as a courtesy, and that she fully intends to file a Unit Clarification. She stated that the Union has wall-to-wall representation in this unit, and that only the confidential employees (Coordinator/Planner office and Prosecuting Attorney office) are excluded. She indicated that the creation and filling of the Administrative Assistant position is an erosion of the bargaining unit.

Bob McLeod, Chair of the Administration and County Services Committee, indicated the county does not see this as a violation of either of the sections cited by the union: 1.1 excludes supervisors from the union; 17.2 deals with new classifications in the bargaining unit (the new position is supervisory and is not subject to this section). Mr. McLeod also indicated there are new responsibilities in the Clerk's office that prompted the creation of the position: school elections; family court duties; sheriff department payroll.

Ms. Langdon stated the new position is doing the same work as that which was previously done by the person that was in the Chief Deputy position, which in her opinion is union work. Mr. McLeod pointed out that all the work done in the Clerk's office is also being done by the Clerk and is not exclusively "bargaining unit work".

Ms. Langdon questioned whether or not the new Administrative Assistant was truly a supervisor. Laura Sexton, County Clerk, indicated that the new position has the authority to hire and fire and discipline even while the Clerk was present. Ms. Sexton assured Ms. Langdon that for all employees, except the deputy positions, the Administrative Assistant/Supervisor had full authority to hire, fire and discipline.

Ms. Langdon questioned why, with all the new responsibilities in the office, the Chief Deputy position remains vacant. Mr. McLeod informed Ms. Langdon the county cannot, at this time, afford to fill the position due to the current economic climate.

Ms. Langdon stated that if the position is truly a supervisory position, then they would have no problem with it.

The Committee resumed the rest of the meeting in the meeting room in the Coordinator/Planner Office.

After careful consideration of the evidence offered on both sides of the issue, the following action was taken:

**Motion by Mike Crawford, supported by Laura Stanek, to deny the grievance regarding the creation and filling of the Administrative Assistant/Supervisor position in the Clerk's office, as it is not a violation of the sections of the bargaining agreement cited, nor is it a violation of any other section of the bargaining agreement. Motion carried – unanimous.**

Meeting was adjourned at 12:05 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**March 4, 2004  
Minutes**

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

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

**2. Public Comment**

None.

**3. Sheriff Department**

Bob McLeod, Chair, and Peter Garwood, Coordinator/Planner, explained the results of the recent mediation held to finalize the Corrections, Cook, and Clerical Contract (CCC) in the Sheriff Department for ratification.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners ratify the Corrections, Cook, and Clerical contract as negotiated through mediation on February 13, 2004. Motion carried – unanimous.**

**4. Board Appointments**

❖ Northern Country Community Mental Health Board

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reappoint Kent Stoddard and Louis Scholl to the Northern Country Community Mental Health Board. Motion carried – unanimous.**

**5. Health Benefit Issue**

Judy Martin, Director of Meadow Brook Medical Care Facility, joined the meeting. Ms. Martin explained the position of the Family Independence Agency's Board, regarding the Domestic Partner rider for health benefits. The Committee indicated they would not support the concept of the rider.

**6. Christmas and New Years Holidays**

Mr. Garwood explained that when Christmas and New Years fall on a weekend, we usually survey the employees to determine which day they want to have the holiday on (a Thursday or a Monday). The Committee agreed with the process.

## **7. Equalization Department**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht informed the Committee, the Appraiser (Scott Reed) in his office has resigned as of last week. Mr. Englebrecht requested a lifting of the hiring freeze, release of the funds for the position and permission to initiate the hiring process.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners lift the hiring freeze, release the funds and initiate the hiring process, to fill the appraiser position in the Equalization Department. The position is to be filled no sooner than June 1, 2004. Motion carried – unanimous.**

## **8. Various Matters**

Laura Sexton, Clerk joined the meeting.

❖ Health Information Privacy and Accountability Act (HIPAA) Privacy Officer  
Mr. Garwood explained that, to be in compliance with the HIPAA, we must appoint a Privacy Officer.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners appoint Laura Sexton, County Clerk, as the Privacy Officer for HIPAA compliance. Motion carried – unanimous.**

❖ Clerk Office Personnel Issue  
Laura Sexton, County Clerk, informed the Committee one of her employees (Carol Austin), a Clerk II, is resigning as of April 2, 2004. Ms. Sexton requested the hiring freeze be lifted, the funds for the position be released and permission to initiate the hiring process.

The Committee and Ms. Sexton agreed to delay the process at this time.

❖ Resolutions  
Muskegon County Resolution – Supporting Oakland County Commissioner Eric Coleman for National Association of Counties (NACo) Board of Directors – Second Vice-President.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners support Eric Coleman for Second Vice-President for the NACo Board of Directors (see attachments). Motion carried – unanimous.**

❖ Park Employee Wages  
**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a 3.5 percent increase in wages for the park employees for the 2004 season. Motion carried – unanimous.**

❖ Web Site Grant  
Mr. Garwood and Howard Yamaguchi, Associate Planner, briefed the Committee on the Geographic Information System (GIS)/web site grant the County and Land Information Access Association (LIAA) obtained from the Coastal Management Program (CMP).

Meeting adjourned at 2:55 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**April 6, 2004  
Minutes**

Members Present: Bob McLeod, Mike Crawford and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

## **1. Meeting called to order at 1:05 p.m.**

Don Schuiteman a member of the public joined the meeting.

## **2. Public Comment**

None.

## **3. Sheriff Department**

- Sheriff Terry Johnson presented a draft jail reimbursement policy for review by the Committee. The Committee requested the policy be reviewed by legal counsel prior to requesting Board of Commissioner approval.

### ▪ Temporary Employee Request

The Sheriff informed the Committee that two of the department employees will be taking a leave in the near future.

#### ✧ Animal Control Officer

One of the Animal Control Officers was the first position addressed by the Committee. Sheriff Johnson indicated a need to hire a temporary Animal Control Officer while the full-time employee is off on maternity/family medical leave.

The Committee members all agreed it was acceptable to allow the Sheriff to hire a temporary Animal Control Officer to begin upon the first day of leave by the full-time Animal Control Officer.

#### ✧ Dispatcher

The Committee members all agreed it was acceptable for the Sheriff to hire a temporary Dispatcher to begin upon the first day of leave by the full-time Dispatcher.

## **4. Step 3 Appeal**

The Committee adjourned to Room 203 B at 1:10 p.m. to meet with Officer Skurnit, Sergeant Kopkau and Bob Donick, Teamsters Local 214 Business Representative, to hear a Step 3 Grievance Appeal regarding the demotion of Officer Skurnit from Sergeant to Corrections Officer.

Robert Donick reviewed the union's position:

- Indicated Officer Skurnit's past record could not be used in this decision.
- Tape recording incident – no proof of the tape recording.
- Paper server problems – letter indicated several incidents of problems, he asked how many is several.
- This is the first time Officer Skurnit was told his paper serving was substandard. Should be a progressive discipline not a demotion.

- Requested re-installment as a sergeant.

Sheriff Johnson outlined his position:

- Officer Skurnit asked if he could go talk to Judge Rogers. Sheriff Johnson said yes.
- Afterward, two other sergeants and one officer indicated Officer Skurnit stated he had tape recorded Judge Rodgers.
- Sheriff Johnson told Judge Rodgers. Judge Rodgers was not happy.
- Sheriff Johnson confronted Officer Skurnit. Officer Skurnit denied recording the judge.
- Officer Skurnit said he was “setting up” Don Snyder. He was trying to find out where the leak was.

Sheriff Johnson indicated he feels he cannot trust Officer Skurnit because of this type of behavior.

Mr. Donick asked about the Judge Haley issue. The Sheriff indicated the Judge Haley issue has no bearing whatsoever on this issue; the circuit judges had no problem with Officer Skurnit being the court officer.

Mr. Garwood indicated that all was fine with the Circuit Court until Officer Skurnit indicated he recorded Judge Rodgers. After the incident, both circuit judges requested Officer Skurnit no longer be assigned to Circuit Court.

Mr. Garwood also stated that Officer Skurnit told three (3) fellow officers that he had recorded the judge. However, when Sheriff Johnson asked if he had tape recorded the judge, Officer Skurnit denied it ever happened.

Thus, Officer Skurnit either lied to the three (3) officers or he lied to Sheriff Johnson.

Officer Skurnit: No, I have never lied. I may have used deception. I did not record the judge. I did tell the officers I recorded the judge.

Officer Skurnit indicated he felt that since the Judge Haley incident, many of those he worked with had it out for him.

Regarding the paper serving issue, Officer Skurnit indicated he has always tried to bring in money for Antrim County through this program and indicated it was a testament to him.

Undersheriff Dan Bean indicated there were 45 instances they discovered in which the papers had not been served in a timely manner, where people had paid the required fee and had thought it was all taken care of.

The Committee returned to the room at 1:50 p.m.

After discussion, it was the unanimous decision of the Committee to support the decision of the sheriff. The Committee felt the sheriff had no choice except to terminate or demote Officer Skurnit given the circumstances of the case.

## **5. Commission on Aging (COA)**

Dave Howelman, Commissioner, joined the meeting, as an observer only.

Ms. Carol Mitchell, Director of the Commission on Aging, informed the Committee the Sales Clerk in the Nifty Thrifty will be retiring around June 12, 2004.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve lifting the hiring freeze, and allow the Commission on Aging and the Coordinator/Planner Office to begin the hiring process for the Sales Clerk position for the Nifty Thrifty, upon receiving a**

**letter of resignation from Shirley Eberlein. Motion carried – unanimous.**

**6. Clerk Office**

Laura Sexton, County Clerk, requested the Committee consider lifting the hiring freeze to fill a recently vacated position in her office at a part-time level of twenty nine (29) hours a week. Ms. Sexton presented an accounting of the additional duties in her office in recent years.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve lifting the hiring freeze and authorize filling a part-time clerical position (not more than 29 hours a week) in the Clerk's Office. Motion carried – unanimous.**

**7. Equalization Department**

Bob Englebrecht, Equalization Director, requested the Committee consider lifting the hiring freeze and allow him to fill the vacant position of Appraiser. The Committee reviewed a staffing study of other Counties in Region 10 as well as other information presented by Mr. Englebrecht.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners lift the hiring freeze and approve filling the position of Appraiser. Yes - Crawford, McLeod No - Stanek**

**8. Health Insurance Portability and Accountability Act (HIPAA) Policy**

The Committee directed Mr. Garwood to send the draft HIPAA compliant privacy policies to Legal Counsel for review.

**9. Commissioners Compensation**

The issue was tabled as the Committee reviews new information.

**10. Resolutions**

✧ Oceana County Regarding Amendments to the Drain Commissioner Statute  
No Action.

✧ Newaygo County regarding Payment in Lieu of Taxes  
Tabled due to unclear information.

**11. MEBS Summary Plan Description**

The Committee directed Mr. Garwood to send the Summary Plan Description to legal Counsel for review.

**12. Register of Deeds**

Patty Niepoth, Register of Deeds, Craig Jones, representative from ACS, and Theresa Kent, Abstractor, joined the meeting to discuss a scanning technology for Register of Deeds documents.

The cost of the program is \$3.50 a document. Currently, the ROD office gets \$5.00 a recorded document and has \$84,000 in the technology fund. The \$3.50 covers all costs (e.g. software, hardware, training, etc.)

The Abstract office will be able to get copies of the necessary documents on line or by the Register of Deeds office staff by making a copy on to a CD. The Abstract Office will get the documents as quickly or sooner than they do currently.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the Register of Deeds using the technology fund to contract with ACS for a document scanning system at \$3.50 a document. Motion carried – unanimous.**

**13. Various Matters**

None.

Meeting adjourned at 4:15 p.m.

# ***Administration and County Services Committee***

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

**April 7, 2004  
Minutes**

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

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

**2. Antrim County Transportation (ACT) Director Interviews**

Gene Dawson joined the meeting as an observer only and refrained from any participation.

Three candidates were interviewed, as follows:

- ✧ Dennis Fegan
- ✧ Sheridan Rhoads
- ✧ Daryl Tims

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners hire Sheridan Rhoads for the position of Antrim County Transportation Director, with Dennis Fegan as the second choice and Daryl Tims as the third choice respectively. Motion carried – unanimous.**

Meeting adjourned at 3:45 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**May 6, 2004  
Minutes**

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

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

**2. Public Comment**

None.

**3. Building Department Issue**

Committee set up a special meeting to discuss the recently received Performance Evaluation Report of the Building Department and other issues with the Building Department. The meeting is set for May 14, 2004 and Mr. Turner will be requested to attend.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve to increase Mr. Ron Wood's wages to \$17.50 an hour while he has been temporarily appointed to act as the head of the Building Department. Motion carried – unanimous.**

**4. MEBS – Summary Plan Description (SPD)**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend approval of the Summary Plan Description (SPD) (from MEBS) for signature by the Chairman of the Board of Commissioners. Motion carried – unanimous.**

**5. Commissioner Compensation**

Committee discussed a proposal from Chairman McLeod for changing the way the County Commissioners are compensated (attached). The Committee agreed to forward the proposal to the full Board for their consideration and action at the June meeting.

**6. Grant Management Policy**

The Committee discussed the concepts they would like to see reflected in the Grant Administration Policy. Peter Garwood, Coordinator/Planner, will draft a policy for consideration at the next regular Administration and County Services Committee meeting.

## **7. Boards and Commissioners Appointment Policy**

The Committee expressed concepts they would like to see reflected in a Board/Committee/Commission Appointment Policy. Mr. Garwood will draft a policy for consideration at the next regular Administration and County Services Committee meeting.

## **8. Resolutions**

- Oakland County – Property Tax Collection Proposal  
**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the one received from Oakland County regarding changing property tax collection to July and requiring each county to fund its own revenue sharing (attachment). Motion carried – unanimous.**
  
- Allegan County
  - ❖ Changes to Personal Property Taxes  
**Motion Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the one received from Allegan County regarding opposition to an exemption from paying personal property tax if the total is \$7,500 or less (attachment). Motion carried – unanimous.**
  
  - ❖ Revenue Sharing  
**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution opposing the elimination of revenue sharing by the State of Michigan (attachment). Motion carried – unanimous.**
  
  - ❖ Sentencing Guidelines  
**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the one received from Allegan County opposing changes in sentencing guidelines for individuals convicted of felonies (attached). Motion carried – unanimous.**
  
- Lake County - Prescription and Medical Fees for Veterans  
**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution in opposition to increasing the co-pay for veterans' prescription and medical fees at VA Hospitals (attachment). Motion carried – unanimous.**
  
- Lenawee County – Resolution opposing the closing of the Adrian Training School  
No action taken.
  
- Michigan Association of Counties (MAC) – Transit Funding Resolution  
**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the one received from the Michigan Association of Counties (MAC) which supports maintaining the level of public transit funding as it exists in current state appropriations, and in the Governor's recommendation for Fiscal Year 2005 (attachment). Motion carried – unanimous.**

- Newaygo County – Payment in Lieu of Taxes (PILT)  
**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the one received from Newaygo County to oppose moving the payment in lieu of taxes (PILT) payments from the responsibility of the DNR to paying it from the statutory revenue sharing fund (attachment). Motion carried – unanimous.**

**9. Jury Board Appointment**

Peter Garwood informed the Committee that the Chief Circuit Court Judge, by statute, makes a recommendation directly to the Chairman of the Board of Commissioners for the vacant jury board appointment. Mr. Garwood informed the committee that the Judge recommends Janice Olach from Ellsworth.

**10. Communications**

Jack White, Chairman of the Board of Commissioners, received a request from the Building Official, for financial assistance for legal defense. The committee decided it wasn't appropriate due to the nature of the charges.

Meeting adjourned at 3:15 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**May 14, 2004  
Minutes**

Members Present: Bob McLeod, Mike Crawford and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood, Jack White, Charlie Koop, Arlen Turner and Matt Vermetten

**1. Meeting called to order at 9:07 a.m.**

**2. Public Comment**

None.

**3. Building Department Issue**

Arlen Turner and his Attorney, Matt Vermetten joined the meeting.

Chairman McLeod stated the reason for the meeting was to discuss, with Mr. Turner, the performance evaluation report of the Building Department.

Mr. Turner requested a closed session meeting.

**Motion by Mike Crawford, supported by Laura Stanek to go into closed session to discuss possible disciplinary matters regarding county employee Arlen Turner. Motion carried – unanimous.**

Committee went into closed session at 9:08 a.m.

The Committee returned to regular open session at 9:22 a.m.

Friday, May 21 at 1:00 p.m. was chosen as the next special meeting date.

Meeting adjourned at 9:23 a.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**May 24, 2004  
Minutes**

Members Present: Bob McLeod and Laura Stanek  
Members Absent: Mike Crawford  
Others Present: Pete Garwood, Jack White, and Bob Englebrecht

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

**2. Various Matters**

- Building Department Issue

Mr. McLeod read a letter from Arlen Turner and his attorney. In the letter Mr. Turner agreed to go on an unpaid administrative leave.

**Motion by Laura Stanek, supported by Bob McLeod, to accept Mr. Arlen Turner's offer to go on an administrative leave, beginning at the end of the day, May 31, 2004 (the conditions of which are included in a letter from Joe Fisher and Arlen Turner, dated May 21, 2004). Motion carried – unanimous.**

**3. Equalization Appraiser Interviews**

Mr. Garwood informed the committee that after discussion with legal counsel, a qualified applicant was not chosen for an interview as they were related to a township assessor. Mr. Garwood explained that if there were any questions regarding the work of a township assessor, the county appraiser would be the one overseeing such concerns.

Four candidates were chosen for an interview:

- Michael Axon
- Diana Miller
- Charles Dodge
- Casey Guthrie

Diana Miller cancelled and Michael Axon did not show up for the scheduled time (no prior notice).

**Motion by Laura Stanek, supported by Bob McLeod, to hire Casey Guthrie for the appraiser position, contingent on him attaining his level II certification. Motion carried – unanimous.**

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**June 3, 2004  
Minutes**

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

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

**2. Approval of Closed Session Minutes**

**Motion by Laura Stanek, supported by Mike Crawford, to approve the closed session minutes of May 14, 2004. Motion carried – unanimous.**

**3. Resolutions**

- Lake County - Marking and Patrolling State Trails  
**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the resolution received by Lake County requesting the State consider marking and patrolling trails on State owned land (attachment). Motion carried – unanimous.**
  
- Grand Traverse County – Opposing Collection of State Minimum Fees  
The Administration and County Services Committee has already recommended this resolution (Gogebic County) to the Board of Commissioners, at their February 5, 2004 meeting. The Board of Commissioners did not take action at that time.

**4. Commission on Aging Sales Clerk Interviews**

Four (4) candidates were interviewed, as follows:

- Randi Curtis
- Julie Palka
- Terra Kirts
- Anna Gebhard

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners hire Julie Palka for the position of Sales Clerk in the Nifty Thrifty, and if she does not accept the job, it should be offered to Terra Kirts. Motion carried – unanimous.**

**5. Request from Arlen Turner**

The Committee directed Pete Garwood, Coordinator/Planner, to get a formal opinion from the Labor Attorney on paying for Mr. Turner's attorney fees.

**6. Maintenance Department Vacancy**

Mr. Vitale, Maintenance Supervisor, came in and requested to fill the, soon to be vacant, custodian/maintenance position. The committee inquired about contracting out grounds maintenance. The hiring freeze was acknowledged. Mr. Vitale was asked if he could get by with a part-time employee.

Mr. Crawford indicated the Building and Grounds Committee asked Mr. Vitale to figure out how much time is put into landscaping and other grounds maintenance.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and authorize the hiring process for the soon to be vacant position in the maintenance department. Motion carried – unanimous.**

**7. Commissioners Compensation**

The Committee considered the proposal they received from Mr. McLeod, at the last Committee meeting. No action taken at this time.

Mr. Garwood was directed to request an opinion from Mr. Koop on the proposed benefit change for the Commissioners.

**8. Per Diem for Meals**

Mr. Garwood will talk to the auditor to discuss whether or not the County would have to continue tracking receipts if a per diem policy was implemented.

**9. Grant Management Policy**

Mr. Garwood indicated he had a sample policy from another county, but did not have it ready for their review at this time, due to other recent emergency priorities.

**10. Board/Committee/Commission Appointment Policy**

There was no policy to present at this time.

**11. MSU Extension Vacancy**

Stan Moore, MSU Extension Director, joined the meeting to request the release of dollars and the okay to begin the hiring process for the vacant position of Executive Secretary.

Mr. Moore was asked if he could do without filling the position until August 1. The Committee discussed the possibility of simply promoting the employee, in the Secretary position, in the MSU Extension office.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve posting the vacant Executive Secretary position, in the MSU Extension Office, and authorize the Administration Committee to fill the position. If the position is filled by the existing employee, who is currently in the Secretary position in the MSU Extension office, it is recommended the Board of Commissioners authorize the Administration and County Services Committee to post and fill the remaining open Secretary position. Motion carried – unanimous.**

## **12. Committee Appointments**

- Economic Development Corporation (EDC)/Brownfield Redevelopment Authority (BRA)

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

- Commission On Aging (COA) Board

No letters of interest were received for the vacancy on the COA Board. It was noted that the COA Board lacks representation from the east side of the County. Laura Stanek will look for candidates on the east side of the County.

- Planning Commission

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Tom Maleck and Jim Pascoe to three year terms on the Planning Commission. Motion carried – unanimous.**

The third appointment will be decided after hearing from Mr. Koop on an eligibility question prior to Board of Commissioners meeting.

## **13. Internet Access**

Steve Groll, Bellaire Computer Center, and Howard Yamaguchi, Associate Planner, joined the meeting. Mr. Yamaguchi reviewed the current situation with the County computer network.

Mr. Groll presented information on the various ways and approximate costs of connecting the four buildings, on the main county campus, to high speed internet.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners restore the computer committee. Motion carried - unanimous.**

Meeting was adjourned at 5:00 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**July 1, 2004  
Minutes**

Members Present: Bob McLeod, Mike Crawford and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

**2. Building Department Issue**

Peter Garwood, Coordinator/Planner, updated the Committee on the status of the agreement between the County and the State of Michigan Bureau of Construction Codes and Fire Safety.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners establish a full-time building inspector position, a full-time plumbing inspector position and that the appropriate funds be added to the Building Department budget, as well as involving Robert Massey in the interview process. Motion carried – unanimous.**

**3. Request from Arlen Turner**

Charles Koop, Legal Counsel, updated the Committee on Mr. Turner's request for reimbursement of legal expenses.

**4. Michigan State University (MSU) Extension Interviews**

Two applicants interviewed for the Executive Secretary position for the MSU Extension office. The following candidates were:

- o Gayle Rider
- o Judy Simmons

Bob McLeod, Chairman, explained the Board of Commissioners had given the Committee authority to fill the vacant position.

**Motion by Laura Stanek, supported by Mike Crawford, to hire Gayle Rider for the Executive Secretary position in the MSU Extension Office. Motion carried – unanimous.**

Committee directed Mr. Garwood to post and advertise the vacant Secretary position for the MSU Extension Office.

**5. Abstract Budget Request**

Theresa Kent, Abstractor, joined the meeting to discuss her budget request for the 2005 year.

**Motion by Laura Stanek, supported by Mike Crawford, to use the Register of Deeds automation fund to purchase the necessary computer monitors and other equipment necessary to get the Abstract office compatible with the Register of Deeds technology. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a \$5.00 search fee for information requests by customers of the Abstract office. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to approve the Abstractor budget for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.**

**6. Northwest Michigan Council of Governments (NWMCOG)**

Bud Shipstead, Director, and Elaine Wood, Deputy Director, joined the meeting to give an update of the NWMCOG activities and discuss the appropriation request for the NWMCOG.

**Motion by Laura Stanek, supported by Mike Crawford, to approve the Northwest Michigan Council of Governments appropriation request for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.**

**7. Coordinator/Planner Office Budget Request**

Mr. Garwood presented the budget and capital outlay request for the Coordinator/Planner Office for the year 2005.

**Motion by Mike Crawford, supported by Laura Stanek, to approve the Coordinator/Planner budget and capital outlay request for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.**

**8. County Clerk**

Laura Sexton, County Clerk, requested the reinstatement of the full-time position (Clerk II) in her office.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the reinstatement of the full-time Clerk II position in the Clerk's office and the discontinuance of the part-time position. Motion carried – unanimous.**

**9. Annuity in Lieu of Health Benefits**

Discussion on this issue was delayed until later in the meeting.

**10. Boards/Committee/Commissions Appointment Policy**

There was not a draft policy to review at this time.

**11. Grant Management Policy**

There was not a draft policy to review at this time.

**12. Resolutions**

- Livingston County Resolution - Supporting Senate Bill 217, Amendment to Drain Code No Action Taken.

- Newaygo County Resolution - Advocating State Revenue Sharing for Counties be guaranteed by amending the Michigan Constitution.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Newaygo County Resolution (attached). Motion carried – unanimous.**

- Washtenaw County Resolutions
  - ❖ Opposing Additional Cuts to Transportation Funding
 

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution, similar to the Washtenaw County Resolution (attached), opposing additional cuts in transportation funding. Motion carried – unanimous.**
  - ❖ Opposing Michigan Senate Bill 1147 and House Bill 5762 regarding transportation issues
 

No Action recommended.
  - ❖ Opposing 35 Parts Per Billion as the Maximum Contamination Level for 1,4 Dioxane in Drinking Water
 

Committee directed Mr. Garwood to ask ACUTE to respond to the proposed resolution.

### **13. Per Diem for Meals**

The Committee decided not to recommend a change in policy for meals reimbursement.

### **14. Building Department Update**

Charles Koop joined the meeting. The Committee discussed the building department issues. Mr. Koop also informed the Committee about a FOIA request the County received.

### **15. Commissioner Compensation and Annuity in Lieu of Health Benefits**

Mr. McLeod indicated, based on the feedback, he was not going to pursue the proposal on changing the salary, in trade for dropping health benefits, for Commissioners. However, Mr. McLeod did propose increasing the amount the County currently pays a participant, of the Annuity in Lieu of Health Benefits program, for the members of the Board of Commissioners. The following illustrates the plan applied to the current premium:

- ❖ Two Person Premium  $\$813 \div 2 = \$406.50$ 
  - Annuity for not taking the hospitalization (basic) insurance \$406.50
  - Annuity for not taking the prescription coverage (rounded down) \$ 40.00
  - Annuity for not taking the dental coverage (rounded down) \$ 20.00

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners change the annuity in lieu of health benefits for the Commissioners as follows:**

- ❖ **To increase the annuity in lieu of health benefits to 50% of the two person premium for the hospitalization (basic) insurance (based on the capped premium amount),**
- ❖ **10% of the annuity for those who do not subscribe to the prescription plan (rounded to the lowest second digit), and**
- ❖ **5% of the annuity for those who do not subscribe to the dental plan (rounded to the lowest second digit).**

**The change is to take place effective January 1, 2005. Motion – unanimous.**

### **16. Ordinance Adoption Policy**

The Committee discussed whether or not to propose an Ordinance Adoption Policy. In the end, the Committee decided not to recommend a policy to the Board of Commissioners at this time.

Meeting adjourned at 4:15 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**July 7, 2004  
Minutes**

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

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

**2. Maintenance/Custodian Interviews**

The Committee interviewed six (6) candidates for the open position in the Maintenance/Custodial Department.

- o Jim Huffman
- o Joseph Neuman
- o Steven Nevers
- o Sean Homan
- o George Sparks
- o Alan Knight

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners offer the position, in the Maintenance/Custodial Department, to Steve Nevers, and if he turns down the offer, the position should be offered to the second and third choice, James Huffman and Alan Knight respectively. Motion carried - unanimous.**

**3. Various Matters**

- o Construction Code Appeals Board

The Committee discussed the need to recommend the advertisement for additional positions for appointment to the Construction Code Appeals Board. Bob Massey will have a recommendation for the Board at tomorrows meeting.

Meeting adjourned at 4:05 p.m.

# ***Administration and County Services Committee***

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

**July 22, 2004  
Minutes**

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

**1. Meeting called to order at 11:10 a.m.**

**2. Public Comment**

None.

**3. Building Department Personnel Issue**

Arlen Turner, Building Official (currently suspended), and Vicki Kunding, Mr. Turner's legal counsel, were present for the meeting.

Bob McLeod, Chairman of the Committee, read Mr. Turner the Garrity Warning (attached).

The Committee and Peter Garwood, Coordinator/Planner, asked Mr. Turner questions regarding his performance as the Antrim County Building Official, especially in relation to the recent Performance Evaluation Report published by the State Bureau of Construction Codes and Fire Safety.

Mr. Turner refused to answer pertinent questions related to his performance as the Antrim County Building Official, three (3) of which were directly related to the Performance Evaluation Report, the other was related to the William Kitchen job. Each time, before Mr. Turner refused to answer the questions, he was reminded of his rights under the Garrity Warning and the impact his refusal could have on his employment with Antrim County.

The Committee tabled the matter until the next meeting.

Meeting adjourned at 1:00 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**August 5, 2004  
Minutes**

Members Present: Bob McLeod and Laura Stanek  
Members Absent: Mike Crawford  
Others Present: Pete Garwood and Jack White

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

**2. Public Comment**

None.

**3. Building Department Issue**

Action on the employment of Arlen Turner is deferred until after August 24.

**4. Grievance Hearing - Step 3**

Sheryl Langdon, Business Representative, and Marilyn Prezkop, Chief Steward for the General Bargaining Unit, were present to appeal Mr. Garwood's decision to deny the grievance regarding the declining value of life insurance for bargaining unit members age 65 and older. Ms. Langdon outlined the union's position on the grievance at hand. Ms. Langdon stated the contract simply states that \$15,000 of life insurance will be provided to each employee.

Mr. Garwood indicated it was never the intention of either party to circumvent the insurance carrier's rules. Mr. Garwood also indicated there was a timeliness issue (i.e. the employees have had the insurance documents for years and never protested. The grievance procedure indicates the employee must file a grievance within four [4] days of the occurrence of the events giving rise to the grievance).

Ms. Langdon indicated she didn't think this issue was subject to the timeliness provision. Ms. Langdon indicated she also didn't think the issue of the carrier's rule applied.

Mr. McLeod indicated that the contract specifies the County will provide "term life insurance" as opposed to whole life insurance which automatically factors in a reduction in the benefit based on age. Ms. Langdon indicated that if we had stated the denial was based on the fact the contract specifies term life insurance we might not be here today discussing this grievance.

**Motion by Laura Stanek, supported by Bob McLeod, to deny the grievance dated July 16, 2004 regarding the declining value of the life insurance policy provided for the employees. Motion carried – unanimous.**

Mr. Garwood will send a letter to Sheryl Langdon informing her of the denial.

**5. Computer Specifications**

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the draft computer hardware specifications for a Stand-Alone Personal Computer and a Power Stand-Alone Personal Computer, dated July 14, 2004 (attached). Motion carried – unanimous.**

**6. Probate Court - Temporary Employee**

Bill Hefferan, Probate Court Administrator, joined the meeting. Mr. Garwood explained that the Probate Court has a full-time employee who has gone on Family Medical Leave Act (FMLA) leave. Mr. Hefferan is seeking permission for a temporary (part-time) replacement as well as permission for the current employees to take over-time (both of which would not exceed the current funds budgeted for the full-time employee).

**Motion by Laura Stanek, supported by Bob McLeod, to allow the Probate Court to hire a temporary part-time employee and allow additional hours for current employees not to exceed the budgeted amount for the deputy register, until the deputy register returns from FMLA leave. Motion carried – unanimous.**

Mr. Hefferan was informed he could hire the part-time employee immediately.

The Committee addressed the general issue of hiring temporary employees when a full-time employee is off on an unpaid leave.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners adopt the attached policy for the hiring of temporary employees. Motion carried – unanimous.**

**7. Boards, Commissions, and Committees Appointment Policy**

Mr. Garwood presented a draft policy for appointing individuals to boards, commissions and committees, as well as an "Interest Notification Form" that can be filled out by any individual interested in serving on a board, commission or committee.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the attached policy for appointment to commissions, boards and committees as well as the Interest Notification Form (attached). Motion carried – unanimous.**

**8. Acceptable Use Policy**

Committee directed Mr. Garwood to get a copy of the Grand Traverse County Acceptable Use Policy and simply change the words (where mentioned) from Grand Traverse County to Antrim County.

**9. Committee Appointment**

Bob Massey, Interim Building Department Head joined the meeting.

- Construction Code Board of Appeals

The Committee reviewed the two letters of interest for the Construction Code Board of Appeals.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners appoint Mike Crawford for the commissioner position (until December 31, 2004), Bud Heirely for the building trade position (3 year), and**

**Dave Watrous for the electrical trade position (3 years), to the Construction Code Board of Appeals and authorize the Chair to make the appointments for the mechanical trade and plumbing trade positions without full board approval. Motion carried – unanimous.**

**10. Grant Management Policy**

A policy was not available for review at this time.

**11. Resolutions**

- Midland County and Berrien County Resolutions - Change in County Tax Collection Date in Lieu of Revenue Sharing

The Midland County resolution and communication from Michigan Association of Counties (MAC) was in favor of changing the tax collection date in order to make up for the loss in State revenue sharing. The Berrien County resolution was against this method of making up for the loss of State revenue sharing. No action taken.

- Lake County Resolutions
  - Resolution in support of privacy of library cardholder information – No action taken.
  - Resolution in support of the drug fair pricing act and the Great Lakes Alliance for Affordable Drugs Act – No action taken.
  - Resolution in opposition to the July property tax collection proposal in lieu of revenue sharing funds – No action taken.
  - Resolution in support of a guarantee of State revenue sharing funds – No action taken.
  - Resolution opposing postponement of Election Day, November 2, 2004 – No action taken.

**12. Various Matters**

- Letter of Interest

A letter of interest in serving on the Planning Commission was received from Kent McNeil. Mr. McNeil was under the impression there was a vacancy on the Planning Commission, created by the expiration of Jack Norris' term of office. Mr. Garwood informed the Committee that he had responded with a letter to Mr. McNeil informing him that the appointment made at the previous Board of Commissioners meeting, was to fill the position left open by Jack Norris' expired term of office and therefore there is no vacancy at this time.

Meeting adjourned at 2:35 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**August 10, 2004  
Minutes**

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

## **1. Meeting called to order at 10:20 a.m.**

Bob Massey, interim department head for the building department was present for the interviews specific to the building department.

## **2. Plumbing Inspector Interviews**

The Committee interviewed two (2) applicants for the plumbing inspector position:

- ✧ William Daly
- ✧ Alvin McShane

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners offer the full-time plumbing inspector position, in the Construction Code Department, to Alvin McShane. Motion carried - unanimous.**

## **3. Building Inspector Interviews**

The Committee interviewed five (5) applicants for the building inspector position:

- ✧ Mike McPherson
- ✧ Patrick Famularo
- ✧ Bill Tory
- ✧ Kenneth Krygier
- ✧ Melvin Grandy

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners offer the building inspector position to Melvin Grandy and if he does not accept the position it is to be offered to Mike McPherson. Motion carried – unanimous.**

## **4. MSU Extension Secretary Interviews**

Stan Moore, MSU Extension Director, joined the meeting.

The Committee interviewed five (5) candidates for the Secretary position in the MSU Extension Office:

- ✧ Gloria Campbell
- ✧ Pamela Luce
- ✧ Sandra Barnes
- ✧ Judith Simmons
- ✧ Jacqueline Somerville

**Motion by Laura Stanek, supported Mike Crawford, to recommend the Board of Commissioners offer the MSU Extension Secretary position to Pamela Luce and if she does not accept the position it is to be offered to Gloria Campbell. Motion carried – unanimous.**

Meeting adjourned at 5:55 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**September 2, 2004  
Minutes**

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

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

**2. Public Comment**

No Public Comment.

**3. Probate Court Unrepresented Group**

Judge Hayes joined the meeting to talk about salaries for the two unrepresented employees in his office. Judge Hayes discussed ideas for potential wage increases for his employees with the Committee. The Committee indicated nothing will be done until we find out what happens with the Consumer's Price Index.

**4. Supervisor Training**

Linda Racine, from Northwestern Michigan College – MTEC, joined the meeting to discuss a Supervisor Training program offered by Northwestern Michigan College - MTEC.

The Committee directed Mr. Garwood to check into the potential of grant funding for supervisory training.

**5. Commission on Aging (COA)**

Carol Mitchell, Director of the Commission on Aging, joined the meeting. Ms. Mitchell explained to the Committee why the COA Board is requesting that a part-time nurse be hired for the COA.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the creation of a part-time nurse position, on a contractual basis, for the Commission on Aging as long as it can be paid for with the current revenues of the Commission on Aging (without additional funds from the general fund). Motion carried – unanimous.**

**6. Representatives of the Unrepresented**

Karen Day, Julie Gorno, and Jim Rossiter came in to discuss compensation for the members of the unrepresented group. The three representatives will bring their list of proposals to the next Administration and County Services Committee meeting.

**7. Building Department Issue**

The Committee reviewed, and discussed, the report (attached) on the investigation regarding Arlen Turner's performance as the Director of the Construction Codes Department of Antrim County.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners terminate Arlen Turner's employment with Antrim County. Motion carried – unanimous.**

**8. Communication Systems and Internet Use Policy**

**Motion by Mike Crawford, supported by Laura Stanek, to forward the Communication System and Internet Use Policy to the Computer Committee and Legal Counsel. Motion carried – unanimous.**

**9. Resolution of Northern Michigan Hospital Nursing Strike**

The Committee reviewed a communication and resolution from a group called Citizens to Save Healthcare, encouraging the Board of Commissioners to pass the resolution. The Committee expressed concerns that the resolution favors binding arbitration to settle the contract. No Action taken.

**10. Various Matters as Appropriate**

✧ Baraga County Resolution

The Committee reviewed a resolution from Baraga County regarding removal of armed guards from exterior prison towers at the high security prison in the town of Baraga. No Action Taken.

The Committee was also made aware of resolutions from Hillsdale and Roscommon Counties that addressed revenue sharing issues the County has already taken action or non-action on.

✧ Recent Power Outage

The power was out last Friday morning due to a storm during the night. A call to Consumers Power revealed the power would likely not be back on until sometime in the afternoon.

A decision was made to send the employees home, but inform them they were on call. If the power was restored by 1:00 p.m. they were to be called back in to work. Mr. Garwood informed the Committee the power was restored at 12:59 p.m. He didn't finish calling all the department heads until 1:25 p.m. Since that day Mr. Garwood has been informed that some employees were told they were not required to come back to work (as it looked like the power was going to stay off past 1:00 p.m.) and were unreachable afterward. Other employees were reachable and came back in to work.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners pay all employees that were sent home from work on Friday, August 27, 2004, for a full day of work. This would be done as a one time exception, without precedent. Motion carried – unanimous.**

Mr. Garwood will make sure to touch base with the Union on this issue. Mr. Garwood will also develop a policy for this type of situation.

✧ Commission Expiration Dates

Mr. Garwood explained the Planning Commission, Economic Development Commission and Brownfield Redevelopment Authority have terms of office for their membership that expire in the middle of the year. He also stated that it would be nice if the terms of office for these commissions expired at the end of the year like most of the other boards and commissions. However, there is more research to do before action can be taken, to find out how easy or hard it would be to change when the terms of office

expire.

**11. Health Insurance Agent**

The Committee discussed entertaining other agencies to be designated as the “Agent” for the County’s health benefit services. Mr. Garwood indicated it would best be done through a Request for Proposals (RFP) process or Request for Qualification (RFQ) process. The focus would be on what services each agency can provide for the County. The committee directed Mr. Garwood to initiate such a process by the end of the year.

The meeting was adjourned at 3:25 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**October 7, 2004  
Minutes**

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

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

**2. Public Comment**

None.

**3. Planning Commission Membership (education member)**

Jim Pascoe, Chairman of the Planning Commission, joined the meeting. Mr. Pascoe informed the Committee that a new statute requires the County to appoint a school board member or a school administrator at the next available vacancy.

Mr. Pascoe requested the Committee consider appointing a tenth member to fulfill the education requirement. The Planning Commission was in favor of this happening immediately. The Committee felt it would be better to defer this issue until the March meeting, just prior to the end of the planning commission member's term of office. Peter Garwood, Coordinator/Planner, will make sure it is on the agenda for the March Administration and County Services Committee meeting.

**4. Great Northern Benefits**

Terry Roote, health benefit agent from Great Northern Benefits, and Bob Grochowski, the representative from MEBS, third party administrator, joined the meeting.

Mr. Roote and Mr. Grochowski distributed a document that tracks the experience the County has had with the Community Blue Wrap program.

The Committee directed Mr. Roote to provide monthly reports for the savings on the changes in the prescription drug program. The Committee indicated the County will provide the necessary data, through the Clerk Office, in order that Mr. Roote can accomplish this task.

**5. Sheriff Department - Dispatch Vacancy**

Dan Bean, Undersheriff, joined the meeting to request permission to fill the recent dispatcher vacancy.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of funds and allow the Sheriff department to fill the vacant dispatcher position. Motion carried – unanimous.**

**6. Boards, Committees and Commissions**

⇒ Family Independence Agency (FIA) Board Vacancy (attachments)  
Four (4) Interest Notification Forms, from four (4) applicants for the position on the FIA Board, were reviewed.

The Committee decided to refrain from making a recommendation and leave the appointment to the vacant position on the FIA Board to the Chairman of the Board of Commissioners.

⇒ Parks and Recreation Commission Vacancy  
No action taken.

⇒ Commission Expiration Dates  
The Committee decided to address the issue of changing the expiration dates for the Planning Commission and the Economic Development Corporation/Brownfield Redevelopment Authority terms of office, until the March meeting.

#### **7. Building Department Director**

Mr. Garwood explained that Bob Massey was hired as the "Interim" Building Department Director because, at the time, the former Director was still considered an employee of the County. However, since the release of the former Building Department Director, the County could now consider removing the interim status on Mr. Massey's title.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners remove the "Interim" designation from the Building Department Director title for Mr. Robert Massey. Motion carried – unanimous.**

#### **8. Ottawa County Resolution - Protect MDNR Restricted Funds (attachments)**

The Ottawa County Resolution adopted September 14, 2004 favors House Bill 5870 and House Joint Resolution Z that would constitutionally protect State restricted funds to ensure that user fees, permit fees and license fees are spent only on related natural resource programs.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the Ottawa County resolution that expresses support for House Bill 5870 and House Joint Resolution Z, that would constitutionally protect State restricted funds to ensure that user fees, permit fees and license fees are spent only on related natural resource programs.**

The Committee went into closed session at 2:15 p.m. to discuss labor negotiations with the Unrepresented in the Probate Court and in the County in general.

Back in session at 2:38 p.m.

#### **9. Commission on Aging (COA) Contracts**

Carol Mitchell, Commission on Aging Director, joined the meeting. Mr. Garwood explained the COA has a number of contracts that need signature on a regular basis. The Chairman of the Board of Commissioners, by County policy, is the only individual authorized to sign contracts or agreements. Some of the contracts the COA has on an annual basis, are routine or are for purchase of services and it may make sense to allow the COA Director or Chair of the COA Board to sign them.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve the following policy:**

***The Chairman of the Board of Commissioners shall sign basic contracts with Area Agency on Aging (AAA) along with amendments, lease agreements, and any contract over \$5,000. The Chairman of the Commission on Aging Board, or the Director, shall have authority to sign all other contracts or agreements.***

**Motion carried – unanimous.**

**10. Representatives of the Unrepresented Group**

Karen Day and Julie Gorno joined the meeting as the Representatives of the Unrepresented Group. Ms. Day and Ms. Gorno presented the wage, salary and benefit proposal from the Unrepresented Group.

The Committee went into closed session at 3:20 p.m. to discuss the proposal.

The Committee went back into open session at 3:40 p.m.

Ms. Day and Ms. Gorno returned to the meeting and accepted the written response from the Committee. The Committee also asked the two representatives to bring back a **prioritized** list to next months meeting.

**11. Probate Court Unrepresented**

Judge Norm Hayes came in to discuss salary increases for the Probate Court Unrepresented employees in his office. The Committee gave Judge Hayes a preliminary response but also indicated they were unable to give a final response at this time.

Judge Hayes also shared a letter with the Committee from one of his employees that is currently off on Family Medical Leave. The letter indicated the individual would likely not be back. Judge Hayes requested the Committee recommend the Board of Commissioners release the funds for the position and allow him to fill the vacancy in the event the employee does not come back.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners restore the funds for the deputy register position in the Probate Court and allow the vacant position to be filled. Motion carried – unanimous.**

**12. Coordinator/Planner Salary and Benefits**

Mr. Garwood addressed the Committee regarding the salary and benefits for his position.

No action taken.

The Committee went into closed session at 4:00 p.m. to further discuss the negotiations with the Unrepresented and formulate a proposal.

The Committee returned to open session at 4:30 p.m.

**13. Health Insurance Cap**

Mr. Garwood indicated the Commissioner Compensation Ad Hoc Committee recommended the Administration and County Services make a recommendation on capping the increase in premium for health benefits, as it applies to County Commissioners.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the health benefits for County Commissioners be capped at 2004 rates. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve a \$40.00 a month increase in salary for the 2005 and 2006 term of office. Motion carried – unanimous.**

**14. Various Matters as Appropriate**

⇒ Grant Management Policy  
Nothing to review at this time.

⇒ Communications Systems and Internet Use Policy  
Charles Koop, Legal Counsel, joined the meeting. Mr. Koop presented his comments on the draft Communication and Internet Use Policy, as well as a revised draft. The Committee indicated they will have the Computer Committee review the new draft.

⇒ Privacy Policy, Website Privacy Policy and Legal Disclaimer  
Upon review of this issue by staff, it became clear that the policy needed work before it could be presented to the Committee and ultimately the Board of Commissioners.

Meeting adjourned at 5:02 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**November 4, 2004  
Minutes**

Members Present: Mike Crawford, and Laura Stanek  
Members Absent: Bob McLeod  
Others Present: Pete Garwood and Jack White

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

**2. Closed Session Minutes**

Minutes from the closed session of October 7, 2004 were distributed.

**Motion by Laura Stanek, supported by Mike Crawford to approve the closed session minutes from October 7, 2004. Motion carried – unanimous.**

The closed session minutes were collected from each of the members and filed according to the Open Meetings Act.

**3. Great Northern Benefits (GNB)**

Terry Roote, Agent of GNB and Donna Ludwig, Representative from BCBS joined the meeting. Ms. Ludwig explained how BCBS determines the annual rate increase.

**4. Allegan County Resolution**

**Motion by Laura Stanek, supported by Mike Crawford to approve a resolution similar to the Allegan County resolution (attached) supporting the passage of a statute that would allow local governments to enter into intergovernmental agreements to form self-funding pools for health insurance. Motion carried – unanimous.**

**5. Unrepresented Employees - Compensation**

The Committee representing the unrepresented (Julie Gorno, Karen Day and Jim Rossiter) joined the meeting to discuss changes to wages, salaries and benefits for the unrepresented employees. The unrepresented committee submitted a response to the October 7 management response. The Administration and County Services Committee reviewed the submittal with the unrepresented committee, and went into closed session to formulate a new management response.

Closed session began at 2:48 p.m.

Closed session ended at 3:10 p.m.

The Administration and County Services Committee gave the unrepresented committee their response/proposal. Both sides agreed to meet again at the December 2 meeting of the Administration and County Services Committee.

**6. Property Taxes Deferral Policy**

Sherry Comben, Treasurer and Charles Koop, Legal Counsel joined the meeting to discuss a Tax Deferral Policy for commercial and industrial businesses based on financial hardship. Mr. Koop discussed the statute that enables such a policy.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners consider approving the Treasurer adopting the Commercial and Industrial Financial Hardship Deferral Policy (attached) and appoint a Commissioner to the panel. Motion carried – unanimous.**

**7. Abstract Office**

Theresa Kent, Abstractor and Bob Englebrecht, Equalization Director joined the meeting. Ms. Kent indicated the method used by the Register of Deeds office to share the information with the Abstract Office (a compact disk) is not working. The salesman who has supplied the software has been unresponsive.

**Motion by Mike Crawford, supported by Laura Stanek to recommend approval of two new stations in the Abstract Office hardwired to the Register of Deeds system; upon working with the Register of Deeds and approval by the Finance Committee and ultimately the Board of Commissioners. Motion carried – unanimous.**

**8. Computer, Network System and Internet Use Policy**

The Committee directed Mr. Koop to make some changes to the policy and to have it ready for the Board of Commissioner packets.

**9. Various Matters**

The Committee discussed the health benefit premiums and caps, as well as the cost of administration by the third party administrator (TPA) and the payment of claims for the self insured part of the CB12 to CB1 Wrap program.

Meeting adjourned at 5:02 p.m.

# ***Administration and County Services Committee***

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

**December 2, 2004  
Minutes**

Members Present: Mike Crawford, Bob McLeod, and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:04 p.m.**

The meeting time will be at 12:00 noon for any meeting called prior to the 2005 organizational meeting.

**2. Public Comment**

None.

**3. Approval of November 4, 2004 Closed Session Minutes**

**Motion by Laura Stanek, supported by Mike Crawford, to approve the closed session minutes of November 4, 2004. Motion carried – unanimous.**

**4. Closed Session**

The Committee went into closed session at 12:11 p.m. to discuss negotiations with the Unrepresented Group.

The Committee came back into open session at 12:50 p.m.

**5. Board and Commission Appointments**

It was the consensus of the Committee to recommend to the Chairman of the Board of Commissioners make the following appointments to the following Commissions and Boards:

- Antrim Creek Natural Area

The Chairman of the Board of Commissioners will confirm Gary Strange as a Banks Township appointment.

- Commission on Aging

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Mary Kokosky, Don Schuiteman and Edward Bradford to the Commission on Aging board. Motion carried – unanimous.**

- Board of Public Works

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Adam Jankowski and Leonard Klein to the Board of Public Works. Motion carried – unanimous.**

- Construction Board of Appeals

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Edgar Boettcher to the Construction Code Board of Appeals. Motion carried – unanimous.**

- Antrim County Road Commission

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners reappoint Jerome Dobrzelewski to the Antrim County Road Commission. Motion carried – unanimous.**

- Veterans' Affairs

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Allan Potter to the Veterans' Affairs Board. Motion carried – unanimous.**

- Antrim County Housing Commission

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners appoint Marian Sterner to the Antrim County Housing Commission. Motion carried – unanimous.**

- E-911 Board

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners reappoint Bill Chapman and Adam Jankowski and to appoint Robert Robinson to the E-911 Board. Motion carried – unanimous.**

- Parks and Recreation Commission

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners appoint Linda Gallagher to the Parks and Recreation Commission. Motion carried – unanimous.**

## **6. Commission on Aging (COA)**

Carol Mitchell, COA Director, joined the meeting to discuss wage increases for the part-time non-union employees working for the COA.

- **Part-time Employee Pay Increases**

As recommended by the COA Board and the Human Services Committee, Ms. Mitchell requested a 3% increase in wages for all part-time nonunion employees for the year 2005. Ms. Mitchell also requested a 5% increase for the part-time nonunion secretary position that works in the COA office.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a 3% increase for all part-time employees except the secretary position which would receive a 5% increase for 2005. Motion carried – unanimous.**

- **Contract Signing Policy**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners change the policy for signing COA contracts as follows:**

*Only the Area on Aging Agency contracts shall require the Chair of the Board of Commissioners signature and the Chair of the Commission on Aging Board shall sign all other Commission on Aging contracts including the additional amendments to the Area on Aging Agency contracts.*

**Motion carried – unanimous.**

**7. Representatives of the Unrepresented (ROU)**

Julie Gorno, Karen Day and Jim Rossiter came in to discuss wages, salaries and benefits for the Unrepresented Employees. The Committee and the representatives had a long discussion about health benefits. The Committee proposed some changes to the CB12 to CB1 Wrap program (proposal attached).

The ROU will take the proposal back to the Unrepresented Employees and will also formulate a counter proposal to the Committees wage proposal. The Committee will meet with the ROU again on Wednesday, December 8 at 1:30 p.m. in Room 203-B.

**8. Sheriff Department - Per Diem**

Dan Bean, Undersheriff, joined the meeting to discuss the possibility of instituting a per diem for travel, lodging and meal expenses when Sheriff Department employees go to training. Undersheriff Bean indicated the office staff is mired in receipts and paperwork to get the employees reimbursed for their expenses. The Committee was receptive but recalled that the last time the subject came up the Sheriff indicated the statute they were operating under required them to keep the receipts regardless of the policy for payment. This put a halt to the consideration of a per diem process. Undersheriff Bean will investigate and get back with the Committee.

**9. Probate Court Unrepresented Employees**

Judge Norman Hayes joined the meeting. The Committee indicated their agreement with the judge's proposal to provide a \$2000 stipend for the Court Reporter/Judicial Secretary for the 2005 year, out of the overtime line item in the Probate Court budget. The stipend would be for additional work recently shifted by the Circuit Court to the Probate/Family Court.

**10. Associate Planner Hiring Process**

Mr. Garwood updated the Committee on the schedule for the Associate Planner hiring process. The deadline for applications is January 3, 2005 and interviews will be held January 12, 2005.

**11. Soil Erosion Control Officer Position**

The Committee discussed the current arrangement for regulation of the Soil Erosion and Sedimentation Control Act versus administering the program directly through the County. The Consensus was consistent with the Public Works Committee recommendation to continue contracting with the Antrim Conservation District.

**12. Peter Garwood Compensation**

Mr. Garwood will formulate a proposal for the Committee for the Wednesday, December 8, 2005 special Administration and County Services Committee meeting.

**13. Health Insurance Agent Search**

The Committee reviewed the proposals from the four (4) agents that responded to the Request for Qualifications:

- Great Northern Benefits
- Dewey Insurance Agency
- Cadillac Insurance Agency
- Public Employee Benefit Solutions

After much consideration the Committee decided to request presentations from Great Northern Benefits, Dewey Insurance Agency, and Public Employee Benefit Solutions.

**14. Computer, Network System and Internet Use Policy**

Charles Koop, Legal Counsel, joined the meeting to give an update on the Antrim County Computer, Network System and Internet Use Policy. No new information was available.

**15. Resolution Lake County**

The Committee reviewed a resolution from Lake County that opposed increasing the length of trucks allowed on Michigan roads and reducing the penalty for overweight trucks to \$250.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the resolution approved by the Lake County Board of Commissioners that opposed increasing the length of trucks allowed on Michigan roads and reducing the penalty for overweight trucks to \$250 (attached). Motion carried – unanimous.**

**16. Various Matters as Appropriate**

▪ Grievances

Mr. Garwood informed the Committee of two grievances; one from the General Bargaining Unit and the other from the Probate Court Bargaining Unit. Both grievances were regarding health benefits.

▪ Letter from Kent McNeil

It was the consensus of the Committee to recommend the Board of Commissioners not respond to Mr. McNeil's communication.

The meeting adjourned at 3:20 p.m.

# ***Administration and County Services Committee***

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

## **SPECIAL MEETING December 8, 2004 Minutes**

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

### **1. Meeting called to order at 1:34 p.m.**

### **2. Representatives of the Unrepresented (ROU)**

Jim Rossiter, Karen Day and Julie Gorno joined the meeting as the ROU. The group presented a summary of what had previously been tentatively agreed to, as well as a wage proposal.

The Committee went into closed session several times beginning at 1:55 p.m. The closed sessions were to formulate proposals and counter proposals for the ROU.

The ROU accepted the final proposal and indicated they would take it to the Unrepresented Group for approval.

### **3. Commissioners Compensation**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners increase the Commissioners salary an additional \$25 a month January 1, 2005 and another \$25 a month January 1, 2006. The salary increases will be in addition to the \$40 a month increase the Board of Commissioners approved in the October 14, 2004 meeting. Motion carried – unanimous.**

### **4. Coordinator/Planner Wages**

The Committee agreed to use a weighted average of 85% Coordinator/Administrator and 15% Planning Director as a basis for conducting salary comparisons for the Coordinator/Planner position.

### **5. Health Insurance**

The Committee had extensive conversations about whether or not to continue to offer the current wrap program while offering the new wrap program. The new wrap program will result in a substantial cut to the payroll deduction.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners move all the employees who are in the current CB12 to CB 1 Wrap to a new CB 12 to CB 1 Wrap program with a \$25 office visit and a MOPD2x. Motion carried – unanimous.**

Meeting adjourned at 3:53 p.m.