

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

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**January 11, 2005  
Minutes**

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

**1. Meeting called to order at 8:15 a.m.**

**2. Reimbursement for Applicants**

**Motion by Mike Crawford, supported by Laura Stanek to pay up to \$50 for expenses for those job applicants traveling over 200 miles if the applicant stays in a motel, as well as reimbursement for miles traveled to and from the interview at the County's adopted mileage reimbursement rate for all applicants. Motion carried – unanimous.**

**3. Associate Planner Interviews**

The Committee interviewed six applicants for the Associate Planner position:  
Tim Degiuli  
Joseph Wendel  
Matt Catanzarite  
Virginia Reilly  
Lukas Hill  
Elizabeth St. Pierre

**Motion by Bob McLeod, supported by Mike Crawford to recommend the Board of Commissioners approve hiring Lukas Hill at the three (3) year rate, with no step increases and, if he doesn't accept the position, the Board of Commissioners should offer the job to Elizabeth St. Pierre at the two (2) year rate, with one step increase. Motion carried – unanimous.**

**4. Meeting Dates and Times**

Meetings for the Administration and County Services Committee will be the first Thursday of the month at 12:30 p.m. for 2005.

Meeting adjourned at 1:00 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**February 3, 2005  
Minutes**

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

**1. Meeting called to order at 12:34 p.m.**

**2. Public Comment**

None.

**3. Associate Planner Moving Expenses**

The Committee considered paying moving expenses for Elizabeth St. Pierre who was recently hired as the Associate Planner.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve \$400 moving expenses for the new Associate Planner, Elizabeth St. Pierre. Yes – Crawford, McLeod No - Stanek**

**4. Mileage Reimbursement**

The Committee discussed raising the reimbursement rate per mile from the current 34 cents per mile. The Committee reviewed a survey of the surrounding counties.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend to the Board of Commissioners the mileage reimbursement rate be increased to 38 cents a mile beginning March 1, 2005 (see attachment). Motion carried – unanimous.**

**5. Resolutions**

✧ Huron County resolution regarding State employee pay raises.

No action taken.

✧ Arenac County resolution regarding Part 91 of Public Act 451 Soil Erosion and Sedimentation Control.

No action taken.

✧ Branch-Hillsdale-St. Joseph resolution urging state and federal government to establish a state-federal influenza vaccine supply.

No action taken.

**6. Health Insurance Issue**

Peter Garwood, Coordinator/Planner, explained that in the rush to make cost saving changes to the health insurance, the premium amount we gave to the employees for a family rate was 40 cents less per month than the actual cost. Chairman Jack White had authorized the County to pay the 40 cents per employee for the first month, while this

Committee could have a chance to make a recommendation to the full board regarding the remaining months of 2005.

**Motion by Mike Crawford to recommend the Board of Commissioners cover the additional 40 cents per month for employees that have a family policy in the Blue Cross Blue Shield Wrap program. Motion failed for lack of support.**

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners pay for the 40 cents discrepancy for the month of January only and the 40 cents be assessed to the employees who subscribe to the family rate for the eleven remaining months. Motion carried – unanimous.**

#### **7. Health Insurance Agencies – Presentations**

The Committee heard presentations from three (3) companies that provide agent representation services for health insurance.

- ❖ Dewey Insurance Agency – Patrick Dewey presented the services provided by their agency.
- ❖ Public Employee Benefits Solutions (PEBS) – Fred Todd and Cathy Snyder presented the services provided by their agency.
- ❖ Great Northern Benefits – Terry Roote, Dolly Martinson and Megan Hopp presented the services provided by their agency.

#### **8. Sheriff Department Per Diem**

Dan Bean, Undersheriff, joined the meeting to discuss the proposed per diem policy for when the employee goes to training.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the Training Meal Expense policy for the Sheriff Department (attached). Motion carried – unanimous.**

#### **9. Computer Network System and Internet Use Policy**

Charles Koop, legal counsel, presented a new draft of an Antrim County Computer, Network System and Internet Use Policy. The Committee suggested some minor changes and directed Mr. Koop to provide a copy for the Commissioner's packet for the Board of Commissioner's meeting.

The Committee directed Mr. Garwood to put "information technology" on next month agenda.

#### **10. Various Matters as Appropriate**

- ❖ ACNA Appointment  
Mr. Garwood informed the Committee that the appointment of Gary Strange, to the ACNA Commission did not appear in the Board of Commissioners minutes. The Committee recommended the appointment in December.

**The Committee requests the Chairman of the Board of Commissioners make the appointment of Gary Strange to the ACNA Commission.**

Meeting adjourned at 4:10 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**March 3, 2005  
Minutes**

Members Present: Mike Crawford, Bob McLeod, and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood and Jack White  
Jim Pascoe, Chairman of the Antrim County Planning Commission, joined the meeting.

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

**2. Public Comment**

None.

**3. Sheriff Department – Position Opening**

Sheriff Terry Johnson joined the meeting. Sheriff Johnson informed the Committee that one of his road deputies has resigned.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve the release of funds and allow the Sheriff to initiate the hiring process to fill the vacant road deputy position in the Sheriff Department. Motion carried – unanimous.**

**4. Health Insurance – Agent Search**

The Committee deferred the decision to a future meeting.

**5. Boards/Commissions Appointments**

- North Country Community Mental Health  
Two applicants were considered for the seat that is vacant on the Mental health board; Betsy Brown and Louis Scholl.

**Motion by Mike Crawford supported by Laura Stanek to recommend the Board Chairman appoint Louis Scholl to the North Country Mental Health Board. Motion carried – unanimous.**

- Commission Expiration Dates  
Peter Garwood, Coordinator/Planner explained the need to change the Planning Commission, Economic Development Corporation (EDC) and the Brownfield Redevelopment Authority (BRA) board expiration dates from July 1, May 10 and May 10 respectively, to December 31. The change would make the three boards consistent with most of the other boards, commissions and committees the Chairman of the Board of Commissioners appoints.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve changing the term expiration dates for the EDC, BRA and the Planning Commission from May 10, and July 1 to December 31 for all three boards. Motion carried – unanimous.**

- School Representative for Planning Commission  
The Committee was informed that due to a recent amendment to the county planning statute the County is obligated to appoint a representative from one of the school districts in the County. The statute calls for either a school board member or a school administrator to fill the requirement.

Jim Pascoe, Chairman of the Planning Commission explained the Planning Commission is recommending increasing the number of Planning Commission members from 9 to 10 to accommodate the statutorily required addition of a school board member or administrator. Mr. Pascoe explained the current members of the Planning Commission are all very involved in working on the general plan. He stated he really didn't want to lose any of them.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners approve increasing the membership of the Planning Commission from 9 to 10 members. Motion carried – unanimous.**

## **6. Resolutions**

- Lenawee County Resolution – Cuts in HIV/AIDS Testing and Counseling Funding – attached.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve a resolution similar to the one Lenawee County passed regarding the cut in health department funding from the State for testing and counseling for sexually transmitted diseases; in particular HIV/AIDS (the funding cut for Northwest Michigan Community Health Agency was \$10,000 from a \$14,000 program). Motion carried – unanimous.**

- Newaygo County Resolution – Protesting How the Flag is Displayed on the Uniforms of the Prison Guards.

Mr. Garwood will contact Sheriff Johnson about the flag wearing by prison guards to see if it applies to the County corrections officers, and to see what he knows about the issue in general.

- Crawford County – PILT (Payment in Lieu of Taxes) – attached.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners send a letter to MAC to support Crawford County's letter regarding the recent legislation to freeze the PILT payments to the Counties. Motion carried – unanimous.**

- Lake County Resolution – To Support Rosswell Fulton, Jr. as a Delegate for Michigan Association of Counties (MAC).

No action taken.

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

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners approve the Computer, Network System, and Internet Use Policy absent any recommendations for changes from the Computer Committee. Motion carried – unanimous.**

**8. Correspondence**

- Communication from ACUTE – attached  
The committee reviewed a letter and grant outline for a grant request for administration funds for ACUTE. ACUTE would like a letter of support from the Board of Commissioners.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners approve the Chairman sign the letter of support for the ACUTE grant application to the Great Lakes Aquatic Habitat Network and Fund. Motion carried – unanimous.**

- Appointment to Worker Compensation Board

**Motion by Laura Stanek, supported by Bob McLeod to recommend the Board of Commissioners approve the Chairman's appointment of Mike Crawford to the MAC Worker's Compensation Board. Motion carried – unanimous.**

**9. Health Insurance Premium**

**Motion by Laura Stanek, supported by Mike Crawford that due to the complexity of administering the \$ .40 additional charge to the employees who subscribe to the family health plan and that the additional charge is due to an oversight by county administration, the Committee recommends the Board of Commissioners pay the additional \$ .40 for each of the employees for the 2005 year. Motion carried – unanimous.**

**10. Labor Negotiations**

The Committee went into closed session at 2:10 p.m. to discuss labor negotiations.

The Committee came back into open session at 2:40 p.m.

Meeting was adjourned at 2:45 p.m.

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

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**March 8, 2005**

## **Minutes**

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

Members Absent: None

Others Present: Pete Garwood, Jack White and Dan Bean  
Patrick Spidell, Union Representative

### **1. Meeting called to order at 3:00 p.m.**

### **2. Sheriff Department Grievances (2)**

Mr. Garwood and Undersheriff Bean briefed the committee on the two grievances they were about to hear. The committee moved to Room 203-B at 3:15 p.m.

#### **Grievance Hearings**

##### First Grievance – Shift Differential Issue:

The road deputies requested and management agreed in August 2004 to go from five (5) shifts per day, including a 10:00 p.m. to 8:00 a.m. (midnight shift), to three (3) shifts per day, not including a 10:00 p.m. to 8:00 a.m. shift. Since the change was made the county has not been paying the 40¢ midnight shift differential. The union filed a class action grievance on January 31, 2005.

This meeting was set as a third step meeting in accordance with the Deputies/ Dispatchers Bargaining Unit contract.

Pat Spidell, Business Representative, Police Officers Association of Michigan (POAM), explained the union's position regarding the shift differential grievance.

The committee discussed the issue with Undersheriff Bean and Mr. Spidell.

##### Second Grievance – Officer Wheatley Issue:

Officer Wheatley had a counseling memorandum placed in his file. Even though he has been informed it was only instructional and did not constitute discipline, he filed a grievance objecting to the placement of the document in his personnel file.

In meeting with Mr. Spidell he explained the union's position on the issue.

The committee asked additional questions of Mr. Spidell, Undersheriff Bean and Mr. Garwood.

Chairman Bob McLeod indicated that if Mr. Spidell would give the county an extension of one week the committee would provide an answer to him on both the shift differential issue and the grievance filed in behalf of Deputy Officer Wheatley.

Meeting adjourned at 4:20 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**March 10, 2005 - 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 8:30 a.m.**

**2. Sheriff Department Grievances (2)**

**Shift Differential Issue:**

The Committee heard a report on Coordinator/Planner Pete Garwood's conversations with county labor counsel.

- Not timely.
- They asked for the change.
- Past practice has always paid a midnight shift differential for the 10:00 p.m. to 8:00 a.m. shift only for all sheriff department employees. All other shifts have received either a 20¢ shift differential or no shift differential at all.
- The Command Unit is in the same situation, but has not filed a grievance.

**Motion by Laura Stanek, supported by Mike Crawford to recommend denial of the class action grievance regarding not paying a midnight shift while the 10:00 p.m. to 8:00 a.m. shift is inactive, for the following reasons:**

- **Not timely.**
- **They asked for the change.**
- **Past practice has always paid a midnight shift differential for the 10:00 p.m. to 8:00 a.m. shift only for all sheriff department employees. All other shifts have received either a 20¢ shift differential or no shift differential at all.**
- **The Command Unit is in the same situation, but has not filed a grievance.**

**Motion carried – unanimous.**

**Wheatley Grievance Issue:**

Pete Garwood informed the Committee of his discussion with the labor attorney regarding whether or not to keep counseling memorandums in the individual employee's personnel file.

**Motion by Mike Crawford, supported by Laura Stanek to deny the Wheatley grievance for the following reasons:**

- **There appears to be no violation of the cited sections or any other sections of the collective bargaining agreement**
- **The grievance indicates that Sergeant Janisse disciplined Officer Wheatley. A counseling session and associated memorandum are not discipline and thus union representation is not required.**
- **The personnel file is the logical place for a counseling memorandum.**

**Motion carried – unanimous.**

Meeting adjourned at 8:55 a.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**April 7, 2005  
Minutes**

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

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

None.

**3. Sheriff Department**

- Corrections Officer

Sheriff Johnson joined the meeting to request a temporary corrections officer, due to one of the officers being on suspension.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners authorize Sheriff Johnson to hire a temporary corrections officer. Motion carried – unanimous.**

- Wage Issue – Correction Office

Sheriff Johnson requested that Terry Skurnit be bumped up from the first year pay grade (second step in the wage scale) to the top level pay grade in the Correction Officer classification. After a review of the collective bargaining contract, Peter Garwood, Coordinator/Planner, informed the Sheriff and the Committee the Sheriff has the authority to make the adjustment in officer Skurnit's wage due to the fact that he had previously been a correction officer.

- Court Officer

A road patrol officer left the employment of the County recently. The Sheriff would like to take the current court officer and make him a road patrol officer, and when John Fant, a current road patrol officer retires in July, the Sheriff would hire him for the 24 hour a week court officer position, if the County can raise the hourly rate from \$14 an hour to \$15 an hour. The Committee recognized that Officer Fant has much experience and would not need training for the position.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners allow the Sheriff to hire John Fant as the Court officer for \$15 an hour in July, 2005. If Mr. Fant doesn't take the position, the rate goes back to \$14 an hour. Motion carried – unanimous.**

**4. Resolutions**

- Washtenaw County Resolution – Opposing Budget Cuts to the Community Development Block Grant (CDBG) Program

**Motion by Mike Crawford, supported by Laura Stanek, to recommend approval of a resolution similar to the one passed by Washtenaw County (attachment), opposing cuts to the CDBG program (housing rehabilitation and other community development programs). Motion carried – unanimous.**

- Lake County Resolution Opposing the State of Michigan Discontinuing their Contract with GEO Inc.

No action taken.

- Ottawa County Resolution Thanking Representative Huizenga for His Work in Amending the Records Media Act  
The Committee felt that since all Counties benefit from the amendment to the Records Media Act through the ability to use a wider range of optical media for the lawful reproduction and storage of public documents, a thank you to Representative Huizenga was appropriate.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the one passed by the Ottawa County Board of Commissioners recognizing Representative Huizenga for his work on the amendments to the Records Media Act, MCL 24.401, et seq (attachment). Motion carried – unanimous.**

#### 5. Park Employees - Wages

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a 3% increase for the Barnes Park seasonal employees and apply it to all steps of the wage scale (attachment). Motion carried – unanimous.**

#### 6. Board, Committees and Commissions

- Mental Health Appointment

The Committee considered the “at large” appointment on the North Country Community Mental Health Board.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Chairman of the Board of Commissioners appoint Betsy Brown to the North Country Community Mental Health Board. Motion carried – unanimous.**

- Antrim Creek Natural Area (ACNA) Commission

The Committee reviewed two Letters of Interest from two individuals interested in filling the vacancy on the ACNA Commission; Christopher Ventzke and Marion Williams.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Marion Williams to the Antrim Creek Natural Area Commission. Motion carried – unanimous.**

#### 7. Health Insurance

Patrick Dewey, Insurance Agent for Dewey Insurance Agency, joined the meeting to discuss the services his company offers.

#### 8. Register of Deeds - Position Vacancy

Patti Niepoth, Register of Deeds, joined the meeting to request the release of funds so that she may hire a new employee to fill the vacant position of Chief Deputy. Ms. Niepoth explained she will promote from within for the Chief Deputy which will leave a vacant Clerk position. Ms. Niepoth was asked by the Committee if she could get along without an employee in the clerical position. She responded that she could not.

At that time, the Committee asked that Sherry Comben, Treasurer, join the meeting. The Committee asked Ms. Comben if she could get by with out the position that she will have open in her office. Ms. Comben indicated that she could not. The Committee asked both Ms. Comben and Ms. Niepoth if they could operate with a part-time irregular in their offices rather than hiring a full time employee. Both indicated they could not. Much additional discussion took place.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of funds, and authorize the hiring process for the vacant Chief Deputy position in the Register of Deeds office. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend that if the Chief Deputy position is filled with an employee within the office, that the Board of Commissioners release the funds and authorize the hiring process for the subsequent vacant position in the Register of Deeds Office. Motion carried – unanimous.**

#### **9. Treasurer – Position Vacancy**

Ms. Comben explained that Connie Turner who was the Chief Deputy in her office retired but her last day is not until sometime in May. She requested the ability to call the individual she appoints to that position an interim Chief Deputy until the official last day of Ms. Turner.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve an interim Chief Deputy in the Treasurer Office until the position becomes vacant. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of funds, and the hiring process for the vacant Chief Deputy position in the Treasurer Office. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend that if the Chief Deputy position is filled with an employee within the Office that the Board of Commissioners release the funds and authorize the hiring process for the subsequent vacant position in the Treasurer Office. Motion carried – unanimous.**

#### **10. Various Matters**

The Committee considered a communication from Patty Cantrell of the Michigan Land Institute requesting a letter from the County which would indicate their awareness of, and cooperation with a program they are ready to receive funding for called the Growing Entrepreneurial Agriculture Initiative. The Committee felt a need for more information on the program prior to providing such a letter.

Meeting adjourned at 3:45 p.m.

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

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**May 5, 2005  
Minutes**

Members Present: Bob McLeod and Mike Crawford (arrived at 12:36 p.m.)  
Members Absent: Laura Stanek  
Others Present: Pete Garwood and Jack White

## **1. Meeting called to order at 12:32 p.m.**

Meeting was called to order at 12:32 p.m. Due to the lack of a quorum at the beginning of the meeting the meeting was started with Jack White, Board of Commissioners Chairman acting as a voting Committee member, as allowed by the Board of Commissioners Procedures. However, Mike Crawford arrived moments later to make up a quorum of the Committee and Mr. White resumed his non-voting status.

## **2. Public Comment**

None.

## **3. Dispatcher Vacancy**

Sheriff Johnson informed the Committee of a 911 dispatcher position vacancy because of an employee that didn't make it through the probationary period.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners release the funds and authorize the hiring process for the vacant 911 dispatcher position. Motion carried – unanimous.**

## **4. Future Road Deputy Vacancy**

Due to the impending retirement of Officer John Fant, there is an upcoming road patrol deputy vacancy beginning July 31, 2005. However, because Sheriff Johnson has not filled a court officer position, he would like to use the unused funds to hire a replacement beginning July 1, 2005.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners authorize the Sheriff to post the vacancy of road deputy immediately and authorize the release road deputy funds on August 1, 2005 for the position. And, for the month of July, beginning July 1, 2005, the Sheriff shall be authorized to use dollars from the court officer fund in order that he may hire a replacement for the retiring officer Fant one month early. Motion carried – unanimous.**

## **5. Lake County Resolution**

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve a resolution similar to the Lake County Resolution in support of Local public health operations hearing and vision screening (attached). Motion carried – unanimous.**

**6. Coordinator/Planner Office – Position Vacancy**

Mr. Garwood informed the Committee that due to the resignation of Elizabeth St. Pierre the Associate Planner position is currently vacant. Mr. Garwood indicated he has been in contact with Lukas Hill who was the first choice the last time the Committee interviewed applicants for the position. Mr. Hill has informed he is very interested in the position. However, because he would have to take a \$10,000 cut in salary he asked that the County meet him half way (he would take a \$5,000 cut if the County would add \$5,000 to the salary). The Committee considered: Mr. Hill's qualifications and experience, the regional market for the position, and the dollars that are spent on training new employees with every resignation.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve hiring Lukas Hill for the Associate Planner position at an annual salary of \$41,630. Motion carried – unanimous.**

**7. Sheriff Department Grievance**

Mr. Garwood and Sheriff Johnson briefed the Committee on the Grievance filed on behalf of Corrections Officer David Dorland.

The Committee met with Patrick Spidell, Business Agent, and Jim School, Chief Steward, for the Police Officers Association of Michigan (POAM). Mr. Spidell presented the Union's position on the grievance.

After a caucus the Committee returned to the table with the Union representatives and informed them that the grievance will be denied. The Committee and the Union representative verbally agreed once the written denial was delivered to the Union an agreement would be made to extend the time periods for filing for arbitration until court action regarding officer Dorland has been concluded. Mr. Spidell will draft the agreement and send it to Mr. Garwood for review and finalization.

Meeting was adjourned at 2:30 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**June 2, 2005  
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 12:30 p.m.**

**2. Public Comment**

None.

**3. Worker's Compensation Report**

Mike Crawford is a recent member of the Michigan Association of Counties Worker's Compensation Board. At a recent meeting he found out that Antrim County has one of the highest claims rates in the State. It was recommended to Mr. Crawford that the County consider appointing a Safety Coordinator in both the Sheriff Department and Meadow Brook Medical Care Facility, as they have the highest incidents of claims in the County.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners request the appointment of a Safety Coordinator in both the Sheriff Department and Meadow Brook Medical Care Facility. Motion carried – unanimous.**

**4. Wage Scale for Assistant Prosecutor**

Peter Garwood, Coordinator/Planner, informed the Committee that there appeared to be a mistake in the wage scale of the Assistant Prosecuting Attorney between the 1st and the 2nd year step increases for the salary. Instead of a 2.8 % increase from one year to the next it was a .28% increase. It was acknowledged that an adjustment of the scale for the second year would also have an affect on the third year salary step.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners adjust the wage scale (attached) for the second and third year to \$45,836 and \$47,291 respectively (2005 rate). Motion carried – unanimous.**

**5. Resolutions**

- St. Joseph County Resolution

The Committee considered a resolution that would protest the way the Headlee Amendment is currently being applied to the Taxable Value on a property at the time of sale. No Action at this time.

- Saginaw County Resolutions

Action Delayed until the next meeting.

## **6. Planning Commission Appointment**

Due to an amendment to the County Planning statute, a school board member or school administrator must be appointed to the Planning Commission. The Coordinator/Planner Office sent notification to all school districts in the County and received interest notification forms from two school administrators.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chairman of the Board of Commissioners appoint Terry Morris from Elk Rapids Public Schools (Interest Notification Form attached) to the Antrim County Planning Commission, for a term beginning July 1, 2005 and ending December 31, 2008. Motion carried – unanimous.**

## **7. District Court Leased-Line**

Don Sheehan and Carol Stocking, from Grand Traverse County, joined the meeting. Jane Redfern and Steve Groll, Bellaire Computer Center, also joined the meeting.

The issue was whether or not it is advisable to switch from the current 56k connection, for the District Court in Antrim County to the District Court in Grand Traverse County, to a VPN (Virtual Private Network) connection.

The connection allows District Court to get LIEN through Grand Traverse County Central Dispatch. The connection also allows connection between Antrim County and Grand Traverse County for other District Court and Family/Probate Court business.

The concern is that going to a VPN from a leased-line might decrease reliability.

**Motion by Bob McLeod, supported by Laura Stanek, to recommend we keep the leased-line for a 3 month period, while using a VPN (Virtual Private Network) for most of the work stations in the offices. If there appears to be too many interruptions on the VPN, the County will consider returning the entire office to the leased-line. Motion carried – unanimous.**

## **8. Information Technology (IT) Consultant**

Ms. Redfern and Mr. Groll presented a proposal (attached) to become the County's Information Technology Services Provider on a contractual basis.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve using the Bellaire Computer Center as the Information Technology service provider. Motion carried – unanimous.**

## **9. Coordinator/Planner Office Position Vacancy**

- Associate Planner

**Motion by Laura Stanek, supported by Bob McLeod, to authorize the advertising and interview process for the Associate Planner position. Motion carried – unanimous.**

## **10. Annual Report Guidelines**

The Committee considered whether there should be a policy for what is required in the annual report. After much discussion no changes were recommended.

## **11. Various Matters**

None.

Meeting adjourned at 2:55 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**July 7, 2005  
Minutes**

Members Present: Bob McLeod, Laura Stanek and Mike Crawford (joined the meeting at 1:00 p.m.)  
Members Absent: None  
Others Present: Pete Garwood

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

None.

**3. Sheriff Department**

Sheriff Terry Johnson requested a wage increase for part-time unrepresented employees working for the Sheriff Department (nurse's helpers and assistant cooks).

**Motion by Laura Stanek, supported by Bob McLeod, to recommend to the Board of Commissioners approve to raise the part-time cooks and part-time nurse's helpers' wage by 25¢ an hour. Motion carried – unanimous.**

Sheriff Terry Johnson requested authority to hire Jan Ganzel at the one year wage.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Sheriff be authorized to hire Jan Ganzel at the 1st year step and that he will remain at that step until the third year of employment. Motion carried – unanimous.**

**4. Farmland Preservation Board (attachments)**

Bob McLeod, Chairman, indicated the Farmland Preservation Board members were appointed outside of the Board policy for appointments to boards, commissions and committees. Committee referred the issue to Legal Counsel to see if appointments once made can be retracted.

**5. Resolutions**

❖ Saginaw County (attachments)

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve similar resolutions to the ones approved by Saginaw County (Resolution A, "Protecting Children Services in the Community" and Resolution B, "Supporting Legislation that provides a dedicated Funding Source For the Children of Veterans Tuition Grant Program Other Than the Michigan Veterans Trust Fund and Assures Continuation of the MVTF Emergency Assistance Grants"). Motion carried – unanimous.**

❖ Osceola County

Opposing New Sanctions for Building Inspectors  
No action taken.

Michigan Association of Counties (MAC) Board of Directors Endorsement  
No action taken.

**6. Veteran's Affairs**

George Perkins, Veteran's Counselor, joined the meeting.

Mr. Perkins requested that an individual who is currently working as a volunteer in the Veteran's Office be hired on as a part-time employee. Mr. Perkins recommended she be hired 10 to 12 hours a week.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners temporarily hire Ms. Deborah Peters for 10 hours a week at a rate of \$10.59 an hour in the Veterans Affairs Office until the August 11<sup>th</sup> Board of Commissioners meeting. Motion carried – unanimous.**

Mike Crawford, Commissioner and Committee member, joined the meeting.

**7. Abstract Office Budget Request**

Theresa Kent, Abstractor, joined the meeting and presented her budget request for 2006.

**Motion by Laura Stanek, supported by Mike Crawford, to approve the Abstract Department budget for submittal to the Finance Committee. Motion carried – unanimous.**

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

Peter Garwood, Coordinator/Planner, presented the budget request for 2006.

**Motion by Mike Crawford, supported by Laura Stanek, to approve the Coordinator/Planner budget as amended, as well as the capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.**

**9. Letter to Kalkaska County Prosecuting Attorney**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners send a letter to the special prosecutor urging him not to pursue a new trial on the same felony that was already tried twice (because of the cost to the County as well as the defendant). Motion carried – unanimous.**

**10. Northwest Michigan Counsel of Governments (NWMCOG) Appropriation Request**

Alton (Bud) Shipstead, Director of NWMCOG, and Elaine Wood, Deputy Director of the NWMCOG, joined the meeting.

Ms. Wood reviewed the NWMCOG work plan with the Committee (attachment).

**Motion by Laura Stanek, supported by Mike Crawford, to approve the Northwest Michigan Counsel of Governments appropriation request for submission to the Finance Committee. Motion carried – unanimous.**

**11. Smoking Ordinance**

Mr. Garwood will research the issue of a smoking policy and have a recommendation for the next Committee meeting.

**12. Driving on Behalf of the County Discipline Policy**

Mr. Garwood informed the Committee that the County will have to put a discipline policy in place for those that are handling the employee information that will be sent to the State when reviewing the employee's driving record.

Meeting adjourned at 2:50 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**July 12, 2005  
Minutes**

Members Present: Bob McLeod, Laura Stanek and Mike Crawford

Members Absent: None

Others Present: Pete Garwood

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

None.

**3. Associate Planner Interviews**

The Committee and Peter Garwood, Coordinator/Planner, interviewed four applicants for the Associate Planner position:

- ❖ Joseph Meyers
- ❖ Ryan Simmons
- ❖ Derek Heinbuck
- ❖ George Jackson

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve hiring George Jackson for the Associate Planner position, but if he does not accept the position or his reference check is negative, the position will be offered to Joseph Meyers, as long as his reference check is positive. Motion carried – unanimous.**

**4. Sheriff Department Position Vacancy**

Sheriff Johnson informed the Committee that he had to let an employee (road deputy) go. The employee had not been with the department long and was not catching on to the job duties.

**Motion by Laura Stanek, supported by Mike Crawford, to release the funds for the vacant road deputy position and authorize the hiring process. Motion carried – unanimous.**

**5. Sheriff Department Grievance Hearing**

Sheriff Terry Johnson and Sergeant Jim Janisse joined the meeting.

Sergeant Janisse reviewed the reasons for the discipline of Officer Wheatley with the Committee.

❖ Meeting with Union

Union Present: Pat Spidell, Matt Mullidore and John Wheatley

Management: Sergeant Jim Janisse, Sheriff Terry Johnson, Mike Crawford, Bob McLeod,  
Laura Stanek and Peter Garwood

Officer Wheatley was given the option of requesting a closed meeting. He declined.

Sergeant Jim Janisse reviewed for all in attendance the reason for disciplining Officer Wheatley.

Reasons: Written log does not match the in car video tape.

Sheriff Johnson indicated he also has compared the video with the log submitted by Officer Wheatley, Sheriff Johnson agreed the two did not match.

Mr. Spidell asked Sergeant Janisse a series of questions.

Mr. Spidell indicated that if the Sheriff Administration makes a practice of using the in-car video tape to discipline road officers, it will become an issue at the bargaining table as it is a change in the condition of the workplace. Officer Wheatley was disciplined based on the use of the video compared to the log.

Officer Wheatley gave an account of how the course of events took place. He indicated he did not agree with the statements attributed to him in Sergeant Janisse's report.

Mr. Spidell reiterated that if Antrim County Sheriff Department continues to use video tapes for comparing to the written logs, it will have to be brought to the bargaining table.

The Committee asked questions of both Officer Whatley and Sergeant Janisse.

The Committee informed the union members that they will render a decision on the grievance within the seven (7) days required by the bargaining unit contract.

Meeting adjourned at 5:25 p.m.

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

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

**July 14, 2005  
Minutes**

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

**1. Meeting called to order at 3:05 p.m.**

**2. Public Comment**

None.

**3. Sheriff Department Grievance Hearing**

The Committee discussed the Wheatley grievance with labor counsel on the speakerphone.

It was brought to the Committee's attention that the policy for this infraction for a five (5) day suspension was put into place before the department went to four (4) day weeks.

**Motion by Bob McLeod, supported by Mike Crawford, to not take action to reverse the Sheriff's decision regarding the suspension of Officer Wheatley due to the lack of convincing information. However, the Committee recommends the Sheriff reduce the suspension from a five (5) day to a four (4) day suspension. Motion carried – unanimous.**

**4. Associate Planner Position**

**Motion by Mike Crawford, supported by Laura Stanek, to hire Joe Meyers for the Associate Planner position. Motion carried – unanimous.**

Meeting adjourned at 4:18 p.m.

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

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**August 10, 2005  
Minutes**

Members Present: Bob McLeod, Laura Stanek and Mike Crawford

Members Absent: None

Others Present: Pete Garwood and Jack White

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

**2. Public Comment**

None.

**3. MERS Premier Health**

Sue McNally, Representative for MERS Premier Health Insurance gave a presentation on their new health insurance product they are offering to municipalities.

**4. Construction Code Department**

◦ Clerk Position

Bob Massey, Director of the Construction Code Department came in and requested the part-time clerical position be made into a full-time position. Mr. Massey presented a chart that compared permit fee schedules with surrounding counties.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners approve the temporary part-time position in the Construction Code Department be made into a long term part-time position. Motion carried – unanimous.**

◦ Permit Fees

The Committee reviewed the current financial situation (revenues vs. expenditures) for the Construction Code Department. The Committee and Mr. Massey discussed the possibility of raising the fees based on the need to shore up revenues. It appeared a slight raise in fees would not put Antrim County out of line with the other counties.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve the charge of a \$30 rough inspection fee on each project (effective immediately), and increase all permit fees by 5% on January 1, 2006. Motion carried – unanimous.**

**5. Veterans Affairs – Part-Time Clerk**

Mr. Perkins, Veterans Counselor joined the meeting and requested the part-time clerk approved for his office for one month be extended for one additional month.

**Motion by Mike Crawford, supported by Laura Stanek to extend the employment of the temporary part-time clerical position in the Veterans Affairs office for one additional month (until September 8, 2005). Motion carried – unanimous .**

**6. Meadowview Apartments**

**Motion by Laura Stanek, supported by Mike Crawford to approve Mr. Perkins as the temporary manager at the Meadowview Apartments until September 8, 2005. Motion carried – unanimous.**

**7. Housing Department Director Salary and Benefits**

Peter Garwood, Coordinator/Planner explained that over the last few years the administration dollars allotted in the grants for the housing program have been used to pay the employee's portion of the health benefits for the housing director. Although this was cleared by the Michigan State Housing and Development Authority, our auditor advised the County it is not legal, as it amounts to giving one employee a better benefit than all the others. The employee portion of the health benefits for the current plan Ms. Lowery subscribes to is approximately \$540.

The Human Services Committee has referred the issue to this committee with the recommendation that a salary study of housing directors be completed and if Ms. Lowery is found to be well behind in salary that the County consider a larger catch up raise to help offset the required out-of-pocket payroll deduction.

The Committee reviewed the salary study completed last year. It indicated that the Antrim County Housing Director is not well behind her counterparts in the other counties in Region 10.

**The Committee recommends the Board of Commissioners indicate to the Housing Director that she must either begin to pay the payroll deduction for her current health benefit plan or choose a different plan.**

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

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell indicated the funding for the Activities Coordinator position has been cut by the State. Ms. Mitchell requested the discontinuance of the full-time Activities Coordinator position and the creation of a part-time Events Coordinator position. This request was also recommended by the COA Board and the Human Services Committee.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners discontinue the full-time Activities Coordinator position (due to lack of funding) and create a part-time Events Coordinator position. Also, that if the COA hires Ms. Larsen for this position, Ms. Mitchell be authorized to pay her at the two year step (\$9.59/ hour). Motion carried – unanimous.**

**9. Health Insurance Rate Increases**

Patrick Dewey, Insurance Agent and Donna Ludwig, Blue Cross Blue Shield Representative joined the meeting. Ms. Ludwig presented the method used to determine the rate increase for the County's premium for health insurance for the 2006 year. The County has moved the annual renewal date from January 1 to October 1. The rate renewal for the 2006 year is 2.05%.

**10. Driving on Behalf of the County Discipline Policy**

No new information to share at this time.

### **11. Travel Policy**

The Committee directed Mr. Garwood to prepare an amendment to the Travel Policy that would mandate employees ride together if they are driving to the same destination.

### **12. Smoke Free Policy**

Charles Koop, Legal Counsel is working on a draft policy to comply with the health department smoke free building ordinance.

### **13. Various Matters**

- Computer and Communications Budgets  
**Motion by Laura Stanek, supported by Mike Crawford to require the Bellaire Computer Center (as the new Information Technology Services provider) submit a budget request for the Computer Department fund and the Communications cost center for the 2006 budget cycle. Motion carried – unanimous.**

- MERS Premier Health

The Committee discussed the presentation by Sue McNally, representative of MERS Premier Health. The Committee was quite impressed with the possibilities the new health insurance option presents. However, they also had the following concerns:

- The Premier Health family rate will result in a much greater payroll deduction for the employees than the Blue Cross Blue Shield (BCBS) family rate.
- Premier Health has been providing health insurance for municipalities for less than two months.
- The list of participating physicians in the surrounding market area is substantially less than BCBS.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners not change to MERS Premier Health for the year 2006, but reconsider the option next year. This recommendation is based on the following reasons:**

- **The Premier Health family rate will result in a much greater payroll deduction for the employees than the Blue Cross Blue Shield (BCBS) family rate.**
- **Premier Health has been providing health insurance for municipalities for less than two months.**
- **The list of participating physicians in the surrounding market area is substantially less than BCBS.**

**Motion carried – unanimous.**

- Mr. Garwood updated the Committee on various personnel matters.
- The Committee discussed the lack of cooperation between the Register of Deeds office and the Abstract office.

Meeting adjourned at 3:55 p.m.

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

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

## **September 1, 2005 Minutes**

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

### **1. Meeting called to order at 12:35 p.m.**

### **2. Public Comment**

None.

### **3. Maintenance Supervisor -After Hours Work**

Pete Garwood, Coordinator/Planner, informed the Committee that Dave Vitale, Maintenance Supervisor, has indicated that he is often called in to work in the wee hours of the night and morning when equipment breaks down. He inquired about the possibility of additional compensation for such instances.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve a \$35 payment for less than four hours and \$55 payment for over four hours, for the Maintenance Supervisor, only in the case of an emergency call out. The submittal for such payment will be subject to review and approval by the Finance Committee. Yes - Stanek, McLeod No - Crawford**

### **4. Sheriff Department**

❖ Correction Officer Vacancy

Dan Bean, Undersheriff, joined the meeting and requested the funds be reinstated for a recently vacated Corrections Officer position and the Sheriff be given authority to hire a replacement.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners reinstate the funds and position of Corrections Officer and approve the hiring process. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the re-filling of a temporary part-time Animal Control Officer position (10 hours a week) in the animal shelter through the end of October. Motion carried – unanimous.**

Undersheriff Bean indicated the Sheriff would like the part-time position to be permanent. The Committee indicated he can come to the next Committee meeting to justify the request.

## **5. Construction Code Department**

### ❖ Permanent Part-time Irregular Clerk

Peter Garwood, Coordinator/Planner, informed the Committee that the individual who is currently in the part-time irregular clerk position in the Construction Code Department has been working for the County for 14 months at 29 hours a week, but has never had an increase in pay. She is currently making \$9.49 an hour. In most cases she would have had a raise at six months and at one year.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners increase the part-time irregular position wage to \$10.28 per hour. Motion carried – unanimous.**

## **6. Boards, Commissions and Committees Appointments**

### ❖ Department of Human Services (DHS), Meadow Brook Board

The Committee considered four interested individuals for the DHS, Meadow Brook Board: James Pascoe, Thomas McCorry, Donald Schuiteman, and Patricia Lowery.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Patricia Lowery to the DHS, Meadow Brook Board (attachment). Motion carried – unanimous.**

### ❖ Regional Solid Waste Advisory Committee

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Joe Meyers to the regional Solid Waste Advisory Committee (through the Northwest Michigan Council of Governments). Motion carried – unanimous.**

### ❖ Construction Code Board of Appeals

Mr. Garwood explained there is a vacancy on the Construction Code Board of Appeals currently for a builder/contractor. The County received interest from two candidates: Joe Wertz and Dr. Donna Simons.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Joe Wirtz to the Construction Code Board of Appeals (attachment). Motion carried – unanimous.**

## **7. Resolutions**

### ❖ Clare County Resolution Regarding the Reduction of State Spending on Corrections

The Committee considered the resolution, but no action was taken.

### ❖ Iron County Resolution Regarding Eminent Domain (attachment)

**Motion by Laura Stanek, supported to Mike Crawford, to recommend The Board of Commissioners approve a resolution similar to the one approved and submitted by Iron County. Motion carried – unanimous.**

### ❖ Resolution to Urge the State of Michigan to Do All it Can for Those Affected by Hurricane Katrina

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners urge the State of Michigan to provide as much assistance as possible to the victims of Hurricane Katrina. Motion carried – unanimous.**

## **8. Mileage Reimbursement Rates**

The Committee discussed the burden recently put on those employees that are driving their personal vehicles as a part of their job for Antrim County. The Committee acknowledged the price for a gallon of gas had increased almost one dollar in the past couple of days. The Committee was informed that the current Federal rate is \$ .405 compared to the County's current rate of \$ .38 a mile for reimbursement. Raising the County rate above the Federal rate would have tax implications for the employees.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve a \$ .405 a mile reimbursement rate effective immediately. Motion carried – unanimous.**

## **9. Construction Code Permit Fees**

The Committee discussed the most recent information on the revenues and expenses in the Construction Code Department. Most recently the numbers for July indicate revenues of \$51,000 and expenses of \$54,000. Although some of the July expenses were from previous months it was still very concerning to the Committee. The Committee discussed the 5% increase in permit fees that is scheduled to take effect January 1, 2006. It was felt the January date may be too late.

**Motion by Laura Stanek, supported by Mike Crawford, to implement the 5% increase in permit fees for the Construction Code Department as soon as possible. Motion carried – unanimous.**

## **10. Bellaire Computer Center**

### ❖ Anti-Virus License Renewal

Jane Redfern and Steve Groll, from the Bellaire Computer Center, joined the meeting. Ms. Redfern and Mr. Groll recommended that the Committee approve an anti-virus license renewal, with Symantec, for \$14 per computer.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Finance Committee find the dollars and the Board of Commissioners approve the renewal of Norton Anti-Virus software for \$14 per computer. Motion carried – unanimous.**

### ❖ Sound System Proposal

Ms. Redfern and Mr. Groll presented a proposal from Sky Telecom to install a sound system for the Board of Commissioners room. The proposal cost is \$14,000 and is for budget purposes only.

The Committee tasked Ms. Redfern and Mr. Groll to put together bid specifications for a sound system and a personal listening system.

## **11. Meadowview Apartments**

Mr. George Perkins handed the Committee a letter indicating that he and his wife Betty Perkins are resigning from the Meadowview Apartments manager position (attachment). Mr. Perkins indicated they would stay on until a replacement is found.

Mr. Garwood will draft a letter of appreciation to Betty and George Perkins thanking them for their years of services on behalf of the Board of Commissioners.

**12. Management of Meadowview Apartments**

The Committee considered a proposal from the management of the Meadow Brook Medical Care Facility (MBMCF) for the management of the Meadowview Apartments.

The Committee asked the Chairman of the Human Services Committee approach the MBMCF management and negotiates an informal agreement with MBMCF for presentation to the Board of Commissioners.

**13. Safe Driver Program – Unauthorized Release of Information Policy**

Mr. Garwood informed the Committee that in order to access the Secretary of State Record Check and Record Flag Program the County must have a policy for discipline of those that will be handling the driver's information for the County, in case they were to use the information inappropriately.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners adopt the Unauthorized Release of Information Policy (attached). Motion carried – unanimous.**

**14. Smoke Free Policy**

This policy is put on hold while the Health Department re-initiates the process for adoption of the ordinance.

The meeting was adjourned at 3:14 p.m.

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

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

## **October 6, 2005 Minutes**

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

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

### **2. Public Comment**

None.

### **3. Construction Code Department**

#### **❖ Part Time Clerk Wages**

Peter Garwood, Coordinator/Planner, explained that when the Board of Commissioners adjusted the wages for the part-time irregular clerk position in the Construction Code department, the 2004 wage scale was inadvertently used instead of the 2005 wage scale. Using the 2005 scale the wage should be \$10.59 an hour rather than the \$10.28 an hour the employee, in the position, is currently getting paid.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners increase the part-time irregular clerk's wage in the construction code department to \$10.59 an hour. Motion carried – unanimous.**

#### **❖ Part Time Plumbing Inspector**

Bob Massey, Director of the Construction Code Department, joined the meeting. Mr. Massey explained that the part-time irregular plumbing inspector, who was filling in for the full-time inspector while he was on short-term disability, has been getting a wage commensurate with the regular scale. The Board of Commissioners approved a policy a few years ago to pay the part-time irregular inspectors \$1.50 an hour more than the regular scale, due to the fact they do not receive benefits. The County was also having a difficult time getting interested qualified individuals.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners increase the Plumbing Inspectors wage, an additional \$1.50 per hour to \$18.86 an hour, in accordance with the County's policy for part-time irregular inspectors. Motion carried – unanimous.**

#### **❖ Contractual Building Inspector**

Mr. Massey explained that the newly hired contractual Building Inspector has been working more than twice as much as originally anticipated. With the \$50 per inspection, as outlined in the contract, it is more expensive than originally budgeted for. Mr. Garwood and Mr. Massey will be having a discussion with the individual who holds the position to find out if he would be willing to be a part-time irregular inspector. If he agrees, the consensus of the Committee was to go ahead and implement the arrangement.

**4. 911 Dispatcher Position**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners re-establish the funding and approve the hiring process for the vacant dispatch position in the 911 Center. Motion carried – unanimous.**

**5. Grievances – Corrections Unit**

❖ Grievance 05-310

The Committee supports the Sheriff's denial of 05-310 based on the language that defines a "shift" in Sections 9.4 and 9.11 of the Corrections, Cooks and Clerical Bargaining Unit Contract.

❖ Grievance 05-312

The Committee decided that they would not consider the part of the grievance that was in behalf of Mike Knight, as Officer Knight never signed the grievance nor did he ever bring up the issue verbally to the Undersheriff as required by the Bargaining Unit Contract.

The Committee did address the part of the grievance that applied to Officer Jim School. The Committee supports the Sheriff's denial of the grievance. The Committee also recommends Officer School be paid an hour for working over his shift, only if it settles the grievance, without precedent.

❖ 05-313

The Committee supports the Sheriff's denial of the grievance. The Committee also recommends that in the future, management post and advise the employees regarding what each shift entails.

❖ 05-396

The Committee supports the Sheriff's denial of the grievance. The Committee felt the additional work Officer School engaged in after his regular shift was a "work over" and did not fall under the definition of Section 9.6 "Call in Pay", and that he was already paid fairly.

The Union asked for the Committee's interpretation of Section 9.11. The Committee thought that Section 9.11 says the same thing that Section 9.4 "Shift and Shift Selection" says and is therefore redundant.

**6. Dewey Insurance Agency**

Pat Dewey, Insurance Agent, joined the meeting. Mr. Dewey indicated that BCBS has asked that the County consider changing the effective date of insurance coverage for a newly hired employee.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners change to a 60 day waiting period for a new hire to be covered by County paid insurance. Motion carried – unanimous.**

❖ Retiree Insurance

In recent years the premiums for retiree insurance has been increasing dramatically. Once a County employee retires they can get insurance through the County but they are responsible to pay the premiums. Mr. Dewey has been approached by an Antrim County retiree with a request for lower cost alternatives. Mr. Dewey proposed two different options for the retirees (attached).

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners add the BCBS CB4 option for the retired employees, and make it suffix 901. Motion carried - unanimous.**

**7. Probate Court - Employees**

Judge Norman Hayes joined the meeting to discuss salary increases for the two unrepresented employees in his office. Judge Hayes indicated that the Court Administrator does not currently get any kind of pay for work after hours and on weekends. Judge Hayes asked the Committee to consider this for the year 2006.

**8. Hartford Life Insurance Representative - Dan Emmendorfer**

Mr. Emmendorfer requested that the County re-affirm a resolution approved on July 13, 2000, which states that his company is the agent for the mutual funds (457 program) through Hartford Life Insurance Company.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution (attached) that recognizes Northern Michigan Financial Services and Dan Emmendorfer as the County's deferred compensation representative for the Hartford Life Deferred Compensation Plan. Furthermore, that a letter be sent to Hartford Life expressing the County's displeasure at their recent attempt to give the County's account to another agent without the County's approval. Motion carried – unanimous.**

**9. Bellaire Computer Center (attachments)**

❖ VPN Programming Needs

Jane Redfern and Steve Groll, from the Bellaire Computer Center (BCC), joined the meeting. Ms. Redfern and Mr. Groll requested funding for necessary programming of the firewall, and router, to establish a Virtual Privacy Network (VPN).

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Finance Committee fund and the Board of Commissioners approve an expenditure of \$5,060 from contingencies for necessary programming of the firewall and router to establish a Virtual Privacy Network. Motion carried – unanimous.**

❖ Chain of Lakes Internet (COLI) Agreement

The agreement with COLI is up for renewal. Ms. Redfern and Mr. Groll as well as Charles Koop, Legal Counsel, recommend renewal for another year.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners authorize the Chair to sign the extension of the wireless internet contract with Chain of Lakes Internet. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve an amendment to the agreement with COLI that requires a 90 day notification only when the county decides not to extend the service. Motion carried – unanimous.**

❖ Old Computer Equipment Disposal

BCC will draft a computer and computer related equipment disposal policy.

## **10. Representatives of the Unrepresented**

Julie Gorno joined the meeting, as the Representative for the Unrepresented Employees group. The other representatives, Jim Rossiter and Carl Goeman, were unable to attend today's meeting. Ms. Gorno informed the Committee of the proposals from the Unrepresented Employees. The Committee accepted the proposals with a promise to consider them and respond.

## **11. Appointments**

### ❖ EDC/BRA

Ms. Rae Ann Thompson was the only citizen who completed a notice of interest form for the open position on the EDC and the BRA.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners Chairman appoint Rae Ann Thompson to the Economic Development Corporation and Brownfield Redevelopment Authority Boards (attachment). Motion carried – unanimous.**

### ❖ 911 Board

The Committee received notice of interest forms from three residents interested in the one vacancy on the 911 Board.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners Chairman appoint Bill Drollinger to the vacant 911 position (attachment). Yes - Crawford, Stanek No - McLeod**

## **12. Antrim County Transportation (ACT) Dispatcher Position**

Sheridan Rhoads, Director of ACT, joined the meeting. Mr. Rhoads proposed to make the current part-time regular dispatcher position into a full-time regular dispatcher position. Mr. Rhoads indicated that because of the new contracts for transportation services, that ACT has recently negotiated, the funds are available to pay for the position upgrade. Mr. Rhoads indicated that the individual who currently holds the part-time position is interested in filling the full-time position. Mr. Rhoads was informed that if the position is approved, he must post the position.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend to the Board of Commissioners approve the part-time regular dispatcher position be increased to a full-time regular dispatcher position. Motion carried – unanimous.**

## **13. Commission on Aging (COA) Position**

Carol Mitchell, Director, and Judy Parliament, Secretary of the COA, joined the meeting. Ms. Mitchell proposed to make the current part-time irregular secretary position into a part-time regular secretary position. Ms. Mitchell indicated that the individual who currently holds the part-time irregular position is interested in filling the part-time regular position. Ms. Mitchell was informed that if the position is approved, she must post the position.

Ms. Mitchell indicated that the COA budget, supported by the millage, can handle the increased expenditure.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend to the Board of Commissioners approve the part-time regular secretary position in the COA be increased to a full-time regular secretary position. Motion carried – unanimous.**

**14. Construction Project Policy**

The Committee agreed that this subject should be put on the Buildings and Grounds Committee agenda.

**15. Mileage Reimbursement Policy**

The Committee reviewed a study of what the surrounding counties in Region 10 are paying for mileage reimbursement. The Committee also discussed the fact that the Internal Revenue Service (IRS) has recently approved an increase to 48.5 cents per mile.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve increasing the mileage reimbursement rate to 48.5 cents per mile (attachment). Motion carried – unanimous.**

**16. Resolutions**

❖ Lenawee County Resolution Opposing House Bill 5124  
House Bill 5124 would dramatically reduce the revenues that the County would receive through the Register of Deeds office for providing documents to the public, among other things. Mr. Garwood informed the Committee that Patty Niepoth, our Register of Deeds, was opposed to it.

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

❖ Washtenaw County Wireless Internet Initiative  
No action taken.

❖ M-32 Resolution

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution (attached) to support extending M-32 through East Jordan and Ellsworth to US 31. Motion carried – unanimous.**

❖ NACO Combat Meth Act

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners authorize the Chairman to sign the letter to our United States Representative Bart Stupak urging him to support the Combat Meth Act (attached). Motion carried – unanimous.**

Meeting adjourned at 4:50 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**November 3, 2005  
Minutes**

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

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

### **2. Public Comment**

Theresa Kent, Abstractor, voiced concern about an agreement she was asked to sign by the Register of Deeds.

Ms. Kent also requested the Board of Commissioners give her an additional two month to use the vacation days she has accrued over the 20 day carry over, due to extenuating circumstances.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners allow Theresa Kent, until the end of February, to use her bank of vacation days over the 20 day carry over. Motion carried – unanimous.**

### **3. Sheriff Department**

Lou Basso, Correction Sergeant, joined the meeting to request authority to fill a corrections officer position with a current employee (dispatcher) at the first year step. Since the employee has no experience in corrections, the Committee decided the individual should start at the starting wage.

### **4. Bellaire Computer Center**

Steve Groll and Jane Redfern, from the Bellaire Computer Center, joined the meeting.

#### ❖ Leased Line

Mr. Groll updated the Committee on the progress made to date on installing the Virtual Private Network (VPN). It looks like there will be a delay in the discontinuance of the lease line due to the involvement of the State Department Information and Technology (DIT).

#### ❖ Computer Disposal Policy

Discussion took place regarding what should be in the policy. Ms. Redfern and Mr. Groll will bring it in for review when it is drafted.

#### ❖ COLI Agreement

The annual contract with COLI has been signed.

❖ Half of the COA operations are on the broad band internet service. Some cabling will be needed to hook up the others.

### **5. Building Department**

Bob Massey, Building Official, joined the meeting. Mr. Massey informed the Committee that one or two of the Construction Code Appeals Board members have requested an increase in the payment for an appeal hearing. The Committee was informed that the Appeals Board receives the same per diem as all other committees, commissions and boards including the Board of Commissioners.

The Committee indicated they did not favor increasing the per diem amount at this time.

**6. Commission on Aging (COA) - Part Time Regular Secretary**

Mr. Garwood informed the Committee that last month the Board of Commissioners (following the Administration Committee minutes) mistakenly approved a position in the COA going from part-time regular secretary to full-time regular secretary. The actual request was to increase a position from a part-time irregular secretary to a part-time regular secretary position.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners rescind the motion from last month to increase a position in the Commission on Aging, going from a part-time regular secretary position to a full-time regular secretary position, and approve action to increase a part-time irregular secretary position to a part-time regular secretary position beginning January 1, 2006. Motion carried – unanimous.**

The Committee went into closed session at 2:15 to discuss negotiations with the Unrepresented.

The Committee ended closed session at 2:30.

**7. Representatives of the Unrepresented**

Jim Rossiter and Julie Gorno, representatives for the Unrepresented Group employees, joined the meeting.

The Committee presented the representatives with their response to the Unrepresented's proposals, along with a salary and benefit study. The representatives for the Unrepresented Group indicated that they would take it to their group and get back with the Committee.

**8. Benefit Accrual, Administrative Assistant - Coordinator/Planner Office**

Mr. Garwood explained that approximately nine years ago the Administrative Assistant position went to a forty (40) hour work week. However, the benefits continued to accrue at a thirty seven and ½ hour (37.5) hour work week.

**Motion by Laura Stanek, supported by Mike Crawford, to direct the payroll department to make the benefits, for the Administrative Assistant position in the Coordinator/Planner Office, accrue based on a forty (40) hour work week rather than a thirty seven and ½ (37.5) hour work week starting with the next pay period. Motion carried – unanimous.**

**9. Mileage Reimbursement**

Mr. Garwood informed the Committee that Committee Chairman, Bob McLeod (absent), requested the Committee consider requesting authority from the Board of Commissioners to reduce the mileage reimbursement rate by 10% if the cost per gallon of gas remains

around the \$2.50 mark. The Committee decided to revisit the issue around the first of the year 2006.

**10. Truck Issue**

Mr. Garwood explained that the truck the Antrim Conservation District (ACD) uses for Soil Erosion and Sedimentation Control inspections has broken down. An idea has been advanced to let them use one of the park trucks for about a month until they can get theirs fixed. All members of the Committee thought this would be okay.

**11. Agreement between Register of Deeds and Abstract**

Charles Koop, Legal Counsel, joined the meeting. Mr. Koop explained that he did not draft the latest version of the agreement between the Register of Deeds office and the Abstract Office.

**12. Remonumentation Grant Funds**

Patty Niepoth, Register of Deeds, joined the meeting. Ms. Niepoth presented a resolution sent to us by Wexford County opposing the State's plan to raid the Remonumentation Program funds to balance their budget.

**Motion by Laura Stanek, supported by Mike Crawford, to approve a resolution similar to the one received from Wexford County (attached) opposing the State's plan to raid the Remonumentation Program funds to balance the State budget. Motion carried – unanimous.**

**13. Register of Deeds - Abstract Department Agreement**

Mike Crawford, as acting Committee Chair, requested that Ms. Niepoth agree to use the agreement that was drafted by the County Legal Counsel for the use of Register of Deeds information on a computer terminal in the Abstract Office. Ms. Niepoth asked to discuss the matter with Mr. Koop. The Committee requested that Ms. Niepoth get back with them by the Board of Commissioners meeting, November 10, 2005.

Meeting adjourned at 4:00 p.m.

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

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

## **SPECIAL MEETING November 16, 2005 Minutes**

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

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

### **2. Public Comment**

None.

### **3. Representatives of the Unrepresented Group**

Julie Gorno and Jim Rossiter, representatives of the unrepresented group employees, joined the meeting to present their response to the Committee's response to their proposal for changes in wages and benefits.

The Committee went into closed session to discuss the proposal and formulate a response at 1:40 p.m.

The Committee returned to open session at 2:30 p.m. and Ms. Gorno and Mr. Rossiter rejoined the meeting.

The Committee presented their response to the representatives. Mr. Rossiter indicated that they will take the response back to the full group (the Unrepresented Employees) and will meet with the Committee again on December 1 at the regular Administration and County Services Committee meeting.

The meeting was adjourned at 2:38 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

**Robert McLeod, Chairman**

*Laura Stanek*

**December 1, 2005  
Minutes**

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

**1. Meeting called to order at 12:35 p.m.**

**2. Public Comment**

None.

**3. Commission on Aging (COA) Secretary Position**

Peter Garwood, Coordinator/Planner, informed the Committee that Judy Parliament who held the regular part-time secretary position in the COA and is the only internal employee who expressed interest in the regular part-time secretary position in the COA.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the hiring of Judy Parliament for the regular part-time secretary position in the Commission on Aging. Motion carried – unanimous.**

**4. Boards, Committees and Commissions Appointments**

❖ Economic Development Corporation (EDC)/Brownfield Development Authority (BRA)

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Bob Peterson, Jerry Simowski, and Allyn Wright to the EDC and the BRA boards. Motion carried – unanimous.**

❖ Solid Waste and Recycling Council

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Leonard Klein, Jill Barnard, and Bill Gadwau to the Solid Waste and Recycling Council. Motion carried – unanimous.**

❖ Veterans Affairs

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Roger Simon to the Veterans Affairs Board. Motion carried – unanimous.**

❖ Board of Public Works

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Marshall Wright to the Board of Public Works. Motion carried – unanimous.**

❖ COA

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Don Schuiteman, Mary Kokoskey, Edward Bradford to the Commission on Aging Board. Motion carried – unanimous.**

❖ Planning Commission

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Allen Luurtsema and Alan Martel and appoint Jim Gurr to the Planning Commission. Motion carried – unanimous.**

❖ Housing Commission

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Bridget Russell and Vince Olach to the Housing Commission. Motion carried – unanimous.**

❖ Parks and Recreation Commission

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Stan Moore, Russ Blasdell, and appoint Don Schuiteman to the Parks and Recreation Commission. Motion carried – unanimous.**

❖ Construction Code Board of Appeals

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Marshall Wright to the Construction Code Board of Appeals. Motion carried – unanimous.**

❖ Antrim Creek Natural Area (ACNA) Commission

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Mary Kay McDuffie to the Antrim Creek Natural Area Commission. Motion carried – unanimous.**

❖ 911 Board

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Paul Trumble to the 911 Board. Motion carried – unanimous.**

❖ Northern Michigan Substance Abuse Services (NMSAS)

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Chair of the Board of Commissioners re-appoint Don Schuiteman to the Northern Michigan Substance Abuse Services Board. Motion carried – unanimous.**

## **5. Mileage Reimbursement**

Chair McLeod indicated that the price per gallon of gas has decreased by about \$ .75 since the County's reimbursement rate was raised to 48.5 cents per mile. Mr. Garwood informed the Committee the diesel price per gallon has not decreased. The Committee thought that most of the employees who are regularly driving their private vehicles on behalf of the County do not have diesel vehicles.

**Motion by Bob McLeod, supported by Laura Stanek, to recommend the Board of Commissioners approve changing the mileage reimbursement to 40 cents per mile. Motion carried – unanimous.**

**6. Probate Court Unrepresented Employees**

Judge Norman Hayes joined the meeting. Judge Hayes requested consideration for salary increases for the unrepresented employees in the Probate Court. The Committee indicated they would consider the Judges request and get back to him later today (after meeting with the general unrepresented employees group).

**7. Bellaire Computer Center Update**

Jane Redfern and Steve Groll, from Bellaire Computer Center, joined the meeting.

The largest project in the last month is the Virtual Privacy Network (VPN). The State Police administration must approve it, and are currently reviewing the proposal.

They continue to work on getting all computers in the COA networked into the high speed internet.

Ms. Redfern and Mr. Groll mentioned that the departments are actively re-using the computers or in some cases parts of computers that have been placed in storage. They will explore ways to minimize the effects of such practices on the computer inventory system.

**8. Sheriff Department - Corrections Officer Wage**

Sheriff Terry Johnson joined the meeting. Sheriff Johnson requested that he be allowed to hire Scott Boni (currently a 911 dispatcher) to fill the vacant corrections officer position at the first year step (for a non-certified corrections officer). Sheriff Johnson presented evidence that Mr. Boni has had eight (8) years in the military police, and has been an Antrim County employee since 1997.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners allow the Sheriff to hire Scott Boni as a non-certified Corrections Officer at the first year wage, due to his past eight (8) years of experience in the military police (attachment). Motion carried – unanimous.**

Dispatcher Position

With the hiring of Scott Boni as a corrections officer a dispatcher position will be vacant.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the release of funds and the hiring process to fill the soon to be vacant dispatcher position. Motion carried – unanimous.**

**9. Representatives of the Unrepresented**

Julie Gorno, Jim Rossiter and Carl Goeman joined the meeting. The representative of the unrepresented group presented a proposal in behalf of the general unrepresented employees. The Committee went into closed session to consider the proposal.

Closed session began at 2:15 pm.

Back in open session at 3:15 pm.

Ms. Gorno, Mr. Rossiter and Mr. Goeman rejoined the meeting at 3:15 pm. The Committee presented management's counter proposal as their last, best and final offer. Ms. Gorno, Mr. Rossiter and Mr. Goeman left the meeting momentarily to discuss management's counter proposal. They returned with a tentative acceptance and a promise

to take it to the rest of the unrepresented employees for a vote. They will get the results to Mr. Garwood by Wednesday, December 7.

**10. Unrepresented Probate Court Employees**

The Committee discussed the same offer (as was proposed to the general unrepresented group employees) with Judge Hayes by speakerphone. Judge Hayes indicated it was acceptable for the unrepresented Probate Court employees.

**11. Commission on Aging Rules (COA) and Procedures**

The COA Rules and Procedures currently require two Board of Commissioner members to be on the COA Board. The Committee questioned the need for two commissioners. The Committee referred the document to the COA Board and Legal Counsel for comments and recommendations.

**12. Parks Manager**

Mr. McLeod indicated there is a need for the parks manager to work ten (10) more 1/2 days in December due to required meetings and other tasks.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners authorize the park manager to work an additional ten (10) half days in the month of December. Motion carried – unanimous.**

**13. Closed Session Minutes**

Mr. Garwood distributed the closed session minutes from the November 16 special Administration and County Services Committee meeting held to negotiate with the unrepresented employees.

**Motion by Laura Stanek, supported by Bob McLeod, to approve the November 16, 2005 closed session minutes of the Administration and County Services Committee. Motion carried – unanimous.**

**14. Resolutions**

❖ Lenawee County Resolution – Encouraging the State of Michigan to Pay its Bills in a Timely Manner

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve a resolution similar to the Lenawee County resolution encouraging the State of Michigan to pay its bills in a timely manner (attachment). Motion carried – unanimous.**

**15. Clerk Salary Study**

Laura Sexton, Clerk, joined the meeting and discussed the changes in the wage and salary study from 2004 to 2005.

**16. Vesting Period**

The Committee requested that Mr. Garwood investigate the approximate cost of lowering the vesting period for the pension program.

**17. Computer Standards**

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the new computer standards for a stand-alone personal computer and a power stand-alone personal computer dated December 1, 2005 (attachments). Motion carried – unanimous.**

**18. Treasurer Salary**

Mr. Garwood will check with other counties in the region to see if they are administering the delinquent property tax sale program.

**19. Road Commission**

The County received a communication from the Road Commission (attachment dated November 9, 2005) with a request that the Board of Commissioners approve proposed health benefit changes for the non-union employees of the Road Commission, including the Road Commissioners. By statute the Board of Commissioners must approve changes to the benefits of the Road Commissioners.

**Motion by Bob McLeod, supported by Laura Stanek, to recommend the Board of Commissioners approve the proposed health benefit changes for the non-union employees of the Road Commission, in particular the Road Commissioners.**

**Motion carried – unanimous.**

Mr. Garwood will check into whether or not the Road Commissioners can legally have better benefits than the Board of Commissioners.

Meeting adjourned at 4:15 pm.

# Administration and County Services Committee

*Michael Crawford*

***Robert McLeod, Chairman***

*Laura Stanek*

## December 12, 2005 Minutes

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

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

### **2. Public Comment**

None.

### **3. Grievance Hearing - Benefits**

On behalf of Julie Palka, Commission on Aging - Sales Clerk

Union present: Bob Donick, Teamsters Local 214 Business Representative, Mike Neubecker, Union Steward and Julie Palka

Bob Donick, Business Representative from Teamsters, informed the Committee that the Union is basing their appeal on past practice.

The County has included Ms. Palka in the short term disability (STD) plan since 1996 and has paid Ms. Palka vacation days and paid leave days since 1998. Mr. Donick argued that this established a past practice.

Mr. Donick proposed to red line Ms. Palka's position so that she would continue receiving the STD, personal days, and vacation days. The deal would not extend to any other part-time regular employee. When she leaves the position, the deal is over.

Peter Garwood, Coordinator/Planner, indicated that he didn't believe this was a past practice because no one in management with authority knew the benefits were being paid to Ms. Palka. It was instead a mistake that, when it was identified, management took steps to correct.

The law allows an employer to bring a practice back in line with the contract language if the mistake was made unknowingly.

Bob McLeod asked Mr. Neubecker how he came to write the letter.

Mr. Neubecker: I don't remember back 6 – 7 years ago. I know I discussed it with the Chief Steward. I think I talked to someone who gave the opinion that she would be considered a full-time employee. I don't remember who.

Union left the room at 2:15 p.m.

Union members returned to the room at 2:30 p.m.

Mr. McLeod informed the Union that the Committee decided to deny the grievance based on the following:

- There exists no provisions in the collective bargaining contracts from 1996, 1998, nor in subsequent contracts, that grants short term disability insurance, vacation days or paid leave days for “part-time regular employees”. The contract clearly states that all three of these benefits are for full-time employees only, (Sections 12.8, 14.1 and 16.2).
- The action taken by the Commission on Aging (COA) Board to increase the hours for the position was not endorsed by the Board of Commissioners.
- The COA office manager did not have the authority to instruct the payroll department to implement additional benefits for the Nifty Thrifty sales clerk.
- The clerk responsible for payroll did not have the authority to add the benefits to the compensation package for a part-time regular position under the General Unit Collective Bargaining Agreement.
- “Past practice” does not apply in this case as neither the management nor the Board of Commissioners was aware the position was receiving the additional benefits. The only way this position should have been receiving the additional benefits is if it was approved by the Board of Commissioners, in which case there likely would have been a letter of understanding.

The union members and representative were told that Ms. Palka will receive a written denial on the grievance.

The union representative and members left the room.

#### **4. Grievance Hearing – Overtime**

Sheridan Rhoads, Antrim County Transportation (ACT) Director, joined the meeting.

Union joined the meeting at 2:37 p.m.

Union present: Bob Donick, Teamsters Local 214 Business Representative, and Bob Daniels, Union Steward

Bob Donick addressed the union’s position on the grievance and explained that it goes back to past practice. They have always been paid overtime for Saturday and Sundays.

Bob Daniels gave an example of the only time this issue came up.

Bob Daniels example: An employee worked 5 hours and had to go home because he wasn’t feeling well. The employee decided to take 8 hours of personal time. The 8 hours of personal time resulted in 3 hours of overtime over 40 hours that week. The employee also worked on Saturday which resulted in a couple of hours more of overtime. Bob Straw, former ACT Director informed Bob Daniels that the employee can’t get time and a half (1 ½) pay for hours taken through personal time.

Mr. McLeod pointed out that the memo from Sheridan Rhoads indicated employees would no longer get paid time and a half (1 ½) on Saturdays as outlined in Section 15.7 (a), (b) and (c). Yet Mr. Marshall worked the very next Saturday after taking a paid day off on Monday and expected to receive 1 ½ rate of pay.

Union left the room at 2:47 p.m.

Union returned to the room at 3:05 p.m.

Mr. McLeod informed the union members that the grievance was denied based on the following:

- The contract language, specifically section 15.7 (a), (b) and (c), is very clear in that it does not support (and actually contradicts) the Union's request.
- The fact that employees may have received 1 and ½ their regular rate of pay in the past for a workweek over 40 hours, that included personal leave and vacation leave, does not constitute a past practice. The only previous discussion with management on this issue resulted in a denial of overtime in accordance with the contract.
- The new Antrim County Transportation (ACT) Director identified the clerical error, posted a correction memo on October 14 or 15, and by the admission of the Chief Steward, all the employees have been encouraged to read the bulletin board on a daily basis. The intent of posting the correction on the bulletin board for all to see was to warn all employees that time and a half will not be paid for this situation from that time forward. If Mr. Marshall would have read the posting he would have had the opportunity to sign up for a special run on Saturday knowing full well he would not get time and a half for the work he did on that Saturday.
- You indicated the "...practice goes back ten (10) years or more". However, it was never introduced at the bargaining table during this time. If management was aware that this practice was taking place, it seemed to the Committee that they would have brought it up at the table to address it. Conversely, it also makes sense that if the Union was concerned with getting paid time and a half for over 40 hours, including personal days and vacation days, and was aware the contract language didn't support such a policy, they would have proposed a change in the current language over the ten (10) year period.

The meeting moved to the Board of Commissioners' room.

## **5. Public Documents**

Charles Koop, Legal Counsel and Freedom of Information Act (FOIA) Officer, joined the meeting.

### **❖ Public Comment**

Kent McNeil stated he had checked with 3 attorneys and all agreed that a Freedom of Information Act (FOIA) Officer being the same person who is writing an ordinance is a conflict of interest.

He also stated that the County or FOIA Officer does not need to know why an individual wants a copy of a public document.

Gene Dawson commented that the big issue is:  
When does the public have the right to this information? He encouraged focusing on fairness and honesty.

Public comment closed.

Mr. McLeod indicated that we have polled some of the surrounding counties to see how they handle this issue.

Mr. Garwood indicated that most seem to agree a document becomes public when it is presented to a body (Committee, Commissioner or Board) subject to the Open Meetings Act.

Mr. McLeod asked whether resolutions should be subject to a month delay if the resolution has not been presented at a prior meeting.

**Motion by Mike Crawford, supported by Laura Stanek, to establish a policy that when documents, or partial documents, are presented to a committee, board or commission, "that is subject to the Open Meetings Act" they can be released to the public. Motion carried – unanimous.**

**6. Resolutions**

Mr. McNeil requested that resolutions that will be considered by the Board of Commissioners be posted on the internet prior to their consideration. The Committee indicated that they will consider his request.

**7. Ordinances**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend to the Board of Commissioners that when an ordinance is presented at a Board meeting, it is not adopted until the next monthly meeting. Motion carried – unanimous.**

**8. Prosecuting Attorney Salary**

Charlie Koop, Prosecuting Attorney, presented a salary survey for his position (attachment).

Mr. Koop indicated that a part of his salary (stipend) has not been raised since 1990 (the portion that is related to the Child Support Fund).

The Committee will review the Prosecuting Attorney's salary study and consider Mr. Koop's requests at their next meeting.

Meeting adjourned at 4:15 pm.