

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**February 3, 2011  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Members Absent: None

Others Present: Pete Garwood, Laura Sexton

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

**2. Public Comment**

None.

**3. Veterans Affairs Office**

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters indicated that the Human Services Committee has recommended the Veterans Affairs Committee be increased from four to five members.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve increasing the membership of the Veterans Affairs Committee from four to five members. Motion Carried – Unanimous.**

The next motion is offered contingent on the Board of Commissioners following the recommendation of the Human Services Committee and the Administration and County Services Committee to increase the membership of the Veteran's Affairs Committee.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Chair of the Board of Commissioners approve Casey Guthrie to fill the new position on the Veterans Affairs Committee, if he is unable to serve it is recommended that Robert Graham be appointed. Motion Carried - Unanimous.**

Ms. Peters indicated the Human Services Committee recommended the Clerk/Typist position be increased by 10 hours per week.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve increasing the hours of the Clerk/Typist position in the Veteran's Affairs Office by five (5). An additional five (5) may be added to her schedule contingent on the outcome of a conversation with Mortensen Funeral Home. Motion Carried – Unanimous.**

**Motion by David Howelman, supported by Jerroll Drenth, to reimburse Mr. Mortensen up to \$600 for the headstone markers that were for Veterans who were not listed as residents of Antrim County on the death certificate, but were previously billed to the County. Motion Carried - Unanimous.**

Mr. Garwood and Ms. Peters will schedule a meeting with Mr. Mortensen.

#### **4. Transfer of Personal Time Hours**

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners rescind the action taken at the December 9, 2010 Board of Commissioners meeting regarding the transfer of personal time from employees Debra Ho'on and Robin Sommers to Pennie Thompson. Motion Carried - Unanimous.**

#### **5. Amendment to Personnel Policy**

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the proposed amendment to the Personnel Policy, for non-union employees, regarding loss of employment (attached). Motion Carried - Unanimous.**

#### **6. Holiday Issue**

Laura Sexton, County Clerk requested the County not observe the New Years holiday on the first Monday of the year. Peter Garwood, Coordinator/Planner will research and report back the process for implementing such a request.

#### **7. Board of Commissioners Health Insurance (60) Day Wait Period**

The issue was discussed thoroughly. No action was taken.

#### **8. Probate Court Unrepresented**

Bill Hefferan, Court Administrator, joined the meeting. Mr. Hefferan proposed the Unrepresented Probate Court employees get the same two (2) additional paid vacation days the Board of Commissioners granted to other employees.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve giving two (2) additional paid vacation days for the 2011 year to the Unrepresented Probate Court Employees, with the same guidelines for use as was implemented for other employees. Motion Carried - Unanimous.**

#### **9. Resolutions**

Lake County – In Support of HB 6535 regarding Federally-funded assistance to low income households for energy and weatherization assistance.  
No action taken.

Barry County – Regarding the Remonumentation Program, Memorandum 16

**Motion by David Howelman, supported by Jerroll Drenth, to recommend approval of a resolution similar to the one approved by Barry County requesting the retraction of Memorandum 16 issued by the Office of Land Survey and Remonumentation. Motion Carried - Unanimous.**

#### **10. Gift of Life Program**

Charlie Koop, Prosecuting Attorney, joined the meeting and updated the Committee on where discussions are with the Gift of Life Program.

#### **11. Prosecutor Unrepresented Employee Negotiations**

Mr. Koop requested the two Assistant Prosecuting Attorneys in his office be granted two (2) additional vacation days for 2011.

**Motion by Jerroll Drenth, seconded by David Howelman, to recommend that the Board of Commissioners grant two (2) additional vacation days to use or lose in 2011 for the Unrepresented Prosecuting Attorneys with the same guidelines for use as the other Unrepresented Group. Motion Carried - Unanimous.**

**12. Housing Program Issue**

Patti Lowery, Housing Director, joined the meeting. Mr. Garwood explained that Kalkaska County may not be budgeting enough to support their half of the Housing Director's salary. At the direction of the Human Services Committee, a cover letter and an agreement were sent to Kalkaska County for the services of the Housing Director. The Human Services Committee will be watching this one closely.

**13. Geographical Information System (GIS) Data Request**

Bob Englebrecht, Equalization Director, informed the Committee he has received a request for the Antrim County parcel layer from a company called Core Logic.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve selling the parcel layer for \$3,500 to a company called Core Logic. Motion Carried - Unanimous.**

**14. Broadband Update**

Fred Trimble, Consultant and Valerie Craft, Information Technology Director, joined the meeting. Mr. Trimble updated the Committee on the effort to get a fiber connection from Mancelona (where the fiber will be installed by Merit) to Bellaire. Because there would be substantial cost, partners are being sought out.

**15. Document Imaging Update**

Mr. Trimble updated the Committee on "document imaging". There may be a possibility of saving money by partnering with Grand Traverse who already has a document imaging program. This would reduce costs for licensing fees.

**16. Abstract Department**

Theresa Kent, Abstractor, joined the meeting. Ms. Kent requested the authority to keep Crystal Howes on-call for emergencies. She has the funding in her budget.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners authorize Theresa Kent to keep Crystal Howes on-call for emergency situations. Motion Carried - Unanimous.**

Ms. Kent requested the authority to use \$1,270 of \$2,500 (in her budget for books) to purchase two (2) new chairs for herself and the Assistant Abstractor. Laura Stanek informed Ms. Kent that Laura Sexton has the authority to transfer the money between the line items.

**17. Various Matters**

Mr. Garwood gave the Committee an update on the transfer of budget responsibility from the Clerk to the Coordinator/Planner. The Committee requested Mr. Garwood complete a survey of the other County Administrators in Region 10.

The meeting was adjourned at 4:00 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**March 3, 2011  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Members Absent: None

Others Present: Pete Garwood, Laura Sexton

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

**2. Public Comment**

None.

The meeting went into Closed Session at 12:30 p.m. to discuss Union negotiations with the Sheriff Department bargaining units. Back in Open Session at 12:50 p.m.

**3. Performance Reviews**

Chairman Mike Crawford shared with the Committee that some of the other counties are requiring a performance review when a change of classification is being proposed.

**4. Narcotics Free Jail**

Chairman Mike Crawford informed the Committee that some counties have declared their jails a Narcotic Free Jail. In this case, the County would not be responsible to provide high cost narcotic drugs to the inmates. The information will be shared with the Sheriff.

**5. Conflict of Interest Policy**

Charlie Koop, Legal Counsel, reviewed his concerns with the draft Conflict of Interest Policy as written. Mr. Koop will work with Peter Garwood, Coordinator/Planner on changing the draft. The results will be presented at a future Committee meeting.

**6. Fraud Policy**

Charlie Koop, Legal Counsel, reviewed his concerns with the policy as written. Mr. Koop will work with Peter Garwood, Coordinator/Planner on changing the draft. The results will be presented at a future Committee meeting.

**7. Board Appointments**

The Committee considered communications from two individuals who are interested in serving on the Northern Lakes Economic Alliance (NLEA) Board of Directors: Sheridan Rhoads and Ed Kiessel.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Chairman appoint Sheridan Rhoads to the Northern Lakes Economic Alliance Board of Directors.  
Motion Carried – Unanimous.**

Mike Hayes had completed a Notice of Interest form for a position on the Farmland and Open Space Preservation Board. Board of Commissioners Chairman, Laura Stanek indicated that she had purposely not appointed anyone to that Board due to lack of activity. No action was taken.

#### **8. Planning Commission Ordinance and Rules for Transaction of Business**

Joe Meyers, Associate Planner, joined the meeting. Mr. Meyers and Mr. Koop explained some the changes they are working on for both the PC Ordinance and the Rules for Transaction. The issue will be brought back to the Committee at next month's meeting.

#### **9. Trimble Consulting Contract**

Valerie Craft, Information Technology Director, presented a contract renewal for Trimble Consulting at a cost of \$10,000.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a new contract with Trimble Consulting for \$10,000 at \$125 per hour. Motion Carried – Unanimous.**

#### **10. County Administration**

Mr. Garwood distributed a salary study for the County Administrator position. The Committee reviewed the salary study and discussed how the transition for the Chief Administrative Officer duties will transition from the Clerk Laura Sexton to Mr. Garwood. The issue of new budget and accounting software was brought up. Mr. Garwood, Laura Sexton and Sherry Comben, Treasurer, will get together to explore and seek demonstrations on new software. The issue will be further addressed at the next monthly meeting.

#### **11. Various Matters**

Mr. Koop was directed to research the relationship between the County and the Grass River Natural Area, Inc. regarding employee status.

The meeting was adjourned at 2:45 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**April 7, 2011  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Members Absent: None

Others Present: Pete Garwood, Laura Sexton

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

## **2. Public Comment**

None.

## **3. Remonumentation Grant Application**

Peter Garwood, Coordinator/Planner requested approval for acceptance of the 2011 Remonumentation Grant for \$34,451.00 (first page attached).

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners authorize Peter Garwood as the Remonumentation Grant Administrator to sign for acceptance of the 2011 Remonumentation Grant for \$34,451.00. Motion Carried – Unanimous.**

## **4. Safe Driver Program**

Mr. Garwood explained that the County has had a contract in the past with the Secretary of State Office to check the driver's licenses of the County employees who drive as a part of their job. The State is requesting the County sign a new contract.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners Chair sign the agreement with the State of Michigan for the Vehicle Record Flag Program contingent on review and approval of legal counsel. Motion Carried – Unanimous.**

## **5. Planning Commission – Rules for Transaction of Business and the Ordinance**

Joe Meyers, Associate Planner joined the meeting and presented the rewrite of the Rules for Transaction of Business and the Ordinance for the Planning Commission.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approves the Rules for Transaction of Business and the Ordinance for the Planning Commission. Motion Carried – Unanimous.**

The Committee requested Mr. Meyers provide a review of the GIS Program for the June meeting.

## **6. Delta Dental and VSP**

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve waiving the 60 day waiting period, for elected officials only, for Delta Dental and VSP (optical coverage) under the following conditions:**

- **If the elected official has Delta Dental prior to taking office there will be no interruption in service.**
- **If the elected official has VSP prior to taking office, coverage will begin the first day of the month after taking office and selecting VSP coverage (paid for by the individual taking it).**

**Motion Carried – Unanimous.**

#### **7. Custodial Department Temporary Employee Request**

The Committee discussed authorizing a temporary employee for the Maintenance Department while one of the custodians is on short term disability. No action taken.

#### **8. Northern Michigan Substance Abuse Services**

Don Schuiteman, the Antrim County representative of the Northern Michigan Substance Abuse Service, Inc. (NMSAS) joined the meeting. Mr. Schuiteman distributed an annual report for NMSAS and a Position Paper on Integration of Services. Mr. Schuiteman requested the County approve a resolution to give careful consideration prior to splitting the NMSAS region and/or the consolidation, of services they currently provide, with other agencies.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve a resolution indicating careful consideration be given before splitting the NMSAS Region and/or integrating their services into a separate agency (attached). Yes – Drenth, Howelman No - Crawford**

#### **9. Legal Counsel Various Matters**

Charlie Koop, Legal Counsel joined the meeting. Mr. Koop informed the Committee that for the Meadow Brook Medical Care Facility Bond program he is being asked to certify that there is no lawsuits pending against the County. Mr. Garwood and Ms. Comben, Treasurer are being asked to sign that information in the Official Statement is correct. Mr. Garwood is in the process of making sure the three officials are covered by insurance into the future for this issue.

**Motion by David Howelman, supported by Jerroll Drenth, to go into closed session to discuss a personnel issue. Motion Carried – Unanimous.**

The Committee went into Closed Session at 1:50 p.m.

The Committee came out of Closed Session at 2:30 p.m.

#### **10. County Administration**

Mr. Garwood provided more information regarding the proposal to shift the budget administration duties from the Clerk Office to the Coordinator/Planner Office. The Committee reviewed the original outline for the transfer of budget administration (attached). Mr. Garwood has completed the training referenced in the outline.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners reclassify Peter Garwood, Coordinator/Planner to the title of County Administrator and on June 1, 2011 increase his salary by 50% (\$3,210) of the average of the comparable position from Region 10 with increasing the other 50% upon the full transfer to him of the Chief Administrative Officer (budget) duties from the Clerk.**

**Motion Carried – Unanimous.**

The meeting was adjourned at 3:50 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**April 20, 2011**

## **Special Meeting - Minutes**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Members Absent: None

Others Present: Pete Garwood, Laura Stanek, Charles Koop

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

### **2. Public Comment**

None.

### **3. Grass River Natural Area Agreement**

Charlie Koop, Legal Counsel, and Peter Garwood, Coordinator/Planner, updated the Committee on the meeting they had with the GRNA, Inc. representatives regarding an amendment to the Agreement between the County and GRNA, Inc. Mr. Koop reviewed the draft amendments to Section VI of the Agreement along with the Gift Agreement. Mike Crawford informed the Committee the Fire Chief needs to be contacted regarding approval.

Debbie Hershey, GRNA Director, joined the meeting. The Committee reviewed the draft agreement with Ms. Hershey. Section VI, e) restricts the ability of GRNA to rent the building to others than governmental units or non-profit organizations. It was determined that the building could be rented to other groups if it is explained in the "rules for use" that would be drafted by GRNA, Inc. and must be approved by the Board of Commissioners.

The Committee reviewed the draft Gift Agreement between GRNA, Inc. and Antrim County.

The Committee was satisfied with the Agreements. Ms. Hershey will present the documents to the GRNA Board of Directors for approval early next week.

The Committee also discussed the GRNA employees and the Michigan Municipal Employee Retirement System (MERS).

The meeting was adjourned at 3:40 p.m.

# **Administration and County Services Committee**

*Jerrold Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**April 27, 2011**

## **Special Meeting - Minutes**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek

### **1. Meeting called to order at 11:05 a.m.**

### **2. Public Comment**

None.

### **3. Grass River Natural Area**

#### **Gift Agreement**

**Motion by David Howelman, supported by Mike Crawford, to recommend the Board of Commissioners approve the “Gift Agreement” with Grass River Natural Area, Inc.(GRNA, Inc.). Yes – Howelman, Crawford, No – Drenth**

Jerrold Drenth indicated he voted no because he did not have enough time to review the Gift Agreement before having to vote on it.

#### **Amended Contract for Services for Operation and Maintenance of Grass River Natural Area**

Charlie Koop, Legal Counsel, reviewed the proposed changes to the Amended Contract for Services for Operation and Maintenance of Grass River Natural Area (GRNA). The sections of the Agreement that had the changes were as follows:

- Section 1., i.
- Section II, e., 3.
- Section III MERS Retirement
- Section VI Grass River Center
- Section VIII General Provisions

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Amended Contract for Services for Operation and Maintenance of Grass River Natural Area (between Antrim County and GRNA, Inc.) with the amendment included by the Committee addressing ingress and egress to the GRNA Center. Motion Carried – Unanimous.**

The Coordinator/Planner Office will email corrected copies to all Commissioners that were not at this meeting, with a follow up phone call.

**Motion by Jerroll Drenth, supported by David Howelman, to go into closed session to discuss the legal ramifications of making sure there is nothing that can give even the perception that GRNA, Inc. employees are County employees. Motion Carried – Unanimous.**

The meeting was adjourned at 12:43 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**May 5, 2011  
Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek

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

## **2. Public Comment**

None.

## **3. Michigan State University Extension (MSUE) Reorganization**

Pat Cudney, MSUE District Coordinator, joined the meeting. The Committee and Mr. Cudney reviewed a draft agreement between Antrim County and MSUE. Charlie Koop, Legal Counsel, joined the meeting. Mr. Koop had reviewed the agreement from a legal perspective and has requested two amendments. Mr. Cudney has sent the proposed amendments to his legal counsel, but is awaiting reply.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve the Agreement for Extension Services provided by MSU to the County of Antrim pending a resolution on the indemnification clause as recommended by legal counsel. Motion Carried – Unanimous.**

The Committee asked that the IT Department look at amending the Computer Policy regarding the use of social network sites and activity, such as Face Book, Twitter, etc.

## **4. Equalization Department – Enhanced Access Policy**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht requested the County adopt a fee schedule for the provision of labels and assessment roll data as attached in a communication from Mr. Englebrecht dated April 28, 2011 (attached). Because the Equalization Office now has the BS&A software we can provide these items and receive the revenue.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners adopt a fee schedule for the provision of labels and assessment roll data as attached in a communication from Mr. Englebrecht dated April 28, 2011. Motion Carried – Unanimous.**

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve giving the property data to University of Missouri student, Lana Norine, at no cost as long as she puts her request in writing and provides a copy of the syllabus or other documentation that verifies she is a student and the project is for one of her classes. Motion Carried – Unanimous.**

## **5. Commission on Aging Personnel Issues**

Mike Neubecker, COA Director, joined the meeting. Mr. Neubecker had four requests.

### Temporary Employee Request

Mr. Neubecker requested authority to hire a temporary kitchen aide while the full-time employee is out on sick leave.

**Motion by Jerroll Drenth, supported by David Howelman to authorize the COA Director to hire a temporary kitchen aide for a 6 to 8 week period. Motion Carried – Unanimous.**

### Registered Nurse Contract

The client assessments for the COA have been provided in two ways: a) The assessments for most of the County is done by the health department nursing staff. b) The assessments west of Torch Lake have been provided by Ellsworth resident and registered nurse, Jan Afman. Ms. Afman has informed Mr. Neubecker she will be leaving that position. Mr. Neubecker requested authority to contract with a registered nurse (Mary Robinson) to provide assessment services to clients on the west side of Torch Lake.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners grant authority to the COA Director to contract with a registered nurse (Mary Robinson) to provide assessment services to clients on the west side of Torch Lake. Motion Carried – Unanimous.**

### Nifty Thrifty Employee Request

Mr. Neubecker requested an increase in hours for the sales clerk at Nifty Thrifty from 65 hours per pay period to 70 hours per pay period.

**Motion by Jerroll Drenth, supported by David Howelman, to increase the hours for the Sales Clerk at Nifty Thrifty to 70 hours per pay period. Motion Carried – Unanimous.**

### Clerical Position

Mr. Neubecker requested authority to amend the budget to include an additional part-time irregular employee for help in the COA office. The Committee directed Mr. Neubecker to include the request in the 2012 budget.

## **6. Housing Department – Inspector Request**

Ms. Lowery, Housing Director requested the authority to hire an inspector for the Housing Program. The current inspector is having health issues.

**Motion by David Howelman, supported by Jerroll Drenth, to approve the Housing Director to work with the Coordinator/Planner Office to advertise for a part-time contractual inspector. Motion Carried – Unanimous.**

## **7. Sheriff Department**

Sheriff Dan Bean requested the authority to fill a soon to be vacated dispatcher position.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and give the Sheriff Authority to fill a soon to be vacated dispatcher position. Motion Carried – Unanimous.**

## **8. Meadow Brook Medical Care Facility**

**Motion by David Howelman, supported by Jerroll Drenth, to go into closed session to gain advice on legal issues regarding contractual issues with the construction manager. Motion Carried – Unanimous.**

Closed session started 2:15 p.m.

Back in open session at 2:50 p.m.

## **9. Alcott Plat Amendment**

The Village of Bellaire is trying to vacate streets through a Plat amendment of the Alcott Plat which is close to the Senior Center but is not adjacent to it. The streets are currently only on paper and have never been developed. Because it doesn't affect any of the County operations the Committee did not have a problem with the action.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners authorize Legal Counsel to sign the judgment to amend the Alcott Plat in the Village of Bellaire. Motion Carried – Unanimous.**

## **10. Resolutions**

Livingston County – Support of HB 4148, 4149 and 4150. No action taken.

Lake County – Baiting and Feeding Deer in Michigan. No action taken.

Jackson County – Approval of Legislative Agenda. No action taken.

## **11. Barnes Park Employees**

Mr. Garwood explained that, aside from the Park Manager, we have always treated the park employees as new hires every year. Thus, they go through all the pre-employment procedures, i.e. physical, drug testing, background check, etc. The Park Manager has requested a change in the policy, in that we would treat them as laid off employees that are simply being called back to work. After discussion the Committee decided it was best to continue the current practice.

## **12. Various Matters**

The Committee discussed the transfer of the Chief Administrative Officer duties from the Clerk to the Coordinator/Planner and reviewed a proposed amendment to the original adopted outline/plan (dated November 12, 2009). An outline of who will do what during the budget process was also reviewed.

The meeting was adjourned at 3:50 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**June 2, 2011  
Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek, Laura Sexton, Sherry Comben

## **1. Meeting called to order at 12:40 p.m.**

## **2. Public Comment**

None.

## **3. Equalization Department – Geographical Information Systems (GIS)**

Bob Englebrecht, Equalization Director, and Joe Meyers, Associate Planner, joined the meeting and gave an update on the County GIS program. Mr. Englebrecht gave a written report (attached).

## **4. Budget and Finance**

Tom Zick, Certified Public Accountant (CPA) and the individual the County contracts with to complete the annual financial report joined the meeting. Mr. Zick gave his opinion on what should happen with the financial reporting and other accounting functions of the County. Mr. Zick recommended the County hire someone with a CPA to do the financial report, bank reconciliation, among other functions.

## **5. Meadowbrook Medical Care Facility (MBMCF)**

Marna Robertson, MBMCF Administrator, David Schulz, MBMCF Finance Director and Frank Bednarek from the architectural firm Hooker-DeJong joined the meeting. The Committee discussed how or whether to go forward with the construction project at the MBMCF. The Committee decided they needed more information.

## **6. Victims Advocate Request**

All members of the Committee expressed their sadness at the news of Pennie Thompson's death. Pennie had served as the Victim's Advocate in the Prosecuting Attorney Office since July of 1993.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and approve the hiring process to fill the Victims Advocate position in the Prosecuting Attorney Office. Motion Carried – Unanimous.**

## **7. State Lien Charges**

Mr. Koop informed the Committee that he intends to sue the Michigan State Police and the Michigan Department of Treasury for a violation of the Headley Amendment when they began charging his office for the use of lien and garnished various State payments to the County.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve the Prosecuting Attorney's plan to file suit against the Michigan State Police and the Michigan Department of Treasury for violation of the Headley Amendment through the charging of lien fees to the County and the subsequent garnishment of various State payments to the County. Motion Carried – Unanimous.**

## **8. Information Technology**

Valerie Craft, IT Director, handed out a draft Management Control Agreement between the Antrim County Sheriff Department and the Antrim County Information Technology Department. The new agreement is being required by the State. Legal Counsel, Charles Koop, will review the document and provide a recommendation at the Board of Commissioners meeting.

## **9. Commission on Aging (COA) Personnel Request**

Mike Neubecker, COA Director, joined the meeting. Mr. Neubecker requested permission to create a new part-time irregular clerical position in the COA office.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners authorize the COA Director to hire a new part-time irregular clerical position for the COA office. Motion Carried – Unanimous.**

## **10. Evaluation Discussion**

After much discussion the Committee decided to take no action on this issue at this time.

## **11. Negotiations**

**Motion by David Howelman, supported by Jerroll Drenth, to go into closed session to discuss the negotiations with the Deputies/Dispatchers (DD) Bargaining Unit and the Corrections/Cooks/Clerical (CCC) Bargaining Unit. Motion Carried – Unanimous.**

Closed session at 3:37 p.m.

Out at 3:45 p.m.

**Motion by Jerroll Drenth, supported David Howelman, to recommend the Board of Commissioners ratify the tentative agreements with both the CCC Bargaining Unit and DD Bargaining Unit, contingent on receiving notification that each of the bargaining units have ratified their respective agreements. Motion Carried – Unanimous.**

## **12. County Administration**

The Committee decided to wait one more month to address this issue while they review the Uniform Budgeting and Accounting Act and Manual.

The meeting was adjourned at 4:00 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**June 9, 2011  
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek, David Schulz, Marna Robertson, Frank Bednarek, Charlie Koop

**1. Meeting called to order at 8:10 a.m.**

**2. Public Comment**

None.

**3. Meadow Brook Medical Care Facility (MCF)**

The Committee discussed the future of the MCF construction project. The Committee agreed the County should stop the process on the project in order to get the costs under control.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve the following motion:**

**Bids for Meadowbrook Medical Care Facility Project have been opened and bids were not received for all bid divisions of the construction. Additionally, bids and other costs related to Meadowbrook Medical Care Facility Project are presently substantially over the projected estimates and available funding. Legal Counsel Mark Smith and/or Charles Koop are directed and authorized to negotiate the termination of the contract with Elzinga & Volkers, Inc. (Construction Manager). Motion Carried – Unanimous.**

**4. Abstract Department**

Theresa Kent, Abstractor, had informed the Committee Chair and the Coordinator/Planner that the Assistant Abstractor will be on leave for eight (8) weeks. Crystal Howes will take her place for that time. However, she has an inordinate amount of tax foreclosures to process before September. Mrs. Kent has asked that her daughter be allowed to work 2 hours a day.

**Motion by David Howelman, supported by Jerroll Drenth, to authorize the Abstractor to advertise for a temporary employee to assist with processing the current load of tax foreclosures. Motion Carried – Unanimous.**

The meeting was adjourned at 8:55 a.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**June 16, 2011  
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Mike Neubecker

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

**2. Public Comment**

None.

**3. Commission on Aging (COA) – Assistant Cook Position**

The Committee interviewed six (6) applicants for the position of Assistant Cook at the COA:

**Motion made by David Howelman, supported by Jerroll Drenth, to hire Paul Tate for the Assistant Cook position at the COA. If he is unable or unwilling to take the job, it will be offered to Jamie Rohde. If he is unable or unwilling to take the job, it will be offered to Robin Schumann. Motion Carried – Unanimous.**

The meeting was adjourned at 3:55 a.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**July 7, 2011  
Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek, Laura Sexton, Danell Doucette

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

## **2. Public Comment**

None.

## **3. Abstract Department Budget**

Theresa Kent, Abstractor, joined the meeting and presented the Abstract Department budget request.

**Motion by Dave Howelman, supported by Jerroll Drenth, to approve the proposed 2012 Abstract Department budget for submittal to the Finance Committee. Motion Carried – Unanimous.**

Ms. Kent informed the Committee that with an employee out on leave she may end the year with more than 20 days of vacation on the books.

## **4. Coordinator/Planner Budget**

Peter Garwood, Coordinator/Planner, presented the budget for the Coordinator/Planner Office.

**Motion by Jerroll Drenth, supported by David Howelman, to approve the proposed 2012 Coordinator/Planner budget and capital outlay request. Motion Carried – Unanimous.**

## **5. Northwest Michigan Council of Governments (COG) Appropriation Request**

Matt McCauley from the COG joined the meeting to present the 2012 COG appropriation request.

**Motion by Jerroll Drenth, supported by David Howelman, to approve the COG 2012 appropriation request of \$5,073 for submittal to the Finance Committee. Motion Carried – Unanimous.**

## **6. Information Technology (IT) Department Budget**

Valerie Craft, IT Director, and Fred Trimble, Consultant, joined the meeting and presented the 2012 IT Department budget request.

**Motion by David Howelman, supported by Jerroll Drenth, to approve the 2012 IT Department budget and capital outlay request for submittal to the Finance Committee. Motion Carried – Unanimous.**

## **7. Tuition Policy**

Mr. Garwood informed the Committee that many of us were under the assumption that a policy existed that the County would pay the tuition for an employee that takes college courses related to their position. However, no mention of such a policy was found in an extensive search of the minutes from 1980 to the present. The Committee discussed the implications of such a policy and alternatives, but took no action at this time.

## **8. Contract Review Policy**

The Committee discussed the possibility of a policy that would require all contracts the County is a part of (when the Chair is required to sign), be reviewed by legal counsel. The Committee directed Mr. Garwood to find out what other Counties do in regards to contract review.

Charlie Koop, Legal Counsel, joined the meeting.

## **9. Conflict of Interest Policy**

The Committee reviewed the draft Conflict of Interest Policy. The policy will be presented to the Board of Commissioners at the July 14, 2011 meeting for consideration and action at the August 11, 2011 meeting.

## **10. Fraud Policy**

The Committee reviewed the draft Fraud Policy. The policy will be presented to the Board of Commissioners at the July 14, 2011 meeting for consideration and action at the August 11, 2011 meeting.

## **11. Health/Dental Insurance**

Lew Wolters from C&M Insurance made a presentation on an alternative insurance product.

## **12. Command Unit**

Mr. Garwood and Chairman Mike Crawford informed the Committee of the tentative agreement with the Command Bargaining Unit in the Sheriff Department. The tentative agreement will be presented to the Board of Commissioners for approval at the July 14, 2011 meeting.

## **13. County Administration/Accountant Issue**

The Committee reviewed the information that was included in their meeting packets regarding: The Uniform Accounting and Budgeting Act, the descriptions of what other Counties do in relation to administrators and also what other counties do in relation to an accountant type position.

**It was the consensus of the Committee that the County should pursue the creation of an accountant type position.** Mr. Garwood will contact Tom Zick to invite him to the Board of Commissioners meeting on July 14, 2011.

#### **14. Antrim Creek Natural Area (ACNA) Appointment**

The Committee discussed the Appointment process for ACNA membership.

#### **15. Personnel Issue**

Deborah Peters, Veteran's Counselor, joined the meeting. The part-time clerical employee in the Veteran's Affairs Office has resigned. Ms. Peters would like to fill the position.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners release the funds and approve the hiring process for the part-time clerical position in the Veteran's Affairs Office (20 hours per week). Motion Carried – Unanimous.**

The meeting was adjourned at 4:45 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**July 12, 2011  
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood and Laura Stanek

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

## **2. Public Comment**

None.

## **3. Coordinator/Planner Secretary Interviews**

The Committee interviewed five (5) candidates for the Coordinator/Planner Secretary position.

The Committee directed Mr. Garwood to check references for three of the applicants.

The Committee will meet on Thursday, July 14 at 8:30 a.m. to review the references and make a recommendation to the full Board.

Meeting adjourned at 1:10 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**July 14, 2011  
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood and Laura Stanek

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

## **2. Public Comment**

None.

## **3. Coordinator/Planner Secretary Position**

**Motion by Dave Howelman, supported by Jerroll Drenth to recommend the Board of Commissioners hire Katie Verellen for the secretary position in the Coordinator/Planner office and, if she is unable to or doesn't pass the pre-employment requirements, the position will be offered to Tiffany Gilligan next and Melinda Baskins as a third choice. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Jerroll Drenth to recommend the Board of Commissioners authorize the Coordinator/Planner office to begin advertising for the soon to be vacated Administrative Assistant position in the Coordinator/Planner office. Motion carried – unanimous.**

Meeting adjourned at 8:55 a.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

**August 30, 2011  
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood and Laura Stanek

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

## **2. Public Comment**

None.

## **3. Administrative Assistant Position**

The Committee interviewed six (6) candidates as follows:

- Danielle Ross
- Tina Schrader
- Julie Naasko
- Debra Schroeder
- Michele Thier
- Rhonda White

**Motion by Dave Howelman, supported by Jerroll Drenth to recommend the Board of Commissioners hire Tina Schrader for the administrative assistant position in the Administration and Planning office and, if she is unable or unwilling to accept the position or does not pass the pre-employment requirements, the position will be offered to Danielle Ross. Motion carried – unanimous.**

Meeting adjourned at 4:30 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

## September 1, 2011 Meeting

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek, Sherry Comben

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

### **2. Public Comment**

None.

### **3. Internet Connection - Nifty Thrifty**

Sherry Comben, Treasurer and Valerie Craft, IT Director, joined the meeting. Ms. Comben advocated for, and Ms. Craft presented cost options for, connecting (attached) the Nifty Thrifty to the internet. Internet access would allow the store clerk access to the County network and new accounting software.

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve connecting the Nifty Thrifty to the Internet using Option 1 to be paid for out of the Commission on Aging budget. Motion carried – Unanimous.**

### **4. Equalization Department**

Bob Englebrecht, Equalization Director, joined the meeting and requested permission to fill the soon to be vacated position in his department.

Marilyn Prezkop, Administrative Assistant in the Equalization Department will be retiring on September 23. Mr. Englebrecht requested the authority to change the position from an Administrative Assistant to a Clerk I and fill the position once vacated.

Mr. Englebrecht distributed a copy of the Equalization Calendar (attached).

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Board of Commissioners approve allowing the Equalization Director to fill, on a temporary basis (October through December), the soon to be vacated position in the Equalization Department using Crystal Howes at the same wage she has been earning during her temporary position in the Abstract Office. Motion carried – Unanimous.**

### **5. Authority to Sign Contracts Policy**

Charlie Koop, Legal Counsel joined the meeting for the review of the draft “Authority to Sign Contracts Policy”.

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the attached Authority to Sign Contracts Policy. Motion carried – Unanimous.**

## **6. Appointments**

Veterans Affairs

**Motion by Jerroll Drenth, supported by David Howelman, to recommend the Chair of the Board of Commissioners appoint Mike Hayes to the Veterans Affairs Committee.**

**Motion carried – Unanimous.**

Parks and Recreation Advisory Board

**Motion by David Howelman, supported by Jerroll Drenth, to recommend the Chair of the Board of Commissioners appoint Al Hurd to the Parks and Recreation Advisory Board.**

**Motion carried – Unanimous.**

## **7. Various Matters**

### **Antrim County Transportation (ACT) Negotiations**

Mr. Garwood and Chair Mike Crawford updated the Committee on the wage and health insurance reopener negotiations with the ACT Bargaining Unit. Mr. Garwood presented a spreadsheet that illustrates the effects of Senate Bill 7 on employees at various levels of wage and salary.

**Mr. Garwood and Mr. Crawford will be asking the Board of Commissioners for direction to be used in the negotiations with all of the bargaining units with wage and health insurance reopeners.**

### **County Accountant**

Mr. Garwood reported that we have received 17 applications for the County Accountant Position. Mr. Zick will help to review applications and select candidates for interviews.

The Committee reviewed a communication from Commissioner Karen Bargo.

The meeting was adjourned at 2:40 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

## October 6, 2011 Meeting

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood and Laura Stanek

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

### **2. Public Comment**

None.

### **3. Sheriff Personnel Issue**

Sheriff Dan Bean and Dispatch Sergeant Steve Bratschi joined the meeting. Sheriff Bean informed the Committee that a recently hired dispatcher resigned. He requested the funding be reestablished and authority be given to fill the vacant position.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners release the funds and authorize the hiring process for the vacant dispatcher position. Motion carried – unanimous.**

### **4. Veteran's Affairs – Clerk/Typist**

Deb Peters, Veteran's Counselor, joined the meeting. Peter Garwood, County Administrator, explained that when we hired Carol John as the new Clerk/Typist for the Veteran's Affairs Office, her wage was never indexed to the wage scale.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Clerk/Typist position in the Veteran's Affairs Office be tied to the wage classification grid (attached) for the Clerk/Typist position in the General Unit Bargaining Agreement. Motion carried – unanimous.**

Ms. Peters requested the authority to work more than the authorized 30 hours per week when necessary and take the additional hours as compensation time. The Committee decided to hold off until next month's meeting to address the issue.

### **5. "The Hartford" 457 Plan – Agent of Record**

The Committee reviewed the survey results (attached) for making Rob Joyce, financial advisor from Edward Jones the agent of record for "The Hartford" 457 (deferred compensation) Plan.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners name Rob Joyce, financial advisor from Edward Jones, as the agent of record for "The Hartford" 457 (deferred compensation) Plan. Motion carried – unanimous.**

### **6. County Administrator Position Description**

The Committee reviewed the draft "Description of Essential Duties" for the County Administrator position.

The Committee made amendments to the draft Description of Essential Duties (attached).

## **7. State Tax Commission Waiver**

The Committee reviewed the waiver from the State Tax Commission regarding the requirement for Antrim County to have a Level 4 assessing officer (attached).

## **8. Computing System, Software Purchase and Technology Support Policy**

The Committee acknowledged the policy was out of date and needed some revisions and directed Mr. Garwood to have Fred Trimble look at it and make recommendations for changes.

## **9. Resolutions**

Lapeer County – Supporting an Employee Freedom to Work Act  
No action was taken.

## **10. Michigan Association of Counties (MAC)**

Personal Property Tax

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the resolution sent to the County by MAC (attached) in support of a guaranteed revenue replacement should the State repeal the personal property taxes. Motion carried – unanimous.**

## **11. Priority Health**

Mr. Garwood explained due to the new Authority to Sign Contracts Policy a couple of health plan renewal documents were going through the review process leading up to final approval at the October 13<sup>th</sup> Board of Commissioners meeting. However, Priority Health and Dewey Insurance were advising that the deadline for submittal of the signed documents was October 1, 2011. Because we did not want to see an interruption in health benefit coverage, Laura Stanek as Chair of the Board of Commissioners authorized the County Administrator to sign upon review and satisfaction by him and Legal Counsel. It is also important the documents be approved by the full Board of Commissioners retrospectively.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize the County Administrator to sign the Priority Health “Fully Insured Renewal Verification Form” and the “Medicare Part D – MAPD Employer Group Agreement” (both attached). Motion carried – unanimous.**

## **12. Grass River Center Building Use Policy and Rental Agreement**

Charlie Koop, Legal Counsel, joined the meeting and addressed the Grass River Center Use Policy and Agreement (attached).

Mr. Koop indicated Exhibit C is more of a guideline and can be changed to suit their needs. Both Exhibit A and B are a part of the Policy and must not be altered.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Grass River Center Building Use Policy and Rental Agreement. Motion carried – unanimous.**

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

The Committee reviewed a contract with E.J. Castle, dba UNION Design & Landscaping, for the Homechore Program and for general snowplowing and snow removal at the Senior Center.

The Committee decided to delay approval for a month while Mr. Garwood gets more information on the bids and process.

#### **14. Oil and Gas Agreements**

Mr. Koop informed the Committee that there are several properties for which the County owns the underlying minerals, and there are a number of reasons that the minerals have not been leased. There has been a compulsory pooling action filed in Lansing (County property and number of other un-leased parcels). Ending result of this action will be an order of compulsory pooling which is not good as a lease.

**The Committee directed Mr. Koop to draft a non-developmental lease utilizing the County standard lease form (standard term and royalty) and for chair to sign leases.**

These are lot size parcels (small) for the most part.

#### **15. Life and Short Term Disability Insurance**

The Committee reviewed a renewal for the Life and Short Term Disability Insurance.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve a life insurance and short term disability policy renewal agreement with Mutual of Omaha for the next two (2) years and authorize the Chair of the Board of Commissioners to sign the renewal agreement. Motion carried – unanimous.**

The meeting was adjourned at 2:55 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

## November 3, 2011 Meeting

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Laura Stanek and Deb Haydell

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

### **2. Public Comment**

None.

### **3. Commission On Aging (COA)**

Mike Neubecker, COA Director, joined the meeting. The Committee discussed the bidding and contracting process. The Committee reviewed contract language that will be used for both snow plowing for the Senior Center as well as for the Homechore Program.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the contracts for snow plowing at the Senior Center and the individual contracts for the snow plowing for the Homechore Program.**

**Motion carried – unanimous.**

### **4. Veteran's Affairs Office**

Deb Peters, Veterans Counselor, joined the meeting and restated her request to be able to use compensatory time to help manage the ebbs and flows of the office. The Committee and staff discussed the request and possible ramifications of allowing the use of compensatory time and decided against it.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve increasing the hours of the Veterans Counselor from 30 to 32 hours a week. Motion carried – unanimous.**

### **5. Sheriff Department Vacancy**

Sheriff Dan Bean joined the meeting and informed the Committee that John Fant, part-time paper service and court officer, is retiring for the last time on November 11<sup>th</sup>. Sheriff Bean requested the authority to fill the position.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize the Sheriff to fill the soon to be vacated part-time paper service and court officer position. Motion carried – unanimous.**

### **6. Grass River Natural Area (GRNA) Pension**

Charlie Koop presented a Settlement Agreement between Antrim County and GRNA, Inc. to get the GRNA, Inc. employees off the County pension program through the Michigan Municipal Employee Retirement System (MERS).

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the Settlement Agreement with the GRNA, Inc. for getting the GRNA, Inc. employees off the County pension program. Motion carried – unanimous.**

## **7. Dewey Insurance**

Pat Dewey and Darci Fitch from Dewey Insurance joined the meeting and presented information regarding compliance with PA 152 of 2011. The two were directed to come to the next Administration and County Services Committee meeting with options for reducing the cost of the County's health insurance.

## **8. Resolutions**

Wexford County Resolution in Support of the Statutory Exemption for Stormwater Runoff from Logging Roads.

**Motion by Jerroll Drenth, supported by Dave Howelman, to approve a resolution similar to the Wexford resolution in support of the statutory exemption for stormwater runoff from logging roads (the "silvicultural rule"). Motion carried – unanimous.**

## **9. Information Technology (IT)**

Mike Crawford, Chair informed the Committee that Valerie Craft, IT Director, is in need of assistance of a lower level technical support person. The funds earmarked for such a position are in the IT budget.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners authorize the IT Director and the County Administrator to post and hire a part-time IT helper at a rate of \$15.00 per hour. Motion carried – unanimous.**

The meeting was adjourned at 3:15 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*David Howelman*

## December 1, 2011 Meeting

Members Present: Mike Crawford, Jerroll Drenth and David Howelman

Others Present: Pete Garwood, Sherry Comben (most of the meeting) and Laura Stanek

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

### **2. Public Comment**

None.

### **3. Equalization Department Update**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht requested that he be able to fill the vacant full time position (which has been filled for the last three months by a temporary employee). The Committee informed Mr. Englebrecht he will have to continue to provide the services with a part-time irregular employee (29 hours a week or less).

**Jerroll Drenth also indicated the Finance Committee will need to look at the budget to make sure there is funding for the position.**

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

Mike Neubecker, COA Director, joined the meeting and requested approval of contracts with Dream Lakes Services, LLC and James Cook for in home services (minor repairs, plumbing, etc.) through the HomeChore program. Mr. Neubecker confirmed that this was the same contract that was recently written by legal counsel, Charlie Koop.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the contracts between Antrim County on behalf of the COA and Dream Lakes Services, LLC and James Cook to provide in home services for the HomeChore program at \$28.50 per hour. Motion carried – unanimous.**

Mr. Neubecker requested he be able to take the Title 5 employee (Mary Schafer) who works at the Nifty Thrifty and hire her outside of the Title 5 program. He indicated the Nifty Thrifty has the revenues to support the move.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve hiring Mary Schafer as a part-time irregular employee through the Nifty Thrifty fund in the COA budget at \$8.27 per hour. Motion carried – unanimous.**

### **5. Antrim County Fair**

Dee Miller, MSU Extension employee, joined the meeting. Ms. Miller informed the Committee that MSUE will not be involved in organizing the Antrim County Fair in the future. Ms. Miller and Chair Stanek have previously talked and thought it may be a good idea to have a County Commissioner appointed as a liaison to the County Fair Board.

**Motion by Dave Howelman, supported by Jerroll Drenth, to request the Chair of the Board of Commissioners appoint a liaison to the County Fair Board. Motion carried – unanimous.**

## **6. Sheriff Department Update**

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting and informed the Committee that a road officer's employment has recently been terminated. He also informed the Committee another officer is being deployed to Afghanistan as a member of the Army National Guard. The Sheriff would like to replace the two positions.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners authorize the Sheriff to hire a temporary Road Deputy while the full-time officer is serving in Afghanistan. Motion carried – unanimous.**

The Committee decided to wait and see what happens in regards to the employee who was terminated.

Steve Bratschi, Dispatch Sergeant, informed the Committee a dispatcher recently resigned.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the release of funds and authorize the hiring process to fill the vacant dispatcher position in the 911 Dispatch Center. Motion carried – unanimous.**

## **7. Software and Hardware Purchasing Policy**

Valerie Craft, Information Technology (IT) Director, joined the meeting. Ms. Craft reviewed the newly drafted Software and Hardware Purchasing Policy with the Committee.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the draft Hardware and Software Purchasing Policy (attached). Motion carried – unanimous.**

## **8. Health Insurance Options**

Mr. Garwood presented the health insurance options we have received from our insurance agent to date (attached). The Committee discussed the creation of a committee to review the insurance options and make recommendations to the Board of Commissioners. The Committee will consist of a member from each union in the County, non-union representatives and management representatives.

## **9. Per Diem Policy**

The Committee discussed the current policy for how and when per diem gets paid. No action was taken.

## **10. Appointments**

COA Board

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Chair of the Board of Commissioners reappoint Sally Hannert, Beverly McCamman, Rick Teague and Mary Kokosky to the COA Board. Motion carried – unanimous.**

E-911 Board

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners appoint Paul Trumble for the Citizen at large seat on the 911 Board. Motion carried – unanimous.**

Parks and Recreation Advisory Committee

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners reappoint Linda Gallagher to the Parks and Recreation Advisory Committee. Motion carried – unanimous.**

Solid Waste and Recycling Committee

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Chair of the Board of Commissioners reappoint Sue Reck and Bill Gadwau to the Solid Waste and Recycling Committee. Motion carried – unanimous.**

Antrim Creek Natural Area (ACNA)

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners confirm the appointment of Jacob Veenstra as nominated by Banks Township for membership on the ACNA Commission. Motion carried – unanimous.**

Housing Committee

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Chair of the Board of Commissioners reappoint Laura Sexton to the Housing Committee. Motion carried – unanimous.**

Northern Lakes Economic Alliance (NLEA) and Northern Michigan Substance Abuse Services (NMSAS)

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners appoint Richard Diebold and Peter Garwood to the NLEA Board and Don Schuiteman to the NMSAS Board. Motion carried – unanimous.**

Construction Code Board of Appeals

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners appoint Bud Hierlihy and Marshall Wright to the Construction Code Board of Appeals. Motion carried – unanimous.**

Economic Development Corporation (EDC)

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners appoint Dawn Pringle and James Schnackenberg to the Economic Development Corporation. Motion carried – unanimous.**

Planning Commission

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners appoint James Schnackenberg to the Planning Commission. Motion carried – unanimous.**

Veteran's Affairs

**As there were no Interest Notification Forms received for the vacant seat on the Veteran's Affairs Committee, no recommendations were made.**

#### **11. Edward Jones – Account Agreement 457 Plan**

Charlie Koop, Legal Counsel, informed the Committee he had reviewed the Edward Jones documents. He recommended we have an attorney who specializes in this type of law review the document. He recommended the County hire Miller Johnson which is the same law firm we used to sort out the Grass River Natural Area/MERS pension issue. Mr. Koop will provide a fee quote from Miller Johnson for the Board of Commissioners meeting.

## **12. Meadow Brook Medical Care Facility (MBMCF)**

Marna Robertson, Meadow Brook Medical Care Facility Administrator, joined the meeting. Ms. Robertson informed the Committee the attorney that has been serving as counsel for the Meadow Brook Medical Care Facility for labor and health related issues and the attorney that has been serving as counsel for the Meadow Brook Medical Care Facility on the construction project have recently switched law firms. The Meadow Brook Board is recommending the Board of Commissioners appoint Mark Smith with the firm Rhoades McKee PC as the attorney for the Meadow Brook Medical Care Facility construction project and Steve Girard with the firm Clark Hill PLC as the attorney for labor and health related issues at the Meadow Brook Medical Care Facility (attached). The appointments must be by resolution. Mr. Koop as Prosecuting Attorney and County Civil Counsel was in favor of the appointments.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve resolutions to appoint Mark Smith with the firm Rhoades McKee PC as the attorney for the Meadow Brook Medical Care Facility construction project and Steve Girard with the firm Clark Hill PLC as the attorney for labor and health related issues at the Meadow Brook Medical Care Facility. Motion carried – unanimous.**

Ms. Robertson updated the Committee on the Meadow Brook Medical Care Facility construction project.

## **13. Vacation Days**

Bob Massey, Building Official requested he be able to carry over six (6) vacation days to 2012.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve the carry-over of six (6) vacation days in addition to the twenty (20) vacation days allowed for carry-over from one year to the next. The six (6) days must be used by the end of February of 2012 and if Mr. Massey were to leave County employment before they are used Mr. Massey would not receive pay out for the additional days. Motion carried – unanimous.**

## **14. Tuition Reimbursement**

Deborah Haydell, County Accountant, requested that, in accordance with the Tuition Reimbursement Policy, she be reimbursed for two courses she has enrolled in at Northwest Michigan College (attached).

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioners approve reimbursing Deb Haydell for the cost of two college courses: Marketing and Management BUSN520, and a Governmental Accounting course ACCT742 at \$1,600.00 each (\$3,200.00 total). Reimbursement would be contingent on Ms. Haydell receiving a passing grade and would be paid after Ms. Haydell completes her probationary period. Ms. Haydell will also be required to remain an employee of Antrim County for at least two (2) years. Motion carried – unanimous.**

## **15. Various Matters**

Chair Crawford brought up the issue of having a Parks Director. Mr. Crawford indicated he has heard from constituents about the need for the position in regards to what is happening with the County parks.

Mr. Crawford indicated that without the existence of current projects he doesn't believe the Parks and Recreation Advisory Committee needs to meet as often as they are schedule for. The Committee agreed.

The meeting was adjourned at 3:15 p.m.