

ANTRIM COUNTY CLERK ANNUAL REPORT 2015



July 1, 2016

Clerk:

Sheryl Guy

Employee since 6/11/1979

Elected term January 2013-2016

Staff:

Danell Doucette, Chief Deputy

Full-time 7/19/2004

Michelle Hocking, Clerk I

Full-time 1/20/2009

Connie Wing, Clerk I

Full-time 6/2005 Co Clerk Office 3/2010

Missy Titus, Support Staff

Full-time 10/20/2014

Sarah Leemon, Support Staff

Permanent Part-time 1/1/2015

Shared Full-time Clerk/Abstract 7/27/2015

**ANTRIM COUNTY CLERK
ANNUAL REPORT 2015
Sheryl Guy
Antrim County Clerk**

Outline of various duties

INDEX.....Page 2, 3

VITAL RECORDS.....Page 4

- Birth Records
- Death Records
- Marriage License
- Assumed Name Certificates
- Notary Public Appointees
- Concealed Weapons Permits
- County Officials Oaths
- DD-214 Veteran Discharge filing
- Veterans License Peddle his own goods

ELECTIONS.....Page 4, 5

- Director/Coordinator of all elections held in the County
- Maintain Qualified Voter File
- Recount/Recall
- Township Election Workers Training

CIRCUIT COURT/FAMILY COURT.....Page 6, 7, 8, 9

- Record all incoming documents
- Maintain and keeper of court files – Civil, Criminal (Felonies), and Family Court – Attend all Court hearings
- Jury Trials
- Receive money for costs, fines, restitution payments, filing fees, and other fees – keep records of payments.
- Process funds to state and victims (restitution).

SECRETARY AND CLERK FOR BOARDS AND COMMISSIONS AND COURTSPage 10

- Clerk for:
 - Board of Commissioners
 - Circuit Court
 - Family Court
 - Jury Board
 - Tax Allocation Board
 - County Election Commission
 - Board of Election Canvassars
 - Concealed Weapons Board
 - Apportionment Commission
 - Sanitation Appeals Board

FINANCIAL.....Page 11,12,13

Payroll Processing
County/Employee (expenses/deductions)
Budgets (Clerk, Jury Board, Elections, Tax Allocation, CPL Fund)
Clerk Receipts/Revenue – taken in at Clerk’s Office
Classification of all County Funds revenue and expenditure detail
County General Ledger/Trial Balance
Classification of all Trust account detail

OTHER.....Page 13,14,15,16

Workers Compensation Claim processing
Short Term Disability & Life Claim processing
Unemployment Reporting
Michigan Municipal Risk Management Authority – Liability Insurance
Notaries Public – Service free of charge
Antrim County Directory – Compiles, Updates and Distribution
Required Reports
Board of Commissioners/Staff
Communications
Goals

SYSTEMS USED TO PERFORM DUTIES

BS & A – Accounting, General Ledger, Receipts & Expenditures, Payroll, Timesheets
JIS – Jury System and Juvenile Case Management
AS 400/On Base/True File – Circuit and Family Courts (Civil, Criminal, Family)
Deketo – Vital Records System Indexer/Record System
EDRS – State Electronic Death Record (State of Michigan)
QVF – Qualified Voter Registration File (State of Michigan)
CPL – MICJIN Concealed Pistol License Portal (State of Michigan)

ANTRIM COUNTY VITAL RECORDS

<u>BIRTH RECORDS:</u>	<u>2014</u>	<u>2015</u>
Home birth/Midwife	9	6
Birth records start:	1868	

<u>DEATH RECORDS:</u>		
In County	159	180
Out of County	7	93
Total Deaths	166	273
Death records start:	1867	

<u>MARRIAGE LICENSE:</u>	160	282
Marriage records start:	1866	

Assumed Names Certificates DBA's	277	274
Notary Public Appointees	41	33
Concealed Weapons Permits	322	374
Admission to the Bar	-0-	-0-
Oaths of Office given and filed	17	28
DD-214 Veteran Discharges filed	6	2
Veteran's License (Peddle goods)	2	-0-

Fees:

Marriage License – County residents \$20.00/\$30.00 for applicants out of state residents getting married in Antrim County.
 Certified Vital Record \$10.00 first copy each additional copy \$3.00
 Senior Citizen rate \$5.00
 Veteran's vital records used to establish and obtain benefits fees waived.
 DBA's \$10.00 expires in five (5) years
 Notary Public Application cost \$10.00
 New and Renewal Concealed Weapons Permit - \$115.00

Courtesy - Offer for Sale:

Michigan Do it yourself Divorce Books with and without Children – pass on a reduced rate to the public.
 With Children \$26.00
 Without Children \$23.00

ANTRIM COUNTY ELECTIONS

ELECTIONS HELD:

2015

February 24, 2015
May 5, 2015
November 3, 2015

Ellsworth Schools
State-Wide Special Election
Ellsworth Public School
Charlevoix-Emmet Intermediate School District

RECOUNTS:

2015

-0-

RECALLS:

2015

-0-

ELECTION INSPECTORS TRAINING

2015

The Clerk holds training sessions to certify all election inspectors.

-0-

ANTRIM COUNTY QUALIFIED VOTER FILE (QVF) 2015

2014- New 1,701

2014-Total 20,060

2015

<u>Voter Registration</u>	<u>NEW</u>	<u>TOTAL</u>	<u>CENSUS FIGURES 2010</u>
Banks Township	111	1,326	1,609
Central Lake Township	152	1,970	2,198
Chestonia Township	34	394	511
Custer Township	84	987	1,136
Echo Township	58	753	877
Elk Rapids Township	171	2,290	2,631
Forest Home Township	125	1,623	1,720
Helena Township	53	872	1,001
Jordan Township	56	721	992
Kearney Township	132	1,537	1,765
Mancelona Township	287	3,330	4,400
Milton Township	160	2,095	2,204
Star Township	74	758	926
Torch Lake Township	81	1,108	1,194
Warner Township	12	263	416
TOTAL	1,590	20,027	23,580

2015 DECREASE OF 33 REGISTERED VOTERS

13TH CIRCUIT COURT
ANTRIM COUNTY
2015

CIVIL FILES

Civil Pending Cases:	48
New Filings:	128
Reopened Cases:	17
Total Caseload:	193
Total Dispositions:	155
Ending Pending:	38

CRIMINAL FILES

Criminal Pending Case:	21
New Filings:	65
Reopened Cases:	7
Total Caseload:	93
Total Dispositions:	85
Ending Pending:	8

APPEALS

Criminal Pending Case:	2
New Filings:	2
Total Caseload	4
Ending Pending:	0

Civil Pending Cases:	1
New Filings:	1
Total Caseload:	2
Ending Pending:	0

Agency Pending Case:	0
New Filings:	2
Total Caseload	2
Ending Pending:	0

CIRCUIT COURT JURY TRIALS
HELD FOR CRIMINAL AND CIVIL MATTERS

March -1	Criminal	2 day	50 jurors summoned	\$2,936.43	Guilty Verdict
March -1	Criminal	2 day	50 jurors summoned	\$2,968.60	Guilty Verdict
June - 1	Criminal	3 day	65 jurors summoned	\$3,919.65	Guilty Verdict
August - 1	Civil Auto Personal Injury	4 day	45 jurors summoned	\$3,543.80	Judgment
October – 1	Criminal	2 day	65 jurors summoned	\$2,883.80	Not Guilty

Total 2015 Juror Costs **\$16,251.45**

Trials prepared for but cancelled due to plea or settlement reached.

- 1 scheduled for February – 65 jurors summoned and called off via mailings
- 2 scheduled for March – 2 groups of 50 jurors summoned and called off via mailings
- 1 scheduled for September – 65 jurors summoned and called off via mailings

Mailings sent to notify juror of trial and to notify cancellation. A total of 460 letters mailed at the cost of \$285.40.

The County Clerk is the Clerk of the 13th Circuit Court Civil, Criminal and Family Court Divisions and the Clerks’ office opens, maintains and is the keeper of all court files. The Clerk is present at all court hearings, Jury Trials and provides the Oaths.

FAMILY DIVISION CASES 2015

Case Types: Divorce With & Without Minor Children, Custody, Paternity, Other Domestic Matters, UIFSA (Support & Paternity Establishment Incoming from another State)

Family Pending Cases:	56
New Filings:	155
Reopened Cases:	7
Total Caseload:	218
Total Dispositions:	148
Ending Pending:	70

PERSONAL PROTECTION ORDERS

Case Types:	
Pending Cases:	1
New Filings:	68
Reopened Cases:	11
Total Caseload:	80
Domestic Relationship:	47
Married /Dating/lived with	
Non Domestic:	33
No relationship/neighbor	
Juvenile PPO:	0

PERSONAL PROTECTION ORDERS – Continued.

Caseload Closed as follows:

Granted Orders:	25
Denied Orders:	45
Denied after hearing:	8
Transferred:	0
Granted after hearing:	2
Total Dispositions:	80
Ending Pending:	0

FAMILY DIVISION - JUVENILE PROCEEDINGS

Abuse/Neglect:

Cases Pending:	4
New Filings:	17
Reopened Case:	1
Total Caseload:	22

Cases Closed as follows:

Admission/No Contest:	10
Dismissed:	9
Transferred:	2
Caseload Closed:	21
Ending Pending:	1

Juvenile Delinquency:

Pending Cases:	17
New Filings:	28
Cases Reopened:	5
Total Caseload:	50

Caseload Closed as follows:

Admission/No Contest:	15
Transferred:	1
Dismissed by Party:	5
Dismissed by Court:	13
Consent Calendar:	11
Caseload Closed:	45
Ending Pending:	5

All Juvenile matters are initiated by Law Enforcement and the Prosecuting Attorney by filing a Petition with the County Clerk. The Clerk opens a case file and number assigned to the juvenile and all future Petitions for the minor will be entered into the same case file and labeled by number of Petition. The case may be open, closed and reopened until he/she is no longer considered a juvenile up to the age of 17.

ANTRIM COUNTY ADOPTIONS

Agency MCI Adoptions:

New Filings:	4
Closed – Finalized:	4

Adoption by Family:

New Filings:	1
Total Caseload	1

Step-Parent Adoptions:

Pending	1
New Filings	2
Closed – Finalized	1

Caseload Closed as follows:

Closed – Finalized	6
Dismissed by Court	1
Ending Pending:	1

NAME CHANGES
ADULTS AND MINORS

New Filings	8
Closed – Ordered after hearing	8

The County Clerk is the Clerk of the Family Court Division and the Clerks’ office opens, maintains and is the keeper of all the above cases.

CASELOAD RATIO – 13TH CIRCUIT COURT

Antrim County	15%
Grand Traverse County	75%
Leelanau County	10%

BOARD AND COMMISSIONS
CLERK/SECRETARY

2015

Meetings held and attended:

Board of Commissioners: 15

Antrim County Jury Board: 15

5,000 names drawn

Tax Allocation Board:

Petition Initiating Procedures for
The adoption of Separate Tax
Limitations to electors of Antrim
County and meets every 4 years. N/A

Board of Canvassers:

Meet after each election 6

To certify results.

Sanitation Appeals Board: 1

Concealed Weapons Meetings:

Monthly meeting 3rd Friday 11

State of Michigan 98th Legislature enrolled Senate Bill No. 34 “An ACT to amend 1927 PA 372, entitled “An act to regulate and license the selling, purchasing, possessing, and carrying of certain firearms, gas ejecting devices, and electro-muscular devices; to prohibit the buying, selling, or carrying of certain firearms, gas ejecting devices, and electro-muscular disruption devices without a license or other authorization; to provide for the forfeiture of firearms and electro-muscular disruption devices under certain circumstance; to provide for penalties and remedies; to provide immunity from civil liability under certain circumstances; to prescribe the powers and duties of certain state and local agencies; to prohibit certain conduct against individuals who apply for or receive a license to carry a concealed pistol; to make appropriations; to prescribe certain conditions for the appropriations; and repeal all acts and parts of acts inconsistent with this act.”

The Senate Bill No. 34 as enrolled cause multiple effective dates:

June 1, 2015, establishment of a “Concealed Pistol Licensing” fund for the deposit of fees collected for the county clerk under this Act. Fund #263 was created and \$26.00 for each license is deposited and may be used to purchase supplies, equipment, equipment maintenance, employee training, and travel. Armed Service Members living outside of State of Michigan May submit application for renewal by first-class mail. December 31, 2015 fund balance **\$5,994.30**

July 13, 2015 – Amendment to Pistol Free Zone Exemption retired Federal law enforcement officer/proof acceptable/exempts retired federal law enforcement officers from the pistol free zones.

December 1, 2015, eliminated of the Gun Board and established the use of the Concealed Pistol License (CPL); portal application is accessed via the MICJIN Portal and gives users the ability to Query, Approve, Disqualify, and Update records in the CPL database.

Apportionment Commission:

Meet every 10 years next: 2020

FINANCIAL

The County Clerk prepares the General Ledger and Monthly Trial Balance as well as keeping detail records of expenditures and revenues. The Clerk also administers the County payroll, health insurance, worker's compensation, short term disability and life insurance, unemployment, and liability insurance and maintains personnel files on all County employees.

<u>COUNTY PAYROLL:</u>	<u>2015</u>
Payrolls per year	26
Gross Payroll Totals	\$6,276,096.53

W-2 2015 \$6,278,466.53 Difference from figure above non-cash pay \$2,370.00 Bldg. Truck
1099 2015 \$ 450,291.73

EMPLOYEE COUNT:

(Full-Time, Part-Time, Irregular Part-Time, Seasonal, Temporary, Appointed, Department Heads, Elected Officials)

<u>EMPLOYMENT TYPE:</u>	Male	Female	Total
Full-Time	50	56	106
Part-Time	21	18	39
Irregular Part-Timer	9	13	22
Seasonal	12	1	13
Temporary	0	1	1
Appointed/Committees	24	12	36
Department Heads	5	6	11
Elected Officials	10	5	15
	131	112	243

TOTAL HOURS WORKED:

Regular Hours	244,490.70
Overtime Hours	7,468.75
Leave Hours	18,320.95
Total Hours	270,280.40

LEAVE BUYOUT:

Personal Time – Buyout hours 2,494.75 Value \$ 46,465.75 est. \$18.63 per hour

YEAR TO DATE – COUNTY EXPENSES ONLY:

Delta Dental	\$ 135,008.34
Medicare	88,545.61
Social Security	377,323.52
MERS	724,610.27
MERS Hybrid	31,151.23
Mutual-Life/STD	60,508.91
Priority Health	1,388,972.01
Total	\$ 2,796,116.89

YEAR TO DATE – EMPLOYEE PAYROLL DEDUCTIONS EXPENSES ONLY:

Aflac – Cancer Ins.	\$	37,440.55	
Priority Health		145,922.52	
VSP Vision Ins.		13,607.77	
Credit Unions		139,213.76	(4 Front formerly Bay Winds & Members)
Federal W/H		578,202.79	
State W/H		232,697.19	
Medicare		88,545.61	
Social Security		377,323.52	
Life Insurance		13,101.34	(Mutual of Omaha)
MERS Hybrid		13,625.13	
Probate Judge		8,395.14	
FOC Orders		48,662.25	
PH Insurance Fees		40,968.08	(Health Insurance Taxes)
All Union Dues		39,553.88	(POAM, Teamsters Sheriff, ACT, General, Probate)
Annuities (3)		165,883.34	(FTJ, Hartford, Nationwide)
Annuity - In Lieu Health Ins.		79,125.13	(FTJ, Hartford, Nationwide)
Garnishments/JDG		12,746.45	
Total	\$	2,035,014.45	

CLERK BUDGETS:

County Clerk Budget	215		
Budgeted		\$	355,741.00
Total Expenditures		\$	354,326.00
Balance		\$	1,415.00
Jury Board Budget	165		
Budgeted		\$	3,233.00
Total Expenditures		\$	2,641.00
Balance		\$	592.00
Tax Allocation Budget	252		
Budgeted		\$	227.00
Total Expenditures		\$	-0-
Balance		\$	227.00
Elections Budget	191		
Budgeted		\$	43,144.00
Total Expenditures		\$	21,234.00
Balance		\$	21,910.00
General Fund Budgets:			
Budgeted		\$	402,345.00
Total Expenditures		\$	378,201.00
Balance return to General Fund		\$	24,144.00 6%

CLERK'S BUDGETS – continued.

Concealed Pistol Licensing Fund #263 – established June 2, 2015 due to change in law

Budgeted	\$	-0-
Total Expenditures	\$	-0-
New – CPL	\$	2912.00
Renewal - CPL	\$	3078.00
Interest	\$	4.15
Balance	\$	5,994.35

COUNTY CLERK REVENUE-2015

County Clerk Receipts written – Monies taken in at the counter or received through mail

\$432,324.97

The Courts continue to aggressively collect Reimbursement for Attorney fees, Court Costs and Restitution. The Family Court continues to aggressively collect Child Care (Social Security), Collection Court Wards.

This is a decrease from 2014 totals due to Workers' Compensation Dividend and MMRMA reimbursements are now receipted in by the County Treasurer.

OTHER:

WORKERS COMPENSATION YORK RISK SERVICES COMPANY

Work Related Injuries & Illnesses Claims

	<u>2014</u>	<u>2015</u>
Cases with days away from work	4	3
Total Recordable cases	5	5
Days away from work	202	257
Days with restrictions	16	0

Breakdown as follows:

Sheriff Department (2) claims 38 days away from work; Commission on Aging (1) claim with 209 days away from work and the Antrim County Transportation (1) claim with 10 days away from work. A Sheriff Department Employee – Dispatch Center recorded although not work related, taken by ambulance from the Dispatch Center to hospital.

Workers' Compensation Annual Audit conducted by The Aprise Group: Mark Mitchell, Premium Auditor. Audits all W-2's and 1099's issued by Antrim County.

MUTUAL OF OMAHA –SHORT TERM DISABILITY INSURANCE/LIFE INSURANCE

Injury & Sickness Claims

	<u>2014</u>	<u>2015</u>
Injury & Sickness	11	6
Life Claims	1	1

Breakdown as follows: Short Term Disability – Sheriff Department (3), Antrim County Transportation (3); and Life Insurance Claim – Sheriff (1).

UNEMPLOYMENT – QUARTERLY REPORTING

Antrim County reimburses 100% of all unemployment paid to employees and charges back to the department in which the employee worked having an impact on their budgets.

2015 cost \$29,834.96

Breakdown as follows:

- Parks - \$23,323.00
- Sheriff - \$2,700.00
- ACT - \$100.63
- COA - \$2,542.61
- Register of Deeds - \$1,351.02
- Equalization – CR \$182.30

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Liability Insurance Claims: 16

January	Sheriff Department	Patrol Vehicle/Deer Incident
February	County	Complaint Federal Tax Liability/Defendant Church
March	Sheriff Department	Patrol Vehicle/Deer Incident
April	Register of Deeds	FOIA
	Sheriff Department	Patrol Vehicle hit by large chunk of ice
May	No Claims	
June	Barnes Park	Hand Pump struck by vehicle
July	No Claims	
August	Sheriff Department	Patrol Vehicle/Deer Incident
	Sheriff Department	Patrol Vehicle/Hit and Run
	Probate Court	Meadows
September	Sheriff Department	Lightning Strike
	County Clerk	Public Interest Legal Foundation – Voters
October	Grass River Natural Area	Tree fell on corner of cabin
November	County Building	Individuals trailer damaged/storm drain Broad Street
December	Sheriff Department	Patrol Vehicle/Deer Incident

NOTARY PUBLIC:

All County Clerk employees are notaries and perform notary duties free of charge.

ANTRIM COUNTY DIRECTORY:

The County Clerk compiles all the information for the County Directory.

Directories are distributed to the Townships, County Offices and are made available for the public at no cost.

REQUIRED REPORTS OF THE COUNTY CLERK:

MICHIGAN STATE POLICE:

–Concealed Pistol License -Yearly

STATE COURT ADMINISTRATORS:

- Annual Jury Fee Report – January
- Court Appointed Attorney Fee Report - February
- Jury Fee Report – April & October
- Jury Statics Report
- Outstanding Receivables & Cash Code Report - July

-Yearly Case Load Report – February see attached.

MICHIGAN SECRETARY OF STATE:

-The Drug Cases – March & December

GRAND TRAVERSE COURT ADMINISTRATOR:

-Trust & Agency Report – Monthly

-Marriage Counseling Report – Monthly

-Divorce Judgment Fees Report – Monthly

-Friend of the Court – License Suspension Fees Report – Monthly

STATE OF MICHIGAN

-Civil Filing Fee Fund – Monthly

-State Court Fund – Monthly

-Justice System Fund – Monthly

-Civil Jury Demand Fund – Monthly

-Crime Victim Rights Fund – Monthly

-Judicial Electronic Filing Fund – Monthly

-Driver's License Clearance Fund – Monthly

-Notary Education & Training Fund Fees Report – Monthly

-Concealed Pistol Permits Fees Report – Monthly

-Emergency Service – Report – Quarterly

-Probate/Family Court – Child Care Fund Report - monthly

STATE OF MICHIGAN - DNR

-Snowmobile Grant – Yearly

-Marine Patrol Grant – Yearly

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH DIVORCE FOR VITAL RECORDS:

-Deaths, Births, Marriage, Divorces – Monthly

BUREAU OF ELECTIONS:

-Report Election Results General Election, Primary Election and All State Proposal Elections

-Voter Registration Report – Quarterly

-New Voters Report to Townships – Weekly

-Process new roads and streets for voters – as they are established and named

ANTRIM COUNTY – PAYROLL REPORTS

-Municipal Employees' Retirement Report – Monthly

-Judges Retirement Report – Each Payroll

-Teamsters/POAM Reports - Monthly

-Friend of the Court Report – Each Payroll

-Part Time Employee Count – Monthly

-U.S. Census – Government Report – Employee Count

-Cobra Updates – Monthly

-Wage Report – Probate/Family Court Administrator – Quarterly

-1095 Health Care Report - Yearly

-UIA 1028 – Reporting - Quarterly

-W2 Reports – Employees Yearly

-1099's Reports – IRS Yearly

-1096 Report – IRS Yearly

TOTAL Reports 374

BOARD OF COMMISSIONERS AND STAFFING:

I am very appreciative to the Board of Commissioners for all their support over the past years to allow me to maintain my current staffing to perform a high level of public service.

My staff is very dedicated to their work and is willing to assist the public and co-workers. This means that they drop what they are currently working on to assist those which can at times be very difficult and time consuming. They are very appreciative to live and work in Antrim County and dedicated to the County and serve Antrim County with pride.

COMMUNICATIONS:

This is a very important function of the County Clerk's Office in our daily business, our office works very closely with the Financial Fiscal Officer, the County Treasurer and all other departments. As presented in this Annual Report we have many functions and multi-tasking is a necessity along with good communication skills.

GOALS:

Continue a high level of training for the clerk employees to meet the ever changing laws, rules and regulations for the County.

Continue to maintain the highest level of public service.

Continue to work with our County Employees in matters regarding their payroll and all benefits.

Continue to work with the vendors that service the Antrim County employees for benefits and retirement services.

Continue to cross train staff – Payroll and benefits, Accounts Payable, Elections, Circuit Court, (Civil and Criminal), Family Court, Vital Records, Concealed Weapon Permits. Meanwhile my staff continues to be very busy multi-tasking with a busy public counter, telephone questions, receiving and sending emails not to mention all the reports that I listed under reports.