

# ANTRIM COUNTY



## 2016

# ANNUAL REPORT



**April 1, 2017**

**Clerk:**

**Sheryl Guy**

**Employee since 6/11/1979**

**Elected term January 2013-2016**

**Re-elected term January 2017-2020**

**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, Clerk II 7/1/2016 - Reclassified**

**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 2016  
Sheryl Guy  
Antrim County Clerk**

**Outline of various duties**

<b>INDEX.....</b>	<b>Page 2, 3</b>
<b>VITAL RECORDS.....</b>	<b>Page 4</b>
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	
<b>ELECTIONS.....</b>	<b>Page 4, 5</b>
Director/Coordinator of all elections held in the County	
Maintain Qualified Voter File	
Recount/Recall	
Township Election Workers Training	
<b>CIRCUIT COURT/FAMILY COURT.....</b>	<b>Page 6, 7</b>
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).	
<b>SECRETARY AND CLERK FOR BOARDS AND COMMISSIONS AND COURTS .....</b>	<b>Page 8</b>
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 8, 9, 10**

- 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 11,12,13,14**

- 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
- Appointed to the Strategic Planning Ad-Hoc Committee
- Goals
- Election Equipment – Purchase State-Wide 2017-2018

**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**

<b><u>BIRTH RECORDS:</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
Home birth/Midwife	6	6
<b>Birth records start:</b>	<b>1868</b>	
<b><u>DEATH RECORDS:</u></b>		
In County	180	159
Out of County	93	89
Total Deaths	273	248
<b>Death records start:</b>	<b>1867</b>	
<b><u>MARRIAGE LICENSE:</u></b>	282	296
<b>Marriage records start:</b>	<b>1866</b>	
Assumed Names Certificates DBA's	274	222
Notary Public Appointees	33	23
Concealed Weapons Permits	374	395
Admission to the Bar	-0-	-0-
Oaths of Office given and filed	17	28
DD-214 Veteran Discharges filed	2	2
Veteran's License (Peddle goods)	-0-	2

**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:**

March 8, 2016

August 2, 2016

November 8, 2016

**2016**

Presidential Primary

Primary Election

General Election

**RECOUNTS:**

Prepared for Recount of Presidential Race Statewide – Ordered to cease by Courts

**RECALLS:**

**2016**

-0-

**ELECTION INSPECTORS TRAINING**

**2016**

Offered 6 – Election Inspectors Training Sessions

In County Inspectors Certified - 175

Out of County Certified - 3

Certified Inspectors Total - 178

**ANTRIM COUNTY QUALIFIED VOTER FILE (QVF)**

**2016**

<b><u>Voter Registration</u></b>	<b><u>Changes (Moved/Cancelled/New/Removed)</u></b>	<b><u>TOTAL</u></b>	<b><u>CENSUS 2010 FIGURES</u></b>
Banks Township	10	1,336	1,609
Central Lake Township	-23	1,947	2,198
Chestonia Township	-6	388	511
Custer Township	-20	967	1,136
Echo Township	10	763	877
Elk Rapids Township	-1	2,289	2,631
Forest Home Township	-15	1,608	1,720
Helena Township	-24	848	1,001
Jordan Township	-10	711	992
Kearney Township	-10	1,527	1,765
Mancelona Township	-8	3,322	4,400
Milton Township	-40	2,055	2,204
Star Township	11	769	926
Torch Lake Township	-11	1,097	1,194
Warner Township	-3	260	416
<b>TOTAL</b>	<b>-140</b>	<b>19,887</b>	<b>23,580</b>

**2015      20,027 REGISTERED VOTERS a decrease of 140 voters**

**13<sup>TH</sup> CIRCUIT COURT**

**ANTRIM COUNTY**

**2016**

**CIVIL FILES**

Civil Pending Cases:	29
New Cases/Reopened:	71
Total Dispositions:	69
Ending Pending:	31

**CRIMINAL FILES**

Criminal Pending Case:	7
New Cases/Reopened:	72
Total Dispositions:	73
Ending Pending:	6

**APPEALS**

Civil Admin Review Pending Case:	1
New Filings:	1
Total Dispositions:	2
Ending Pending:	0

**CIRCUIT COURT JURY TRIALS**

**HELD FOR CRIMINAL AND CIVIL MATTERS**

1 -Jan. Criminal 3 day 50 jurors summoned	\$2,192.16	Plea/during trial	Judge Power
<b>Total 2016 Juror Costs</b>	<b>\$2,192.16</b>		

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

- 1 scheduled for February – 50 jurors summoned and called off via mailings
- 1 scheduled for March – 65 jurors summoned and called off via mailings
- 1 scheduled for April – 50 jurors summoned and called off via mailings
- 1 scheduled for November – 65 jurors summoned and called off via phone

**Mailings sent to notify juror of trial and to notify cancellation. A total of 495 letters mailed at the cost of \$285.40.**

The County Clerk is the Clerk of the 13<sup>th</sup> 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 2016**

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

Family Pending Cases:	71
New Filings/Reopened:	149
Total Caseload:	<b>218</b>
Total Dispositions:	158
Ending Pending:	60

**PERSONAL PROTECTION ORDERS**

Case Types:	
Pending Cases:	0
New Filings/Reopened:	79
Total Caseload:	<b>78</b>
Ending Pending:	1

**FAMILY DIVISION - JUVENILE PROCEEDINGS**

	<b><u>Juvenile Delinquency:</u></b>	<b><u>Child Protective Abuse/Neglect:</u></b>
Pending Cases:	17	1
New Filings:	46	30
Total Caseload:	51	31
Caseload Closed:	42	28
Ending Pending:	9	3

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/Adoption by Family/Step-Parent Adoptions:**

Pending:	1
New Filings:	25
Closed – Finalized:	24
Pending:	2

**NAME CHANGES**  
**ADULTS AND MINORS**

-0-

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 – 13<sup>TH</sup> CIRCUIT COURT**

**Used to Budget for 2016**

Antrim County	16%
Grand Traverse County	76%
Leelanau County	08%

**BOARD AND COMMISSIONS**  
**CLERK/SECRETARY**

**2016**

Meetings held and attended:

**Board of Commissioners:** 15

**Antrim County Jury Board:** 10

5,500 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.

1

**Board of Canvassers:**

Meet after each election  
To certify results.

9

Training of canvassers

1 total of 10

**Sanitation Appeals Board:**

2

**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.

**COUNTY PAYROLL:**

**2016**

Payrolls per year 26

Gross Payroll Totals \$6,201,250.74

W-2 2016 \$6,203,341.74 Difference from figure above non-cash pay \$2,091.00 Bldg. Truck  
1099 2016 \$ 575,338.43

**EMPLOYEE COUNT:**

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

<b><u>EMPLOYMENT TYPE:</u></b>	Male	Female	Total
Full-Time	55	62	117
Part-Time	16	12	28
Irregular Part-Timer	10	12	22
Seasonal	10	2	12
Temporary	1	1	2
Appointed/Committees	26	13	39
Department Heads	1	2	13
Elected Officials	8	6	14
	<b>127</b>	<b>110</b>	<b>237</b>

**TOTAL HOURS PAID AS FOLLOWS:**

		<b>Wages Paid</b>
Regular Hours	225,359.75	\$ 3,925,968.53
Overtime Hours	8,180.80	\$ 244,479.70
Vacation Leave Hours	11,852.36	\$ 231,314.15
Personal Leave	5,113.98	\$ 95,197.70
Funeral Leave	334.00	\$ 6,517.70

**LEAVE BUYOUT:**

Personal Time – Buyout hours	3,044.30	Value	\$ 57,814.04 est. \$18.97 per hour	
	253,885.19			
Salary – Elected and Department Heads			\$ 1,457,041.78	
Stipends			\$ 48,633.52	
Call out			\$ 200.00	
Commissions – Per Diem			\$ 52,044.12	
Other Pay			\$ 14,871.38	
Uniform/Equip. – Sheriff			\$ 10,700.00	
Reimbursement			\$ 10,625.01	
Lieu/Health Ins.			\$ 107,404.36	<b>\$6,262,811.99</b>

**YEAR TO DATE – COUNTY EXPENSES:**

Delta Dental	\$ 128,139.20
Medicare	88,281.21
Social Security	376,210.65
MERS	720,791.55
MERS Hybrid	46,988.61
Mutual-Life/STD	60,233.98
Priority Health	1,419,207.30
<b>Total</b>	<b>\$ 2,839,852.50</b>

**YEAR TO DATE – EMPLOYEE PAYROLL EXPENSES ONLY:**

Aflac – Cancer Ins.	\$ 37,440.55	
Priority Health	166,798.11	
VSP Vision Ins.	14,123.88	
Federal W/H	578,202.79	
State W/H	232,697.19	
Medicare	88,281.21	
Social Security	376,210.65	
Life Insurance	13,470.81	(ADDITIONAL EMPLOYEE/FAMILY)
MERS Hybrid	19,564.74	
Probate Judge	8,399.94	
PH Insurance Fees	30,100.92	(Health Insurance Taxes)
<b>Total</b>	<b>\$ 1,565,290.79</b>	

**CLERK GENERAL FUND BUDGETS:**

County Clerk Budget	215	
Budgeted		\$ 375,486.00
Total Expenditures		\$ 371,427.00
Balance		\$ 4,059.00

Jury Board Budget	165		
Budgeted		\$	3,254.00
Total Expenditures		\$	2,589.00
<b>Balance</b>		\$	<b>665.00</b>
Tax Allocation Budget	252		
Budgeted		\$	377.00
Total Expenditures		\$	110.00
<b>Balance</b>		\$	<b>267.00</b>
Elections Budget	191		
Budgeted		\$	100,811.00
Total Expenditures		\$	65,272.00
<b>Balance</b>		\$	<b>35,539.00</b>
General Fund Budgets:			
Budgeted		\$	479,928.00
Total Expenditures		\$	439,398.00
<b>Balance return to General Fund</b>		\$	<b>40,530.00 9.2%</b>

**OTHER FUND #263**

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

Budgeted	\$	5,000.00
Total Expenditures	\$	714.00
<b>Balance</b>	\$	<b>4,286.00</b>

Revenue – Fund #263

New – CPL	\$	5,992.00
Renewal - CPL	\$	6,233.00
Interest	\$	38.27
<b>Balance</b>	\$	<b>12,263.27</b>

**COUNTY CLERK REVENUE-2016**

County Clerk Receipts written – Monies taken in at the counter or received through mail  
**\$417,753.57**

The Courts continue to aggressively collect Reimbursement for Attorney fees, Court Costs and Restitution. This is a decrease from 2015 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**

	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
Cases with days away from work	4	3	3
Total Recordable cases	5	5	3
Days away from work	202	257	69
Days with restrictions	16	0	28

Breakdown as follows:

Sheriff Department (4) claims 49 days away from work and 14 restrictions; Commission on Aging (1) claim with 14 days restrictions and the Antrim County Maintenance Department (1) claim with 20 days away from work.

A 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. Audit verifies that all employees and contracted workers are covered by Workers' Compensation Insurance and if the contracted employees do not provide certificate of coverage the County then becomes liable.

The Unemployment Insurance Agency preformed an audit on the County 1099's issued and have not been notified final status of the audit to date.

**MUTUAL OF OMAHA –SHORT TERM DISABILITY INSURANCE/LIFE INSURANCE**

**Injury & Sickness Claims**

	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
Injury & Sickness	11	6	5
Life Claims	1	1	0

Breakdown as follows: Short Term Disability – Sheriff Department (2) claims totaling 113 days off work, Antrim County Transportation (2) claims totaling 164 days off work and the County Clerk's office (1) claim totaling 20 days; and No Life Claims.

**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.

**2016 cost \$26,578.54**

Breakdown as follows:

Parks - \$16,430.00

Sheriff - \$3,096.00

ACT - \$140.87

COA - \$181.67

Prosecuting Attorney - \$2,730.00

Fringe Benefit #852 Nifty Thrifty \$2,552.00

Fringe Benefit #852 County Administration: (Fraud Case) \$1,448.00

This case is currently under investigation by the Fraud Unit of the Unemployment Insurance Agency.

**MICHIGAN MUNICIPAL RICK MANAGEMENT AUTHORITY**

**Liability Insurance Claims: 16**

January	Meadow Brook MCF	Employee side swiped a parked vehicle
February	No Claims	
March	1905 – Power Outage	Water Damage District Court
April	Sheriff Department	Officer hit at accident scene
May	Sheriff Department	Officer hit mail box with patrol car
June	County – Errors & Omissions	Legal description of property – Housing
July	No Claims	
August	Sheriff Department	Hail damage - Patrol Vehicle
September	No Claims	
October	Sheriff Department	Sheriff – Patrol Vehicle vs Deer 10/28/2016 Report submitted 3/17/2017
November	No Claims	
December	Sheriff Department	Sheriff – Patrol Vehicle Crash Snow Storm 12/8/2016 Report submitted 1/23/2017

**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.

**DEPARTMENT - REQUIRED REPORTS:**

**MICHIGAN STATE POLICE:**

–Concealed Pistol License -Yearly

**STATE COURT ADMINISTRATORS:**

- Annual Jury Fee Report – January
- Court Appointed Attorney Fee Report – February
- Drug and Driving Drunk Report – March
- Court Costs Imposed and Collected - March
- Jury Fee Report – April & October
- Jury Statistics Report - March
- 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 376**

**BOARD OF COMMISSIONERS AND STAFFING:**

I am 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.

**STRATEGIC PLANNING AD-HOC COMMITTEE – Appointed by Chairman June 9, 2016:**

2 – WORKSHOPS: Board of Commissioner and Department Heads, Elected Officials and County Administrators held April 28<sup>th</sup> and follow up meeting May 9<sup>th</sup>.

Meetings attended: Sept. 13<sup>th</sup>, October 5<sup>th</sup>, October 18<sup>th</sup>, October 31<sup>st</sup>, and November 16<sup>th</sup>.

**GOALS:**

Continue to maintain the highest level of public service possible and continue training of staff in the ever changing laws, rules and regulations.

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

Continue to work with the vendors that service Antrim County and their employees for all benefits.

Continue to cross train staff – Payroll and benefits, Accounts Payable, Elections, Circuit Court, (Civil and Criminal), Family Court, Vital Records, Concealed Weapon Permits.

**2017-2018 NEW ELECTION SYSTEMS – APPROVED BY THE STATE OF MICHIGAN**

I have hosted a demonstration jointly with Charlevoix County and have traveled to nearby demonstrations in Petoskey and Grand Traverse. The following companies were awarded State Wide bid based on voting system hardware and firmware (tabulators and all related components, including those for use by voters with disabilities); related Election Management System software provided to counties; initial and extended service and maintenance; and training documentation for county/local clerks and election staff and replacement components/consumables. There was a total of five (5) companies that submitted their Request for Proposal (RFP), the following companies were accepted and scored as follows: Election System & Software, LLC (ES &S), score 82/100; Hart InterCivic, Inc., score 80/100; and Dominion Voting Systems Inc. score 91/100.

The local clerks and I will be making the decision jointly mid-year and at that time I will be requesting approval to apply for a grant thru the State of Michigan to assist in the cost of new equipment and software at an estimated cost of \$30,000 and the County software for the GEMS program, Election Management System Hardware, Analog Transmission at an estimated cost \$8,000. All companies cover pricing includes an extended service and maintenance for first five (1-5) years with years six thru ten (6-10) to be paid by each township.