

Finance Committee

"Committee of the Whole"

Karen Bargy - Chair

Christian Marcus - Alternate

Meeting Minutes December 10, 2018

Members: Karen Bargy, Ed Boettcher, Dawn LaVanway, Brenda Ricksgers, Bryan Smith, Melissa Zelenak, Dave Heeres, Christian Marcus, Jason Helwig,

Members absent:

Staff: Pete Garwood, Mathew Cooke, Deb Haydell, Sheriff Dan Bean, Mike Gank, Patti Niepoth, Sherry Comben, Sheryl Guy, Leslie Meyers,

Please note that any motion marked with an asterisk () will not be included on the consent agenda for the upcoming Board of Commissioners meeting and will require additional Board action.*

1. The meeting was called to order at 9:00 a.m. by Chair Karen Bargy

2. Public Comment

Sheriff Dan Bean spoke to the Committee about the Mobile Computer Terminal project, saying hoped the Finance Committee would approve the release of funds so the project could be completed. Deb Haydell, Finance Director, said that the funds were in the 2018 Budget, but if the project cannot be completed in 2018, there will need to be a budget amendment in 2019. Sheriff Dan Bean said that he believes they can complete the project in 2018. Ms. Bargy said that this could go to the Board of Commissioners for approval.

3. Financial Director Information

Revenue and Expenditure Report November 2018

The Committee reviewed the revenue and expenditure report for November 2018.

2018 Budget Amendment – Resource Recovery

Ms. Haydell said this budget amendment is to cover an existing contract with Antrim Conservation District. She said moving forward, the appropriation will be released in January and July per the contract.

Motion by Brenda Ricksgers, seconded by Bryan Smith, to recommend to the Board of Commissioners to allow the Finance Director to increase the budget in the General Fund, Resource Recovery Department, contractual services for \$3067.26. 101000-719-802.000. Funding for this expenditure to come from the General Fund Ending Fund Balance.

Motion Carries- Unanimous

New Fund 258 – Disaster Contingency Fund

Ms. Haydell said the funding for the 258 Disaster Contingency Fund will come from the ending fund balance of the General Fund. The Committee noted the Health and Public Safety Committee decided to fund the account as needed.

Motion by Brenda Ricksgers, seconded by Melissa Zelenak, for the Finance Director to have authority to Create Fund 258 Disaster Contingency Fund.

Motion Carries- Unanimous

Motion by Melissa Zelenak, seconded by Brenda Ricksgers, to recommend to the Board of Commissioners that if the above motion is approved, that the Finance Directors be authorized to budget and transfer from General Fund 101-967-999.258 to Fund 258- 000-699-258 \$14,101.25 and the same amount to the Expenditure Fund 258-426-802 of \$14,101.25, with funding to come from the General Fund ending Fund balance.

Motion Carries- Unanimous

New Fund 260 – Indigent Defense Fund

Ms. Bargo said the indigent defense contract is more of a reimbursement than a grant. Pete Garwood, County Administrator, indicated he, Sheryl Guy, County Clerk, and Ms. Haydell will be meeting with an MIDC representative to discuss changes in the proposed contract (changes such as making contract more congruent to County policies, and rolling over excess funds and that amount being subtracted from the following years reimbursement, rather than sending it back to the State), which will make for a smoother transition for Antrim County. Mr. Garwood added once the contract is signed, the County will receive 50% of the funds the State is obligated to contribute. He said each county is on its own and thus with this program it will be a “shared expense,” with other counties so there should be no effect on Antrim County with Grand Traverse County signing their indigent defense contract.

Motion by Melissa Zelenak, seconded by Christian Marcus, For Finance Director to have authority to Create Fund 260 Indigent Defense Fund.

Motion Carries- Unanimous

Motion by Brenda Ricksgers, seconded by Melissa Zelenak, to recommend to the Board of Commissioners that if the above motion is approved, that the Finance Director be authorized to budget and transfer from General Fund 101-967-999.260 to Fund 260-000-699-101 \$14,539.40 and the same amount to the Expenditure Fund 260-131-802 of \$14,539.40. Funding to come from the General Fund ending Fund balance. If and when the Indigent Defense Fund contract is approved, the General Fund shall be reimbursed the \$14,539.40.

Motion Carries- Unanimous

2018 Budget Amendment Authorization

This authorizes the Finance Director, Finance Committee Chair (or Board of Commissioners Chair), and County Administrator, if agreed upon, to make budget amendments to avoid negative fund balances at the end of the year. Ms. Haydell noted she presents the results at the first Finance Committee meeting in 2019.

Motion by Ed Boettcher, seconded by Brenda Ricksgers, to recommend the Board of Commissioners authorize the Chief Administrative Officer to, after consultation with the Finance Chairman (or the Board Chairman in the absence of the Finance Chairman) and the County Administrator, make any necessary amendments to avoid negative department expenditure balances and negative fund balances in the General and Other Funds at year end and present the results at the next Finance Committee meeting.

Motion Carries- Unanimous

State of Michigan Uniform Chart of Accounts and CPA Engagement Letter

Ms. Bargo said the Finance Director is asking for the Board of Commissioners to sign an engagement letter to utilize Thomas Zick, CPA, for consulting on the Chart of Accounts. Ms. Haydell noted the State is changing their date requirements on the chart of accounts due to staffing, but she plans to stick with her plan to have the updated chart of accounts completed in 2019. Ms. Haydell said that she will have tracked any expenses for this, and will inform the Committee of those costs.

Motion by Melissa Zelenak, seconded by Bryan Smith, to recommend the Board of Commissioner authorize the Finance Director to sign the Engagement Letter for Thomas R. Zick CPA PC for consulting with Chart of Account conversion and other accounting assistance deemed necessary from January 1, 2019 through December 31, 2019.

Motion Carries- Unanimous

Discussion: State of Michigan County Incentive Program

Ms. Haydell showed the Committee where the County Incentive Program was located on the County website, and summarized that the program is needed in order to receive State revenue sharing. Ms. Haydell said the reports are archived in her documents.

Discussion: Appropriations Request Informal Process

Ms. Haydell noted that the procedure has been completed, and there were no questions or comments from Commissioners during the comment period. Ms. Bargy added that this will be included in the budget procedures for the 2020 budget cycle.

4. Budget Amendment – Grass River Natural Area: Gutter Project

Ms. Bargy said the funds were budgeted in 2018 but the project will not be completed, and therefore a budget amendment is needed to move the project to 2019. The total cost increased by \$288.28, due to the need for additional fascia to install the half round gutters.

Motion by Bryan Smith, seconded by Christian Marcus, to recommend the Board of Commissioners approve moving the Grass River Center gutter project from 2018 to 2019 and authorize the Finance Director to make the appropriate budget amendments to Fund 468 to allow for the completion of the Grass River Center gutter project in the 2019 budget year in the total amount of \$4,581.28.

Motion Carries- Unanimous

5. Airport Personnel Contract Extension

Mr. Garwood said that the individual selected for the Airport Operator position did not accept the job, due to personal reasons. He added that the Human Resources Director is working to find additional applicants. Mr. Garwood indicated there had been a conference call with labor counsel attended by the Human Resources Director, Airport Manager, Health and Public Safety Chair, and Board of Commissioners Chair on this topic. Ed Boettcher, Chairman of the Board of Commissioners, summed up the conference call.

Ms. Bargy suggested a closed session with labor counsel at a Board of Commissioners meeting for further information on what is problematic or what is defensible in terms of contracting. The Committee discussed pros and cons of contracting employees. Ms. Haydell said if the contract were extended, the airport fund has the money to cover it.

Mr. Garwood said the County will probably receive a grievance regardless of the decision made. Ms. Bargy said that there could be ramifications to any motion made, and the members need to keep that in mind.

***Motion by Melissa Zelenak, seconded by Bryan Smith, to direct the County Administrator to develop a report on the pros and cons, and potential legal and financial implications of subcontracting non-manament or not subcontracting airport employees by the January regular Board of Commissioners meeting.**

Motion Carries

Yes- Heeres, Helwig, Boettcher, Bargy, Smith, Zelenak, Ricksgers, Marcus

No- LaVanway

***Motion by Bryan Smith, seconded by Melissa Zelenak, to recommend the Board of Commissioners extend the contract for services at the Airport with Gaylord ARFF, Inc. for period of 90 calendar days.**

Motion Carries

Yes- Heeres, Helwig, Boettcher, Bargy, Smith, Zelenak

No- LaVanway, Marcus, Ricksgers

6. Fiduciary Indemnity Update (see attached pg. 6)

Mr. Garwood said there was a mix up with the letter included in the packet and distributed the correct letter that pertained to the County Finance Director. He added there is no insurance company that will cover the liability if someone stole the Finance Director's identification from the IRS. He said that if she accidentally reported wrong numbers, there is coverage for that.

Ms. Haydell said she was comfortable with the letter and believed it covered what she requested, and was happy with the efforts Mr. Garwood has made. Mr. Garwood said that he would have the attorney look at this letter, and that he was unsure if other counties had a similar letter. Mr. Garwood asked MMRMA about errors and omissions liability insurance and mentioned that they said that our wrongful acts coverage is similar to errors and omissions coverage but does not include fiduciary liability insurance.

Ms. LaVanway mentioned looking into Director and Officers Liability insurance. Ms. Guy indicated MMRMA said the protection of the finance director's personal information is the responsibility of the requesting party (in this case, the IRS). Mr. Garwood said Community Mental Health said they had no recollection of a letter similar to this. He said he isn't sure if we will have a quote from the insurance company by the next Board of Commissioners meeting, which is from the same company as the Health Department used.

The County Administrator was directed to confer with legal counsel on the draft indemnity letter, and to contact the insurance company for the quote for the next BOC meeting.

8. Claims and Accounts

Motion by Bryan Smith, seconded by Brenda Ricksgers, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$386,785.71

Motion Carries-Unanimous

9. Various Matters (see attached pgs. 7-9)

Mr. Garwood said this Committee could take action on the MCT project per the purchasing and bid policy, as the project was approved and the release of the funds can be done by the Finance Committee. Mr. Garwood also said that this was for the local municipality's cars and EMS vehicles, not County vehicles.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Board of Commissioners authorize the purchase of Mobile Computer Terminals (MCTs) hardware and installation equipment for the local unit police departments and emergency medical service (EMS), not to exceed the amount of \$70,801.49 with funding to come from GL #261000-901-980.348

Mr. Heeres tabled this until the Board of Commissioners meeting due to lack of notice.

Ms. Haydell said that under the changes with the Chart of Accounts, she will be working with Meadowbrook, as they may not be able to use all of the new fund numbers on their current financial software.

Mr. Boettcher asked about wage negotiations being brought to the Finance Committee before the Board of Commissioners. Mr. Garwood said that it will be discussed at the Board of Commissioners meeting and then it will come afterwards as a budget amendment to the Finance Committee. He noted this is how it was done last year, and that department budgets will be brand new and able to absorb the increases while a budget amendment is done. Ms. Bary said that last year, Ms. Haydell had a document which showed the fiscal impact of the increases, and was concerned about not having this information. Ms. Haydell said it was not requested, but would try to supply the information for the Board meeting.

Ms. Ricksgers noted they all received a letter from a District 8 citizen requesting a special election, should Scott Kruger resign. Ms. Guy said that a special election could cost around \$8,000. Mr. Garwood will remind Mr. Kruger about the statutory requirement that he reign again effective January 1, 2019. This will be further discussed at the Board of Commissioners meeting.

Mr. Garwood received a communication from Michigan Licensing and Regulatory Affairs that notifies of grant monies for educational outreach on medical marijuana. The funds cannot be used for law enforcement purposes. Ms. Bary noted that no township has opted in for medical marijuana, therefore there is no need to apply for grants.

Ms. Zelenak said she would ask for how and when we post meeting minutes and agendas to be on the Board agenda. This will be put on a revised Board agenda by the County Clerk.

Dave Heeres mentioned the passing of Mike Hayes, noting he was an incredible guy. Ms. Guy said she would have a card for all to sign at the Board meeting.

***Motion by Christian Marcus, seconded by Melissa Zelenak, to prepare a posthumous resolution of recognition, prepared by the Clerk, for Mike Hayes to be presented at a later meeting.**

Motion carries- Unanimous

10. Public Comment

None.

The meeting adjourned at 12:06 p.m.

DRAFT



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Peter Garwood
Administrator

Mathew Cooke
Deputy Administrator

Tina Schrader
Administrative Assistant

Margie Boyd
Secretary

DATE

SUBJECT: Indemnification as Authorized Official for Financial Reporting

Dear XXXXX:

As part of your duties as the Finance Director for Antrim County, you are required to report financial information to the Internal Revenue Service (IRS) regarding the County health insurance plans, in compliance with the Affordable Care Act (ACA) and the Antrim County pension plan through the Michigan Employee Retirement System (MERS).

In recognition of your assuming these obligations and your continuing to assume them in the future as part of your job, Antrim County agrees to indemnify and hold you harmless from any financial or legal liability related to your good faith performance of any duties or services that you perform regarding Antrim County health plans reporting responsibilities and pension plan reporting responsibilities. Even if you leave Antrim County, this indemnification will continue for good faith actions taken by you as the Finance Director while you were with Antrim County.

The Chairman has been authorized by the Board of Commissioners to sign this letter. This document constitutes Antrim County's agreement with you and shall remain in effect for as long as you remain the Finance Director.

Sincerely,

Edgar Boettcher, III
Chairman, Board of Commissioners
Antrim County

ec:



Memorandum Administration Office

December 10, 2018

TO: Finance Committee

FR: Peter Garwood
County Administrator

RE: Mobile Computer Terminal (MCT) Project

Please refer to attached request from Sheriff Dan Bean for the purchase of the equipment for the installation of the Mobile Computer Terminals (MCTs). Valerie Craft, Information Technology Director, will be assisting with the purchase. Thus far, only one quote has been received. Others have been requested. The equipment and hardware will be purchased through State of Michigan pricing.

The following motion is presented for your consideration:

Motion by _____ seconded by _____ to recommend the Board of Commissioners authorize the purchase of Mobile Computer Terminals (MCTs) hardware and installation equipment for the local unit police departments and emergency medical service (EMS) in the amount of \$70,801.49 with funding to come from GL#261000-901-980.348.



ANTRIM COUNTY SHERIFF'S OFFICE

Daniel S. Bean
Sheriff

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Emergency 911

Dean A. Pratt
Undersheriff






















MEMORANDUM

Re: Purchase Request

The attached purchase list of equipment is going to be used for the installation of Mobile Computer Terminals (MCTs). These terminals will be used in the vehicles of county fire departments and village police departments. The list includes the necessary mounts, brackets, electrical equipment, communications equipment, and other equipment needed for the installation of the MCTs.

The vendor for these products is the preferred vendor for the county's IT department.

The budgeted funds for this purchase will be derived from General Ledger # 261000-901-980.348.

ITEM		QTY	List Price	Total
	Cradlepoint COR IBR1100 Mfg. Part#: IBR1100LPE-VZ UNSPSC: 43222609	17	\$818.99	\$13,922.83
	HP Pro x2 612 G2 - 12" - Core i5 / 8GB / 256GB Mfg. Part#: 1BT03UT#ABA UNSPSC: 43211509	18	\$1,330.46	\$23,948.28
	Tripp Lite USB C Docking Station Mfg. Part#: U460-003-3AGB-C UNSPSC: 43211604	11	\$49.17	\$540.87
	Havis PKG-KB-103 - keyboard Mfg. Part#: PKG-KB-103 UNSPSC: 43211706	11	\$335.45	\$3,689.95
	HP USB-C Auto Adapter - car - 45 Watt Mfg. Part#: Z3Q87UT UNSPSC: 39121006	16	\$61.59	\$985.44
	HP Rugged Case - carrying case Mfg. Part#: Z7T26UT UNSPSC: 43211612	18	\$58.43	\$1,051.74
	Havis C-MD 312 - mounting kit Mfg. Part#: C-MD-312 UNSPSC: 31162313	8	\$297.55	\$2,380.40
	Havis vehicle mounting kit Mfg. Part#: C-HDM-202 UNSPSC: 43211612	8	\$110.87	\$886.96
	Havis Rugged Cradle - holder Mfg. Part#: UT-2010 UNSPSC: 31162313	15	\$180.04	\$2,700.60
	Havis Ford Interceptor Utility - mounting Mfg. Part#: C-HDM-153 UNSPSC: 31162313	5	\$75.80	\$379.00
	Havis Dodge Charger - mounting Mfg. Part#: C-HDM-168 UNSPSC: 31162313	1	\$62.54	\$62.54
	Havis Ford Taurus - mounting Mfg. Part#: C-HDM-141 UNSPSC: 31162313	1	\$90.96	\$90.96
	Havis Ford Crown Vic - mounting Mfg. Part#: C-HDM-101 UNSPSC: 31162313	1	\$56.85	\$56.85
	Havis Chargeguard Select Mfg. Part#: LAW-CG.X UNSPSC: 26111703	18	\$65.38	\$1,176.84
	Pulse/Larsen Antenna Mfg. Part#: GPSMB501	18	\$140.00	\$2,520.00
	Brother PocketJet PJ-763 - Thermal Printer Mfg. Part#: PJ763 UNSPSC: 43212108	22	\$353.46	\$7,776.12
	Brother PocketJet Auto Adapter Mfg. Part#: LB3690 UNSPSC: 39121006	22	\$24.63	\$541.86
	Havis vehicle mounting kit Mfg. Part#: C-HDM-401 UNSPSC: 43211612	4	\$47.38	\$189.52
	Havis Printer Mount Mfg. Part#: C-PM-101 UNSPSC: 44103116	20	\$73.91	\$1,478.20
	Havis mounting arm Mfg. Part#: C-MD-401 UNSPSC: 31162313	7	\$62.54	\$437.78
	Code Reader 1000 - Bar Code Scanner Mfg. Part#: CR1021-C500 UNSPSC: 43211701	25	\$239.39	\$5,984.75

Total \$70,801.49