

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

July 11, 2016

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson

Members absent: None

Others: Pete Garwood, Deb Haydell, Janet Koch

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$410,900.33 Motion carried – unanimous.

4. Networks Northwest 2015 Annual Report

Elaine Wood, Chief Executive Officer of Networks Northwest, presented their 2015 annual report. She said the organization's efforts could be divided into three different categories; talent, business, and development. Activities in each of the three categories were described in the annual report. Ms. Wood noted the US 131 Corridor initiative, which includes economic development strategies for Mancelona.

Motion by Mike Crawford, seconded by Bryan Smith, that the Board of Commissioners accept the 2015 Networks Northwest annual report. Motion carried – unanimous.

5. Recommendations from Other Committees

Buildings, Lands & Infrastructure

Ms. Stanek said any issue regarding wages should be addressed by the Administration Committee. Pete Garwood, County Administrator, said both the electrical inspector and the building inspector had been full time until 2009. At that time construction was at a reduced level and the Building Official had cut the hours of the electrical and building inspectors. Since then, the rate of applications for construction permits have increased. The electrical inspector currently works 30 hours per week and receives health and pension benefits; the building inspector currently works 37.5 hours per week and receives full benefits. Both are union hourly employees.

Mr. Garwood said the union contract states that when an employee works 37.5 hours per week, full benefits are received. He added that the only employees who are regular part time (30-37 hours per week) are at Antrim County Transportation. He said due to stipulations of the Affordable Care Act, he and the Clerk's Office closely monitor the hours of part time irregular employees. Ms. Bargy stated her concerns regarding adding costs to the County that may not be necessary in the future. Mr. Smith said the building department is not designed as a profit center, but as a service to the public.

FINANCE COW - July 2016

**STANDING COMMITTEE
NOTES**

**GENERAL LEDGER
ACCNT NUMBER**

**ACCOUNT
DESCRIPTION**
Fund/Dept/Account

AMOUNT

**BUDGETED
Yes/No**
No, enter fund source

**COW
MOTION REQD**

HEALTH & PUBLIC SAFETY

**BUILDING, LANDS
& INFRASTRUCTURE**

Building Codes Fund 249-Additional hours for two employees
37.5 hour week to 40
30 hour week to 40

Wage & Benefits Wage and Benefit GL acct lines
Wage & Benefits Wage and Benefit GL acct lines
Wage & Benefits Wage and Benefit GL acct lines

\$ 3,061.19 No
\$ 13,068.81 No

Yes
Yes

Removal of boardwalk and dock&invasive species at Grass River Natural Area

101000-895-999.000 GF, Special Projects-Contingencies

\$ 5,000.00 No

Yes

**ADMINISTRATION
& COUNTY SERVICES**

FINANCE, WAYS AND MEANS

MCWCF

MICHIGAN COUNTIES WORKERS' COMPENSATION FUND

935 N. Washington A
Lansing, MI 48906
517-372-5374 Fax 517-482-4599
www.micounties.org

2016 Loss Prevention Grants Program Round 2

Michigan Counties Workers' Compensation Fund (MCWCF) is accepting applications for the second of two Loss Prevention Grants Program rounds in 2016. Organizations that are members of the MCWCF can receive a grant award to fund innovative loss prevention plans. Approximately \$30,000 in grant funds will be available for this round. The maximum allowed request is \$5,000. Only current MCWCF members may apply. Multiple projects within the same county can be combined.

A committee made up of three MCWCF trustees will review the grant applications.

- Preference will be based upon the specific need or potential impact to the organization, which is not currently being funded through the organization's budget.
- Members are allowed only one grant per grant year. You cannot receive grants in consecutive application rounds.
- Successful applicants must have, or must create, a workplace safety committee.
- The grants are reimbursable (funds are disbursed after the equipment is purchased). You must file for reimbursement within 90 days of the date of the letter notifying you of your grant award.

Applications must focus on projects that protect employee safety in the workplace. This is a loss prevention program designed specifically to reduce workplace injuries and, thereby, the claims on the MCWCF and its members. If you have any questions about what qualifies as loss prevention and what does not, please contact Jeff Short at York (Jeffery.Short@yorkrsg.com or 517-256-3149) BEFORE you submit your application.

For general information about applications, contact Derek Melot at melot@micounties.org or 800-258-1152. Grant awards will be announced at the MAC-MCMCFC Annual Conference, Sept. 16-18, 2016.

Email, fax or mail your completed Loss Prevention Grant application to:

MAIL: Michigan Counties Workers' Compensation Fund

Attn: Derek Melot

935 N. Washington Ave., Lansing, MI 48906

FAX: 517-482-4599

EMAIL: Send your application (as a .doc, .docx or .pdf) to melot@micounties.org

DEADLINE:

Your grant application must be received at our office by 5 p.m. on July 21, 2016.

MARKETING/MEDIA

- All recipients will receive a PR template for use with their local media. We ask that you share any coverage or photos taken.
- Recipients of \$3,000 or more will be asked to participate in a "Check Presentation" in their county, with an oversized check provided by MCWCF and with your local legislators. MCWCF will coordinate scheduling for such events.



Who is eligible for a Loss Prevention Grant?

Organizations and agencies that currently participate in the Michigan Counties Workers' Compensation Fund and are enrolled may apply for a Loss Prevention Grant. All organizations and agencies that are serviced by the MCWCF are listed on the previous page. If your organization or agency is not listed, please contact us to determine eligibility. Each separate organization or agency within a county may apply for a grant.

For more information, please contact Derek Melot at melot@micounties.org or (800) 258-1152.

Examples of items eligible for a Loss Prevention Grant

1. Ergonomic Enhancements (*Note: Specific requirements for vendor purchases.*)
 - a. Office chairs
 - b. Sit/stand workstations
2. PPE
 - a. Cut-resistant gloves
 - b. Body protection equipment
 - c. Highly reflective outerwear
 - d. Head protection (hard hats, etc.)
 - e. Leg protection (safety leg chaps, etc.)
 - f. Eye and face protection (safety glasses, etc.)
 - g. Footwear (slip resistant, etc.)
3. Manual Material Handling Equipment
 - a. Power trash carts
 - b. Adjustable carts and tables
 - c. Slip sheets
 - d. Stryker Stair Chairs
4. Medical Screening Equipment (*Note: The objective is to support a lifestyle that balances all critical elements — strength, endurance, flexibility and cardiovascular fitness.*)
 - a. Blood pressure monitoring system
 - b. Physical fitness incentives, monetary and paid time off, etc.
 - c. Other wellness-related equipment
5. Heated Sidewalk Mats
6. Employee Safety Awareness Training
 - a. Online resources
7. Department-specific Products
 - a. Catch poles, snares, tongs, traps
 - b. Tasers
 - c. Supplemental products designed to enhance personal and workplace safety: ladder support devices; rooftop hatch ladder extension; personal locator beacons; personal emergency hands-free evacuation lights; patient lifting devices; gravity-inclined dry goods storage; retractable hose and cord reels.

Motion by Chuck Johnson, seconded by Ed Boettcher, to recommend the Board of Commissioners approve reinstating a forty hour work week for the inspectors (building and electrical) in the Building Department and to authorize the Finance Director to make the necessary budget amendments to the wages and benefits of the inspectors starting Monday, July 11, 2016. Motion carried – unanimous.

Deb Haydell, Finance Director, told the Committee there had been 2015 purchases out of the Grass River Fund #223. She said the audited 2016 Grass River Natural Area fund balance was \$18,041. The Committee noted that the boardwalk under discussion was on property on the east side of Grass River, near Lake Bellaire, and wasn't connected to the extensive network of boardwalks whose replacement is currently being discussed.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve \$5,000 for the removal of the boardwalk and dock on parcel 05-04-006-039-10 and the removal of invasive species at Grass River Natural Area, with the work to be done by the SEEDS Youth Corps, with the funds to come from Fund #223. Motion carried – unanimous.

Capital Improvement Plan Committee

Ms. Bargy asked that discussion of the document be moved to the next Finance Committee meeting.

6. Accountant's Financial Information

Revenue and Expenditure Report – June 30, 2016

Ms. Haydell had included the report in the agenda packets. Ms. Haydell also distributed a document that detailed the monetary actions of the Committees (**see attached pg. 4**). She said she was looking into the \$5 foreign check fee.

Ms. Haydell said Ms. Bargy had asked her to provide information on which departments had requested budget amendments in 2015. Mr. Boettcher said the information was already provided in the revenue and expenditure report. Ms. Bargy said she was looking for detailed information on the budget amendments, specifically which amendments were for wages and benefits as opposed to other items. Ms. Haydell asked if the Committee was interested in receiving that information on a monthly basis.

Mr. Boettcher suggested that a listing of all the budget amendments in a spreadsheet might be useful.

Motion by Karen Bargy, seconded by Christian Marcus, that the Finance Director provide the Finance Committee with detailed information regarding budget amendments, per department, on a quarterly basis. Motion carried – unanimous.

2016 Workers Compensation Loss Prevention Grant Application (see attached pgs. 5-6)

Mr. Marcus expressed reservations about applying for a grant that might result in additional costs to the County. Specifically noted was a concern about instituting a workplace safety committee, which was a requirement of the grant application. Mr. Garwood said one of the steps in applying for the grant was a free workplace evaluation and that a number of employees had already signed up. Ms. Haydell said the request for the grant had originated from the department heads.

Motion by Karen Bargy, seconded by Mike Crawford, to recommend the Board of Commissioners authorize the Financial Director to apply for a 2016 Loss Prevention Grant in the amount of \$5,000 to be reimbursed for the purchase Ergonomic furniture and equipment to protect employee safety in the workplace. Yes votes – Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Bryan Smith, Bob Wilson; No vote – Christian Marcus. Motion carried.

Municipal Employees' Retirement System of Michigan (MERS) Actuarial Valuation Report

Ms. Stanek noted that the auditor would be discussing the report at the upcoming Board of Commissioner meeting. Mr. Boettcher said the Finance Committee will have to think about how much County will budget for pensions five years in the future and what other changes might have to be made.

Mr. Wilson requested that the County leave MERS and let employees invest retirement savings on their own. Mr. Garwood said the 2015 MERS report is using different assumptions than previous reports: amortizing over a shorter period of time, smoothing has been reduced, and estimated returns have been reduced. Mr. Garwood said there were not a wide variety of pension options for county governments, but it could be explored. He added that it was not possible to fully fund a defined benefit plan with a single payment.

7. Millage/Budget Timeline

In the agenda packets, Mr. Garwood had provided the Finance Committee with an explanation of the County's millage and budgeting timelines. There were no questions.

8. Various Matters

Mr. Marcus asked if the Board of Commissioners had ever sent a letter to the media. Mr. Garwood said in the past, press releases had been sent to local newspapers.

9. Public Comment

None.

The meeting was adjourned at 10:46 a.m.