

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes November 28, 2018

Members present: Karen Bargy, Brenda Ricksgers, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Al Meacham, Undersheriff Dean Pratt, Sheriff Dan Bean, John Strehl, Judy Parliament, Mike Gank, Sherry Comben, Sheryl Guy, Stephanie Murray, Patti Niepoth, Jim Rossiter, Deb Haydell

1. The meeting was called to order at Brenda Ricksgers by 9:03 a.m.

2. Public Comment

None.

3. Commission on Aging (COA)

Judy Parliament, COA Director, provided financial information to the Committee as part of the agenda packet, which she reviewed with the Committee. She said that she will be working with Deb Haydell, Finance Director, to ensure all finances are finalized for the end of the year. Ms. Parliament said the ongoing LED project is nearly complete throughout the Bellaire senior center building. She noted COA is under budget on most items, except events which are balanced out by revenues that come in for those events. The Committee reviewed the revenues and expenses. Ms. Parliament said she is still looking at the possibility of a maintenance person and a new Meals-on-Wheels route. She added that there are a few new volunteers, which comes with the holiday season.

Medicare/Medicaid Assistance Program (MMAP) Purchase of Service Agreement (see attached pgs. 6-7)

Ms. Parliament said the amendment extended the date of the contract that would allow the County to continue to receive funds.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Commission on Aging, Amendment No. 1 to the 2017-2018 Purchase of Service Agreement between MMAP, Inc. (Michigan Medicare/Medicaid Assistance Program) and Antrim County Commission on Aging for the delivery of MIPPA Beneficiary Outreach and Assistance Services.

Motion Carries- Unanimous

4. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided financial and ridership information to the Committee as part of the agenda packet. He mentioned that this is the beginning of their fiscal year. Mr. Meacham referred the Committee to the monthly passenger data which broke down the 2,007 school rides they provided by district. Karen Bargy noted that some of the expense items are front loaded such as office supplies and radio maintenance. Mr. Meacham said that some of the expense items, like conferences, are reimbursable expenses.

5. Antrim County Airport

John Strehl, Airport Manager, provided financial information to the Committee as part of the agenda packet. The Committee reviewed the revenues and expenditures for the airport.

He noted the lighting project is nearly complete and he expects a reduction in future energy costs.

Mr. Strehl said that he received a communication from the Federal Aviation Agency (FAA) that requested a breakdown of proposed taxiway repaving project.

Mr. Strehl said that the 2018 capital projects have been completed (Fuel Farm, SRE Tanks, terminal furniture) and showed the Committee photographs of the projects. He noted that the projects finished \$15,000 under budget.

Mr. Strehl added that he is working on strategies to increase revenues utilizing the cold storage hangar.

Mr. Strehl said DTE Energy ran in to engineering problems and will be proposing an amendment to the contract in the near future. They will be looking to run the easement along the fence line of the airport, which will require the installation of an access road. Mr. Strehl said that this will be helpful as it will remove the trees that are against the fence. It was the consensus of the Committee to allow John Strehl to negotiate with DTE Energy to amend the contract.

Personnel Update

Pete Garwood, County Administrator, updated the Committee on the open position at the airport. He said that three more people were interviewed, which brought the total to fifteen (15) interviews of the sixty (60) total applicants. There is one candidate to whom they would like to extend an offer, and have recently completed the reference checks. Ms. Murray said she has contacted the potential hire to see if he would be interested in the position. If the employee accepts the position, the pre-employment process can begin (drug tests, background checks, physical, etc.). Mr. Garwood thought that if the County were able to hire, it should be easier to extend the contract for the contracted employee if necessary. Ms. Bary asked that the possibility of fully contracting this one position be discussed with labor counsel, as a worst-case scenario. Mr. Garwood indicated the Chairman of the Board and the Committee Chair agreed to wait and see the chosen candidate accepts the position prior to having the meeting with counsel.

Airport Land Lease: Loy

Mr. Garwood said that there were changes to the contract regarding indemnification and insurance, based on review from legal counsel. Neither Mr. Garwood nor Mr. Strehl recalled discussions on having legal counsel review personal property tax issue. The Committee discussed the land lease in regards to personal property tax. Sherry Comben, County Treasurer, said that the township folded on the pursuit of personal property tax, which she believed was due to language of the contract. Ms. Comben said she had concerns that a change may lead to the County being susceptible to property taxes as it is the County's land.

Motion by Karen Bary, seconded by Melissa Zelenak, to send the airport land lease with Glenn A. Loy to legal counsel for further review, specifically regarding information from the Michigan Tax Tribunal regarding Antrim County Airport lease ~~litigation.~~

Motion Carries- Unanimous

6. Sheriff's Department Update

Antrim County Sheriff Dan Bean provided an Animal Control report and a Dispatch report to the Committee as part of the agenda packet. The Committee reviewed the information provided, and expressed interest in a further breakdown of dispatch calls by township and incident.

Undersheriff Dean Pratt said that the canine is still doing training, and will be up for recertification in March of 2019. He said the canine has all of its State certifications, but has one category left in the Dogs in Law Enforcement certification.

Ms. Bary asked about a memorandum of understanding regarding County 911 and Munson Medical Care. Undersheriff Pratt said that Sherriff Bean is working on this matter.

Undersheriff Pratt said a wrecker clean up policy is still in the works, but there were a few steps that still needed to be addressed. He said that it would be discussed at the next police chiefs meeting.

Tele-Rad Services Agreement

Dispatch Sergeant Mike Gank said that this agreement reflected an increase due to additional equipment and existing equipment coming off warranty. He said that it is about \$52 more annually than the previous contract. Ms. Bargy asked about the automatic renewal in the contract, and Mr. Gank said it was the same as the previous contract.

Motion by Melissa Zelenak, seconded by Brenda Ricksgers, to recommend the Board of Commissioners authorize the Board Chairman to execute a service agreement with Tele-Rad, Inc. to maintain the Antrim County Sheriff Department's radio system from January 1, 2019, through December 31, 2019 for a monthly payment of \$2,520.70.

Motion Carries- Unanimous

7. Emergency Services Update

Leslie Meyers, Emergency Services Coordinator, was unable to attend the meeting but provided the Committee with a written update as part of the agenda packet.

Ms. Bargy asked about the RAVE school panic button and if it was funded by the State. Mr. Garwood said that according to Ms. Meyers it has not been funded. Ms. Bargy asked about the completion of the RAVE facilities plan at the Grove Street annex. Mr. Garwood will discuss with Ms. Meyers the status of the project. Ms. Zelenak mentioned that Marna Robertson at Meadowbrook Medical Care Facility was interested in the contact information for RAVE panic buttons, and asked if an email had been sent to local municipalities making them aware of the availability of the program. Mr. Garwood said he will discuss with Ms. Meyers, and will send the RAVE contact information for panic buttons to Ms. Robertson.

Deb Haydell, Finance Director, told the Committee the County received the invoices related to the incident last month in Mancelona and will be brought to the Finance Committee. She added that she will also bring the costs associated with the Kitchen Farms fire, but that those would be reimbursed by Kitchen Farms insurance.

Ms. Haydell informed the Committee she will also be discussing the creation of a new Chart of Accounts fund: Disaster Contingency. The Committee discussed how the new fund should be budgeted moving forward: putting money in or using budget amendments when the fund is needed. Ms. Bargy said that having some background information on incidents at Finance Committee is helpful when there is a budget amendment is of this kind. Mr. Boettcher wanted the Committee and the Board of Commissioners to show support for the Emergency Services Coordinator making decisions to call in services in emergencies such as HAZMAT. Ms. Zelenak asked if there could be a policy regarding emergency purchase of disaster services. Mr. Garwood said there is an emergency action plan but it does not specifically address purchases. He added that the Emergency Services Coordinator job description allows for that person to make emergency purchases. Ms. Haydell mentioned the possibility of a rider policy through MMRMA for hazardous material incidents. She also said that she felt the Emergency Services Coordinator should have the authority to enact purchases, rather than creating a policy.

Motion by Melissa Zelenak, seconded by Karen Bargy, to direct the County Administrator, Sherriff, Finance Director, and Emergency Services Director to develop an emergency disaster payment procedure, that outlines the process, to be brought for review to the HPS Committee in March of 2019.

Motion Carries- Unanimous

8. Discussion: Proposal 1

Jim Rossiter, County Prosecuting Attorney, gave an overview of the new recreational marijuana laws and their meaning to the County. He said that the County cannot opt out of Proposal 1, but townships and villages may. Mr. Rossiter said that opting out allows municipalities to disallow recreational marijuana facilities and distribution within their jurisdiction. Sheriff Bean noted that there are a number of townships

in Antrim County that have or are working on opting out. The Committee discussed the proposal of the passage of Proposal 1:

- recreational marijuana is legal starting 12/6/2018;
- how the process of recreational marijuana shops may work;
- the State having a year to create the regulations for the sale of recreational marijuana;
- Mr. Rossiter is dismissing some cases that involve marijuana;
- how long THC (active ingredient of marijuana) stays in the system.

Ms. Zelenak suggested education programming through the Northern Michigan Regional Entity (NMRE). Mr. Rossiter said that a good investment would be the Drug Roadside Enforcement (DRE) program. Undersheriff Dean Pratt said that if the department participated in the DRE program, training would be best done in stages so as not to disrupt services. Mr. Rossiter said county prosecutors have created a committee to go through the statute for enforcement. He said that there is no clear direction, and it is best suited for legislators to determine the direction.

9. Michigan Indigent Defense Commission (MIDC) Agreement

Mr. Garwood suggested the signing of this agreement should be put on hold until the Michigan Association of Counties (MAC) has completed their negotiations. Mr. Garwood informed the Committee civil counsel reviewed the agreement and did not have any recommended changes. Mr. Garwood said that he is incorporating some changes from Oakland and Marquette Counties, which he will discuss with legal counsel. He said that MIDC would like something signed as soon as possible, but expenses can be tracked and reimbursed upon signing the agreement. He said one thing MAC is recommending language that allows an extension if the County is unable to meet the 180 day requirement for compliance for all items. MAC also worked out getting 50% up front and 2 payments of 25%.

10. House Bills 5750, 5751 – “Baby Boxes”

The house bills would essentially allow for parents to voluntarily deliver their newborn (under 30 days) to newborn safety devices attached to the building by emergency service providers. Ms. Zelenak was providing this as a heads up and that there may be action required in the future.

11. Working Communications Committee

Code of Ethics

Ms. Ricksgers said she liked the draft of the Code of Ethics and Conduct, and Mr. Garwood said that it was modeled from the Emmet County Code of Ethics. Ms. Bargo felt there were other policies that should have been completed and implemented before this was created. Ms. Zelenak agreed that there were other things that should have been done, and had concerns with why this was a priority. Mr. Boettcher said that he felt it was a part of creating improvements on communications. Mr. Garwood said that this would help guide commissioner interactions with each other and with department heads. He said Jonathon Scheel, Emmet County Commissioner, said having a code of ethics has helped their board dynamics.

Ms. Bargo this could be used as a preamble in the employee handbook. The Committee discussed the usage of Code of Ethics. Mr. Boettcher said that this was a way for commissioners to accept that they have responsibility, and they have an impact on the morale of the County. The Committee discussed having this included as part of the Board of Commissioner’s Rules and Procedures.

It was the consensus of the Committee to direct the County Administrator to prepare a draft preamble Code of Ethics in the Board of Commissioners Rules and Procedures for board review, to be acted on at the Board’s organization meeting.

Development of Ongoing Training Opportunities

The Committee reviewed the training survey done by the Administration Office and discussed potential training opportunities. They discussed further breaking down what employees want to learn with the BS&A Software and County website. The Committee discussed an additional survey to further identify specific

training based on the general topics that were identified in the initial survey. Ms. Bargy thought this was a way to see what the issues are, and how we can fix the issues.

Social Media Policy

Because Ms. Zelenak was the driving force behind establishing a social media policy and is leaving the Board of Commissioners on December 31, 2018, the Committee decided to have a special meeting regarding topics related to social media. It was the consensus of the Committee to hold a special meeting on December 5, 2018 at 2:00 p.m. regarding communications, specifically Social Media Policy, Public Interaction/Dissemination of Information to the Public, and follow-up surveys on training topics.

12. Various Matters

Ms. Bargy spoke of the process the Health Department uses for review of new or revised policies:

1. the policy goes to legal review;
2. the policy is reviewed by department team;
3. the policy is reviewed by employee committee;
4. the policy is sent to staff for review and comment;
5. comments are taken into consideration ~~which runs back through the process(steps 1-4);~~ starting the process again at step 1, continuing through step 4, before going to the Board for final approval.
6. the vetted policy goes to the full board for decision.

She said that this was a good procedure for policy because it involves everyone in the organization before it goes to the board for approval.

13. Public Comment

Undersheriff Pratt said he was disappointed that the Code of Ethics discussion led to the removal of a signature page. He felt that as leaders, the Board should take the lead in acknowledgement of the code of ethics. Undersheriff Pratt said while there is no enforcement, it is a good thing for everyone to acknowledge.

The meeting adjourned at 2:22 p.m.



Memorandum Administration Office

November 27, 2018

TO: Health & Public Safety Committee

FR: Peter Garwood, Administrator 

RE: Amendment No. 1 to the 2017-18 Purchase of Service Agreement with MMAP, Inc.

Attached is a proposed amendment provided by Judy Parliament, Commission on Aging (COA) Director, regarding a purchase of service agreement. The purpose of the amendment will alter the period of performance for the delivery of the MIPPA Beneficiary Outreach and Assistance Services (MIPPA). This agreement (Amendment) begins October 1, 2018 and continues as long as funds for the Application Submission Purchase of Service Pool remain available, but no later than September 29, 2019. The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Commission of Aging, Amendment No. 1 to the 2017-18 Purchase of Service Agreement Between MMAP, Inc. (Michigan Medicare/Medicaid Assistance Program) and Antrim County Commission on Aging.



6105 W. St. Joseph Hwy. • Suite 204 • Lansing, MI 48917 • Ph. 517.886.1242 • Fax 517.886.1305 • www.mmapinc.org

**Amendment No. 1 to the 2017-18 Purchase of Service Agreement Between
MMAP, Inc.**

6105 W. St Joseph Hwy, Suite 204, Lansing, MI 48917

And

Antrim County Commission on Aging

P. O. Box 614 Bellaire, MI 49615

EIN: 38-6000098

For the Delivery of MIPPA Beneficiary Outreach and Assistance (MIPPA) Services

Amendment Purpose: The purpose of the amendment is to alter the period of performance for the delivery MIPPA Beneficiary Outreach and Assistance Services (MIPPA).

Period of Performance: This agreement begins October 1, 2018 and continues as long as funds for the Application Submission Purchase of Service Pool remain available, but no later than September 29, 2019. This agreement is in full force and effect for the period specified.

Original Agreement Conditions: It is understood and agreed that all other conditions of the original agreement remain the same.

The individual or officer signing this amendment certifies by his/her signature that s/he is authorized to sign this amendment on behalf of the responsible governing board, official, or contractor.

Signature of Authorized Representative

Date

Organization/Title

Jo Murphy

Executive Director MMAP, Inc.

November 8, 2018

Date