Human Services

Ed Boettcher	*Brenda Ricksgers, Chairman*	*Bernie Blackmore*

Minutes
January 27, 2011

Members Present: Brenda Ricksgers, Bernie Blackmore (left at 10:25 a.m.) and Ed Boettcher

Members Absent: None

Others: Pete Garwood

1. **Meeting was called to order at 9:00 a.m.**

2. **Public Comment**
   None

3. **Probate Court**
   Bill Hefferan, Court Administrator, gave a written and verbal report for the Probate Court. Mr. Hefferan informed the Committee he got a call from the State of Michigan indicating they think the County owes them money from 2008/2009. Mr. Hefferan indicated he was doubtful but told them to send him documentation.

   Mr. Hefferan and Peter Garwood, Coordinator/Planner, briefed the new commissioner on the relationship between the County and the Probate Court, as well as the services provided by the Probate Court.

4. **Housing Department**
   Patti Lowery, Housing Director, joined the meeting. Ms. Lowery explained how the Housing Program works. Ms. Lowery informed the Committee that Kalkaska County, with whom we have an Agreement to share our Housing Director, has dramatically cut their housing program. Kalkaska County just received a new two (2) year housing grant (Community Development Block Grant or CDBG), which comes with some funding for administration, but not enough to cover the two (2) year period.

   Motion by Bernie Blackmore, supported by Ed Boettcher, to send the draft contract to Kalkaska County for sharing the Antrim County Housing Director for the Kalkaska County CDBG Grant #MSC-2010-5264-HOA, for signature. Motion Carried - Unanimous.

   Mr. Garwood will include a condition in the cover letter that Kalkaska County must be able to show they intend to budget for their full share of the (50%) of the cost of the Housing Director's salary and benefits.

5. **Meadow Brook Medical Care Facility (MCF)**

Marna Robertson, Administrator, and David Schulz, Finance Director, of the MCF joined the meeting. Ms. Robertson and Mr. Schulz reviewed the financial statements for the MCF and the Meadowview Apartments. Mr. Schulz informed the Committee about action taken by the Meadow Brook Governing Board to recover a debt owed by a former resident.

Ms. Robertson gave a brief overview of the progress on the MCF construction project.

6. **Veterans Affairs Update**

Deborah Peters, Veterans Counselor, Samantha Shaner, Veterans Affairs Department Staff, and Roger Simon and George Ouvry, members the Veterans Affairs Committee joined the meeting.

Ms. Peters indicated the Veterans Affairs Committee has recommended a fifth member be added to the Veterans Affairs Committee.

Motion by Ed Boettcher, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve adding a fifth member to the Veteran Affairs Committee. Motion Carried – Unanimous.

Ms. Peters requested the hours of the clerical assistant in her office be increased from 15 hours per week to 25 hours per week. Ms. Peters indicated there has been a substantial increase in work for her office in the past year. Some of the additional workload is due to a shift of work from the local funeral home to the office and some is due to a simple increase visits and requests by Veterans.

Motion by Ed Boettcher, supported by Brenda Ricksgers to recommend the Administration Committee and the Finance Committee approve an additional ten (10) hours per week for the Clerk/Typist position in the Veterans Affairs Office. Motion carried – Unanimous.

Ms. Peters handed out information on how the Veterans Affairs Office handles burial expenses and the requirements for residency in order to receive the burial and headstone/marker benefits.

Motion by Ed Boettcher, supported by Brenda Ricksgers, to recommend the Board of Commissioners use the death certificate to prove the place of residency for payment of the burial benefits using the signed statement as verification of assets and the headstone settings cover Antrim County residents. Motion carried – Unanimous.

The Committee discussed how to rectify the situation with Mortensen Funeral Home. The committee requested that Ms. Peters contact Mortensen's in an attempt to make the relationship better.

Meeting adjourned at 11:45 a.m.