

# Human Services

*Dave Howelman*

*Ed Boettcher, Chairman*

*Bernie Blackmore*

## Minutes

February 20, 2014

Members Present: Ed Boettcher, Dave Howelman  
Members Absent: Bernie Blackmore  
Others: Janet Koch, Deb Haydell and Mike Crawford (until 10:20 a.m.)

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

### **2. Public Comment**

None.

### **3. Commission on Aging (COA) Update**

Present for this agenda item: Mike Neubecker, Judy Parliament

#### **Fiscal Year 2014 Budget Amendments – (See attached pgs. 1-4)**

Mike Neubecker, COA Director, told the Committee that he'd been working on the COA's budget with Deb Haydell, County Accountant. He said that per the Board's request, they've split out the Home-chore expenditures as a separate subtotal (general ledger number 297000-668). Also split out is Personal Care (297000-685) and Respite Services (297-000-687).

Mr. Neubecker said he's working with Ms. Haydell to shift the part time wages in Personal Care from the 703 line item to 708.

Ed Boettcher, Committee Chair, asked about the \$116,000 transfer in from the County's General Fund. Mr. Neubecker said that was for the staff's health and dental insurance expenses.

Ms. Haydell said the COA's 2014 amended budget includes 9 months of the State of Michigan's current fiscal year budget and 3 months of the state's fiscal year budget for next year. This allows the COA's budget to match the County's fiscal year. She added this is the first year it's been done this way. Previous to this year, the COA budget followed the state's fiscal year which runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

Mr. Boettcher asked about the Home-chore snowplowing program. Mr. Neubecker said the fee had been renegotiated by the County's civil counsel from \$35 per plow to \$25 per plow with a limit of half an hour. If plows take longer than a half hour, the difference is negotiated between the homeowner and the plowing contractor. Dave Howelman, County Commissioner, asked about outstanding vouchers. Mr. Neubecker said there aren't a lot of them.

**Motion by Dave Howelman, seconded by Ed Boettcher, to submit the COA budget to the Board of Commissioner's for approval. Motion carried – unanimous.**

Ms. Haydell noted that going forward the budget amendments will be approved through the Human Services Committee.

Mr. Boettcher said he was considering having the Committee meet more often than quarterly. Committee members will be getting a monthly trial balance. Mr. Boettcher asked that budget anomalies be brought to their attention. Ms. Haydell said that if she's aware of a problem, she brings it to the Finance Committee.

Mr. Neubecker said that COA's respite and personal care services have been reinstated. Five Certified Nurse Aides have been brought back; five will not be returning. Also, three homemakers will not be returning.

Mr. Neubecker also noted that the COA prepared over 53,000 meals last year. He said he anticipates that he will be approaching the Administration Committee to revisit their decision to hire a part-time employee at no more than 29.5 hours rather than a full time assistant cook.

Ms. Haydell told the Committee that purchasing has moved from the COA to the County. The COA is now using the County's office supply inventory and ordering is done through the County's systems to take advantage of cost savings in bulk ordering.

#### **Memorandum of Understanding (MOU) Area Seniors, Inc.**

The Committee members had received a copy of an MOU between the Area Seniors, Inc. and the COA in their packets. **(See attached pg. 5)** The MOU is a renewal of a previous agreement that states fees for the COA to rent the Area Seniors, Inc. hall and/or conference room.

**Motion by Dave Howelman, seconded by Ed Boettcher, to recommend that the Board of Commissioner's sign the Memorandum of Understanding between COA and the Area Seniors, Inc. Motion carried – unanimous.**

#### **4. Veteran's Affairs Update**

Present for this agenda item: Deborah Peters

Deborah Peters, Veterans Affairs Director, told the Committee that Tim Carey began working with the department in December. She added that his background in social work is useful in assisting clients. Ms. Peters also said the Michigan Association of County Veterans Counselors would be holding their annual conference in Grand Rapids this year in conjunction with the national conference. This will enable Mr. Carey to become accredited in veteran counseling.

Visits to the Veteran's Office in 2013 totaled 686. The number of office visits in 2012 was 507. Ms. Peters added that they'd been working with a veteran's widow and she had recently received a large award.

(Marna Robertson and David Schulz arrived at 9:25 a.m.)

Ms. Peters described the office procedures used to track services provided to veterans. Mr. Boettcher asked Ms. Peters to consider methods of tracking that would take less time but would still provide the Board of Commissioner's with enough information to make educated decisions. The Committee agreed that there was no reason for the office assistant to track the hours she spent doing different tasks. A suggestion was made to correlate office visits with hours spent on a case.

#### **5. Meadow Brook Medical Care Facility (MCF) / Meadowview Apartments Update**

Present through this agenda item: Marna Robertson, David Schulz

Marna Robertson, Administrator of MCF, gave the Committee an overview of the information about Meadow Brook that is available through the federal government's Medicare website. At [www.medicare.gov/nursinghomecompare](http://www.medicare.gov/nursinghomecompare), an area zip code can be entered. A list will appear that includes Meadow Brook. If Meadow Brook is selected, a page will appear that includes tabs for Inspection Results, Staffing, Quality Measures, and Penalties.

Ms. Robertson described Meadow Brook's ratings in each of these categories. The Committee studied the graphs available at the Quality Measures tab. Ms. Robertson told the Committee that the numbers aren't real time, but are from a specific period of time. The dates of the data collection period are available on the webpage. Ms. Robertson added that the patient mix staying in the facility during the data collection period can alter the data.

During the last two years, Ms. Robertson said that Meadow Brook has been in a staffing transition due to the construction project and changes to the facility operations. She asked the Commissioners to let her know about any complaints regarding Meadow Brook.

David Schulz, Meadow Brook's Director of Administration Services, presented the financial reports for Meadow Brook and the Meadowview Apartments. **(See attached pg. 6).** Mr. Boettcher requested that, in the future, the Committee receive that information in their Committee packets.

Mr. Schulz presented the November 2013 budget with year to date figures. **(See attached pg. 7).** He told the Committee that when he prepared the 2013 budget, he presented it with the statement that contained a large number of unknowns due to construction. Mr. Boettcher said he appreciated the notes Mr. Schulz provided on the sheet that explained anomalies. Mr. Schulz told the Committee that the bad debt reporting has been changed due to Board requests.

Meadow Brook's overall financial status of \$3.7 million in net available funds is close to the June 2012 number, Mr. Schulz said. **(See attached pgs. 8-10)**

Mr. Boettcher asked about changes in the construction budget and was told the \$72,000 for the temporary laundry is not yet reflected in the \$737,164.03 amount. There will also be an additional cost for the temporary dry food storage.

## **Meadowview Apartments**

Mr. Schulz presented the November 2013 and year to date budget for Meadowview Apartments. **(See attached pg. 11)**. He noted that the budget reflects a partial underwriting of Meadowview by Meadow Brook. Ms. Haydell said that Meadow Brook is an enterprise fund while Meadowview's accounts function as a County department. She added that any Meadowview deficits should come from the County and not from Meadow Brook. Ms. Haydell also said that Meadowview is not currently receiving any appropriations from the County.

A discussion ensued regarding agreements made between the County Commissioners and the Meadow Brook Board concerning oversight of the Meadowview Apartments. Mr. Boettcher asked the Administration Department to research and confirm the oversight responsibilities.

Mr. Howelman asked about the number of apartments available. Mr. Schulz said one has been renovated and is ready to move into. Six are vacant but are not yet renovated.

## **6. Housing Update**

Mr. Boettcher wanted to make sure that Jonathan Scheel, the new Housing Director, attended the next Committee meeting. Janet Koch, Associate Planner, told the Committee that Mr. Scheel would receive the meeting information. Ms. Koch said it was her understanding that Mr. Scheel would be posting his contact information and making appointments to fit the schedules of his clients.

## **7. Various Matters**

Mr. Howelman commended Ms. Haydell on her efforts with the COA budget. He noted that there had been a marked improvement.

Meeting adjourned at 10:55 a.m.

# Human Services

*Dave Howelman*

*Ed Boettcher, Chairman*

*Bernie Blackmore*

## Minutes: April 24, 2014

Members Present: Ed Boettcher, Dave Howelman  
Members Absent: Bernie Blackmore  
Others Present: Pete Garwood, Mike Crawford, Laura Stanek

### **1. The meeting was called to order at 9:00 a.m.**

### **2. Public Comment**

None

### **3. Commission on Aging (COA) Update**

#### Non-Skilled Community Health Nursing Services

**Motion by Dave Howelman, seconded by Ed Boettcher to recommend the Board of Commissioners approve the contract for non-skilled community health nursing services between Antrim County on behalf of the COA and the Northwest Michigan Community Health Agency for signature by the Chairman of the Board and the Director of the COA. (See attachment pages 1-6). Motion carried – unanimous**

#### Aging and Disability Resource Collaborative - Medicare Improvements for Patients and Providers Act (ADRC-MIPPA) Agreement

**Motion by Dave Howelman, seconded by Ed Boettcher to recommend the Board of Commissioners approve the ADRC-MIPPA Beneficiary Outreach and Assistance Services Agreement between the Area on Aging of Northwest Michigan and Antrim County Commission on Aging for signature by the Chairman of the Board of Commissioners. (See attachment pages 7-19). Motion carried – unanimous**

#### Nutrition Amendment Award

Pete Garwood, County Administrator, explained that the amendment was received only a couple of days ago and it has not been through the review process. It could be acted on late by the Administration and County Services Committee or Finance Committee which would allow more time for review.

**Motion by Ed Boettcher, seconded by Dave Howelman, to recommend the Board of Commissioners authorize the appropriate individual to sign the Notice of Contract Award, which is an amendment to the Nutrition Agreement, subject to approval by civil counsel. Motion carried – unanimous**

## COA Budget

The Committee reviewed the COA budget for the first quarter. Mr. Neubecker explained that there will have to be some adjustments to the wages as some sections of the budgets were charged for wages that should have been taken from other parts of the budget. However, when viewed as a whole the wages are on target.

## **4. Probate and Family Court**

Bill Hefferan, Court Administrator for the Probate Court joined the meeting and distributed a Financial Statement for, and gave a verbal report on, the Child Care Fund and associated funds (See attachment pages 20-24).

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

Marna Robertson, Administrator, and David Schulz, Administrative Services Director, joined the meeting. Ms. Robertson gave an overview of the construction project and the targeted move in date to the portion of the building currently being remodeled.

Ms. Robertson also gave an update on the recent operations survey conducted at the MCF along with an update on other activities at the MCF. A copy of the survey will be delivered to the Administration Office.

Mr. Schulz gave the financial report for the MCF. Mr. Schulz presented the Status of Cash, Depreciation and Restricted Funds Accounts for the MCF. (See attachment pages 25-30)

## **6. Meadowview Apartments**

Mr. Schulz presented the financial statement for the Meadowview Apartments. Discussion took place regarding the future of the apartment building.

## **7. Veteran's Affairs Update**

Deb Peters, Veteran's Affairs Director, joined the meeting and gave an update of the activities in the Veteran's Affairs Department for the past month.

## **8. COA Issues**

Mike Neubecker presented a Plan of Action (See attachment pages 31-33) with milestones for the next 5 ½ months prior to his retirement. The Committee discussed how a transition would take place to eventually make Judy Parliament the Interim COA Director. Mr. Garwood and Ms. Parliament will meet to discuss the possibilities.

The meeting was adjourned at 11:00 a.m.

# Human Services

*Dave Howelman*

*Ed Boettcher, Chairman*

*Bernie Blackmore*

## Minutes July 31, 2014

Members present: Boettcher, Howelman, Blackmore  
Others: Crawford, Garwood, Rossiter, Haydell

### **1. The meeting was called to order at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. Commission on Aging**

Judy Parliament, Interim COA Director gave a monthly report (see attached pg. 1). The Committee reviewed the COA financial report (see attached pgs. 2-6).

### **4. Area Agency on Aging (AAA) 2015 Annual Implementation Plan**

**Motion by Ed Boettcher, seconded by Bernie Blackmore, to recommend the Board of Commissioner's approve the AAA 2015 Annual Implementation Plan (cover letter attached see pgs. 7-10). Motion carried – unanimous.**

### **5. Northern Michigan Regional Entity Agreement**

Jim Rossiter, Civil Counsel, informed the Committee that his office has not completed the review for the proposed agreement between the County and the Northern Michigan Regional Entity (see attached pgs. 11-13).

### **6. Probate Court Update and Department of Human Services (DHS)**

#### Child Care Fund

Bill Hefferan, Probate Court Administrator and Maureen Clore from DHS joined the meeting. Mr. Hefferan gave an overview of the budget request for the Child Care Fund. (See attached pgs. 14-15)

**Motion by Bernie Blackmore, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the 2015 Child Care Fund budget. Motion carried – unanimous.**

#### Wellspring Lutheran Family Services Contract

Jim Rossiter, Civil Counsel, informed the Committee he has reviewed the Wellspring Lutheran Family Services Contract and it is okay to sign from a legal standpoint. (See attached pgs. 16-24)

**Motion by Bernie Blackmore, seconded by Ed Boettcher, to recommend the Board of Commissioner's approve the Wellspring Lutheran Family Services Contract. Motion carried – unanimous.**

## **7. Meadow Brook Medical Care Facility (MCF)**

Marna Robertson, Administrator and David Schulz, Administrative Services Director for the MCF joined the meeting.

Ms. Robertson distributed a new brochure for the new Comprehensive Therapy Rehabilitation Program at the MCF (see attached pgs. 25-26).

Ms. Robertson distributed an accounting of the use of Antrim County Transportation by the MCF (see attached pgs. 27-28).

Mr. Schulz distributed the May, 2014 Monthly & Year to Date Budget Operating Results Comparisons for May, 2014 for the MCF (see attached pg. 29).

## **8. Meadowview Apartments**

Mr. Schulz distributed the May, 2014 Monthly and Year to Date Budget for the Meadowview Apartments (see attached pg. 30).

Mr. Schulz gave an update on the construction project.

The Committee reviewed the MCF Status of Cash, Depreciation and Restricted Funds Accounts as of May 31, 2014 for the MCF. (See attached pgs. 31-34)

### Meadow View Apartments Budget

The Committee reviewed the proposed 2015 Budget for the Meadowview Apartments. (See attached pgs. 35-37)

**Motion by Bernie Blackmore, seconded by Dave Howelman, to approve the proposed 2015 budget for the Meadowview Apartments for submittal to the Finance Committee.  
Motion carried – unanimous.**

Mr. Schulz presented (for information purposes) the 2015 MCF budget approved by the Meadow Brook Board. (See attached pgs. 38-39)

## **9. Housing**

Jonathan Scheel, Housing Director, joined the meeting. Peter Garwood, County Administrator, explained that there are a number of past projects in the Housing Department that require research and clean up. The contract with Mr. Scheel does not include dealing with these old projects and as he is dealing with the projects, it has become clear they are going to take a substantial amount of time. Mr. Scheel stated that he believes once the concerns on the projects are dealt with, he will be back working within the confines of his contract. The Committee reviewed a communication from Mr. Scheel in which he is requesting the County approve setting up a fund of \$5,000 for cleaning up old housing projects that will be billed at \$25.00 per hour (see attached pg. 40).

**Motion by Bernie Blackmore, seconded by Ed Boettcher, to recommend the Board of Commissioner's approve setting up a line item of \$5,000 for cleaning up old housing projects that will be billed at \$25.00 per hour, and that the Finance Committee find the funding. Motion carried – unanimous.**

## **10. Veterans Affairs**

Deborah Peters, Veterans Affairs Director joined the meeting and gave the Committee an update of recent activity in the department.

The meeting was adjourned at 11:15a.m.

# Human Services

*Dave Howelman*

*Ed Boettcher, Chairman*

*Bernie Blackmore*

## Minutes, August 28, 2014

Members present: Ed Boettcher, Mike Crawford (acting as a Committee member in accordance with the Board of Commissioners Rules and Procedures)

Members absent: Bernie Blackmore, Dave Howelman

Others: Pete Garwood, Deb Haydell

### **1. The meeting was called to order at 9:00 a.m.**

### **2. Public Comment**

None

### **3. District Library/Services to the Blind**

Jill Porter from the Traverse Area District Library presented the appropriation request for the services to the blind.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 Traverse Area District Library Services to the Blind and Physically Handicapped appropriation request of \$2,991.09 from the General Fund, 101000-906-956.030 for submittal to the Finance Committee. Motion carried – unanimous.**

### **4. Northern Michigan Regional Entity Agreement**

Jim Rossiter, Civil Counsel, addressed the Committee on the Agreement for Substance Use Disorder Services Coordination between Northern Michigan Regional Entity and Antrim County (see attached pgs. 1-4).

**Motion by Ed Boettcher, seconded by Mike Crawford, to recommend the Board of Commissioners approve the Agreement for Substance Use Disorder (SUD) Services Coordination between Northern Michigan Regional Entity and Antrim County. Motion carried – unanimous.**

**Motion by Ed Boettcher, seconded by Mike Crawford, to recommend the Chairman of the Board of Commissioners appoint Don Schuiteman as the representative on the newly created Northern Michigan Regional Entity SUD Oversight Board. Motion carried – unanimous.**

### **5. Community Collaborative c/o Goodwill**

Lynn Spearing, Coordinator for the Community Collaborative and Bill Broadwick, from the Good Samaritan in Ellsworth presented a request for an \$8,000 appropriation for the Antrim County Community Collaborative.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the 2015 appropriation request of \$8,000 for the Antrim County Community Collaborative from the General Fund, 101000-906-956.026 for submittal to the Finance Committee. Motion carried – unanimous.**

## **6. Area Agency on Aging (AAA)**

Bob Schluter, Director of the AAA, presented the 2015 appropriation request of \$4,223 for the AAA.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the 2015 appropriation request of \$4,223 for the AAA from the General Fund #101000-906-956.011 for submittal to the Finance Committee. Motion carried – unanimous.**

## **7. Department of Human Services (DHS)**

Maureen Clore, Program Manager from DHS presented the appropriation request for the DHS.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the 2015 appropriation request of \$15,000 for the DHS from the General Fund #101000-671-956.290 for submittal to the Finance Committee. Motion carried – unanimous.**

## **8. Housing Program**

Jonathan Scheel, Housing Director and Laura Sexton, Housing Committee member, presented the Housing Program budget request for 2015.

Mr. Scheel provided an overview of the draft Place-Based Targeting Strategy document (see attached pgs. 5-26). Ms. Sexton pointed out the document needs to be amended as one of the maps for Mancelona was wrong and must be replaced.

**Motion by Ed Boettcher, seconded by Mike Crawford, to recommend the Board of Commissioners approve the draft Place-Based Targeting Strategy document with the amendments (replacement of Mancelona map) as presented. Motion carried – unanimous.**

**Motion by Mike Crawford, seconded by Ed Boettcher, to approve the first proposed 2015 Housing Program budget Fund #278 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the second proposed 2015 Housing Program budget Fund #275 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 Housing Program Administration budget, cost centers #101000-694 and #101000-695 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

## **9. Veteran's Affairs Department**

Deb Peters, Veteran's Affairs Director, joined the meeting and presented three budgets associated with the Department.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 Veteran's Affairs Department budget in the General Fund, cost center #101000-682 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

## **10. Veteran's Relief Fund**

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 Veteran's Relief Fund budget, Fund #293 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

**11. Veteran's Trust Fund**

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 Veteran's Relief Fund budget, Fund #294 as presented for submittal to the Finance Committee. Motion carried – unanimous.**

**12. Commission on Aging (COA)**

Judy Parliament, Interim Director and Mike Neubecker, Past Director, joined the meeting. Ms. Parliament presented the budget request for the COA.

**Motion by Ed Boettcher, seconded by Mike Crawford, to approve the proposed 2015 COA Fund budget, Fund #297 as presented for submittal to the Finance Committee.  
Motion carried – unanimous.**

The meeting was adjourned at 11:30 a.m.