

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes February 3, 2004

Members present: Dave Howelman, Bernie Blackmore and Laura Stanek
Members absent: None
Others present: Pete Garwood

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

2. Family and Probate Court Update

Bill Hefferan, Court Administrator, came in to update the Committee on the activities of the Family and Probate Court. Mr. Hefferan presented the financial report on a year-to-date basis.

3. Commission on Aging (COA)

Carol Mitchell, COA Director, Cheryl Patton, Meadow Brook, and Marna Robertson, Meadow Brook, joined the meeting. Ms. Patton and Ms. Robertson are currently in a nursing masters program at the University of Michigan. The three addressed the Affiliation Agreement between the University of Michigan and the COA. The agreement enables Ms. Robertson and Ms. Patton to meet a requirement of the nursing program through a preceptorship (internship) with the COA.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend to the Board of Commissioners the approval of the Affiliation Agreement between the University of Michigan and the Antrim County Commission on Aging (pending legal counsel review) and approve the chairman to sign the agreement. Motion carried – unanimous.

The Committee commended Ms. Mitchell for the COA's efforts to provide services to a client from Alden (Lula Authorson). The client has been in the news lately as an individual who has been perceived to have slipped through the cracks.

4. Meadow Brook Medical Care Facility

Judy Martin, Director of Meadow Brook, Ken Thompson, Maintenance Supervisor, and Blair Coutant, Finance Officer, joined the meeting and presented the 4th Quarter report for Meadow Brook Medical Care Facility.

The Committee discussed the issue of annexation with the Meadow Brook representatives. If annexation of the Meadow Brook property, into the Village of Bellaire, were to take place it would save approximately \$2000 a month for the facility.

5. Agreement between Meadow Brook Medical Care Facility and Meadowview Apartments

George Perkins, representing Meadowview Apartments, joined the meeting. The Committee discussed potential changes to the agreement with both the Meadow Brook representatives and the Meadowview Apartments representative.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the same agreement as last year with the following changes: 2004 the square feet for Meadowview would go to 20 percent, 2005 the square feet will go to 22.74%.

Motion by Bernie Blackmore to table the motion. All agreed.

Mr. Garwood will check into the cost of having Maximus do an allocation of the costs between the two facilities.

6. Meadowview Apartments - Air Handler

Mr. Thompson informed the Committee on how the air handler is supposed to work. He also indicated the air handler has not been working, and the air in the offices and hallway is getting stale.

Mr. Perkins explained he doesn't want to run the fan because of the expense and because of the noise. He also indicated that in the summer time it is not needed with the windows open.

Both parties agreed the timer which turns the timer on in the day and off at night has been broken. Mr. Thompson was directed to repair the timer and look into repairing what might be causing the additional noise issues.

7. Meadowview Apartments Update

The apartments are currently full. Mr. Perkins indicated Michigan State Housing Development Authority (MSHDA) has opened up the Section 8 program so that it will cover some of the rent cost of the tenants at Meadowview.

Mr. Perkins continues to work on getting a quote for replacing some of the stoves in the apartments.

He is also working on getting quotes for carpet replacement.

8. Various Matters

None.

Meeting adjourned at 11:40 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes March 2, 2004

Members present: Dave Howelman, Bernie Blackmore and Laura Stanek
Members absent: None
Others present: Pete Garwood

1. Meeting called to order at 9:04 a.m.

2. Family and Probate Court Update

Bill Hefferan, Court Administrator joined the meeting.

The Committee commented on the good job done by the court and other agencies in the Lula Authorson case.

Mr. Hefferan distributed a chart that tracks the success of the Family Support Program. Mr. Hefferan distributed a graph that compares Antrim County with the other counties in the region on Child Care Fund expenditures.

3. State Court Administrator Office (SCAO) Equipment Update

Mr. Hefferan informed the Committee the SCAO is involved in a statewide effort to upgrade the technology network and computer equipment. They are now focusing on Antrim County and surrounding region. Mr. Hefferan indicated there would be no cost to the County.

4. Agreement between Meadow Brook and Meadowview Apartments

George Perkins, Meadowview Apartments Management, and Judy Martin, Director of Meadow Brook, Blair Coutant, Finance Director and Ken Thompson, Maintenance Director of Meadow Brook joined the meeting.

The Committee and both parties (Meadowview Apartments and Meadow Brook Medical Care Facility) agreed on the new square feet of both facilities. The Committee agreed the best way to ease into the new square feet assignments is to increase Meadowview Apartments increase of square feet by 50% this year and 50% in 2005.

The Committee also indicated they did not agree with an increase in the per hour charge for maintenance services.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the revised agreement between Meadow Brook and Meadowview for services (attached). Motion carried – unanimous.

5. Meadowview Apartments - Air Handling

Mr. Thompson informed the Committee the timer on the air handler system has been repaired and is working well.

6. Meadowview Apartment Update

Mr. Perkins informed the Committee that all apartments were rented 100% in the month of February.

Mr. Perkins will pursue bids for new stoves for some of the apartments for next months meeting.

7. Various Matters

None.

Meeting adjourned at 10:45 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes March 30, 2004

Members present: Dave Howelman and Bernie Blackmore
Members absent: Laura Stanek
Others present: Howard Yamaguchi and Jack White

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

2. Family and Probate Court Update

Bill Hefferan, Court Administrator joined the meeting.

- Mr. Hefferan distributed information regarding the Child Care Fund expenditures as well as up to date reports on the foster care program. Mr. Hefferan also informed the Committee that the Child Care Review was on March 18.
- Mr. Hefferan also indicated that the Probate Court annual report will be presented at the April Board of Commissioner meeting.
- Lutheran Child and Family Services: provides a worker to go into homes and work with families to prevent children from being moved from those homes. The worker is reporting to Family Independence Agency and lives in Antrim County. Mr. Hefferan will invite this person to the Human Services Committee meeting next month.
- Mr. Hefferan reported that the state will provide 14 personal computers to various departments that work directly with the Courts.

3. Meadowview Apartments Update

George Perkins joined the meeting and reported that the Meadowview Apartments are full again. He received the March billing from Meadow Brook, which was less than the February billing.

Mr. Perkins feels that Meadowview Apartments has enough money to replace carpeting and stoves and would like to proceed. The stoves will be \$275 to \$285 each; Meadowview will buy 12 new ones. The carpet is expected to run approximately \$25,000.

Due to the fact that the carpeting will be approximately \$25,000, Mr. Perkins was informed by Bernie Blackmore and Dave Howelman that he must advertise. Mr. Perkins will also create specs for the carpeting.

The drapes have been cleaned. Maintenance costs will be tracked carefully by Meadowview. Dave Howelman will deliver letters from Mr. Perkins to Meadow Brook.

Meeting adjourned at 10:05 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes May 4, 2004

Members present: Dave Howelman, Laura Stanek and Bernie Blackmore
Members absent: None
Others present: Howard Yamaguchi and Jack White

1. Meeting called to order at 9:04 a.m.

2. Probate Court Update

Family Support Program: Judge Hayes; Bill Hefferan, Probate Court Administrator; Jessica Toker, Paula Schuler and Kim Martin, Family Support Program joined the meeting.

The main objective of the Family Support Program is to prevent removal from the homes of juveniles as well as lessening the number of people that come through to see the judge. To date Ms. Toker has worked with 25 families. Ms. Schuler distributed handouts and explained some of the categories.

Mr. Hefferan explained to the committee what each person's role is in the program. Chronic neglect cases are the main focus; if they are not followed through then they will be subject to court jurisdiction. Evaluation is completed at end of the project, to see if the juveniles return to the system. Ms. Martin stated that Charlevoix and Emmet Counties are both interested in our help to start a program in their areas. The program is voluntary and is a last chance for these juveniles before they fall under court jurisdiction. Bernie Blackmore indicated that this committee is interested in gauging the success of the program, as it sounds like a good program that could possibly grow.

Judge Hayes explained the financial issue related to the program; the Family Support Program vs. foster care.

Chairman Howelman thanked the participants and indicated that the Human Services Committee will be watching with great interest.

Probate Court Update: Mr. Hefferan distributed expenditures sheet as well as the judicial network project handout.

Mr. Hefferan explained the push from the State to have all counties reporting electronically; the State is distributing computers to this end and will reimburse the County for wiring. Estimates for the wiring have already been received from Sky Telecom (Lisa Leedy) coming in as low bidder at \$2,450. Mr. Hefferan asked that the County front the money for the wiring and the State will reimburse. Laura Sexton suggested he go to the Finance Committee for approval.

Motion by Bernie Blackmore, supported by Laura Stanek to recommend the Finance Committee front the \$2,450 for wiring the 1905 Courthouse with the understanding that the State will reimburse the County. Motion carried – unanimous.

Mr. Hefferan also explained that a memorandum of understanding for the personal computers given by the State will need to be signed by the Board of Commissioners.

Motion by Bernie Blackmore, supported by Laura Stanek to authorize the Board of Commissioner Chair sign the memorandum of understanding from the State. Motion carried – unanimous.

3. Commission on Aging (COA)

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell requested that the millage, 0.4 mils, for COA be renewed for five years. This is a renewal, not an increase.

Motion by Laura Stanek, supported by Bernie Blackmore to recommend the Board of Commissioners authorize the COA millage be put on the August ballot (see attachment). Motion carried – unanimous.

The COA budget is \$945,000, with the millage bringing in \$480,000. The rest of their budget comes from donations and other agency contributions. Antrim is the largest operating COA in the ten-county region. Ms. Mitchell reported that the COA is swamped with work and that the staff is not sufficient in numbers to keep up.

4. Meadowview Apartments Update

George Perkins joined the meeting and distributed handouts regarding the Meadowview Apartments. Mr. Perkins updated the Committee regarding the death of one of the tenants. He indicated that a new tenant is moving in immediately so the roster is still full.

Mr. Perkins indicated that replacing the carpeting at Meadowview is of a higher priority than the purchase of electric stoves.

Mr. Perkins also indicated he received a response from Charlie Koop, Prosecuting Attorney, regarding one of the tenants. He also indicated that he has not made any comments to other tenants or to the particular tenant in question.

Regarding carpeting and linoleum, Mr. Perkins showed samples of proposed colors, texture, etc. He understands he needs to bid out the linoleum and carpet separately. They have not been bid out yet because he needed clarification on the County bid procedure. He will get bids in ASAP. Pete Garwood explained that sealed bids go to the Clerk's Office then opened at the next committee meeting.

Meeting adjourned at 11:00 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes June 1, 2004

Members present: Dave Howelman, Laura Stanek and Bernie Blackmore
Members absent: None
Others present: Howard Yamaguchi and Jack White

1. Meeting called to order at 9:10 a.m.

2. Bid Opening - Carpeting & Vinyl Flooring Replacement for Meadowview Apartments

- Bartlett's Home Interiors
Total amount = \$28,616.00
- Northern Floor and Tile Service, Inc.
Total amount = \$30,661.00
- Kiss Carpet
Total amount = \$31,263.39

Selection of the contractor was tabled until next month, pending staff analysis of the three bids.

3. Meadowview Apartments Update

Mr. George Perkins updated the committee on the Meadowview Apartments.

- The roster is full.
- He gave a report to the committee regarding a letter he wrote to one of the tenants for non payment of rent.
- One tenant is on assistance for rent.

4. Family/Probate Court Update

Judge Hayes and Bill Hefferan, Court Administrator, joined the meeting.

- Big increase in Foster Care cost; decreases in other categories.
- Discussion on monthly cost fluctuations.
- Discussion on FIA role in family support programs and county's role.
- Discussion on accomplishments (and lack thereof) of state program.
- Concerns about FIA farming out responsibilities to contractors. Positive things being accomplished; can we do it for less?

Judge Hayes and Bill Hefferan thanked the committee for the new computers in the Family/Probate Court Office.

5. Area Agency on Aging of Northwest Michigan (AAANM) – Area Implementation Plan

The committee reviewed the Area Agency on Aging Annual Report and Implementation Plan.

Motion by Laura Stanek, seconded by Bernie Blackmore, to recommend the Board of Commissioners adopt the attached resolution recommending approval of the Fiscal Year 2005 Area Implementation Plan of the Area Agency on Aging of Northwest Michigan. Motion passed - unanimous.

Meeting adjourned 10:25 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes June 29, 2004

Members present: Dave Howelman, Laura Stanek and Bernie Blackmore
Members absent: None
Others present: Pete Garwood

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

2. Meadowview Apartments Update

Robert Atkinson, from Bartlett's Home Interiors, joined the meeting for the discussion on the carpet bids. George Perkins, representing Meadowview Apartments management, was also present. At last month's meeting, the Committee had opened the bids for re-carpeting and tiling in some of the apartment units in the Meadowview Apartments. However, action on the project was delayed until staff could research the bid information.

The Committee discussed the priorities for the Apartments, considering the funds available. The Committee was concerned the carpet job, along with other priorities and the rising cost of natural gas, might deplete more of the fund equity than would be desirable and wise at this time.

Motion by Bernie Blackmore, supported by Laura Stanek, to table the bids for Meadowview Apartments' re-carpeting until the Committee has had a chance to review the budget. Motion carried - unanimous.

The Committee reviewed the monthly report for the Meadowview Apartments. Mr. Perkins reported the apartments are currently full.

3. Family Independence Agency (FIA) Appropriation Request

Fred Harris, Director for the FIA, joined the meeting to discuss the appropriation request of \$13,000.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the FIA proposed budget appropriation request for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

4. Meadow Brook Medical Care Facility

Judy Martin, Administrator, and Blair Coutant, Finance Officer, joined the meeting.

The Committee reviewed the proposed budget for the 2005 year for the medical care facility in relation to the level of millage requested.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Meadow Brook Medical Care Facility's requested millage, for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

5. Family and Probate Court

Judge Norman Hayes and Bill Hefferan, Court Administrator, joined the meeting.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the proposed Child Care Fund budget, for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernie Blackmore, to authorize the Board of Commissioner Chair to sign the Child Care Fund agreement with the State of Michigan. Motion carried – unanimous.

Mr. Hefferan submitted and the committee reviewed the year to date financial report, ending May 2004.

6. Meadowview Apartments Budget Request

George Perkins, representing Meadowview Apartment management, joined the meeting to discuss the Meadowview budget for the 2005 year.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve raising the rent at Meadowview Apartments by 4% beginning January 1, 2005. Motion carried – unanimous.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the purchase of ten (10) stoves for ten (10) apartment units in Meadowview Apartments, not to exceed \$3000.00. Motion carried – unanimous.

The Committee agreed to include carpeting in four units in the 2005 budget. The committee also discussed replacing carpet in four (4) apartments each year until all are replaced in the apartments that need new carpet.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Meadowview Apartments budget (as amended) for the year 2005 for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

7. Area Agency on Aging (AAA) Budget Request

Greg Piaskowski, Director of Area Agency on Aging, joined the meeting.

The Committee reviewed the budget data presented by Mr. Piaskowski.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Area Agency on Aging budget appropriation for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

8. Commission on Aging (COA) Budget Request

Carol Mitchell, Director of the Commission on Aging, joined the meeting.

The Committee reviewed the Commission on Aging proposed budget in relation to the proposed millage amount for the 2005 year.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Finance Committee and the Board of Commissioners approve a .3659 mils for the 2005 year for the Commission on Aging. Motion carried – unanimous.

9. Traverse City District Library

Kathy Kelto, from the Traverse City District Library, joined the meeting to make a request for an appropriation to the Traverse City District Library.

The appropriation is used to provide services to disabled customers (books on tape to those who are visually impaired).

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the requested appropriation for the Traverse Area District Library for submittal to the Finance Committee and the Board of Commissioners.

10. North Country Community Mental Health

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the North Country Community Mental Health appropriation request (same as last year) for submittal to the Finance Committee and the Board of Commissioner. Motion carried – unanimous.

11. Veteran's Affairs/Relief Fund Budget

George Perkins, Veteran's Counselor, joined the meeting.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the Veteran's Relief Fund budget request for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the Veteran's Affairs budget request for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Meeting adjourned at 12:25

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes August 3, 2004

Members present: Dave Howelman, Laura Stanek and Bernie Blackmore
Members absent: None
Others present: Pete Garwood

1. Meeting called to order at 9:05 a.m.

2. Meadow Brook Medical Care Facility

Judy Martin, Executive Director, and Blair Coutant, Finance Director, joined the meeting.

Ms. Martin reviewed the Meadow Brook Medical Care Facility's 2nd Quarter Report with the Committee.

3. Meadowview Apartments

○ Rental Update

George Perkins, representing management at the Meadowview Apartments, joined the meeting. Mr. Perkins reported the apartments are 100% full. Mr. Perkins informed the Committee one tenant only paid half their rent, due to emergency expenses. The tenant indicated he will pay the balance with the next payment. Mr. Perkins will keep the Committee apprised of the situation.

○ Carpet Replacement and Stoves

The Committee discussed the stoves and carpeting projects.

○ Meadow Brook Shared Maintenance Program

Mr. Perkins complained that the Meadow Brook maintenance staff is not doing a good job at Meadowview Apartments. Mr. Perkins indicated part of it is timing - the length of time it takes them to respond. Mr. Perkins did not give specifics.

○ Carpet Cleaning

Mr. Perkins presented a quote for cleaning carpets in the traffic areas in the apartments, from VIP Carpet Cleaning for \$990. The Committee directed Mr. Perkins to get another quote.

Meeting adjourned at 10:52 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes August 31, 2004

Members present: Dave Howelman, Laura Stanek and Bernie Blackmore
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 9:04 a.m.

2. Family and Probate Court Update

Judge Norman Hayes and Bill Hefferan, Court Administrator, joined the meeting.

Judge Hayes updated the Committee on the court appointed attorney program.

Mr. Hefferan distributed, and the Committee reviewed, the financial report for year to date through July.

Judge Hayes updated the Committee on a recent shifting of duties from the Circuit Court to the Probate Court.

The Committee discussed the Coalition Against Vulnerable Adult Abuse.

3. Meadow Brook Medical Care Facility (MBMCF)

Judy Martin, Director of MBMCF, and Blair Coutant, Finance Director, joined the meeting. Ms. Martin and Mr. Coutant reviewed financial statements, cash flow projections, and budget projections for MBMCF with the Committee.

4. Meadowview Senior Apartments

George Perkins, representing Meadowview Apartments management, joined the meeting. The apartments are currently full. The tenant that only paid half of their rent last month is all paid up this month.

Mr. Perkins informed the Committee the ten (10) stoves will soon be replaced at a cost of \$3,000 (previously approved).

5. Various Matters

No discussion.

Meeting was adjourned at 10:55 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes November 2, 2004

Members present: Laura Stanek and Bernie Blackmore
Members absent: Dave Howelman
Others present: Pete Garwood and Jack White

1. Meeting called to order at 9:07 a.m.

2. Probate and Family Court

Judge Norman Hayes and Bill Hefferan, Court Administrator, joined the meeting and presented the year end financial report for the Child Care Fund and other expenditures for the Court.

3. Meadow Brook Medical Care Facility

◇ 3rd Quarter Report

Judy Martin, Director of Meadow Brook Medical Care Facility, and Blair Coutant, Finance Director, joined the meeting and presented the 3rd Quarter Activity and Financial Report.

Ms. Martin informed the Committee they have a (wheel chair bound) resident that smokes cigarettes. Smoking is not allowed in or around the medical care facility so the resident smokes outside, off the medical care facility property. Ms. Martin inquired as to whether, during the winter months, he could smoke where residents from Meadowview Apartments go to smoke (by the apartment building).

4. Commission on Aging (COA)

Carol Mitchell, Director of the COA, joined the meeting to discuss a grant opportunity with the Committee. The grant opportunity would be through Blue Cross Blue Shield (BCBS) for a program to assist with the reduction of obesity amongst seniors. The grant would likely be for \$1,000.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve a grant application through Blue Cross Blue Shield for a program to assist with the reduction of obesity amongst seniors in Antrim County. Motion carried – unanimous.

5. Meadowview Apartments

George Perkins, representing Meadowview Apartment management, joined the meeting. Mr. Perkins reported that there are currently two empty apartments. Mr. Perkins informed the Committee that one of the tenants has fallen behind one month on paying rent. Mr. Perkins is working with the Prosecutor Office to deal with the problem. Ten new stoves have been replaced, installed and paid for.

Mr. Perkins discussed with the Committee the sharing of heat bills with the Meadow Brook Medical Care Facility.

Mr. Perkins sees no problem with allowing the Meadow Brook resident who smokes cigarettes to, during the winter, smoke in the area that Meadowview Apartments has designated.

The Committee discussed contracting with a nurse for providing in home client assessments for the COA. Ms. Mitchell has been providing the nursing services for the COA to date. The COA Board has directed Ms. Mitchell to seek a contract with a qualified individual for such services.

Meeting adjourned at 11:10 a.m.

Human Services Committee

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes November 30, 2004

Members present: Laura Stanek and Bernie Blackmore
Members absent: Dave Howelman
Others present: Pete Garwood and Jack White

1. Meeting called to order at 9:02 a.m.

2. Commission on Aging

Ms. Carol Mitchell, Director of the Commission on Aging (COA), requested a 3% increase in wages for the unrepresented part-time employees in the COA. These employees do not have benefits.

Ms. Mitchell explained the current status of the COA budget. Ms. Mitchell also made a request that the County allocate \$15,000 to the COA to be used only in the event of an emergency (to keep them from having a negative year-end balance on the books). The \$15,000 would be paid back if it is not needed (by the end of the year).

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Finance Committee find, and the Board of Commissioners approve, the allocation of \$15,000 for a Commission on Aging balance stabilization fund, to be paid back in January 2005 if it is not used. Motion carried – unanimous.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve for submittal to the Administration Committee and the Board of Commissioners a 3% increase for the unrepresented part-time employees of the Commission on Aging, to be effective January 1, 2005. Motion carried – unanimous.

3. Family and Probate Court Update

Judge Norman Hayes and Bill Hefferan, Court Administrator, joined the meeting. Mr. Hefferan submitted the financial reports for the Family and Probate Court.

Judge Hayes updated the Committee on the status of the programs in the Court.

4. Meadowview Apartments Update

George Perkins, representing Meadowview Apartments management, joined the meeting.

There are two empty apartments currently at Meadowview Apartments which should be rented soon. One of the tenants has been a month behind in rent for the past three months. Mr. Perkins continues to work with the Prosecutor Office on the issue.

The Committee and Mr. Perkins reviewed the square footage calculations of Meadowview Apartments and Meadow Brook Medical Care Facility. The Committee decided to keep the agreement as is for 2005.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the current agreement, between Meadow Brook Medical Care Facility and Meadowview Apartments, for the 2005 calendar year (attached). Motion carried – unanimous.

Meeting adjourned at 11:20 a.m.