

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes January 26, 2006

Members present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood

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

2. Probate and Family Court

Judge Norman Hayes and Bill Hefferan, Court Administrator, joined the meeting and presented the financial report for the child care fund and other Family and Probate Court Funds.

Judge Hayes and Mr. Hefferan discussed the request by Emmet County for support from surrounding counties for a juvenile detention facility in Emmet County.

3. Meadow Brook Medical Care Facility (MBMCF)

Marna Robertson, Administrator, and Blaire Coutant, Financial Director of MBMCF, joined the meeting. Ms. Robertson and Mr. Coutant informed the Committee the Federal government is getting more stringent on reporting requirements from the States (especially regarding potential abuse cases). The State of Michigan is passing on the stringent requirements to the medical care facilities.

Meadow Brook is currently at 100% occupancy.

The millage issue at Meadow Brook is up once again in the late summer of 2006. Mr. Garwood suggested that Ms. Robertson and Mr. Coutant should check with the County Clerk as the millage language may need to be finalized by May, 2006 for an August ballot issue.

Meadow Brook will be looking in to the cost of replacing the old boilers.

❖ Medicare Part D

Ms. Robertson informed the Committee that the staff at Meadow Brook has worked diligently to get the patients signed up for the Medicare Part D benefit. So far 99% of the patients have signed up.

❖ Wireless Charting

The facility has been moving in the direction of doing away with paper charts and doing it all through computers.

❖ Meadow Brook/Meadowview Agreement

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the Service Agreement between Meadow Brook and Meadowview Apartments (attached). Motion carried – unanimous.

❖ Staff Hours

Ms. Robertson indicated she and the Meadow Brook Governing Board are working to find ways to increase the employees work hours back to 40 a week (from 37.5 hours).

4. Meadowview Apartments Update

Ms. Robertson and Mr. Coutant had a meeting with the tenants regarding the elimination of the pull cords in the apartments. The pull cords were disconnected December 23, 2005.

They have established regular office hours, for the tenants, at Meadowview on Monday, Wednesday, and Friday.

The mailboxes for the apartment residents have been re-keyed.

The septic tank pumps have been replaced.

The windows that were approved for replacement have been replaced.

The hall lighting replacement is scheduled to begin next week.

The fire alarm, when pulled, does not ring at the fire department but rings into Meadow Brook. They are getting an estimate for the cost of directing the fire alarm signal to the dispatch/fire department.

Mr. Coutant presented the financial statement for Meadowview Apartments for 2005. It shows the expenditures exceeded revenues from a budgetary standpoint, mostly due to a payment made for the septic pumps. In reality, a budget adjustment was made to cover the short fall.

Currently, Meadowview has one empty apartment.

Mr. Coutant informed the Committee he has been directed by Building and Grounds to get an estimate on replacing the elevator. The Committee asked Mr. Coutant to inquire if the current elevator could be rebuilt and at what cost.

Meeting was adjourned at 11:00 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes March 8, 2006

Members present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood

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

2. Meadow Brook Millage

Marna Robertson, Director, and Blair Coutant, Finance Officer, joined the meeting. The Committee reviewed budget projections for Meadow Brook through 2009. The projections show a deficit at the end of the four years.

The Committee was informed that the Finance Committee addressed the millage issue at their meeting on Monday. Mr. Howelman informed the Committee that a recommendation will be made by the Finance Committee to the Board of Commissioners to approve putting 1 mill for 4 years on the ballot.

3. Boiler for Meadow Brook Medical Care Facility/Meadowview Apartments

A company that will write the specifications and do the engineering for the boiler system for Meadow Brook and Meadowview is currently conducting a site visit at the facilities. Mr. Coutant indicated they have sent out three grant request to help defray the cost of the boilers.

4. Meadowview Apartments

❖ Apartments Update

Mr. Coutant informed the Committee that there is currently one vacancy in Meadowview Apartments. The hallway lighting, windows and septic tank projects have all been completed.

❖ Elevator

Mr. Coutant indicated that a proposal for replacement or reconditioning the elevator is forthcoming from Kone. Mr. Coutant is also trying to get one other proposal from another company.

❖ Fire Alarm System

Mr. Coutant indicated that currently when there is a fire in Meadowview someone must pull the alarm. The alarm rings at the Fire Department and a small light, lights up in Meadow Brook at the nurses' station. Ms. Robertson expressed her concern that if a fire started in Meadowview, it would be imperative that they know as soon as possible at Meadow Brook. Ms. Robertson indicated they have a proposal for improving that system from Northern Fire and Safety. The proposed system would place smoke detectors throughout Meadowview, which would (if smoke is detected) alert Northern Fire and Safety, who would then call both the Fire Department and Meadow Brook. Northern Fire and Safety is staffed 24 hours a day, 7 days a week.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the proposal from Northern Fire and Safety be implemented in Meadowview Apartments at a cost of \$7,110.00 to be paid out of the fund balance (attached). Motion carried – unanimous.

Mr. Coutant indicated that Meadow Brook has, as of yesterday, been fully certified as a fully sprinkled facility for fire safety, by the Fire Marshall.

❖ Meadowview - Exterior Repairs

Mr. Garwood informed the Committee that the Building and Grounds Committee will be recommending the Board of Commissioners approve going out for proposals for the needed repairs to the exterior of the Meadowview apartment building.

❖ Annexation

The Committee discussed the options for seeking to have the Meadow Brook property annexed into the Village of Bellaire.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners authorize a formal proposal to the Village of Bellaire to annex the property that Meadow Brook Medical Care Facility and the Meadowview Apartments is located on into the village limits. Motion carried – unanimous.

5. Housing Commission

Patti Lowery, Housing Director, joined the meeting. Ms. Lowery informed the Committee that she has been asked by Kankaska County to serve as their County Housing Director on a part-time basis. Ms. Lowery proposed that she could do both counties. Mr. Garwood indicated that an agreement would have to be drawn up outlining exactly how it would work.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Administration and County Services Committee consider an agreement with Kankaska County to share housing program staff. Motion carried – unanimous.

Meeting was adjourned at 10:40 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes April 27, 2006

Members present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood

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

2. Public Comment

None.

3. Family and Probate Court Update

Bill Hefferan, Probate Court Administrator joined the meeting and presented a financial report for the Probate and Family Court.

Mr. Hefferan informed the Committee that the next budget the court submits to the State must be submitted electronically. The judge, chairman of the Board of Commissioner, and the director of the Department of Human Services, must sign the budget request with electronic signatures.

The Committee discussed adoption (of children) procedures with Mr. Hefferan.

4. Meadow Brook Medical Care Facility (MBMCF) Update

Blair Coutant, Finance Director of the MBMCF, joined the meeting. Mr. Coutant informed the Committee that Marna Robertson has passed her licensure exam for nursing home administrator as well as obtaining her bachelors degree in nursing.

Mr. Coutant informed the Committee that they have put together a presentation on what the millage request means to the tax payer. They have been holding sessions at Meadow Brook and will also be taking the presentation to service clubs, townships and villages.

The fire marshal has indicated he is satisfied that Meadow Brook is now a fully sprinkled facility and that he will sign off on the certification.

The Meadow Brook Board has decided to hire an engineer to draft specifications and oversee the installation of the new boilers.

Meadow Brook is currently at 100% capacity.

5. Meadowview Apartments

Mr. Coutant presented the financial report for Meadowview apartments. Mr. Coutant informed the Committee that Northern Fire and Safety has been contracted to make the modifications to the alarm system that were approved by the Board of Commissioners.

Peter Garwood, Coordinator/Planner, informed the Committee that a decision should be made as to how Meadowview is managed. That is; should the Meadow Brook Board be the managing entity for Meadowview Apartments or should it be the Board of Commissioners through the Human Services Committee. Mr. Coutant would bring issues to whichever board is the managing entity and they would be responsible for making decisions regarding capital improvements and signing contracts, etc.

Mr. Coutant informed the Committee that Kone Elevator has provided a quote of \$45,000 to recondition the parts of the elevator, at Meadowview, that need it. The improvements would take care of the problems of stalling and not stopping even with the floor. Kone would also install an emergency phone in the elevator.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the proposal to recondition the elevator at Meadowview Apartments be sent to Finance Committee for funding options. Motion carried – unanimous.

Blackmore left the meeting at 10:25 a.m.

Meeting adjourned at 10:50 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes June 29, 2006

Members present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood and Laura Sexton

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

2. Public Comment

None.

3. Department of Human Services (DHS)

Fred Harris, Director of DHS joined the meeting. Mr. Harris requested a \$13,000 budget appropriation for the Social Welfare Fund for the DHS/Meadow Brook Governing Board, which is unchanged from last year.

Motion by Bernard Blackmore, supported by Laura Stanek to approve the requested 2007 Social Welfare Fund appropriation of \$13,000 for submission to the Finance Committee. Motion carried – unanimous.

4. Meadow Brook Medical Care Facility (MCF) - Operations

Marna Robertson, Director, and Blair Coutant, Finance Officer for Meadow Brook MCF joined the meeting. Ms. Robertson and Mr. Coutant presented a revised 2006 budget to the Committee for information purposes.

Ms. Robertson and Mr. Coutant presented a 2007 budget for review and approval.

Motion by Bernard Blackmore, supported by Laura Stanek to approve the Meadow Brook MCF 2007 budget request for submission to the Finance Committee, including the levy of one mill for operations. Motion carried – unanimous.

5. Meadow Brook MCF – Capital Budget

Ms. Robertson and Mr. Coutant presented a capital budget request for Meadow Brook MCF for 2007.

Motion by Laura Stanek, supported by Bernard Blackmore to approve the Meadow Brook MCF capital budget request for 2007 for submission to the Finance Committee. Motion carried – unanimous.

6. Meadowview Apartments Budget

Mr. Coutant indicated that, with the rising expenses for running the apartments, a rate increase is advisable. Mr. Coutant presented a schedule for what a 5% and a 10% rental increase will do.

Motion by Laura Stanek, supported by Bernard Blackmore to recommend the Board of Commissioners approve a 5% increase in rent at Meadow View Apartments, beginning January 1, 2007 and review in the middle of the year. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernard Blackmore to approve the Meadow View Apartment budget for 2007 for submission to the Finance Committee. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernard Blackmore to recommend to the Finance Committee and the Board of Commissioners approve a 2006 budget adjustment that would bring the Meadowview Apartments back to a financial position in which they are “in the black”. Motion carried – unanimous.

7. Housing Department Budget

Patti Lowery, Housing Director, joined the meeting and presented a budget request for 2007.

Motion by Laura Stanek, supported by Bernard Blackmore to approve the 2007 Housing Department budget for submission to the Finance Committee. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernard Blackmore to approve a 2007 capital budget of \$5,000 for remodeling an area on the second floor for the Housing Department. Motion carried – unanimous.

Motion by Bernard Blackmore, supported by Laura Stanek to direct the Coordinator/Planner office to advertise for the vacated position on the Housing Committee. Motion carried – unanimous.

8. Commission on Aging (COA)

Carol Mitchell, COA Director, joined the meeting and presented the budget request.

Motion by Laura Stanek, supported by Bernard Blackmore to recommend the Board of Commissioners levy the full millage of .03852 for COA operations for the 2007 budget year. Motion carried – unanimous.

9. Mancelona Senior Center Lease Agreement

The Committee and Ms. Mitchell discussed the current situation with a church group leasing the Mancelona Senior Center for serving meals. The Committee told Ms. Mitchell to take the issue to the COA Board and come up with rules and policies for who can use the facility. Ms. Mitchell indicated she believes there should be an amendment to the lease agreement to allow the County to have standards for leasing the facility. Greg Piaskowski, Director of the Area Agency on Aging, indicated we should check with the Health Department to figure out what types of uses are allowed for the facility, especially regarding food service.

10. Area Agency on Aging (AAA)

Greg Piaskowski presented a draft “Summary of Services Delivered” on a combined county basis (a ten county region). Mr. Piaskowski also requested a \$3,819 appropriation from Antrim County for our portion of a total of \$39,000 from all counties

in the ten county region.

Motion by Bernard Blackmore, supported by Laura Stanek to approve for submission to the Finance Committee, a request for an appropriation of \$3,819 to the AAA. Motion carried – unanimous.

Motion by Laura Stanek, supported by Bernard Blackmore to recommend the Board of Commissioners approve the attached resolution regarding the AAA “Multi-Year Plan”. Motion carried – unanimous.

11. Traverse City District Library

Kathy Kelto, from the Traverse City District Library joined the meeting. Ms. Kelto requested an appropriation of \$1,000 for the Traverse City District Library for the visually impaired.

Motion by Laura Stanek, supported by Bernard Blackmore to approve an appropriation of \$1,000 to the Traverse City District Library for submission to the Finance Committee. Motion carried – unanimous.

12. Veterans Affairs

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters presented budgets for the Veterans Affairs Department, the Veterans Relief Fund and the Veterans Trust Fund.

For the Veterans Affairs Department budget, Ms. Peters indicated the Veterans Committee recommended Ms. Peters be budgeted for up to an additional five (5) hours per week.

Motion by Laura Stanek, supported by Bernard Blackmore to approve the Veterans Affairs Department budget, the Veterans Relief Fund budget and the Veterans Trust Fund budget requests for submission to the Finance Committee. Motion carried – unanimous.

Ms. Sexton left the meeting at 11:50 a.m.

13. Family and Probate Court

Bill Hefferan, Probate Court Administrator, joined the meeting. Mr. Hefferan presented a budget request for 2007 as well as the budget packet that gets submitted to the State which enables the County to get partial reimbursement for services.

Motion by Laura Stanek, supported by Bernard Blackmore to approve the Child Care Fund budget for submission to the Finance Committee and for Chairman Jack White’s signature. Motion carried – unanimous.

Meeting adjourned at 12:20 p.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes October 3, 2006

Members present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood

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

2. Public Comment

None.

3. Probate and Family Court

Bill Hefferan, Court Administrator, distributed the financial report for Probate and Family Court including the Child Care Fund. The Committee reviewed the report and was satisfied with the numbers. The Committee also reviewed a recent program audit conducted by the State, which indicated that the Antrim County Court is in compliance with the State rules for the Child Care Fund.

4. Meadow Brook Medical Care Facility (MBMCF)

Marna Robertson, Director, Blair Coutant, Finance Officer, Ken Thompson, Information Technology Director, and Mike Paradis, Board Member of the MBMCF, joined the meeting. Ms. Robertson gave a presentation on proposed future services that could be offered by MBMCF and how Meadowview Apartments could fit into the plans.

It was the consensus of the Committee that Ms. Robertson and the others should proceed on the planning and collaboration toward additional services that could be offered by Meadow Brook.

5. Meadowview Apartments Update

Mr. Coutant distributed the financial report for Meadowview Apartments which shows a \$29,249.91 deficit due to improvements made in the apartments. The deficit may be partially paid for by rents as the year goes on. The Committee will keep an eye on it.

6. Veterans Affairs

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters gave an update on the activities she has been involved in since being hired.

❖ **Asset Limit Increase**

Ms. Peters proposed the County increase the asset limit that a Veteran can have and still be eligible for the \$300 burial amount from \$25,000 to \$40,000.

**Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve increasing the asset limit that a Veteran can have from \$25,000 to \$40,000 and still be eligible for the \$300 burial amount.
Motion carried – unanimous.**

❖ Mileage for George Ouvry

The Committee clarified that the \$200 budgeted for George Ouvry for cemetery research for veterans includes mileage, postage, phone calls and other expenses, but does not include per diem.

7. Commission on Aging (COA)

Carol Mitchell, COA Director, joined the meeting. The Committee reviewed the most recent edition of a lease agreement between the County and Mancelona Township for the use (by the COA) of the Mancelona Senior Center.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the draft lease agreement with Mancelona Township for use of the Mancelona Senior Center on a daily basis. Motion carried – unanimous.

Meeting adjourned at 10:55 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes November 30, 2006

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

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

2. Public Comment

None.

3. Meadowview Apartments

Peter Garwood, Coordinator/Planner, distributed a memorandum regarding rental rates for the last ten (10) years at Meadowview Apartments (attachment).

4. Probate and Family Court

Bill Hefferan, Court Administrator, joined the meeting and presented the financial report for the Probate and Family Court (attachments).

Mr. Hefferan indicated that the State has paid in advance for some services (such as transportation, in home probation, etc.). They have indicated in the future it will be done on a reimbursement basis.

5. Veterans Affairs

Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters requested the Committee consider giving her position additional hours for a short period of time to get the Veterans Office squared away.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Administration Committee and the Board of Commissioners consider increasing Ms. Peters' hours from 24 hours to 30 hours a week for the months of January and February 2007, only. Motion carried – unanimous.

6. Commission on Aging

Carol Mitchell, COA Director, joined the meeting. The Committee discussed the lease agreement with Mancelona Township. Mr. Howelman and Ms. Mitchell verbalized the COA Board's position on the lease agreement. There was an expression of confusion regarding the Township's position on the lease agreement. It was also discovered that as we continue with no settlement on this issue, the County continues to pay all costs associated with the Senior Center, while the Township continues to let the church group use it for the purpose of serving meals. This brought up two concerns:

1. The use of funds legally meant for seniors being used for the general population.
2. Possible liability since the County supposedly has a 24/7 lease agreement with the Township on the building.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the original lease drafted by Charlie Koop for lease of the Senior Center in Mancelona at \$25.00 a day. Motion carried – unanimous.

The Committee indicated, if the Board approves the recommendation, this would be the County's last offer to the Township on this issue.

The meeting was adjourned at 11:05 a.m.