

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes February 5, 2008

Members Present: Laura Stanek, Bernie Blackmore (left at 10:05 a.m.) and
Dave Howelman
Members Absent: None
Others: Peter Garwood

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

2. Public Comment

None.

3. Probate and Family Court

Judge Norman Hayes and Bill Hefferan, Court Administrator joined the meeting and presented the financial report for the 2006-2007 fiscal year (attached). There was discussion regarding collections of fees and other costs from those who come before the Probate Court.

4. Meadow brook Medical Care Facility (MMCF)

Marna Robertson, Administrator, and Dave Schulz, Finance Director, of the MMCF, joined the meeting. Ms. Robertson distributed and reviewed an agenda regarding issues to be discussed with the Committee, as well as a financial report (attached).

5. Meadowview Apartments

The Committee reviewed the Monthly and Year-to-Date Budget for Meadowview Apartments (attached). Ms. Robertson and Mr. Schulz discussed the future plans for Meadowview Apartments with the Committee.

6. Commission on Aging (COA)

Carol Mitchell, Director of the COA joined the meeting. Ms. Mitchell indicated she will be requesting a 2.5% increase for the part-time irregular employees at the COA aside from the Homemaker in which she will be requesting a 3.5% increase for 2008. This is consistent with the wage increases received by the employees covered by the Collective Bargaining Agreement (CBA).

Motion by Laura Stanek, Supported by David Howelman to recommend the Administration Committee recommend the Board of Commissioners approve the same wage increases for the part-time irregular employees in the COA, as the Union employees received retroactive to January 1, 2008 (2.5% for all part-time irregular employees except that the Homemaker position shall receive 3.5%). Motion Carried – Unanimous.

The Committee and Ms. Mitchell discussed the budget concerns and the upcoming millage request for the COA.

7. Various Matters

None

Meeting was adjourned at 10:45 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes February 28, 2008

Members Present: Laura Stanek, Bernie Blackmore (left meeting @ 10:00 a.m.) and
Dave Howelman
Members Absent: None
Others: Peter Garwood and Jack White

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

2. Public Comment

None.

3. Commission on Aging (COA)

Carol Mitchell, Director of the COA joined the meeting. Ms. Mitchell presented documentation regarding the expected expenses and revenues at the COA for 2008, as well as a request from the COA Board for a renewal of .4 mills and an additional .1 mill to be put on the November ballot.

Motion by Bernie Blackmore, Supported by Laura Stanek, to recommend the Board of Commissioners approve a .4 renewal for the COA millage for a two year period and allow the COA director to come to the County for financial assistance with capital outlay items.

Motion Carried - Unanimous

4. Probate and Family Court

Bill Hefferan, Probate Court Administrator joined the meeting and provided a financial report for the Child Care Fund and related funds.

5. Meadowview Apartments

The Committee reviewed a request from for new carpet in 4 apartments at the Meadowview Apartments.

Motion by Laura Stanek, Supported by David Howelman, to recommend the Board of Commissioners approve the bid of \$4,103.84 for replacing carpet in three (3) apartments at the Meadowview Apartments.

Motion Carried – Unanimous.

Meeting was adjourned at 10:45 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes April 1, 2008

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. Commission on Aging (COA)

Joining the meeting during the discussion about the Commission on Aging (COA) funding were Ed Bradford, chairman COA; Carol Mitchell, Director COA; Betty Jo Hudson and Don Schuitemann COA board members and Barbara Young.

Ed Bradford, chairman of the COA explained the need for additional funding for the COA, which resulted in a request for additional millage. Mr. Bradford acknowledged the indication from the Board of Commissioners that an increase in the millage request is unlikely. However, he asked that the County appropriate \$100,000 to the COA annually.

Mr. Howelman, chairman of the Human Services Committee was very clear that the Board of Commissioners will not allow the COA to fail. He also indicated that the assistance provided by the Board of Commissioners would likely need to be tied to something like health insurance. Much discussion took place between the Committee and the COA representatives.

Motion by Laura Stanek, Supported Bernie Blackmore, to recommend that Finance Committee find the funds and the Board of Commissioners approve taking over payment of the health insurance for the COA beginning 2009. Motion Carried – Unanimous.

The Committee agreed that if the COA experiences a shortfall this year they can come to the Finance Committee as they have in past years.

Motion by Bernie Blackmore, Supported Laura Stanek, To retract the motion regarding the proposed COA millage that was approved by the Human Services Committee at the February 28, 2008 meeting (*to recommend the Board of Commissioners approve a .4 renewal for the COA millage for a two year period and allow the COA director to come to the County for financial assistance with capital outlay items.*). Motion Carried – Unanimous.

Ms. Mitchell explained the license for the kitchens which in the past were granted at no cost, will now have a cost associated with them. The COA has four kitchens that require licensing.

Motion by Laura Stanek, Supported by Bernie Blackmore, to recommend the Board of Commissioners approve a .4 renewal for the COA millage for a four year period. Motion Carried – Unanimous.

4. Probate and Family Court

Bill Hefferan, Court Administrator joined the meeting and distributed a financial report for the child care fund and associated funds. The Committee discussed the activities of the Probate and Family Court with Mr. Hefferan.

5. Meadow Brook Medical Care Facility (MBMCF)

Marna Robertson, Administrator and Dave Schulz, Finance Director joined the meeting and gave a report on the financial and programmatic activities of MBMCF (attached).

6. Meadowview Apartments

Mr. Schulz updated the Committee on the improvements that have taken place in the apartments and also provided a financial report (attached).

Meeting was adjourned at 11:15 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes April 24, 2008

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 9:05 a.m.

2. Public Comment

Don Schuiteman, member of the Commission on Aging (COA) board indicated his support for the new building Ray Mills from Area Seniors Inc. will be proposing later in today's meeting as well as the respite care (adult day care) program it would house. Mr. Ed Bradford, Chairman of the COA board echoed that support.

3. Additional Building and Respite Care Program

Mr. Mills gave a history of the Area Seniors, Inc. activities since they began some fourteen years ago.

Mr. Mills presented plans for a proposed new building that would be located south of the current Antrim County Senior Center. Mr. Mills proposed that the new building would house a respite care program. Mr. Mills proposed the program would be operated by the COA. The building could also be used for some of the current COA programs to take the pressure off of the current Senior Center.

Mr. Mills also indicated the County currently does not pay rent or pay for major repairs at the current Senior Center, which is causing a hardship on the Area Seniors, Inc. He indicated he would like to see changes to the current lease agreement for the Senior Center, so that the County would pay rent or pay for some of the needed repairs. The Committee was generally receptive to the idea.

Carol Mitchell, Director COA joined the meeting and expressed her support for starting a respite care program. She also gave a general outline as to how the program would be run by the COA out of the proposed building.

Dave Howelman, chairman of the Committee informed Mr. Mills and Ms. Mitchell the County would need to see an analysis of the costs and possible income associated with running a respite care program, while taking on a lease payment, utilities and maintenance of a new building. Mr. Mills and Ms. Mitchell will provide the costs and income for the Human Services Committee's meeting next month.

Meeting was adjourned at 11:05 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes May 29, 2008

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman
Members Absent: None
Others: Peter Garwood, Ray Mills (Area Seniors, Inc.), Carol Mitchell
(Commission on Aging) and Dean Johnson

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

2. Public Comment

None

3. Senior Center Lease Agreement

The Committee discussed, with Ray Mills from Area Seniors, Inc., changes to the lease agreement between Antrim County and Area Seniors, Inc. for the Senior Center building. Mr. Mills' proposal is attached and essentially called for both a \$500 a month rental payment and the County to pay for the major maintenance and repairs at the Senior Center (the current lease obligates the County to pay only for minor repairs and maintenance). The Committee indicated they would be willing to take a proposal to the Board of Commissioners to take on the responsibility of either the major repair and maintenance, or a \$500 a month rental payment, but not both. Mr. Mills indicated he will take the Committee's proposal to the Area Seniors, Inc. board. Mr. Garwood will look in to the insurance issue.

4. New Proposed Building

Mr. Mills distributed a communication which expressed the Mission Statement and Goals of the Area Seniors, Inc.

Mr. Mills indicated some of the surrounding counties have a larger millage than Antrim County for senior services. He believes that Antrim County could increase the millage and implement a senior day care (respite) program. The Committee indicated they were not willing to propose the Board of Commissioners put an additional millage on the ballot, and/or take on an additional building lease arrangement and additional senior programs in the current tough economy.

5. Meadowview Apartments

Dave Schultz, manager of the Meadowview Apartments joined the meeting. Mr. Schultz indicated that all but two of the smaller newly remodeled apartments have been rented. He also indicated someone is looking at one of the two.

Mr. Schultz also requested approval to install new vinyl flooring and new carpeting in the apartment of a long time resident at the Meadowview Apartments.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the board of commissioners approve approximately \$1,200 to install new carpet and vinyl flooring in the apartment in Meadowview Apartments occupied by Aethale Chapman. Motion carried - unanimous

6. Respite Care Center Conversion

Mr. Schultz indicated that he has discovered if a part of Meadowview Apartments is going to be converted to a respite care center, there will be changes required to bring the center up to code. He will relay that to the architects that they will be working with.

7. Nifty Thrifty Shop

Ms. Mitchell informed the Committee that the Nifty Thrifty shop is losing money. She proposed we make changes to try to increase revenues and reduce costs. The proposal includes removing much of the items that have not moved for quite some time, and reducing hours. The Committee indicated they would be willing to wait and see if the changes make a difference in the ability of the store to be self supporting.

8. Probate and Family Court

Bill Hefferan, Court Administrator joined the meeting and presented the financial report for the Child Care and associated funds.

Meeting was adjourned at 11:10 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes June 26, 2008

Members Present: Laura Stanek and Dave Howelman

Members Absent: None

Others: Peter Garwood, Laura Sexton and Ray Mills (Area Seniors, Inc.),

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

2. Public Comment

Ray Mills from Area Seniors Inc. distributed a diagram illustrating how he sees the relationship between the Commission on Aging (COA), Area Agency on Aging (AAA) and the Area Seniors, Inc. (ASI). He stated that all three agencies have worked hand in hand in the past.

3. Senior Center Lease Agreement

The Committee reviewed a communication from Peter Wendling, attorney, written on behalf of the ASI. The communication indicated that it is the position of the ASI that the County should pay for all of the maintenance and repairs at the Senior Center as well as lease payment of \$500 per month.

Peter Garwood, Coordinator/Planner presented documentation that confirmed that Kearney and Forest Home Townships owned not only the Senior Center building but also the property it sits on and a parcel of property across the alley (Thayer Ln.). The Committee reiterated their position that the County Board might be willing to pay for the maintenance and repairs or the \$500 per month but not both.

By the end of the meeting, both parties agreed that if the County would carry the insurance on the Senior Center building and the take care of the maintenance and repairs, it might be acceptable. The County will check with their insurance carrier to find out if the Senior Center building could be added to the County's insurance policy; the ASI representatives will check if the proposal is acceptable to the ASI Board. The issue will be discussed at the next Human Services Committee meeting.

Meeting was adjourned at 10:15 a.m.

Human Services

Bernie Blackmore

David Howelman, Chairman

Laura Stanek

Minutes July 31, 2008

Members Present: Laura Stanek, Dave Howelman and Bernie Blackmore
Members Absent: None
Others: Peter Garwood and Laura Sexton (during budget discussions)

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

2. Public Comment

None

3. Probate Court

Judge Norman Hayes and Bill Hefferan, Court Administrator joined the meeting. The Committee reviewed the financial report for the 2008 Child Care Fund.

Judge Hayes and Mr. Hefferan presented the 2009 budget request for the Child Care Fund.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2009 Child Care Fund budget for submittal to the Finance Committee and for signature by the Chairman of the Board in August (prior to the Board of Commissioners meeting due to a deadline). Motion carried – unanimous.

4. Department of Human Services (DHS) Budget Request

Motion by Bernie Blackmore supported by Laura Stanek, to approve the DHS 2009 budget request as presented. Motion carried – unanimous.

5. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, Administrator and Dave Schultz, Finance Officer joined the meeting. Ms. Robertson gave an update on the activities at the MCF.

Mr. Schultz gave an update on the year-to-date 2008 financial report for the MCF.

Mr. Schultz presented the 2009 budget request for the MCF.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the 2009 budget request for the Meadow Brook Medical Care Facility for submittal to the Finance Committee. Motion carried – unanimous.

6. Meadowview Apartments Update

Mr. Schultz gave a report on the activities and finances for the Meadowview Apartments. As of recently the apartments have 100% occupancy.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the 2009 budget request for the Meadowview Apartments for submittal to the Finance Committee. Motion carried – unanimous.

The current proposed 2009 budget reflects a three percent increase across the board. Upon request of the Committee, Mr. Schultz will also prepare various scenarios for less of an increase for current residents of the apartments for review by the Finance Committee.

7. Housing Budget Request

Patty Lowery, Housing Director joined the meeting and presented the Housing Department budget request for 2009.

Ms. Lowery distributed information regarding a housing software program. The Committee included an additional \$8,000 in the budget for the purchase of housing program software.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Housing Department 2009 budget request as amended for submittal to the Finance Committee. Motion carried – unanimous.

8. Veterans Affairs Budget Request

Deborah Peters, Veterans Counselor joined the meeting and presented the department budget request.

**Motion by Bernie Blackmore, supported by Laura Stanek, to approve the 2009 Veterans Affairs Department budget request and the 2009 Veterans Relief Fund budget request, for submittal to the Finance Committee.
Motion carried – unanimous.**

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the Veterans Affairs Department 2009 capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

**Motion by Laura Stanek, supported by Bernie Blackmore, to approve the 2009 Veterans Trust Fund Budget request for submittal to the Finance Committee.
Motion carried – unanimous.**

9. Area Agency on Aging (AAA) Budget Request

**Motion by Laura Stanek, supported by Bernie Blackmore, to approve the AAA budget request for submittal to the Finance Committee.
Motion carried – unanimous.**

10. Commission on Aging

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

**Motion by Laura Stanek, supported by Bernie Blackmore, to approve the COA 2009 budget request for submittal to the Finance Committee.
Motion carried – unanimous.**

The Committee reviewed the COA financial report for 2008 (attached).

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners levy the full .3803 mills (rollback included) on COA operations for 2009. Motion carried – unanimous.

11. Traverse City Library/Blind Services Budget Request

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the 2009 appropriation request of \$1000 from Traverse City Library for the services to the blind. Motion carried – unanimous.

12. Senior Center Lease Agreement

Mr. Garwood informed the Committee he had received a draft amended lease agreement from Ray Mills of the Areas Seniors, Inc. for the Senior Center. He also received a proposed lease agreement for the use of part of the storage building on the south side of the alley (Thayer Lane). Mr. Garwood will review the documents and report back.

The Committee discussed the possibility of simply recommending the Board approve taking over the maintenance and repairs and reimburse the cost of insurance for the building and if approved attach the approved motion as an amendment to the current lease agreement.

Meeting was adjourned at 11:55 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes October 30, 2008

Members Present: Laura Stanek, Dave Howelman and Bernie Blackmore

Members Absent: None

Others: Peter Garwood

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

2. Public Comment

None

3. Probate Court

Bill Hefferan, Court Administrator joined the meeting and presented the financial report for the Child Care and associated funds. He also presented some foster care statistics.

4. Meadow Brook Medical Care Facility (MBMCF)

The Committee reviewed an email from Marna Robertson, Administrator regarding the MBMCF (attached). Dave Schultz, Finance Director from MBMCF gave the Committee a financial report for the medical care facility (attached).

Due to an unexpected increase in the Medicaid payment from the State the request for millage decreased from .75 to .6 mills.

5. Meadowview Apartments Update

Mr. Schultz presented a written and verbal report for the Meadowview Apartments (attached).

Mr. Schultz presented a "jack packing proposal" from KONE for the elevator at the Meadowview Apartments.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approves the repairs (jack packing) of the Meadowview Apartment elevator at a cost of \$3,800 (proposal attached). Motion carried – unanimous.

Mr. Schulz updated the Committee on the request from the Building and Grounds Committee to replace windows at the Meadowview Apartments. The issue will be taken up by the Building & Grounds Committee at their next meeting.

Mr. Schulz presented two quotes for re-carpeting and re-tiling two of the vacant apartments.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approves hiring Kiss Carpet to re-carpet and re-tile apartments 101 and 305 at a cost of \$3,057.91. Motion carried – unanimous.

6. North Country Community Mental Health (CMH) Lease Agreement

Mr. Garwood informed the Committee that instead of doing an extension of the current lease agreement with CMH, it was determined that a new agreement is necessary.

7. Area Seniors, Inc Lease Agreement

The Committee discussed the current situation regarding the lease arrangement with the Area Seniors, Inc. No action taken was at this time.

Meeting was adjourned at 10:40 a.m.