

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes January 29, 2009

Members Present: Laura Stanek and Dave Howelman

Members Absent: Bernie Blackmore

Others: Peter Garwood

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

2. Public Comment

None

3. Probate Court

Bill Hefferan, Court Administrator joined the meeting. Mr. Hefferan gave a verbal report and distributed the financial report (attached).

4. Meadowview Apartments

Dave Schultz, Manager of the Meadowview Apartments joined the meeting with a written and verbal report (attached).

Mr. Schultz presented the year end financial report for the Meadowview Apartments. There are four (4) vacancies at the apartments. Two of the vacant apartments are being remodeled before going back on the market.

Mr. Schultz presented a quote for insulating the walls in Meadowview Apartments. The Committee thought it is not time to do the insulation project. However, the quote will be presented at the Building and Grounds Committee.

5. Meadow Brook Medical Care Facility

Mr. Schultz, who is also the Finance Officer for Meadow Brook indicated all is going well at Meadow Brook. He indicated that it looks like Medicaid will be stable for the next year. He also presented the financial report for the Medical Care Facility (attached).

6. Senior Center Lease Update

Carol Mitchell, COA director joined the meeting. Peter Garwood, Coordinator/Planner and Dave Howelman gave an update on the discussions with Forest Home Township, Kearney Township, the Area Seniors, Inc. and the County regarding the Senior Center lease and the surrounding property.

Discussion took place regarding the day rental rates for the Senior Center. Ms. Mitchell will get annual utility and other operational costs to Mr. Garwood.

Meeting was adjourned at 10:15 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes April 30, 2009

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 Court

Bill Hefferan, Court Administrator joined the meeting. Mr. Hefferan presented a resolution for consideration regarding the new state requirement that if a youth is placed in a relatives home it must be licensed as a foster home. The resultant cost to the counties in Michigan is estimated to be more that \$32 million.

Motion by Bernie Blackmore, Supported by Laurie Stanek, to recommend the Board of Commissioners approve the resolution (regarding the new requirement) that would express the County's dismay that the State of Michigan has entered into an agreement (without consulting with the counties) that will cost the counties in Michigan millions of dollars, as amended (attached). Motion Carried – Unanimous.

Mr. Hefferan presented the financial report for the Child Care and related funds (attached).

4. Meadowview Apartments

Mr. Schulz presented a report that illustrates the year to date expenses and budget for the apartments. Due to dissatisfaction with the current elevator maintenance company, they are researching the possibility of switching to a different company. The evacuation plan for the Meadowview Apartment building has been reviewed by the Emergency Service Coordinator and a representative of the fire department.

5. Meadow Brook Medical Care Facility (MBMCF)

Marna Robertson, Administrator and Dave Schulz, Finance Director of MBMCF joined the meeting. Ms. Robertson gave a report on the activities and financial position of the Medical Care Facility (agenda and financial report attached).

6. Commission on Aging

Reclassification Request:

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell presented a reclassification request for Elizabeth Springer who is currently a Clerical Assistant. She is a part-time employee that works 29 ½ hours per week. However, Ms. Mitchell informed the Committee of how Ms. Springer's duties have changed into more administrative and less clerical since she was hired.

Motion by Laurie Stanek, supported by Bernie Blackmore, to recommend the Administration and County Services Committee that Elizabeth Springer be reclassified from Clerical Assistant to a classification of, or similar to, Director Assistant. Motion Carried – Unanimous.

7. Senior Center Lease Update

Peter Garwood, Coordinator/Planner reviewed proposed changes to the draft Use License between the County of Antrim and Area Seniors drafted by Charlie Koop, Legal Counsel. The Committee agreed with the proposed changes and directed that the changes be forwarded to Mr. Koop for inclusion in the final document.

Meeting was adjourned at 11:00 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes July 30, 2009

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Peter Garwood, Jack White

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

2. Public Comment

None

3. Antrim County Community Collaborative (ACCC)

Bill Broadwick, Karen Szcodronski, Marci Graybrook, and Jim Harper from the Antrim County Community Collaborative (ACCC) joined the meeting. The group gave an overview of the mission and activities of the ACCC (outline attached).

The group also requested the County grant the Antrim County Community Collaborative \$8,000 to keep the Coordinator for the ACCC.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Finance Committee and the Board of Commissioners appropriate \$8,000 to the ACCC for the Coordinator position for their fiscal year beginning October 1, 2009. A one (1) page Memorandum of Understanding will be drafted for the services that will be provided by the ACCC. Motion Carried - Unanimous.

4. Probate Court/Child Care Fund Budget Request

Bill Hefferan, Court Administrator joined the meeting and gave a written "to date" financial report for the Child Care Fund (attached).

The Committee briefly discussed an email the County received by Robert Kerr regarding a resolution approved by the Board of Commissioners expressing disapproval of an agreement the State of Michigan entered into changing foster care rules. The agreement includes measures which will cost the counties additional funds.

Mr. Hefferan presented the budget request for Child Care Fund.

Motion by Bernie Blackmore, supported by Laura Stanek to approve the Child Care appropriation, as written, for submittal to the Finance Committee. Motion Carried - Unanimous.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners authorize the Chairman to sign the Child Care Budget Agreement for submittal to the State of Michigan. Motion Carried - Unanimous.

5. Department of Human Services

Fred Harris, DHS Director was not able to come to the meeting.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Department of Human Services appropriation, as written, for submittal to the Finance Committee. Motion Carried - Unanimous.

6. MeadowBrook Medical Care Facility (MCF) Budget Request

Marna Robertson, Administrator and David Schulz, Administrative Services Director from the MCF joined the meeting and gave an update for the MCF (attached).

Ms. Robertson informed the Committee the Meadow Brook Governing Board is looking toward moving the facility from an institutional feel and setting to a more residential feel and setting. The transition will take quite a bit of remodeling. Ms. Robertson and Mr. Schulz proposed levying the entire 1 mil voted in by the Antrim County residents, for operations. They would then use any excess reimbursement dollars from Medicaid, Medicare and private pay to finance the remodeling on a pay as you go basis.

Ms. Robertson and Mr. Schulz presented a resolution of request to have the County transfer control over the Meadowview Apartment Building to the Meadow Brook Governing Board/DHS Board.

Laura Sexton, Clerk indicated it will be important to find out about any obligations to continue Meadowview as a senior apartment building due to any possible agreement the County may have with the Federal Housing and Urban Development Agency (HUD).

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend to the Finance Committee and the Board of Commissioners that the entire 1 mil for Meadow Brook Medical Care Facility be levied for the year 2010. Motion Carried - Unanimous.

7. Meadowview Apartments

Ms. Robertson also presented a request that the County grant to the Meadow Brook Governing Board a first right of use for the entire parcel on which the MCF, Meadowview Apartments and the ambulance building are located. The request will be referred to the Buildings and Grounds Committee.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Meadowview Apartments budget request for 2010 for submittal to the Finance Committee as written. Motion Carried - Unanimous.

8. Housing Budget Request

Patti Lowery, Housing Director joined the meeting. Ms. Lowery requested that \$25,000 be transferred into the Housing Budget for the 2010 budget year.

Ms. Lowery informed the Committee that the new software the Board of Commissioners purchased for the Housing Program is paying off in allowing her to track loans that were made through the program, especially when the homes are getting sold or are no longer used as a primary residence.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the Housing Department Budget request with an addition of \$25,000 (for operations and administration only) for submittal to the Finance Committee. Motion Carried - Unanimous.

9. Veterans Affairs Budget Request

Deborah Peters, Veterans Counselor could not make the meeting. Ms. Sexton presented the budget request for the Veterans Affairs, Veterans Relief fund and the Veterans Trust Fund

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the 2010 Veterans Affairs, Veterans Relief fund and the Veterans Trust Fund budgets for submittal to the Finance Committee. Motion Carried - Unanimous.

10. Area Agency on Aging (AAA)

Greg Piaskowski, Director of the AAA was unable to attend the meeting.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the AAA appropriation request for \$4,113.00 for submittal to the Finance Committee. Yes – Blackmore, Howelman. No – Stanek.

11. Traverse Area District Library

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the Traverse Area District Library appropriation of \$2,675 for submittal to the Finance Committee. Motion Carried - Unanimous.

12. Commission on Aging (COA) Budget Request

Carol Mitchell, COA Director joined the meeting and presented the COA 2010 budget request.

Motion by Laura Stanek, supported by Dave Howelman, to approve the COA budget request for submittal to the Finance Committee. Motion Carried - Unanimous.

13. Senior Center Lease Agreement

The issue was tabled until the next meeting to allow more time for review

Meeting was adjourned at 11:55 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes September 9, 2009

Special Meeting

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Peter Garwood, Charlie Koop

1. Meeting was called to order at 11:00 a.m.

2. Public Comment

None

3. Senior Center Lease Agreement

Ed Bradford, Chairman of the Commission on Aging and Ray Mills, President of the Area Seniors, Inc. joined the meeting.

Charlie Koop, Legal Counsel, had reviewed the draft lease agreement between Antrim County and Forest Home and Kearney Townships. The lease agreement was drafted by the townships' attorney. He brought up the following concerns:

1. The term of lease is five years. The Committee agreed we should approach the two townships with a ten year lease option that would automatically renew for an additional ten years, unless notice is given.
2. Mr. Koop brought the six month termination clause to the attention of the Committee. The Committee felt comfortable with it given the current lease also has a six month termination clause.

Parking Easement Document:

The packet also includes a non-exclusive parking easement for the two properties across Thayer Lane (the alley) from the Senior Center property (also drafted by the townships' attorneys). Mr. Garwood pointed out that the two parcels were not supposed to be treated the same. The smaller parcel to the west was supposed to have an exclusive parking easement for the Senior Center users, and also would have to include a provision for placement of the Senior Center dumpster (trash receptacle.) The easement as written for the larger parcel to the east is fine as it is a non-exclusive easement that will allow Senior Center users to park there when available.

Mr. Koop stated that because the parking easement is between the townships (not the County) and Area Seniors, Inc. we need to tie the lease agreement to the parking easement to achieve our parking goals.

Motion by Laura Stanek, supported by Bernie Blackmore to direct Legal Counsel to make amendments to the Lease Agreement between Kearney and Forest Home Townships and Antrim County and to make changes to the parking easement for the smaller parcel on the west, as discussed. Motion carried – Unanimous.

Use License between the County of Antrim and the Area Seniors, Inc.:

The Use License between the County of Antrim and the Area Seniors, Inc. was drafted by Charlie Koop, Legal Counsel. The document outlines the conditions for the Area Seniors, Inc. to continue to use the Senior Center building as they have in the past.

The only concern, expressed by Ray Mills, was a clause that would restrict the Area Seniors, Inc. from using the building for fundraisers. Mr. Mills indicated they have been able to do so in the past. Both parties agreed to an amendment that would allow the Area Seniors, Inc. to use the building for fundraisers (spaghetti dinners, etc.) 12 times in a rolling 12 month period. Mr. Koop will make the change.

The amended documents will be presented at the Human Services Committee meeting in October.

Meeting adjourned at 12:20 p.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes October 6, 2009 Special Meeting

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Peter Garwood

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

2. Public Comment

None

3. Meadow Brook Medical Care Facility and Meadow View Apartments

Marna Robertson, Administrator, and David Schulz, Finance Director of Meadow Brook Medical Care Facility joined the meeting. The two representatives outlined their plan for how they will manage the Meadow View Apartments and transition parts of the building into other uses. They also requested the Board of Commissioners approve turning over control of the Meadow View Apartment Building to the Meadow Brook Governing Board.

They also reviewed where they are at regarding the plan to remodel the Medical Care Facility using the new home-like/neighborhood model.

Ms. Robertson invited the Committee members to go with them to the Lenawee County Medical Care Facility on November 3, 2009 where they have already renovated into the new home-like/neighborhood model.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve a Resolution to give the Meadow Brook Governing Board the full responsibility and authority over the Meadow View Apartment Building (attached). Motion Carried – Unanimous.

4. Senior Center Lease Agreement

Charlie Koop, Legal Counsel, joined the meeting. Mr. Koop indicated that he has given the changes we wanted in the Lease Agreement to Mike Turkelson, as he is the one drafting that document. The two changes are: changing the length of the Lease Agreement from a five (5) year to a ten (10) year lease; and adding the Western-most parcel across Thayer Lane to the Lease Agreement.

Mr. Koop will also increase the number of fund raising events that Area Seniors, Inc. can hold in the Senior Center from 12 to 16 per year, in the Use Agreement between the County and Area Seniors, Inc.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners cancel the lease agreement with the Area Seniors, Inc.; approve the Use Agreement with the Area Seniors, Inc. for the use of the Senior Center; sign a new lease with Forest Home Township and Kearney Township for the Senior Center and property; and sign any other documents related to the transaction. Motion Carried – Unanimous.

The Committee discussed the Commission on Aging Director position.

Meeting adjourned at 10:15 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes

October 29, 2009

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. Meadow Brook Medical Care Facility and Meadow View Apartments Update

Marna Robertson, Administrator and David Schulz, Finance Director of the Meadow Brook Medical Care Facility joined the meeting. Ms. Robertson informed the Committee that due to the H1N1 flu that appears to be prevalent in the schools, the Medical Care Facility will modify their participation in Halloween activities to protect the residents.

Ms. Robertson informed the Committee that the Meadow Brook Governing Board will be hearing from financial advisors in regards to how the proposed remodeling project could be financed on Tuesday, November 24, 2009 at 10:00 a.m.

The Meadow Brook Board will be visiting the Lenawee County Medical Care Facility. The facility in Lenawee County has recently remodeled using the neighborhood/household concept.

Mr. Schulz informed the Committee that the Federal Government is gradually mandating that medical care facilities move toward the neighborhood/household model.

Ms. Robertson offered assistance with the Commission on Aging (COA) as we search for a new director and nursing services.

Mr. Schulz shared with the Committee how part of the Meadowview Apartments will be transitioned into additional uses. He stressed no tenants will be "pushed out" and that the changes will only take place gradually as tenants move out.

Mr. Schulz distributed a Year-to-Date financial report (attached).

4. Probate Court Update

Bill Hefferan, Court Administrator of the Probate Court, joined the meeting. Mr. Hefferan gave a written and verbal financial report (attached) for the Child Care Fund and associated funds. Mr. Hefferan gave a verbal report on the activities of the Probate/Family Court.

5. Commission on Aging (COA) Update

Carol Mitchell, COA Director, joined the meeting. The Committee expressed their wishes to Ms. Mitchell to have an enjoyable retirement. The Committee discussed the options with Ms. Mitchell for replacing the services she has provided for the COA over the last 14 years.

Motion by Laura Stanek, supported by Bernie Blackmore, to request a proposal in writing from Meadow Brook Medical Care Facility for the management of the COA. Motion Carried – Unanimous.

Meeting adjourned at 10:55 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes

November 19, 2009

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Peter Garwood

1. Meeting was called to order at 1:00 p.m.

2. Public Comment

None

3. Meadow Brook Proposal for the Commission on Aging

Marna Robertson, Administrator of the Meadow Brook Medical Care Facility (MCF) joined the meeting. Linda Gallagher, Reporter, joined the meeting as well. Ms. Robertson gave a presentation on a written proposal which outlines how the MCF Administration would manage the COA (attached).

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend that the Administration and County Services Committee consider the proposal from MCF and give serious consideration to approval and recommendation to the Board of Commissioners. Motion Carried – Unanimous.

4. Meadow Brook Worker's Compensation

The Human Services Committee was directed by the Board of Commissioners to inquire about how MCF decided which company to carry their Workers Compensation insurance, and inquire as to why they weren't utilizing the Workers Compensation program through the Michigan Association of Counties (MAC).

Ms. Robertson informed the Committee that MCF was enrolled in the MAC program until 2000 and the premium was \$294,788 per year. She indicated that, at that time, the program did not offer training to help MCF reduce their rate. She said that they struggled to find a company that would take the MCF as a customer but were finally successful and switched to The Accident Fund. Much training was provided and the mod experience rate was reduced from 1.4 to .5 (it's best to keep it below 1.0). In 2009 their premium is \$128,810.

5. Various Matters

None.

Meeting adjourned at 2:50 p.m.