

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes January 28, 2010

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

David Schulz, Finance Director of Meadow Brook Medical Care Facility (MBMCF) joined the meeting and presented the MBMCF financial report (attached).

Chairman, David Howelman, gave an overview of the MBMCF Board construction management company selection process. Elzinga-Woelker was chosen as the construction manager.

Mr. Schulz informed the Committee why a construction manager concept is being used. A couple of financial advisory firms will be making a presentation to the MBMCF Board on February 23, 2010.

Plante Moran will help figure out if the improvement to operations can be made without going over 1 mill.

Mr. Schulz will check into the deadline for the approval of the Ballot language by the Board of Commissioners, for the August elections.

Mr. Schulz also reviewed the Year-To-Date operating expenses for the Meadow View Apartments (attachment).

4. Probate Court

Bill Hefferan, Court Administrator, joined the meeting and distributed a financial report for the Child Care Fund and associated funds for 2009 and for the first three months of 2010 (attachment).

5. Veteran Affairs

Deborah Peters joined the meeting. Ms. Peters distributed a communication/request for an increase in her hourly wage and an addition of a part-time employee. The part-time employee would work 10 hours per week.

Motion by Bernie Blackmore, supported by Laura Stanek, to forward the request to the Administration and County Services Committee for an additional part-time employee for the Veterans Affairs Office and an increase in wage for the Veterans Counselor position. Motion Carried – Unanimous.

6. Commission on Aging (COA)

Mike Neubecker, Director of the COA, joined the meeting. Mr. Neubecker requested an increase in hours for the Secretary position for the COA. Currently the position is for 30 hours a week, which is classified as a part-time regular position. Mr. Neubecker requested the position be increased to 37.5 hours per week, making it a full-time position.

Motion by Laura Stanek, supported by Bernie Blackmore, to forward the request to the Administration and County Services Committee for increasing the Secretary position from a part-time regular position to a full-time position. Motion Carried – Unanimous.

Mr. Neubecker also indicated he will be requesting that the part-time irregular (29½ hours per week) Clerical Assistant position be increased to a full-time regular position. He will bring this request back to the Committee contingent on approval by the COA Board.

Mr. Neubecker indicated that he has advertised for the vacant part-time irregular Events Coordinator position.

7. Weather Policy – COA

Mr. Neubecker would like to explore changes to the COA Weather Policy for the next negotiations with the General Unit.

Mr. Garwood distributed a copy of the updated COA Director Description of Essential Duties, which incorporates some of the duties and responsibilities of the discontinued Office Manager position.

Meeting adjourned at 11:00 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes

March 25, 2010

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

Marna Robertson, Administrator, and David Schulz, Finance Director, joined the meeting. Ms. Robertson distributed a document showing the five+ year history for their Workers Compensation Experience (attached). The Committee was satisfied with the reasoning behind the Workers Compensation choice of Meadow Brook Medical Care Facility and decided to pass it on to the Administration and County Services Committee if they are interested in further review.

Meadow Brook Renovation

Ms. Robertson and Mr. Schulz presented a study and projections illustrating how the renovation can be accomplished with no more than one mill even with a reduction in taxable value (attached).

4. Probate Court

Bill Hefferan, Court Administrator for the Probate Court, joined the meeting. Mr. Hefferan presented a year-to-date financial report (attached) as well as a preview of the Court's Annual Report.

5. Commission on Aging (COA)

Mike Neubecker, COA Director, and Elizabeth Springer, Clerical Assistant, joined the meeting. Mr. Neubecker requested the Clerical Assistant position be made full-time. Mr. Neubecker indicated with the elimination of the Office Manager position, there is room in the budget for a full-time Clerical Assistant. Additionally, Mr. Neubecker said with the elimination of the Office Manager position there is a need for additional staff.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Administration and County Services Committee and the Board of Commissioners approve increasing the Clerical Assistant position in the COA to a full-time position. Motion Carried – Unanimous.

Service Agreement Extension

Mr. Neubecker and Mr. Garwood addressed the issue of a Sixty (60) day extension to the current Service Agreement between Antrim County on behalf of the COA and the Health Department of Northwest Michigan for the provision of non-skilled community health nursing services.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve a Sixty (60) day extension of the Service Agreement between Antrim County and the Health Department of Northwest Michigan for the provision of non-skilled community health nursing services (attached). Motion Carried – Unanimous.

Meeting adjourned at 10:30 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes

April 29, 2010

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. Housing Department Complaint

The County had received a request from Sherry Olds to be on the agenda. However, Ms. Olds never did not attend the meeting. No action was taken.

4. Housing Department Contract

The Committee reviewed the Agreement for sharing the Antrim County Housing Program Director with Kalkaska County. The Committee decided to wait to until Ms. Lowery had the new contract numbers for the upcoming Community Development Block Grant (CDBG) for Kalkaska County before amending and renewing the agreement with Kalkaska County.

Motion by Bernie Blackmore, supported by Laura Stanek, to direct the Coordinator/Planner Office to amend the Agreement for sharing the Antrim County Housing Program Director with Kalkaska County once the new CDBG contract numbers are received from the State. Motion Carried – Unanimous.

The Committee directed Peter Garwood, Coordinator/Planner to advertise for the vacancies for the Housing Committee.

Ms. Lowery informed the Committee of a new program Neighborhood Improvement Program (NIP). It is a program that requires the participation from a lending institution, and Citizens Bank has stepped up to the plate. Ms. Lowery indicated she has been working to get a lending institution to participate for 12 years. This program gives the Housing Program one more partner from whom to leverage dollars.

5. Meadowbrook Medical Care Facility (MCF)

Marna Robertson, MCF Administrator, joined the meeting. Ms. Robertson provided a copy of the MCF Business Plan (it will be available for review in the Coordinator/Planner Office). Ms. Robertson also provided the final draft of the ballot language for the proposed construction project as well as operations at the MCF.

Motion by Bernie Blackmore, supported by Laura Stanek, to send the ballot language (attached) to the Finance Committee with a recommendation for approval. Motion Carried – Unanimous.

Financial Reports

The Committee reviewed both the Meadow Brook MCF and the Meadowview Apartments financial reports.

Ms. Robertson informed the Committee they are working with ACT on transitioning their transportation needs from in-house to ACT.

6. Commission on Aging (COA)

Mike Neubecker, COA Director, joined the meeting and presented a written (attached) and verbal department report for the COA.

Senior Center Lease Agreement

Mr. Neubecker informed the Committee of the difficulties he faces without a finalized and adopted Senior Center Lease Agreement. Mr. Garwood informed the Committee of the status of the lease agreement.

Meeting adjourned at 11:00 a.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes June 2, 2010

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Joe Meyers, David Schultz, Brad Mason (Meadowbrook Intern), Mike Neubecker, and Charlie Koop

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

2. Public Comment

None

3. Meadowbrook Update

David Schultz, Meadowview Apartments Manager, spoke to the Committee on the future remodel Meadowbrook Medical Care Facility. Mr. Schulz presented a policy for the Committee to look at called "RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A PROVISION FOR LOCAL PURCHASING PREFERENCE" to help keep the construction as local as possible. The Committee asked Legal Counsel to review the policy and give recommendations.

Discussion ensued over the potential annexation of Meadowbrook into the Village of Bellaire. The Committee asked Mr. Schulz to speak with the Village to see if they would be willing to annex Meadowbrook.

Discussion ensued over the need for special insurance for the remodeling of the facility.

Discussion ensued over the budgeting for Meadowbrook.

4. Commission on Aging (COA)

Mike Neubecker, COA Director, joined the meeting. Discussion ensued over the difference between Skilled and Non-skilled nursing. The Committee changed Appendix A from "for one year" to "per year".

**Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the Contract for Non-skilled Community Health Nursing Services with the Health Department contingent with Legal Counsel's Approval.
Motion carried – unanimous.**

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the Contract with Janice Afman pending Legal Counsel review. Motion carried – unanimous.

5. COA/Senior Center Agreements

Discussion ensued over the various Agreements.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the Contract the for the Pole Barn Building storage. Motion carried – unanimous.

Discussion ensued over the Lease Cancellation.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the Lease Cancellation. Motion carried – unanimous.

Discussion ensued over whether or not the Senior Center Building was covered under the County's insurance.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the Lease between Forest Home Township and Kearney Township for the Senior Center. Motion carried – unanimous.

Discussion ensued over the Use License with the Area Seniors.

Motion by Bernie Blackmore, supported by Laura Stanek, to recommend the Board of Commissioners approve the Use License with the Area Seniors with an added date. Motion carried – unanimous.

Discussion ensued over Oil and Gas Leases throughout the County.

Discussion ensued over the COA.

Meeting adjourned at 2:19 p.m.

Human Services

Laura Stanek

David Howelman, Chairman

Bernie Blackmore

Minutes July 29, 2010

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Pete Garwood, Laura Sexton, Danell Doucette

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

2. Public Comment

None

3. Child Care Fund

Bill Hefferan, Court Administrator, presented the proposed Child Care Fund budget.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 Child Care Fund budget for submittal to the Finance Committee. Motion Carried – Unanimous.

Motion by Dave Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners authorize the Chairman to sign the Child Care Fund Agreement with the State of Michigan. Motion Carried – Unanimous.

Mr. Hefferan gave a verbal and written financial report (attached) for the Child Care Fund.

4. Department of Human Services (DHS)

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 DHS Social Welfare Fund appropriation for submittal to the Finance Committee. Motion Carried – Unanimous.

5. Meadowbrook Medical Care Facility (MCF)

Marna Robertson, Administrator, and David Schulz, Finance Director of MCF, joined the meeting. They presented a resolution from the Meadow Brook Governing Board requesting the Board of Commissioners approve levying the entire 1 mill. They presented a corresponding budget for 2011.

The Committee decided to address this issue in September 2010.

6. Meadowview Apartments

Mr. Schulz presented a proposed budget for the Apartments. As the Board of Commissioners have handed the responsibility of running Meadowview Apartments completely over to the Meadow Brook Governing Board the budget submittal is for informational purposes.

7. Housing Department

Patty Lowery, Housing Director, joined the meeting and presented the proposed budget for the Housing Department for 2011.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 Housing Department budget for submittal to the Finance Committee. Motion Carried – Unanimous.

8. Veterans Department

Deborah Peters, Veterans Affairs Counselor, joined the meeting and presented the Veterans Affairs budget, the Veterans Trust Fund budget and the Veterans Relief budget.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the proposed 2011 Veterans Affairs Department budget minus the wage increases for submittal to the Finance Committee. Motion Carried – Unanimous.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the proposed 2011 Veterans Relief budget for submittal to the Finance Committee. Motion Carried – Unanimous.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 Veterans Trust Fund budget for submittal to the Finance Committee. Motion Carried – Unanimous.

9. Area Agency on Aging (AAA)

Greg Piaskowski, Director of AAA, joined the meeting and presented the AAA budget.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 AAA appropriation request of \$4,211 for submittal to the Finance Committee. Motion Carried – Unanimous.

10. Commission on Aging (COA)

Mike Neubecker, Director of the COA, joined the meeting and presented the budget for the 2011 COA budget and millage request.

Motion by Bernie Blackmore, supported by Laura Stanek, to approve the proposed 2011 COA budget and millage request of .4 mills for submittal to the Finance Committee. Motion Carried – Unanimous.

11. District Library/Blind Services

As no request was received the Committee did not address this issue.

12. Antrim County Community Collaborative

Bill Broadwig from the Antrim County Community Collaborative joined the meeting and requested an appropriation of \$8,000 for the Antrim County Community Collaborative organization for services to coordinate almost 30 agencies throughout the County.

Motion by Laura Stanek, supported by Bernie Blackmore, to approve the proposed 2011 Antrim County Community Collaborative appropriation request of \$8,000 for submittal to the Finance Committee. Motion Carried – Unanimous.

Fred Harris, Department of Human Services Director, will be invited to the Finance Committee to discuss the ACCC request.

13. Various Matters

None.

Meeting adjourned at 11:30 a.m.

Human Services

Laura Stanek

*David Howelman,
Chairman*

Bernie Blackmore

**Minutes
October 28, 2010**

Members Present: Laura Stanek, Bernie Blackmore and Dave Howelman

Members Absent: None

Others: Pete Garwood, Gene Dawson

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 a financial report for the Child Care and associated funds (attached). Mr. Hefferan gave an update on activity in the Probate/Family Court.

4. Commission on Aging

Mike Neubecker, Director of the Commission on Aging (COA) joined the meeting. Mr. Neubecker distributed the Antrim County Senior Update. Mr. Neubecker gave an overview of the budget and financial position of the COA in relation to State and Federal funds.

5. Housing Department

Patti Lowery, Director of the Housing Program, gave an update on the department as well as the activity in Kalkaska County. Kalkaska County received a new Community Development Block Grant (CDBG), which affects our agreement with Kalkaska County for sharing the services of our director.

Ms. Lowery informed the Committee there are approximately ten (10) homes in Antrim County that have received funding through the housing programs that are up for foreclosure. The Committee directed Ms. Lowery to meet with Charlie Koop, Legal Counsel, to determine a plan of action.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve renewing the agreement with Kalkaska County for the services of the Antrim County Housing Director for the CDBG -2010-5264-HOA for the years 2011 to 2012. Motion Carried – Unanimous.

6. Veteran Affairs Department

Deborah Peters, Veteran's Counselor, joined the meeting. Ms. Peters requested that a 5th position be created for the Veterans Affairs Committee. The Committee discussed the

desirability of having an odd number on the Committee as well as trying to recruit a younger veteran from one of the more recent wars.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners approve adding a 5th position on the Veterans Affairs Committee to be advertised at the same time as the other positions that will be up for appointment. Motion Carried – Unanimous.

Ms. Peters informed the Committee that she discovered Antrim County has, in the past, been mistakenly charged for headstones for veterans that were buried in Antrim County but were not County residents. Ms. Peters will take the information she has amassed on the issue to Charlie Koop, Civil Counsel. This discovery has caused a great deal of additional paperwork for the Veteran's Affairs Office. To cover the additional paperwork Ms. Peters requested five (5) additional hours per week for the part-time assistant in her office.

Motion by Laura Stanek, supported by Bernie Blackmore, to recommend the Board of Commissioners temporarily increase the hours of the assistant in the Veterans Affairs Office by five (5) hours a week. Motion Carried – Unanimous.

The Committee directed the Veterans Affairs Counselor, Coordinator/Planner and the Prosecuting Attorney meet with Mr. Mortensen regarding the issue.

7. Meadowbrook Medical Care Facility (MCF)

Marna Robertson, Administrator and David Schulz, Financial Director joined the meeting and presented a budget update for the MCF and the Meadowview Apartments.

There are plans to replace the current generator at the MCF and the Committee agreed the old generator should be used as back-up power for Meadowview Apartments.

Ms. Robertson and Mr. Schulz also brought the full set of draft plans as well as concept drawings for the remodel and addition to the MCF.

Peter Garwood, Coordinator/Planner, updated the Committee on what is happening with the Bond Counsel and Underwriter situation for the MCF project.

In answer to an inquiry from Gene Dawson, County Commissioner, Ms. Robertson and Mr. Schulz gave an update on the timeline for the transfer of the transportation responsibility of the MCF residents from MCF to Antrim County Transportation (ACT).

Meeting adjourned at 11:45 a.m.