

Human Services

Ed Boettcher

*Brenda Ricksgers,
Chairman*

Bernie Blackmore

Minutes January 27, 2011

Members Present: Brenda Ricksgers, Bernie Blackmore (left at 10:25 a.m.) and Ed Boettcher

Members Absent: None

Others: Pete Garwood

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

2. Public Comment

None

3. Probate Court

Bill Hefferan, Court Administrator, gave a written and verbal report for the Probate Court. Mr. Hefferan informed the Committee he got a call from the State of Michigan indicating they think the County owes them money from 2008/2009. Mr. Hefferan indicated he was doubtful but told them to send him documentation.

Mr. Hefferan and Peter Garwood, Coordinator/Planner, briefed the new commissioner on the relationship between the County and the Probate Court, as well as the services provided by the Probate Court.

4. Housing Department

Patti Lowery, Housing Director, joined the meeting. Ms. Lowery explained how the Housing Program works. Ms. Lowery informed the Committee that Kalkaska County, with whom we have an Agreement to share our Housing Director, has dramatically cut their housing program. Kalkaska County just received a new two (2) year housing grant (Community Development Block Grant or CDBG), which comes with some funding for administration, but not enough to cover the two (2) year period.

Motion by Bernie Blackmore, supported by Ed Boettcher, to send the draft contract to Kalkaska County for sharing the Antrim County Housing Director for the Kalkaska County CDBG Grant #MSC-2010-5264-HOA, for signature. Motion Carried - Unanimous.

Mr. Garwood will include a condition in the cover letter that Kalkaska County must be able to show they intend to budget for their full share of the (50%) of the cost of the Housing Director's salary and benefits.

5. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, Administrator, and David Schulz, Finance Director, of the MCF joined the meeting. Ms. Robertson and Mr. Schulz reviewed the financial statements for the MCF and the Meadowview Apartments. Mr. Schulz informed the Committee about action taken by the Meadow Brook Governing Board to recover a debt owed by a former resident.

Ms. Robertson gave a brief overview of the progress on the MCF construction project.

6. Veterans Affairs Update

Deborah Peters, Veterans Counselor, Samantha Shaner, Veterans Affairs Department Staff, and Roger Simon and George Ouvry, members the Veterans Affairs Committee joined the meeting.

Ms. Peters indicated the Veterans Affairs Committee has recommended a fifth member be added to the Veterans Affairs Committee.

Motion by Ed Boettcher, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve adding a fifth member to the Veteran Affairs Committee. Motion Carried – Unanimous.

Ms. Peters requested the hours of the clerical assistant in her office be increased from 15 hours per week to 25 hours per week. Ms. Peters indicated there has been a substantial increase in work for her office in the past year. Some of the additional workload is due to a shift of work from the local funeral home to the office and some is due to a simple increase visits and requests by Veterans.

Motion by Ed Boettcher, supported by Brenda Ricksgers to recommend the Administration Committee and the Finance Committee approve an additional ten (10) hours per week for the Clerk/Typist position in the Veterans Affairs Office. Motion carried – Unanimous.

Ms. Peters handed out information on how the Veterans Affairs Office handles burial expenses and the requirements for residency in order to receive the burial and headstone/marker benefits.

Motion by Ed Boettcher, supported by Brenda Ricksgers, to recommend the Board of Commissioners use the death certificate to prove the place of residency for payment of the burial benefits using the signed statement as verification of assets and the headstone settings cover Antrim County residents. Motion carried – Unanimous.

The Committee discussed how to rectify the situation with Mortensen Funeral Home. The committee requested that Ms. Peters contact Mortensen's in an attempt to make the relationship better.

Meeting adjourned at 11:45 a.m.

Human Services

Ed Boettcher

*Brenda Ricksgers,
Chairman*

Bernie Blackmore

Minutes April 28, 2011

Members Present: Ed Boettcher, Brenda Ricksgers and Bernie Blackmore
Members Absent: None
Others: Pete Garwood, Laura Stanek

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 Probate and Family Court. He also provided the Committee with a chart that compared Antrim County Probate Court expenditures with other counties and a document that gives the history for how the Courts and Counties came to the current relationship arrangement.

4. Commission on Aging

Mike Neubecker, COA Director, joined the meeting and informed the Committee one of the in-home registered nurses (part-time) tendered her resignation.

Motion by Ed Boettcher, supported by Bernie Blackmore, to recommend the Administration and County Services Committee start the process for contracting with a new registered nurse to service the west side of the County. Motion Carried – Unanimous.

Mr. Neubecker informed the Committee that Linda Hoogerhyde, Assistant Cook, will be retiring in June. He also informed the Committee a kitchen aide injured himself off the job and will be out for 4 to 6 weeks. He would like the authority to replace the Assistant Cook and also to hire a temporary kitchen aide.

Motion by Ed Boettcher, supported by Bernie Blackmore, to recommend the Administration and County Services Committee allow the COA Director to hire a temporary replacement while a kitchen aide is recovering from an injury and start the replacement process for a retiring Assistant Cook. Motion Carried – Unanimous.

Mr. Neubecker updated the Committee on other activities at the COA.

5. Housing Department

Patti Lowery, Housing Director, joined the meeting. Ms. Lowery updated the Committee on the current situation in Kalkaska County. She had talked to one Commissioner who indicated Kalkaska County will not be continuing the Housing Program. The Kalkaska County Board has not yet taken official action.

Motion by Bernie Blackmore, supported by Ed Boettcher, to direct Mr. Garwood to send a communication to Kalkaska County informing them the Antrim County Housing Director will no longer provide services to their County until we receive payment for past invoices and a signed contract for the services of the Housing Director. Motion Carried – Unanimous.

Ms. Lowery informed the Committee that the current individual the County contracts with for Housing Inspections is resigning due to medical issues. Mr. Boettcher indicated he would like to see the position advertised.

Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend Ms. Lowery go to Administration and County Services Committee to replace the inspector used for the housing program. Motion Carried – Unanimous.

6. Veteran Affairs Department

Deb Peters, Veterans Counselor, joined the meeting and updated the Committee on activities in the Veterans Office. She also distributed a spreadsheet that compares the veteran population and funds received by veterans by county and another spreadsheet by state.

7. Meadowbrook Medical Care Facility (MCF)

Marna Robertson, Administrator, and David Schulz, Finance Director for the MCF, joined the meeting. Ms. Robertson and Mr. Schulz gave an update on the operations (attached) and on the construction project at the MCF.

Mr. Schulz reviewed the operating expenses for the Meadowview Apartments (attached).

Meeting adjourned at 10:45 a.m.

Human Services

Ed Boettcher

*Brenda Ricksgers,
Chairman*

Bernie Blackmore

Minutes July 28, 2011

Members Present: Brenda Ricksgers and Bernie Blackmore
Members Absent: Ed Boettcher
Others: Pete Garwood, Laura Stanek, Laura Sexton, Danell Doucette

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

2. Public Comment

None

3. Childcare Fund and Department of Human Services (DHS)

Vicki Dahl, Acting Director; Paula Sweet, Services Supervisor; and Bill Hefferan, Probate Court Administrator joined the meeting.

The three presented the Welfare Fund budget request #671, which includes the Child Care Fund, attached. The Child Care Fund portion of the budget must be approved as soon as possible to meet the State deadline. Ms. Dahl informed the Committee she is not requesting any funds for the other portions of the Welfare Fund budget as they can operate from the fund balance for 2012.

Motion by Bernie Blackmore, supported by Brenda Ricksgers, to approve the 2012 Child Care Fund budget request for submittal to the Board of Commissioners for approval at the August 11, 2011 meeting. Motion Carried – Unanimous.

Ms. Dahl also gave an update on the activities of the DHS.

4. Housing Department

Patti Lowery, Housing Director joined the meeting and presented the 2012 budget request for the Housing Department.

Motion by Bernie Blackmore, supported by Brenda Ricksgers, to approve the 2012 Housing Department Fund budget request for submittal to the Finance Committee. Motion Carried – Unanimous.

Peter Garwood, Administrator, informed the Committee that Kalkaska County has paid all invoices for services rendered by the Housing Director prior to Kalkaska County pulling out of the contractual arrangement between the two counties.

Ms. Lowery updated the Committee on the discussion between the Michigan State Housing and Development Authority (MSHDA) and Kalkaska County. Ms. Lowery has assisted MSHDA with reviewing the files at Kalkaska County.

Ms. Lowery also presented the 2011-2012 Housing Department Work Plan, attached.

5. Meadow Brook Millage Request

David Schulz, Finance Director, joined the meeting and presented the 2011 expenses to date and the 2012 proposed budget for Meadow Brook Medical Care Facility (MCF).

Mr. Schulz presented an update on the Meadowview Apartment expenses to date and the proposed 2012 budget.

All information by Mr. Schulz was informational at this time, and he and Marna Robertson will return with a request to set the millage for construction and operation in the near future.

6. Veterans Affairs Office

Deborah Peters, Veterans Counselor, joined the meeting and presented the 2012 Veterans Affairs, Veterans Relief, and Veterans Trust budgets request.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to approve the Veterans Affairs Budget request for 2012 for submittal to the Finance Committee.
Motion Carried - Unanimous.**

7. Area Agency on Aging (AAA)

Michelle Cronin, Finance Director for the AAA, joined the meeting and presented a request for funding to the AAA.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to approve the appropriation of \$4,223 to AAA for submittal to the Finance Committee.
Motion Carried – Unanimous.**

8. Commission on Aging (COA)

Mike Neubecker, COA Director, joined the meeting and presented the COA 2012 budget and millage request.

Motion by Brenda Ricksgers, supported by Bernie Blackmore, to approve a millage levy of .4 mills, and the 2012 budget request for the COA, for submittal to the finance Committee. Motion Carried – Unanimous.

Mr. Neubecker gave a verbal update on the activities of the COA.

9. District Library/Blind Services

A representative of the Grand Traverse Area Library for the Blind and Physically Handicapped joined the meeting and gave an overview of the services provided by the program.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to approve an appropriation of \$1,000 for the Grand Traverse Area Library for the Blind and Physically Handicapped for submittal to the Finance Committee.
Motion Carried – Unanimous.**

10. Antrim County Community Collaborative (ACCC)

Bill Broadwick and Karen Sczydronski from the ACCC joined the meeting and presented a request for funding for the ACCC Coordinator.

Motion by Bernie Blackmore, supported by Brenda Ricksgers to approve a 2012 appropriation of \$8,000 to the ACCC for the Coordinator position for submittal to the Finance Committee. Motion Carried – Unanimous.

Antrim/Kalkaska County Community Collaborative proposed meeting schedule is attached.

11. Probate and Family Court

Bill Hefferan rejoined the meeting and presented the financial report for the Child Care Fund and associated funds (attached).

Meeting adjourned at 11:40 a.m.

Human Services

Ed Boettcher

*Brenda Ricksgers,
Chairman*

Bernie Blackmore

**Minutes
October 27, 2011**

Members Present: Brenda Ricksgers, Ed Boettcher, and Bernie Blackmore

Members Absent:

Others: Joe Meyers and Laura Stanek

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

2. Public Comment

Leslie Meyers joined the meeting on behalf of the Antrim County Habitat for Humanity requesting that the County sponsor a grant from the Tribe to reroof the “Re-store” in Mancelona. Ms. Meyers indicated that if they could get the grant to reroof, they would also be able to refinish the outside of the building and have a year-round facility instead of a partial year facility.

Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners support being the sponsor for the Antrim County Habitat for Humanity’s 2% Grant to the Grand Traverse Band of Ottawa and Chippewa Indians. Motion carried – unanimous.

3. Probate Court Update

Bill Hefferan updated the Committee on the Child Care Fund (attached). Mr. Hefferan indicated that he felt that the costs have seemed to stabilize at around \$300,000 per year.

Mr. Hefferan spoke on the state of the economy and how that relates to the fees that are collected. Discussion ensued over the number of children that are under Probates’ supervision.

4. Commission on Aging

Mike Neubecker updated the Committee on the activities at the Commission on Aging. Mr. Neubecker indicated that he was looking at changing the fee schedule for the Homemaker Program. Mr. Neubecker indicated that the seniors that are living at the poverty line would pay the same but the seniors that are living over the poverty line would be charged on a sliding scale. Discussion ensued over the snow plowing for the seniors and the issues that Legal Counsel found with the bid.

5. Housing Program

Patty Lowery gave an update on the Housing Program.

Discussion ensued over the correspondence from the Jordan Development Company asking us to release our claim for mineral rights. The Committee indicated that they were not in favor of signing this agreement. Bernie Blackmore indicated that they would discuss this proposal at the Housing Committee.

Ms. Lowery spoke on the Property Improvement Program (PIP) and presented the agreement (attached) with MSHDA and First Federal of Northern Michigan.

Ms. Lowery indicated that this program would not cost the County any money and it would provide administration dollars to help fund the Housing Program.

Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve the Property Improvement Program pending Legal Counsel review. Motion carried – unanimous.

Ms. Lowery spoke on the PIP program and the benefits to the Counties' residents.

6. Meadowbrook and Meadowview

Discussion ensued over the East Jordan Health Clinic's location in Bellaire and how they had outgrown their facility. They requested that they be able to lease a piece of property on the Meadowbrook site, similar to the ambulance barn.

The Committee viewed a map of the property and indicated that they would be willing to lease a piece similar to the size of the ambulance barn. Laura Stanek indicated that she would bring it up to the Board of Commissioners at their next meeting.

Discussion ensued over the renovations at Meadowbrook. The Committee discussed the potential to be slightly scaled back if the budget does not allow for it.

Discussion ensued over the year to date Meadowbrook and Meadowview budget (attached).

Discussion ensued over the Defined Benefit Plan vs. the Defined Contribution Retirement Plans.

7. Veterans Affairs

Discussion ensued over the Veterans Affairs Board and veterans funeral benefits. Mr. Boettcher indicated that according to state law, the County should only pay the relief when the veteran has a net worth of less than \$40,000.

Motion by Bernie Blackmore, supported by Ed Boettcher, to direct the Veterans Affairs Committee act 235 of 1911 for Veterans Burial Relief. Motion carried – unanimous.

Meeting adjourned at 11:40 a.m.