

# Human Services

*Ed Boettcher*

*Brenda Ricksgers,  
Chairman*

*Bernie Blackmore*

## Minutes January 26, 2012

Members Present: Brenda Ricksgers and Bernie Blackmore  
Members Absent: Ed Boettcher  
Others: Peter Garwood and Laura Stanek

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

### 2. Public Comment

None.

### 3. Probate Court Update

Bill Hefferan, Court Administrator, gave a verbal and written (attached) financial report. Mr. Hefferan distributed a communication from Department of Human Service Acting Director, Patricia Simmons, regarding the new way the Department will be providing Children's Protective Services (CPS) and Adult Protective Services intake (attached).

### 4. Commission on Aging (COA)

Mike Neubecker, Director of the COA joined the meeting. Mr. Neubecker presented a Memorandum of Understanding (MOU) with the Area Seniors, Inc. (ASI) for use of the hall area or the conference room in the ASI's new building. The MOU would allow the COA to rent the space on an "as needed" basis, \$25 per use of the conference room, and \$50 per use of the hall space.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to have the MOU go through the appropriate review in accordance with the County contract and agreement review policy. Motion carried – unanimous.**

Mr. Neubecker inquired about the possibility of using Craig's List.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to table all action on utilizing social media (including Craig's List) until we have more information. Motion carried – unanimous.**

Mr. Neubecker distributed ballot language to the Committee from the last time a COA millage was approved. He indicated the millage runs out at the end of this year and requested the Board of Commissioners put a renewal request on the ballot.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to refer the request for placement of a COA millage on the ballot for either the August or November election to the Finance Committee. Motion carried – unanimous.**

## **5. Meadow Brook Medical Care Facility (MCF)**

Marna Robertson, Administrator and David Schulz, Finance Director for the MCF joined the meeting.

Ms. Robertson informed the Committee the MCF had an evaluation. The facility received 7 minor citations. Corrections have been made and a follow up visit is scheduled for this week. She also informed the Committee that Meadow Brook was listed as one of the top 10 % medical care facilities in the State of Michigan.

Mr. Schulz presented the MCF Financial report (attached). Ms. Robertson reported the construction project is going well. Mr. Schulz reported they have already started the cross training process for the staff in preparation for implementation once the construction is complete. The cross training will enable them to provide the same amount of services without hiring more employees even though there will be 20 additional rooms after the construction project is complete.

Ms. Robertson informed the Committee the transition to eventually relying totally on Antrim County Transportation (ACT) for transporting the residents has been going well.

Mr. Schulz presented the Meadowview Apartments financial report (attached). Three apartments are currently vacant.

Meeting adjourned at 10:45 a.m.

# Human Services

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## Minutes

April 26, 2012

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

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

### 2. Public Comment

None.

### 3. Commission on Aging (COA)

Mike Neubecker, Director of the COA, presented contracts for six (6) contractors for the Home Chore Program. The new format developed last fall was used for all of the contracts.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve the contracts with the six (6) contractors: Boss Lawn & Landscape LLC, Dream Lakes Services LLC, James Cook, Taurus Services LLC, Dave's Property Maintenance, and Union Design & Landscaping for the Home Chore Program at the COA. Motion carried – unanimous.**

Commercial Lease Agreement – Mancelona Senior Center Building

The Committee reviewed a lease agreement for the Mancelona Senior Center between Antrim County and Mancelona Township. The lease agreement would be a renewal for a five (5) year period and has been reviewed by legal counsel.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve the Commercial Lease Agreement for the Mancelona Senior Center with the Township of Mancelona for a five (5) year period, with the amendment to include a requirement for the Township to get annual fire inspections. Motion carried – unanimous.**

### 4. Meadow Brook Medical Care Facility (MCF)

Marna Robertson, MCF Administrator and David Schulz, Finance Director, joined the meeting and gave a verbal and written report (attached). Meadow Brook will be having their annual Kids Fishing Day April 28<sup>th</sup>. Ms. Robertson has been working on changing and formalizing the MCF emergency shelter plan.

Ms. Robertson informed the Committee they have been working with the Department of Human Services (DHS) to help them catch up on the processing of their Medicaid payment. Currently, some of the payments are up to a year overdue.

The Committee discussed the MCF construction project. Three (3) resident rooms (six patients) will have to be taken out of service for approximately a year during the first phase of the MCF construction project.

The Committee discussed with Ms. Robertson and Mr. Schulz the process for the MCF sending funds to the County for the “owner expenses” related to the construction project.

## **5. Housing Policy and By Laws**

Work is still being done on the housing policy and by laws. However, because it could be three (3) months before this Committee meets again, the Committee addressed the issue of how much can be spent for an emergency project. The amount that was previously in the bylaws was \$3,000. The Housing Committee voted to increase it to \$6,000, but does not have final authority to make the decision.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners increase the amount that can be spent on an emergency project in the Housing Program to \$6,000. Motion carried – unanimous.**

Ms. Lowery informed the Committee there has been a foreclosure on a home (on E. Hinman St.) for which the Housing Program loaned funds. The house must be sold. The first \$18,000 will go to MSHDA - the County will receive all proceeds above the \$18,000. Ms. Lowery informed the Committee of two other projects that will be coming up as well.

Ms. Lowery informed the Committee a house that the County owns on Elm Street in Mancelona is ready to be put on the market for sale. Ms. Lowery asked for guidance on how to sell it (as well as the other homes in the future). Ms. Lowery was directed to check with the County Treasurer and see if the houses can be sold with a similar process used for the tax foreclosure sale.

Meeting adjourned at 10:55 a.m.

# Human Services

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## Minutes

July 26, 2012

Members Present: Brenda Ricksgers, Ed Boettcher and Bernie Blackmore  
Members Absent: None.  
Others: Peter Garwood, Laura Sexton, Deb Haydell

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

**2. Public Comment**  
None.

**3. Child Care Fund**

Bill Hefferan, Probate Court Administrator, joined the meeting and presented the budget request for the Child Care Fund which is a part of a cost share arrangement with the State of Michigan (front page attached).

**Motion by Bernie Blackmore, supported by Ed Boettcher, to approve the 2013 Child Care Fund budget request for submittal to the Finance Committee.  
Motion carried – unanimous.**

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve the Chair signing the proposed Child Care Fund program budget agreement for submittal to the State of Michigan.  
Motion carried – unanimous.**

**4. Department of Human Services (DHS)**

Paula Sweet from DHS joined the meeting and presented the 2013 appropriation request for DHS (attached). The \$39,000 for Family Support Program is included in the Child Care Fund program budget request from Probate Court above.

**Motion by Ed Boettcher, supported by Bernie Blackmore, to approve the 2013 DHS appropriation request for submittal to the Finance Committee.  
Motion carried – unanimous.**

**5. Meadow Brook Medical Care Facility (MCF)**

Marna Robertson, MCF Administrator and David Schulz, Finance Director, joined the meeting and presented the MCF resolution approved by the Meadow Brook Governing Board (attached) requesting the full 1 mill be levied in the Fall of 2012.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve the MCF request for the levy of the full 1 mill for construction and operations. Motion carried – unanimous.**

## 6. Meadowview Apartments

Mr. Schulz presented the budget for the Meadowview Apartments for 2013 and the year-to-date expenditures for 2012 (attached).

**Motion by Bernie Blackmore, supported by Ed Boettcher, to approve the 2013 Meadowview Apartment Fund budget request for submittal to the Finance Committee. Motion carried – unanimous.**

## 7. Housing Department

Patti Lowery, Housing Director, joined the meeting and presented the 2013 Housing Department budget request (attached).

**Motion by Ed Boettcher, supported by Bernie Blackmore, to approve the 2013 Housing Department budget request for submittal to the Finance Committee. Motion carried – unanimous.**

## 8. Veterans Affairs

Deborah Peter, Veteran's Counselor, joined the meeting and presented the budget for the Veterans Affairs Office including capital outlay, Veterans Relief Fund budget and the Veterans Trust Fund budget (attached).

**Motion by Ed Boettcher, supported by Bernie Blackmore, to approve the 2013 capital outlay request for the Veterans Affairs Office for submittal to the Finance Committee. Motion carried – unanimous.**

**Motion by Bernie Blackmore, supported by Ed Boettcher, to approve the 2013 budget request for the Veterans Affairs Office, the Veterans Relief Fund budget request and the Veterans Trust Fund budget request for submittal to the Finance Committee. Motion carried – unanimous.**

## 9. Area Agency on Aging (AAA)

Michelle Cronin from the AAA joined the meeting and presented the AAA appropriation request for the 2013 budget year (attached).

**Motion by Ed Boettcher, supported by Bernie Blackmore, to approve the budget appropriation for the AAA for the 2013 budget year of \$4,223 for submittal to the Finance Committee. Motion carried – unanimous.**

## 10. Commission on Aging (COA)

Mike Neubecker, COA Director, joined the meeting and presented the 2013 COA budget request (attached).

**Motion by Bernie Blackmore, supported by Ed Boettcher, to levy the entire .4 mills of the COA millage and approve the 2013 COA budget request for submittal to the Finance Committee. Motion carried – unanimous.**

## 11. District Library/Blind Services

Metta Landsdale, Director of the Traverse Area District Library, joined the meeting and presented a request for an appropriation of \$2,574 (attached) for the services to the Blind and Physically Handicapped (LBPH).

**Motion by Bernie Blackmore, supported by Ed Boettcher, to approve the 2013 Traverse Area District Library appropriation request of \$2,574 for submittal to the Finance Committee. Motion carried – unanimous.**

## 12. COA Additional Issues

Mr. Neubecker requested an amendment to the contract for non-skilled health nursing services with Mary Robinson. The change would allow Ms. Robinson (a registered nurse) to provide the initial assessments for new clients at the going rate of \$150 per assessment (attachment). This is the same rate paid to others providing the service.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Board of Commissioners approve an amendment to the contract between Antrim County and Mary J. Robinson that would allow Ms. Robinson to provide the initial assessments for new clients at the going rate of \$150 per assessment.**

**Motion carried – unanimous.**

Mr. Neubecker also requested he be able to institute a pay differential for a clerical employee (who is a Certified Nursing Assistant) when she is in the home performing a reassessment for a client of the COA (see attached memorandum). The employee will remain a part-time irregular employee with no benefits.

**Motion by Bernie Blackmore, supported by Ed Boettcher, to recommend the Administration and County Services Committee and the Board of Commissioners allow a pay differential for a clerical employee (who is a Certified Nursing Assistant) when she is in the home performing a reassessment for a client of the COA. The employee will be paid \$10.14 per hour when doing clerical work and \$13.57 when doing in home assessments, starting on August 10, 2012.**

**Motion carried – unanimous.**

## 13. Veteran's Affairs

Deborah Peters joined the meeting and provided an update of the activities in her office for the past quarter (attached).

Ms. Peters distributed a proposal to the Committee that would address the increasing claims in the Veterans Affairs Office (attached). The Committee was introduced to Terry Fillmore who would, as a potential employee, assist Ms. Peters in addressing the increased claims. Mr. Fillmore currently works for the State Department of Veteran Affairs three days per week and is familiar with the claims process.

Ms. Peters indicated implementation of the proposal would be close to budget neutral. Demands for other services in the office, performed by part-time clerk/typist Carol Johns, have decreased. Ms. Johns has indicated she is not interested in performing claims work and would be fine with reducing her hours by eight. Mr. Fillmore would come in and performs claims work eight hours per day (meet individually with veterans, assist with form processing, and make the appropriate contacts). Ms. Peters proposed to pay Mr. Fillmore \$13.00 an hour. The clerk/typist position will be paid \$12.11 an hour beginning August 18, 2012. There would be an .89 cent differential or \$7.12 per week (\$146.00 from August 13, 2012 to December 31, 2012 plus \$12.11 for FICA).

**Motion by Ed Boettcher, supported by Bernie Blackmore, to recommend the Administration and County Services Committee, the Finance Committee and the Board of Commissioners approve the proposal to reduce the clerk/typist position in the Veterans Affairs Office by eight hours and hire Terry Fillmore at 13.00 per hour for eight hours per week beginning August 13, 2012.**

**Motion carried – unanimous.**

#### **14. Housing**

Ms. Lowery rejoined the meeting and informed the Committee that the house that is owned by the County on 422 Elm Street in Mancelona has been listed with Front Street Realty. Ms. Lowery informed the Committee that the County also has three houses that were inherited when the owners allowed their homes to go into foreclosure. The homes are in fairly bad shape. One in particular is filled with household garbage. The Committee debated on how to market the homes for sale. The Committee asked Ms. Lowery to bring recommendations back from the Housing Committee to the special Human Service Committee meeting next month.

Meeting adjourned at 12:15 p.m.

# Human Services

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*Bernie Blackmore*

## Minutes

October 25, 2012

Members Present: Brenda Ricksgers, Bernie Blackmore and Ed Boettcher (in at 9:15 a.m.)  
Members Absent: None.  
Others: Peter Garwood, Laura Stanek

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

### 2. Public Comment

None.

### 3. Commission on Aging (COA)

Judy Parliament, COA Secretary, joined the meeting. In the absence of Mike Neubecker, COA Director, Peter Garwood informed the Committee of the wage proposal for the non-union, part-time employees of the COA that will go to the Administration and County Services Committee next Thursday (attached).

It was the consensus of the Committee it was a reasonable request.

#### Dining Out Meals Program

Mr. Garwood informed the Committee the COA has instituted a program that allows a senior to purchase certificates for breakfast, lunch or dinner at G's Pizza in Kalkaska at a cost of \$3.00. The COA uses OSA dollars (federal) distributed to the COA by the Area Agency on Aging (AAA) to make up the difference (\$2.25 per meal in this case).

There is a concern with the contract in this case as it did not go through the County's process for contract review and was signed by the department head as opposed to the Chair of the Board of Commissioners. The contract is currently going through the proper review process and the issue will be on the next Committee agenda.

#### Update on Medicare

Ms. Parliament informed the Committee they have been working extensively with COA clients helping them find answers as they participate in the Medicare annual enrollment.

Ms. Parliament informed the Committee all approved contracts for the snow removal program have been signed. They are sending letters out to seniors informing them of the availability of the snow plowing service.

#### **4. Meadow Brook Medical Care Facility (MCF) Update**

Marna Robertson, Administrator and David Schulz, Finance Director of the MCF joined the meeting. Ms. Robertson distributed the financial report for the MCF and items on their agenda that they wanted to discuss with the Committee (attached).

**Motion by Bernie Blackmore, supported by Ed Boettcher, to accept the MCF financial report. Motion carried – unanimous.**

Ms. Robertson informed the Committee that Rick Teague is the new Governor appointee on the MCF Board.

Mr. Schulz presented a report on the Status of Cash, Depreciation and Restricted Funds for the MCF (attached).

#### **5. Meadowview Apartments**

Mr. Schulz presented the financial report for the Meadowview Apartments (attached). Mr. Schulz also requested that once the MCF construction project is complete, a new assessment be conducted on the value of each building under County ownership so the insurance payment can be divvied up appropriately. He felt this would lower the amount of payment assessed to Meadowview Apartments.

#### **6. Meadow Brook Medical Care Facility (MCF) Construction Project**

Mr. Schulz gave an update on the power cutover by Consumers Energy.

#### **7. Housing Department**

The Committee reviewed the update to the By-Laws (Rules & Regulations of Antrim County Housing Committee) and the Antrim County Policy and Procedures. The Committee also reviewed the Antrim County Housing Program Guidelines which were approved by the Michigan State Housing and Development Authority (MSHDA). The Guidelines have been used in the past for choosing a contractor for each housing rehabilitation project in Antrim County.

**Motion by Ed Boettcher, supported by Bernie Blackmore, that the update to the By-Laws (Rules & Regulations of Antrim County Housing Committee), the Antrim County Policy and Procedures (with changes) and the Antrim County Housing Program Guidelines (with changes) should be forwarded to the Board of Commissioners for adoption after review and recommendation by the Housing Committee. Also, that the Antrim County Housing Program Guidelines be used for choosing contractors on future rehabilitation projects. Motion carried – unanimous.**

House on 109 Leonard Road

Patti Lowery, Housing Director, informed the Committee the home that the Board of Commissioners approved for sale on 109 Leonard Road turned out to be on the wrong parcel of property and therefore was not legally foreclosed on. The Committee referred the issue back to the Antrim County Housing Committee.

## **8. Various Matters as Appropriate**

Brenda Ricksgers, Chair, updated the Committee on the County Veterans Services session at the Michigan Association of Counties Annual Conference.

Ed Boettcher gave an overview of a recent Am-Vets meeting he and Mike Crawford attended in Elk Rapids.

Meeting adjourned at 11:15 a.m.