

# WORKING MEETING

September 7, 2017

Convened: 9:00 AM

Present: Commissioner Vrablic, Commissioner Kolcz, Commissioner Hazelbaker, Commissioner Norris and Commissioner Gordon.

Also Present: Jim Measel of WTVB, Don Reid with the Daily Reporter, Undersheriff Eichler, Register Nancy Hutchinson, Treasurer Ann Vrablic, Clerk Terry Kubasiak, Jail Administrator Fred Blankenship, Animal Control-Ernie Baker, CHC President/CEO-Randy DeGroot, Chief Assistant Prosecuting Attorney Valerie White and Administrator Norman.

Agenda was approved

## **PERSONNEL, PLANS & POLICY** (Commissioner Norris)

### **Request to Hire-BACC Student Part-Time-Treasurer's Office**

The Treasurer is requesting to hire a part-time Career Center student to fill in for an employee who will be on medical leave for about 6 weeks. The student will work a total of 11 hours per week, at minimum wage. The total cost for the six week period is \$587.40 and the Treasurer has the money in her budget to cover the cost. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the hiring of a Part-time BACC Student, to work 11 hours per week, a pay rate of \$8.90 per hour (minimum wage) for a period of six weeks.**

### **Request to Hire-Secretary/Clerk/Receptionist-Prosecutor's Office**

Prosecutor Ralph Kimble submitted a letter requesting to hire a Full time Secretary/Clerk/Receptionist, due to the increase in work load and the loss of their full time summer help. He is requesting that it be a Grade Level 6, Tier 2 rate of pay. Valerie White presented the committee with some work load data. It was not noted in the letter if this request was for a union or non-union Level 6 position. The committee will table the request until the next work meeting, so additional information can be provided.

### **Formal Request for Job Reclassification-Treasurer's Office**

A letter requesting a reclassification in the Treasurer's office was received. Administrator Norman said the deadline to request a reclassification is September 30<sup>th</sup>. Commissioner Norris requested that they will wait until after the deadline to discuss this further. There may be other departments with the same request, then all the requests can be handled at one time.

### **Branch County Conservation District Update**

John Mitchell and Kathy Worst with the Branch County Conservation District addressed the committee. They provided information on their history, some of the services they provide and current in house grants. Kathy introduced her staff and they each told a little about what they do within the Conservation District.

**None**

**SMPC Resolution**

Lee Adams from the Southcentral Planning Council (SMPC) serving Kalamazoo, St. Joseph, Calhoun and Branch Counties, spoke to the Committee asking for them to adopt a resolution to support the SMPC application to the US Department of Commerce, Economic Development District for Barry, Branch, Calhoun, Kalamazoo and St. Joseph Counties.

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ for the approval of the Southcentral Michigan Planning Council Resolution, as presented.**

**Pines Behavioral Health-Signage Request**

Administrator Norman provided a hand out for review and approval. It showed a picture of the signage, size and the location of each sign for the Pines Behavioral Health. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the signage request for Pines Behavioral Health.**

**Painting Donation**

Brian Welch and Denise Shivley presented a painting of the Old Courthouse that had been in their family for many years. They would like to donate it to County for it to be displayed in the courthouse. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the painting donated to the County of the Old Courthouse.**

**CHC Transition**

CHC President/CEO Randy DeGroot provided the committee with an update on the CHC transition. He said the CHC move to ProMedica is still slated for January 2018. The legislative initiative that was introduced as Senate Bill 450 was passed in June. Now that the State Legislature has reconvened, SB 450 will move to the Michigan House of Representatives Health Policy Committee. A testimony session is taking place on September 27<sup>th</sup>, and then a committee meeting will be held on October 4<sup>th</sup>. From there the House will vote and they are hopeful that it will pass and Governor Snyder will sign the bill before the end of October. A memorandum from CHC’s legal team was provided that outlines the proposed changes that will be taking place in the upcoming months.

**Animal Control Building Update**

Administrator Norman said they are looking at October 6, 2017, for the ribbon cutting ceremony at the Animal Control Building. The time will need to be determined.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that authorization is given to approve the following items by Consent Agenda; Bills & Accounts, Airport Budget Request, Budget Amendment Request Special Fund #289-671 and Budget Amendment Request-General Fund #101-301.**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-31%, Computer Services Contract- 24%, Attorney Fees-16%, Jail Operations-Commissary Supplies-9% and Travel/ Lodging-2%) to make up 82% of the invoices. An invoice in the amount of \$320.50 to be taken out of Fire Range Improvements & Equipment is being researched. The Committee

Recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$456,419.85, less the \$320.50, as presented.

**Airport Budget Request**

Administrator Norman noted that at the last working meeting the Airport Board made a request for an additional \$30,000 allocation from the County for 2017. The Committee requested a review of Capital Outlay/Contingencies before moving forward. Several options were discussed and it was decided that \$15,000 would be allocated at this time and when those funds were exhausted the Airport Board could request an additional \$15,000. The committee recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to allow for \$15,000 to be taken out of Capital Outlay/Contingencies to be given to the Airport Board.

**Budget Amendments Request -Special Fund #289-671**

The budget amendment for Maple Lawn for HRA Refund.

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to amend Department Revenue 289-671-600.0000 by \$34,750.00 to 289-671-686.0001, Refunds HRA PPD, in the amount of \$34,750.00.

The budget amendment for Maple Lawn for Bond Payments.

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to amend Line Item 289-671-700.0000, Expenditures in the amount of \$697,375.00 to Line Item 289-671-999.0000, transfers to Other Funds in the amount of \$697,375.00.

**Budget Amendments Request -General Fund #101-301**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to amend Sheriff Department-Misc Contractual Expenses 101-301-800.0000 in the amount of \$16,200 to be moved to Jail Operations-Sheriff 101-351-800.0000 in the amount of \$16,200.

**Capital Outlay and Contingency-Status YTD 2017**

The committees requested Administrator Norman to provide a YTD balance in Capital Outlay and Contingencies. Current Balance: \$100,000. With current projects that need to be taken care of before the end of the year; and with or without the airport allocation of \$30,000, there will be a deficient in these accounts.

A quote was obtained from Northern Industrial to resurface the main entrance at the courthouse, due to water pooling in front of the door. They are requesting to move on this before the weather changes, otherwise it will have to wait until next year. If approved, weather permitting, they will be begin work on September 15 and will be finished by the end of the weekend. The quote is for approximately \$10,000. It was moved to suspend board rules in order to bring the request to the next Board meeting. The Committee Recommends:

**Motion by                      and seconded by                      to approve the quote from Northern Industrial, not to exceed \$10,000, to resurface the Courthouse main entrance.**

**Female Inmate Housing-Costs**

The committee requested the Administrator to provide the amount the County is paying in Female Inmate housing. For 2016 the County spent \$29,715 in female housing only, this does not include transportation cost or cost of the deputies. In 2017 the County has spent \$109,024.32 and is projected to spend \$168,936.38, by years end.

**2018-General Fund Budget-Draft #1**

The Administrator presented the first draft of the 2017 budget. He has completed all of the budget hearings. The proposed Budget, based on Departmental Budget hearings is as follows: Expenses \$16,580,858.16 and Revenues \$12,344,242.69 = \$4.3M deficit. A listing of additional expenditures requested by various departments was also provided, which contributes to the \$4.3M deficit. Administrator Norman provided information on what is helping the County maintain a balanced budget which included: New Hire Program, CILO Program (helps defer insurance costs) Pension Plan, Fuel Contract and Conscientious culture. Challenges the County will be facing include: Insurance Costs, CPI, Reliance on other revenue streams (DTRF, Fund Balance, Insurance Savings), Infrastructure compromise for employee base, Equipment and Training, Revenue adjustments, Compensation adjustments, Great Recession adjustments, Staffing and Infrastructure/Training delay. There could be up to six drafts before there is a balance budget.

**LEGISLATIVE** **(Commissioner Gordon)**

**Resolution-Oppose SB 386(as passed by Michigan Senate)**

A Draft of the Resolution to oppose SB 386 was provided to the committee for their review. The resolution deals with delinquent property taxes. It was moved to suspend board rules in order to bring the request to the next Board meeting. The Committee Recommends:

**Motion by                      and seconded by                      to approve the Resolution opposing SB 386, as presented.**

**Resolution-Support Great Lakes Restoration Initiative (Genesee County)**

A copy of Genesee County’s resolution in opposition to any reduction or elimination of federal funding for the Great Lakes Restoration Initiative was provided to the committee for their review.

**OTHER**

It was moved and seconded to go into closed session to discuss attorney/client privileges letter dated 7/19/2017. Upon roll call vote the committee went into closed session at 9:40 am after a 5 minute recess.

The Committee returned to open session at 10:57am

It was moved and seconded to go into closed session to discuss attorney/client privileged letter dated 9/07/2017. Upon roll call vote the committee went into closed session at 10:57 am

The Committee returned to open session at 11:17am and the meeting was adjourned.

Submitted by: Commissioner Vrablic      Commissioner Kolcz      Commissioner Gordon  
                         Commissioner Hazelbaker      Commission Norris