

Organizational Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commissioners' Room, Courthouse at the Village of Centreville, Michigan on January 3, 2012 at 5:00 p.m.

Deputy County Clerk, Ladena M. Wyckoff, acting as Temporary Chairman, called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

The Deputy County Clerk, Ladena M. Wyckoff, called the roll and the following Commissioners were present:

- |                        |              |
|------------------------|--------------|
| Rick Shaffer           | Jerry Ware   |
| Allen Balog            | Robin Baker  |
| John Dobberteen        | Donald Eaton |
| Gerald E. Loudenslager |              |

Also present were Judy West-Wing, Administrator/Controller, Joni Smith, Finance Director and Elishia Arver, Human Resources Director.

ELECTION OF CHAIRMAN

The Temporary Chairman stated that nominations were in order for Chairman.

Commissioner Dobberteen nominated Commissioner Shaffer.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the nominations be closed and a unanimous ballot cast for Commissioner Shaffer. Motion carried.

ELECTION OF VICE-CHAIRMAN

Chairman Shaffer asked for nominations for Vice-Chairman.

Commissioner Baker nominated Commissioner Dobberteen.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the nominations be closed and a unanimous ballot cast for Commissioner Dobberteen for Vice-Chairman. Motion carried.

AGENDA

It was moved by Commissioner Dobberteen supported by Commissioner Loudenslager that the agenda be approved as presented. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the minutes for December 20, 2011 be approved. Motion carried.

CITIZENS' COMMENTS

Leeann Farmer, 1035 S. Washington Street, Constantine, is the Vice-President of Animal Rescue Fund and stated that she wanted to give a review of what Animal Rescue accomplished in 2011 and future plans for 2012. They were able to assist residents with spay and neutering costs, provide for emergency pet food assistance, and emergency veterinary bills for strays. ARF is a non-profit organization and it is entering its fourteenth year of fund raising. The volunteers are all unpaid and there are about 40 individuals in the organization. In 2011 ARF paid \$27,000 for spay and neutering programs. Over \$1,000 was used for emergencies. One thousand pounds of dog and cat food were distributed in 2011. The ARF has coordinated efforts with St. Joseph County Animal Control. They have a pet of the week program and help exercise the dogs that are at Animal Control. In 2012 ARF hopes to

expand their advertising with regard to spay and neutering. Ms. Farmer concluded by thanking the Commission for all their help.

Phyllis Bainbridge, St. Joseph County Treasurer, stated that she was here to report to the commission on the cites in the 2010 audit regarding statement and cash balancing and investment policies and procedures. The cites in the audit by Rehmann Robson have been resolved as of July 22, 2011 and a copy of the report is in the handout. The bank statements and cash balancing for 2011 have been balanced through November 30, 2011 and all reconciling items have also been completed through November 30, 2011. Mrs. Bainbridge addressed the question raised regarding the County funds being 100% insured. After contacting numerous banks and other county treasurers in the state it was determined that it is not possible to have 100% of the funds insured. Mrs. Bainbridge stated that she feels she has done the best job that she can possibly do.

Tom Walter, 1030 Azaleamum Dr., Three Rivers, stated he was the chair of the spay and neuter program with ARF and he wanted the Commissioners to know that he receives great cooperation from the non-emergency 911 dispatchers. Mr. Walter thanked the Commission for their animal welfare support and asked for their continued support.

Commissioner Baker introduced Mr. John Uribe the new Central Dispatch Director. Mr. Uribe thanked the commission for their faith in him. Mr. Uribe stated that he is coming from Portage and has worked for the City of Kalamazoo for 31 years and is looking forward to providing the community with the skills that will enhance services.

AGREEMENT FOR SERVICES WITH ECONOMIC DEVELOPMENT CORPORATION

Ms. West-Wing presented for approval the agreement between St. Joseph County Economic Development Corporation and St. Joseph County Board of Commissioners. The agreement includes as an attachment the agreement between St. Joseph County Economic Development Corporation and Southwest Michigan First & Southwest Michigan Partnership, LLC.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the Agreement with the St. Joseph County Economic Development Corporation and the St. Joseph County Board of Commissioners be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Balog, Baker, Dobberteen, Loudenslager, Ware, and Eaton.

Nay votes cast: 0

Motion carried.

Cathy Knapp thanked the Commission for their support and the EDC is looking for great things to happen in the future.

Commissioner Eaton stated that the EDC has the talent and now comes the work.

Chairman Shaffer thanked Commissioner Dobberteen for the nudge to move forward.

2011 AUDIT ENGAGEMENT LETTER WITH REHMANN ROBSON

Ms. West-Wing presented the Audit engagement letter with Rehmann Robson.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the 2011 Audit Engagement Letter with Rehmann Robson be approved.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Balog, Baker, Dobberteen, Loudenslager, Ware, and Eaton.

Nay votes cast: 0

Motion carried.

SET BOARD MEETING DATES

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the St. Joseph County Board of Commissioners set their meeting dates for 2012 on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 5:00 p.m. with 2 exceptions: the 1<sup>st</sup> meeting in August and November will be held on the 1<sup>st</sup> Monday instead of the 1<sup>st</sup> Tuesday. Motion carried.

SET EXECUTIVE MEETING DATES

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the Executive Committee Meeting dates for 2012 be held on the Fridays before the regular Commission Meeting dates. Motion carried.

RESOLUTION 1-2012

COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES APPROPRIATION

The following resolution was presented:

WHEREAS, St. Joseph County appropriates monies for St. Joseph County Community Mental Health and Substance Abuse Services of St. Joseph County; and

WHEREAS, St. Joseph County has budgeted \$257,268.00 plus an additional \$90,000.00 for Community Mental Health and Substance Abuse Services of St. Joseph County for 2012.

NOW, THEREFORE BE IT RESOLVED, that the County Treasurer of St. Joseph County be respectfully directed to make the following quarterly transfers in 2012 to Community Mental Health and Substance Abuse Services of St. Joseph County: \$64,317.00 and \$22,500.00 around the first of the month for the months of January, April, July and October, 2012.

It was moved by Commissioner Loudenslager and supported by Commissioner Dobberteen that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Balog, Baker, Dobberteen, Loudenslager, Ware, and Eaton.

Nay votes cast: 0

Resolution adopted.

RESOLUTION 2-2012

DEPARTMENT OF HUMAN SERVICES APPROPRIATION

The following resolution was presented:

WHEREAS, St. Joseph County appropriates monies for St. Joseph County Department of Human Services and St. Joseph County Department of Human Services Child Care; and

WHEREAS, St. Joseph County has budgeted \$8,200.00 for 2012 Department of Human Services and \$250,000.00 for 2012 Department of Human Services Child Care.

NOW, THEREFORE BE IT RESOLVED, that the County Treasurer of St. Joseph County be respectfully directed to make the following transfers in 2012: quarterly transfers in the amount of \$62,500.00 to VanBuren County for the Department of Human Services for Child Care on January 4, 2012 and around the first of April, July and October and quarterly transfers in the amount of \$2,050.00 to VanBuren County for the Department of Human Services around the first of March, June, September and December, 2012.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Balog, Baker, Dobberteen, Loudenslager, Ware, and Eaton.

Nay votes cast: 0

Resolution adopted.

### RESOLUTION 3-2012

#### COMMUNITY HEALTH AGENCY APPROPRIATION

The following resolution was presented:

WHEREAS, St. Joseph County is a member of the Branch-Hillsdale-St. Joseph Community Health Agency (CHA); and

WHEREAS, St. Joseph County is committed to supporting programs that provide access to appropriate health care services for low-income residents of St. Joseph County; and

WHEREAS, the Federal government has approved Michigan's Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which creates an "Indigent Care Agreements Pool" for hospitals qualifying for Medicaid Disproportionate Share ("DSH") payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Branch-Hillsdale-St. Joseph Health Plan; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Branch-Hillsdale-St. Joseph Health Plan's purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

WHEREAS, Branch-Hillsdale-St. Joseph Health Plan has entered into an Agreement with W.A. Foote Hospital d/b/a Allegiance Health, requiring Branch-Hillsdale-St. Joseph Health Plan to operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State's portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, on October 4, 2005 the Board of Commissioners approved transferring a portion of the CHA appropriation to be sent to the State of Michigan as an intergovernmental transfer of public funds from St. Joseph County to be used as the State's share in claiming Federal match of Medicaid; and

WHEREAS, St. Joseph County has budgeted \$324,470 in 2012 to finance a portion of the Community Health Agency; and

WHEREAS, the State of Michigan has now determined that the maximum yearly amount of St. Joseph County funds shall be \$155,245 beginning with the October 2011 payment.

NOW, THEREFORE BE IT RESOLVED, that the St. Joseph County Treasurer is respectfully directed to make quarterly transfers to the State of Michigan no later than January 9th of \$38,408.50; no later than April 6th of \$38,811.25; no later than July 9th of \$38,811.25; and no later than October 9, 2012 with the last payment amount to be determined; and quarterly transfers to CHA of \$42,306.25 on or around January 9th, April 6th, July 9th, and October 9, 2012 with the last payment amount to be determined but this will not result in more than \$324,470 when combining the State of Michigan and CHA transfers for 2012.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the resolution be adopted and second reading waived.

The aye and nay vote was called as follows:

Aye votes cast: 7 - Commissioners Shaffer, Balog, Baker, Dobberteen, Loudenslager, Ware, and Eaton.

Nay votes cast: 0

Resolution adoption.

#### COMMITTEE REPORTS

##### Law Enforcement

Commissioner Loudenslager stated that the Law Enforcement Committee had not met.

##### Judiciary

Commissioner Loudenslager stated that the Judiciary Committee will meet on February 8, 2012 at 12:00 p.m.

##### Physical Resources

Commissioner Ware stated that the Physical Resources Committee had not met.

##### Executive Committee

Commissioner Dobberteen stated that the Executive Committee had not met.

##### Board of Public Works

Commissioner Loudenslager stated that the Board of Public Works will meet next week for their annual election of officers and they will be conducting business for the first time in over 2 years. They will be discussing the White Pigeon/Klinger Lake Waste Water Treatment Plant which will be having some work done and they will be coming to the county for bonding.

#### PERSONNEL REPORT

Ms. West-Wing presented the following report:

##### MISCELLANEOUS:

Lois Devlin, Telecommunicator, is on medical leave commencing December 19, 2011 under the Family and Medical Leave Act of 1993.

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the personnel report be approved. Motion carried.

#### BUDGET ADJUSTMENTS

##### 2011 BUDGET AMENDMENT:

##### DECREASE COUNTY COMMISSION'S BUDGET:

Line item 101-101-708.000 (Per Diem)	\$ 4,000.00
Line item 101-101-861.000 (Convention Expense)	1,349.00
Line item 101-101-969.005 (Lake Assoc Special Assessments)	<u>1,515.00</u>
	\$ 6,864.00

INCREASE COUNTY COMMISSION'S BUDGET:

Line item 101-101-802.000 (Legal Attorney)	\$ 6,339.00
Line item 101-101-802.070 (Arbitration/Mediation Expense)	225.00
Line item 101-101-900.000 (Advertising)	<u>300.00</u>
	\$ 6,864.00

It was moved by Commissioner Dobberteen and supported by Commissioner Loudenslager that the budget adjustments be approved. Motion carried.

FINANCE DIRECTOR'S REPORT

Ms. Smith presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 6,253.60	\$
Appropriations	2,558.63	
County Commission	1,313.37	4,173.54
Circuit Court	2,185.25	16,851.09
District Court	420.48	64,013.11
Friend of the Court	141.77	43,724.12
Probate Court	1,790.44	21,306.85
Juvenile Branch	7,601.83	33,966.40
Appeals Court	6,387.87	
Administration		12,294.35
Finance Department	1,090.84	10,739.99
County Clerk		26,738.49
Equalization Department		16,811.72
Human Resources	8,496.59	10,186.95
Geographic Information Systems		7,857.45
Prosecutor's Office	4,634.05	40,340.58
Register of Deeds		9,203.46
County Treasurer		17,629.15
Cooperative Extension	1,011.36	7,979.29
Information Technology	1,893.92	14,080.29
Buildings & Grounds	5,893.47	11,206.10
Courts Building Security		6,039.17
Drain Commission		5,854.21
Sheriff Department	18,020.62	110,553.04
Sheriff Reserves	1,013.35	
Marine Patrol	145.00	
Jail & Turnkey	90,603.81	111,429.67
Planning Commission	2,295.81	
Emergency Services		4,167.02
Animal Control	1,151.34	11,180.18
Board of Public Works		733.40
Medical Examiners	400.00	
Child Care - Juvenile	355.02	
Department of Veterans' Affairs	1,440.00	
Veterans' Services	509.60	2,542.06
Utilities & General Services	<u>35,656.89</u>	
Total	\$ 203,265.81	\$ 621,601.68

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
County Road Commission	\$ 402,036.58	\$
Parks & Recreation	972.43	5,089.99
Emergency 911 Service	2,576.26	72,045.94
Central Dispatch - Wireless	1,639.82	4,193.88
Meyer Broadway/Coon Hollow Park	131.60	2,822.20
Family Counseling	65.00	
Cade Lake Park	104.02	
Economic Development Fund	18,680.61	4,570.69
Animal Shelter Donation Fund	439.47	
Victims' Rights Advocate Fund	16.50	4,187.02
Community Corrections Advisory Bd.	6,415.00	5,271.15
Community Corrections Program	1,222.00	
Drug Law Enforcement Fund	1,411.88	
Law Enforcement Fund	1,016.54	20,426.93
Secondary Road Patrol	422.80	10,229.88
Homeland Security Grant Fund	1,584.36	3,548.31
Law Library Fund	415.28	
Principal Residence Denial Fund	50.00	733.39
Commission on Aging	125,225.47	66,264.06
Child Care: Probate Court	15,448.54	11,347.74
Facilities Maintenance Fund	61,821.00	
Forfeiture & Foreclosure Fund	9,370.11	
Tax Payment Fund	12,597.54	
Inmate Store	1,551.11	
Three Rivers Community Center	1,553.79	1,000.48
Long Lake Level Revolving	19.33	
Flexible Benefits Insurance Fund	<u>178,417.43</u>	
 Total	 \$ 845,204.47	 \$ 211,731.66
 Grand Total	 \$ 1,048,470.28	 \$ 833,333.34
 General Fund Operating Expenditures		
Pre-Authorized	\$203,265.81	
Accounts Payable	<u>-</u>	
	\$ 203,265.81	
 General Fund Payroll Expenditures	 \$ 621,601.68	
 Other Funds Operating Expenditures		
Pre-Authorized	\$845,004.47	
Accounts Payable	<u>200.00</u>	
	\$ 845,204.47	
Other Funds Payroll Expenditures	\$ <u>211,731.66</u>	
Total Recorded for the Month	\$ 1,881,803.62	

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the bills be approved for payment. Motion carried.

CHAIRMAN'S REPORT

Chairman Shaffer thanked his fellow Commissioners for the privilege of being elected the chairman and is looking forward to the New Year.

COMMISSIONER COMMENTS

Commissioner Dobberteen thanked everyone for the vote of confidence in selecting him as the vice-chairman. He stated that he would like to schedule a planning session.

Commissioner Loudenslager thanked Mrs. Bainbridge for her report.

ADJOURNMENT

It was moved by Commissioner Dobberteen and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourns until January 17, 2012 at 5:00 p.m. Motion carried.

-----  
Ladena M. Wyckoff, Deputy County Clerk

-----  
Rick Shaffer, Chairman