

Regular 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 February 5, 2013 at 5:00 p.m.

Chairman John Dobberteen, called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

The County Clerk, Pattie S. Bender, called the roll and the following Commissioners were present:

Allen Balog	Donald Eaton
Rick Shaffer	Robin Baker
John Dobberteen	

Also present were Joni Smith, Finance Director and Elishia Arver, Human Resources Director.

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the minutes for January 15, 2013 be approved. Motion carried.

COMMUNICATIONS

1. Letter from Marcia Saunders, Re: Resignation from the Animal Control Advisory Board.
2. Notice from Federal Energy Regulatory Commission, Re: Order amending License Article 402 (Three Rivers Hydroelectric Project.)
3. Minutes of the Community Action Board meeting of November 26, 2012.

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the communications be accepted and placed on file. Motion carried.

CITIZENS' COMMENTS

County Treasurer, Judith Ratering, stated that the Michigan State Housing Development Authority has available nearly \$500 million in federal funds for people that are delinquent in their taxes and mortgage payments. The program is called "Help for the Hardest Hit Step Forward Michigan" and is a partnership between the MSHDA and the U.S. Department of Treasury. Homeowners that are accepted into the program could receive up to \$30,000 in federal assistance to pay back overdue mortgage payments or delinquent property taxes. To qualify, property owners must live in the home as their primary residence, have limited cash reserves and demonstrate significant hardship. She stated that this is a tremendous opportunity for the people of St. Joseph County who are struggling to keep themselves in their homes. She further stated that there are several people that plan to apply. The applications must be done on-line and she has signed an agreement to accept electronic funds into her office for delinquent taxes.

Commissioner Eaton asked that Mrs. Ratering provide this information to the Sturgis City Manager and complimented her on doing a good job.

ANIMAL CONTROL ADVISORY BOARD'S ANNUAL REPORT

Lynda Molter, Chairman of the Animal Control Advisory Board, gave the annual report for the first year of the Board's existence. She named those that served on the Board and mentioned that Tom Miller, Animal Control Officer, attended all meetings and his insight was invaluable. She named the following accomplishments of the Board:

- Gas chamber was dismantled and scrapped off site. Animal Control is now only using injections. Three people are now certified in euthanasia.
- Red Tag System - red tags are now being used for the cages to let volunteers know not to walk that animal for whatever reason.
- Animal Control uniforms were changed so they no longer appear to be part of the Sheriff's Department.
- Some Saturday and evening hours have been added for ease of community use. The extended hours on Wednesday were in effect during the summer of 2012.
- Job Description created for Kennel Staff Person. Kennel staff request in the 2013 budget was denied.
- Pre-adoption screening application has been implemented and being used when shelter personnel deem it necessary. Can deny individuals with a record of domestic violence or other violent crime. St. Joseph County Pre-Adoption screening Application to go with Adoption Contact.
- Adoption procedure clarified for animals prior to their availability.
- As many adoptable dogs as possible are tested for heart worm prior to adoption. Staff will be sure to indicate to family that a negative heart worm test does not mean they have not been exposed and will not have in the future.
- A 24-hour waiting period can be implemented by staff if they determine it is necessary.
- Adoption packages have been created by Lorilee Knepper, volunteers and Animal Control Staff.
- Volunteer program more organized under Lorilee Knepper. She is having all volunteers sign a liability waiver. Volunteers walk dogs and can help show animals to prospective adopters. Eventually will provide adoption screening calls.
- A citizen complaint procedure and form was implemented. If a complaint is against Tom Miller it would go to the County Administrator.
- Veterinary visits - now in place thanks to Dr. Lee. Paid for with donations, Dr. Lee's office has three vets, helping to provide veterinary care to the shelter animals by visiting the shelter on an average of once per week; ½ day (flexible). She has come up with some costs to cover expense, no charge for their time. Heart worm tests, rabies shots, stool samples, meds (cost plus minimal percentage). Dr. Lindamood would assist if the animals can be shuttled to their office.
- Increase in license fees to assist budget and staffing goals. Laura Barley provided proposal with recommendations for increase in license fees. This was brought to St. Joseph County Commissioners for approval in the County Budget for 2013.
- Electronic 15" Picture Frame is now located on the front counter at Animal Control and shows animals available for adoption and animals that have been adopted.
- Animal Control staff has implemented a free program available for viewing at office. The staff all pitched in and purchased a new television to use in the office and are downloading a program from Animal Planet.

Commissioner Shaffer thanked Mrs. Molter for all the accomplishments which were done in conjunction with Tom Miller and further stated that this was a very passionate Advisory Board. He also thanked Tom Miller for the work that he does and Lorilee Knepper for her volunteerism.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Animal Control Advisory Board's Annual Report be accepted. Motion carried.

REQUEST TO FILL VACANT CORRECTIONS OFFICER POSITION

It was moved by Commissioner Baker and supported by Commissioner Eaton that the vacant Corrections Officer position be filled. Motion carried.

MERS HYBRID PENSION PLAN - REVISE AGREEMENT

Mrs. Arver stated that the MERS Hybrid Pension Plan Defined Contribution Component needed to be revised to match the adopted union contracts. This revision will change the vesting from cliff vesting of 5 years to a 6 year graded investment.

It was moved by Commissioner Eaton and supported by Commissioner Balog that the MERS Hybrid Pension Plan Agreement be revised to provide for a 6 year graded investment from cliff vesting of 5 years.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

MERS HYBRID PENSION PLAN - REVISE POLICY

Mrs. Arver stated that the personnel policy for all non-contract employees that was revised on January 2, 2013 is being revised again so that the defined contribution side of the employee benefit will vest at 6 years instead of the originally stated 5 years, which will be effective January 1, 2013.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the MERS Hybrid Pension Plan Policy be revised for non-contract employees to be able to vest at 6 years instead of 5 years on the defined contribution side of the plan.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Motion carried.

RESCIND RESOLUTION NO. 2-2013
DEPARTMENT OF HUMAN SERVICES

Mrs. Smith recommended that Resolution No. 2-2013 be rescinded which provided for quarterly transfers to VanBuren County who acts as our fiduciary for our DHS Child Care as it makes more sense to bring this function in-house to be managed by the Finance Department.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that Resolution No. 2-2013 adopted on January 2, 2013 be rescinded.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Balog, Eaton Shaffer, Baker and Dobberteen.

Nay votes cast: 0

Resolution rescinded.

NOMINATIONS/APPOINTMENTS

Southcentral Michigan Planning Council

It was moved by Commissioner Eaton and supported by Commissioner Baker that Lon Huffman be nominated and appointed to a 2 year term expiring February 5, 2015 and Rick Shaffer be nominated and appointed to the SMPC for a 3 year term expiring February 5, 2016. Motion carried.

Three Rivers Industrial Development Authority Board

It was moved by Commissioner Baker and supported by Commissioner Balog that Thomas Brady be appointed to the TRIDA Board for a 4 year term expiring March 1, 2017. Motion carried.

Board of Public Works

It was moved by Commissioner Shaffer and supported by Commissioner Baker that Commissioner Eaton be appointed to the BPW for a 3 year term expiring January 1, 2016. Motion carried.

Community Health Agency

It was moved by Commissioner Baker and supported by Commissioner Shaffer that Commissioners Baker and Balog be appointed to the CHA for a 1 year term expiring December 31, 2013. Motion carried.

Community Mental Health and Substance Abuse Services

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that Commissioner Eaton be appointed to the CMHSAS for a term to expire March 31, 2015. Motion carried.

Parks and Recreation Commission

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that Commissioner Baker be appointed to the Parks and Recreation Commission to fill an unexpired term expiring January 1, 2015. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the committee would be meeting soon.

Judiciary

Commissioner Eaton stated that the committee had not met.

Physical Resources

Commissioner Balog stated that the committee had not met.

Executive Committee

Commissioner Baker stated that everyone has a copy of the minutes of the February 1, 2013 Executive Committee meeting and he would answer any questions that anyone may have.

PERSONNEL REPORT

Mrs. Arver presented the following report:

RESIGNATION:

Stephen Morris, Corrections Officer, has resigned effective January 21, 2013.

April Wells, In-home Services Aide, has resigned effective January 3, 2013.

DISMISSAL:

Laurie Wilcox, In-home Services Clerical, was dismissed effective January 24, 2013.

NEW HIRE:

Byron Adams, has been hired as COA Escort Driver at \$9.46/hr. (COA system, grade 3, minimum) effective January 28, 2013.

Bryan W. Hughey has been hired as Central Dispatch Intern at \$7.50/hr. effective February 6, 2013.

Autumne Kiefer has been hired as full-time Corrections Officer at \$17.71/hr. effective February 12, 2013.

RETIREMENT:

Mary E. Malsch, Friend of the Court Account Clerk, will retire on May 31, 2013.

MISCELLANEOUS:

Approve the reclassification and revised job description of Circuit Court Casflow Manager to Circuit/ Probate Court Administrator at pay grade 9 (1280 points in the Rye system). Kathy Griffin, Circuit/Probate Court Administrator, change rate of pay to \$55,327.00/yr. (grade 9, Rye system, step 5) effective January 29, 2013.

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

BUDGET ADJUSTMENTS

Mrs. Arver presented the following report:

2013 BUDGET AMENDMENTS:

DECREASE DRUG LAW ENFORCEMENT FUND #265:

Line item 265-229-932.000 (Vehicle Repair) \$ 551.00

INCREASE DRUG LAW ENFORCEMENT FUND #265:

Line item 265-229-984.000 (Computer Hardware) \$ 551.00

INCREASE EXPENDITURES DRUG LAW ENFORCEMENT FUND #265:

Line item 265-229-981.000 (Vehicles) \$40,000.00

INCREASE REVENUE DRUG LAW ENFORCEMENT FUND #265:

Line item 265-229-676.000 (Budgeted Use of Fund Balance) \$40,000.00

FROM APPROPRIATION:

\$64,317.00 from Community Mental Health Appropriation to Community Mental Health Fund.

\$22,500.00 from CMH Additional Appropriation to Community Mental Health Fund.

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

FINANCE DIRECTOR'S REPORT

Mrs. Smith presented the following bills for payment:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Due from State	\$ 19,277.29	\$
Appropriations	29,204.75	
County Commission	11,865.83	7,653.74
Circuit Court	1,916.18	13,652.94
District Court	4,009.15	52,698.22
Friend of the Court	3,367.95	39,602.36
Probate Court	4,623.37	25,748.13
Juvenile Branch	12,857.81	26,580.88
Appeals Court	1,570.15	
Public Defender	38,750.00	
Administration		10,005.47
Elections	759.07	
Finance Department	1,622.45	11,022.11
County Clerk	1,388.34	24,496.42
Equalization Department	3,875.00	13,553.09
Human Resources	10,189.42	9,340.44
Geographic Information Systems	223.99	7,273.07
Prosecutor's Office	7,426.14	37,155.97
Register of Deeds	611.47	6,860.94
County Treasurer	150.00	15,931.89
Cooperative Extension	32,572.25	5,529.48

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Information Technology	\$ 3,519.03	\$ 12,732.76
Buildings & Grounds	11,425.15	11,422.49
Courts Building Security		5,764.13
Drain Commission	1,434.40	4,934.72
Soil Erosion	565.72	2,116.15
Sheriff Department	25,529.90	121,993.79
Sheriff Reserves	715.50	112.51
Jail & Turnkey	27,125.41	136,712.62
Planning Commission	458.00	
Emergency Services	133.40	4,030.49
Livestock Claim	54.00	
Animal Control	936.08	8,603.44
Board of Public Works		12.56
Medical Examiners	3,172.20	
Child Care - Juvenile	4,070.43	
Veterans' Services	40.00	2,600.95
Utilities & General Services	<u>38,022.88</u>	
Total	\$ 303,462.71	\$ 618,141.76
 <u>OTHER FUNDS</u>	 <u>EXPENDITURES</u>	 <u>PAYROLL</u>
County Road Commission	426,233.55	
Parks & Recreation	1,897.73	5,115.09
Emergency 911 Service	36,590.58	64,312.29
Central Dispatch - Wireless	4,807.86	4,211.37
Meyer Broadway/Coon Hollow Park	1,428.47	2,785.10
Family Counseling	845.00	
Cade Lake Park	2,171.06	
Traffic Safety Program	600.00	
Economic Development Corporation	76,010.00	
Animal Shelter Donation Fund	533.20	
Victims' Rights Advocate Fund	16.50	3,308.72
Community Corrections Advisory Bd.	5,746.00	3,038.60
Community Corrections Program	3,301.70	108.13
Local Corrections Officers Training Fund	750.00	
Drug Law Enforcement Fund	43,294.75	
Law Enforcement Fund	714.92	22,969.31
Secondary Road Patrol	33.00	13,548.98
Homeland Security Grant Fund	1,120.61	3,217.44
County Law Library	436.04	
Principal Residence Denial Fund	319.40	12.56
Commission on Aging	81,264.41	67,208.00
Child Care: Probate Court & DHS	32,435.57	11,750.14
Veterans' Trust Fund	5,103.66	
BPW #17 White Pigeon Sewer Project	6,280.87	
Forfeiture & Foreclosure Fund	12,527.35	
Tax Payment Fund	988.29	
Inmate Store	996.67	
Three Rivers Community Center	8,231.45	1,093.73
Long Lake Level Revolving	24.54	
Flexible Benefits Insurance Fund	<u>364,051.92</u>	
	\$ 1,118,755.10	\$ 202,679.46

Grand Total		\$ 1,422,217.81	\$ 820,821.22
General Fund Operating Expenditures	\$270,109.23		
Pre-Authorized	33,353.48		
Accounts Payable	\$303,462.71		
General Fund Payroll Expenditures	\$618,141.76		
	<u>\$921,604.47</u>		
Other Funds Operating Expenditures	\$1,053,105.35		
Pre-Authorized	65,649.75		
Accounts Payable	\$1,118,755.10		
Other Funds Payroll Expenditures	\$202,679.46		
	<u>\$1,321,434.56</u>		
Total Recorded for the Month		\$2,243,039.03	

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

CHAIRMAN'S REPORT

Chairman Dobberteen suggested that the Board have a work session on Tuesday, February 12, 2013 at 3:00 p.m. as discussed in the last Executive Committee.

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the Board hold a work session on February 12th at 3:00 p.m. Motion carried.

ADJOURNMENT

It was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourns until February 19, 2013 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John Dobberteen, Chairman