

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 July 16, 2013 at 5:00 p.m.

Vice-Chairman Robin Baker, 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

Absent: John Dobberteen

Also present were Pat Yoder, Administrator/Controller; Elishia Arver, Human Resources Director; and Joni Smith, Finance Director.

AGENDA

Vice-Chairman Baker stated that a request to fill a vacant secretary's position in the Friend of the Court office be added to the agenda under new business.

It was moved by Commissioner Balog and supported by Commissioner Eaton that the agenda be approved as amended. Motion carried.

MINUTES APPROVED

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the minutes for July 2, 2013 be approved. Motion carried.

COMMUNICATIONS

1. Letter from Enbridge Energy, Re: Notice that the Michigan Public Service Commission approved Enbridge Energy's application to replace the remaining segments of its Line 6B crude oil pipeline in the State of Michigan.
2. Newsletter from Enbridge Energy, Re: Construction Update, July 2013.
3. Copy of Branch-Hillsdale-St. Joseph Community Health Agency's Annual Report for 2011/2012.
4. Resolution from Roscommon County, Re: Requesting full funding of revenue sharing.
5. Minutes of the Community Action Board meeting of June 12, 2013.

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

AUDIT REPORT

Dave Fisher, Auditor from Rehmann Robson, gave a summary of the 2012 Audit. He stated that they began the process in April with field work of all the financial statements for all funds. The County was given a clean opinion according to the generally accepted accounting practices.

They checked internal controls regarding receipts; disbursements; accounts payable; purchasing; and payroll.

The report reflects an overview of the all statements for all funds which gives an outlook for the future.

Mr. Fisher stated that the largest fund is the General Fund which received a transfer from the Delinquent Tax Revolving Fund. The fund balance in the General Fund was \$285,928 at the end of 2012.

Overall the County's unrestricted total fund balance is \$7,836,447.00 which is 55% of the budget amounting to expenditures of 6.5 months if needed.

He said that this is very good and indicated that this would be the envy of a lot of counties and other municipalities in light of the economy.

Mr. Fisher added that the County has a positive fund balance in all funds. One of the largest funds is the Delinquent Tax Revolving Fund which has a balance of \$20,131,954.00 at the end of 2012.

All other County funds were audited as well and those are: Department of Public Works; Drain Commissioner; Economic Development Corporation; Road Commission which has an unrestricted fund balance of \$1,498,095.00; and Community Mental Health.

The trend analysis compared to accrued liability in the defined benefit plan shows that the fund is accumulating assets at a good rate. The County is contributing to the fund according to the suggestions of the actuary.

Because of the federal funds that the County administers a Single Audit also needs to be done of those funds such as the Friend of the Court's Cooperative Reimbursement Fund which they did and found no deficiencies or material weaknesses and they are being administered according to complex regulations.

There were no disagreements between their firm and County management in conducting the audit. One issue he mentioned was that not all bank reconciliations had been done when the auditors arrived in April. Also, the petty/imprest cash in some departments does not agree with what is recorded.

The recommendation that they mentioned in the 2011 audit was corrected in 2012.

Mr. Fisher thanked County staff; management; and employees as the process went very smoothly.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the 2012 Audit including the Single Audit be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Eaton, Shaffer and Baker.

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

AMENDMENT TO BOARD RULES

Mr. Yoder recommended approval of amendments to the Board Rules as follows:

- Removing the following on page 1 - Section I. A.:
The meetings will be the first and third Tuesday of each month at 5:00 P.M.
And adding:
The meeting schedule will be established in January of each calendar year or thereafter at the discretion of the Board of Commissioners.
- Removing the following on page 2 - Section II. B.:
the other member of the Executive Committee
- Removing the following on page 3 - Section IV. A.:
But not more than four:
Changing the following:
Executive to Committee of the Whole
Changing the number of members to Judiciary, Law Enforcement and Physical Resources Committees to 2 instead of 3.

It was moved by Commissioner Balog and supported by Commissioner Eaton that the amendments to the Board Rules be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Eaton, Shaffer and Baker.

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

AMENDMENT TO AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR EXTENSION SERVICES

Mr. Yoder recommended approval of an amendment to the Agreement with Michigan State University for Extension Services in lieu of the fact that the Ag Educational Specialist left employment and the payments need to be adjusted.

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the Amendment to the Agreement with Michigan State University for Extension Services be approved.

The aye and nay vote was called as follows:

Aye votes cast: 4 - Commissioners Balog, Eaton, Shaffer and Baker.

Nay votes cast: 0

Absent: 1 - Commissioner Dobberteen.

Motion carried.

REQUEST TO FILL VACANT SECRETARY'S POSITION IN THE FRIEND OF THE COURT

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the vacant Secretary's position in the Friend of the Court office be filled. Motion carried.

NOMINATIONS/APPOINTMENTS

Building Authority

It was moved by Commissioner Eaton and supported by Commissioner Balog that Diana DeGraaf and Ruth Perry be nominated and appointed to the St. Joseph County Building Authority for terms to expire August 31, 2015. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Vice-Chairman Baker stated that the committee had not met.

Judiciary

Commissioner Eaton stated that the committee had not met.

Physical Resources

Commissioner Balog stated that the committee had not met.

Committee of the Whole

Vice-Chairman Baker stated that the Committee of the Whole met on July 12, 2013; all were present and have minutes and asked if there were any questions.

PERSONNEL REPORT

Mr. Yoder presented the following report:

NEW HIRE:

Mary E. Hessling has been hired as Friend of the Court Secretary at \$12.34/hr. (Soltysiak system, grade 4, minimum) effective July 22, 2013.

Rodney L. Beam has been hired as Escort Driver at \$9.46/hr. (COA system, grade 3, minimum) effective July 3, 2013.

Steven G. Hemenway has been hired as Sub-Driver HDM & Bulk at \$9.19/hr. (COA system, grade 2, minimum) effective June 28, 2013.

Lydia B. Paille has been hired as Deputy Equalization Director at \$46,601.00/yr. (Rye system, grade 8, step 3) effective July 30, 2013.

RESIGNATION:

Paul Deuel, part-time Court Security, has resigned effective July 5, 2013.

MISCELLANEOUS:

Bryan Hughey will change from Intern to part-time Telecommunicator at \$12.25/hr. effective August 13, 2013.

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

REQUISITION

Mr. Yoder explained that the following requisition is to provide backup to the County's and Central Dispatch's servers.

AppAssure Backup and Replication Software including Dell R520 Storage Server \$ 22,865.82

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the requisition be approved. Motion carried.

FINANCE DIRECTOR'S REPORT

Mrs. Smith presented the following reports:

Budget Adjustment

GENERAL FUND:

Increase Information Technology Computer Hardware (101-258-984.000)	\$ 2,150.00
Decrease Information Technology Other Supplies (101-258-743.000)	\$ 1,400.00
Decrease Information Technology Service Contracts (101-258-931.020)	<u>750.00</u>
	\$ 2,150.00

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

Per Diem

Robin Baker - 6 half days 6/20, 6/28, 7/3, 7/9, 7/10 & 7/12/13 & 1 full day 6/27/13	\$ 395.00
Allen Balog - 5 half days 6/19, 6/26, 6/28, 7/9 & 7/12/13 & 2 full days 6/27 & 7/10/13	440.00

John Dobberteen - 6 half days 6/20, 6/21, 6/24, 6/25, 7/10 & 7/12/13 & 1 full day 7/15/13	\$ 395.00
Rick Shaffer - 7 half days 6/19, 6/25, 6/26, 6/28, 7/3, 7/10 & 7/12/13 & 1 full day 6/20/13	<u>445.00</u>
	\$1,675.00

Expenses

Robin Baker	\$ 175.72
Allen Balog	178.54
John Dobberteen	90.40
Rick Shaffer	<u>152.55</u>
	\$ 597.21

It was moved by Commissioner Eaton and supported by Commissioner Shaffer that the per diem and expenses be approved. Motion carried.

Financial Statements

	Revenues	Expenditures
Year to Date - June 30, 2013	\$ 7,038,753.41	\$ 7,353,560.49
Available Balance - Revenues & Expenditures	\$ 8,114,343.59	\$ 7,799,536.51
Percent of total budgeted funds earned year to date	46.45%	
Percent of total budgeted funds expended year to date	48.53%	

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the financial statements be accepted. Motion carried.

ADJOURNMENT

At 5:28 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Balog that the St. Joseph County Board of Commissioners adjourn until August 6, 2013 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

Robin Baker, Vice-Chairman