

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 21, 2015, at 5:00 p.m.

Vice-chairman Balog called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge to the American Flag was given.

The Clerk, Lindsay Oswald, called the roll and the following Commissioners were present:

Allen J. Balog	Donald Eaton
Rick Shaffer	Robin Baker

Also present: Pat Yoder, Administrator/Controller, Teresa Doehring, Human Resources Director, and Joni Smith, Finance Director. Commissioner Dobberteen was absent.

#### AGENDA

Commissioner Shaffer requested the Community Mental Health and Substance Abuse – Barbara Parker, Cause and Removal and Membership Status be removed from the agenda.

It was moved by Commissioner Shaffer and seconded by Commissioner Baker that the agenda be approved as amended. Motion carried.

#### MINUTES APPROVED

It was moved by Commissioner Shaffer and seconded by Commissioner Eaton that the minutes for July 7, 2015 be approved as presented. Motion carried.

#### COMMUNICATIONS

1. Letter from Thurston Woods Village, Re: Annual Golf Outing on July 24.
2. Branch-Hillsdale-St. Joseph Community Health Agency's Annual Report for 2013/2014.
3. Minutes of the Commission on Aging Board meeting of June 17, 2015.

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

#### CITIZENS' COMMENT

There were no citizen comments.

#### HEALTH CENTER GRANT WRITING ALLOCATION

It was moved by Commissioner Eaton and seconded by Commissioner Shaffer to place the item on the next agenda. Motion carried.

#### REQUEST TO FILL VACANT DISTRICT COURT PROBATION OFFICER POSITION

It was moved by Commissioner Eaton and seconded by Commissioner Baker to fill the vacant District Court probation officer position. Motion carried.

#### OUT-OF-STATE TRAVEL REQUEST FROM COUNTY CLERK

It was moved by Commissioner Eaton and supported by Commissioner Baker to approve the out-of-state travel request for the County Clerk's Office. Motion carried.

## OUT-OF-STATE TRAVEL REQUEST FROM CENTRAL DISPATCH

It was moved by Commissioner Baker and supported by Commissioner Eaton to approve the out-of-state travel request for Central Dispatch. Motion carried.

### NOMINATIONS AND APPOINTMENTS

No appointments were made.

### ADMINISTRATOR'S REPORT

#### Financial Work Session

Mr. Yoder noted the Financial Work Session on July 27, 2015 at 8 a.m.

### PERSONNEL REPORT

Mrs. Doehring presented the following report:

#### TEMPORARY/SEASONAL EMPLOYMENT:

Joshua M. Harter has been hired as seasonal Cade Lake Maintenance at \$8.50/hr. effective July 16, 2015.

#### RESIGNATION:

Scott Hopkins, Emergency Management Director, has resigned effective July 7, 2015.

#### MISCELLANEOUS:

Autumne Keifer change from District Court Probation Officer to District Court Probation Officer/Magistrate effective July 16, 2015. (The pay grade and rate of pay remains the same.)

Approve reclassification of Central Dispatch Supervisor position from Nottley system grade 6 to grade 7.

Stacey Bower, Central Dispatch Supervisor, change from \$21.72/hr. (Nottley system, grade 6, step 8) to \$23.12/hr. (Nottley system, grade 7, step 7) effective January 1, 2015.

Kristin Carpenter, Central Dispatch Supervisor, change from \$21.72/hr. (Nottley system, grade 6, step 8) to \$23.12/hr. (Nottley system, grade 7, step 7) effective January 1, 2015.

Angela Guthrie, Central Dispatch Supervisor, change from \$19.02/hr. (Nottley system, grade 6, step 3) to \$20.18/hr. (Nottley system, grade 7, step 2) effective June 16, 2015.

Ryan Fillmore, Central Dispatch Supervisor, change from \$18.49/hr. (Nottley system, grade 6, step 2) to \$19.59/hr. (Nottley system, grade 7, step 1) effective July 7, 2015.

Terry L. Baker, Assessment Diversion Director, has been appointed as Emergency Management Director at \$45,998.77/yr. (Nottley system, grade 9, step 1) effective July 7, 2015.

#### NEW HIRE:

Kascee Barber has been hired as Land Resource Services Clerk at \$14.09/hr. (Nottley system, grade 2, step 1) effective July 20, 2015.

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

### FINANCE DIRECTOR'S REPORTS

Ms. Smith presented the following reports:

Budget Amendments

CENTRAL DISPATCH FUND:

Increase Tower Maintenance (211-911-931.080)	\$ 34,000.00
Increase Budgeted Use of Fund Balance (211-911-676.000)	34,000.00

Note: Additional for tower maintenance project (approved at 5/19/15 meeting)

GENERAL FUND:

Increase Register of Deeds Dues (101-236-803.000)	\$ 55.00
Increase Budgeted Use of Fund Balance (101-390-676.000)	55.00

Note: Associate Member PRIA Dues for J. Wall

Increase Clerk’s Seminar and Employee Training (101-215-862.000)	\$ 7,400.00
Increase Budgeted Use of Fund Balance ((101-390-676.000)	7,400.00

Note: Onbase Training for Clerk’s Office

Increase Professional Services (101-101-802.130)	\$ 32,000.00
Increase Budgeted Use of Fund Balance (101-390-676.000)	32,000.00

Note: River Trail Master Plan (carryover from 2014)

It was moved by Commissioner Baker and supported by Commissioner Eaton that the budget amendments be approved as presented. Motion carried.

Per Diem and Expenses

Robin Baker – 6 half days 7/1, 7/2, 7/8, 7/14, 7/16, 7/17; 1 full day 6/25	\$395.00
Allen Balog – 12 half days 6/17 x2, 6/18, 6/25, 7/6, 7/14 x2, 7/15 x2, 7/16, 7/17, 7/20	<u>\$600.00</u>
	\$995.00
Robin Baker Expenses	\$146.05
Allen Balog Expenses	<u>\$118.45</u>
	\$264.50

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

Financial Statement

	Revenues		Expenditures
Year to Date – June 30, 2015	\$ 8,043,154.71	\$	8,540,334.32
Available Balance	\$ 8,462,034.29	\$	7,964,854.68
Percent of total budgeted funds earned year to date:	48.73%		
Percent of total budgeted funds expended year to date:	51.74%		

COMMITTEE REPORTS

Law Enforcement

Commissioner 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.

Executive/Committee of the Whole

Vice-chairman Balog stated that the Committee minutes had been included in the packet.

CHAIRMAN'S REPORT

Vice-chairman Balog did not have a report.

CITIZEN'S COMMENTS

There were no additional citizen's comments.

COMMISSIONERS' COMMENTS

Commissioner Shaffer thanked the citizens in attendance and noted that many people were working together on the Health Center issue.

ADJOURNMENT

At 5:10 p.m., it was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until August 4, 2015 at 5:00 p.m. Motion carried.

-----  
Lindsay Oswald, County Clerk

-----  
Allen J. Balog, Vice-chairman