

Annual Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commissioners' Room, Courthouse in the Village of Centreville, Michigan on September 17, 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 Deputy County Clerk, Phyllis Lung, called the roll and the following Commissioners were present:

Allen Balog	Donald Eaton
Rick Shaffer	Robin Baker
John Dobberteen	

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Eaton that the minutes for September 3, 2013 be approved. Motion carried.

COMMUNICATIONS

1. Resolution from Berrien County, Re: In support of proposed Senate Bill which amends the General Property Tax Act (specifically MC 211.27.)
2. Minutes of the Animal Control Advisory Board meeting of July 17, 2013.

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

CITIZEN'S COMMENTS

Rebecca Shank, 12302 Corey Lake Road, Three Rivers, expressed what an opportunity it was to be able to speak at the meeting, as this is Constitution Week, September 17th through September 23rd. Ms. Shank also mentioned the upcoming Heritage Walk and Mystery Tour on September 22nd, to be held in Three Rivers. She encouraged everyone in attendance to visit beautiful downtown Three Rivers to see what all they have to offer.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANT AGREEMENT WITH MSHDA

Mr. Yoder recommended approval of the CDBG Grant Agreement between Michigan State Housing Development Authority and St. Joseph County. The amount being offered is \$275,000 for the period of September 1, 2013 to August 31, 2015. Amy Wallace-Robinson from Community Action had stated at the public hearing held on September 3, 2013, that there are 12 projects being considered for use of the funding.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the CDBG Grant Agreement between Michigan State Housing Development Authority and St. Joseph County be approved.

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.

ANNUAL CHILD CARE FUND PLAN AND BUDGET

Kathy Griffin, Circuit/Probate Court Administrator, presented the Annual Child Care Fund Plan and Budget for approval. The total expenditures anticipated for the period October 1, 2013 to September 30, 2014 is \$1,017,000.00. Ms. Griffin introduced Sharon Willey, Family Court Juvenile Division Bookkeeper, who stated that there has been a \$30,000.00 to \$40,000.00 reduction in expenses this past year. Commissioner Eaton asked what the possible reasons were for the difference. Ms. Willey informed the Board that there were less participants this year and that the foster care numbers were down. Both Ms. Griffin and Ms. Willey concurred that this figure is something of a guestimate and could change depending on the economy and more cases that could occur.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Annual Child Care Fund Plan and Budget be adopted.

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.

EMPLOYMENT AGREEMENT ADDENDUM WITH PATRICIA KANE

Mrs. Arver presented the Employment Agreement Addendum with Patricia Kane, Nurse Practitioner, for approval. This addendum consists of an increase in wages of \$4,133, a decrease in 3 weeks PTO time, and a stipulation that unused PTO time will be paid out at the end of each calendar year. It also included language to give the Nurse Practitioner an annual cost of living increase along with non-contract employees as permitted.

It was moved by Commissioner Balog and supported by Commissioner Shaffer that the Employment Agreement Addendum with Patricia Kane be approved.

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.

MERIT NETWORK SERVICE AGREEMENT

Mrs. Arver presented the Merit Network Service Agreement (FOC ImageSoft Project) for approval. The agreement is for services to hook up to an Internet 2 provider. This would provide speeds of 20.0M bps initially and the agreement could be adjusted should there be a need for faster speeds. A 5 year contract in the amount of \$9,450 annually gives the deepest discount for the longest agreement term. A one-time installation fee is still to be determined due to the need for an on-site visit. The total installation process may take up to 6 months due to permits that Merit must obtain from electric companies. St. Joseph County has already been put on the list for the site evaluation and hook up.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Merit Network Service Agreement be approved.

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.

NOMINATIONS/APPOINTMENTS

Community Mental Health and Substance Abuse Services

It was moved by Commissioner Baker and supported by Commissioner Eaton that Karen Beverly be appointed to the CMHSAS to fill a vacancy for a term to expire March 31, 2014; and that Janell Hart be appointed to fill a vacancy for a term to expire March 31, 2015. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Eaton 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

Chairman Dobberteen stated that everyone had received a copy of the Committee of the Whole minutes from the meeting held on September 13, 2013 and he would answer any questions that anyone may have.

PERSONNEL REPORT

Mrs. Smith presented the following report:

NEW HIRE:

Cathleen A. Luck has been hired as COA In-Home RN Lead Assessor at \$21.78/hr. (COA system, grade 12, maximum) effective September 3, 2013.

MISCELLANEOUS:

Kristen Carpenter, Central Dispatch Shift Supervisor, increase rate of pay to \$19.58/hr. (Rye system, grade 6, step 4) effective September 24, 2013.

Elishia Arver, Human Resource Director, to be paid a premium payment of \$10,000.00 for providing professional services and responsibilities in addition to the stated job description since January 2013.

Joni Smith, Finance Director, to be paid a premium payment of \$10,000.00 for providing professional services and responsibilities in addition to the stated job description since January 2013.

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

BUDGET ADJUSTMENTS

Mrs. Smith presented the following report:

DRUG LAW ENFORCEMENT FUND:

Increase Budgeted Use of Fund Balance (265-229-676.000)	\$ 3,000.00
Increase Computer Hardware (265-229-984.000)	\$ 3,000.00

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

FINANCE DIRECTOR'S REPORTS

Mrs. Smith presented the following reports:

Per Diem

Robin Baker - 7 half days 8/21 x 2, 9/4, 9/5, 9/13, 9/14 & 9/15 & 3 full days 8/22, 9/16, & 9/17	\$ 635.00
Allen Balog - 5 half days 8/21 x 2, 8/22, 9/10 & 9/13 & 2 full days 8/21 & 9/16	440.00
John Dobberteen - 5 half days 8/21, 9/6, 9/10, 9/12 & 9/13 & 3 full days 9/15, 9/16 & 9/17	535.00
Rick Shaffer - 7 half days 7/17, 7/20, 7/23, 8/20, 8/21, 9/4 & 9/13	<u>350.00</u>
	\$ 1,960.00

Expenses

Robin Baker	\$ 375.52
Allen Balog	302.84
John Dobberteen	267.13
Rick Shaffer	<u>143.51</u>
	\$ 1,089.00

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

Financial Statement

	Revenues	Expenditures
Year to Date - August 31, 2013	\$ 10,100,521.42	\$ 9,655,800.28
Available Balance – Revenues & Expenditures	\$ 5,052,575.58	\$ 5,497,296.72
Percent of total budgeted funds earned year to date	66.66%	
Percent of total budgeted funds expended year to date	63.72%	

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

Special Revenue Funds Budget

Mrs. Smith explained that there were Special Revenue Funds Budgets that are on a fiscal year the October 1st through September 30th and need to be adopted.

Victims' Rights Advocate Fund - Fund 260

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012 - 2013 Amended Budget	Pct. Change
<u>Estimated Revenues</u>						
State Grants	60,161	53,397	62,820	62,820		
Total	60,161	53,397	62,820	62,820		

Victims' Rights Advocate Fund - Fund 260 (continued)

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012 - 2013 Amended Budget	Pct. Change
<u>Appropriations</u>						
Personnel Services	57,989	53,551	59,740	57,983	(1,757)	(2.94)
Supplies	358	363	701	1,000	299	42.65
Operating Exp.	15	434	2,379	3,637	1,258	52.88
Capital Exp.	1,826			200	200	
Total	60,188	54,348	62,820	62,820		
Net of Revenues/ Appropriations - Fund 260	(27)	(951)				

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Victims' Rights Advocate Special Revenue Fund Budget be adopted.

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.

Community Correction Advisory Board- Fund 261

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012 - 2013 Amended Budget	Pct. Change
<u>Estimated Revenues</u>						
State Grants	96,781	112,416	103,264	103,264		
Other Revenue			11,380		(11,380)	(100.00)
Other Fin. Sources	10,296	6,910	8,291	12,213	3,922	47.30
Total	107,077	119,326	122,935	115,477	(7,458)	(6.07)
<u>Appropriations</u>						
Personnel Services	42,883	42,059	43,095	42,665	(430)	(1.00)
Operating Exp.	65,125	78,200	79,840	72,812	(7,028)	(8.80)
Total	108,008	120,259	122,935	115,477	(7,458)	(6.07)
Net of Revenues/ Appropriations - Fund 261	(931)	(933)				

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Community Correction Advisory Board Special Revenue Fund Budget be adopted.

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.

Community Correction Program - Fund 263

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012 - 2013 Amended Budget	Pct. Change
<u>Estimated Revenues</u>						
Charges for services	39,975	38,371	42,000	43,138	1,138	2.71
Total	39,975	38,371	42,000	43,138	1,138	2.71
<u>Appropriations</u>						
Personnel Services	16	17	50		(50)	(100.00)
Supplies			425	325	(100)	(23.53)
Operating Exp.	25,271	23,100	33,234	30,600	(2,634)	(7.93)
Capital Exp.	2,007					
Op. Transfers Out	10,296	6,910	8,291	12,213	3,922	47.30
Total	37,590	30,027	42,000	43,138	1,138	2.71
Net of Revenues/ Appropriations - Fund 263	2,385	8,344				

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the Community Correction Program Special Revenue Fund Budget be adopted.

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.

Secondary Road Patrol - Fund 267

Description	2010-2011	2011-2012	2012-2013	2013-2014	Change from 2012 - 2013 Amended Budget	Pct. Change
<u>Estimated Revenues</u>						
State Grants	80,100	72,090	67,284	74,493	7,209	10.71
Other Revenue			101	23,613	23,512	23,279.21
Other Fin. Sources	90,208	101,578	106,956	90,000	(16,956)	(15.85)
Total	170,308	173,668	174,341	188,106	13,765	7.90
<u>Appropriations</u>						
Personnel Services	167,479	182,310	173,841	179,606	5,765	3.32
Operating Exp.	1,047	426	500	8,500	8,000	1,600.00
Total	168,526	182,736	174,341	188,106	13,765	7.90
Net Revenues/ Appropriations - Fund 267	1,782	(9,068)				

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Secondary Road Patrol Special Revenue Fund Budget be adopted.

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.

WORK SESSION

It was moved by Commissioner Baker and supported by Commissioner Eaton that budget work sessions be scheduled for October 14, 2013 and October 21, 2013 beginning at 3:00 p.m. Motion carried.

CITIZENS' COMMENTS

Elizabeth O'Dell, 667 E. Main, Centreville, Executive Director of Community Mental Health and Substance Abuse Services, thanked the Commissioners for the appointments they had made this evening. Mrs. O'Dell introduced appointee, Janell Hart, who was present and Mrs. O'Dell said that both appointees were good candidates.

ADJOURNMENT

At 5:20 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Eaton that the St. Joseph County Board of Commissioners adjourn until October 1, 2013 at 5:00 p.m. Motion carried.

Phyllis Lung, Deputy County Clerk

John Dobberteen, Chairman