

Annual 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 September 18, 2012 at 5:00 p.m.

Chairman Rick Shaffer called the meeting to order.

The Invocation was given by Chairman 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	Robin Baker
Jerry Ware	Donald Eaton
Allen Balog	

Absent: Larry Walton and John Dobberteen

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

AGENDA

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

MINUTES APPROVED

It was moved by Commissioner Baker and supported by Commissioner Ware that the minutes for September 4, 2012 be approved. Motion carried.

COMMUNICATIONS

1. Letter from the Michigan Department of Human Services, Re: Amended 2011-12 plan and budget for Child Care Fund was approved.
2. Letter from Donna, Re: Tom and Linda of Upcycled Pets.
3. Letter from Blair J. Miller, Re: Abandonment of Indiana Northwestern Railroad.
4. Letter from Commissioner John Dobberteen, Re: Resignation from Community Mental Health and Substance Abuse Services Board.
5. Letter from Enbridge, Re: Commitment to continuous improvements.
6. Letter from the Michigan Department of Human Services to Cindy Underwood, DHS, Re: Report from the August 30 and 31 on-site fiscal and program review of the Child Care Funds.
7. Minutes of the Commission on Aging Board meeting of August 15, 2012.
8. Minutes of the Southwest Michigan Substance Abuse Advisory Council meeting of August 20, 2012.
9. Newsletter from the Port of Battle Creek-Foreign Trade Zone 43 - Fall 2012 issue.

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

ANNUAL CHILD CARE FUND PLAN AND BUDGET

Probate Judge Thomas Shumaker stated that he would be having Terry Evans present the Child Care Fund Plan and Budget. Terry stated that basically everything being requested is the same as last year with the exception that both the Court and Department of Human Services are requesting less money than last year. The Court will be asking for \$20,000 less and Department of Human Services is asking for \$50,000 less. Terry stated that the money covers half of the cost of the court services. The State reimburses for 50% of the programs. Most of these programs were originally started by Judge Shumaker. Terry also indicated that the Permanency Liaison position may change depending on the new judge.

Cindy Underwood spoke on behalf of DHS, she wanted to reiterate what Terry has already stated. Cindy stated that one of the reasons for the low amount being requested is due to the smaller numbers of children that are in County placement. This is a direct result of the fact that there are currently 11 CPS workers for St. Joseph County. This allows for more services and keeping the children safe while they are in the home. Another important piece to the County Child Care Plan is the in-home care component. For the children who are in home care this allows them to have lots of contact and parenting time. There is also \$10,000 in the independent living fund which allows DHS to be able to provide mentoring services to older youth. There is a new change dealing with independent foster care. The change allows youth to stay in foster care up to their twenty-first birthday. Also, there are currently 36 foster care homes.

Judge Shumaker talked about the confidence he has in the 2 candidates that are running for his seat. He stated that we are very lucky to have Terry, and he is confident in the future and confident in what has been presented tonight. He also is confident in the relationship with DHS.

Commissioner Shaffer stated that he appreciates Judge Shumaker's dedication and his involvement in child care and senior issues.

It was moved by Commissioner Baker and supported by Commissioner Ware that the Annual Child Care Fund Plan and Budget be approved as presented.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

MILLAGES TO LEVY

Ms. West-Wing presented the following millages to be levied for the County:

Lynn Coursey presented the COA millage request. Lynn stated that the COA would be asking for .7500 to be levied. COA has secured a fund balance and is working toward some initiatives. As COA moves forward with these initiatives there are startup costs and operation expenses that will need to be covered. The costs for the future could be expensive so having a rainy day fund may be helpful for the future. COA wants to be financially prudent as they have been for the past 6 years. The COA wants to move forward as the county ages and be prepared to assist our aging communities. It is anticipated by 2025, 26% of the population will be senior citizens, currently the County population of elderly is at 21%. As we grow so does the need. Lynn asked the Commissioners to take all of that into consideration.

Commissioner Eaton thanked Mrs. Coursey and the Board for looking forward to the future and being proactive.

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Commission on Aging request for a millage to be levied at .7500 be approved as presented.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

Jon Uribe presented the millage request for 911. Jon stated that after being asked to try and reduce the fund balance, he and Gary LeTourneau came up with the following way to reduce the fund balance. 911 proposes to ask to levy .5000 for 2013, with the belief that that rate will allow services to be sustained and still reduce the fund balance from the millage fund balance and the wireless surcharge balance.

It was moved by Commissioner Baker and supported by Commissioner Ware that the 911 request for millage to be levied at .5000 be approved as presented.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

Voted for Roads in August of 2004 for 1.0000 reduced by .0068 to .9932 which is the appropriate millage to be levied.

Voted for Transportation in August of 2010 for .3300 which is the appropriate millage to be levied.

It was moved by Commissioner Baker and supported by Commissioner Eaton that Roads be levied at .9932 and Transportation be levied at .3300 both to be approved as presented.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

VICTIM RIGHTS GRANT AGREEMENT

Ms. West-Wing stated that this is an annual grant agreement with the State of Michigan which runs from October 1, 2012 through September 2013. This grant is in the amount of \$62,820 and that funds one full-time employee and one part-time employee.

It was moved by Commissioner Baker and supported by Commissioner Ware that the Victim Rights Grant Agreement be approved as presented.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

REQUEST TO CLOSE COUNTY OFFICES

The Courthouse Girls' Club request permission to close the County Offices on Tuesday, December 11, 2012 from noon until 1:00 pm for the annual Christmas luncheon.

It was moved by Commissioner Baker and supported by Commissioner Balog that the county offices be closed on December 11, 2012 as presented. Motion carried.

HIGHLIGHTS OF AGREEMENT WITH AFSCME

Ms. West-Wing stated that the three AFSCME Contracts were ready for approval. The 3 contracts involve a total of 42 employees. The highlights are as follows:

1. Contract Duration: 3 years – January 1, 2013 through December 31, 2015.
2. Wages: January 1, 2013 - 2% increase
January 1, 2014 - 2% increase
January 1, 2015 - 3% increase
3. Health Insurance: Effective January 1, 2013 the Employer will provide up to 3 health plans for employees to pick from. The Employer will follow PA 152 of 2011 and pay the premium up to the maximum annual cap as determined by the state treasurer by October 1 for the succeeding calendar year.
4. Pension: Effective January 1, 2013 all new hires eligible for inclusion in the pension plan will be included in the Hybrid plan with a defined benefit multiplier of 1%, FAC 3, six (6) year vesting period and a defined contribution (DC) from the Employer of 1%, six (6) year vesting period. Current employees will have a window of six (6) months from January 1, 2013 to move from the current DB plan to this Hybrid plan. Thereafter employees will not be able to change to the Hybrid plan.

General Unit

It was moved by Commissioner Baker and supported by Commissioner Eaton that the AFSCME General Unit Contract be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

Circuit Court Family Division

It was moved by Commissioner Baker and supported by Commissioner Ware that the AFSCME Circuit Court Family Division Contract be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

Probate Court

It was moved by Commissioner Baker and supported by Commissioner Ware that the AFSCME Probate Court Contract be approved.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Motion carried.

REQUEST TO INCREASE MARRIAGE WAIVER FEES

Ms. West-Wing stated that the County Clerk requested board approval on the increase of marriage waiver fees from \$5.00 to \$25.00 effective October 1, 2012.

It was moved by Commissioner Baker and supported by Commissioner Ware that the marriage waiver fee be increased from \$5.00 to \$25.00 effective October 1, 2012. Motion carried.

NOMINATIONS/APPOINTMENTS

Planning Commission

It was moved by Commissioner Ware and supported by Commissioner Balog that Mark Ripplinger be appointed to the St. Joseph County Planning Commission to complete a 3 year term to expire on January 1, 2014. Motion carried.

COMMITTEE REPORTS

Law Enforcement

Commissioner Baker stated that the committee had not met.

Judiciary

Commissioner Balog stated that the Judiciary Committee had met on September 12th and it was a good meeting and he would answer any question that anyone may have.

Physical Resources

Commissioner Ware stated that the committee had not met.

Executive Committee

Commissioner Balog stated that everyone has a copy of the minutes from the meeting held on September 14, 2012 and he would answer any questions that anyone may have.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

NEW HIRE:

Susan K. Leist has been hired as part-time Typist/Accounting Clerk-Sheriff at \$11.17/hr. (Soltysiak system, grade 3, minimum) effective September 11, 2012.

RESIGNATION:

Chukwudi Dominic Okeke, COA Sub Driver (HDM & Bulk), has resigned effective September 4, 2012.

MISCELLEANOUS:

Amend the hire date for Kyle Rice, part-time Corrections Officer, to September 7, 2012. (New hire was approved on September 4 with a hire date of September 9; however his first day worked was September 7.)

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

FROM APPROPRIATION:

\$75,000.00 from Juvenile Child Care Fund Appropriation to Juvenile Child Care Fund.

BUDGET AMENDMENT:

DECREASE GENERAL FUND CONTINGENCY:

Line item 101-890-941.000 (Contingency) \$ 20,482.00

INCREASE COUNTY CLERK'S BUDGET:

Line item 101-215-931.020 (Computer Maintenance) \$ 5,194.00

Line item 101-215-985.000 (Software) 15,288.00

\$ 20,482.00

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

FINANCE DIRECTOR'S REPORT

Mrs. Smith gave the following reports:

Per Diem

Robin Baker - 8 half days 8/22, 8/23, 8/31 x 2, 9/5, 9/6, 9/12 & 9/14/12 \$ 400.00

Allen Balog - 8 half days 8/23, 8/31, 9/11 x 2, 9/12 x 3, & 9/14/12 400.00

Rick Shaffer – 5 half days 8/31 x 2, 8/22, 9/5, & 9/14/12 250.00

Jerry Ware - 2 half days 8/31, & 9/5/12 100.00

\$1,150.00

Expenses

Robin Baker \$ 131.54

Allen Balog 105.45

Rick Shaffer 39.96

Jerry Ware 33.30

\$ 310.25

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

Financial Statements

	Revenues	Expenditures
August	\$ 1,060,772	\$ 1,015,186
Year to Date	9,506,111	9,255,356
Period Fund Balance	\$ 45,586	
Year to Date	\$250,755	

It was moved by Commissioner Baker and supported by Commissioner Ware that the financial statements be accepted and placed on file. Motion carried.

2012/2013 SPECIAL REVENUE FUNDS BUDGET
FISCAL YEAR OCTOBER 1, 2012-SEPTEMBER 30, 2013

Mrs. Smith presented the Special Revenue Fund Budgets for October 2012 through September 2013 and briefly explained each one. The Commission on Aging budget as presented for approval will be later amended to reflect the proposed 2% wage increase to each step of the current classification and compensation schedule.

	2009/2010 ACTUAL YTD	2010/2011 ACTUAL YTD	2011/2012 BUDGET	2012/2013 REQUEST	VARIANCE INCREASE (DECREASE)	2012/2013 RECOMMEND
Victims' Rights Advocates Fund (Fund #260)						
Operating Revenues	\$58,863	\$60,161	\$62,820	\$62,820	0	\$62,820
Budgeted Use of Fund Bal.	0	0	0	0	0	0
Total Revenues	\$58,863	\$60,161	\$62,820	\$62,820	0	\$62,820
Payroll Expenditures	\$59,184	\$57,989	\$61,919	\$59,066	(\$2,853)	\$59,066
Operating Expenditures	209	373	901	3,754	2,853	3,754
Capital Expenditures	0	1,826	0	0	0	0
Total Exp.	\$59,393	\$60,188	\$62,820	\$62,820	0	\$62,820
Community Corrections Advisory Board (Fund #261)						
Operating Revenues	\$104,100	\$ 96,781	\$114,056	\$114,056	0	\$114,056
Comm. Corrections	16,641	10,296	8,153	8,291	138	8,291
Total Revenues	\$120,741	\$107,077	\$122,209	\$122,347	138	\$122,347
Payroll Expenditures	\$ 41,713	\$ 42,883	\$ 42,369	\$ 42,507	138	\$ 42,507
Operating Expenditures	78,100	65,125	79,840	79,840	0	79,840
Total Exp.	\$119,813	\$108,008	\$122,209	\$122,347	138	\$122,347
Community Corrections Program (Fund #263)						
Operating Revenues	\$40,229	\$39,975	\$46,548	\$42,000	(\$4,548)	\$42,000
Total Revenues	\$40,229	\$39,975	\$46,548	\$42,000	(\$4,548)	\$42,000
Payroll Expenditures	\$ 31	\$ 16	\$ 50	\$ 50	0	\$ 50
Operating Expenditures	31,529	25,271	38,345	33,659	(\$4,686)	33,659
Capital Expenditures	0	2,007	0	0	0	0
Comm. Corr. Adv. Bd.	16,641	10,296	8,153	8,291	138	8,291
Total Exp.	\$48,201	\$37,590	\$46,548	\$42,000	(\$4,548)	\$42,000
Secondary Road Patrol (Fund #267)						
Operating Revenues	\$ 90,513	\$ 80,100	\$ 72,090	\$ 67,284	(\$4,806)	\$ 67,284
COUNTY APPROPRIATION	60,000	90,208	101,578	106,956	5,378	106,956
Total Revenues	\$150,513	\$170,308	\$173,668	\$174,240	\$ 572	\$174,240
Payroll Expenditures	\$160,547	\$167,478	\$173,168	\$173,740	\$ 572	\$173,740
Operating Expenditures	1,161	1,047	500	500	0	500
Total Exp.	\$161,708	\$168,525	\$173,668	\$174,240	\$ 572	\$174,240
Commission on Aging (Fund #273)						
Operating Revenues	\$2,180,915	\$2,190,115	\$2,544,316	\$2,379,165	(\$165,151)	\$2,379,165
Total Revenues	\$2,180,915	\$2,190,115	\$2,544,316	\$2,379,165	(\$165,151)	\$2,379,165
Payroll Expenditures	\$ 962,634	\$ 998,384	\$1,080,903	\$1,220,646	\$139,743	\$1,220,646
Operating Expenditures	846,276	970,540	1,163,325	1,133,219	(\$30,106)	1,133,219
Capital Expenditures	110,411	129,793	300,088	25,300	(274,788)	25,300
Total Exp.	\$1,919,321	\$2,098,717	\$2,544,316	\$2,379,165	(165,151)	\$2,379,165

Three Rivers Community Center (Fund #593)

Operating Revenues	\$52,822	\$58,900	\$58,441	\$62,537	\$4,096	\$62,537
Budgeted use of Retained Earnings	0	0	33,656	0	(\$33,656)	0
Total Revenues	\$52,822	\$58,900	\$92,097	\$62,537	(\$29,560)	\$62,537
Payroll Expenditures	\$16,996	\$17,233	\$17,534	\$17,832	\$ 298	\$17,832
Operating Expenditures	32,652	28,798	32,552	44,355	11,803	44,355
Capital Expenditures	1,069	12,323	42,011	350	(41,661)	350
Total Exp.	\$50,717	\$58,354	\$92,097	\$62,537	(29,560)	\$62,537

It was moved by Commissioner Eaton and supported by Commissioner Baker that the Special Revenue Funds Budget including a 2% wage increase on the current classification and compensation schedule for Commission on Aging be adopted.

The aye and nay vote was called as follows:

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

Nay votes cast: 0

Absent: 2 - Commissioners Walton and Dobberteen.

Budgets adopted.

CHAIRMAN’S REPORT

Chairman Shaffer stated that the department requests are in and requests exceed revenue by about \$2 million. He suggested a work session to prioritize the requests submitted. The meeting will be on Tuesday, September 25, 2012 at 2:00 pm.

COMMISSIONER(S) COMMENTS

Commissioner Balog stated that he attended a meeting at the Three Rivers Library and met the author of Methland. The meeting was well attended and discussed the issues facing our communities.

Commissioner Ware stated that he has read the book and it was depressing but very eye opening.

ADJOURNMENT

It was moved by Commissioner Baker and supported by Commissioner Ware that the St. Joseph County Board of Commissioners adjourn until October 2, 2012. Motion carried.

Ladena M. Wyckoff, Deputy County Clerk

Rick Shaffer, Chairman