

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 November 1, 2005, at 5:00 p.m.

Chairman Monte Bordner called the meeting to order.

The Invocation was given by Commissioner Pueschel.

The Pledge to the American Flag was given.

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

Gerald E. Loudenslager	Robin Baker
Monte Bordner	David J. Pueschel

Absent: Eric Shafer, John W. Bippus and John L. Dobberteen

Also present were Judy West-Wing, Administrator/Controller, Dan Carey, Finance Director and Charles Cleaver, Human Resources Director.

#### AGENDA

Chairman Bordner stated that a Closed Session would be added to the agenda after the second Citizens Comments.

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

#### MINUTES APPROVED

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the minutes for October 18, 2005 be approved. Motion carried.

#### COMMUNICATIONS

1. Letter from the Michigan Association of Counties, Re: MAC Legislative Updates, October 21 and October 28, 2005.
2. Letter from the Michigan Public Service Commission, Re: Notice of public hearing for the customers of Indiana Michigan Power Company.
3. Resolution from Clinton County, Re: Opposing House Bill 5124.
4. Resolution from Gratiot County, Re: Opposing House Bill 5124.
5. Resolution from Antrim County, Re: Opposing House Bill 5124.
6. Resolution from Leelanau County, Re: Opposing House Bill 5124.
7. Minutes of the Commission on Aging Board meeting of September 21, 2005.
8. Minutes of the Community Mental Health Services Board meeting of September 27, 2005.
9. Copy of the 2004-2005 Annual Report for Michigan Works!

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

#### ANIMAL CONTROL ANNUAL REPORT

Tom Miller, Animal Control Director, presented the annual report for 2003 and 2004.

Commissioner Shafer was present at this time.

Mr. Miller stated that the reason the revenue was increased substantially in 2004 was because of a payment from a Trust Fund that was left to the Animal Control.

In addition, license sales were down because beginning last year dog licenses may now be purchased at the veterinarian's office and they did not turn in the money until this year. This is a convenience for the pet owner and is a successful program.

The Animal Control Office continues to host school groups and other organizations to educate them on their operations.

They have recently had new windows and floor covering installed.

The Animal Shelter continues with the lateral transfer of animals for an additional chance for adoption.

They also continued to do the Adopt-A-Thon and if someone adopts a pet they receive a \$30 coupon to a veterinarian.

Mr. Miller stated that the shelter relies on many volunteers and he would like to particularly thank Sharon Forsythe, Judy Garn and Tom and Linda Molter.

He has received a report from the State and the State average of euthanized dogs is at 43% and St. Joseph County is at 25%.

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the Animal Control Annual Report for 2003 and 2004 be accepted. Motion carried.

#### REQUEST TO FILL VACANT COURT LIAISON SECRETARY POSITION

It was moved by Commissioner Pueschel and supported by Commissioner Shafer that the request to fill the vacant Court Liaison Secretary Position in the Prosecuting Attorney's Office be approved. Motion carried.

#### SOCIAL SECURITY NUMBER PRIVACY POLICY

Mr. Cleaver presented the following Social Security Number Privacy Policy for approval. He stated that by adopting this policy it brings us in to compliance with the government.

In the ordinary course of business and in accordance with the Michigan Social Security Number Privacy Act (2004, PA 454, Effective January 1, 2006) which requires implementation of this policy, the County of St. Joseph, Michigan obtains the Social Security Numbers (SSN's) of individuals for identification and tax-related purposes. In order to properly secure the confidentiality of Social Security Number information, only authorized individuals may access, use or view SSN's when the duties of their position necessitates such access, use or viewing. To the extent practicable, the County of St. Joseph, Michigan shall maintain the confidentiality of all SSN's. SSN's will be used by the County of St. Joseph, Michigan as follows:

- (1) The County of St. Joseph, Michigan will use SSN's in the process of producing payroll (including any State or Federal requirements) and/or establishing, confirming the status of servicing, amending or terminating an account, policy or benefit, or to confirm the SSN of an individual who has an account, contract, policy, benefit or related transaction.
- (2) The County of St. Joseph, Michigan may use a SSN to perform background checks or to investigate a claim, credit, criminal or driving history.
- (3) The County of St. Joseph, Michigan may use a SSN to detect, prevent or deter identity theft or other crimes.
- (4) The County of St. Joseph, Michigan may use SSN's for any other administrative purpose.

Information or documents that contain SSN's shall be stored in a physically secure manner. Access to information or documents that contain SSN's shall be stored in a physically secure manner. Access to information or documents that contain SSN's shall be limited to appropriate/applicable personnel/persons.

All unlawful disclosure of SSN's is prohibited. No employee of the County of St. Joseph, Michigan shall unlawfully acquire, disclose, transfer or use a SSN. The County of St. Joseph, Michigan will not publicly display more than four (4) sequential digits of any SSN unless required in the course of processing State and Federal reports or requirements. SSN's shall not be placed on identification cards, badges, time cards, rosters, bulletin boards, or any other materials or documents designed for public display.

Any County documents containing SSN's shall only be mailed to a person when State or Federal law, rule, regulation, or court authorizes, permits or requires that a SSN appear in the document or where the document is mailed at the request of the individual. Documents containing SSN's that are sent through the mail shall not reveal the number through the envelope window, nor shall the number otherwise be visible from outside the envelope or package.

SSN's shall not be viewed through e-mail unless the connection is secure or the number is encrypted. No individual shall be required to send their SSN through e-mail unless the connection is secure or the number is encrypted. SSN's shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Where a SSN is contained within a document subject to a Freedom of Information Act (FOIA) release, the SSN shall be redacted using permanent marker or other similar means that will properly and completely redact. Documents or other materials containing SSN's shall not be disposed of or discarded in the trash without previously being shredded.

Complaints concerning possible violation of this policy should be directed to the County Human Resources Director. If the complaint is about the County Human Resources Director, it should be directed to the County Administrator/Controller. The recipient of the complaint and/or an appropriate designee will conduct an investigation. Any employee who is found to have violated this policy shall be subject to disciplinary action up to and including termination of employment.

It was moved by Commissioner Baker and supported by Commissioner Loudenslager that the Social Security Number Privacy Policy be adopted.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Loudenslager, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioners Bippus and Dobberteen.

Policy adopted.

#### PUBLIC HEARING ON 2006 BUDGET

Chairman Bordner declared that the public hearing on the 2006 budget was open.

Tim Carls, Klinger Lake Road, Centreville asked if additional monies were allocated to the Road Commission for snow removal in light of rising fuel prices.

Ms. West-Wing stated that the Board of Commissioners has no control or authority over the Road Commission.

Chairman Bordner added that the only money that we allocate to the Road Commission is \$30,000 as a match for local bridges.

There being no further comments Chairman Bordner declared the public hearing closed.

#### COMMISSIONER AWARDS

Mr. Cleaver stated that he has provided to the Commissioners samples of awards and their purpose. These were prepared at the suggestion of Commissioner Bippus.

The different types of awards are:

- Citizen Recognition Award (as needed – one per Commissioner a calendar year)
- Volunteer of the Year (one presented by each Commissioner the first meeting in April)
- Spirit of the County – plaque with a spark plug on it (as needed – one per Commissioner a year)
- Testimonial Memoriam Resolution (as needed – one per Commissioner a calendar year)

The full Commission pre-approve (a month in advance) all recipients.

Commissioner Shafer stated that he had talked to Commissioner Bippus and he would like this moved ahead.

Mr. Cleaver commented that he took the lead for this program from Commissioner Bippus and the purpose of the awards are for them to be awarded to people that have gone above and beyond for the benefit of the community.

Commissioner Pueschel expressed concern that with so many that could be awarded that he feels that they would not mean much to the recipient.

Commissioner Shafer stated that this was a concern of Commissioner Bippus as well and Commissioner Bippus suggested that the students that volunteered to build the Keystone Place would be an example of recipients of the Volunteer of the Year award.

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that the Awards Program be enacted. Motion carried.

INSURANCE PLAN CHANGES

Ms. West-Wing stated that the health insurance plan will change as follows for Non-Contract Employees (excluding the Sheriff's Department Administration) effective January 1, 2006 at the direction of the Board on July 19, 2005:

	<u>Proposed Plan Changes</u>	<u>Current Plan</u>
BC/BS Health Plan Changes:		
Drug Rider:	\$10 generic/\$40 brand Mail Order: \$20 generic/ \$80 brand for 3 mo. supply	\$10 Mail Order: \$5 for 3 mo. supply
Community Blue:	\$20 office call copay	\$10 office call copay
Wellness:	\$500/year	\$250/year
Employee Contribution:	7% of annual health & dental premium	5% of annual health & dental premium
Employee Cost:		
Community Blue:		
Single	\$11.87/pay - \$308.62/year (\$81.38/year more than 2005)	\$8.74/pay - \$227.24/year
2 Person	\$26.39/pay - \$686.14/year (\$183.82/year more than 2005)	\$19.32/pay - \$502.32/year
Family	\$31.32/pay - \$814.32/year (\$222.04/year more than 2005)	\$22.78/pay - \$592.28/year
Short Term Disability Insurance:	\$500 weekly maximum	\$400 weekly maximum

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the Insurance Plan changes be approved.

Commissioner Shafer stated that while he is in favor of the motion, he does not like it, but feels that it is necessary.

Chairman Bordner stated that we have held the line on insurance costs for 2006 but it has gone up an average of 13% per year for several years.

Commissioner Loudenslager stated that he believes that this is one of the best ways to ensure prudent use of taxpayer dollars.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Loudenslager, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioners Bippus and Dobberteen.

Motion carried.

RESOLUTION NO. 21-2005  
PROCLAMATION HONORING SALLY CARPENTER

Commissioner Shafer read the following resolution:

WHEREAS, Sally Carpenter commenced her career with St. Joseph County in 1977 in the Michigan State University (MSU) Extension Office with a housing grant-funded position; and

WHEREAS, in 1979 with the completion of the grant-funded position, Sally became the Home Weatherization Director for the St. Joseph County Commission on Aging (COA.) Sally then advanced to the COA Nutrition Director and finally the Executive Director for COA; and

WHEREAS, on April 1, 1986 Sally returned to St. Joseph County MSU Extension as an Extension Educator. Sally had the responsibilities of community and economic development, tourism and home economics; and

WHEREAS, Sally Carpenter's professionalism has earned her numerous awards and honors during her career, as well as added recognition for St. Joseph County; and

WHEREAS, Sally Carpenter retires from MSU Extension on this 1<sup>st</sup> day of November.

NOW, THEREFORE, LET IT BE RESOLVED, that the St. Joseph County Board of Commissioners recognizes and expresses grateful appreciation for the many years of devoted service that Sally Carpenter has given to the citizens of St. Joseph County.

BE IT FURTHER RESOLVED, that this resolution be spread upon the proceedings of the St. Joseph County Board of Commissioners this 1<sup>st</sup> day of November, 2005 and be presented to Sally with sincere thanks and best wishes for the future.

It was moved by Commissioner Shafer and supported by Commissioner Loudenslager that this resolution be adopted and 2nd reading waived.

Chairman Bordner stated that the County received disappointing news on the proposed U.S. 131 highway finding out that after 10+ years of study that it has been erased from the Michigan Department of Transportation's radar. Mrs. Carpenter has been the steering person on this committee and groundwork for the discussions was laid because of her educating the committee and for being a facilitator. She has left a legacy and it is unfortunate that this project was not brought to fruition before her retirement.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Loudenslager, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioners Bippus and Dobberteen.

Resolution adopted.

COMMITTEE REPORTS

Law Enforcement

Commissioner Loudenslager stated that there was no report.

Judiciary

Commissioner Baker stated that there was no report.

Physical Resources

Commissioner Shafer stated that there was no report.

Executive Committee

Commissioner Baker reported on the Executive Committee meeting held on October 28th and all items had been discussed tonight except:

- Sheriff’s Administration benefits.
- 2 trees in Leonidas Township have the Emerald Ash Borer and have been added to the quarantine area.

PERSONNEL REPORT

Ms. West-Wing presented the following report:

RETIREMENT:

Kenneth Nelson, District Court Reporter, will retire effective January 17, 2006.

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

BUDGET ADJUSTMENTS

Ms. West-Wing presented the following report:

BUDGET ADJUSTMENTS:

DECREASE ANIMAL CONTROL’S BUDGET:

Line item 101-430-743.000 (Other Supplies)	\$ 400.00
Line item 101-430-743.050 (Euthanasia Supplies)	300.00
Line item 101-430-816.000 (Contractual Services)	400.00
Line item 101-430-860.000 (Travel Expense)	180.00
Line item 101-430-861.000 (Convention Expense)	175.00
Line item 101-430-862.000 (Seminar & Employee Training)	<u>425.00</u>
	\$ 1,880.00

INCREASE:

Line item 101-430-707.000 (Wages – Part time)	\$ 1,880.00
---	-------------

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the budget amendments be approved. Motion carried.

BILLS

Mr. Carey presented the following report:

<u>GENERAL FUND</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Prepaid Insurance	\$ 206,473.00	\$
Due from Schools	1,361.00	
County Commission		7,197.33
Circuit Court	9,669.64	12,759.06
District Court	851.95	66,421.91
Friend of the Court	3,304.70	35,546.83

GENERAL FUNDEXPENDITURESPAYROLL

Probate Court	\$ 2,525.52	\$ 17,627.04
Juvenile Branch	12,748.33	37,911.05
Appeals Court	1,853.95	
Administration	89.00	10,310.75
Elections	167.20	
Finance Department	698.28	11,703.28
County Clerk	576.50	22,596.84
Equalization Department	145.50	10,888.72
Human Resources		6,777.01
Geographic Information Systems		6,956.40
Prosecutor's Office	2,720.60	39,597.85
Central Services	7,633.00	5,445.65
Register of Deeds	1,742.20	12,298.89
County Treasurer	54.95	13,453.60
Cooperative Extension	770.98	10,462.69
Information Technology	786.66	10,905.88
Buildings & Grounds	2,781.48	14,733.43
Courts Building Security		4,564.37
Drain Commission		5,100.72
Sheriff Department	43,094.88	80,802.51
Sheriff Reserves	893.00	542.02
Jail & Turnkey	16,369.80	91,867.82
Planning Commission	620.61	
Emergency Services	20.27	4,751.18
Animal Control	1,223.82	8,866.14
Board of Public Works		580.49
Medical Examiners	3,075.00	
Child Care - Probate	11,736.38	316.04
Veterans' Services		245.66
Utilities & General Services	<u>27,561.57</u>	
Total	\$361,549.77	\$551,231.16

OTHER FUNDSEXPENDITURESPAYROLL

County Road Commission	\$ 559,977.31	\$
Parks & Recreation	1,720.39	7,394.49
Emergency 911 Service	99,470.23	49,137.41
Central Dispatch - Wireless		5,469.84
Meyer Broadway/Coon Hollow Park	2,973.38	2,046.47
Friend of the Court		1,425.40
Family Counseling	532.50	
Cade Lake County Park	719.09	2,563.57
Waste Management Fund		
County Commission	6,352.40	
Resource Recovery Program	120.24	1,314.27
Traffic Safety Program Fund	322.00	
Economic Development Fund	13,605.57	8,883.17
Survey & Remonumentation	7,980.00	
Register of Deeds Automation Fund		1,445.73
Victims' Rights Advocate Fund	2,440.70	3,021.80
Community Corrections Advisory Board	5,626.63	2,821.98

<u>OTHER FUNDS</u>	<u>EXPENDITURES</u>	<u>PAYROLL</u>
Community Corrections Program	\$ 4,266.95	\$ 419.84
Drug Law Enforcement Fund	1,284.07	
Law Enforcement Fund	2,662.98	17,576.25
Secondary Road Patrol		6,385.22
Homeland Security Grant Fund	3,440.00	
Law Library	1,963.50	
Principal Residence Denial Fund		892.68
Commission on Aging	36,089.68	43,598.85
Community Development Block Grant	436.23	
Sheriff's Justice Training Fund	1,365.00	
Department of Human Services	23,370.63	
Child Care - Probate Court	20,052.78	5,068.06
Child Care - Department of Human Services	14,541.79	
Veterans' Trust Fund	1,026.40	
Tax Payment Fund	25,249.12	
Inmate Store	321.06	
Three Rivers Community Center	1,615.42	666.68
Long Lake Level Revolving Fund	102.79	
Flexible Benefits Insurance Fund	<u>149,610.59</u>	<u>                    </u>
 Total	 \$ 989,239.43	 \$ 160,131.71
 Grand Total	 \$ 1,350,789.20	 \$ 711,362.87
 General Fund Operating Expenditures		
Pre-Authorized	\$314,838.29	
Accounts Payable	<u>46,711.48</u>	
	\$ 361,549.77	
 General Fund Payroll Expenditures	 \$ 551,231.16	
 Other Funds Operating Expenditures		
Pre-authorized	\$975,763.10	
Accounts Payable	<u>13,476.33</u>	
	\$ 989,239.43	
 Other Funds Payroll Expenditures	 \$ <u>160,131.71</u>	
 Total Recorded for the Month	 \$ 2,062,152.07	

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

CHAIRMAN'S REPORT

Chairman Bordner reminded everyone of the open house at A Place in Time in Three Rivers for Sally Carpenter tonight from 5:00 p.m. to 8:00 p.m.

CLOSED SESSION

It was moved by Commissioner Loudenslager and supported by Commissioner Baker that the Board go into closed session for the purpose of contract negotiations.

The aye and nay vote was called as follows:

Aye votes cast: 5 - Commissioners Shafer, Loudenslager, Baker, Bordner and Pueschel.

Nay votes cast: 0

Absent: 2 - Commissioners Bippus and Dobberteen.

Motion carried.

OPEN SESSION

The Board resumed business in open session.

MISCELLANEOUS

Commissioner Loudenslager stated that he hoped that the Board of Commissioners send a strongly worded letter to MDOT regarding the U.S. 131 issue.

Chairman Bordner stated that he has been in contact with State Representative Rick Shaffer and Senator Cameron Brown regarding this issue.

ADJOURNMENT

It was moved by Commissioner Loudenslager and supported by Commissioner Pueschel that the St. Joseph County Board of Commissioners adjourn until November 15, 2005 at 5:00 p.m. Motion carried.

-----  
Pattie S. Bender, County Clerk

-----  
Monte Bordner, Chairman