

Regular 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 December 17, 2013 at 5:00 p.m.

Chairman John Dobberteen called the meeting to order.

The Invocation was given by Commissioner Shaffer.

The Pledge of Allegiance to the American Flag was given.

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

Allen Balog	Rick Shaffer
Donald Eaton	Robin Baker
John Dobberteen	

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

AGENDA

Chairman Dobberteen added to the agenda nominations/appointments to the SUD Policy Board of the South-west Michigan Behavioral Health Regional Entity.

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

MINUTES APPROVED

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

COMMUNICATIONS

1. Letter from the City of Three Rivers, Re: Notice of public hearing on December 17 to consider an Industrial Facilities Exemption Certificate for R & H Machine Products and Denman Enterprises.
2. Christmas card from the Michigan Association of Counties.
3. Copy of letter to Tim Carls from J. Patrick Yoder, County Administrator, Re: Response to financial information requested at Board meeting.
4. Letter from Scott Hopkins, Emergency Management Director, Re: Tony Meygaard, Equalization Director, has accepted the position of Damage Assessment Coordinator with the St. Joseph County Emergency Operations Center.
5. Minutes of the Commission on Aging Board meeting of November 20, 2013.
6. Newsletter from the Southwest Michigan Land Conservancy - Winter 2013-2014.

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

MEMORANDUM OF AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR 2014

Mrs. Arver stated that the Memorandum of Understanding with Michigan State University is ready for approval. The MOA is for \$132,716 and is broken down by each employee.

It was moved by Commissioner Shaffer and supported by Commissioner Balog that the Memorandum of Agreement with Michigan State University for 2014 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.

AGREEMENT FOR WAGE ASSIGNMENT

Mrs. Arver stated that an employee that receives longevity changed her deductions last year before the check was issued and failed to change it back and did not discover until this year that she has been underpaying her federal withholding taxes. This agreement is for the County to loan this employee money to pay the taxes and she will pay them back in full through payroll deduction.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Agreement for Wage Assignment 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.

SERVICES AGREEMENT WITH MERIT NETWORK, INC.

Mrs. Arver stated that this agreement with Merit Network, Inc., is for high speed internet which will be effective when the line is up and running.

It was moved by Commissioner Shaffer and supported by Commissioner Eaton that the Services Agreement with Merit Network, Inc., 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.

AGREEMENT WITH COMMUNITY ACTION AGENCY OF SOUTH CENTRAL MICHIGAN

Mrs. Arver stated that this agreement is for the CAA to continue to administer the County's CDBG grant with the Michigan State Housing Development Authority which is a program that provides housing rehabilitation in St. Joseph County.

It was moved by Commissioner Baker and supported by Commissioner Eaton that the Agreement with CAA 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.

SET DATE FOR JANUARY 2014 ORGANIZATIONAL MEETING

It was moved by Commissioner Baker and supported by Commissioner Shaffer that the organizational meeting of the St. Joseph County Board of Commissioners be held at 5:00 p.m. on January 7, 2014. Motion carried.

NOMINATIONS/APPOINTMENTS

Parks and Recreation

It was moved by Commissioner Baker and supported by Commissioner Shaffer that Steve Houts and Jeffrey Knautz be reappointed to the Parks and Recreation Commission for 3 year terms to expire January 1, 2017. Motion carried.

Substance Use Disorder Oversight Policy Board (SUD)

It was moved by Commissioner Baker and supported by Commissioner Shaffer that Commissioners Dobberteen and Balog be nominated and appointed to the SUD Policy Board. Motion carried. Chairman Dobberteen stated that this replaces the Substance Abuse Advisory Council.

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.

Committee of the Whole

Chairman Dobberteen stated that the Committee of the Whole met on December 13, 2013 and all were present except Commissioner Eaton and he would answer any questions that anyone may have.

PERSONNEL REPORT

Mr. Yoder presented the following report:

NEW HIRE:

Patricia A. Dane has been hired as COA Receptionist at \$10.49/hr. (COA system, grade 3, minimum) effective December 2, 2013.

MISCELLANEOUS:

Steven Hemenway changed from Sub Driver to Meals-on-Wheels Driver (same rate of pay) effective December 2, 2013.

Kathryn Humphreys will change from Deputy Treasurer to Chief Deputy Treasurer at \$41,538.00 (Rye system, grade 6, step 4) effective January 28, 2014.

Nancy Stears, Senior Center Coordinator and Agency Clerical Aide, correct rate of pay to \$11.01/hr. (COA system, grade 4, minimum) effective November 29, 2013. (The change in position was approved at the 12/03/13 Board meeting; however it had two rates of pay which this changes to just one rate of pay.)

TEMPORARY/SEASONAL EMPLOYMENT:

Joanne Larimer to work on a temporary basis in the Juvenile Division at \$15.10/hr. effective December 9, 2013 while another employee is on medical leave.

DISMISSAL:

Joann Barlow, COA Administrative Secretary, has been dismissed effective December 10, 2013.

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

BUDGET ADJUSTMENTS

Mrs. Smith presented the following report:

MISCELLANEOUS:

Authorization to the Finance Director to make any line item transfers necessary after the final payroll of 2013 to ensure a balanced budget.

BUDGET AMENDMENTS:

GENERAL FUND:

Increase County Clerk Computer Hardware (101-215-984.000)	\$ 6,175.00
Decrease Contingency (101-890-941.000)	\$ 6,175.00

<u>GL Number</u>	<u>Line Item Account Desc.</u>	<u>Account Type</u>	<u>Increase</u>	<u>Decrease</u>	<u>Description</u>
<u>Secondary Road Patrol</u>					
267-333-676.000	Budgeted Use of Fund Bal.	Revenue	19,000		To adjust fund exp. to projected
267-333-706.130	Wages - Deputies	Expense	2,000		To adjust to projected
267-333-712.000	Wages - Overtime	Expense	13,500		To adjust to projected
267-333-715.000	FICA	Expense	500		To adjust to projected
267-333-716.000	Health Insurance	Expense	5,000		To adjust to projected
267-333-716.080	Ins. Health Deductible	Expense		4,500	To adjust to projected
267-333-718.050	MERS - Sheriff & Corr.	Expense	2,500		To adjust to projected
<u>Community Development Block Grant</u>					
274-826-502.000	CDBG	Revenue	143,000		To establish a 2013 Budget
274-826-502.080	Recaptured CDBG	Revenue	3,000		To establish a 2013 Budget
274-826-801.000	Professional Fees	Expense	28,000		To establish a 2013 Budget
274-826-936.000	Bldg Contractor's Service	Expense	118,000		To establish a 2013 Budget
<u>Central Dispatch</u>					
211-911-676.000	Bud. Use of Fund Balance	Revenue	58,400		To adjust fund exp. to projected
211-911-980.000	Equipment	Expense	1,400		To adjust to projected
211-911-982.010	Maps	Expense		40,000	To adjust to projected
211-911-984.000	Computer Hardware	Expense	11,000		To adjust to projected
211-911-985.000	Computer Software	Expense	236,000		To adjust to projected
211-911-986.000	Telephone Equipment	Expense		150,000	To adjust to projected
<u>Animal Shelter Donation Fund</u>					
254-430-656.000	Bond Forfeitures	Revenue	6,000		To adjust to projected
254-430-999.000	Operating Transfers Out	Expense	6,000		To Gen. Fund Animal Control
<u>Register of Deeds Automation Fund</u>					
256-236-941.000	Contingency	Expense		6,300	To Comp. Software (985.000)
256-236-985.000	Computer Software	Expense	6,300		Prop. Finesse & Info softwares

<u>GL Number</u>	<u>Line Item Account Desc.</u>	<u>Type</u>	<u>Increase</u>	<u>Decrease</u>	<u>Description</u>
<u>Local Corrections Officers' Training Fund</u>					
264-351-676.000	Bud. Use of Fund Balance	Revenue	16,800		To adjust fund exp. to projected
264-351-837.010	Dental Expense	Expense	16,000		Adjust to actual
264-351-862.000	Sem. & Emp. Training	Expense	800		Adjust to actual
<u>Homeland Security Grant</u>					
268-426-506.094	Homeland Security Grant	Revenue	19,000		Adjust rev. to match expenses
268-426-862.000	Sem. & Emp. Training	Expense	19,000		Adjust to actual
<u>County Law Library</u>					
269-145-676.000	Bud. Use of Fund Balance	Revenue	150		Adjust rev. to match expenses
269-145-982.000	Library	Expense	150		Adjust to actual
<u>Veterans' Trust Fund</u>					
294-683-570.050	State Veterans' Trust Grant	Revenue	10,850		Adjust rev. to match expenses
294-683-817.000	Veterans' Emergent Needs	Expense	10,500		Adjust to actual
294-683-860.000	Travel Expense	Expense	350		Adjust to actual
<u>Forfeiture & Foreclosure Fund</u>					
514-206-625.000	Forf. Fees-Co. Treasurer	Revenue	33,000		To adjust fund exp. to projected
514-210-647.700	Auction Proceeds	Revenue	71,000		Adjust to actual
514-210-816.000	Contractual Services	Expense	32,000		Adjust to actual
514-211-816.000	Contractual Services	Expense	72,000		Adjust to actual
<u>General Fund</u>					
<u>Commissioners</u>					
101-101-801.000	Professional Fees	Expense	2,130		Audit change order
101-101-802.000	Legal Attorney	Expense	10,000		Adjust to actual
101-101-802.130	Professional Services	Expense	19,000		Wage study, MERS & Lifespan Services
101-890.941.000	Contingency	Expense		31,130	Add Comm. Exps to projected
<u>Circuit Court</u>					
101-131-706.020	Wages-Ct. Rec./Sec.	Expense	2,000		Adjust to actual
101-131-706.240	Wages-Office Manager	Expense	13,000		Change to Kathy Griffin's position/wage
101-890.941.000	Contingency	Expense		15,000	Adjust Circuit Court expenses To projected
<u>Finance Department</u>					
101-212-705.010	Wages-Department Head	Expense	10,000		Finance Director stipend
101-212-706.560	Wages-Accts. Payable Clk.	Expense		10,000	Adjust to actual
101-212-716.000	Health Insurance	Expense	5,500		Adjust to actual
101-212-963.500	Errors & Omissions	Expense	2,500		Dist Ct. Petty Cash fix
101-212-984.000	Computer Hardware	Expense	1,100		From 985.000
101-212-985.000	Computer Software	Expense		4,000	BS&A training cost
101-890.941.000	Contingency	Expense		5,100	Adj. Fin Exps. to projected
<u>Friend of the Court</u>					
101-141-860.000	Travel Expense	Expense	100		Adjust to projected
101-141-861.000	Convention Expense	Expense	300		Adjust to projected
101-141-862.000	Sem. & Emp. Training	Expense	5,000		Adjust to projected
101-141-984.000	Computer Hardware	Expense	98,000		ImageSoft project
101-890.941.000	Contingency	Expense		103,400	Adj. FOC's Exp. to projected
<u>Department of Corrections</u>					
101-151-727.000	Office Supplies	Expense	100		Adjust to actual
101-890.941.000	Contingency	Expense		100	Adj. DOC expt. to actual

<u>GL Number</u>	<u>Line Item Account Desc.</u>	<u>Type</u>	<u>Increase</u>	<u>Decrease</u>	<u>Description</u>
<u>Elections</u>					
101-191-708.000	Wages-Per Diem	Expense	150		Adjust to projected
101-191-728.000	Printing	Expense	7,500		Adjust to projected
101-191-748.000	Election Supplies	Expense	850		Adjust to projected
101-191-811.020	Reim. City/Twp. Elec. Exp.	Expense	7,000		Adjust to projected
101-191-860.000	Travel Expense	Expense	100		Adjust to projected
101-191-900.000	Advertising	Expense	3,700		Adjust to projected
101-980.941.000	Contingency	Expense		19,300	Adj. Elect. Exp. to projected
<u>Clerk</u>					
101-215-984.000	Computer Hardware	Expense	10,000		ImageSoft project
101-890.941.000	Contingency	Expense		10,000	Clerk - ImageSoft project
<u>Equalization</u>					
101-225-705.010	Wages-Department Head	Expense		45,000	Adjust to actual/Dir. Retired
101-225-706.140	Wages-Supervisor	Expense		14,000	Adjust to proj./staffing change
101-225-707.000	Wages-Part Time	Expense	2,300		Adjust to actual/PT used to cover vacancy
101-225-715.000	FICA	Expense		1,000	Adjust to projected
101-225-716.000	Health Insurance	Expense		10,500	Adjust to actual
101-225-721.010	Opt. Out Waiver - Flexible Benefit Plan	Expense		1,300	Adjust to actual
101-225-725.010	Salary-Accum. Sick & Vac.	Expense	13,000		Adjust to actual
101-225-816.000	Contractual Services	Expense	61,000		Adj. to projected/new dept. structure
101-890.941.000	Contingency	Expense		4,500	Adj. Equal. Exp. to projected
<u>Human Resources</u>					
101-226-705.010	Wages-Department Head	Expense	10,000		HR Director stipend
101-226-716.000	Health Insurance	Expense	15,500		change in HR Director insurance coverage
101-226-721.010	Opt Out Waiver Flexible Benefit Plan	Expense		2,000	Change in HR Director insurance coverage
101-226-860.000	Travel Expense	Expense	300		Adjust to projected
101-226-861.000	Convention Expense	Expense	450		Adjust to projected
101-890.941.000	Contingency	Expense		24,250	Adj. HR departments Exp. to projected
<u>Sheriff</u>					
101-301-706.130	Wages-Deputies	Expense		21,000	Adj. to projected/TJ Baker & other changes
101-301-706.340	Wages-Detective Sergeant	Expense		10,000	Adj. to projected/Hart Retirement
101-301-707.000	Wages-Part Time	Expense	2,000		Adjust to projected
101-301-712.000	Wages-Overtme	Expense	200,000		Adjust to projected/Pipeline Security
101-301-712.020	OT Wages-Hwy Saf. Grant	Expense	4,000		Adjust to actual
101-301-715.000	FICA	Expense	11,000		Adjust to actual
101-301-716.000	Health Insurance	Expense		17,000	Adjust to actual
101-301-716.010	Dental Insurance	Expense		1,300	Adjust to actual
101-301-718.050	MERS-Sheriff & Corr.	Expense	22,000		Adjust to projected
101-301-721.010	Opt Out Waiver Flexible Benefit Plan	Expense		3,000	Adjust to actual
101-301-746.000	Gasoline & Oil	Expense	58,000		Adjust to projected
101-301-862.000	Sem. & Emp. Training	Expense	1,700		Adjust to actual
101-301-863.000	Extradition Expense	Expense	6,500		Adjust to actual
101-301-932.000	Vehicle Repair	Expense	2,500		Adjust to actual
101-301-630.010	State Prisoner Board	Revenue	55,400		Revenue greater than anticipated
101-301-696.000	Miscellaneous Revenue	Revenue	200,000		Pipeline security revenue/ not budgeted

<u>GL Number</u>	<u>Line Item Account Desc.</u>	<u>Type</u>	<u>Increase</u>	<u>Decrease</u>	<u>Description</u>
<u>Jail</u>					
101-351-706.380	Wages-Corr. Officers	Expense		31,000	Adjust to projected/staffing changes
101-351-707.000	Wages-Part Time	Expense	22,000		Adjust to projected/PT used
101-351-711.000	Wages-Holiday Pay- Extra	Expense	5,300		Adjust to projected to cover
101-351-712.000	Wages-Overtime	Expense	4,700		Adjust to projected
101-351-716.000	Health Insurance	Expense		34,000	Adjust to actual
101-351-716.010	Dental Insurance	Expense		1,400	Adjust to actual
101-351-721.010	Opt Out Waiver Flexible Benefit Plan	Expense	3,000		Adjust to actual
101-351-804.000	Medical Expense	Expense	120,000		Adjust to projected/unusual cases
101-890.941.000	Contingency	Expense		88,600	Adj. Jail's exps. to projected
<u>Animal Control</u>					
101-430-699.000	Operating Transfers In	Revenue	6,000		From Fund 254/Bond forfeit.
101-430-707.000	Wages-Part Time	Expense	6,000		To cover with bond forfeitures
101-430-977.000	Equipment General	Expense		1,100	To Computer Software (985.000)
101-430-985.000	Computer Software	Expense	1,100		BS&A Training, additional cost
<u>Department of Veterans' Affairs</u>					
101-681-833.000	Burial Fee	Expense	5,600		From Contingency (941.000)
101-890.941.000	Contingency	Expense		5,600	To Burial Fee (101-681-833.000)
<u>Grant Writer</u>					
101-728-716.000	Health Insurance	Expense		1,600	Move to Computer Hardware (984.000)
101-728-984.000	Computer Hardware	Expense	1,600		To cover unbudgeted purchases

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

FINANCE DIRECTOR'S REPORT

Ms. Smith presented the following reports:

Per Diem

Robin Baker - 7 half days - 11/20, 11/21 x 2, 12/04, 12/11, 12/12 & 12/13/13	\$ 350.00
Allen Balog - 9 half days - 11/20 x 3, 11/26, 12/05, 12/10, 12/12 x 2 & 12/13/13	450.00
John Dobberteen - 10 half days 10/21, 10/24, 10/26, 12/02, 12/04, 12/09 x 2, 12/11, 12/13, 12/17/13 & 1 full day 12/16/13	<u>595.00</u>
	\$1,395.00

Expenses

Robin Baker	\$ 148.03
Allen Balog	128.25
John Dobberteen	<u>117.52</u>
	\$ 393.80

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

Financial Statement

	Revenues	Expenditures
Year to Date - November 30, 2013	\$ 13,550,740.46	\$ 13,167,375.96
Available Balance - Revenues & Expenditures	\$ 1,602,356.54	\$ 1,985,721.04
Percent of total budgeted funds earned year to date	79.66%	
Percent of total budgeted funds expended year to date	80.35%	

Mrs. Smith commented that the Department Managers did a good job managing their budgets this year. Some revenues are up over projected.

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

CHAIRMAN'S REPORT

Chairman Dobberteen thanked Mr. Yoder for the job that he is doing and is glad that he agreed to another contract.

MISCELLANEOUS

Commissioner Eaton wished everyone a Merry Christmas!

Commissioner Shaffer stated that he thought that it was a good year; thanked the staff for all of their hard work; is appreciative of Mr. Yoder's willingness to stay on as Administrator/Controller; and wished everyone a Merry Christmas!

Commissioner Balog echoed Commissioner Shaffer's comments.

Mrs. Arver stated that the public side of WiFi is installed and working.

ADJOURNMENT

At 5:12 p.m. it was moved by Commissioner Shaffer and supported by Commissioner Baker that the St. Joseph County Board of Commissioners adjourn until January 7, 2014 at 5:00 p.m. Motion carried.

Pattie S. Bender, County Clerk

John Dobberteen, Chairman