

CLINTON COUNTY BOARD OF COMMISSIONERS

COURTHOUSE
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Chairperson
Robert Showers
Vice-Chairperson
Kam J. Washburn
Members
David W. Pohl
Bruce DeLong
Kenneth B. Mitchell
Dwight Washington
Adam C. Stacey

Administrator
Ryan L. Wood
Clerk of the Board
Diane Zuker

DATE 01/29/2019 The Clinton County Board of Commissioners met on Tuesday, January 29, 2019 at 9:08 a.m. in the Clinton County Board of Commissioners Room, Courthouse, St. Johns, Michigan with Chairperson Robert Showers presiding.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE Chairperson Showers called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

ROLL CALL Roll was called and a quorum reported. Present were Commissioners Kam Washburn, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers, Dwight Washington and Adam Stacey.

COUNTY PERSONNEL Ryan Wood, Hon. Lisa Sullivan and Craig Longnecker.

VISITORS Kate Snyder and Marcus Cheatham.

AGENDA The agenda was presented for review and approval.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell to approve the agenda as printed. Motion carried.

APPROVAL OF MINUTES The following minutes were presented for review and approval:

- December 14, 2018 Board Meeting
- January 3, 2019 Board Organizational Meeting

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell to approve the minutes of the December 14, 2018 and January 3, 2019 minutes as printed. It was noted that there were no January 22, 2019 Human Resources closed session minutes to be approved as identified on the agenda, in view of the fact that the committee did not proceed to closed session at that meeting. Motion carried.

COMMUNICATIONS The following communications were received:

1. Bay County Resolution calling for Governor Snyder to veto any and all new legislation that changes existing law pertaining to the Governor, Secretary of State and Attorney General
2. Bay County resolution calling for revision to the Medicare Prescription Drug Bill of 2003
3. Jackson County Resolution regarding the unfunded mandates created by the Michigan Indigent Defense Commission
4. Kalkaska County Resolution opposing SB 396 related to Frost Law exceptions
5. Wexford County Resolution opposing SB 1031 regarding amendments to the General Property Tax Act to exempt qualified utility personal property from collection of taxes

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to acknowledge receipt of the communications. Motion carried.

ADMINISTRATOR'S
REPORT

Ryan Wood, County Administrator noted that the Courthouse closed at noon yesterday due to the inclement weather conditions.

RETIREE HEALTH CARE
TRUST FUND ANNUAL
REPORT

Retiree Health Care Trust Fund is used to cover medical expenses for retiree health care. Members of the trust fund meet quarterly to review the performance of the fund with an annual report presented to the Board at the beginning of each year.

The Post-Retirement Health Care Plan only covers employees who retire with 20 years of service at age 60. At age 65 the retiree must apply for Medicare and at that point the Plan becomes a supplemental plan.

Investment Advisor Bill Christensen of Fifth Third Bank provided a brief summary of the annual report on the performance of the fund during the 2019 calendar year.

BOARD ACTION: Commissioner Washburn moved, supported by Commissioner DeLong to accept the report as presented. Motion carried.

RESIDENTIAL ATTRACTION
PROJECT PRESENTATION

Kate Snyder, Principal Strategist with Piper & Gold Public Relations presented a report on the background of their research to help Clinton County build and grow a sustainable tax base. Piper and Gold Public Relations partnered with the county to better understand what local human resource recruiters understand about the county and how they present it to out-of-region and out-of-state candidates. Piper & Gold Public Relations developed a series of strategies, tools and techniques to enable recruiters to favorably position Clinton County as a housing destination.

Ms. Snyder is seeking feedback from the members of the Board regarding area school districts and their successes to be reflective of the entire county to incorporate in the materials for distribution. Members provided their thoughts.

A brochure will be the primary tool for local recruiters such as Lansing Regional Chamber of Commerce, LEAP, Inc.; local municipalities; Dart Container; McLaren; Sparrow Health System; Michigan State University, etc. for distribution, in addition a link will be placed on the county website.

RECESS

Chairperson Showers declared a 5 minutes recess at 10:04 a.m.

PUBLIC COMMENTS

Chairperson Showers called for public comments.

- Marcus Cheatham, Health Officer with the Mid-Michigan District Health Department provided a brief update on the Board of Health's proposed ordinance amendments related to the failing septic systems following their public hearings. He will report back to the Board of Commissioners in the next several weeks.

APPROVAL OF
COMMISSIONERS'
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.

COMMITTEE REPORTS

The following are reports of Committee meetings:

**WAYS AND MEANS
COMMITTEE MEETING**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held January 24, 2019.

ATTENDANCE AT
COMMITTEE MEETING

Members Present

Adam Stacey, W&M Committee Chairperson
Dwight Washington
Bruce DeLong
Kam Washburn
Ken Mitchell
David Pohl
Robert Showers, Ex-Officio Member

Staff Present

Ryan Wood
Craig Longnecker
Penny Goerge
Doug Riley
Craig Thelen
Tina Ward
Larry St. George
Tom Helms
Rob Wooten
Kate Neese

Others Present

Susan Gorby, Clinton Area Transit System
Ryan Thurston, Clinton Area Transit System
Gail Watkins, Clinton Area Transit System
Todd Williams, Lean & Green Michigan
Keith Lambert, Lansing Economic Area Partnership (LEAP)

APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 2:01 p.m.

COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Pohl, to approve the agenda as amended. Motion carried.

- Addition to Agenda: Property Assessed Clean Energy (PACE) Program – 2A

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson Stacey requested limited public comments. There were none.

PROPERTY ASSESSED
CLEAN ENERGY PROGRAM
(PACE)

2A. Ways and Means Committee Chairperson Stacey introduced Keith Lambert, Vice-President of the Lansing Economic Area Partnership (LEAP) and Todd Williams from Lean & Green Michigan to discuss the Property Assessed Clean Energy (PACE) program.

- Mr. Lambert introduced Mr. Todd Williams from Lean & Green Michigan who has worked on several projects in Ingham and Eaton counties; the members were notified that there are two active projects in Clinton County that are interested in utilizing PACE as a financing tool;
- Mr. Williams provided a brief overview of the PACE program; PACE is a long-term financing tool facilitated through local governments for the purpose of encouraging commercial property owners in Michigan to undertake environmentally friendly developments;
- Discussion followed regarding the local government steps that would need to take place in order to create a PACE district with Lean & Green Michigan;
- Further discussion followed regarding jurisdictional concerns and Mr. Williams was asked to bring this matter before the Bath Charter Township Board.

No action taken.

CLINTON AREA TRANSIT
PROPOSED BUDGET FOR
FY 2020

3. Ways and Means Committee Chairperson Stacey introduced General Manager Sue Gorby and Ryan Thurston from Clinton Area Transit System (CATS) to provide an update regarding the proposed 2020 budget.
 - Ms. Gorby provided a brief overview and answered questions regarding the proposed 2020 budget;
 - Discussion also took place regarding a wage increase for bus operators; this will bring bus operator wages to a comparable rate of similar local positions;
 - Ms. Gorby notified the members that the Clinton Area Transit Board is researching the possibility of a millage renewal request for the August

- or November 2019 election;
- It was noted that a complete review of financing needs will need to take place; it was also reiterated that the County would need to authorize a levy before it can be placed on the ballot;
- Discussion took place regarding Care a Van Service (a donation based program), a focus on public outreach and volunteer recruitment will become a priority during the next fiscal year, as a new leadership in the program will begin next week and is expected to take a substantial public approach in the community.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, supported by Commissioner Pohl, to **recommend** approving the FY 2020 Budget of the Clinton Area Transit System as presented. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner DeLong to concur with the committee recommendation. Motion carried.

TREASURER BLANKET BOND REPORT

4. Ways and Means Committee Chairperson Stacey introduced Tina Ward, Clinton County Treasurer, to discuss the One Million Dollar Blanket Bond covering the County Treasurer.
 - As required by Public Act 211 of 2007, County Treasurer Ward provided a copy of the Blanket Faithful Performance Bond in the amount of One Million Dollars issued to Clinton County by the Michigan Municipal Risk Management Authority;
 - The Bond is valid for the upcoming year and also meets the statutory threshold amount required by this Act.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** acknowledging submission of the Blanket Bond Report for 2019 as required by Public Act 211 of 2007. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried.

WASTE MANAGEMENT

5. Waste Management:

REGIONAL RECYCLING INITIATIVE UPDATE

- A. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to provide an update on the proposed Regional Recycling Initiative.
 - Discussion followed regarding a pending partnership between the cities of Lansing and East Lansing with the company Emterra to provide a regional solution to commodity processing in the tri-county area; the proposed facility will provide many opportunities for public/private partnerships and expanded recycling collection.
 No action taken.

REQUEST TO DIGITIZE GARBAGE GUIDE

- B. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to discuss a request to digitize the resource guide (Garbage Guide) and make it a searchable document for our residents.
 - The Department of Waste Management would like to digitize the resource guide (Garbage Guide) and make it a searchable document for our residents to make information more readily accessible and easier to find;
 - ReCollect Systems is a technology company that will build the database, enter all of the information and then share the code to add it to our webpage;
 - Staff will have access to the backend of the database to make real time changes and updates throughout the year; ReCollect will continue

- to support the information for an annual fee;
- The Department of Waste Management will continue to produce paper copies of the Garbage Guide as some of our residents still request it.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, supported by Commissioner Washburn to **recommend** authorizing an annual service agreement with ReCollect Systems for digitalization of the resource guide (Garbage Guide). Motion carried. Commissioners Mitchell and Stacey voted no.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried. Commissioners Stacey and Mitchell voted no.

EMERGENCY
MANAGEMENT

6. Emergency Management:

EMERGENCY OPERATIONS
CENTER AUDIO/VISUAL
SYSTEM

- A. Ways and Means Committee Chairperson Stacey introduced Larry St. George, Emergency Services Director to discuss a capital improvement project.
- Emergency Services Director St. George is requesting an increase in the capital improvement budget from \$3,000 to \$4,312.77 for the EOC audio/visual system due to the need for commercial screens as opposed to consumer-grade screens.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** approving an increase in the capital improvement budget from \$3,000 to \$4,312.77 to purchase the EOC audio/visual system. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner DeLong to concur with the committee recommendation. Motion carried.

TRI-COUNTY HAZARD
MITIGATION PLAN AND
HAZARD MITIGATION
ASSISTANCE (HMA) GRANT
LETTER OF INTENT TO
PARTICIPATE

- B. Ways and Means Committee Chairperson Stacey introduced Larry St. George, Emergency Services Director to discuss the Tri-County Hazard Mitigation Plan.
- The Emergency Management programs in the tri-county area are working together to prepare the required updates to our Hazard Mitigation Plan;
 - The County is being asked to formally declare our intent to fully participate in the update process including applying for Hazard Mitigation Assistance (HMA) grant funds and the planning process.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** approving and signing the proposed letter of intent for participation in the Tri-County Hazard Mitigation Plan and Hazard Mitigation Assistance (HMA) grant process. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Washington to concur with the committee recommendation. Motion carried.

MAINTENANCE CAPITAL
IMPROVEMENT REQUESTS

7. Ways and Means Committee Chairperson Stacey introduced Rob Wooten, Building and Grounds Director to discuss capital improvement projects.

SECURITY CAMERAS

- A. Security Cameras:
- In coordination with MIS, the Sheriff's Office and the Courthouse Security Committee, this project will replace all existing analog courthouse security cameras with new digital cameras as well as add new cameras as prioritized by the Courthouse Security Deputies and Courthouse Security Committee.

COMMITTEE ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell, to approve up to \$40,000 to replace existing outdated cameras and add additional courthouse security cameras as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

LED LIGHTING UPGRADES

B. LED Lighting Upgrades:

- The County will save an estimated \$9,600 per year in utility costs by switching to LED bulbs; additional savings will also exist due to the increased life expectancy of LED bulbs compared to fluorescent bulbs and the elimination of almost 1,900 existing ballasts that will no longer need to be replaced;
- The cost for 3,788 LED bulbs and supplies will be less than \$33,000; there is currently an energy efficiency rebate available from Consumers Energy for \$3 per each T8 fluorescent bulb replaced with an LED bulb (\$11,364 for 3,788 bulbs); this brings the project total to roughly \$21,636.

COMMITTEE ACTION: Commissioner Pohl moved, supported by Commissioner DeLong, to approve up to a net amount of \$25,000 (after Consumers Energy rebates) for the LED lighting upgrades at the Courthouse, Jail, Health Department and Animal Shelter as outlined in the capital improvements section of the 2019 budget. Motion carried.

MIS CAPITAL
IMPROVEMENT REQUESTS

8. Ways and Means Committee Chairperson Stacey introduced Craig Thelen, MIS Director to discuss upcoming capital improvement projects.

COURTHOUSE LOCK
SYSTEM

A. Courthouse Lock System:

- The system that controls the locks to all the doors in the courthouse, health department, maintenance building and animal control is at its end of life and filled to capacity;
- We will need to replace the digital cards that control the locking and unlocking of the doors with our fob keys; we also have additional requests from the courts to add fob controlled locks to the courtrooms for security reasons and to add new panic buttons;
- It was further noted that the Sheriff's office has a small separate outdated system that controls the entrances into the administrative side of the building and not the jail; they would like to discontinue using it and replace it with the courthouse system.

COMMITTEE ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell, to approve up to \$80,000 for the process of updating the courthouse lock system, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

SHERIFF'S OFFICE PUBLIC
FINGERPRINT MACHINE

B. Public Fingerprint Machine:

- The Sheriff's Office's fingerprint machine has reached end of life;
- This machine is used steadily through the day to fingerprint the public and run background checks; hardware problems can cause the public to be in the jail administration office area longer than they should be and that can become a security issue.

COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Pohl, to approve up to \$15,000 to update the Public Finger Print Machine, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

COMPUTER
REPLACEMENTS

C. Use of Computer Replacement Funds:

- The operating system Windows 7 will reach end of life (Microsoft will not support them anymore) in January of 2020; the computers in the Register of Deeds and the Building Department will need to be replaced;
- The Register of Deeds has an automation fund and the Building Department has an enterprise fund; each fund has an adequate fund balance and can be used to purchase technology.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, supported by Commissioner Washburn, to **recommend** authorizing the appropriate budget adjustments for the purchase of new equipment in the amount of \$10,000 from the automation fund and \$15,000 from the building department fund. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Mitchell, DeLong, Washington, Washburn, Pohl, Stacey and Showers. Motion carried.

MICROFILMING/IMAGING
FUNDS

D. Microfilming/Imaging Funds:

- Progress continues to be made within the Clerk's Office with backing up our court records;
- Clerk Zuker indicated that she would like to finish imaging clerk's records by the time her term is up; we do use the fund for other small batches of scanning and we have also used it to scan archived Clinton County Newspapers.

COMMITTEE ACTION: Commissioner DeLong moved, supported by Commissioner Washburn, to approve up to \$25,000 for the process of microfilming and imaging of departmental records, as outlined and approved in the capital improvements sections of the 2019 budget. Motion carried.

TRI-COUNTY METRO
PAYMENT

9. Ways and Means Committee Chairperson Stacey introduced discussion regarding a request from the Tri-County Metro Narcotics Squad.
- The County received a request from the Tri-County Metro Narcotics Squad for Clinton County's share of the FY17-18 offset payment in the amount of \$15,590.04;
 - Since there are times when forfeitures have provided enough revenue to cover the cost of this operation, Clinton County does not include this expenditure in the adopted operational budget; however, there is an allowance made by committing \$75,000 for Tri-County Metro expenditures in the fund balance of the general fund;
 - According to the fund balance classification policy "a majority vote of the members elect is required to approve a commitment and a majority vote of the members elect is required to remove a commitment".

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** approving a decrease of committed funds in the amount of \$15,590.04 from the general fund committed fund balance for Tri-County Metro Narcotics Squad in order to make the FY17-18 offset payment. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Mitchel to concur with the committee recommendation. Motion carried.

2019 COMMITTEE OF THE
WHOLE MEETING

10. Ways and Means Committee Chairperson Stacey introduced discussion about scheduling a full day Committee of the Whole Meeting in March.
- Chairperson Showers has suggested that the Board consider holding a one day Committee of the Whole Meeting on Friday, March 22, 2019;

- Discussion took place regarding retreat topics;
- It was noted that we currently have adequate funding within the board's special projects budget line to cover the expenses.

COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Pohl to approve the proposed Committee of the Whole Meeting to take place at Eagle Eye on Friday, March 22nd at 9:00 a.m. Motion carried.

RE-APPROPRIATE 2018 PROJECTS

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the re-appropriation of 2018 projects.
- Deputy Administrator Longnecker provided an overview of the projects that were approved in 2018 that have yet to be completed; it is recommended that these projects be carried over to 2019.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washington, to **recommend** approving the re-appropriation of the 2018 projects to the 2019 Budget as presented. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

PLANNING UPDATE

12. Ways and Means Committee Chairperson Stacey introduced discussion regarding a planning update. No action taken.

FEBRUARY 2019 COMMITTEE MEETING CALENDAR

13. Ways and Means Committee Chairperson Stacey introduced discussion regarding the February 2019 Open Meetings and Events Calendar.
- Discussion took place about adding an Infrastructure Committee Meeting to the calendar on February 13th at 3:30 p.m.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washington, to **recommend** the approval of the February 2019 Open Meetings and Events Calendar as amended. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried.

ACCOUNTS PAYABLE INVOICES PAID

14. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Accounts Payable Invoices Paid.

COMMITTEE ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell, to approve the invoices paid from December 8, 2018 through January 4, 2019 in the amount of \$818,798.79. Motion carried.

COMMISSIONERS' COMMENTS

15. Ways and Means Committee Chairperson Stacey requested Commissioners' comments. There were none.

ADMINISTRATOR'S COMMENTS

16. Ways and Means Committee Chairperson Stacey requested comments from Ryan Wood, County Administrator.
- Administrator Wood provided an Administrator's Report to the Members.
- No action taken.

ADJOURNMENT OF COMMITTEE MEETING

17. Ways and Means Committee Chairperson Stacey adjourned the meeting at 3:50 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner DeLong, Chairperson of the Human Resources Committee reported on a meeting held January 24, 2019.

ATTENDANCE AT
COMMITTEE MEETING

Members Present

Bruce DeLong, HR Committee Chairperson
Adam Stacey
Kam Washburn
Ken Mitchell
David Pohl
Dwight Washington
Robert Showers, Ex-Officio Member

Staff Present

Ryan Wood
Craig Longnecker
Penny Goerge

APPROVAL OF AGENDA

1. Human Resources Committee Chairperson DeLong called the meeting to order at 3:52 p.m.

COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Stacey, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Human Resources Committee Chairperson DeLong requested limited public comments. There were none.

COMMITTEE/COMMISSION
APPOINTMENTS

3. Human Resources Committee Chairperson DeLong introduced discussion regarding appointments to various Committees and Commissions. No action taken.

SPARROW
OCCUPATIONAL HEALTH
SERVICES

4. Human Resources Committee Chairperson DeLong introduced discussion regarding pre-employment and work related services provided by Sparrow Occupational Health.
 - In recent years, pre-employment physicals have been provided by local physicians; however Administration has been reviewing options to provide more comprehensive occupational health services;
 - Sparrow Occupational Health is a board certified facility specializing in occupational medicine and offers quick access to work related injury and re-employment services;
 - Services provided do not require a contract; fees will be charged based on a per service basis and the rates are competitive with current service fees.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the transition to Sparrow Occupational Health Services for pre-employment and work-related services. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

COUNTY PERSONNEL
MANUAL AMENDMENT
REGARDING SUBSTANCE
ABUSE POLICY AND
RECREATIONAL
MARIJUANA

5. Human Resources Committee Chairperson DeLong introduced discussion regarding the County's substance abuse policy.
 - The passage of Proposal 1 legalized the use of recreational marijuana in Michigan; Administration has attended a seminar and consulted with legal counsel on this change and its impact on employment;
 - It is recommended that the County makes it explicitly clear that drugs which are illegal to possess under federal law are prohibited drugs under the County's Substance Abuse Policy;
 - It is further recommended that the current policy be amended as follows: "Prohibited drugs or substances' are (a) drugs or substances whose possession or sale is illegal under state or federal law.";
 - If approved, Administration plans to send a letter to all employees to emphasize the impact marijuana use could have on their employment.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Stacey, to **recommend** approving the recommended changes to the Employee Personnel Manual (Substance Abuse Policy) and further authorizes the distribution of the informational letter to all employees. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Pohl to concur with the committee recommendation. Brief discussion followed. Motion carried.

PLANTE MORAN
FINANCIAL ADVISORS
PLAN PROVIDER ANALYSIS

6. Human Resources Committee Chairperson introduced discussion regarding the County's 457(b) plan.
- In November the Board hired Plante Moran Financial Advisors to analyze our deferred compensation program;
 - PMFA has provided a proposed consulting agreement for continuing financial services; the consulting agreement appears to be consistent with our discussions and outlines needed services;
 - The Members also reviewed a letter from Nationwide regarding their latest offer on a fee structure for managing fund assets;
 - Discussion followed regarding establishing an investment policy and oversight structure.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the proposed plan enhancement provided by Nationwide. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the proposed Advisory Agreement with Plante Moran Financial Advisors (PMFA) subject to legal review. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

COMMUNITY
DEVELOPMENT TRADE
INSPECTORS WAGE
INCREASE

7. Human Resources Committee Chairperson DeLong introduced discussion regarding a wage rate increase for trade inspector office/testimony hours.
- Community Development Director Riley recommends that we increase the respective hourly office/testimony rate for the County's Trade Inspectors from \$15 to \$30 hour;
 - This hourly rate has not been increased since 2004 and the increased rate would be more reflective of the required knowledge, experience and licensing of the position and other inspectors for the County;
 - Administration concurs with this request.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** increasing the hourly rate for the County's Trade Inspectors from \$15 to \$30 per hour and to authorize the County Administrator to execute amended employment agreements with the Inspectors to reflect this increase as well as to allow increased office hours, not to exceed 6 hours per week, as conditions or projects dictate. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

**COLLECTIVE BARGAINING
DISCUSSION**

8. Human Resources Committee Chairperson DeLong introduced discussion regarding collective bargaining with the Command Officers Association of Michigan (COAM).
- Administrator Wood provided an administrative update on collective bargaining.
- No action taken.

**COMMISSIONERS'
COMMENTS**

9. Human Resources Committee Chairperson DeLong requested Commissioners' comments.
- Commissioner Showers:
 - Provided an update on behalf of the Michigan Association of Counties, Capitol Council of Governments, Capital Region Airport Authority and the Residential Attraction Project;
 - Notified the Members that the MSUE Center for Local Government Finance and Policy Advisory Council has been disbanded;
 - Commissioner Washburn:
 - Provided an update on behalf of the Road Commission;
 - Congratulated Commissioner Pohl for becoming the first year recipient of the Shirley Rodgers Award from the Tri-County Regional Planning Commission;
 - Commissioner Pohl:
 - Provided an update on behalf of the Parks and Green Space Commission, Trail Committee and Community Mental Health;
 - Briefly discussed the clean-up efforts that are taking place after a large fire that took place in Dallas Township last month;
 - Commissioner Washington:
 - Provided an update on behalf of the Parks and Green Space Commission and Mid-Michigan District Health Department;
 - Notified the Members that this year marks the centennial anniversary of Michigan state parks;
 - Briefly discussed a feasibility study for connecting major bike paths in Michigan;
 - Commissioner Mitchell provided an update on behalf of Capital Area Community Services.

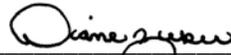
**ADJOURNMENT OF
COMMITTEE MEETING**

10. Human Resources Committee Chairperson DeLong adjourned the meeting at 4:49 p.m.

**END OF COMMITTEE
REPORTS**

ADJOURNMENT

With no further business to come before the Board, Chairperson Showers declared the meeting adjourned at 10:25 a.m.



Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on February 26, 2019.