

IONIA COUNTY BOARD OF COMMISSIONERS

Regular Meeting

December 27, 2011

7:00 p.m.

Amended

The Chair called the meeting to order and led with the Pledge of Allegiance.

Members present: Mason, Lower, Vroman, Tiejema, Banks, Calley and Shattuck

Others present: Jon Szerlag, Deb Thailson, Lisa McCafferty, Diane Adams, Roland Self, Nancy Miller, Mark Novak, Mary Bliss, Stephanie Hurlbut and Tonda Rich

Approval of Agenda

A. Consideration of additional items

Chair Shattuck noted the following additions to the agenda: items K. #6 and N were added under New Business and item C. added under Executive Session. Moved by Lower, supported by Tiejema, to approve the amended agenda. Motion carried by voice vote.

There was no Public Comment.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve per diem and mileage
- C. Approve payment of General Fund payroll and accounts payable for the month of November 2011 - \$1,038,013.13
- D. Approve payment of Health Fund bills - \$91,305.64

Commissioner Tiejema requested to pull the December 13th and December 20th board minutes for further discussion.

Tiejema requested the following changes be made to the December 20th Committee-of-the-Whole minutes:

- Under Departmental Reports, item 2, change the word “accrued” to “acquired”
- Under County Administrator’s Report, change “Gasby” to “GASB”
- Under item B, Anti-Fraud Policy, add language concerning the implementation of procedures to the policy.

Tiejema did not request any changes to the December 13th board minutes. Moved by Tiejema, supported by Lower, to approve the amended December 20, 2011 board minutes. Motion carried by voice vote.

The Chair declared the remaining items on the Consent Calendar approved.

Unfinished Business

- A. Appointments
 - 1. Central Dispatch Board of Directors – Moved by Vroman, supported by Mason, to appoint Roland Self, Dale Nelson, Bob Bauer and Troy Thomas to the Central Dispatch Board of Directors for two-year terms. Motion carried by voice vote.
 - 2. Mid-South Substance Abuse Advisory Council– Moved by Mason, supported by Lower, to appoint Margery Briggs to the Mid-South Substance Abuse Advisory Council for a two-year term. Motion carried by voice vote.
 - 3. Substance Abuse Initiative – Moved by Mason, supported by Tiejema, to appoint Cori Anderson for District 1 Substance Abuse Initiative for a two-year term. Motion carried by voice vote. Moved by Tiejema, supported by Calley, to appoint Gayle Thompson to District 3 Substance Abuse Initiative for a two-year term. Motion carried by voice vote. County Administrator, Stephanie Hurlbut, stated that there are still vacancies for District 5 and District 7.

New Business

- A. Moved by Mason, supported by Calley, to appoint Margaret Gregory to the Jury Board. Motion carried by voice vote.
- B. Moved by Mason, supported by Lower, to approve the contract between the County of Ionia and Viewpointe Counseling, and authorize appropriate signatures. Motion carried by voice vote.
- C. Moved by Tiejema, supported by Vroman, to approve the contract between the County of Ionia and Comprehensive Recovery Services, and authorize appropriate signatures. Motion carried by voice vote.
- D. Moved by Banks, supported by Tiejema, to approve the contract between the County of Ionia and Journey’s Counseling Center, and authorize appropriate signatures. Motion carried by voice vote.
- E. Moved by Tiejema, supported by Mason, to approve the agreement between the Ionia County Sheriff’s Department and Ionia County Health Department to provide substance abuse program services to eligible clients with a history of drug or alcohol offenses. Motion carried by voice vote.
- F. Public Health Officer, Lisa McCafferty, requested to fill the position of Environmental Health. McCafferty stated that the position is going to be restructured. Moved by Mason, supported by Tiejema, to fill the position of Environmental Health. Motion carried by voice vote.

- G. Moved by Tiejema, supported by Lower, to approve the Letter of Agreement with Ionia County/Ionia County Substance Abuse Initiative and Mary McGuire, and authorize appropriate signatures. Motion carried by voice vote.
- H. Moved by Lower, supported by Calley, to approve the Letter of Agreement with Ionia County/Ionia County Substance Abuse Initiative and Comprehensive Recovery Services (Chris VanStee), and authorize appropriate signatures. Motion carried by voice vote.
- I. Moved by Tiejema, supported by Vroman, to approve the contract between the Michigan Department of Environmental Quality and Ionia County Health Department for 2011-2012 and authorize appropriate signatures. McCafferty stated that this contract covers environmental health, such as inspections of campgrounds, septage, swimming pools and such. Motion carried by voice vote.
- J. Moved by Vroman, supported by Lower, to approve the renewal agreement with Michigan Municipal Risk Management Authority for the County's liability insurance for 2012. Motion carried by voice vote.
- K. Budget Amendments

Sheriff's Department – Moved by Tiejema, supported by Mason, to approve the budget amendment for the Sheriff's Department to reflect the additional expenses and revenue of the inmate work crew. Motion carried by voice vote.

Paid Time Off– Moved by Vroman, supported by Tiejema, to approve the budget amendment as presented showing the vacation/personal time that was paid out to county employees. Motion carried by voice vote.

Animal Care & Control – Moved by Banks, supported by Calley, to approve the Animal Care and Control Budget as presented. Motion carried by voice vote.

Health Department – Moved by Tiejema, supported by Lower, to approve the 4th Quarter Health Department budget as presented. Motion carried by voice vote.

Automation Fund – Register of Deeds, Diane Adams, requested approval of the budget amendment in the Automation Fund. Adams stated the amendment is due to the scanning of the deed books that was recently completed in her office. Moved by Banks, supported by Vroman, to approve the budget amendment for the Automation Fund as presented. Motion carried by voice vote.

Child Care Fund – Moved by Tiejema, supported by Lower, to approve the budget amendment for the Child Care Fund. The amendment was due to higher institutional costs than what was expected. Motion carried by voice vote.

- L. The Board was given the opportunity to comment on the appointment of Stephanie Hurlbut as the County Administrator.

Commissioner Mason requested clarification on a few items in the proposed job description and further commented/questioned the use of the hours by the Finance and Administration staff.

Commissioner Tiejema commended Hurlbut on doing a fine job as the Interim Administrator, and further commended the staff in both the Finance and Administration Offices. Commissioner Tiejema further stated that he was in agreement with a two year contract as well.

Hurlbut discussed the items that were either deleted or changed in the contract.

Commissioner Banks voiced his concern with the copyright at the bottom of the job description that was presented and requested this be reviewed by the county attorney.

Moved by Banks, supported by Vroman, to approve the job description, as presented and upon the approval of the county attorney. Motion carried by voice vote.

Commissioner Banks stated he supports Hurlbut, but believes the Board should have followed *past practices* and advertised for the position.

Chair Shattuck stated he believed a majority of the Board seemed to be in agreement with appointing Hurlbut and did not want to waste everyone's time going through the process of accepting applications and interviewing.

Commissioner Mason requested that the Board follow through with item #5 as stated in the contract and that yearly evaluations are done on the County Administrator. Chair Shattuck suggested that the evaluation be implemented at the end of the budget process or there about every year.

Moved by Lower, supported by Tiejema, to appoint Stephanie Hurlbut as the County Administrator. Shattuck requested the vote be done by roll call. Motion carried by the following roll call vote: yes – all.

- M. Moved by Lower, supported by Vroman, to schedule the 2012 Organizational Meeting for January 10th at 3:30 p.m. Motion carried by voice vote.

- N. Moved by Tiejema, supported by Lower, to adopt the Resolution Regarding Retirement Plan. The Resolution was adopted by the following roll call vote: yes – all. The Resolution is as follows:

**RESOLUTION REGARDING RETIREMENT PLAN
2011-13**

County Administrator, Stephanie Hurlbut, described the Pension Plan progress since its amendment November 23, 2010. Ms. Hurlbut also described the approval of the IRS Voluntary Compliance Procedure (VCP) application and further progress with the determination letter application. Ms. Hurlbut noted that a condition of the approval of the VCP application was replacement of the November 23, 2010 Transition Amendment to the May 21, 1996 Plan Document with a Revised Transition Amendment containing minor changes and the adoption of a further amendment to the January 1, 2010 Restated Plan document. Ms. Hurlbut also noted that the IRS required additional technical changes based on new regulations. Both the VCP required changes and the current technical changes were contained in an amendment apart from the Revised Transition Amendment. Ms. Hurlbut recommended approval of adoption of the Revised Transition Amendment and the additional technical amendment that were presented to the Board of Commissioners and forwarding of the Revised Transition Amendment to the Ionia County Community Mental Health Authority with a request that they also adopt this Revised Transition Amendment and rescission of the 2010 Transition Amendment.

Moved by Banks, supported by Vroman, approve the pension plan amendments as presented. (Copies of the amendments are on file in the Clerk's Office). Motion carried by voice vote.

Chairperson's Report:

- 1) Workmans' Comp dividends are close to what they were last year;
- 2) Thanked the Board and department heads for their support during his first year as Chair. Banks commended Shattuck on a great job during the past year.

Other Reports

Commissioner Vroman recognized Roland Self, stating he will be a very valuable member to the Central Dispatch Board of Directors.

County Administrator, Stephanie Hurlbut, thanked the Board for the Administrator appointment.

Commissioner Vroman discussed the Airport Zoning Board.

Commissioner Calley discussed the Community Corrections Board.

Commissioner Tiejema discussed the Personnel Committee.

Commissioner Lower discussed the Board of Public Works.

There was no Public Comment.

The Chair called for a brief recess at 8:13 p.m. and reconvened at 8:20 p.m.

Moved by Banks, supported by Lower, to enter into Closed Session to discuss a lawsuit settlement. Motion carried by the following roll call vote: yes – all.

Moved by Mason, supported by Banks, to adjourn the Closed Session at 8:24 p.m. and return to regular session. Motion carried by voice vote.

Moved by Calley, supported by Mason, to enter into Closed Session to discuss union negotiations at 8:24 p.m. Motion carried by the following roll call vote: yes – all.

Moved by Lower, supported by Tiejema, to adjourn the Closed Session at 8:26 p.m. and return to regular session. Motion carried by voice vote.

Moved by Tiejema, supported by Banks, to approve the tentative agreement with the Central Dispatch Union as presented. Motion carried by voice vote.

Moved by Lower, supported by Tiejema, to enter into Closed Session to discuss union negotiations at 8:28 p.m. Motion carried by the following roll call vote: yes – all.

Moved by Banks, supported by Vroman, to adjourn the Closed Session at 8:31 p.m. and return to regular session. Motion carried by voice vote.

Moved by Lower, supported by Tiejema, to approve the Health Department PERA Contracts (2 contracts). Motion carried by voice vote.

Moved by Mason, supported by Calley, to adjourn the meeting at 8:32 p.m. Motion carried by voice vote.

Jack Shattuck, Chair

Tonda Rich, Clerk

Minutes approved on:
