

**MINUTES  
PERSONNEL/WAYS AND MEANS COMMITTEE  
TUESDAY, FEBRUARY 7, 1995 - 10:00 A.M.  
COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Gould, Lockwood, Hall, Mason, Gardner, Tuckerman, Neill, Flippo and Eisenmann

Also Present: Larry Stephens, Harold Baily, Mike Clement, David Stanifer, Dorman Borders, Ramona Plummer, Gaylord Herriman, Dennis Pelham, Marty Marshall and Bill Bacon

I. Approval of Minutes

Motion by Lockwood, supported by Neill to approve the minutes of the January 10, 1995 meeting. Motion carried.

PERSONNEL BUSINESS

I. Request to Lift Hiring Freeze: Maurice Spear Campus (MSC) - Superintendent

David Stanifer explained that the midnight shift Supervisor at the MSC has recently resigned and needed to be replaced. He explained that the position will be filled by an internal promotion which will result in a vacancy for a Child Care Worker.

Motion by Lockwood, supported by Neill to recommend that the hiring freeze be lifted for the replacement of a Supervisor's position at the MSC with filling of any subsequent vacancies also authorized. Motion carried.

II. Request to Lift Hiring Freeze: Health Department - Secretary I

Larry Stephens explained that a Clerk Typist I recently went on an indefinite leave of absence. He explained that he would like to upgrade the position to a Secretary I classification as it handles a considerable amount of record keeping for the breast and cervical cancer screening program.

Motion by Lockwood, supported by Neill to recommend that the hiring freeze be lifted for a Secretary I position at the Health Department. Motion carried.

III. Review Health Incentive "Buy-Out" Plan

A copy of a summary of the health incentive buy-out plan was distributed. Bill Bacon reviewed statistics regarding the number of participants, costs and savings for the program. The current number of participants in the program is thirty-nine (39). Various possible options to increase cash compensation in lieu of health insurance coverage were reviewed.

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Motion by Neill to recommend that payments on the health incentive buy-out be increased by fifty percent (50%). Motion withdrawn.

Bill Bacon indicated that a survey could be conducted of employee personnel files to determine an approximate number of additional employees who may be interested in enrolling in the health incentive buy-out. It was noted that open enrollment, where any employee can make a choice of health insurance coverage or the buy-out, occurs prior to the plan anniversary date of May 1, 1995.

**IV. Review Pending Litigation**

No developments were reported in the Raddatz v Lenawee County, et al case. Three (3) individuals have received notice of depositions in the Allen v Lenawee County, et al case: Bill Bacon, Deputy James Yeutter and Teresa McVay.

**V. Review Labor Negotiations**

It was reported that the next bargaining session with the P.O.L.C. union is scheduled for Wednesday, February 8, 1995 between 8 A.M. and 12:00 Noon. The M.N.A. union cancelled the initial bargaining session with the County, January 23, 1995. This meeting has not been rescheduled.

**VI. Other Business**

A memo from Caroline Depp, Solid Waste Coordinator, regarding the election of officers for the Solid Waste Coordinating Committee (SWCC) for 1995 was distributed. The SWCC is requesting that the Lenawee County Board of Commissioners amend the SWCC by-laws for 1995 and accept the December, 1994 election of officers. Following discussion, the SWCC was asked to reaffirm its appointments of Chair and Vice-Chair for 1995 at its next meeting.

There was discussion regarding the involvement of Caroline Depp in coordinating the removal of County owned underground storage tanks (UST). Involvement includes soliciting bids from environmental consultants and monitoring DNR rules and regulations.

Motion by Eisenmann, supported by Lockwood to recommend that Caroline Depp be designated as the coordinating agent for the County to assure compliance with UST laws with the concurrence of the SWCC. Motion carried.

The monthly employment changes list was distributed and reviewed.

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**WAYS AND MEANS BUSINESS**

**I. Finance Reports**

Finance reports for year end, 1994 were reviewed. Revenue receipted in totaled \$13.3 million or 97.0% of budgeted revenue. Expenditures total \$13.4 million or 97.8% of budgeted expenditures. Departments exceeding this amount were highlighted. The fund status report with deficits noted was also reviewed. The contingency account and delinquent tax report as of December 31, 1994 were reviewed. The unobligated cash and investments amount in the delinquent tax fund is \$2,693,342.38.

Finance reports for the month of January, 1995 were reviewed. Revenue receipted in totaled \$3.5 million or 25.2% of budgeted revenue. Expenditures total \$1.2 million or 9.1% of budgeted expenditures. Departments exceeding this amount were highlighted. The fund status report with deficits noted was also reviewed. The contingency account and delinquent tax report as of January 31, 1995 were reviewed. The unobligated cash and investments amount in the delinquent tax fund is \$2,972,053.88.

There were questions regarding the cash **deficit of \$641,413.40** in the Child Care- MSC fund. The balance sheet of the MSC was discussed and reviewed. Questions were raised regarding the high amount of accounts receivables listed as due from parents. Approximately \$364,000 is listed as being receivable from parents for care of children at MSC. MSC officials will be requested to attend next month's meeting to discuss the large amount of receivables from parents.

Harold Baily distributed the Treasurer's report as of January, 1995. The report covered various investments, interest rates, delinquent tax funds, borrowing costs, dog license sales and the status report on tax balances. There was brief discussion regarding the County's Business Loan Revolving Fund.

**II. Review County Investment Policy**

Harold Baily distributed a copy of the County's existing investment policy. The policy designates a depository and authorizes an investment resolution for Lenawee County.

Motion by Eisenmann, supported by Neill to recommend that the County's existing investment policy be reconfirmed as presented. Motion carried.

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III. Discuss Payment of Fourth Quarterly Allotment (1994) to Region II Area Agency on Aging (\$1,250)

Bill Bacon explained that the fourth quarterly allotment to the Region II Area Agency on Aging in the amount of \$1,250 was inadvertently missed last year.

Motion by Lockwood, supported by Neill to recommend that \$1,250 be appropriated from the general contingency account to pay the fourth quarterly allotment for 1994 to the Region II Area Agency on Aging in the amount of \$1,250. Motion carried.

IV. Review Proposed Memorandum Agreement Between Board of Commissioners and Michigan State University (MSU) Extension

A revised copy of an agreement between the Lenawee County Board of Commissioners and MSU Extension was distributed and reviewed. The agreement states that Lenawee County will finance one-hundred percent (100%) of the salary for a 4-H Agent position in an amount not to exceed \$22,660/year. MSU Extension is responsible for fringe benefit costs. There was considerable discussion regarding the commitment of MSU Extension to retain existing staffing levels during the term of the County's grant agreement.

Motion by Flippo, supported by Eisenmann to consider adoption of the memorandum of agreement between the Board of Commissioners and MSU Extension at the County Board of Commissioners meeting on February 8, 1995. Motion carried.

V. Other Business

Marty Marshall distributed information concerning a Board of Review seminar scheduled for Saturday, February 18, 1995 between 9 A.M. and 3:30 P.M. at the HSB. Commissioner Eisenmann explained that any Commissioner who attended the training seminar would be authorized to receive per diem payments. Other expenses will be covered through the Equalization Department budget.

Marty Marshall explained that the conversion from the old AS/400 to the new computer system was accomplished over the weekend. A substantial amount of rewiring and relocation was also completed.

There was general discussion regarding the hearing scheduled for February 8, 1995 to levy up to four percent (4%) in charges on telephone bills to cover 9-1-1 dispatching costs. Sheriff Germond explained that the current charge of \$.28/month goes to the telephone company to handle line charges. The new four

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percent (4%) assessment would result in an additional \$.52/month charge for a total \$.80/month earmarked for 9-1-1 on telephone bills. He estimated that the total revenue would be approximately \$262,000 on an annual basis.

Sheriff Germond stated that the 9-1-1 four percent (4%) charges are dedicated exclusively to dispatching and equipment costs associated with operating the system. He reviewed the need to add various positions in the jail to alleviate the current understaffing. There was general discussion regarding reallocation of funds currently dedicated to the dispatching center should the four percent (4%) levy be approved.

Motion by Neill, supported by Lockwood to conduct a straw poll of committee members on their approval for a four percent (4%) levy on telephone bills for 9-1-1 dispatching costs. Yea (6): Neill, Eisenmann, Gardner, Mason, Hall and Lockwood. Nay (3): Tuckerman, Filippo and Gould. Motion carried.

VI. Adjournment

Motion by Neill, supported by Mason to adjourn the meeting at 12:50 P.M. Motion carried.

WRB/tjm