

Finance Committee Meeting Minutes

September 15, 2021 - 9:30 a.m.

Zoom Conference call in the Howard Male Conference Room

COMMISSIONERS PRESENT: Bob Adrian, Chair
Dave Karschnick
Don Gilmet
Brenda Fournier
John Kozlowski
Marty Thomson, Guest

OTHERS PRESENT: Tammy Sumerix-Bates, Executive Manager
Bonnie Friedrichs, County Clerk
Kim Ludlow, County Treasurer
Mick Higgins, Assistant Airport Manager
Undersheriff Erik Smith
Mark Hall, Emergency Services Coordinator
Ted Somers, Equalization Director
Wes Wilder, Maintenance Superintendent
Steve Mousseau, IT Director
Liz Skiba, District Court Administrator
Judge Ed Black
Janelle Mott, Juvenile Officer
Marcia Burns, Circuit Court Administrator (by Zoom)
Lynn Bunting (by Zoom)
Kim Elkie, Board Assistant

MEDIA PRESENT: Bruce Johnson, WATZ (by Zoom)
Phil Heimerl, True North Radio (by Zoom)

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$56,147.75	\$56,147.75

Moved by Commissioner Gilmet and supported by Commissioner Fournier to pay all bills as submitted. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Adrian. NAYS: None. Motion carried.

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund August 2021 monthly financial report (attachment #1). She reported the

end of month balance to be \$253,204.91.

INFORMATION ITEM: Janelle presented the FY2022 Child Care Fund Budget for approval. She informed the Committee the budget request is \$1,069,825.00, a decrease of \$8,350.00 from last year. She also outlined revenue sources for the Committee.

Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve the FY2022 Child Care Fund Budget Proposal in the amount of \$1,069,825.00 for the Juvenile Division, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented Active 911 Invoice for payment.

Moved by Commissioner Karschnick with support by Commissioner Fournier to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the annual renewal Active 911 invoice in the amount of \$2,695.00 with this budgeted item to be paid out of line item #261-325-955.003, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented West Shore Services Yearly Maintenance Contract for warning sirens, Invoice #29104, for payment to align this bill so it is within the fiscal year in which the service takes place. Nine sirens county-wide are covered by this maintenance contract.

Moved by Commissioner Gilmet with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to approve the West Shore Services Invoice #29104 for the yearly maintenance agreement for the warning sirens, in the amount of \$3,320.00 from the 2021 budget line item #101-426-932 with \$2,000.00 out of the County General Fund Balance and increase by that amount #101-426-932 for the agreement to no longer cross fiscal years, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator presented a request to purchase replacement parts for the Unication pagers.

Moved by Commissioner Fournier with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the purchase of G5 pager replacement parts (antennas, batteries and belt clips) from Tele-Rad Inc. in the amount of \$1,416.30 from line item #261-325-970, as presented. This will require a transfer from the fund balance Pager Lease Reserve #261-000-385 to E-911 Improvement #261-325-970.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented a request to purchase a MEVO Anywhere 4G Mobile Kit With 2 Phones to provide redundancy and a mobile 911 center.

Moved by Commissioner Gilmet with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #5: The Committee recommends to approve the purchase of MEVO Anywhere 4G Mobile Kit with 2 Phones (mobile 911 calls) from INdigital Inc. in the amount of \$6,392.38 from 2021 budget line item #261-325-970.003, as presented. (This purchase did not go out for bids due to the single source vendor.)

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request for four weeks of training pay for a yet-to-be-hired new District Court Clerk (Collections/Probation Clerk) due to a retirement resulting in numerous employees moving into other positions within the department.

Moved by Commissioner Gilmet with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #6: The Committee recommends to approve to fill the District Court Clerk (Collections/Probation Clerk) position and provide four weeks of training pay in the amount of \$2,400.00 to be paid from the wage line item, as presented.

INFORMATION ITEM: Liz Skiba, District Court Administrator, with Judge Ed Black presented to the Committee regarding federal and state grant reimbursements to the County for treatment court. Liz was encouraged to bring the issue to the Personnel Committee next month if needed.

Moved by Commissioner Fournier with support by Commissioner Kozlowski to recommend the Action Item below. Motion carried.

ACTION ITEM #7: The Committee recommends to approve Liz Skiba, District Court Administrator, for 15 hours of overtime pay, at \$35.00 per hour, over the next month to review the grants for Drug Treatment Court, as presented.

INFORMATION ITEM: Liz Skiba, District Court Administrator, advised the Committee she has discovered that over \$5,000.00 were paid in "Analysis Fees" to their bank; she recommends moving the account to another financial institution. Liz was advised she doesn't need approval to move the account; the Committee thanked her for informing them of the situation.

INFORMATION ITEM: Mick Higgins, Assistant Airport Manager, presented a request to purchase overfill protection equipment, a new mandate from the FAA, at a cost of \$14,437.00 as a safety protocol for the County-owned fuel farm. He advised the Committee this purchase will be reimbursed through the CARES Act.

Moved by Commissioner Fournier with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #8: The Committee recommends to authorize the Treasurer to transfer \$14,437.00 from the Airport Fund Balance to #295-595-977.001 FF Overfill Equipment for installation of overfill protection equipment on the County-owned fuel farm, as presented.

INFORMATION ITEM: Commissioner Adrian informed the Committee that, due to COVID, only minimal funds were budgeted for travel this year; however, with three commissioners attending the upcoming Michigan Association of Counties Conference he is suggesting to transfer \$7,000.00 to the travel line item, #101-101-860.

Moved by Commissioner Gilmet with support from Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #9: The Committee recommends to transfer \$7,000.00 from the Contingency Fund to the Commissioners' Travel Line Item, #101-101-860, as presented.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly Treasurer's report for August 2021. The budget should be at 66.58%. Revenues are at 65.56% and expenditures are at 62.12%.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented to the Committee regarding the Plaza Pool Fund Deficit of \$5,052.52.

Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #10: The Committee recommends authorizing the Treasurer to appropriate \$10,000.00 from the Contingency Fund to the Plaza Pool for 2021 to be transferred immediately to ensure the Plaza Pool Fund does not have a Fund Deficit at the end of the year, as presented.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk presented a request, referred to Finance Committee from Personnel Committee, to convert a part-time employee to a full-time employee. Going into next year estimates being able to commit \$20,000.00 of the approximately \$51,000.00 cost for the position.

Moved by Commissioner Fournier with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #11: The Committee recommends to approve the Clerk's Office to convert a part-time position to full-time with \$20,000.00 to come from the Clerk's budget and approximately \$31,000.00 from the General Fund, as presented.

INFORMATION ITEM: Commissioner Thomson presented a request to the Committee to eliminate the \$400.00 monthly payment in lieu of health care insurance and health care insurance provision for Commissioners.


Moved by Commissioner Gilmet with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #12: The Committee recommends to increase the Commissioners' salary by \$400.00 per month effective October 1, 2021 and no longer offer the payment in lieu of health care. Commissioners who choose to purchase health care from the County will be responsible for 100%

cost of premium. Commissioners are not eligible for HSA seed money or matching funds.

Motion to adjourn by Commissioner Karschnick with support by Commissioner Gilmet.
Motion carried. The meeting adjourned at 11:13 a.m.

Robert Adrian, Chairman



Kim Elkie, Board Assistant

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CHILD CARE BALANCE SHEET

Month: August, 2021

BEGINNING FUND BALANCE	\$272,794.08
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.34
DEPOSITS	\$9,825.80
* MONTHLY REVENUE TOTAL	\$30,659.14

Expenses

Monthly Expense Total	\$50,248.31
END OF THE MONTH BALANCE	\$253,204.91
Anticipated Audit Adjustments	

Revenue to date for September	\$22,510.67
Expenses to date for September	\$624.00
Anticipated Balance	\$275,091.58

Janelle Mott
9/13/2021