

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**January 27, 2016**  
**10:30 a.m.**

Chairman Walls called the meeting to order at 10:35 a.m.

Commissioner Stenger gave the prayer and the Pledge of Allegiance was said.

Deputy Clerk Keefer called the roll with the following Commissioners present:

John Fairbanks, Barb Stenger, Chuck Vayda, John Brunn and Karl Walls.

Absent and Excused: Dan Sloan, Colleen Carrington-Atkins

Commissioner Fairbanks moved that the agenda be approved, seconded by Commissioner Stenger, by voice vote carried.

Commissioner Fairbanks moved that the minutes from the January 13, 2016 regular meeting be approved, seconded by Commissioner Stenger, Voice Vote carried.

**COMMITTEE REPORT**

**FINANCE**

Commissioner Fairbanks moved for the approval of the Semi-Monthly Detail Analysis dated January 27, 2016, for a total of \$313,439.35, seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved for the approval of the Departmental Purchase Requisitions in excess of \$1,000.00 dated January 27, 2016, seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved to approve the recommendation from the Personnel Committee that the pending open full time position in the Treasurer's Department be filled and that if a full time position in the Treasurer's Department becomes open in November of 2016 that it will become a part time position, seconded by Commissioner Stenger, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Board Meeting**  
**January 27, 2016 – Page 2**

**Payment of Bills**

Commissioner Fairbanks moved for payment of bills by fund, as follows:

101	GENERAL FUND	\$152,149.57
207	ROAD PATROL	\$10,045.48
210	EMERGENCY 911	\$3,659.98
211	RRP CENTER	\$57,056.56
215	FRIEND OF THE COURT	\$1,102.79
216	COUNCIL ON AGING	\$63,084.70
249	BUILDING INSPECTION DEPT	\$2,630.84
260	CRIME VICTIMS REIMB	\$5.23
263	CONCEALED PISTOL LICENSING	\$1,469.76
269	LAW LIBRARY	\$780.90
271	LIBRARY FUND	\$1.53
292	CHILD CARE-PROBATE	\$14,948.99
295	JABG GRANT	\$21.25
505	AMBULANCE	\$6.14
525	TREASURERES ADMIN FUND	\$76.50
569	D.H.H.S BUILDING	\$134.98
595	COMMISSARY FUND	\$6,264.15
	<b>TOTAL FOR ALL FUNDS</b>	<b>\$313,439.35</b>

Motion seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved to approve the following:

1. Motion to approve the recommendation from the Personnel Committee to strike the word “OVERNIGHT” and replace “Finance Committee” with “County Administrator on two spots on Page 1 of Lake County Policy and Procedures – Overnight Travel.
2. Motion to approve the recommendation from the Personnel Committee to replace “Finance Committee” with “County Administrator” and add “**Where appropriate**”, to the reimbursement for a rental vehicle...sentence of the **Rental Cars**: section of Page 2 of Lake County Policy and Procedures – Overnight Travel.
3. Motion to approve the recommendation from the Personnel Committee to strike “.....such as map quest in the Rand McNally atlas mileage....” And add “on several websites” in the **Computation of Mileage** section of Page 2 of Lake County Policy and Procedures – Overnight Travel.
4. Motion to approve the recommendation from the Personnel Committee to add “These reimbursement rates include any applicable taxes or gratuity to the **Lodging Charges and Meals** section of Page 3 of Lake County Policy and Procedures – Overnight Travel.

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Board Meeting**  
**January 27, 2016 – Page 3**

5. Motion to approve the recommendation from the Personnel Committee to add “ANY applicable taxes, gratuities, or charges over these limits are the responsibility of the employee.” to the **Lodging Charges and Meals** section of Page 3 of Lake County Policy and Procedures – Overnight Travel.
6. Motion to approve the recommendation from the Personnel Committee to strike the following from the **Guidelines** section of Page 3 and 4 of Lake County Policy and Procedures – Overnight Travel: Annual or Sick Leave During Tour of Travel: Employees may take annual leave during a tour of travel with approval of the department head, provided, that in no case shall travel expense be allowed while in annual leave status.
7. Motion to approve the recommendation from the Personnel Committee to strike the following from the **Guidelines** section of Page 3 and 4 of Lake County Policy and Procedures – Overnight Travel: Attendance at Funerals: Employees designated as official representatives for the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.
8. Motion to approve the recommendation from the Personnel Committee to add the following to the **Guidelines** section of Page 4 of Lake County Policy and Procedures – Overnight Travel: The County Administrator and the Chairperson and Vice Chairperson are responsible for the enforcement of this policy and the interpretation of any disagreements regarding its understanding. As such he/she is authorized to implement appropriate policies and practices to carry out this responsibility.  
The approval of this policy, and any amendments to it, rescinds any and all county motions or resolutions that conflict, in whole or part, to any part or section of this policy.

Motion seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved to approve the recommendation from the Personnel Committee to approve of the amendments to the Board Policy/Rules with additions, amendments, and deletions as presented, seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved that the Personnel Committee recommends three separate motions for changes to the Board Per Diem & County Mileage Policy:

1. Motion to approve the recommendation from the Personnel Committee to strike .55 and add “and all other county personnel is .50” to the **The Mileage Rate is** section, Page 2 Lake County Policy and Procedures – Per Diem and Mileage Payments.
2. Motion to approve the recommendation from the Personnel Committee to add “is for the Board of Commissioners” to the **The Mileage Rate is** section, Page 2 Lake County Policy and Procedures – Per Diem and Mileage Payments.

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Board Meeting**  
**January 27, 2016 – Page 4**

3. Motion to approve the recommendation from the Personnel Committee to add “Administration” and delete Clerk’s to “See Office for rates.” sentence, 5<sup>th</sup> paragraph, of **General Policy** section, Page 1 Lake County Policy and Procedures – Per Diem and Mileage Payments. And to strike “Maximum meal allowances for the Board of Commissioners and all other county personnel are allowed as follows:  
    \$10.00 Breakfast  
    \$10.00 Lunch  
    \$22.00 Dinner

Receipts are required for all expenses submitted on travel vouchers. These reimbursement amounts do not include any applicable taxes and gratuity. Meals are reimbursable for out of County travel only, unless approved by the Lake County Board of Commissioners.” From the **Meal Expense Rate** section, Page 2 Lake County Policy and Procedures – Per Diem and Mileage Payments.

Motion seconded by Chairman Walls, Roll Call Vote 5 Yes, 2 absent and excused, Commissioner Sloan and Commissioner Carrington-Atkins.

Commissioner Fairbanks moved to approve the recommendation from the Personnel Committee to approve of the amendments to the Non-Union Personnel Policy regarding procedures for the unscheduled closings of the Lake County Courthouse with additions, amendments, and deletions as presented, seconded by Chairman Walls, Roll Call Vote, 5 Yes, 2 absent, Commissioner Sloan and Commissioner Carrington-Atkins.

Meeting recessed at 11:50 a.m. for lunch  
Meeting called to order at 1:20 p.m.  
Commissioner Vayda absent and excused.

**FINANCE:**

Discussion held regarding per diem and mileage and upcoming Feb 29-March 2, 2016 MAC Conference.

Motion made by Commissioner Fairbanks to approve mileage to MAC Conference, seconded by Chairman Walls, Roll Call Vote, 4 Yes, 3 absent and excused, Commissioner Sloan, Commissioner Carrington-Atkins, and Commissioner Vayda.

Motion made by Commissioner Fairbanks to pay for registration, hotel, and parking for MAC Conference, NO meals, seconded by Commissioner Stenger, Roll Call Vote 4 Yes, 3 absent and excused, Commissioner Sloan, Commissioner Carrington-Atkins, and Commissioner Vayda.

**AGENCY REPORTS:**

**LIFE EMS**

It was reported that a student recruited from Baker College has been promoted to Senior Paramedic. Discussion on schedule and work week for paramedics, hired a full time employee, and hired a part time employee. Experiencing growth. Report that releases have been signed with National Transportation and Safety Board. Safety harnesses and straps in EMS vehicles were discussed. Life

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Board Meeting**  
**January 27, 2016 – Page 5**

EMS is at 80% overall response time. Spoke of a possibility of another ambulance. Discussion of contracts was held.

**Building Authority.**

Discussion held on Road Patrol Building Project. Commissioner Fairbanks read a letter he received from Sharyn McGreehan.

**Mental Health**

Still attempting to decide on a CEO. Passed a new policy MANDT System prevent and intervene when a person they serve poses a threat or harm to themselves or others. STAR had an article about training for treating drug overdoses.

**Lake County Parks Committee**

Meeting to be held on 2/3/16 at 10 a.m. in Commissioner's Room.

**Lake County Solid Waste Management Planning**

Committee cannot end until State gives the OK to close it or not. It is believed that more work is involved in this project before it can be closed.

**Michigan Northern Counties**

Meeting to be held 2/1/16.

**ORV Ordinance Committee**

Meeting to be held on 1/29/16 2 p.m.

**Correspondence:**

Commissioner Fairbanks read a letter from Julie Hoffman regarding her request for an update on the status of any developments in the equality of the health care changes and costs among employees and retirees. Commissioner Fairbanks stated he will forward this letter to the Clerk's office for the record.

**Old Business:**

Administrator Lake addressed Larry Collier's concern he expressed in Public Comments at the beginning of the meeting regarding prescription drug coverage and costs for retirees. Tracey Cochran will be asking further questions with 44 North.

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Board Meeting**  
**January 27, 2016 – Page 6**

**Administrators Report:**

Administrator Lake presented the Board with a late purchase order submission by Deputy Maiville for vehicle repair for a car for \$1,010.00. He stated he approved it and presented it to the Board as an emergency.

He made a suggestion for the Board to go to the departments and get to know what each department does within the courthouse to build relationships within.

He hopes to have a PowerPoint presentation put together in the near future to further explain how the county's retirement plan works for a future meeting.

**BRIEF PUBLIC COMMENT *Limited to 5 minutes each, please!***

Julie Hoffman spoke regarding her letter to the Board regarding fairness, or lack of, in terms of health care benefits and costs. She expressed she didn't feel enough action was being taken on the issue due to lack of response to her inquiries on this subject.

**Commissioner's Personal Privilege:**

Commissioner Stenger expressed her support of the Board meeting the departments within the Courthouse and is in favor of participating in that.

Commissioner Fairbanks addressed Administrator Lake regarding his concern over a discussion he had with a county employee whether or not he should be speaking to Commissioner Fairbanks or not.

Chairman Walls addressed Julie Hoffman in terms of her letter to the Board and the public regarding the health care issue and the fairness of it. He expressed his frustration with these complaints.

**Adjourn/Recess at the Call of the Chairman**

Being no further business, meeting was recessed at 3 p.m.

Respectfully Submitted,

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Lisa Williams, Clerk to the Board

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Karl Walls, Chairman