October 24, 1988

The Marquette County Board of Commissioners Finance/Personnel Committee met on Monday, October 24, 1988 at 4:00 p.m. in the Courthouse Conference Room, Marquette, Michigan.

Chairperson DeFant called the meeting to order, roll call was taken and the following roll recorded: Present: Comm. Arsenault, Comm. Lowe and Comm. DeFant. Absent: None.

It was moved by Comm. Lowe, supported by Comm. Arsenault and unanimously carried that the minutes of the October 11, 1988 Finance/Personnel Committee meeting be approved.

Chairperson DeFant opened the meeting for public comment, none was forthcoming.

It was moved by Comm. Lowe, supported by Comm. Arsenault and unanimously carried that the agenda be approved with the following addition; item 16 become Municipal Employees Retirement System - Actuarial Valuations.

The Committee reviewed Claims and Accounts for the period October 7, 1988 through October 21, 1988. It was moved by Comm. Lowe, supported by Comm. Arsenault and unanimously carried that claims and accounts in the amount of $1,048,498.18 be approved and ordered paid.

The Committee took under consideration a Notice of Hearing from the Michigan Public Service Commission regarding an application filed by the Michigan Gas Company seeking approval of Gas Cost Recovery (GCR) factors to be reflected in its monthly billings to retail gas customers. The County Board has gone on record in the past opposing utility rate increases. It was moved by Comm. Lowe, supported by Comm. Arsenault and unanimously carried that the Finance/Personnel Committee recommend the County Board reaffirm its resolution opposing utility rate increases and forward the resolution along with a letter to the Michigan Public Service Commission opposing the Michigan Gas Company application to apply a Gas Cost Recovery factor to its retail customers monthly billing.

The Committee took under consideration the Marquette County Forest Management Plan. James Kippola, Senior Planner, was present to discuss the plan and answer questions. The plan was adopted by the Planning Commission on July 7, 1988 and reviewed by the Natural Resources Commission. Mr. Kippola reported the Planning Commission feels the plan would double forest revenues, provide for expansion to other kinds of uses for forests, and proposes expanding County Forests. The Committee felt the plan was well written and organized. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board approve the Marquette County Forest Management Plan.
Finance/Personnel Committee Minutes
October 24, 1988 - Page 2

The Committee took under consideration four 1988 Health Department Budget Amendments. Randall M. Johnson, M.D., Director of the Health Department, was present to review the budget amendments, numbers 5 through 8, and answer questions.

Budget Amendment #5 incorporates an additional $38,000 in State support to the Food Service Program and reduces fees by $38,000.

Budget Amendment #6 incorporates a new program entitled "Adolescent Health Planning Grant" beginning October 1, 1988 because of a $20,000 MDPH grant supporting adolescent health planning. An estimated $4,830 expense will be incurred during October through December 1988 time period.

Budget Amendment #7 incorporates $7,344 in additional State support for the WIC Program and reducing County expenditures by the same amount.

Budget Amendment #8 recognizes $2,000 in fee revenue in the Administration budget and applies the added revenue to contractual expenses to support a temporary employee assigned to develop an "AIDS Continuum of Service Grant" proposal to be submitted to MDPH.

It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board approve the 1988 Health Department Budget Amendments, numbers 5 through 8.

The Committee took under consideration a proposal that Health Department Services which are available to Health Department employees, spouses, and children free or at a reduced cost, be made available to all County employees. Randall M. Johnson, M.D., Director of the Health Department, was present to discuss the proposal and answer questions. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board welcome the Board of Health proposal and approve the extending of Health Department Services to all County employees, spouses and children free or at a reduced cost.

The Committee took under consideration Change Order #32 for Hebert Construction Company to provide materials and labor for installing additional duct work in attic space to work around roof trusses in the construction of the Frank S. Valente Medical Care Facility. Ron Koshorek, Director, Resource Management/Development Department, was present to discuss the change order. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board approve Change Order #32 in the amount of $14,217.84.
Finance/Personnel Committee Minutes
October 24, 1988 - Page 3

The Committee took under consideration Change Order #33 for Hebert Construction Company to provide materials and labor in accordance with the contract document for electrical items in the construction of the Frank S. Valente Medical Care Facility. Ron Koshorek, Director, Resource Management-Development Department, was present to discuss the change order and answer questions. Mr. Koshorek pointed out the change order has been approved by both the Department of Social Services and the Management Team. It was moved by Comm. Lowe, supported by Comm. Arsenault and unanimously carried that the Finance/Personnel Committee recommend the County Board approve Change Order #33 in the amount of $10,212.98.

The Committee took under consideration a memo from Randell E. Girard, Director of Human Resources, regarding over-time calculations/compensation. Mr. Girard indicated that various departments within the County have not been consistently applying the County's over-time provisions that are presently in place. He suggested two options that are available to the Board of Commissioners regarding over-time compensation. The first option is to reaffirm the provisions of the current personnel policy 103.2 and collective bargaining articles that over-time will be compensated on the basis of hours physically worked in excess of 8 hours in one work day, or in excess of 40 hours in one work week. The second option would be a modification of the Board's current position to provide for over-time compensation on the basis of all hours paid in excess of 8 hours in one work day, or in excess of 40 hours in one work week. Option two would include over-time calculation based upon non-worked, paid hours, such as vacation, personnel leave, sick leave, and holidays. Mr. Girard recommends that the Finance/Personnel Committee recommend that the County Board reaffirm its previously established over-time compensation position as described in option one.

Michael Quayle, Undersheriff, was present and pointed out that such a policy would create a problem within the Sheriff's Department. The Sheriff's Department has been in practice paying over-time based upon hours paid for some time. Any employee who may be asked to come out on a weekend, for example, has been compensated at time-and-one-half, not straight time, even though they may not have physically worked for 40 hours. Undersheriff Quayle does not believe the cost of the Board approving option two, to pay over-time based upon hours compensated rather than hours actually worked, would be more expensive because that has been the practice in their department anyway.

It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the matter be tabled until the next Finance/Personnel Committee meeting, and that Mr. Girard bring a cost comparison between option one and option two for Committee review.

The Committee took under consideration a "Declaration of Trust" for the ICMA-RC Deferred Compensation Plan. Randell E. Girard, Director of Human Resources, was present to discuss the matter.
Finance/Personnel Committee Minutes
October 24, 1988 - Page 4

Resources, was present to discuss the resolution. Mr. Girard indicated that over the years, ICMA Retirement Corporation has grown in assets and has diversified its investments, and as a result has come under jurisdiction of the U.S. Securities and Exchange Commission. To comply with S.E.C. regulations all employees affiliated with ICMA must adopt a "Declaration of Trust" resolution which designates ICMA-RC as the trust agency and administrator of our fund, and also provide the County with voting power. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board adopt the "Declaration of Trust" of the ICMA Retirement Trust.

The Committee took under consideration a packet of information from the Upper Peninsula Travel and Recreation Association. UPTRA proposes to seek legislation which would permit the establishment of a U.P. Room-Assessment District for support of regional promotion. The amount of the assessment would be 1%. There are currently 10 room-assessment districts in the Upper Peninsula which levy a 2% assessment, however the U.P. wide, 1% assessment would be in addition to the 2%, making the total assessment in these areas 3%. This proposal would establish a financial foundation for regional/local promotion within the U.P., controlled by and for the Upper Peninsula Travel Industry. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the UPTRA informational packet be placed on file.

The Committee took under consideration a letter from Jerrold H. Brockmyre, Director, Office of Child Support, Michigan Department of Social Services, regarding two 1987 Central Service Cost Allocation Plans received by their office which reflect an increase due to the inclusion of the cost of Circuit Court and Prosecuting Attorney filings to the Friend of the Court Office. County Clerk, David Roberts, stated he spoke with Carolyn Hanson, Friend of the Court, and discovered that D.M. Griffith and Associates has made an effort to recover cost from the State of Michigan for files maintained in the County Clerks Office and the Prosecutors Office, but are not reimbursable as direct charges through the Cooperative Reimbursement Plan, however, it was a nice try by D.M. Griffith and Associates. The Committee placed the communication on file.

The Committee took under consideration a memo from Randell E. Girard, Director of Human Resources, regarding the Municipal Employees Retirement System - Actuarial Valuations. Mr. Girard is requesting $2,700.00 from contingency to the professional/contractual services line item (810.00). It is most cost effective if all the required actuarial valuations be done at one time by the MERS actuaries in anticipation of collective bargaining and other requests for modification of County retirement plans. It was moved by Comm. Arsenault, supported by Comm. Lowe and unanimously carried that the Finance/Personnel Committee recommend the County Board approve an appropriation of $2,700.00 from contingency to line item (810.00) professional/contractual services in the Human Resources Department budget.
Chairperson DeFant opened the meeting for public comment, none was forthcoming.

Randell Girard announced that the County of Marquette has received an award from the Marquette County Business and Professional Women's Association, recognizing Marquette County as "Employer of the Year."

There being no further business to come before the Committee the meeting was adjourned.

Respectfully submitted,

[Signature]
David J. Roberts
Marquette County Clerk
MARQUETTE COUNTY BOARD OF COMMISSIONERS
FINANCE/PERSONNEL COMMITTEE
Monday, October 24, 1988, 4:00 p.m.
Courthouse Conference Room, Marquette, Michigan

1. ROLL CALL.
2. APPROVAL OF THE MINUTES OF THE FINANCE/PERSONNEL COMMITTEE
   MEETING HELD ON October 11, 1988.
3. PUBLIC COMMENT.
4. APPROVAL OF THE AGENDA.
5. Review of Claims and Accounts.
6. Notice of Hearing by Michigan Gas Company regarding gas
   service rates.
7. Marquette County Forest Management Plan.
9. Health Department Services for County Employees/Families.
10. Change Order #32 for Frank S. Valente Medical Care Facility.
11. Change Order #33 for Frank S. Valente Medical Care Facility.
14. A letter from Upper Peninsula Travel & Recreation
    Association proposing room-assessment districts.
15. A memo from Jerrold H. Brockmyre, Director, Office of Child
    Support, regarding Child Support Cooperative Reimbursement.
16. MESS -
17. MESS -
18. MESS -
19. PUBLIC COMMENT.
20. ANNOUNCEMENTS.
21. ADJOURNMENT.