

Kalkaska County Board of Commissioners
Special Meeting Minutes
November 22, 2016
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 4:05 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael, Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Alan Hart and Kevin Stein. Pledge of Allegiance by all.

Public Input: None

Chair called for Purpose of Meeting:

Equalization Staffing: Present Equalization Director Bob Englebrecht, County Treasurer, Register of Deeds and County Clerk. Discussion regarding vacant position in Equalization and oversight. Discussion regarding various options, given current vacancies in Equalization, Treasurer's office and Register of Deeds, temporary assistance and review of needs. Englebrecht noted data entry level necessary to include knowledge of title work and experienced public service skills; also noted GIS mapping services currently provided and 911 address assignments (Master Street Address Guide) is necessary. Discussion; Treasurer, Register of Deeds and Clerk willing to work in conjunction with Equalization office to provide as many services as possible in the interim. Discussion regarding possibility of temporary employee until position is filled if possible. Englebrecht noted part-time/full-time position could be possible depending on GIS duties, etc; shared employee with another office possible depending on mapping, other duties that may be restructured or contractual; discussion regarding keeping 35 hour positions, review of 40 hour position possible if position is shared. Discussion regarding GIS, Englebrecht to obtain 3 quotes/options. Treasurer noted inability to share an employee between Treasurer and Clerk but could share an employee with Equalization. Discussion, Treasurer noted she would be willing to have oversight of EQ employee. Noted postings cannot be changed without review of Board/union. Discussion. Consensus to Motion move forward with a temporary employee, allow Clerk to communicate with two people of interest for temporary assistance in the Equalization office and review at Special Meeting 11-28-2016; to interview and/or contract with EQ staff, GIS immediate needs and Register of Deeds vacancy approval. Englebrecht to provide motions for Equalization GIS and staff vacancy for 11-28-2016 Special meeting along with job descriptions.

Blue Cross Blue Shield/EHIM/Dewey Insurance: Clerk Hill provided a summary of final health insurance information noting the county will be proceeding with the current BCBS and EHIM as presented by Dewey Insurance at a previous meeting; noted Priority quote was less (\$25,000) but did not provide sufficient coverage to mirror current health insurance with EHIM wrap; noted Life Insurance and short-term disability was reviewed with Dearborn National, with same coverage, was significant decrease in cost and when combined (multi-policy) with BSBC renewal

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an approximate savings of \$7,000.00. **Motion** by Fisher to affirm continuation of health insurance with 2017 Blue Cross Blue Shield rates, EHIM and Dewey Insurance as agent, with change to Dearborn National for Life and Short-Term Disability as proposed. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

Employee Health Insurance/Medicare request: Discussion regarding a retired employee who elected to go to county Medicare (not of Medicare age), union contract language/intention, employee continued to be on the county policy but employee experienced a significant increase in costs and request to return to county BCBS policy. Discussion. **Motion** by Buchanan to allow retiree employee Jane Doe to remain on county BCBS policy from county Medicare policy as requested in letter from retiree dated 10-4-2016. Supported by Fisher. Discussion, Board noted this would be an isolated approval due to circumstances. Roll call vote: Buchanan, yes; Fisher, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

FLSA Exempt and Non-exempt employees: Clerk Hill noted following 11-9-2016 meeting action to convert salaried employees under \$47,000 to hourly due to the new FLSA has since been reviewed with counsel and it would now be unnecessary to take this; noted of the 10 salaried employees, 7 were determined exempt by way of appointment (Prosecutor assistants, court appointments to the Judges, Undersheriff and Secretary). Hill noted the other 3 being reviewed with counsel could be considered exempt by way of similar appointment, all 3 positions were based on 40 hour a week positions; however, it is expected that the new overtime ruling will be rescinded. Clerk advised she recommended the county take no action at this time; the three positions remain status quo as 40 hours per week. **Motion** by Fisher to designate the COA Director position per FLSA ruling as exempt status position. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Cox, yes; Hart, absent; Stein, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Fisher that Construction Codes/Building Enforcement Official and Recycle Manager are not exempt status per the FLSA ruling and the Clerk is to send a memo to remind them of work week as 40 hours per week with no overtime approval. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

DTE Gas Line costs to Civic Center: Mark Randolph addressed the Board noting an increase in initial DTE quote for gas line to Civic Center of \$2800.00, over the previously approved amount. Discussion. **Motion** by Fisher to approve the increase cost of the DTE gas lines to the Civic Center of \$2,800.00 from account 208-691-974.000 (Land Improvements) and increase 208-691-699.999 (appropriated fund balance)by \$2,800.00 and approve application. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

Public Input: None

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Motion to adjourn by Fisher at 5:40 PM. Supported by Buchanan. 5 yeas. 0 nays. 2 absent.
Carried.

Respectfully submitted:

Deborah Hill, Kaskaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kaskaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.