

**Personnel/Equalization and Apportionment/Transportation/Health and Social Services
Committee
Meeting Minutes**

April 8th, 2015

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Wednesday, April 8th, 2015 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Egan called the meeting to order at 3:05 p.m. with a quorum present.

MEMBERS PRESENT: Conor Egan, Scott Shackleton and Rudy Johnson

MEMBERS ABSENT: None

OTHERS PRESENT: Jim German County Administrator, Commissioner Martin, Tim McKee, Sharon Kennedy, Kathy Loup and Kelly Church

Additions / Deletions to the Agenda

None

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve the Agenda as presented. On a voice vote the motion CARRIED.

Public Comment

None

Agenda Items

Personnel Items

Prosecutor

The Committee reviewed a temporary replacement request for the Prosecutor's Office, for a legal secretary position during a short term disability leave (maternity). It is a grade Level 7 positions and County Policy No. 215 will be followed.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson to approve the Prosecutor's request for temporary replacement of staff during short term disability for a grade 7 Legal Secretary position and to follow County Policy 215. On a voice vote, the motion CARRIED.

Sheriff's Department

The Committee reviewed personnel changes as follow:

- Richard McBryde, retirement effective 4/30/2015
- Jereme Daniels, resignation effective 3/20/2015
- Shentele Apps, full-time effective 3/29/2015 (replacing Daniels)
- Jeff Perry, full-time effective 5/1/2015 (replacing McBryde)
- Jake Robinson, part-time up to 79 hours effective 3/29/2015 (replacing Apps)
- Sarah Pitawanakwat, part-time up to 79 hours effective 5/1/2015 (replacing Perry)

Officers Robinson and Pitawanakwat will be offered single coverage health insurance upon passing their 90 day anniversary, they will be responsible for 20% co-pay of premiums.

It was moved by Commissioner Johnson, supported by Commissioner Shackleton to accept Richard McBryde's retirement; Jereme Daniels, resignation; Shentele Apps and Jeff Perry going to full-time status and Jake Robinson and Sarah Pitawanakwat to part-time status working up to 79 hours. (On the dates reflected above.) On a voice vote the motion CARRIED.

Central Dispatch

The Committee was updated on Central Dispatch personnel, which includes the resignation of Anna Allen, full-time replacement Brandon Hoorstman and the need to approve one part-time Dispatcher to the up to 79 hours position. The 79 hour position will be offered single health coverage upon completion of 90 days. With these changes Central Dispatch will still be holding an open full-time position.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson to accept the resignation of Anna Allen and to move Brandon Hoorstman to a full-time effective 3/30/2015. On a voice vote the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve the request to move Christopher Huntley to part-time position over the 29 hour limit, and to be offered single health coverage upon 90 day completion, with a 20% co-pay by the employee. On a voice vote the motion CARRIED.

Equalization Items

2015 County Equalized Values

Equalization Director Kennedy and Appraiser Kathy Loup reviewed the process of arriving at equalized values, including land value, economic condition factor, 34 appraisal, and 15 sales studies, the assessor and boards of review function in the process, and ultimately the role of county and state in establishing equalized value.

Kennedy went on to present the 2015 County Equalized Values. The total 2015 Equalized Value for the county is \$1,331,027,604 (see page 1 of Equalization Report).

She explained that the values presented on the report are the basis for completing the State required forms which must be completed and sent to the State before the end of April. The equalization process and the valuations presented were discussed in detail.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson that the equalized values as presented by Equalization Director Kennedy be adopted as reported and that all state required forms regarding same be completed and filed as required by statute. On a voice vote, the motion was CARRIED.

Tentative 2015 Tentative Taxable Values; Truth in Taxation Public Hearing; Summer Tax Roll Processing and Required Studies:

As an informational item, Equalization Director Kennedy also presented the *TENTATIVE 2015 TENTATIVE TAXABLE VALUES* and explained the capped value formula as it relates to taxable values. It was explained that the county's projected tentative taxable value is \$1,094,640,978 which is a projected increase of \$8,029,410. The final taxable values for the county will be calculated in May, after preliminary State equalization occurs and after school operating exemption information has been provided by the local assessors. Once those taxable values are finalized, all of the Headlee calculations will be made by the director, and the county's operating millage, after a truth in taxation public hearing is held, will be determined by the County Board. The 2015 tentative DNR/PILT taxable values (page 13) show an increase of \$268,890 over the 2014 values. It is noted that the DNR/PILT properties pay taxes at same rate as other qualified agricultural properties.

Director Kennedy reviewed the process of establishing the County's operating millage rates, the time table involved, and the necessity of holding a Truth in Taxation Public Hearing at the June 8th meeting of the County Board of Commissioners.

Director Kennedy reviewed the schedule for calculating final taxable values, Headlee fractions, millage rates, and processing Tax Rolls, the steps necessary to accomplish the tasks ahead.

It was moved by Commissioner Johnson, supported by Commissioner Shackleton that the information presented be accepted into the minutes and that the Truth in Taxation Public Hearing be scheduled for the June 8, 2015 meeting of the County Board, and that Director Kennedy, as soon as the necessary data is certified and compiled, submit the pertinent information to the Administrator's Office and the Board so that the hearing may proceed within the deadlines established by law. On a voice vote, the motion was CARRIED.

Other items of concern

Equalization Director Kennedy explained that beginning with 2011, the continuing education requirements for certified personnel has increased to 30 hours in a three year period in addition to specific annual mandatory class requirements. And, while she did not have a schedule of those trainings yet, when the trainings are known staff will be scheduled for those trainings as well as others throughout the year as she determines is necessary and relevant to departmental functions.

It was moved by Commissioner Johnson, supported by Commissioner Shackleton that should the need arise, and in the discretion of the Equalization Director, in order to accommodate attendance at continuing education classes, with advance notification of administration, the office may be closed during those periods. On a voice vote, the motion was CARRIED.

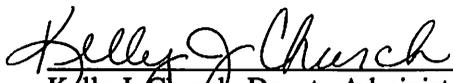
Committee Comments

None

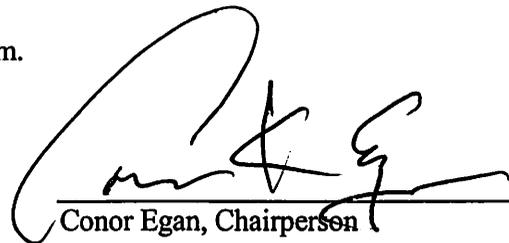
Adjourn

It was moved by Commissioner Shackleton, seconded by Commissioner Johnson, to adjourn the meeting. On a voice vote, the motion was CARRIED.

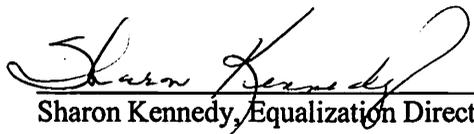
Chairperson Egan declared the meeting adjourned at 4:30 p.m.



Kelly J. Church, Deputy Administrator
And



Conor Egan, Chairperson



Sharon Kennedy, Equalization Director