



PERSONNEL / WAYS & MEANS COMMITTEE

*Ralph Tillotson, Chair - Terry Collins, Vice Chair
Committee of the Whole*

MEETING LOCATION

*Chamber Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI*

MINUTES: Tuesday, February 7, 2017 - 10:07 a.m.

Present: Commissioners Tillotson, Collins, Bales, Bolton, Driskill, Knoblauch, Lapham, Stimpson, and Wittenbach

Also Present: Cari Rebottaro, Martha Hall, Roxann Holloway, Jenny Escott, Marilyn Woods, Carolyn Bater, David Panian (The Daily Telegram), Martin Marshall, and Rebecca Borton

I. APPROVAL OF THE MINUTES

*Motion by Wittenbach, seconded by Driskill, to approve the minutes of January 10, 2017.
Motion carried.*

II. PERSONNEL BUSINESS

A. **Employment Changes:** The monthly employment changes were presented for review.

B. **Department on Aging Request:** Cari Rebottaro explained the need for an additional Program Assistant for the Daybreak Center.

Motion by Stimpson, supported by Driskill, to approve one additional Program Assistant position for the Department on Aging. Motion carried.

C. **Health Department:** Martha Hall reviewed a request for the reclassification of a part time employee to a full time employee, using grant funding to cover the additional funding obligation.

Motion by Stimpson, supported by Driskill, to approve the reclassification request. Motion carried.

D. **Administration:** Commissioner Stimpson reported that the review of the County Administrator has been conducted.

Motion by Stimpson, supported by Driskill, to approve the reclassification of the Administrator to paygrade NU 75-71 at his current step. Motion carried.

E. **2016 Unemployment Insurance Report:** The 2015 Unemployment Insurance Report was presented for review. Any excess in the account will be redistributed back to the funds that have paid in.

- F. **Other Personnel Business:** There was no other personnel business at this time.

III. WAYS AND MEANS BUSINESS

- A. **Finance Report:** Marty reviewed the finance reports. He noted that the revenue column shows totals prior to the auditor adjustments. Marty also pointed out that the 911 Dispatch fund is now in the black and there were no budget adjustments for review this month.
- B. **Airport Hangar:** Marty explained that the Board of Commissioners had approved \$65,000 for the purchase of a hangar at the Airport. Although the original hangar in mind did not come to fruition, a comparable opportunity has become available.

Motion by Stimpson, supported by Collins, to recommend authorization of the purchase of Blissfield Manufacturing Company's leasehold interest in said Lease dated August 23, 1978 for the sum of \$65,000. Motion carried; Tillotson voting no.

C. Committee Recommendations/Referrals

Physical Resources Committee: The Physical Resources Committee recommends approval of the heat exchanger replacement in an amount of \$18,153 from the Human Services Building fund 502-283-930.

Motion by Bolton, supported by Wittenbach, to recommend approval of the heat exchanger replacement in an amount of \$18,153 from the Human Services Building fund 502-283-930. Motion carried.

- D. **Consent Agenda:** Actions taken today will be included on the consent agenda.
Motion by Bolton, supported by Knoblauch, to place actions taken today on the consent agenda for tomorrow's Board of Commissioners meeting. Motion carried.

- E. **Other Business:** There was no other business.

IV. ADJOURNMENT

Motion by Knoblauch, seconded by Bolton, to adjourn at 10:25a.m. Motion carried.