

Robert Stacey  
Gary Girardin  
Don Edwards  
Lloyd Peltier  
James Madison



12265 M-32  
P.O. Box 789  
Atlanta, MI 49709  
Phone (989) 785-8002

dhubbard@montcounty.org

## Montmorency County Board of Commissioners

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### Regular Board Meeting

#### Agenda

September 22, 2022

9:00 a.m.

Boardroom/Courtroom

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#### CALL TO ORDER

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Approval of minutes from September 8, 2022
- Claims and Accounts

*Add: Dept. Head Mtgs.  
Closed session: POAM  
Ltr. resig. R&D Person*

#### PUBLIC COMMENT (Agenda Items Only)

#### TREASURER'S REPORT

#### COUNTY CONTROLLER REPORT

#### SHERIFF'S REPORT

#### OLD BUSINESS

- Review County Controllers Job De

#### NEW BUSINESS

- Janelle Mott: Juvenile Officer
- Letter of interest for NEMCMHA
- NEMCSA: Annual Report (Frances Ommari)

#### STANDING COMMITTEE REPORTS

#### PUBLIC COMMENT

#### ADJOURN SUBJECT TO CHAIRMAN

NEXT REGULAR BOARD MEETING WILL BE HELD ON Thursday October 13, 2022

THIS MEETING IS OPEN TO ALL MEMBERS OF THE PUBLIC UNDER OPEN MEETINGS ACT OF MICHIGAN, PURSUANT TO PUBLIC ACT 267 OF 1976 PLEASE SILENCE ALL CELL PHONES

**MONTMORENCY COUNTY BOARD OF COMMISSIONERS  
MEETING HELD SEPTEMBER 22, 2022**

**PRESENT:** Don Edwards, Gary Girardin, Robert Stacey, James Madison, Lloyd Peltier

**ABSENT/EXCUSED:** None

**PLEDGE**

**ADD/DELETIONS:**

**Add:** Department Head Meetings; Closed Session: POAM; Register of Deeds Personnel

**Delete:** None

Motion by Girardin, seconded by Edwards approving the agenda with the additions. Yeas: 5 Nays: 0 Motion carried.

**MINUTES:**

Motion by Peltier, seconded by Madison approving the regular meeting minutes of September 8, 2022. Yeas: 5 Nays: 0 Motion carried.

**CLAIMS & ACCOUNTS:**

Motion by Stacey, seconded Edwards approving claims. (Desk \$131,501.05; Regular: \$37,907.66; EFT's \$435,477.55 Total: \$604,886.26). Yeas: 5 (Roll call: Edwards, Girardin, Madison, Peltier, Stacey) Nays: 0 Motion carried.

**PUBLIC COMMENT:**

None

**TREASURER REPORT:**

Cheri Eggett, Treasurer and Dep. Sherry Englehart present. ARPA update and 2017 Foreclosure reporting; Motion by Edwards, seconded by Peltier approving \$14,778.00 for windows in Probate, Friend of the Court, and Juvenile offices. Yeas: 5 (Roll call: Girardin, Madison, Peltier, Stacey, Edwards) Nays: 0 Motion carried.

Motion by Girardin, seconded Madison authorizing \$2000.00 for Direct Pay. Yeas: 5 (Roll call: Madison, Peltier, Stacey, Edwards, Girardin) Nays: 0 Motion carried.

**COUNTY CONTROLLER:**

Aprille Williamson present. Topics included: Family Division attorney contract. Motion by Edwards, seconded by Girardin approving contract with Pommerenke and Edwards for Legal Representation. Yeas: 5 Nays: 0 Motion carried.

Obtaining various insurance quotes; Letter received on 2019 ACA reporting (Affordable Care Act); 2023 Budget; MIDC Contract; Opioid monies discussion and forming a committee.

**SHERIFF REPORT:**

Sheriff Brown and Under Sheriff Crane present. Inmate count 13; Safety Day at Elk Fest; Retention and Recruitment; Hillman School Officer; Dept. of Justice re-coop on vests; Insurance coverage on boats, orv's etc.; Discussion on budget percentage and audit numbers; Body Cam's.

**OLD BUSINESS:**

**REVIEW COUNTY CONTROLLERS JOB DESCRIPTION:** Motion by Stacey, seconded by Peltier to post job description of Controller on the internet (county web page) and encourage others to do the same. Yeas: 5 Nays: 0 Motion carried.

**NEW BUSINESS:**

**CHILD CARE FUND BUDGET:** Janelle Mott present on 2023 Child Care Budget. Discussion on outstanding balance due to state from 2018 placement. Requesting to make a payment towards. Motion by Girardin, seconded by

Madison to pay 25 percent of the balance due to the State of Michigan owed for institutional care. Yeas: 5 (Roll call: Peltier, Stacey, Edwards, Girardin, Madison) Nays: 0 Motion carried.

Motion by Edwards, seconded by Peltier authorizing the chair to sign the 2023 Child Care Fund Budget. Yeas: 5 (Roll call: Stacey, Edwards, Girardin, Madison, Peltier) Nays: 0 Motion carried.

LETTER OF INTEREST NEMCMHA: Person at Large seat available. One letter of interest received. Discussion. Motion by Girardin, seconded by Edwards appointing Charlotte Helman, MSN, WCC to Community Mental Health board. Yeas: 5 Nays: 0 Motion carried.

NEMCSA ANNUAL REPORT: Frances Ommani, present. Gave the 2021 Annual report. Overview of services and funding sources.

DEPARTMENT HEAD MEETINGS: Discussion. Board encourages and requests Treasurer to organize.

REGISTER OF DEEDS PERSONNEL: Connie Brandt, Deputy resigning and request to fill the vacancy. Motion by Edwards, seconded by Girardin approve replacing position at \$15.00 p/hour and then .50 cents after 90 days. Yeas: 5 (Roll call: Edwards, Girardin, Madison, Peltier, Stacey) Nays: 0 Motion carried.

**COMMITTEE REPORTS:**

Stacey: Recycling, Finance, Claims & Accounts, Sheriff, District Health #4  
Edwards: 911, Landfill, ARPA  
Girardin: LEPC w/Emerg. Manager: Claims & Accounts, Finance, Landfill  
Madison: None  
Peltier: MCCOA, Mental Health, ARPA, NEMSCA

Motion by Stacey, seconded by Edwards appointing Girardin to LEPC and LPT (Emergency Planning Committee). Yeas: 5 Nays: 0 Motion carried.

**PUBLIC COMMENT:**

Commissioner Stacey, comments on wage meeting and open meetings act, indicates contacted MAC and county attorney, advised did not violate open meetings but should post in future.

Additional comments on percentage of MCSD and budget.

Motion Stacey, seconded by Edwards to go into Closed Session on POAM issue. Yeas: 5 Nays: 0 Motion carried.

10:28 A.M. Break (before going into closed session)

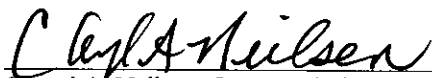
10:34 A.M. Back in session. Discussion on School officer.

**\*\*Went into closed session.**

10:41 A.M. Back in regular open session. Motion by Edwards, seconded by Girardin to submit to POAM for approval that upon departure from employment if any personal, vacation, or comp leave is on the books for over 80 hours, employees will be allowed one additional pay period to use up those 80 hours and the remainder of leave hours will be paid out accordingly on that paycheck. All insurance coverage and benefits will end on the last pay period ending date. Subject to approval by POAM. Yeas: 5 Nays: 0 Motion carried.

Motion by Edwards, seconded by Girardin to adjourn the meeting. No objections. Meeting adjourned.

Minutes prepared by:



Cheryl A. Neilsen, County Clerk

Approved: Oct. 13, 2022

# Montmorency County

**Controller  
Job Description**

**Job Classification: Administrative, Full-time Salary**

**Work Schedule: Mutually determined**

**Reporting Relationship: Montmorency Board of Commissioners**

## **Primary Accountability:**

Oversees, coordinates, and is responsible for county finances and management for the Board of Commissioners.

## **Major Duties:**

### *Accounting & HR Duties:*

- Implement accounting policies and procedures per statute and in coordination with Treasurer.
- Determining the effect of potential business decisions on financial policy.
- Cooperating with departments across the county.
- Ensuring prompt and accurate month-end and year-end close processes.
- Preparing timely financial statements.
- Reporting variances.
- Overseeing accounting operations such as accounts payable, payroll, HR functions, keep a general ledger of all assets and liabilities with fund balances, oversee purchases of the county, and review, prepare, and maintain county policies.
- Ensuring compliance with company and statutory requirements.
- Plan, organize, manage, and administer County's Budget; develop and implement program and strategic planning; implement and assist in the development of budgetary and financial policies, procedures, and business practices; evaluate goals, objectives, priorities, and activities to improve performance and outcomes; recommend and establish administrative controls and improvements; develop procedures to implement new and/or changing regulatory requirements; serve as a member of the management team.
- Manage and coordinate the annual budget process; maintain budget account system and controls; provide strategic and policy guidance and recommendations to elected officials and executive management; monitor budget to actual trends for revenues and expenditures; ensure compliance with statutes.
- Prepare, develop, and present the county's five (5) year financial forecast; plan and conduct complex budgetary, financial, and operational analyses and studies; research and monitor budget variances and economic indicators and trends; develop, prepare, and present reports, recommendations, and findings.
- Act as a resource, and provide direction, guidance, and leadership to staff; advise on the more complex and sensitive concerns and issues.
- Provide expert guidance and explain information to other departments; respond and resolve confidential and sensitive inquiries; investigate complaints and recommend corrective actions as necessary.
- Coordinate with other governmental agencies and jurisdictions regarding financing agreements; negotiate intergovernmental agreements; provide advice and assistance to the County Chair in negotiating financial issues.
- Serve as an expert consultant to department management regarding financial and budget issues and strategies; collaborate with department management in preparing budget documents; negotiate budget issues with department and elected officials; assist or supervise staff in assisting with collective bargaining in analyzing financial issues, costing of labor contracts, and evaluating related personnel costs.

# Montmorency County

## Controller Job Description

- Perform the most difficult assignments requiring a higher level of responsibility, applying advanced subject knowledge, and exercising significant independent judgment and initiative.

### *Grant Administration:*

- Compiles necessary data for grants.
- Works in collaboration with Department heads and Treasurer in writing grants.
- Collaborates with finance departments on grant income and grant expense amounts.
- Gathers statistics required by funding sources.
- Assists the BOC in monitoring measurable outcomes as required by funding sources.
- Coordinates with the BOC regarding funding efforts.
- Prepares required grant reports.
- Oversees data entry, delegating data entry as necessary for completion of grant reports.
- Seeks additional funding sources to support, expand, and develop new programming in alignment with the vision of the BOC.
- Develops and manages system for tracking grant expenditures and receivables.
- Oversees accounts, maintains check register, tracks all receipts and records for funds.
- Reviews and approves all grant related payment requests, bills, invoices, and statements.

### *General Duties:*

- Performs additional responsibilities as assigned by the BOC.
- Actively promotes and supports the County's mission and vision.
- Cultivates and sustains relationships with funders to promote the county mission and our work to develop partnerships, and to ensure access to important information and emerging opportunities.
- Seeks additional funding sources to support, expand, and develop new programming in alignment with the vision of the BOC.
- Build and maintain the county website.
- Active in all POAM Union negotiations and activity.
- Main contact for annual county audit.
- Make recommendations to the BOC for improvements to internal management.

### **STATUTE: COUNTY BOARDS OF COMMISSIONERS (EXCERPT) Act 156 of 1851**

46.13b County controller or board of auditors; appointment by board of supervisors, compensation, tenure, removal; controller as chief accounting officer, powers and duties.  
Sec. 13b.

The board of supervisors in any county other than counties operating under elected boards of auditors unless presently operating with a county controller, by a majority vote of its members-elect, may appoint a county controller or board of auditors and fix the salary, to be paid in like manner as the salaries of other county officers are paid. The controller or board of auditors after appointment shall hold the office at the pleasure of the board of supervisors and may be removed in the manner provided by law for the removal of county officers, or by a 2/3 vote of all the supervisors elected to office. The controller shall be the chief accounting officer of the county and shall have charge and supervision of the accounts and accounting of every office, officer and department of the county, the whole or any part of the expense of which are borne by the county. The controller shall see that a system of accounting is installed and properly kept by every office, officer and department of the county in strict accord with the provisions of law, and in addition to which he may prescribe and direct the keeping of such other accounts and records and the making of such reports as in his judgment are necessary to properly record and report the financial transactions of the county. All county officers or employees shall furnish such information respecting all county matters in their charge as the controller shall require. The controller shall keep in his office a general ledger in which shall be

## Montmorency County

### *Controller Job Description*

set up controlling accounts which shall show at all times the assets and liabilities of the county, and of each and every of its funds. The controller shall examine regularly the books and accounts of the several officers, agents and departments of the county and report his findings to the board of supervisors at such times as they shall prescribe. The controller shall make all purchases of books, stationery, materials and supplies which may be required by the county or its officers and agents, the purchase of which is not otherwise provided for by law, and no contract or order for the purchase of any such materials or supplies shall be valid or binding upon the county, nor shall the county be liable for the purchase price thereof, except upon the written order of the controller. This provision shall not apply to any contract or purchase which may be ordered by the board of supervisors at any regular, adjourned or special session thereof, wherein payment is provided by the resolution authorizing such contract or purchase. The controller shall be the custodian of and have charge of the operation, maintenance and repairs of the county courthouse and grounds, including any power, heating or lighting plant in connection therewith, and in like manner the repairs to the county jail. He shall not create any liability in excess of the appropriations theretofore made by the board of supervisors. The controller shall perform such other duties as the board of supervisors may impose.

History: Add. 1927, Act 257, Imd. Eff. May 23, 1927 ;-- Am. 1929, Act 132, Imd. Eff. May 7, 1929 ;-- CL 1929, 1135 ;-- CL 1948, 46.13b ;-- Am. 1969, Act 49, Imd. Eff. July 17, 1969