

Ryan L. Wood
County Administrator

Craig Longnecker
Deputy Administrator



100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102

www.clinton-county.org

**HUMAN RESOURCES COMMITTEE
THURSDAY, OCTOBER 24, 2019 AT 4:00 P.M.
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)
CLINTON COUNTY COURTHOUSE
BOARD OF COMMISSIONERS ROOM
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	4:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	4:02	LIMITED PUBLIC COMMENTS
3	4:05	EQUALIZATION – MICHIGAN MASTER ASSESSOR (MMAO)
4	4:15	EMPLOYEE BENEFITS - CAFETERIA PLAN (ADMINISTRATION)
5	4:25	PER DIEM DISCUSSION – NO ATTACHMENT (CHAIRPERSON SHOWERS)
6	4:35	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
7	4:40	COMMISSIONERS' COMMENTS
8	4:45	ANY OTHER BUSINESS
MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY		

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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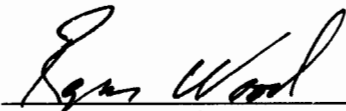

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**CLINTON COUNTY
OFFICE OF
ADMINISTRATIVE SERVICES**

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St. Johns, Michigan 48879
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TO: Human Resources Committee

FROM: 
Ryan L. Wood
County Administrator 

SUBJECT: Equalization – Michigan Master Assessor (MMAO)

DATE: October 16, 2019

Clinton County is required to have the annual property equalization process guided by an individual holding an MMAO certificate. This mandate is currently completed via the services of Michigan Equalization Services, LLC (Scott Cunningham).

Eric Harger currently serves as an appraiser in the equalization department. Harger had completed several assessor training classes and last year we encouraged him to move forward with the MMAO course with the goal of attaining this certification.

Since that time, Mr. Harger has enrolled in the MMAO course and has completed the course work and successfully completed the commercial/industrial appraisal narrative which is the first major milestone. He has two more exams later in November and provided everything goes well, he will be eligible for MMAO certification.

Harger has clearly stated his desire to serve in the capacity of County Equalization Director. Further, there isn't any doubt that having a full-time Director with MMAO certification will benefit the county. Therefore it is suggested the county acknowledge his accomplishments and encourage his continued efforts.

Suggested Action

Move to promote Harger to the position of Assistant Equalization Director and adjust the annual wage to \$70,000 effective with the pay period starting October 27, 2019 and upon attainment of MMAO certification Harger shall be placed on the salary schedule for Equalization Director with a starting salary of \$81,801.

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TO: Human Resources Committee

FROM: 

Ryan L. Wood
County Administrator

SUBJECT: Employee Benefits - Cafeteria Plan

DATE: October 15, 2019

In conjunction with the transition to Insight as the Third Party Administrator for employee benefits, the cafeteria plan was reviewed. The cafeteria plan allows employees to pay for certain qualified medical expenses, dependent care, health insurance premiums and other benefit premiums on a pre-tax basis.

The following plan modifications are recommended:

- Implement Flexible Spending Carry-over. The Flexible Spending benefit permits employees to pay for eligible medical expenses such as office visit copays and prescriptions with pre-tax dollars. The carry-over will allow participating employees to roll over up to \$500 of the unused amounts remaining at the end of the plan year to the following plan year.
- Allow part-time-employees, working 20 hours or more, to pay with pre-tax dollars for supplemental insurance premiums such as Aflac and the Flexible Spending benefit.

Suggested Action

Please adopt the first amendment to the Cafeteria Plan as attached.

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Robert E. Showers
Vice-Chairperson
Kam Washburn

Members
Bruce DeLong
Ken Mitchell
David Pohl
Adam Stacey
Dwight Washington

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator
Ryan L. Wood
Clerk of the Board
Diane Zuker

2019-

RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE CLINTON COUNTY BOARD OF COMMISSIONERS CAFETERIA PLAN

WHEREAS, Clinton County maintains the Clinton County Board of Commissioners Cafeteria Plan (the "Plan") for the benefit of its eligible employees; and

WHEREAS, the Clinton County Board of Commissioners may from time to time make amendments to the plan; and

WHEREAS, a First Amendment to the Clinton County Board of Commissioners Cafeteria Plan has been prepared and deemed necessary.

NOW, THEREFORE BE IT RESOLVED, that the First Amendment to the Clinton County Board of Commissioners Cafeteria Plan is hereby adopted effective as indicated therein; and

BE IT FURTHER RESOLVED, that the Clinton County Board of Commissioners hereby authorizes the County Administrator to execute said Amendment and any other documents necessary to implement the foregoing resolution.

STATE OF MICHIGAN

COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held October 29, 2019 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk

**FIRST AMENDMENT TO THE
CLINTON COUNTY BOARD OF COMMISSIONERS
CAFETERIA PLAN**

The Clinton County Board of Commissioners Cafeteria Plan (the “Plan”) is hereby amended as described below.

1. Effective January 1, 2019, Section 3.1 of the Plan is replaced in its entirety with the following:

3.1 Eligibility for Certain Benefits. Full-time Employees who are regularly scheduled to work at least thirty (30) hours per week for the Employer are eligible to elect all benefits offered under Section 2.1. Part-time Employees who are regularly scheduled to work at least twenty (20) hours per week for the Employer are eligible to elect only the benefits described in Sections 2.1(c), (d) and (h).

2. Effective January 1, 2020, the first sentence Section 5.6 of the Plan is replaced in its entirety with the following:

Except as provided in Section 6.4(g), any unused Benefits remaining in a Participant’s account at the end of a Plan Year shall be forfeited.

3. Effective January 1, 2020, Section 6.4 is amended by the addition of subsection (g) as set forth below:

(g) Notwithstanding any Plan provision to the contrary, each Participant shall be entitled to carry over to the immediately following Plan Year unused amounts remaining in the Participant’s medical reimbursement account as of the end of a Plan Year (a “Carry-Over Benefit”). Any Carry-Over Benefit shall be credited to the affected Participant’s account as of January 1 of the Plan Year to which the Carry-Over Benefit is credited. The amount of a Participant’s Carry-Over Benefit, if any, shall be equal to the lesser of: (a) any unused amount remaining in the Participant’s medical reimbursement account as of the end of a Plan Year (as determined after the run-out period under Section 8.7 for that Plan Year has expired); or (b) \$500. Any amounts remaining in the Participant’s medical reimbursement account at the end of a Plan

Year that are in excess of the amount permitted as a Carry-Over Benefit for the immediately following Plan Year shall be forfeited. A Carry-Over Benefit may be used by the Participant for the reimbursement of Medical Expenses that the Participant incurs during the Plan Year to which the Carry-Over Benefit is credited.

4. Effective January 1, 2020, Article VI is amended by the addition of Section 6.7 at the end thereof as set forth below.

6.7 Ordering Rules for Use of a Participant's Carry-Over Benefit. The Employer shall reimburse Medical Expenses that are incurred by a Participant during a Plan Year to which a Carry-Over Benefit has been credited (a "Current Year Expense") in accordance with the rules that appear below.

(a) A Current Year Expense shall first be reimbursed from the unused portion of the non-Carry-Over Benefit reimbursement amount that is elected by the Participant under Section 6.4 and credited to the Participant's medical reimbursement account for that Plan Year (the "Current Year Reimbursement Amount").

(b) A Current Year Expense shall be reimbursed from the Participant's Carry-Over Benefit only after the Participant's Current Year Reimbursement Amount has been exhausted. The amount of the Participant's Carry-Over Benefit that may be used for this purpose shall not exceed (i) \$500; or (ii) if less, the unused amount remaining in the Participant's medical reimbursement account as of the last day of the prior Plan Year.

(c) If any amount of the Participant's Carry-Over Benefit is used to reimburse a Current Year Expense, then:

(1) the amount of the Carry-Over Benefit that is used to reimburse the Current Year Expense shall reduce dollar for dollar the amount that was available as of the last day of the prior Plan Year to the Participant for the reimbursement of expenses incurred during the prior Plan Year and submitted for reimbursement during the prior Plan Year's run-out period under Section 8.7; and

(2) the amount of the Carry-Over Benefit that is used to reimburse the Current Year Expense shall reduce dollar for dollar the amount that is available to the Participant as a

Carry-Over Benefit for the remainder of the current Plan Year as determined under Section 6.4(g).

Notwithstanding the foregoing, the Employer may, pursuant to written administrative procedures, establish ordering rules regarding the payment of a Current Year Expense from a Participant's Carry-Over-Benefit that differ from the rules that are set forth above.

CLINTON COUNTY

Dated: _____, 2019

By: _____

Its: _____

COMMITTEE AGENDA ITEM

DATE OF MEETING: 10/24/2019	ESTIMATE OF TIME NEEDED: 5 min	NUMBER OF ATTACHMENTS:	REQUESTOR: Administration
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BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

Vacancies:

1. **Clinton County Library Board**: There is a vacancy on the Clinton County Library Board for the remainder of a three (3) year term expiring June 30, 2022.

1. **Zoning Board of Appeals**: There is a vacancy on the Zoning Board of Appeals for a three (3) year term.

REQUESTED ACTION:

ADDITIONAL INFORMATION: