

Leelanau County Board of Commissioners
Finance/Audit Committee – Thursday, October 6, 2022
Tentative minutes

Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link: <https://www.leelanau.gov/meetingdetails.asp?MAId=2396#video>

Meeting called to order at 3:35 p.m. by Committee Chairman Melinda Lautner.

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| Roll Call: | Commissioner Melinda C. Lautner | PRESENT |
| | Commissioner Rick Robbins | PRESENT |
| | Commissioner Ty Wessell | PRESENT |

Guests present.

Pledge of Allegiance / Moment of Silence:

The Pledge of Allegiance to the Flag of the United States of America was recited, followed by a moment of silence.

Approval of Agenda and Late Additions/Deletions:

MOTION BY WESSELL TO APPROVE THE AGENDA AS AMENDED. SECONDED BY ROBBINS.

Discussion – None.

AYES – 3 (Wessell, Lautner, Robbins)

NO – 0

MOTION CARRIED.

Public Comment:

None.

Action Items —

Approval of Minutes – August 23, 2022:

MOTION BY WESSELL TO APPROVE THE MINUTES OF AUGUST 23, 2022, AS PRESENTED. SECONDED BY ROBBINS.

Discussion – None.

AYES – 3 (Wessell, Lautner, Robbins)

NO – 0

MOTION CARRIED.

Technical difficulty with the Zoom link @ 3:36 p.m. and assistance was requested of Executive Assistant Laurel Evans facilitating the Zoom link. Discussion resumed at 3:40 p.m.

Review of Finance Department Transition:

Administrator Janik thanked the committee for meeting on such short notice and said he thinks it is important to talk about where we are with the County's Finance Department and so forth. He stated that he would like to get some dialogue going and receive some honest input. Janik said that this has been the most controversial subject that he has dealt with in his ten years here and he thinks everyone is trying to make progress and that there are a lot of common goals. He stated that he thinks that all seven commissioners, the staff, and elected officials all want Finance Director Jared Prince and the Accounting staff to be successful. Janik said that Prince has been here two months and the two accounting staff have been here just a little

longer than that and when the County went through the transition he didn't anticipate having three complete vacancies. He continued that he didn't anticipate the former accounting staff transferring to the County Treasurer's office and so it has been a challenge. He said that for the new staff members they truly are brand new and while they have experience in accounting, government accounting is different than private accounting. Janik continued that he thinks common ground can be found that everyone wants Prince and staff to be successful and they have been working with the staff and trying to do the best under some trying circumstances. He said that he thinks everyone can agree the County wants a clean audit in 2023 and there is a long history of having clean audits and he certainly wants that to happen.

Administrator Janik stated that one of his goals is to resolve these challenges with finances prior to a new Administrator coming on board because none of the three candidates have a strong financial background and it would be really unfair for them to come in and try to deal with this issue. He continued that there will be at least two new board members in January and his goal is develop a plan going forward and make sure it is successful with finance. Janik asked how do we do that and answered that one of the key things is to provide training. He stated that Prince has a lot of experience with audits and governmental accounting, but like anybody coming into a new job they have to be provided some kind of training. Janik said that we don't have to rehash what has happened in the past, as it has been a series of very unfortunate incidents and circumstances over the last year or so that got us in the situation. He thanked Chief Deputy Clerk Jennifer Zywicki for her helping Prince these last several weeks. Janik asked Prince to the table to start off with an honest overview of his assessment and for Prince to be honest and blunt of what Prince sees are the issues and how he would like to go forward and hopefully some common ground can be found to work as a team to go forward and accomplish goals.

Finance Director Jared Prince stated he just hit the two-month mark, and it's been a very busy two months. He continued that there is plenty for him to learn even coming from a background of auditing and accounting, specifically governmental accounting. Prince said that as much as he would like it to happen all at once it is a process of learning everything that you guys have going on here with all of the funds and everything that has to do with that. He stated that on top of having a new position for him it is really a whole new department created and employees who have never done this before. Prince said that also includes budget and getting that all out, and it has been very busy and very challenging first few months. He stated that he enjoys a challenge and problem solving and going in and correcting things, which he finds that he does here a lot. There have been three different Finance Directors in a six-month span and each have their own style, and that breeds its own issues on what needs to specifically happen.

Prince said that he feels there are concerns with financials and stuff before he started and with the new staff here there will be plenty of concerns coming in on how accurate, and following internal controls that we have in place. He stated that he can't speak about the past but there are some things here that he wants to go back and put his own style on or setup differently and try to be in accordance with GAAP (Generally Accepted Accounting Principles). Prince said that some of it might be in his mind how he wants to see it and some of it does need to be changed to be accurate and he is coming up with a to-do list for himself. He stated that he thinks he needs to go through the list and get the books ready for audit by the end of the year. He continued that obviously he knows since we started that things have not been perfect, and he anticipated and it's reasonable to assume that when we are all starting out that we will struggle. Prince stated that the important part here is being able to correct it and move forward

and have a plan. There are growing pains and an adjustment period. He said that from a previous meeting, Auditor Steve Peacock said that it will take 18 months to really get this going and that was before we were even talked about coming in and was with experienced people doing these positions.

Prince said that specifically he knows there were some payroll issues and in one pay period we saw kind of some errors that all had to deal with the exact same situation which was taxable versus non-taxable travel. He stated that luckily Zywicki and County Clerk Michelle Crocker came in and it was the first time somebody went over that with him. We got to talk about that and explain how it comes to be taxable and what is non-taxable, and the accounting staff created a cheat sheet for them to refer to and have a plan in place. Prince stated that sometimes we don't know what we don't know, and we don't know always the questions to ask and if someone doesn't bring it their attention, they might not know there were any errors. He said that while reviewing payroll for these errors and everything that probably half of them were a difference of \$5.00 or less, so he doesn't think there are material amounts for the financial statements and he thinks that is important to look at. He continued and said they still need to be corrected and to moved forward, and that many of the pay issues have been resolved with anyone's pay and for anything else remaining he thinks there is a good plan. Prince said that with talking to Peacock on Monday he brought up that there have been lots of changes here and if the audit firm sees in the fourth quarter things are improving or good how will that be reflected in the audit and he said he thinks they will heavily look at the final quarter of the year to see if there will be any kind of a finding.

Rehmann Principal Steve Peacock, appeared via Zoom, stated that he had previously talked to Leelanau County Treasurer John Gallagher III and Human Resources Director Darcy Weaver in regards to the Audit firm being patient during a year of transition and they will certainly do that. Peacock stated that if the Audit firm see progress by the end of the year and there are controls in place, then he would expect that errors are minimized and the fiscal quarters with errors in them are fixed. He said he expects the payroll errors will be remediated and be more and that the audit will have more payroll testing than usual. Peacock continued saying where we find issues, they would expect them to be identified, which is half the battle, and that there was a corrective action plan is implemented and the audit firm sees the errors go away. He said that depending on the magnitude of what the audit firm sees or locates will define a finding or a material weakness. Peacock stated that if during the audit it is found there are repeat control issues and there is not a wiliness to learn and change, then it will warrant a different kind of discussion.

Prince said bringing on all of us at the same time wasn't easy with the staff you had here, constantly having questions, and things like that. He stated that they have welcomed the training coming into the office from anybody who knows anything. Right now, he is coming up with stuff and Peacock coming up for a meeting to discuss goals or standards for the employees to move forward for the department and him personally. He said with having three different Finance Directors it could be a difficult year and that is why there would be more testing. Knowing it's a difficult year you have some idea how things are going to look and pull more to test if you are the audit team. Prince said that he wants a clean audit and that looking at past audits there have been material weaknesses with the financial statements, different material adjustments that needed to be made, and he thinks the findings have been there the past 5 years. Prince said that his ultimate goal for us would be to at least reduce the finding to a

significant deficiency. This year it will definitely be difficult and if we are working together that we can really put that on the list of getting that done. He stated that talking with the Committee he wants to know what is expected of the department and what you hope to see. Everybody says they want the department to be successful but what does that look like for all of you? He continued and stated for him that it is the responsibility of controls, financials overall, and following GAAP (Generally Accepted Accounting Principles) requirements. He said that the big picture here we might have between the three of us different methods of getting it done, but in the end that is what he wants and is hoping for.

Administrator Janik said the he doesn't want the new Administrator to have deal with all of this. He has a proposed plan that he has discussed pieces of with Prince, Peacock and Crocker and he doesn't have the full details but has an overview. He stated that he is trying to do the best for the County and the Finance Department and that the biggest issue is training. Based on conversations with Prince, the staff would appreciate being trained and Prince agrees that they prefer not having to go back and fix and would like to have it right. Janik said based on that he would like to submit a proposal for dialogue and would pick a date of March 1, 2023, we setup a training program, we have the Clerk's Office, which is Crocker and he is guessing Zywicki, oversee the Finance until March 1st. He continued that he picked March 1st as a review date because between Peacock, Crocker, Prince, and himself there will be specific standards that have to be measurable that they will develop in the near future. March 1st works as a review date because March there will be a new Administrator who will be here a few months, as well as a new Board, and with the standards in place you can tell if is it working or not. The County Board of 2023 and 2024 can make a decision on how to proceed with consultation with the new Administrator. He would like to see the transfer of training and oversight, and have specific standards put together by himself with Peacock, Crocker and Prince and present them to the Board to decide how to move forward. He chose March 1st because it will give time for the new Board, new Administrator and that is when they will be wrapping up the 2022 financials.

Janik will not put words in Crocker's mouth but she said she would be interested under certain circumstances and she would need to know what the standards are and sign off on those bench marks. He said that one thing that Peacock and he discussed a couple days ago is that Peacock is willing to help out and that a standard could be as simple as having a clean payroll because that is black and white. Other things like transfers done correctly and timely, and stuff that is measurable so it's not an emotional thing. Are they being done and are they being handled properly? Are we meeting all of the Accounting Standards? Janik asked if Peacock had anything to add.

Peacock agreed and stated that he would be happy to provide everybody involved the best practices the audit firm sees within their client base for the internal control frame work and what will work best for Leelanau County. He has never had a situation where a proposed standard or a best practice that the firm has mentioned to anybody in Leelanau County that were never ignored and the County has always been proactive. His involvement with the County has been to help the County with the ways of presenting financial reporting accurate, streamlined, and efficient and so forth. He said that he is willing to do whatever the County would like him to do with best practices and the measurable goals. His comment about 18 months still stands and when we talked earlier this week that if somebody from the Clerk's Office ultimately takes control until March 1st and the Board votes to do that then it's almost like an internal audit function until there is 100% assurance or a comfort level that everything is

being done correctly. The individual from the Clerk's Office may have some spot checking that is done after March 1st, and he would definitely keep that on the table until Prince, the Clerk's Office, and the new Administrator are all comfortable and at that point you let the bird fly free.

Commissioner Wessell stated that he would be interested in support from our Auditor along the way when there are monthly updates and a review of the bench marks that it is not only an internal audit but some assistance from Mr. Peacock to make sure we are making progress.

Peacock said that he is 100% agreeable to that.

Administrator Janik asked if the committee members would like to give their input on how to go forward, and does this make sense?

Commissioner Robbins said he kind of likes what he hears and there is talent in this room and he won't deny that, but we all have to work on the same page. What he would like to see or suggest, to add to that, when you say Clerk's Office for starters does that mean Zywicki and Crocker or does that mean anybody from the office?

Administrator Janik replied and said that he would have to work that out and he doesn't want to speak on behalf of the Clerk.

Commissioner Robbins continued that he would like see those two (Crocker/Zywicki) but what he would really like to see is at least once a week or bi-weekly that the four of you and Peacock to have a meeting and see where everyone is at and stay on top of it.

Administrator Janik said that is exactly what he is talking out, which are very tangible and measurable standards.

Commissioner Robbins stated not just once a month but to stay on top of it.

Administrator Janik said yes those are internal but he is talking about externally for the Board and to have a Finance/Audit Committee once a month or just give updates the Board. He said that he just hasn't had any time to talk about specific benchmarks but he thinks what the Clerk Crocker would like, what he would like, and what Prince would like is very measurable stuff. We can start with a list of how we will operate and it won't be abstract objects but will be something like we will be meeting every two weeks, number of payrolls processed without errors, and no matter who picks it up are we following the guidelines or benchmarks or are we not. Peacock calls them standards but they mean the very same thing because they are measurable and that is why he picked the date of March 1, 2023, to have a date to accomplish all of this. And if we don't then the next Board and the next Administrator can determine if it needs to be extended and what do they want to do or like Peacock stated let the bird fly free.

Commissioner Lautner stated that she likes the idea and likes what she is hearing along with the idea that everyone is willing to work together. It was said to us that there has never been a plan, so it never got that far. She is excited that we are talking about a plan and as long as it also includes or maybe it can be done otherwise but it seems to her that we need one trainer.

Administrator Janik said that is why Crocker needs to be part of it and she can assign someone. He stated that he doesn't want to speak on Crocker's behalf so maybe she can come to the table.

Commissioner Lautner asked Crocker if that makes sense? Janik continued that Crocker is a key component and without Crocker's input and with Zywicki's support, Peacock, Prince and himself could meet and have a full team approach.

Clerk Crocker replied yes, and to Commissioner Lautner's question she said that training depends on which topic is being talked about. She said that preliminary there are things that have to be addressed and put in writing regarding the manner of who does what and how that information is relayed to Prince. She would like to see a review of past payrolls and how that would go out so Prince sees what issues went out and work forward. In coordination with payroll there are union contracts, personnel policies, and Prince touched on the travel. He doesn't know what he doesn't know when it comes to that and that isn't a comment on his prior experience, it is a comment on county government and how payroll is processed. She has some preliminary thoughts of where this ends up but it does need to be in writing and it needs to be a plan. Crocker would like to see training and some of these items are projects, and she has been formulating in her mind how that would work but it would be limited with the staff intact.

Administrator Janik said that this is exactly why he wanted to have this meeting here because we do have quite a few special meetings coming up between budget, regular, and so forth and he has been talking to Peacock separately about benchmarks. He has talked to Prince separately about benchmarks. He and Crocker have been talking and everything he has been hearing from them he agrees with but we want to get your endorsement on how to go forward. Does this make sense to the three of you? We want to work together and we need to work with all of you as a Board too together. We don't need any more controversy and if we can agree this is the path, then this is the idea and you agree with the concept it will be up to the four of us by a specific date to come up with a concrete plan that includes all of these benchmarks.

Commissioner Wessell stated that he likes the direction but it involves more than the Clerk and the Finance Department, so he hopes that the final plan talks about how HR and the County Treasurer's Office fits into the plan. And how the Administrator's Executive Assistant fits into the plan so that everyone is working together as a team because that has been missing. He said that he hopes the County Treasurer will endorse where we are going too because he has as much at stake as anybody else.

Administrator Janik said today is October 6th, and with the meeting Tuesday night it won't be ready by then, but there is a budget work shop meeting on October 19th, and he thinks by the 19th he is pretty confident that if he sits down to make this a priority he can come up with a very specific plan. The agenda for the meeting on the 12th is pretty packed already, but he needs time to sit down and set a goal to come up with a written plan with specific benchmarks by the 19th, he is optimistic we can accomplish that. This way all seven commissioners can look at it and go forward.

Commissioner Robbins said that he has thought about after what Commissioner Wessell said and that the County Treasurer should be asked if he wants in and to be involved.

Administrator Janik said that he had to start and then branch out and the beginning part was Peacock, Prince, and Crocker individually and he is hearing things that need to be in the plan and he still hasn't heard from any of them anything that should not be included as a benchmark. Everyone has a different perspective on things that they think is important, which is the way it should be. We need to come up with a plan and then expand it, but if you agree with the concept, you can give the Board an update next week and he will set a deadline date for the October 19, 2022, budget meeting.

Commissioner Lautner said that from what she understands we have different policies and we absolutely have different union contracts than other counties so we are unique within ourselves, and all of those need to be followed.

Clerk Crocker stated that there are urgent needs and this is October and the volume of work coming down on people that are not experienced in county government between now and March is huge. It is going to start to move quickly and the longer this goes on the more difficult this is going to get.

Commissioner Lautner asked for the timeline are you agreeing with October 19th or do you think we need it sooner?

Crocker replied that you need to move.

Commissioner Lautner asked faster than October 19th?

Clerk Crocker said that she and Janik will talk and see what they can do.

Administrator Janik stated that the next meeting is already next Tuesday night and today is already over with tomorrow the start of the interviews so it is not feasible with the timeline of more interviews on Tuesday (October 11, 2022). There is a budget meeting on the 12th but he needs time to come up with the standards and benchmarks, review them, and put them in writing. He can give an update on the 11th of where he is, but if you as a committee agree to give us to the 19th he can come up with the specific plan and benchmarks and standards.

Commissioner Lautner said that she agrees with that.

Peacock said that he has a brief suggestion that with the previous payrolls and 941 filed with the IRS (Internal Revenue Service), he would like to make a suggestion that the review of the previous payrolls is done before the 19th. He said this is for two reasons with number one being that the tax forms are filed correctly and number two is to identify some systemic problems in the processing of the payroll that can be emphasized in the standards, benchmarks, and needs to be looked at sooner rather than later. It will give us some ideas in terms of where we need to emphasize some of these controls.

Commissioner Lautner thanked Peacock. She said that is exactly where she was going because the point, she was going to make is that we are already in the fourth quarter. We want to get any changes or corrections that we need to have made as soon as possible, and she agrees with Crocker on that also. She stated that she thinks that the review of the payrolls can start now and not have to wait for the plan.

Clerk Crocker replied that regardless of whether this goes through or doesn't they have been very cooperative with the last payroll. Based on what we know needs to occur, she is willing to start one staff member on payroll review because we need to get through this and it is a lot of work. The payrolls need to be gone over and then Prince will need to be brought in on the findings to review and learn what was found.

Administrator Janik asked Crocker because he honestly does not know, so please tell us what does that entail?

Clerk Crocker said it would be going back to all payrolls at least from May 26, 2022, forward.

Administrator Janik asked Prince what his thoughts were? Prince responded that he would like to focus on the third quarter payrolls first so that the 941 can be filed.

Administrator Janik asked Prince and Crocker if they are in agreement and that can be started? Prince and Crocker responded yes. Prince said that for the first few of the third quarter that he wasn't on staff. Janik asked both Crocker and Prince if they are willing to do what Peacock is suggesting and both answered yes.

Commissioner Wessell asked of the errors that were made do some of those errors need to be corrected and reimbursements or payment to the employees and how does that all work? And if taxes were taken out and shouldn't have been how does that get handled?

Prince replied that he will have to adjust the employees' wages and then for taxes that will all work out and for the 941's that will work itself out. If anything was just missed in a prior period, whether they were paid less or more that can be fixed in the next payroll.

Commissioner Wessell asked that you can correct the MERS (Municipal Employees Retirement System), the IRS (Internal Revenue Service) and State of Michigan problems? Prince replied, right. Wessell continued and said so that we know as we move forward everything has been done.

Commissioner Lautner said that these need to run parallel because if there is an overpayment, what an employee isn't going to want is that it all comes out from one pay period.

Clerk Crocker said that the process can't start willy-nilly, and that we need to go back and look to see what has been done.

Prince said that if we go back that right now it is all just speculation of what we will see from months ago.

Commissioner Lautner said that we don't know what we don't know.

Prince replied exactly. He stated if we find things as we go through it that we will keep a running tally for each individual employee and then come up with a plan when we have an idea.

Administrator Janik said that what he understands from comments though that the pay discrepancies have not been significant dollars there.

Prince replied that it has not been significant.

Chief Deputy Clerk Zywicki stated that it can be considered not significant; however, if you have individual employees that were taxed on \$2,000.00 that should not have been then that FICA, which is over 7% for both the County and the employee, would be significant. Is the amount significant for a material weakness with the Audit firm, no, but you owe the individual back funds that were mistakenly withheld from them. The standards of how payroll is processed need to be taught and those mistakes need to be corrected.

Administrator Janik stated that what he is hearing is that everyone agrees with Peacock's suggestion that we review all of them and he doesn't think anybody is in disagreement here. The process of reviewing payrolls can happen parallel with the standards and that can start quicker if there is agreement here because everybody wants the issues resolved.

Commissioner Lautner said that going back and reviewing those would be the quickest form of training. Do you hope to be involved in the review also? There may be a pattern and there may not be.

Prince stated that he would be involved and it is a great way to train.

Clerk Crocker said that she will be reviewing them all and intends to retrieve the payrolls and make a copy of the timesheets and will work with Prince on any findings.

Commissioner Robbins asked if the date should be extended to June 1st because of audit?

Clerk Crocker stated that she is not concerned about the March 1st date because that is right in the middle of audit. She said that there are a few other things that need to be dealt with before worrying about the date.

Commissioner Robbins said Okay, and do we need to extend the date to June 1st especially for training?

Clerk Crocker said the date is not going to be a huge deterrent and that is the least of her worries.

Administrator Janik stated that he just picked the date just to get the dialogue started and there is nothing magical other than he wanted to get some time in the new year. He didn't want to put the stress on a new Board right away or a new Administrator right away so he just picked March 1st, but there is nothing magical about March 1st.

Commissioner Robbins said that in our world the months go by so fast.

Administrator Janik stated that with standards in place you will know sooner versus later whether it is working or not.

Commissioner Robbins said so the question for these two (Lautner/Wessell) if we meet once a month on Thursdays or like the first Thursday of the month?

Commissioner Lautner agrees and is not opposed to that at all.

Commissioner Robbins said that the Committee will need to work just as much as the staff will need to.

Administrator Janik said that will be one of the standards or benchmarks that this committee meets once a month and it has to be a partnership as long as everyone is working together then that is the key.

Commissioner Wessell said that he has been worried and so he his comment to make and it's a positive one. It is remarkable and something positive that we are all sitting here and that you (Prince) want help, and remarkable that we have two people in the Clerk's Office willing to help Prince and he is optimistic that the Administrator's life will get easier.

Administrator Janik said that his life will get easier one way or the other and that it is your lives that he is more concerned about. It would not be fair to a new Board and a new Administrator to constantly deal with this. It is not fair to these people (Prince and Crocker) because they are all good people working hard, it's been a challenging year, we want this year to end successfully, we all agree we want Finance to be successful, and we appreciate the help that Crocker and Zywicki have given.

Prince said that everybody here has contributed in training them and they all have been very willing to help us when we come to them with questions.

Commissioner Wessell said that he has observed that you two (Prince and Crocker) have worked better together then some other departments have worked together and that concerns him and it is up to the administrator that everyone is on board with the plan that gets approved.

Commissioner Robbins said that he looks at this, about a week ago, he finally realized when we first started this, we thought maybe we would have two people already in the department and they moved on, which is great for them. We then had to hire two new people and it's like it reminds him of an expansion sports team where we are starting out with a whole new group here, so hang in there and you have our backing and the same to you Crocker.

Administrator Janik stated that keeping with that as a baseball fan he feels like this is like the Seattle Pilots of 1969 starting from scratch. Janik asked the Committee if there is support from the members on what has been discussed? Commissioner Lautner replied, yes. Janik continued and said that he will come up with the benchmarks and standards and come up with a specific plan by October 19th. Janik said the review of the payrolls will start right away, and he already had a discussion about that. He will work with Peacock and come up with a plan and present it no later than the 19th.

Commissioner Lautner stated that there is consensus from the Committee to update the Board at the Regular Session on October 11, 2022.

Peacock said that one other observation that he had was with reviewing the previous payrolls, he is assuming that payrolls going forward from today there is some kind of oversight or review by the Clerk's Office for payrolls being prepared going forward now. Is that accurate?

Clerk Crocker said that there would need to be a motion, and that she and the Administrator will need to come up with something for Tuesday night, but that does need to occur immediately.

Prince stated that there has been one payroll since those issues and Deputy Clerk Hartesvelt and Zywicki looked over the reports.

Zywicki said that she thinks what Peacock is looking for is from the meeting held Monday that payroll is start to finish with training and reviewing and that is not what is happening. She continued and stated that she and Hartesvelt come in at the end when it is time to go to print. We are not part of the whole process with payroll, like starting with the timesheets, as we have done in the past for years. Is the momentum for us to train or just at the end where we spot check?

Commissioner Lautner said personally that the training should start in the beginning. Does that make a lot of sense, right? We need to find if something is not being done exactly correct, and as someone else has said we don't want to reinvent the wheel here. If something is not being done here as the wheel is turning then let's find that now in the beginning of payroll and that makes sense to her.

Administrator Janik stated that he and Crocker can meet before Tuesday and see if we need a motion and get one drafted.

Clerk Crocker said she would feel better if there were three nods here that there is an agreement to this.

Commissioner Lautner said that she is in agreement.

Clerk Crocker continued and stated that there is a resolution sitting out there that this is the responsibility of the Administrator.

Administrator Janik stated that he can work all that out.

Clerk Crocker said that she is not going to jump the lane here because this is no longer her lane.

Commissioner Lautner said she definitely agrees with it.

Commissioner Wessell said he agrees with it, yes.

Commissioner Robbins stated he was on board.

Harris Software License:

Administrator Janik said that the County has a limited number of software licenses and it has been this way for years. There are currently nine licenses issued and that we can only have a certain number of employees on at a time or it interrupts someone else.

Clerk Crocker stated there was only one license in use in her office just the other day and they were asked to sign off so that another office could get on. There are 17 users total and if possible, you could have all nine of those licenses in use if anyone doesn't log off. The Sheriff's Office has two daytime personnel who can be logged in and there can be at least one after hours.

Administrator Janik would like to add the license as a late addition for Tuesday, October 11, 2022.

Clerk Crocker stated the money would come from general fund and add six licenses.

Commissioner Robbins asked if this is the same software?

Clerk Crocker replied, yes, and that six licenses should be sufficient as that brings the total number up to 15 users.

Commissioner Robbins asked how fast can you get these?

Clerk Crocker replied as soon as the motion is made at the meeting Tuesday night.

Administrator Janik and Clerk Crocker will prepare an EDS for Tuesday night.

Other Issues:

Commissioner Wessell said that as Chairman of the Board for at least a couple more months and that he has the responsibility for his signature to be on multiple reports. He said he hopes that the final plan involves some oversight so that he can feel comfortable with what he is signing. He stated that he thinks that can happen and it was the advice of Mr. Peacock from the other day that he does as Chairman have the responsibility to make sure when signing his name to a document and to think about that when a plan is created.

Peacock said that what Commissioner Wessell is talking about is that at the end of the audit within the representation letter that is signed by the Chairman of the Board, County Administrator, County Treasurer and the County Clerk. He continued that within the representation letter it says that everything that has been given to the Audit firm is true and accurate and to the best of the knowledge and belief of everybody that signs the letter. When you have a situation where you have some issues and it might give some people trepidation to sign the documents, he said that he can understand that. Peacock continued and said that he thinks where Commissioner Wessell is going with this is that we need to put the appropriate level of effort into this so that anyone of those folks who are asked to ink that document that they can do that with a clear conscious. He said that the same thing goes for the 941 that is filed with the IRS, the Michigan Department of Treasury, MERS, any and all union contracts, and reporting any other items that as the officer signs those documents they are stating they are true, accurate and honest to the best of their knowledge and belief. At least on the IRS

document it uses the word perjury and he would be reluctant to sign it, him personally, if he didn't know that every single number in there was accurate and honest.

Prince stated that for goals and everything that he would like everybody involved.

Clerk Crocker said that what Peacock just touched on it is that whenever, whether it be the Chairman, herself, or the County Treasurer sign that they can't be signing incorrect documents and she will not sign and has made that very clear in the last couple weeks that she will not sign things that are incorrect. She stated that she does say it with a smile when she tells the staff that she isn't going to sign it, and she of course explains why. But if we can reach an agreement then the devil will be in the details.

Commissioner Lautner agreed that the details are very important and that we must cross all of the T's and dot all of the I's.

Discussion Items:

None.

Board Member Comment:

Commissioner Lautner thanked everyone for being here today.

Public Comment:

Gwenne Allgaier; Cleveland Township.

Adjourn:

MOTION BY WESSELL TO ADJOURN. SECONDED BY LAUTNER.

Discussion – None.

AYES – 3 (Wessell, Lautner, Robbins)

NO – 0

MOTION CARRIED.

Meeting adjourned at 4:35 p.m.

Melinda Lautner, Chairman
Leelanau County Finance/Audit Committee

Jennifer L. Zywicki, Chief Deputy Clerk for
Michelle L. Crocker, Leelanau County Clerk