

Jordan Valley Emergency Medical Services Authority
Special Meeting
December 4, 2014

Meeting called to order at 5:05 pm by President Mann.

Present: Thomas Mann (Banks Township), John Doebel (City of East Jordan), Alan Petrie (Echo Township), Bob Draves (South Arm Township), Todd Sorenson (Wilson Township), Jay Peck (Staff), Karen Watkins (Staff)

Absent: Brian Meads (Jordan Township)

Pledge of Allegiance was led by President Mann.

Invocation offered by President Mann.

Todd made a motion to approve the December 4, 2014 agenda. Support by Alan Petrie. Passed all ayes.

Citizen Comment:

Harvey Thiebert stated he was contacted by Brian Meads who asked him to attend the meeting and speak for him. Tom Mann thanked him for attending but reminded him that as he was not a board member he did not have a vote.

New Business:

Accountant Proposals – Jennifer from H&R Block/Jordan Valley Accounting submitted a proposal for Payroll/Accounting Services and explained all of the services that they could provide for the Authority. Todd asked if she was a CPA and Jennifer stated that she was not, however, all work is overseen by a CPA and that they cover any mistakes that might occur at no charge to the client. John asked whether or not they work with outside auditors and she said they do and there is no additional charge as long as it is during normal work hours. The only additional charge is if an insurance company wants a payroll audit, then there would be a \$40.00 charge. Other questions were presented, but Tom stated that this was just an informational presentation for what a fee accountant can provide. The board thanked Jennifer for taking the time to come in and speaking to the board.

Tom then read an email from Brian Meads regarding using an accountant versus the BS&A Software.

Bob asked John if the City has a CPA. John stated that they do not; they have an auditor who comes in every year to check the work that the City Treasurer has done.

Approved: 12/17/2014

Tom presented information from Robert Hoffman, CPA and Todd presented information from Ralph Gillette, CPA.

Alan noted that no matter what software the Authority uses, it would be relying on the person entering all of the data and if they made any mistakes it would fall back on the Authority as the responsible one. However, by using an outside service, that person/business would be responsible for any mistakes that may occur.

It was decided that when comparing the cost of hiring somebody and the cost of the software versus going with a fee accountant, it was more feasible at this time to go with a fee accountant.

Todd Sorenson made a motion that the board cancel the BS&A Software purchase. Support by Bob Draves.

Vote by Roll Call:

Sorenson: Aye

Doebel: Aye

Petrie: Aye

Mann: Aye

Draves: Aye

Nayes: None

Absent: Meads

Todd made a request that the Executive Committee be given permission to prepare an RFP to present to the board at its next meeting. Board consented to this. Tom also directed the committee to contact all 3 of the people that had already provided information.

John Doebel made a motion that the board returns the \$18,000.00 in grant money to the Charlevoix County Community Foundation. Support by Alan Petrie.

Bob stated that there should also be a letter included stating the reason we are returning the money and thanking the foundation for its help. Also, to let them know that this board didn't want to spend money that we didn't need to. Alan will write a check in the morning and Bob will sign it.

Passed all ayes.

Legal counsel selection – The executive committee had questioned whether or not this board could retain Bryan Graham without it being a conflict of interest due to him already being the attorney for the townships. Tom had directed Jay to contact Bryan and present that question to him. Bryan stated that he did not see a conflict of interest if he were to become the authority attorney. The executive

Approved: 12/17/2014

committee recommended that the authority retain Bryan Graham as its legal counsel as he is familiar with what this authority is doing, he is well versed with the local laws and EMS and he already knows all of the parties involved. Tom requested that the executive committee get a proposal from Bryan Graham for the cost of his services from now through March 31, 2015 and then the cost for after April 1, 2015.

Executive committee approval to contact attorney with questions- the executive committee would like the boards' approval to contact the attorney if legal questions were to arise during one of their meetings.

Todd Sorenson made a motion that the executive committee be authorized to contact the attorney by a majority vote of the executive committee. Support by John Doebel.

Passed all ayes.

Citizen Comment:

Harvey Thiebert wanted the minutes to reflect that the unanimous vote to return the BS&A software was only by the board present, and that Brian Meads did not have a say in the vote because he was absent.

Board Member Comment:

No board member comment.

Todd Sorenson made a motion to adjourn the meeting. Support by Bob Draves. Passed all ayes.

President Mann adjourned the meeting at 5:57 pm.

Submitted by: Karen Watkins

Robert Draves, Authority Secretary

Approved: 12/17/2014