

TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
TUESDAY, AUGUST 11, 2009 – 8:00 A.M.
ANNEX BOARD ROOM

207 E. Grant Street
Caro, MI 48723-1660

Phone: 989-672-3700
Fax : 989-672-4011

- 8:00 A.M. Call to Order – Chairperson Peterson
Prayer – Commissioner Bardwell
Pledge of Allegiance – Commissioner Peterson
Roll Call – Clerk White-Cormier
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period
Consent Agenda Resolution (See Correspondence #2)
New Business
 -LEIN Fees Interconnected to Palm Live Scan Grant (See Correspondence #3)
 -Honorary Resolution for Retiring Employee in County Prosecutor's Office (See Correspondence #4)
 -Courthouse Painting Bid Opening and Award
 -Department of Human Services Remodeling Bid Openings
 -Request for Special Board Meeting 8/13/09 to Award Human Service Bids
 -Circuit Court Health Savings Program
 -Road Commission Bridge Millage Transfer Request (See Correspondence #5)
 -Primary Road Millage Transfer Request (See Correspondence #6)
Old Business
 -Adult Probation
Correspondence/Resolutions

COMMITTEE AND LIAISON REPORTS

Committee of the Whole – FINANCE FOCUS (See Correspondence # 7)
Commissioner Bardwell/Commissioner Peterson

Other Business/On-Going Matters
Next Meeting Date Thursday, August 13, 2009 – 8:00 A.M.

Committee of the Whole – PERSONNEL FOCUS (See Correspondence # 7)
Commissioner Bardwell/Commissioner Roggenbuck

Other Business/On-Going Matters

Next Meeting Date Thursday, August 13, 2009 – 8:00 A.M.

Committee of the Whole – BUILDING AND GROUNDS FOCUS (See
Commissioner Kern/Commissioner Petzold Correspondence # 7)

Other Business/On-Going Matters

Next Meeting Date Thursday, August 13, 2009 – 8:00 A.M.

COMMISSIONER LIAISON COMMITTEE REPORTS

ROGGENBUCK

Enterprise Facilitation

Planning Commission

Human Services/Medical Care Facility Liaison

Board of Public Works

Local Unit of Government Activity Report

Human Services Coordinating Council

MAC Judiciary & Public Safety Committee

Great Start Collaborative – Tuscola County

Parks & Recreation

KERN

Thumb Area Consortium

Human Development Commission

Health Board

Senior Services Advisory

Local Unit of Government Activity Report

Community Corrections Advisory Board

Behavioral Health Board

PETERSON

Enterprise Facilitation

Human Development Commission

MEMS

Michigan Association of Counties – Aging Work Group

Michigan Association of Counties – Environmental

LEPC

NACO

Local Unit of Government Activity Report

Parks & Recreation

Dispatch Authority Board

PETZOLD

Recycling Advisory

Resource Conservation and Development District

Mid-Michigan Mosquito Control Technical Advisory Committee

Thumb Area Consortium

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report
Road Commission
Health Board

BARDWELL

Caro DDA
Brownfield Redevelopment Authority
Economic Development Corporation
Tuscola 2011
MAC Economic Development/Taxation
MAC 7TH District
Local Unit of Government Activity Report
Michigan Association of Counties – Board of Directors
NACO

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

CORRESPONDENCE

- #1 July 30, 2009 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 Palm Live Scan Grant Request for Reimbursement
- #4 Honorary Resolution for Retiring Employee
- #5 Road Commission Bridge Millage Transfer Request
- #6 Road Commission Primary Road Millage Transfer Request
- #7 July 31, 2009 Committee of the Whole and Statutory Committee Minutes
- #8 August 4, 2009 Board of Public Works Meeting Notice
- #9 July 22, 2009 Dept. of Human Services Agenda
- #10 Village of Akron Notice of Public Hearing
- #11 Information Regarding Great Lakes Fishery Trust Grants
- #12 MERS Notice to Close MERS Premier Health Program
- #13 Tuscola County Brownfield Informational Session

DRAFT

Tuscola County Board of Commissioners

July 30, 2009 Minutes

Courthouse Annex

Chairman Gerald Peterson called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on the 30th day of July, 2009 to order at 8:00 a.m. local time.

Prayer by Commissioner Roggenbuck

Pledge by Commissioner Kern

District #1 Amanda Roggenbuck, District #3 Tom Kern, District #4 Roy Petzold, District #5 Gerald Peterson

COMMISSIONERS ABSENT:

District #2 Thomas Bardwell

09-M-156

Motion by Kern seconded by Petzold to adopt the agenda as amended. Motion carried.

09-M-157

Motion by Kern seconded by Petzold to approve the minutes of the 7/14/09 regular meeting. Motion carried.

Brief Public Comment – none

09-M-158

It was moved by Kern and supported by Petzold that the following Consent Agenda Resolution be adopted:

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 7/16/09

Description of Matter: Move that the July 2009 budget amendments as presented by the Chief Accountant be approved and implemented.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 7/16/09

- Description of Matter:** Move that a Request for Proposal for general and labor attorney services be prepared and is authorized to be submitted to receive proposals for Board of Commissioner review and consideration.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 7/16/09
- Description of Matter:** Move that per the July 15, 2009 memo of request from the County Equalization Director, that a laptop computer be authorized to be purchased for the Equalization Director so efficiency can be improved by consolidating all equalization computer work involving Tuscola County and the contractual work for Huron County onto one computer. Also, budget amendments as identified in the memo be authorized and implemented.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 7/16/09
- Description of Matter:** Move to correct the May 26, 2009 Board action promoting Deputy Ryan Pierce to the step 3 wage rate. The corrected action is to promote Deputy Ryan Pierce to the step 2 wage rate effective June 27, 2009.
- Agenda Reference:** E
- Entity Proposing:** COMMITTEE OF THE WHOLE 7/16/09
- Description of Matter:** Move that per the discussion with the Thumb Works Executive Director that vacancies on the Thumb Area Workforce Investment Development Board be advertised by the Thumb Works Executive Director so that all potential candidates can be considered for the vacancies.
- Agenda Reference:** F
- Entity Proposing:** COMMITTEE OF THE WHOLE 7/16/09
- Description of Matter:** Move to accept the July 14, 2009 letter of resignation from Kris McArdle from the County Parks and Recreation Commission with regret.
- Agenda Reference:** G

Entity Proposing: COMMITTEE OF THE WHOLE

Description of Matter: Move that per the recommendation of the Building and Grounds Director that the Johnson Controls Service Contract renewal for various county HVAC units be approved and appropriate signatures are authorized.

IT IS FURTHER RESOLVED that any motion, resolution, or other act of Tuscola inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS: all

NAYS: none

ABSTENTIONS: none

RESOLUTION ADOPTED.

Gerald Desloover, partner with Rehmann Robson, appeared to present both the county and Medical Care Facility's audits.

09-M-159

Motion by Roggenbuck seconded by Kern that the 2008 Tuscola County Audit (Comprehensive Annual Financial Report) as presented by the county auditor (Rehmann Robson) be received and placed on file. Motion carried.

09-M-160

Motion by Kern seconded by Roggenbuck that the 2008 Tuscola County Medical Care Facility Audit as presented by the county auditor (Rehmann Robson) be received and placed on file. Motion carried.

09-M-161

Motion by Roggenbuck seconded by Petzold that per the correspondence from the Mosquito Abatement, authorize to purchase additional mosquito control treatment material (six totes of Masterline Kontrol at a cost of \$27,100). Also, the 2009 Mosquito Abatement Budget be amended for this purchase through the use of fund balance. Motion carried.

EDC Director Jim McLoskey and Akron business owner Brenda Ryan appeared to present an overview of the Commercial Rehabilitation Act (Public Act 210 of 2005)

Information Systems Director Steven Lark provided an overview of a broadband grant being pursued by the IT Director at the TISD.

09-M-162

Motion by Roggenbuck seconded by Kern to authorize a letter of support to be submitted from the Tuscola County Board of Commissioners for a Thumb Area Broadband Grant Application to be prepared by several partners to have a more robust and cost effective data network to improve service to our businesses and residents. Motion carried.

Zygmunt Dworzecki appeared to provide an update on the Saginaw Bay Coastal Zone Initiative.

09-M-163

Motion by Kern seconded by Roggenbuck that authorization be given for up to four county representatives to attend an important meeting to review federal funding potential to make environmental and economic development improvements to the Saginaw Bay Coastal Zone Initiative. Motion carried.

09-M-164

Motion by Roggenbuck seconded by Kern to authorize posting to fill the vacant Community Corrections 511 Program /Data Entry Clerk/Program Screener in the Sheriff's Department at a starting rate of \$9.00/hr working 8 hours per week. Motion carried.

09-M-165

Motion by Kern seconded by Petzold to give a 14-day written notice of the termination to the 9-21-08 contract between Tuscola County and Mr. Cyril A Thomas, Enterprise Facilitator, as outlined in the contract under 11b. This is necessary so Mr. Cyril A Thomas can enter into a new contract with the Entrepreneurship Board that will be separate from the County. Motion carried.

09-M-166

Motion by Kern seconded by Roggenbuck to enter into a mutual aid agreement with the Third District Regional Homeland Security Planning Board. Motion carried.

Commissioner Roggenbuck provided highlights of the NACo Conference she and Thomas Bardwell recently attended.

Attorney Bill Horton appeared to provide information regarding BC/BS access fees and the county joining a class action lawsuit.

09-M-167

Motion by Roggenbuck seconded by Kern to create a resolution to opt out of the state mandated lein fees going forward based on past history where counties didn't have to pay. Also, solicit support from other counties and forward to MAC. Motion carried.

09-M-168

Motion by Peterson seconded by Roggenbuck to go into closed session under section 8(h) of the Open Meetings Act. Roll call: Peterson, yes; Roggenbuck, yes; Kern, yes; Petzold, yes. Motion carried.

09-M-169

Motion by Petzold seconded by Roggenbuck to come out of closed session. Motion carried.

Meeting adjourned at 11:18 a.m., until 8 a.m. August 11, 2009.

Margie White-Cormier
Tuscola County Clerk

'DRAFT'

COUNTY OF TUSCOLA

STATE OF MICHIGAN

RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on the 11th day of August, 2009 at 8 o'clock a.m. local time.

COMMISSIONERS PRESENT:

COMMISSIONERS ABSENT:

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Consent Agenda Resolution be adopted:

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that a resolution be drafted and submitted to appropriate parties expressing frustration and reluctance by the County Board of Commissioners and other county officials with the decision of the state to begin charging LEIN access fees after not charging these same fees in the previous year and without advance notice to the County creating negative budgetary issues for the county.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that the current draft of the Request for Proposal (RFP) be submitted to the Michigan Association of County Attorneys (by Commissioner Bardwell) for review and comment. Also, upon receiving revisions from MAC attorneys, the County Board review and approve the draft (RFP) and upon Board approval the draft be sent to the Michigan Bar Association, posted on the county website and an advertisement be placed in the Tuscola County Advertiser to receive proposals.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that as part of the work of the County Financial Planning Task Force or as part of the 2010 Budget Development process a letter be sent to county departments asking for an explanation and analysis of their staffing changes over the past 10 years.

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that Sheila Long be appointed to attend the LEAD Tuscola training program for 2009/2010 and Sheri Hoy be appointed to attend for the following year program 2010/2011.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that authorization be given to purchase copies of Robert's Rules of Order for each Commissioner and office copies for the Controller/Administrator's Office and County Clerk's Office.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that Christina Martens be appointed to the County Parks and Recreation Commission.

Agenda Reference: G

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that per the July 20, 2009 letter from the County Sheriff to concur with the hiring of Donald Pisha and Robert Scott for part-time positions in the Sheriff Department contingent upon satisfactory physicals and background checks.

Agenda Reference: H

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that per the July 20, 2009 letter from the County Sheriff that the resignation of Kurt Solomon be received and placed on file with said resignation to be effective 6/12/09.

Agenda Reference: I

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that the 71-B District Court Health Care Savings Program Participation Agreement with the Municipal Employee Retirement System be approved and all appropriate signatures be authorized.

Agenda Reference: J

Entity Proposing: COMMITTEE OF THE WHOLE 7/31/09

Description of Matter: Move that authorization be given to Corporate Council to submit a letter of demand to Blue Cross/Blue Shield of Michigan to reimburse Tuscola County for undisclosed "Access Fees" fraudulently charged to Tuscola County since 1995 concerning the Health Insurance Administrative Services Contract.

IT IS FURTHER RESOLVED that any motion, resolution, or other act of Tuscola inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

Jerry Peterson, Chairperson
Tuscola County Board of Commissioners

Margie White-Cormier
Tuscola County Clerk

From: Louanna Hovorka [HovorkL@michigan.gov]
Sent: Monday, August 03, 2009 10:09 AM
To: khoffman@berriencounty.org; rredman@calhouncountymi.gov;
sheriff@chippewacountymi.gov; pbrady@cityofflint.com; bhaskin@claresheriff.org;
lcobb@co.genesee.mi.us; e.hodshire@co.hillsdale.mi.us; mgoodall@co.midland.mi.us;
asimenau@co.wayne.mi.us; williamsc639@dpdq.ci.detroit.mi.us; dulrey@eatoncounty.org;
ja@gladwinco.com; rhall@gtsheriff.org; lhartrum@isabellacounty.org;
dennis.steenrod@lenawee.mi.us; jschneider@mqcty.org; rphelps@saginawcounty.com;
bbrockdorff@stclaircounty.org; sheriff@tuscolacounty.org; gwebster@wexfordcounty.org
Subject: Friendly reminder to submit "Request for Reimbursement" for the Palm Live Scan Grant

Good afternoon:

This is a friendly reminder to submit your Request for Reimbursement on the Palm Live Scan Grants.

Requests For Reimbursement must be submitted prior to September 15, 2009, to the address below.

Ms. Louanna Hovorka
Michigan State Police
Statistical Records Division
PO Box 30634
Lansing, Michigan 48913

Please be sure the following is included:

1. Cover letter requesting the reimbursement with the amount to be reimbursed and your federal tax identification number.
2. Copy of the paid invoice from the live scan vendor.
3. Proof of payment to vendor: copy of canceled check or copy of accounting ledger showing payment made.

Also, as stated on your signed agreement #5: The local agency receiving this grant must be in good financial standing with the Michigan Department of State Police at the time of the reimbursement request.

If there are any questions or concerns please contact me at your earliest convenience.

Thank you.

Louanna Hovorka
Records Quality Review Analyst

Criminal Justice Information Center
Statistical Records Division
Support Services Section
Records Quality Unit
(517) 322-5522
hovorkl@michigan.gov

9-1-1

Tuscola County Central Dispatch

Robert Klenk, Director

August 4, 2009

The following Departments have been accessed LEIN Fees:

Sheriff Department	\$3160.00
Central Dispatch	\$800.00
Circuit Court	\$800.00
District Court	\$800.00
Prosecutor	\$800.00
Total	\$6360.00

Friend of the Court Stated they were not billed for LEIN Fees. Mary Lou thought that was taken care of by the State.



Robert J. Klenk

Need Board action on 8/11/09

Will not be presenting -

WHEREAS, Katherine N. Bradley has given over twenty seven years of her life in dedicated service to the residents of Tuscola County, beginning her career on December 17, 1981 as a Clerk Typist in the office of the Tuscola County Prosecutor, and being promoted to Secretary II in August of 1982, a position she has held since that time, and

WHEREAS, during these twenty seven years, Katherine always went above and beyond the call of duty to complete her assignments and has proven herself to be a loyal and dedicated employee to all of the prosecutors for whom she served, as well as a valued colleague to her numerous fellow employees, and

WHEREAS, Katherine will be greatly missed by her fellow employees and many friends that she has acquired over these twenty seven years, both for her knowledge and expertise, and also for her bubbly and outgoing personality, and

WHEREAS, all of friends, colleagues, and fellow employees, wish to congratulate her on her retirement and wish her many years of happiness to spend with her grandson and doing all of the things she enjoys.

THEREFORE, BE IT RESOLVED, that this 2009 Tuscola County Board of Commissioners wishes to thank Katherine N. Bradley for her twenty seven years of service to the Tuscola County Prosecutor's Office and to the citizens of Tuscola County, and to wish her many happy years of retirement, and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the official records of Tuscola County and that a copy be presented to Katherine N. Bradley.

Date _____

Jerry Peterson, Chairperson
Tuscola County Board of Commissioners

I, Margie White-Cormier, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at a regular meeting on August 11, 2009.

Date _____

Margie White-Cormier, Tuscola County Clerk

#5

Voucher #05-09

Date: August 6, 2009

\$121,888.97

TO: COUNTY CLERK, TUSCOLA COUNTY, STATE OF MICHIGAN

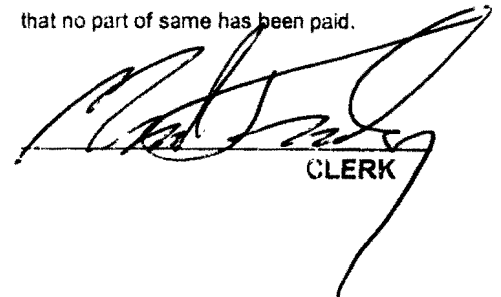
Please draw a warrant on the Treasurer of Tuscola County, Michigan payable to TUSCOLA COUNTY ROAD COMMISSION for the above amount, for payment of bills as listed hereon.

Exp. Vou. No.	Payable To	Amount
	Local Bridge Millage	
	LR-2037	\$3,800.00
	LR-2067	\$3,653.00
	LR-2075	\$121.50
	LR-2086	\$3,910.00
	LR-2202	\$68,911.78
	LR-2226	\$344.00
	LR-2290	\$1,610.00
	LR-2297	\$162.00
	LR-2301	\$5,627.45
	LR-2324	\$185.00
	LR-2332	\$52.85
	LR-2335	\$11,332.49
	LR-2336	\$1,419.50
	LR-2337	\$20,759.40

The above accounts have been carefully checked and audited and you are hereby directed to draw your warrant upon the County Treasurer for the above amount, payable from the County Road fund.

It is hereby certified that the above accounts are true and correct, and that no part of same has been paid.

ROAD COMMISSIONER



CLERK

Voucher #03-09

Date: August 6, 2009

\$58,199.80

TO: COUNTY CLERK, TUSCOLA COUNTY, STATE OF MICHIGAN

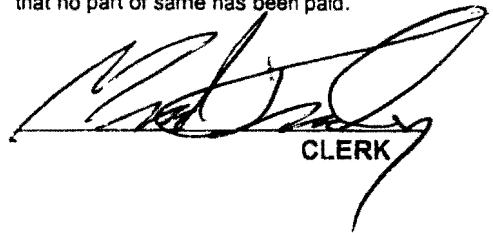
Please draw a warrant on the Treasurer of Tuscola County, Michigan payable to TUSCOLA COUNTY ROAD COMMISSION for the above amount, for payment of bills as listed hereon.

Exp. Vou. No.	Payable To	Amount
	Primary Road Millage	
	PR-328	\$55,104.85
	PR-344	\$763.50
	PR-355	\$777.00
	PR-398	\$530.95
	PR-459	\$1,023.50

The above accounts have been carefully checked and audited and you are hereby directed to draw your warrant upon the County Treasurer for the above amount, payable from the County Road fund.

ROAD COMMISSIONER

It is hereby certified that the above accounts are true and correct, and that no part of same has been paid.



CLERK

DRAFT
Tuscola County Board of Commissioners
Committee of the Whole Minutes
Friday, July 31, 2009 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Commissioners present: Roggenbuck, Kern, Petzold, Peterson. Also present: Mike Hoagland, Margie White-Cormier, Mike Miller, Sheila Long, Kyle Jaskulka, Clayette Zechmeister, Mary Drier, Donna Fraczek, Carrie Krampits, Mari Young, Steven Lark, Kate Neese

Finance

Committee Leaders-Commissioner Bardwell and Peterson

Lein Agency Fees Update – correspondence regarding was reviewed
Circuit Court Video Arraignment Grant Award – the circuit court judge would like the computer system (which includes accounting and payroll functions) approved as part of a package. Grant deadline is August 14. A tentative meeting has been scheduled for August 10 at noon.

Cost Estimate to Audio & Video Record Board and Committee Meetings – two options were presented and reviewed.

Policy Regarding Recording and Publishing of Meetings – it has been requested to include with reviewing and updating entire policy manual

RFP for Labor/Personnel Legal Services - a first draft has been generated and will be submitted to MAC for review

- **Finalize RFP and decide how to advertise** – county website, bar association and the *ADVERTISER*; post for 30 days

County Financial Planning Task Force

- **Potential of Adding a Public At-Large Member** – schedule public hearings?
- **Evaluation of Personnel Changes by Department** – a letter will be sent to department heads to assist
- **Next Objectives and Meeting Dates** -

Draft Updated Organizational Chart of the Legislative Branch of Tuscola County Government – illustrates legislative branch only – to be moved to personnel-secondary

COPS Grant Application Update – not very promising

County Retirement System Quarterly Investment Report – trending up a bit

Format and Procedure for 2010 County Budget Development – most of the groundwork has been laid via the task force process

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through June)
2. ACS Contract Potential Changes – Corporate Counsel Language Needed
3. Inmate Trust Account
4. Juvenile Placement Potential Changes and Cost to County
5. Jail Overcrowding, Sentencing Guidelines and State Reimbursement
6. Associated County Health Department and Health Department Title V Funding
7. Behavioral Health Systems Changes Regarding Jail Inmate Mental Health Services

8. Behavioral Health Contract for Transporting Patients - \$8,000
9. County Bond Rating Upgrade
10. BCBSM Administrative Contract Claim – (see consent agenda to send letter)

Personnel

Lead Tuscola – interested applicants were invited to be interviewed (Sheila Long) (see consent agenda resolution to approve Sheila for 2009-10 and Sherri Hoy 2010-11)

Speakers Bureau – move to a future meeting

Performance Reviews for Employees – move to ongoing items

Disciplinary Action for Employees – regarding at-will employees

Obtaining Copies of Roberts Rules of Order – (see consent agenda resolution)

Potential to use Visual Explorer – an avenue to engage voters

Parks and Recreation Vacancy – one applicant (see consent agenda resolution to appoint Christina Martens)

Request to Unions to Reopen Contracts – sent to union representatives

Sheriff's Department Hiring Request – two part-time employees to work in corrections (see consent agenda resolution)

District Court Health Care Savings Program – (see consent agenda resolution)

Secondary/On-Going Personnel Items

1. Probate Court Request to Extend Temporary Employee
2. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
3. Next Department Head Meeting – **August 25, 2009** – 11:00 A.M.
4. Employee Recognition
5. Open Meetings Act Discussion for Boards and Commissions – Corporate Counsel and County Prosecutor
6. Mosquito Abatement Committee – Policy Review
7. Electronic Time Recording System
8. Farmland Preservation Committee
9. NACO Caremark Prescription Program
10. Expanded Local Official Email List
11. Sheriff Department Fitness Waiver Review by Insurance Company

Building and Grounds

Contractual Information Regarding County Use of Village of Caro Property for

Recycling – move to a future meeting

Recycling Storage Building – approximately \$12,000; will discuss with the director

Follow-Up Work for NACO Energy Star Program

Scheduling a Tour of the Adult Probation Building- tentatively Monday, August 10

Secondary/On-Going Building and Grounds Items

1. Update Emergency Services Plan for County Operations
2. Snowmobile Trail Development Request for use of Road Right-of-Way
3. Human Services Building Remodeling Update – Johnson Controls will begin Monday
4. Vanderbilt Park Operational Cost Sharing Request with Wisner Township

5. Sheriff Auction – September 26, 2009

Correspondence/Other Business as Necessary

1. 2009 Work Program Update
2. National Flood Insurance Program
3. Airport Zoning Ordinance Development
4. Inmate Trust Account
5. Other County Resolutions
6. Economic Development
 - County EDC Strategic Planning and CAT Integration – Next Steps
 - EDC and Enterprise Facilitation Strategic Planning 2nd Meeting
 - County Web Site – Business Development Reference
 - Enterprise Facilitation Update – Caro Technology Center – 5:00 P.M.
 - Revolving Loan Fund – Federal financial Assistance Request
 - Economic Gardening
 - RBEG 3rd Year Application
 - ECMPDR Coastal Zone Management Grant
 - ECMPDR Wind Energy Grant
 - Regional Tourism
 - American Recovery and Reinvestment Act - Federal Stimulus Funds

Meeting adjourned at 9:53 a.m.

Margie White-Cormier
Tuscola County Clerk

**Statutory Finance Committee Minutes
Thursday, July 31, 2009
Annex Board Room
207 E. Grant St., Caro, MI**

Called to order: 9:54 a.m.

Commissioners present: Roggenbuck, Kern, Peterson

Also present: Margie White-Cormier, Donna Fraczek, Kyle Jaskulka, Steven Lark, Mary Drier

Claims and per diems were reviewed and approved

Public Comment - none

Meeting adjourned at 9:57 a.m.

Margie White-Cormier
County Clerk

#8

COUNTY OF TUSCOLA
BOARD OF PUBLIC WORKS
440 NORTH STATE STREET
CARO, MICHIGAN 48723

ROBERT J MANTEY, SECRETARY
DRAIN COMMISSIONER
(989) 672-3820
FAX (989) 673-3497

DON DUGGAR, CHAIRMAN
(989) 673-2860
JOSEPH ROBBINS, VICE-CHAIRMAN
(989) 843-6308

MEETING NOTICE

July 28, 2009

The regular meeting of the Tuscola County Board of Public Works will be held on Tuesday, August 4, 2009 at 1:30 p.m. at the Board of Commissioners Board Room, 207 E. Grant Street, Caro, Michigan.

Proposed Agenda Items for Discussion:

- I Call to Order
- II Roll Call
- III Motion to adopt agenda items or revisions
- IV Motion to approve minutes and/or correction and approval of July 7, 2009 minutes
- V Denmark Township Sewer Project update
- VI Caro Sewer update and pay bills
- VII Akron Main Street Tile Project update
- VIII BPW update
- IX Public Participation
- X Adjournment

If you have any items to add to the agenda please contact Chairman, Don Duggar, at (989) 673-2860 or Secretary, Bob Mantey, at (989) 672-3820.

If you have problems opening any attachments when receiving an e-mail, let Bob or Don know.

Draft
Tuscola County Board of Public Works
July 7, 2009

Chairman Duggar called the meeting to order at 1:38 p.m.

Roll Call:

Members Present: Donald Duggar, Lisa Valentine, Joseph Robbins, James McMinn, Joseph Hembling, Elwyn Helwig, and Robert J. Mantey

Excused Absent: Amanda Roggenbuck

Also Present: Clayette Zechmeister

Agenda:

Motion by Joseph Robbins and supported by James McMinn to adopt the BPW agenda as presented. Motion carried.

Minutes:

Motion was made by Elwyn Helwig and supported by Joseph Hembling to approve the minutes from the June 2, 2009 meeting; with correction to be made to invoice #20, changing it to #21, for RCL Caro project. Motion carried.

Denmark Twp Sewer Project Update:

Don attended their June meeting. Update was given. Also, a letter from MDEQ was presented on monitoring discharges for their lagoon.

Caro Sewer Update:

Invoices were presented as follows:

Hubbel, Roth & Clark	Inv. # 103188	\$2,160.12
Hubbel, Roth & Clark	Inv. # 103191	<u>\$1,105.99</u>
Total invoices to pay:		\$3,266.11

Motion by Elwyn Helwig and supported by Lisa Valentine to pay the invoices listed totaling \$3,266.11. Motion carried.

Akron Main Street Tile:

Don Duggar gave an update of a grant pre-application that was done for this project through the Village. It is an ICE grant through MEDC. The decision has been delayed until late July. Don will check with Chris Maxwell, at Rural Development, and Shari Hadaway, Akron Village, on what direction to take.

BPW Update: None

Public Participation: None

Adjourn:

Motion by Lisa Valentine, supported by Joseph Robbins to adjourn at 2:09 p.m. Motion carried.

Respectfully submitted,
Robert J. Mantey
Board of Public Works Secretary

BPW invoices for 08-04-09 meeting

Caro Invoices

Hubbel, Roth & Clark	Invoice #103776	\$ 536.47
Hubbel, Roth & Clark	Invoice #103777	413.25
MTW	Invoice #2903	7,258.00
RCL**	Invoice # <u>22</u>	85,144.00

Total Caro invoices to pay: \$ 93,351.72

**Village of Caro Minutes not yet available
Minutes to include the following motion:

Pay Request No. 22 – RCL Construction - Moved by Greene, seconded by Lipan to approve Pay Request No 22 from RCL Construction in the amount of \$85,144, contingent upon obtaining a revised Partial Conditional Waiver with the correct amount and states does not cover all amounts instead of does. Motion carried.

COUNTY OF TUSCOLA
BOARD OF PUBLIC WORKS
440 NORTH STATE STREET
CARO, MICHIGAN 48723

ROBERT J MANTEY, SECRETARY
DRAIN COMMISSIONER
(989) 672-3820
FAX (989) 673-3497

DON DUGGAR, CHAIRMAN
(989) 673-2860
JOSEPH ROBBINS, VICE-CHAIRMAN
(989) 843-6308

MEETING NOTICE

July 1, 2009

The regular meeting of the Tuscola County Board of Public Works will be held on Tuesday, July 7, 2009 at 1:30 p.m. at the Board of Commissioners Board Room, 207 E. Grant Street, Caro, Michigan.

Proposed Agenda Items for Discussion:

- I Call to Order
- II Roll Call
- III Motion to adopt agenda items or revisions
- IV Motion to approve minutes and/or correction and approval of May 5, 2009 minutes
- V Denmark Township Sewer Project update
- VI Caro Sewer update and pay bills
- VII Akron Main Street Tile Project update
- VIII BPW update
- IX Public Participation
- X Adjournment

If you have any items to add to the agenda please contact Chairman, Don Duggar, at (989) 673-2860 or Secretary, Bob Mantey, at (989) 672-3820.

If you have problems opening any attachments when receiving an e-mail, let Bob or Don know.

Draft
Tuscola County Board of Public Works
June 2, 2009

Chairman Duggar called the meeting to order at 1:30 p.m.

Roll Call:

Members Present: Donald Duggar, Lisa Valentine, Joseph Robbins, James McMinn, Joseph Hembling, Elwyn Helwig, Amanda Roggenbuck, liaison and Robert J. Mantey

Excused Absent: None

Also Present: Clayette Zechmeister

Agenda:

Motion by Elwyn Helwig and supported by Joseph Robbins to adopt the BPW agenda as presented. Motion carried.

Minutes:

Motion was made by Lisa Valentine and supported by Joseph Hembling to approve the minutes from the May 5, 2009 meeting. Motion carried.

Denmark Twp Sewer Project Update:

Update was given. Joe Robbins attended the May Denmark Twp. meeting for Don Duggar.

Caro Sewer Update:

Invoices were presented as follows:

Hubbel, Roth & Clark	Inv. # 102191	\$427.52
Hubbel, Roth & Clark	Inv. # 102192	\$482.13
RCL	Inv. # 20	<u>\$35,756.00</u>
Total invoices to pay:		\$36,665.65

Motion by Elwyn Helwig and supported by James McMinn to pay the invoices listed totaling \$36,665.65. Motion carried.

Update of invoices what is due yet was discussed.

Akron Main Street Tile:

Don Duggar gave an update of a grant pre-application that was being done for this project through the Village. It is an ICE grant through MEDC. Should know if they will be accep[ted to make a full application on June 25.

Robert Mantey gave an update of the resolutions approved by the Village of Akron, Akron Twp. and Tuscola Co.

Motion by Joseph Hembling and supported by Joseph Robbins to accept the resolutions from the Village of Akron, Akron Township and Tuscola County to have the Akron Main Street Tile Drain District direct the Drain Commissioner to contract with the Board of Public Works to borrow funds for this project from other sources. Motion carried.

Motion by Joseph Robbins and supported by Elwyn Helwig to nominate Chair of Board of Public Works, Donald Duggar, to sign documents for the Board of Public Works concerning the Akron Main Street Tile Drain.

BPW Update: None

Public Participation: None

Adjourn:

Motion by James McMinn, supported by Joseph Hembling to adjourn at 2:28 p.m. Motion carried.

Respectfully submitted,
Robert J. Mantey
Board of Public Works Secretary

BPW invoices for 07-07-09 meeting

Caro Invoices

Hubbel, Roth & Clark	Invoice #103188	\$ 2,160.12
Hubbel, Roth & Clark	Invoice #103191	1,105.99

Total Caro invoices to pay: \$ 3,266.11

**TUSCOLA COUNTY DEPARTMENT OF HUMAN SERVICES
AGENDA**

July 22, 2009

10:00 a.m. D.H.S. Office

- I. Attendance**
- II. Approval of Minutes**
- III. Public Discussion**
- IV. Financial Reports**
 - A. County Expenditures**
 - B. LR-650 Balance Sheet – Social Welfare Account**
 - C. LR-540 County Equity**
- V. County Child Care Fund/Contracts**
 - A. County Child Care Fund (CCF)**
 - B. Contract's Report**
 - C. County Board Contract/Amendment Review**
 - 1. Contract/Grant Changes – memo dated 06-25-2009**
 - 2. L-09-098 CW FY09 and FY10 Contract Execution**
 - 2. CTFLC-10-76001**
- VI. Old Business:**
 - A. Consent Decree (formerly Children's Rights Lawsuit Update)**
 - 1.**
 - B. Bridges**
 - 1. Highlights from 07-01-2009 meeting**
 - 2. BR-09-009 – Timely Delivery of Benefits to Clients – dated 07-10-09**
- VII. New Business**
 - A. Correspondence**
 - 1. DHS Board Appointment**
 - 2. L-09-090 – Decrease in Medicaid Mileage Reimbursement - 06-25-09**
 - 3. June Unemployment Hits 15.2%**
 - B. MCSSA**
 - 1. Advisory Committee**
 - 2. MCSSA General Information**
 - MCSSA/MCSSW District V Meeting changed to 07-30-09**
 - C. Restructuring and Reengineering**
 - 1. BR-09-007 Processing Online Applications – memo dated 06-24-2009**
 - 2. Statewide Director's Teleconference Agenda & Notes 06-25-2009**
 - 3. FOA 2009-27 – FY 09 Supplemental ES Staffing Allocation 07-01-09**
 - 4. FAP Success from Ismeal Ahmed dated 07-01-2009**
 - 5. Resident County Hospitalization**
 - 6. Housing Program**
 - 7. Hiring SSPM 14 position**
 - D. Budget Issues**
 - 1.**
 - E. Office Redesign**
 - 1. Redesign Update dated 07-13-2009**
 - F.**

**TUSCOLA COUNTY DEPARTMENT OF HUMAN SERVICES
BOARD MEETING MINUTES
June 23, 2009**

The DHS will be the national leader in human service delivery through employee commitment, customer focus, technology, innovation and effective partnerships.

The regular meeting of the Tuscola County Department of Human Services Board was held on Tuesday, June 23, 2009 at 10:00 a.m. at the Tuscola County Department of Human Services. Mr. Hirn, Chair, called the meeting to order. Present were Robert Hirn, Chair, Kelly Clements, Vice Chair, Douglas Hall, Member, and Len Richards, Executive Secretary to the Board and Director of the Huron/Tuscola County Department of Human Services. Amanda Roggenbuck, Tuscola County Board of Commissioners' Liaison was excused.

A motion was made by Mr. Hall and supported by Mrs. Clements to approve the Board Minutes from the May 26, 2009 meeting. Motion carried.

There were no guests.

There was no public discussion.

Mr. Richards reviewed the May 2009 Financial Reports, including the County Expenditures, LR-650 Social Welfare Balance Sheet and the LR-540 County Equity report. After review and discussion, a motion was made by Mr. Hall and supported by Mrs. Clements to accept the reports, as presented, and place them on file. Motion carried.

Mr. Richards reviewed the County Child Care Fund Report and the Contract Report and placed them on file.

Mr. Richards reviewed the County Contractual Report with the Board and placed it on file. Mr. Richards reviewed and discussed the following County Board Contracts/Amendments:

- SFSC 10-79001
- PAFC Services – no action required
- CTFPR 09 – no action required

Based on the given information and the recommendation of Mr. Richards, a motion was made by Mrs. Clements and supported by Mr. Hall to approve SFSC 10-79001 and authorize the Chair to sign the Review Form. Motion carried.

Regular Board Meeting June 23, 2009

Page 2

Mr. Richards discussed the following information and latest updates:

- **Consent Decree Update (Children's Rights Lawsuit) – Nothing at this time**
- **Bridges –**
 - **Wave 4 Post Go Live Draft Site Support Plan – memo dated 06-05-09**
 - **Benefit Match Rate by County**
 - **Summary of the June 16, 2009 Go Live**

The Board received no correspondence:

There were no issues for the MCSSA Advisory Board.

MCSSA General Information: The Board received the following:

- **The MCSSA/MCSSW District V meeting changed to 07-30-09 at Doubletree**
- **District Appointments – memo dated 06-15-2009**
- **Mid-year conference September 23-25, 2009**

Mr. Richards discussed restructuring and reengineering:

- **DHS Furlough Notice**
- **Furlough Days Information – memo dated 06-03-09**
- **Furlough Day Access to State Buildings – memo 06-16-09**
- **B-09-03 FY 09 Benefit Reductions Memo dated 06-11-09**
- **Economic Security from Michigan League for Human Services, Quarterly Publication dated June 2009**

Mr. Richards discussed the following budget issues:

- **CSPP/CPCP budget Reduction – memo dated 06-03-09**

Office Redesign – Nothing to report.

Having no further business before the Board, the meeting adjourned at 10:55 a.m. to the Tuscola County Medical Care Facility.

The Regular Meeting of the Tuscola County Department of Human Services Board was called back to order at 11:10 p.m. at the Tuscola County Medical Care Facility. Members in attendance were Mrs. Margot Roedel, Administrator, Mr. Robert Hirn, Chair, Kelly Clements, Vice Chair, Mr. Douglas Hall, Member, Maggie Root, MCF Controller, and Mr. Len Richards, Executive Secretary to the Board and Director of the Huron/ Tuscola County Department of Human Services. Amanda Roggenbuck, Tuscola County Board of Commissioners' Liaison was excused.

Mr. Hirn suspended the regular order of business to accommodate Mr. Gerald Desloover, Auditor from Rehmann & Robson. Mr. Desloover discussed at length the recent audit conducted at the Facility. Mr. Desloover reported that the Facility's Management Team is working in a timely manner and saw no need to change current procedures. After questions and answers, a motion was made by Mrs. Clements and supported by Mr. Hall to accept the auditor's report as presented. Motion carried. The Board wishes to commend Mrs. Roedel, Mrs. Root and the staff at the Facility for a job well done. The Board thanked Mr. Desloover for meeting with them.

There was no correspondence.

There was no Board of Commissioners' Report.

Mrs. Roedel and Mrs. Root presented the financial reports for May 2009 and the MCF Monthly Operating Statements for May 2009. After a review of the Expenditure Report and Operating Statements, a motion was made by Mr. Hall and supported by Mrs. Clements to approve the May 2009 Expenditure Report and Operating Statements, as presented, and place them on file. Motion carried.

Mrs. Root discussed the May Controller's Report.

There was no Safety Committee Minutes this month.

Mrs. Roedel reviewed the Corporate Compliance Meeting minutes for May 2009.

The Board received Mrs. Roedel's HIPPA Hot Topics Report.

Mrs. Roedel reported two new grievances, 2009-02 and 2009-03.

Mrs. Roedel discussed the Director of Nursing report for June 2009.

Mrs. Roedel reviewed the Census/Occupancy Report.

A motion was made by Mrs. Clements and supported by Mr. Hall to accept and place on file the Corporate Compliance Minutes, the Director of Nursing Report, and the Census/Occupancy Report. Motion carried.

A motion was made by Mrs. Clements and supported by Mr. Hall to approve the Consent Agenda consisting of the Incident/Accident Reports and the Workman's Comp. Report. Motion carried.

The Redford Tour of the Greenhouse Project scheduled for June 3, 2009 was cancelled.

Ms. Brenda Kretzschmer, Director of Nursing, also joined the meeting to discuss the recent annual State Survey Report. Mrs. Roedel discussed in detail the report, the citations received and the Plan of Correction. The Board thanked Mrs. Roedel, Mrs. Root and Ms. Kretzschmer for their input and thoughts and reminded them that they have surrounded themselves with excellent staff and the Facility continues to give residents high quality of care.

After allowing time for public discussion and finding no further business before the Board, Mr. Hirn declared the meeting adjourned at 12:27 p.m. The next Board Meeting will be held Tuesday, July 28, 2009 at 10:00 a.m. at the Tuscola County Department of Human Services

APPROVED:

Len Richards, Executive Secretary

Robert Hirn, Chair

Kelly Clements, Vice Chair

Douglas Hall, Member

**TUSCOLA COUNTY DEPARTMENT OF HUMAN SERVICES
CHILD CARE FUND
2009**

REVENUE RECONCILIATION:

MONTH	CHECK REGISTER	CLIENT OTHER REVENUE	NET EXPENDITURES	DSS-206B BILLING	A/R DUE FROM STATE	ACTUAL STATE REIMB.	MONTH RECEIVED
Jan-09	\$ 19,361.55	\$ 10,827.10	\$ 8,534.45	\$ 8,534.45	\$ 4,267.23	\$ 4,267.23	Mar-09
Feb-09	\$ 21,143.57	\$ 8,860.75	\$ 12,282.82	\$ 12,282.82	\$ 6,141.41	\$ 6,141.41	Apr-09
Mar-09	\$ 21,155.49	\$ 5,584.36	\$ 15,571.13	\$ 15,571.13	\$ 7,785.57	\$ 7,785.57	May-09
Apr-09	\$ 23,410.34	\$ 2,712.60	\$ 20,697.74	\$ 20,697.74	\$ 10,348.87	\$ 10,348.87	Jun-09
May-09	\$ 19,681.16	\$ 6,730.42	\$ 12,950.74	\$ 6,475.37	\$ 6,475.37		
Jun-09	\$ 20,582.65	\$ 4,342.28	\$ 16,240.37	\$ 8,120.19	\$ 8,120.19		
Jul-09							
Aug-09							
Sep-09							
Oct-09							
Nov-09							
Dec-09							
TOTALS	\$ 125,334.76	\$ 39,057.51	\$ 86,277.25	\$ 71,681.70	\$ 43,138.64	\$ 28,543.08	

County Budgeted		\$ 216,305.46
YTD Net Expenditures	\$ 86,277.25	
Less State Reimbursements	\$ 28,543.08	
Less A/R Due from State	\$ 14,595.56	
Total Due From State		\$ 43,138.61
Total Funds Available		\$ 173,166.85

**TUSCOLA COUNTY DEPARTMENT OF HUMAN SERVICES
CONTRACTS
FISCAL YEAR 2009**

	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09
FTBS-List Psychological	\$ 1,953.67	\$ 2,109.42	\$ 2,353.76	\$ 2,735.37		
YIT Contractor-Linette Baur	\$ 517.32	\$ 455.42	\$ 367.84	\$ 391.51	\$ 1,036.13	\$ 2,359.55
CSPP-Counseling	\$ 4,187.30	\$ 3,226.14	\$ 3,968.84	\$ 3,433.00	\$ 5,651.20	\$ 6,056.00
SFSC-Counseling	\$ 613.20	\$ 780.70	\$ 963.60	\$ 963.60	\$ 445.30	\$ 737.30
SFSC-Building Strong Families-MSU	\$ 2,780.45	\$ 2,828.69	\$ 2,695.77	\$ 3,623.31	\$ 2,703.67	\$ 2,906.63
SFSC- 0-5 Program-Health Dept	\$ 95.00	\$ 95.00	\$ 95.00	\$ -	\$ -	\$ 285.00
SFSC-Coordination-Walker Group	\$ 2,100.00	\$ 1,680.00	\$ 1,925.00	\$ 455.00	\$ 1,155.00	\$ 1,400.00
SFSC-Kinship Care-Ann Bean	\$ 543.18	\$ 518.49	\$ 419.73	\$ 592.56	\$ 444.42	\$ 308.63
SFSC-Parent Aide-MSU Ext.	\$ -	\$ -	\$ -	\$ -	\$ 301.28	\$ 500.14

TOTALS	\$ 12,790.12	\$ 11,693.86	\$ 12,789.54	\$ 12,194.35	\$ 11,737.00	\$ 14,553.25
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	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09
FTBS-List Psychological	\$ 2,402.66					
YIT Contractor-Linette Baur	\$ 1,133.30	\$ 608.70	\$ 532.79			
CSPP-Counseling	\$ 5,361.71	\$ 4,652.54	\$ 233.10			
SFSC-Counseling	\$ 751.20	\$ 847.63				
SFSC-Building Strong Families-MSU	\$ 2,831.83	\$ 2,805.38				
SFSC- 0-5 Program-Health Dept	\$ 285.00	\$ 95.00				
SFSC-Coordination-Walker Group	\$ 1,190.00					
SFSC-Kinship Care-Ann Bean						
SFSC-Parent Aide-MSU Ext.	\$ 663.64	\$ 599.28				

TOTALS	\$ 14,619.34	\$ 9,608.53	\$ 765.89	\$ -	\$ -	\$ -
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	BUDGETED AMOUNTS	YTD SPENT	CURRENT BALANCE	BILLED THROUGH	% EXP YTD	% YEAR ELAPSED
FTBS-List Psychological	\$ 11,554.88	\$ 11,554.88	\$ (0.00)	2/28/09	100%	75%
YIT Contractor-Linette Baur	\$ 8,300.00	\$ 7,402.56	\$ 897.44	6/30/09	89%	75%
CSPP-Counseling	\$ 59,977.18	\$ 36,769.83	\$ 23,207.35	5/31/09	61%	75%
SFSC-Counseling	\$ 15,250.50	\$ 6,102.53	\$ 9,147.97	5/31/09	40%	75%
SFSC-Building Strong Families-MSU	\$ 35,000.00	\$ 23,175.73	\$ 11,824.27	5/31/09	66%	75%
SFSC- 0-5 Program-Health Dept	\$ 17,100.00	\$ 950.00	\$ 16,150.00	5/31/09	6%	75%
SFSC-Coordination-Walker Group	\$ 12,915.00	\$ 9,905.00	\$ 3,010.00	4/30/09	77%	75%
SFSC-Kinship Care-Ann Bean	\$ 6,172.50	\$ 2,827.01	\$ 3,345.49	3/31/09	46%	75%
SFSC-Parent Aide-MSU Ext.	\$ 8,000.00	\$ 2,064.34	\$ 5,935.66	5/31/09	26%	75%
TOTALS	\$ 174,270.06	\$ 98,687.54	\$ 73,518.18		57%	75%

"The Michigan Department of Human Services assists children, families and vulnerable adults to be safe, stable and self-supporting."



STATE OF MICHIGAN
**Department of
Human
Services**

Central Office

235 S. Grand Avenue, Suite 1511
Lansing, MI 48909
www.michigan.gov

Financial & Administrative Services

Tel: 517 373.7787
Fax: 517 241.8613

Memo

To: Deputy Directors, Bureau and Office Directors, Outstate Regional Services Managers, Wayne County Administration Directors, County Directors, District Managers, and Institutional Managers

Date: June 25, 2009

From: John W. Sorbet, Jr., Chief Administrative Officer

Subject: Human Services Contract/Grant Changes: County Board Review, Criminal Background Checks, Revised RFQ, Sole Source Justification form, & Bid Changes

County Board Review for Amendments

Effective immediately, county board review or notification is not required for amendments to contracts/grants. County board review is still required when initiating new contracts and grants. The county board form (CM-0002 in Word) is being revised.

Criminal Background Checks.

Contracts and grants for direct human services are required to have criminal background check language in the contractor responsibilities section of the contract/grant.

- For contracts/grants with agencies, the contractor is responsible to complete criminal background checks.
- If the contractor/grantee is an individual, the contract administrator (CA) is responsible for completing the criminal background checks on the provider.

Criminal background checks must include **all** of the following (unless an exception has been approved through Division of Contracts and Rate Setting (DCRS)):

- An Internet Criminal History Access Tool (ICHAT) check **or** a National Crime Information Date (NCID) criminal record check.
- A national and state Sex Offender Registry check.
- A Central Registry Check when services are provided to children.

Criminal background check language is now posted on the DCRS Web site. Please note that separate criminal background check language has been developed to be used for contracts/grants with universities.

Revised RFQ Format

The request for quote (bid) format has been revised and is available in Word (CM-F-RFQ). The previous form is now obsolete. Most of the changes involve reformatting the RFQ format. Bidders can now respond by typing their responses on the RFQ form for each section. The form is also designed to be used by raters to write notes on as they rate each section of the bidder's proposal. The rater's sections are shaded to identify them separately from the bidder's response sections. The revised form also includes the following:

- Addition of criminal background check language in Section III, Description of Services and Specifications.
- The price quotation sheet has been eliminated.
- The resource grid was updated and the title changed to budget narrative.

Agency Sole Source/Best Source Justification Form

The Agency Sole Source/Best Source Justification for Competitive Bid Exception form (CM-4533) has been deleted from Word and is no longer applicable for DHS as an approval for bid exceptions. The State Administrative Board does not recognize this form as approval for non-bidding of contracts. When submitting a non-bid contract/grant to the State Administrative Board for approval, an explanation for not using the bid process must be attached to the bid tab. The State Administrative Board will determine if the request is approved or if the contract must be bid.

Bid Policy & Procedure

Several changes/clarifications have been made to the bid policy and procedures. These changes include:

- Bids must be posted on the DMB/DHS Web sites for a minimum of four weeks.
- Before a bid is posted on the DMB/DHS Web sites, DCRS sends a copy of the RFQ to the chief deputy director for review (this requirement does not apply to expedited bids). DCRS is required to wait a minimum of three days before posting the bid.
- A Bid Planning Document (CM-0041a) must be prepared by the contract administrator for every formal bid process and submitted to DCRS with the Bid Request Form (CM-0471). Grant units and urban county contract administrators should use the Bid Planning Document (CM-0041) when submitting formal bids to DCRS.
- The expedited bid process is a low-bid process. The lowest bid must be recommended for award. If the low bid process is not acceptable, the formal bid (RFQ) process must be used. In general, the expedited bid process should only be used for unit rate contracts.

CS-138 Process

The contract administrator or program area is responsible for developing and submitting a CS-138 form (Approval for personal services form number DHS-0138-CPS) to DCRS at least 60 days prior to the begin date of a contract.



STATE OF MICHIGAN

**Department
of Human
Services**

Field Operations Administration
235 S. Grand Ave., Suite 1508
P.O. Box 30037
Lansing, MI 48909
www.michigan.gov/dhs

Memorandum

Tel: 517.373.3570
Fax: 517.241.7526

To: County Directors

Date: July 9, 2009

From: Terry Salacina, Acting Deputy Director
Field Operations Administration

A handwritten signature in black ink, appearing to read "Terry Salacina".

Subject: DHS Board Appointment Procedures

The current state appointees for all Department of Human Services (DHS) County Boards will see their appointment expire on October 31, 2009. However, a number of county offices currently have state appointee vacancies that need to be addressed, i.e. where the county operates a medical care facility. **County offices with current State appointee vacancies should contact me so that a specific action plan can be developed.** Please note that those interim appointments will also expire on October 31, 2009.

For filling the October vacancies, the following timeline will be utilized:

Advertising: July 1 – August 14, 2009

Application Due Date: August 15, 2009

Screening (by FOA): August 17 – September 11, 2009

Recommendation to Governor's Office: September 30, 2009.

The following information establishes the process to be used to fill vacancies, regardless of when they occur.

1. **Advertising** - We will assure an open process. The Office of Communications will publish a press release regarding all DHS Board vacancies. That press release informs potential candidates to contact the county director. There is no guarantee that all newspapers will run the press release, so local offices are encouraged to post a notice in the local office lobby, courthouse, etc. Candidates, including the incumbent, if interested, should be directed to **apply by returning the completed application(s) to the local office. Local offices are asked to copy the application(s) and forward the original application to Field Operations, Suite 1508, c/o Amy Solak.** A copy of the approved candidate application is attached. To insure uniformity and transparency, County Directors must provide a copy of that application to all interested candidates.
2. **Screening** – Each applicant will be screened by the FOA Director. Screening includes reviewing the completed application and a phone interview to determine interest and capacity for the DHS Board member role.
3. **Recommendations:** The FOA Director will recommend two candidates to the DHS Director for appointment: the primary choice and one back up. FOA will coordinate with

J.A.IV

the Governor's office. Once an appointment has been made the appointee will receive an appointment letter from Director Ahmed. FOA will then generate a notification to the other applicants that they were not selected. A copy of those communications will be forwarded to the County Director.

Because County Commissioners also provide funding for the State Appointees, county directors are to share a copy of the appointment letter with their Commissioners.

Please call me if you have any questions or issues. Thanks for your cooperation.

Attachments

c: Ismael Ahmed
Stanley Stewart
Edward Woods III
Sharon Christensen
Sheryl Thompson
Mel Haga, MCSSA



**Michigan Department of Human Services
County Board Member Application**

Name: _____ Social Security Number:* _____

Driver's License #:* _____ Date of Birth* _____

** Required for background checks only.*

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Business Name: _____ Title: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Are you a U.S. Citizen? Yes No

Are you a permanent resident of _____ County? Yes No

What political activity are you involved in?

Note: The Social Welfare Law prohibits a board member from holding an elective office.

Do you have any previous government appointments? If so, please describe. Yes No

Do you hold any professional licenses? Yes No If yes, please include type and license number(s).

Type: _____ License Number: _____

Type: _____ License Number: _____

Type: _____ License Number: _____

List any contractual or commercial transactions (personal or professional) that you are involved in with any agency of the State of Michigan.

List your experiences in Human Services, including volunteer services, work related experience, board memberships, committees, task forces, etc.

Briefly describe your thoughts regarding government's role in providing Human Services, including financial assistance and Social Services support.

Please provide any information that you feel might be a possible conflict with your responsibilities as a Board Member and/or could have a negative impact on the department.

Have you ever been publicly identified, in person or by organizational membership, with a particularly controversial national or local issue? If yes, please explain? Yes No

Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please provide details. Yes No

Have you ever been convicted of, or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the Michigan offenses of operating under the influence of alcohol, operating while impaired, reckless driving or the equivalent offenses in other states.) If yes, please explain. Yes No

Are you now under charges for any violation of law? If yes, please provide details. Yes No

Why do you want to serve on the _____ County DHS Board?

Additional comments you wish to share. (Use additional sheets, if necessary.)

Applicant's signature

Date

Please return this form to:
DHS Field Operations Administration
235 S. Grand Ave., Suite 1508
P.O. Box 30037
Lansing, MI 48909

Michigan Department of Human Services News Release

Contact: _____ () ____ - ____

_____ County Department of Human Services director seeks local board candidates

_____, 2009

_____, director of the _____ County Department of Human Services, announced today that the agency is seeking candidates for the state appointee position on the local Human Services Board.

The three-member board represents the community and serves the local DHS office in an advisory capacity. Two members are appointed by the county Board of Commissioners; the third member is appointed by the state DHS director.

Serving on the board gives county residents an opportunity to provide DHS with local input. The local DHS office director serves as secretary to the board during its monthly meetings when state and local issues related to the department's mission are discussed and acted upon. Local board members may also be involved in DHS business at the district and state levels.

Interested candidates should contact _____, director, _____ County DHS, at _____, _____, MI _____. The deadline for applications is _____, 2009.

For more information, please visit the DHS Web site at www.michigan.gov/dhs

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FAP Announcement

July 1, 2009



Dear Colleagues,

We have received the great news that Michigan is no longer in sanction status with the Food and Nutrition Services (FNS)! Due to the hard work of each and every one of you, our final, official Food Assistance Program (FAP) error rate for FY 2008 was 5.88 percent. This was an impressive improvement over the previous year's rate of 8.5 percent. It is directly due to your efforts that our department was able to save the state of Michigan \$5.1 million. In these current economic times, that is appreciated by all.

Although we must continue to work on our negative error rate (we're currently last in the nation at 25.44 percent), even that percentage is steadily improving. Our most recent figures show our FY 2009 negative error through January is 17.99 percent. Although this is still much higher than the national average of 10.88 percent, it shows that Michigan is seriously attacking this area as well. And, Michigan continues to lead the Midwest Region in participation with a rate of 80 percent.

These accomplishments could not have been achieved without a team effort. This effort truly started at the top under the direction of our Chief Deputy, Stanley Stewart. His leadership and commitment were integral to our success. I would like to acknowledge the Central Office staff in the FAP Payment Accuracy Unit, the Policy Unit and the Office of Quality Assurance for their work in the past year as they aggressively reviewed policies and procedures with an eye toward making them more "user-friendly." But all of that work would have gone for naught if staff out in the field didn't go that extra mile to ensure that cases were processed correctly.

I am constantly impressed by the dedication of our staff. I continue to sing your praises wherever I go. Thank you once again for your efforts in helping our vulnerable citizens throughout the state!



Sincerely,

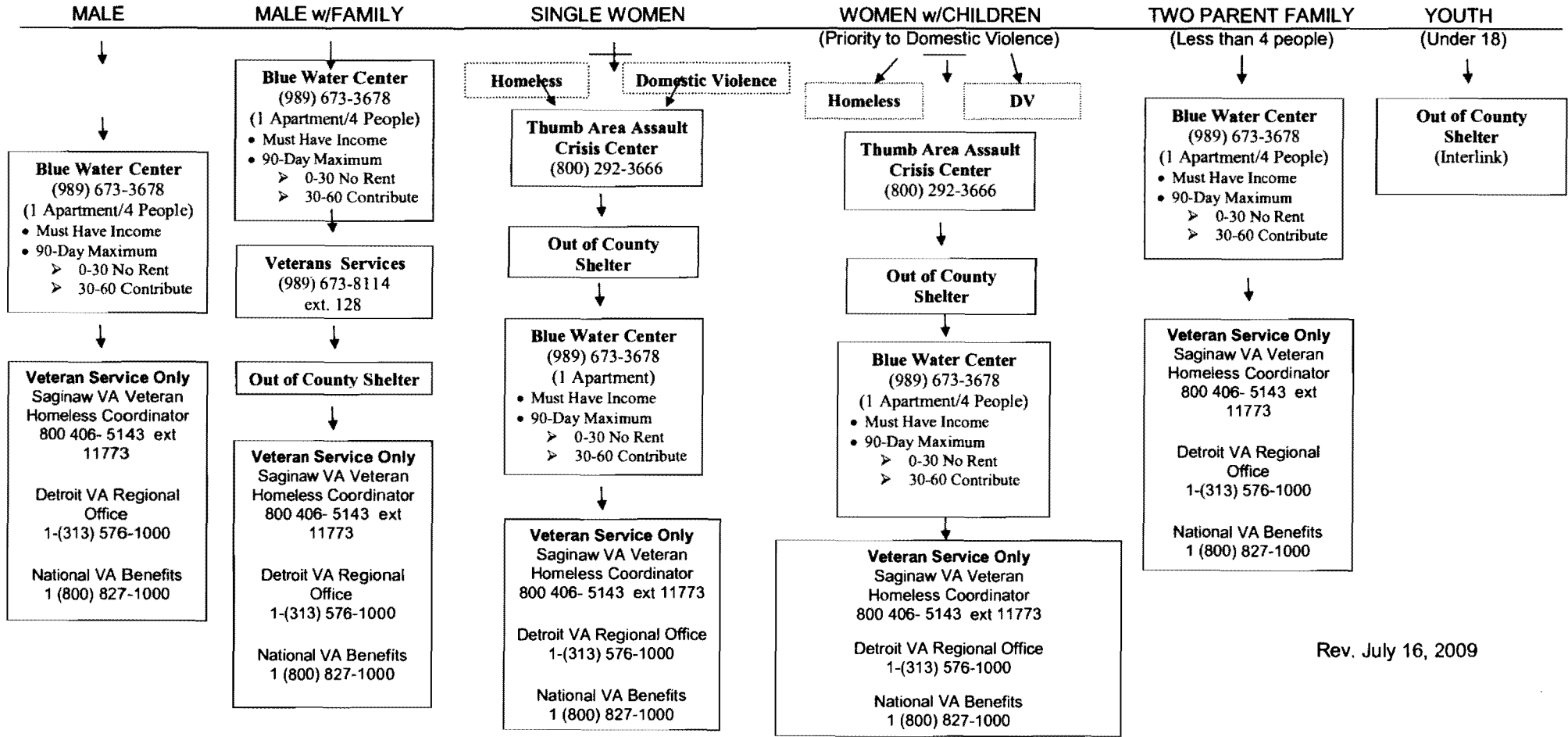
Ismael Ahmed
Ismael Ahmed

In the photo (L to R): Terry Salacina, deputy director of Field Operations; Sandi Mose, FAP Payment Accuracy manager; Stanley Stewart, chief deputy director; Barbra Anders, director of the Bureau of Adult and Family Services; Ismael Ahmed, director; Julie Horn Alexander, director of the Office of Quality Assurance; Kimberly Keilen, FAP acting manager.

AFFORDABLE HOUSING ALLIANCE

Agency Directory

EMERGENCY SHELTER

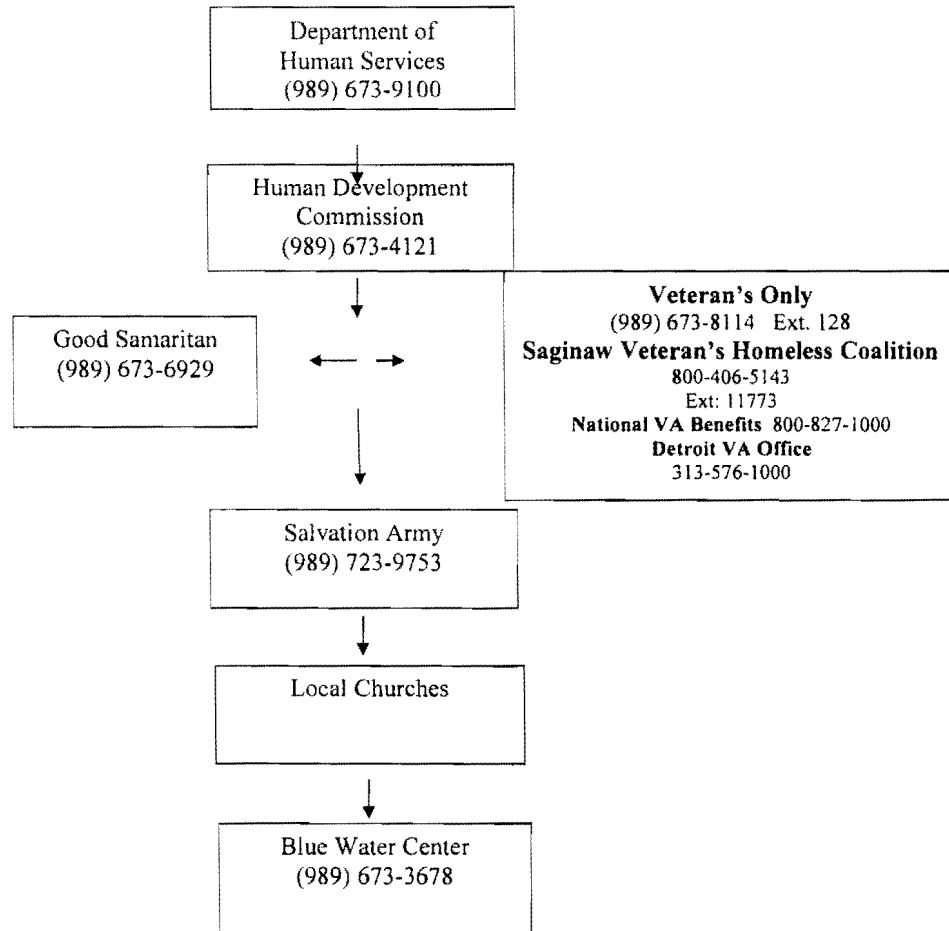


AFFORDABLE HOUSING ALLIANCE

Agency Directory

HEAT & UTILITIES

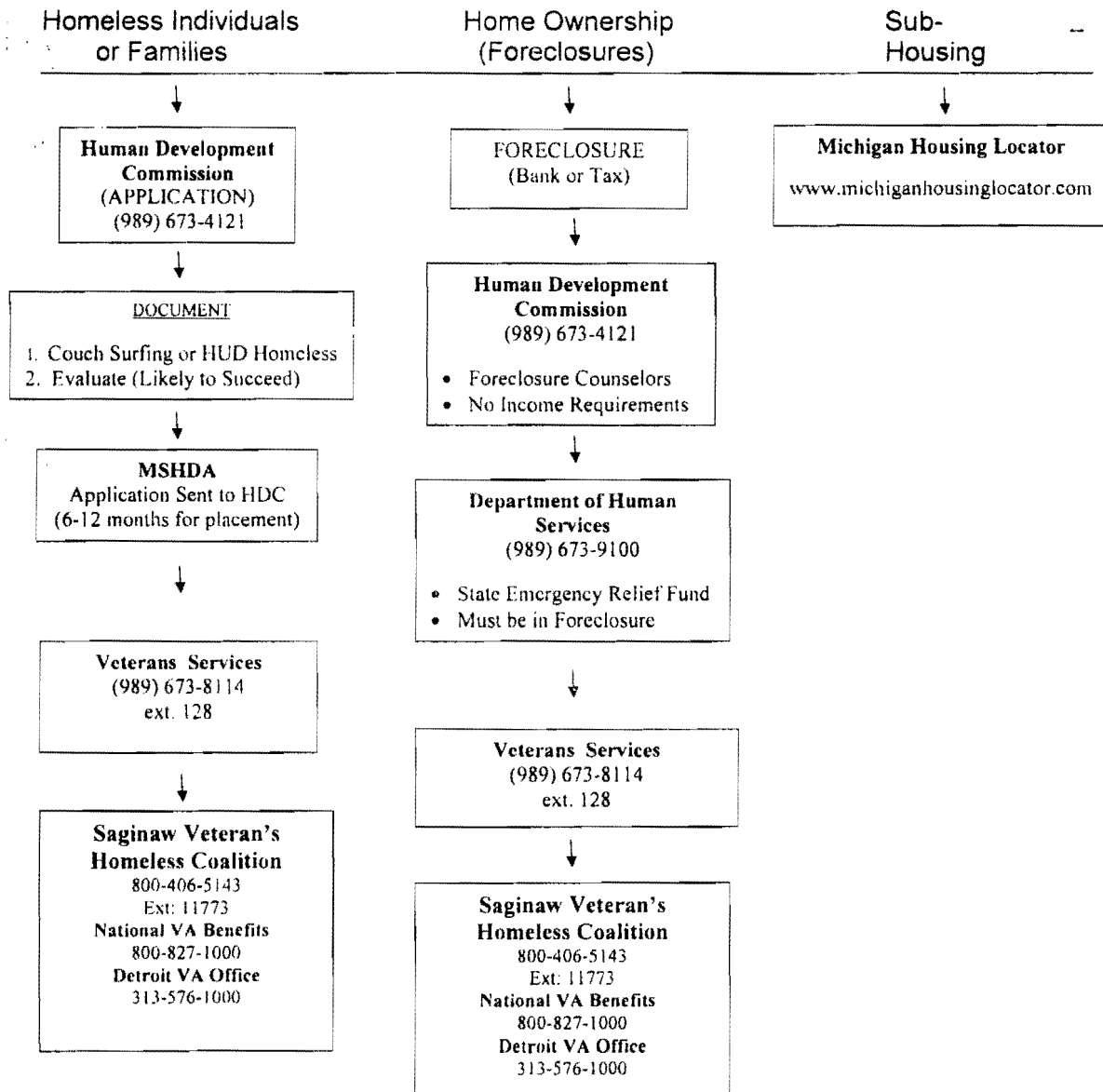
To Ensure Quick and Accurate Service, Agencies Should Be Contacted in the Order Shown Below



Revised June 25, 2009

HOMELESS ASSISTANCE PROGRAM

Agency Directory



AFFORDABLE HOUSING ALLIANCE

Agency Directory

SUPPORTIVE HOUSING

CONTACT #1: BLUEWATER CENTER @ (989) 673-3678

CONTACT #2: HUMAN DEVELOPMENT COMMISSION @ (989) 673-4121

WELCOME HOME
PROGRAM



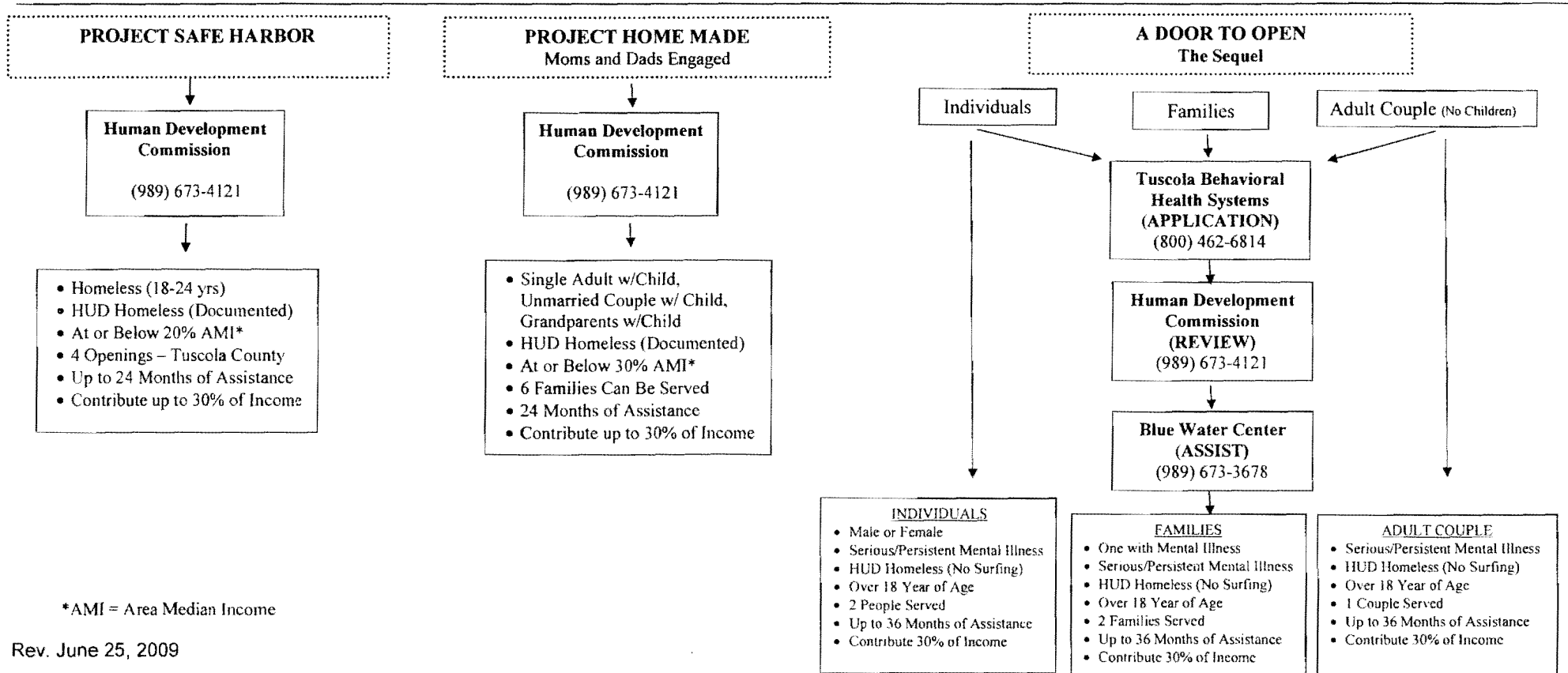
- Disabled
- 18 Years or Older
- Single
- Homeless
- Male or Female
- 4 Units -- Serve 8 Individuals
- Roommates
- HUD Homeless (Documented)
- 24-Month Program
- Pay Utilities Only

Rev. June 25, 2009

AFFORDABLE HOUSING ALLIANCE

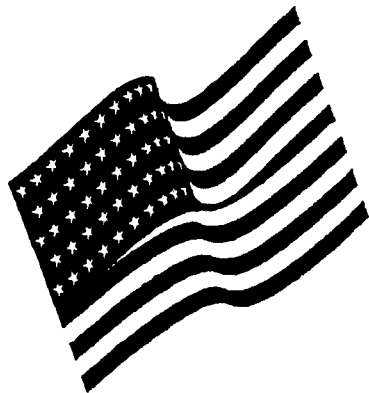
Agency Directory

HOUSING PARTNERSHIPS



*AMI = Area Median Income

Rev. June 25, 2009



**VILLAGE OF AKRON
4380 BEACH STREET
PO BOX 295
AKRON, MI 48701
PHONE: 989-691-5540
FAX: 989-691-5770**

July 28, 2009

Tuscola County Board of Commissioners
440 N. State Street
Caro, MI 48723

In compliance with the Michigan Plant Rehabilitation and Industrial Development Districts Law, Act No. 198, P.A. 1974, as amended, this is your notice, as one of the affected taxing units, that a Public Hearing will be held on August 19, 2009 at 7:00 p.m. in the Akron Municipal Building, 4380 Beach Street, Akron, Michigan.

At the above time and place all affected taxing units will be given an opportunity to appear and be heard on Cooperative Elevator Co.'s application for an Industrial Facilities Exemption Certificate for a project to be constructed during 2009 at an estimated cost of \$905,880.

You are cordially invited to attend this Public Hearing and express your opinion, presenting any information you may have available in support of, or against the requests.

Sincerely,

Shari Hadaway
Clerk
Village of Akron

#11

Mike Hoagland

From: Lisa Valentine [lisa@lindyssales.com]
Sent: Wednesday, August 05, 2009 12:04 PM
To: Anamika Laad
Cc: Amanda Roggenbuck; ArnoldKarr; Cy Thomas; Douglas (DEQ)Morse; Mary Bohling; Mike_Controller Hoagland; Terry Brown; Walt Schlicting; Zygmunt Dworzecki; Jesse Parker; Theresa (DEQ)Custodio; Bob Mantey; Tusc-Jerry Peterson
Subject: Grant opportunity

Hello all,

My good friend and President of Spicer Group sent me the following information about Great Lakes Fishery Trust grants. Spicer Group has had success with clients who have applied in prior years.

The best part about this program is no local match is required! Although it does score better with a local match.

These grants are meant to increase fishing access. Thought perhaps the parking area for fishing access on the Garner Road drain discussed at the TCCNA public forum would be a good fit.

What are your thoughts? Deadline is September 8th so we've got to get moving if we want to apply. I would love the opportunity to work with Don and Spicer Group.

Lisa Valentine
989-691-5669 daytime
989-233-2970 after hours

----- Original Message -----

Lisa

FYI - The Great Lakes Fishery Trust grant applications are due September 8th. The GLFT funds projects that improve or create new shore based recreational access to fish the Great Lakes species. In most cases this means boardwalks or fishing platforms. There is no match required but projects with match will do better.

Any ideas?? I thought you might have a project in the Township or the County.

Let me know if we can help.

We have been pretty successful helping our clients who have applied.

Donald R. Scherzer

President
Spicer Group, Inc.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 921-5511

8/6/2009

Cell: (989) 928-8014
Fax: (989) 754-4440
mailto: dons@spicergroup.com
www.spicergroup.com

Stronger. Safer. Smarter. **Spicer.**

Employer Bulletin

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN



Summer 2009 - Special Notice

From the CEO:

The MERS Premier Health (MPH) Board voted last Thursday (July 30) to close MERS Premier Health as of January 31, 2010. Premier Health is a trust with a governing body that is separate and apart from the MERS Board, as required by state law. All programs directly administered by MERS (including MERS retirement plans, Group Life and Disability insurance, MERS Retiree Health Funding Vehicle and the MERS Health Care Savings Program) are unaffected and will continue to operate. There is no impact on payment of pensions.

Due to rapidly rising health care costs, many MERS members began asking the MERS Board in 2002-2004 to look at providing a statewide health care pool. As a result of those requests, MERS undertook a full exploration of a range of health care program possibilities. Following a comprehensive feasibility study, MERS formed four individual programs — MERS Premier Health, Group Life and Disability insurance (through The Standard Insurance Company), the MERS Retiree Health Funding Vehicle and the MERS Health Care Savings Program. Premier Health was licensed by the Insurance Commissioner in late 2004 as a voluntary plan, a trust whose reserves and governing body were separate from MERS.

These four programs – Premier Health, Group Life and Disability, RHFV and HCSP-- have proven to be extremely beneficial for MERS members as well as non-members. For Premier Health, it is very difficult to quantify the actual dollar savings as a result of lower rates, but we know MPH introduced competition and provided substantial savings.

In 2005, MERS began quoting rates for MPH. During the past four + years, MPH grew to a high of 70 municipal members. The program had a dramatic effect of reducing the quoted rates as part of the competitive process. Yet after its peak, the health plan experienced declining enrollment and rising claims costs driven by several factors, including the economy and additional competitors.

The MERS Premier Health Board reviewed the sustainability of the plan going forward, as part of their due diligence, and determined it was necessary to discontinue the plan effective January 31, 2010. While we are very disappointed in this outcome, we gave it our very best efforts.

Even though MPH is closing, the other MERS programs are thriving and experiencing steady, regular growth. With our retirement plans at the core of our business, we bring our passion and our expertise to a full complement of programs that enhance both retiree and employee benefits.

Often in life we are surprised at what works and at what doesn't quite turn out as anticipated. Our gratitude goes to the following:

- ... the MERS Board, who had the vision and foresight to sponsor the MPH effort to begin with;
- ... to the MPH Board, who believed in our efforts and worked diligently along side of staff to put the program in place;
- ... to those of you who gave us the opportunity to make presentations;
- ... and most especially to those municipalities who believed in us, took a chance and joined MPH..

Sincerely,

Anne M. Wagner
Chairperson, MERS Premier Health
Chief Executive Officer, MERS of Michigan

Bulletin

MERS Retirement Board Makes Important Changes

At MERS of Michigan, we strive to keep all of our members — individual members and participating municipalities — well informed about the issues affecting them. With that in mind, we'd like you to be aware of some important recent changes the MERS Retirement Board made to the Plan Document.

This message provides a summary of the actions by the MERS Board at its July 2009 regular meeting. This is also to notify members of the open "Member Comment" period regarding amendments to Plan Document Sections 43 and 43A.

By unanimous vote, the Board conditionally amended Plan Sections 43 and 43A in response to municipality requests for the creation of a Bridged Benefit Program, which protects accrued benefits and can reduce actuarial liabilities. The amendments will take effect October 1, 2009. The Board has requested Member Comments with a deadline of September 1, 2009, for consideration by the Board at the September 15 regular Board meeting. For a full explanation, please see the Member Comments page.

The Board also unanimously voted to formally adopt Plan Section 43C, which increases the funding level requirement for benefit changes from 60% to 80%, effective July 1, 2009. On May 13, 2009, the Board conditionally approved the increase, and requested Member Comments with a deadline of July 13, 2009, which were received and reviewed at the July 15 Board meeting.

To be consistent with the Fiscal Responsibility Amendments, the Board made related changes to Sections 10(6) and 19A (plus housekeeping changes), also unanimously adopted with a July 1 effective date. Section 10(6) addresses DROP+, an optional lump sum withdrawal provision available at retirement, while Section 19A covers MERS Defined Contribution Plan. Note: Complementary revisions to the Hybrid Plan, Plan Section 19B, will be presented at the September 2009 Board meeting.

Before the Pension Protection Act of 2006, only surviving spouses could rollover a deceased member's accumulated contributions from a qualified plan. That changed effective January 1, 2007, when the PPA authorized nonspouse beneficiaries to rollover an inherited IRA (including, effective January 1, 2008, an inherited Roth IRA). The IRS later declared the PPA provision was optional, and that a qualified plan (like MERS) was not required to offer nonspouse rollovers.

But the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) clarified that, for plan years beginning after December 31, 2009, qualified plans are obligated to allow nonspouse beneficiaries to rollover distributions into inherited IRAs. By unanimous vote, the Board amended section 2A(8)'s definition of "distributee" effective July 15, 2009, to include nonspouse beneficiaries and meet the WRERA requirement.

Published on MERS Employer Bulletin (<http://mersofmich.com/employerbulletin>)

#13

Mike Hoagland

From: Tuscola County EDC [tuscolaedc@centurytel.net]**Sent:** Wednesday, August 05, 2009 5:10 PM**To:** tuscolatownship@tds.net; vassartwpclerk@speednetllc.com; ckolar@airadvantage.net; Karen Goodchild; jbmiklov@centurytel.net; villageofakron@airadvantage.net; fbardwell@centurytel.net; Timothy Matthew Sadowski; Kevin Mackey; Caro Manager; tbardwell@tuscolacounty.org; Joe Hembling; Ddouglink@aol.com; MHoagland@tuscolacounty.org; Hal Hudson; jerry58c@yahoo.com; ccmanager@casscity.org; villageofmillington@tds.net; Julius Suchy; kingstonclerk@airadvantage.net; uvilleclerk@airadvantage.net; dons@airadvantage.net; fremonttownship@hotmail.com; clerk@watertowntownship.org; kingstontwp@tband.net; djones@charterinternet.com; jborek@centurytel.net; arbelatownship@charterinternet.com; Patricia Ann Bittner; dayontwpsp@excite.com; Indianfields-tw@MIQVF.org**Subject:** Tuscola County Brownfield Informational Session

Please consider this an invitation to attend a Brownfield Redevelopment informational session, through arrangements made by the Tuscola County Brownfield Redevelopment Authority, an informational session will be held at the Tuscola Area Airport at 3:30 pm. on Thursday August 13, 2009 at the Tuscola Area Airport Administration Building. Ten projects have already benefited from this program and the Tuscola County Brownfield Redevelopment Authority is looking for additional projects in Tuscola County.

The guest speaker will be Project Manager Ryan Londrigan of AKT Peerless Environmental. He will provide details regarding the two grants from the EPA that the Tuscola County Brownfield Redevelopment has received for environmental assessment and other options available for some entities that may wish to purchase property on State Land south of M-81. If you have any questions, please call Jim or Glen at 989-673-2849. No RSVP is needed, but if you wish to call us, we will be able to plan for the proper number of tables and chairs.

Jim McLoskey
Tuscola County EDC
157 N. State Street
Caro, MI 48723
989-673-2849
989-673-2517 Fax