

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA**

**MONDAY, OCTOBER 31, 2011 –8:30 A.M.**

**H. H. PURDY BUILDING BOARD ROOM  
125 W. Lincoln Street  
Caro, MI**

125 W. Lincoln Street  
Caro, MI 48723

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

- 8:30 A.M.** Call to Order – Chairperson Bardwell  
Prayer – Commissioner Allen  
Pledge of Allegiance – Commissioner Petzold  
Roll Call – Clerk White  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
-Potential Fee for Utility Drain Inspections  
-State Tax Commission – Tuscola/Huron Equalization (See  
Correspondence #3)  
-Personal Property Tax (See Correspondence # 4)  
-Creation of MERS Division for POAM New Hires  
-County Planning Commission Vacancy (See Correspondence # 5)  
-Health Department/Act 152 of 2011  
-Medical Care Facility/Millage Transfer Requests (See  
Correspondence # 6)  
-Niland Building Lease Surrender and Termination Agreement
- CLOSED SESSION – Consider Written Opinion of County Lawyer  
Old Business  
Correspondence/Resolutions

**COMMISSIONER LIAISON COMMITTEE REPORTS**

**ALLEN**

Board of Public Works  
Local Unit of Government Activity Report  
Human Services Coordinating Council  
Great Start Collaborative – Tuscola County  
Parks & Recreation  
MAC Judiciary & Public Safety Committee  
NACo Agricultural Committee

NACo Rural Action Caucus  
MAC Agriculture & Tourism

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  
County Planning Commission

PETZOLD

Recycling Advisory  
Mid-Michigan Mosquito Control Technical Advisory Committee

Michigan Works

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report  
Road Commission  
Health Board  
Saginaw Bay RC & D

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  
DHS/Medical Care Facility Liaison  
Tuscola 2011

BARDWELL

Caro DDA  
Brownfield Redevelopment Authority  
Economic Development Corporation  
MAC Economic Development/Taxation  
MAC 7<sup>TH</sup> 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

**COMMITTEE MEETING TO FOLLOW BOARD  
MEETING AT APPROXIMATELY 9:30 A.M.**

**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    October 13, 2011 Full Board Minutes**
- #2    Consent Agenda**
- #3    State Tax Commission Correspondence**
- #4    Personal Property Tax Correspondence**
- #5    Planning Commission Vacancy**
- #6    Medical Care Facility Millage Transfer Requests**
- #7    October 13, 2011 Committee of the Whole/Statutory Finance Minutes**
- #8    October 2011 Health Department Monthly Report**
- #9    September 29, 2011 Road Commission Minutes**
- #10    October 19, 2011 Human Development Commission Minutes**

**DRAFT****Tuscola County Board of Commissioners****October 13, 2011 Minutes****H. H. Purdy Building**

Chairman Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 13<sup>th</sup> day of October, 2011 to order at 8:33 o'clock a.m. local time.

Prayer by Commissioner Kern  
Pledge by Commissioner Allen

**COMMISSIONERS PRESENT:**

District #1 Roger Allen, District #2 Thomas Bardwell, District #3 Tom Kern,  
District #5 Gerald Peterson

**COMMISSIONERS ABSENT:**

District #4 Roy Petzold

11-M-219

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

11-M-220

Motion by Allen seconded by Peterson to approve the minutes of the  
9/29/2011 regular meeting. Motion carried.

Brief Public Comment -

Health Department Gretchen Tenbusch appeared regarding the proposed budget cuts

Emergency Services Director Pat Finn appeared to introduce Lt Lisa Speary to speak in support of his department

11-M-221

It was moved by Allen and supported by Peterson that the following Consent Agenda Resolution be adopted:

**CONSENT AGENDA**

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 9/29/11
- Description of Matter:** Move that the 2012 County Senior Citizens Fund Budget incorporate new line items and necessary budget amounts (\$750) to pay members of the Senior Citizens Advisory Committee per diems of \$20 per meeting.
- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 9/29/11
- Description of Matter:** Move that the 2011 Road Patrol Fund Budget be amended by \$1,400 for Community Foundation funding received for police operations.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 9/29/11
- Description of Matter:** Move that the Tuscola County Courthouse current BCBSM Community Blue PPO4 Health Insurance plan meets and exceeds the requirements of Senate Bill 007 using the capped rates of \$5,500, \$11,000 and \$15,000 per contract, as per the financial analysis completed by Public Employee Benefit Services (PEBS), and that it will not be necessary for this Board to request an exemption for the county this fiscal year.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/4/11
- Description of Matter:** Move that the draft 2012 county budget be balanced using Alternative 2 expenditure reductions as presented at the October 4, 2011 Committee of the Whole meeting which incorporates reductions to training, staffing, non-mandated services and general fund appropriation reductions to special revenue funds. Also, the Controller/Administrator is directed to prepare line-item detail budgets according to Alternative 2 and these budgets be submitted to departments for review and comment. In addition, any changes requested by departments from Alternative 2 have to specify a method of assuring that the same required expenditure

reduction amount is achieved within their respective department budget.

(As part of the standard budget development process, departments will be provided the opportunity to present budget comments and questions.)

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

YEAS: all

NAYS: none

ABSTENTIONS: none

**RESOLUTION ADOPTED.**

Sheriff Lee Teschendorf appeared to introduce Reverend Bill Sanders, a volunteer chaplain with Michigan State Police, who is interested in starting a chaplain's corp in the Sheriff's Department.

11-M-222

Motion by Kern seconded by Allen that per the September 29, 2011 letter from the Sheriff to concur with the establishment of a chaplain's corp. to serve and assist deputies and police officers in Tuscola County with the understanding there is no cost to the county to establish this program. Motion carried.

Ted Weisman with Nextera Energy Resources appeared to provide an update regarding the installation of wind turbines in Gilford Township.

Eean Lee, Sr. Network Engineer with Zimco, appeared regarding the online property tax query system.

11-M-223

Motion by Allen seconded by Peterson that per the recommendation of Zimco, to approve the proposal from BS&A Software to host the property query and other computer accessible information. And all appropriate signatures are authorized. Motion carried.

11-M-224

Motion by Kern seconded by Allen that per the October 6, 2011 request from the County Clerk, an electric embosser is authorized to be purchased from the County Clerk supply line item with the understanding that this purchase will

not result in year-end actual Clerk office expenditures exceeding budget for 2011. Motion carried.

11-M-225

Motion by Allen seconded by Kern to approve the resolution requesting the state to fully replace county revenue loss with a constitutionally guaranteed source if the personal property tax is eliminated by the state. Also, forward this resolution to the Governor, Senator Green, Representative Damrow and the Michigan Association of Counties. Motion carried.

11-M-226

Motion by Allen seconded by Kern to approve the Off-Road Vehicle Ordinance with changes as recommended by the county attorney and publication and other adoption procedures be initiated as directed by the county attorney. Motion carried.

The architect associated with the probate court remodeling appeared to respond to questions posed by the commissioners.

11-M-227

Motion by Kern seconded by Allen to approve the last remaining change orders associated with the probate courtroom remodeling project for a cost of \$3,537 and all necessary budget amendments to the capital improvement account be made. Motion carried.

Circuit Court Administrator Greg McDonald appeared regarding budgetary changes.

11-M-228

Motion by Kern seconded by Allen that per the recommendation of the Circuit/Family Court Administrator, the budgetary/line item changes to the Circuit Family Court Budget (101-132) and the Juvenile Child Care Fund (292-662) where an employee's wage/fringe costs are split 50/50 between the two funds be approved and all appropriate budget amendments are authorized. (Partial state reimbursement received for 292 Fund portion of wage/fringe costs.) Motion carried.

Sheriff Teschendorf appeared regarding issues with his department.

11-M-229

Motion by Allen seconded by Kern to receive and place on file the letter of resignation from Pamela Greenwood from the full-time secretarial position with said full-time employment resignation date to be October 28, 2011. Motion carried.

11-M-230



Motion by Allen seconded by Peterson that per the recommendation of the Sheriff to reduce costs, that effective 10/31/11 the current full-time Sheriff secretary position be changed to part-time without benefits (not to exceed 30 hours per week). Also all appropriate budget amendments are authorized. Motion carried.

11-M-231

Motion by Allen seconded by Peterson to approve the January 1, 2012 to December 31, 2012 agreement between the Sheriff Department and Arbela Township for the county to provide 1.75 police officers (70 hours of duty in the township per week for 52 weeks). Also, all appropriate signatures and budget amendments are authorized. Motion carried.

Extended Public Comment – Keith Kosik, Gilford Township Zoning Administrator, reported on the status of the site plan review.

Meeting adjourned at 10:44 a.m.

Margie A. White  
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 H.H. Purdy Building in the Village of Caro, Michigan, on the 31<sup>st</sup> day of October, 2011 at 8:30 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 10/13/11

**Description of Matter:** Move that the Dispatch Capital Equipment Outlay line item #218-325-970-000 be increased by \$150,000 through the use of Fund Balance due to a payment to a vendor that was anticipated for 2012.

**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.

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Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

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Margie White  
Tuscola County Clerk

#3

**Mike Hoagland**

**From:** Mike Hoagland [mhoagland@tuscolacounty.org]  
**Sent:** Thursday, October 13, 2011 2:47 PM  
**To:** Kurt Damrow  
**Cc:** Jerry Peterson (jerry58c@yahoo.com); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Tom Kern (commishkern@gmail.com)  
**Subject:** State Tax Commission Tuscola-Huron Equalization Program  
**Attachments:** State tax commission 10-13-11.pdf

Representative Damrow

Per our telephone conversation, you requested that I forward you information regarding our concern with the State Tax Commission (STC) change in interpretation that may eliminate our ability to continue a highly successful taxpayer cost saving program. This intergovernmental program involves sharing Equalization Director and certain other staff services with Huron County. This is an innovative program that clearly accomplishes the state objective of implementing "Best Practice" programs at the local level. This program took significant staff time and effort to develop. Now it is the STC illogical ruling that may disband the program which has benefited both counties and most importantly the taxpayers. Please help us preserve this "Best Practice" program that is not broke, but may end up being broken by the STC.

There is significant correspondence involving this issue. I have requested that a summary of the issue be prepared for your review which is attached. In a nutshell, if Huron and Tuscola were one county, STC rules would allow that county to employ an MAAO (3) Equalization Director. However, to explain how illogical this ruling is because they are two separate counties, the STC is claiming MAAO (3) Equalization Director is not sufficient (previously this was not a problem). The STC rule states that if in a particular county, there is no local unit of government that requires a certification level of more than level 2, then the MAAO level 4 does not apply to that county. This would eliminate the need for an equalization director with more than a level 3 in Huron/Tuscola counties.

The state needs to make changes in their own organizations and rules if local governments are going to be able to successfully implement "Best Practice" programs. In this time of extreme financial duress, we desperately need your help to allow effective programs like this to continue. Please do not allow road blocks to be created and stifle creativity. If the state truly wants "Best Practice" programs to work at the local level, please do not let your own state organizations stand in the way.

Please contact me if you need to further discuss this issue with me or other county staff.

Thank you in for your assistance with solving this matter of importance to Huron and Tuscola Counties and their taxpayers.

Michael R. Hoagland  
Tuscola County/Controller Administrator  
125 W. Lincoln  
Caro, MI. 48723  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

10/21/2011

# 4

**Mike Hoagland**

**From:** Mike Hoagland [mhoagland@tuscolacounty.org]  
**Sent:** Friday, October 14, 2011 4:03 PM  
**To:** Senator Green and John Lazet (jlazet@senate.mi.gov); Kurt Damrow  
**Cc:** Ben Bodkin (bodkin@micounties.org); Jerry Peterson (jerry58c@yahoo.com); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Tom Kern (commishkern@gmail.com); ckrampits@tuscolacounty.org; Clayette Zechmeister (Clayette Zechmeister); Mari Young (Mari Young); Renee Ondrajka  
**Subject:** Full Replacement Revenue If Personal Property Tax is Eliminated  
**Attachments:** Resolution Supporting Revenue Replacement.pdf  
 Senator Green and Representative Damrow

As the Tuscola County Controller/Administrator for the past 25 years, I can say without hesitation that if the personal property tax (estimated \$855,000) is eliminated without a constitutional guaranteed of 100% replacement revenue, our county along with many other counties will not be able to continue to fund state mandated services at serviceable levels. I trust that as two former county commissioners who understand the mandated services the state requires counties to provide (with already severely reduced revenue), that you would agree that elimination of the PPT without a constitutional guaranteed of 100% replacement revenue source is unrealistic and unacceptable.

We are aware of the financial problems that our state and county have encountered over the last decade. We have worked with our state officials to deal with these problems. We have made the difficult budget decisions to adjust to declining revenue. We have made the difficult budget cuts. Yet, the 2012 county budget is projected to have another gapping hole of over \$600,000 (\$11.7 million general fund budget) with an even worse financial situation predicted for 2013. The local economy remains in bad shape, land values have been on a free fall and critical state sources of revenue needed to fund state mandated services such as the court system continue to be cut at alarming rates. Now elimination of the personal property tax appears inevitable and there is no guarantee this critical revenue to county government will be fully replaced.

We are fast reaching the breaking point and need your help for the county to maintain the ability to provide quality services for the state. We take pride in having been able to keep our county finances in good standing even during these most difficult of financial times, but we can only stretch our already severely cut resources so far. Okay, if the PPT is a bad tax, then eliminate it. We only ask that it be fully replaced with a constitutional guarantee. If it is not fully replaced, then an unmanageable financial situation is going to occur not only in Tuscola County, but also in many other counties of the state. It defies logic to think after the unprecedented financial blows that have already occurred that Tuscola County could take another \$855,000 revenue hit and still be able to fund state courts and numerous state mandated services.

Attached is a resolution that was approved by the Tuscola County Board of Commissioners at their meeting on October 13, 2011 supporting a guaranteed revenue replacement should the state repeal personal property taxes (PPT).

Please let us know your position on this critical financial issue.

10/21/2011

#5

**Mike Hoagland**

**From:** Keith Kosik [keith@tssfinc.com]  
**Sent:** Friday, October 21, 2011 8:43 AM  
**To:** Mike Hoagland (mhoagland@tuscolacounty.org)  
**Subject:** FW: J. Robbins Resignation, Kapa application  
**Attachments:** J resign.pdf; planning ap.pdf; Resume.pdf; KMBT35020111021201827.pdf

Hi Mike :

I am forwarding the resignation letter of Joe Robbins and an application, resume for Cindy Kappa to you which I received via email.

Will Cindy be appointed in time for the next Planning commission meeting scheduled for November 2? It would be nice since she is attending our meetings already. By the way the Planning Commission would like her to be appointed.

Also attached is the letter of intent that was sent which has the total contract amount of \$57,900 for the tuck-pointing.

Thanks,

Keith

**From:** Cynthia Kapa [mailto:ckapa@gmail.com]  
**Sent:** Friday, October 21, 2011 3:20 AM  
**To:** deedeedairy@tds.net; richardbr@charter.net; Jerry58c@yahoo.com; dragonrider3741@live.com; Keith Kosik; carlon\_80@yahoo.com; zygygy@att.net  
**Subject:** J. Robbins Resignation, Kapa application

Keith and Jerry,

Here is a copy of the Joe Robbins' resignation. I have also included my application and resume.

If you need anything else, let me know.

Keith,

I will also take over the duties of my dad which included the Parks and Recreation. I do understand that I everyone has to have a duty and it should not all fall on you.

Cindy

10/21/2011

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

on resume

Do you hold any professional licenses? If so, please include numbers:

1201071301 Certified Residential Appraiser

What special skills could you bring to this position?

Information from appraising

Previous government appointments: Probation/Parole Agent

Please provide us with the names of your:

State Senator Mike Green State Representative Kurt Damrow

County Commissioner Tom Kern


The following **optional** information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age  Political Affiliation  Military Service

Spouse or Partner's Name David Kapa

**CONSENT AND CERTIFICATION**

I, Cynthia L. Kapa (please print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signed By 

Print Form

**Cynthia L.  
Kapa**

Phone: 989-295-2064

Fax: 989-843-6961

[clkapa@gmail.com](mailto:clkapa@gmail.com)

Robbins Appraisal of  
Michigan, Inc.  
1395 W. Saginaw Rd.  
Mayville, MI

**Objective**

To complete residential appraisals for mortgage and non-mortgage purposes. I plan to continue my education for appraising to complete my Certified General Appraiser.

**Employment History**

**State Licensed Appraiser**

3/18/2009 – present Robbins Appraisal, Mayville, MI

- Complete residential appraisals for mortgages, individuals and estates
- Complete non-residential appraisals under \$250,000
- Assist Joseph Robbins in non-residential appraisals over \$250,000

**Limited Licensed Appraiser**

7/12/2004 – 3/18/2009 Robbins Appraisal, Mayville, MI

- Assist in all aspects of residential and non-residential appraisals.
- Complete residential 1004 for mortgages, individuals and estates
- Inspection, data collection, sales comparison, income approach, cost approach

**Juvenile Probation Agent**

06/1980-11/1984 Tuscola County, Caro, MI

**Probation/Parole Agent**

11/1984 – 12/2010 State of Michigan Department of Corrections, Caro, MI

- Prepare Pre-Sentence Investigations
- Monitor Clients
- Complete community contacts including home contacts of clients

**Education**

05/1979 Saginaw Valley State College, University Center, MI

- Bachelor Degree in Criminal Justice
- Minors in Psychology, Sociology, English
- 3.25 GPA

**Appraisal Education**

12/2003	Single Family Residences	Northern Michigan University
04/2004	1 – 4 Family Residences	Northern Michigan University
6/15/2004	USPAP 15 hour	Northern Michigan University
06/25/2005	Capitalization	Northern Michigan University
05/14/2005	Narrative Report Writing	Northern Michigan University
09/27/2005	URAR 1004	Northern Michigan University
2/25/2010	USPAP 7 hour	Northern Michigan University
07/06/2008	Residential Report Writing and Case Studies	McKissock



09/07/2008	Residential Site Valuation & Cost Approach	McKissock
09/09/2008	Residential Highest & Best Use	McKissock
09/28/2008	Residential Sales Comps & Income Approach	McKissock
08/03/2009	Statistics, Modeling & Finance	NMU
8/23/2009	Advanced Residential Case Studies	NMU
1/3/2010	General Cost Approach	Appraisal Institute
3/18/2010	General Sales Comparison Approach	Appraisal Institute
3/27/2010	Income Approach I	Appraisal Institute
4/30/2010	General Market Analysis & Highest & Best Use	Appraisal Institute
5/15/2010	Income Approach II	Appraisal Institute
6/25/2010	General Appraiser Report Writing & Case	Appraisal Institute
9/21/2010	Appraisal Institute Ethics	Appraisal Institute

### Memberships

Michigan Association of Real Estate Appraisers May 1, 2005 – present  
 Appraisal Institute Associate Member December 1, 2009 - present

### Client List

Attorney John Bishop		989-823-8577
Allstate Appraisal, Inc.		708-799-9000
Mayville State Bank	Chris Yens	989-843-0012
Northstar Bank	Bob Sugden	989-672-8118
Signature Bank	Brian Shaw	989-295-1833

I have assisted with reports home mortgages, estates and individuals since July of 2004

Joseph M. Robbins	Robbins Appraisal	989-843-6308
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#6

# Tuscola County Medical Care Facility

1285 CLEAVER ROAD ♦ CARO, MICHIGAN 48723

PHONE (989) 673-4117 ♦ FAX (989) 673-6665

**Administrative Staff**

Margot D. Roedel, R.N., N.H.A. – Administrator

Dr. Adil, M.D. – Medical Director

Debra Kretzschmer, R.N., B.S.N. – Director of Nursing



**Department of Human Services Board**

Robert Hlm - Chairman

Kelly Clements - Co-Chair

Doug Hall - Member

October 21, 2011

Mr. Mike Hoagland, Controller  
Tuscola County Board of Commissioners  
207 E. Grant Street  
Caro, MI 48723

RE: Funds Transfer Request

Dear Mr. Hoagland:

This letter is to request the following transfers of funds:

1. **From:** Millage Fund #298-000-001-000, \$10,943.92  
**To:** General Fund Account #291  
**For:** Expense related to the Facility as follows:  
Direct Supply Healthcare, Inv#18993524  
Wheelchair Washer
  
2. **From:** Millage Fund #298-000-001-000, \$14,213.76  
**To:** General Fund Account #291  
**For:** Expense related to the Facility as follows:  
Bay Landscaping Inc., Inv#0001041277  
Stone Wall Repairs/Landscape
  
3. **From:** Millage Fund #298-000-001-000, \$7,226.91  
**To:** General Fund Account #291  
**For:** Expense related to the Facility as follows:  
Bay landscaping Inc., Inv#0001041986  
Hydro-Seeding

The total amount of this request is \$32,384.59. Thank you for your assistance.

Sincerely,

Margot D. Roedel  
Administrator

Cc: Pat Donovan, Tuscola County Treasurer

Direct Supply Healthcare Equipment

25997

Tuscola County Medical Care Facility

Invoice Number	Description	PO No	Date	Amount	Discount	Net Amount
25997	Inv#18993524 W/c Washer	8662	07/11/11	\$10,943.92		\$10,943.92
25997	Inv# 18996366	8881	07/12/11	\$724.44		\$724.44

Check Date:	07/15/11	Check Number:	38475	Amount:	\$11,668.36
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For billing inquiries, please contact:  
**Michelle Canseco**

1-888-710-7434 FAX 1-800-250-1961

**INVOICE #:** 18993524  
**ACCOUNT #:** 25997  
 INVOICE DATE: 7/1/2011  
 TERMS: NET 30  
 CUSTOMER PO #: VERBAL AL  
 ORDER #: 17071551  
 ACCOUNT MANAGER: 1-877-797-0859  
 Ron Gorman  
 ORDER PLACED BY: Al Lord

**BILL TO:** Attn: Accounts Payable  
 Tuscola Cty Med Care Fac-HPSI  
 1285 Cleaver Rd  
 Caro, MI 48723-9377

**SHIP TO:** Tuscola Cty Med Care Fac-HPSI  
 1285 Cleaver Rd  
 Caro, MI 48723-9377

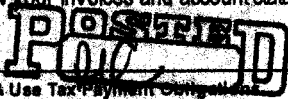
ITEM#	DESCRIPTION	U/M	ORD	INVD	PRICE	EXT. PRICE
40042	Disinfect Spray System for DS #40038 and 40039 <b>B</b>	EACH	1	1	\$964.71	\$964.71
MDSS AQ-1500	AQ-1500 Wheelchair Washer <b>A</b>	EACH	1	1	\$9,629.21	\$9,629.21
	Project Name: Wheel Chair Washer DSE Project Number: 10045671					

SUBTOTAL	\$10,593.92
FREIGHT <b>C</b>	\$350.00
TAX	\$0.00
TOTAL	\$10,943.92
AMOUNT PAID	\$0.00
BALANCE DUE	\$10,943.92

Your affiliation with HPSI pays every time you buy from Direct Supply. We have already deducted your savings of \$107.28 from this invoice.

You can view your invoices and account status online, anytime at [www.directsupply.net](http://www.directsupply.net)

109313



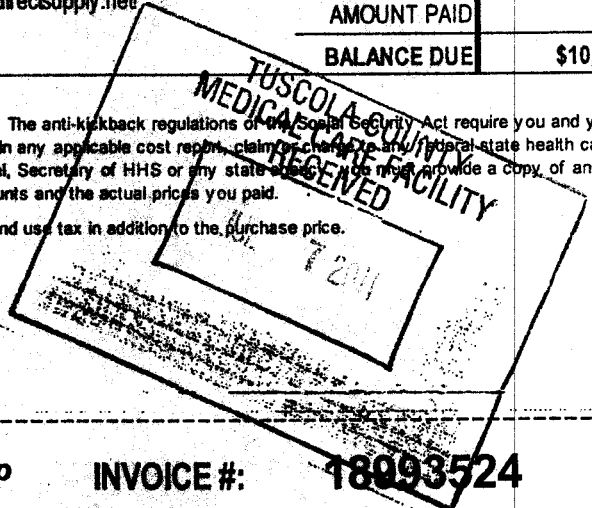
**Notice of Discount Reporting & Use Tax Payment Obligations**

**Discounts:** The net price of products or services on this invoice reflects discounts you received. The anti-kickback regulations of the Social Security Act require you and your facilities to fully and accurately report these discounts and the actual price you paid in any applicable cost report, claim, charge, and other state health care program, and to certain third parties. Upon request by the Office of Inspector General, Secretary of HHS or any state agency, you must provide a copy of any agreement between you and us as well as relevant information regarding these discounts and the actual prices you paid.

**Use Tax:** We will add to your invoice(s) and you agree to pay us any and all applicable sales and use tax in addition to the purchase price.

169 70.11  
 00675.02  
 00103.07

10 yrs / 120 mos.  
 07995.00  
 00105.45



Please enclose remittance slip to ensure proper credit  
 Tuscola Cty Med Care Fac-HPSI

**FINANCIAL SERVICES**  
 1-800-634-7338  
**SALES OFFICES**  
 1-800-634-7328  
 FEDERAL ID# 39-1519806

Remit To: Direct Supply, Inc.  
 Box 88201  
 Milwaukee, WI 53288-0201

**INVOICE #:** 18993524  
**ACCOUNT #:** 25997  
 INVOICE DATE: 7/1/2011  
 ORDER #: 17071551  
**AMOUNT DUE: \$10,943.92**

Tuscola County Medical Care Facility

Bay Landscape Inc.

Invoice Number	Description	PO No	Date	Amount	Discount	Net Amount
1041277	Stone Wall/Landscaping Repairs	9115	08/12/11	\$14,213.76		\$14,213.76

Check Date:	08/19/11	Check Number:	38702	Amount:	\$14,213.76
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PHONE 989-893-0000  
1630 BOUTELL RD. ESSEXVILLE, MI 48732

\*\*\*\*\* Invoice \*\*\*\*\*  
Invoice Number: 0001041277 7 Page: 1  
Invoice Date: 7/29/2011  
Due Date: 8/21/2011  
Job Number: 51578 Cust#: 07254

TUSCOLA COUNTY MEDICAL CARE FACILIT  
1285 CLEAVER ROAD  
CARO MI 48723-9241

TUSCOLA COUNTY MEDICAL CARE FACILIT  
1285 CLEAVER ROAD  
CARO MI 48723-9241  
KRIS SINGER 9896720510

Description	Quantity	Price	Total Amount
STONE WALL WORK AS PER ESTIMATE NUMBER 212708			
*NOTE* LAWN REPAIR WORK TO BE COMPLETED AND BILLED AT A LATER DATE			
		Sub-Total	14213.76
		Line Item Total	14213.76
		Invoice Total	14213.76

TUSCOLA COUNTY  
MEDICAL CARE FACILITY  
RECEIVED  
AUG 1 2011

OK  
MOR

MOE

#0029/A  
116970-02  
00075-03  
00104-01  
D415/120MO.  
D1995.00 Dep  
001045 Accum Dep.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bay Landscaping Inc.

Tuscola County Medical Care Facility

Invoice Number	Description	PO No	Date	Amount	Discount	Net Amount
0001041986	Hydro-seeding/landscaping/addtl Dltc 9437		10/07/11	\$7,226.91		\$7,226.91

Check Date:	10/14/11	Check Number:	39103	Amount:	\$7,226.91
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PO # 9437 on 10/15/2011



PHONE 989-893-0000  
1630 BOUTELL RD. ESSEXVILLE, MI 48732

\*\*\*\*\* Invoice \*\*\*\*\*  
Invoice Number: 0001041986 7 Page: 1  
Invoice Date: 9/27/2011  
Due Date: 10/15/2011  
Job Number: 51578 Cust#: 07254

TUSCOLA COUNTY MEDICAL CARE FACILIT  
1285 CLEAVER ROAD  
CARO MI 48723-9241

TUSCOLA COUNTY MEDICAL CARE FACILIT  
1285 CLEAVER ROAD  
CARO MI 48723-9241  
KRIS SINGER 9896720510

Description	Quantity	Price	Total Amount
LANDSCAPING AS PER ESTIMATE		\$6,226.91	
PLUS: ADDITIONAL DITCH WORK		\$1,000.00	
		<b>Sub-Total</b>	<u>7226.91</u>
		<b>Line Item Total</b>	7226.91
		<b>Invoice Total</b>	7226.91

TUSCOLA COUNTY  
MEDICAL CARE FACILITY  
RECEIVED  
SEP 29 2011

# 002943  
16970.02  
00275.02  
00101.01  
Singer/Comps  
01995.00 Dep  
00101.45 Acc Dep

Signature \_\_\_\_\_ Date \_\_\_\_\_



**DRAFT**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Minutes**  
**Thursday, October 13, 2011**  
**HH Purdy Building**  
**125 W. Lincoln, Caro, MI**  
**10:56 a.m.**

Commissioners present: Allen, Bardwell, Kern, Peterson. Also present: Mike Hoagland, Margie White, Mike Miller, Mary Drier, Pat Finn, Lisa Speary, Walt Schlichting, Dan Grimshaw, Bob Klenk

**Finance**

**2012 Emergency Management Work Agreement** – Lisa Speary explained the potential ramifications should the position become part-time.

**2012 County Budget Development** - 2012 budget development calendar was distributed and reviewed.

**2011 Dispatch Budget Amendment Request** – (see consent agenda resolution - budget amendment).

**Reese DDA/TIFA** – county can opt out or current policy dictates a 50/50 arrangement.

**Secondary/On-Going Finance Items**

1. Intergovernmental Joint Service Delivery
2. Circuit Court Collections Plan
3. Development of State Recommended County Financial Information
4. County Hiring Freeze – Reducing Cost Through Attrition
5. GIS Parcel Layer – Amalgam LLC
6. 2010 Audit (Comprehensive Annual financial Report) Comments
7. Coordination of Issues Through MAC
  - Personal Property Tax
  - Wind Energy Taxation and Revenue Potential
  - State Revenue as a Percent of Total Court Expenditures – Requested by MAC

**Personnel**

**Secondary/On-Going Personnel Items**

1. New Hire Wage/Fringe Benefits
2. Circuit/Family Court Personnel Policies
3. Alternative Health Department - Health Insurance Program

**Building and Grounds**  
Secondary/On-Going Building and Grounds Items

1. Potential Sheriff Department Tower Replacement
2. Agricultural Irrigation and Residential Wells

**Correspondence/Other Business as Necessary**

**Public Comment Period**

Meeting adjourned at 11:46 a.m.

Margie A. White  
Tuscola County Clerk

**Statutory Finance Committee Minutes  
Thursday, October 13, 2011  
HH Purdy Building  
125 W. Lincoln St., Caro, MI**

Called to order: 11:47 a.m.

Commissioners present: Allen, Bardwell, Kern, Peterson

Also present: Michael Hoagland, Margie White, Mike Miller, Dan Grimshaw

Claims and per diems were reviewed and approved.

Public Comment - none

Meeting adjourned at 11:50 a.m.

**Margie A. White  
Tuscola County Clerk**

**Tuscola County Health Department**  
**Board of Commissioners Monthly Report for October 2011**  
**Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer**

Visit our website at [www.tchd.us](http://www.tchd.us)

**Outcomes for the Month:**

- A Children's Special Health Care Services mini grant for \$3000 which was written by Nursing Administrator Ann Hepfer has been received. This grant will be used to increase the family participation in the policy, procedure, and program development of our local Children's Special Health Care Services program. The money will be used to conduct surveys, hold focus groups and conduct a community forum.
- The Nursing Division implemented the electronic health record system called Insight for Family Planning and Immunizations. The Nursing Division's goal is to have the Maternal Infant Health Program and Children's Special Health Care Services ready to go live by January 2012.

**Issues under consideration by the Local Health Department:**

- Flu vaccine clinics continue to be offered on Monday and Friday mornings and by appointment.
- The Michigan Department of Community Health has reported the first two influenza cases confirmed by the Bureau of Laboratories for the 2011-2012 season. Influenza A/H3 was confirmed in a Wayne County adult, and influenza B was also confirmed in a Washtenaw County adult. CDC will upgrade Michigan's flu activity to sporadic, the lowest of four activity categories that are tracked. Both of the aforementioned flu strains are being seen sporadically on a National level. We have had no local reports of any activity. It is recommended that annual flu vaccine be given to everyone 6 months and older as the best way to protect against influenza.
- We have received the 2012 Accreditation tool from the Michigan Department of Community Health. We will begin preparation for the July 23-27, 2012 review dates.

**Issues to be brought to Board of Commissioners:**

- The TCHD has started its' new fiscal year October 1, 2011. The agency needs to know our FY11-12 county allocation and health insurance issues.

September 29, 2011

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, September 29, 2011 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zawerucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Also present: County Commissioner Roy Petzold.

Motion by Parsell seconded by Matuszak that the minutes of the September 15, 2011 regular meeting of the Board be approved as amended. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$97,782.00 and bills in the amount of \$657,169.84 covered by voucher #11-32 were presented and audited.

Motion by Zwerk seconded by Parsell that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

- (1) Fremont Township Supervisor Henry Wymore appeared before the Board regarding the bridge on Blackmore Road between Chambers Road and Leix Road. Mr. Wymore asked if improvements could be made at the embankment south of the structure to avoid further erosion with the current flow of water. County Highway Engineer Zawerucha reported to the Board that the structure is currently in the design phase for scheduled improvements in the 2012 season. After discussion, the Board requested that the Superintendent/Manager review the location and see if minimal repairs can be made this season to improve the flow of water at the structure.
- (2) Almer Township Supervisor Jim Miklovic appeared before the Board to further discuss Cleaver Road north of Dutcher Road. Mr. Miklovic reported that he has met with the Superintendent/Manager and approves his recommendation to improve the clear vision at this location. After discussion, the following motion was introduced:

Motion by Parsell seconded by Sheridan to approve Management's recommendation of clearing brush at the Road Commission's gravel pit on Cleaver Road north of Dutcher Road in order to improve the clear vision at this location as requested by the Almer Township Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:15 A.M. the following bids were opened for Grader Blades (Item 1 - 3/4" x 8" x 6' single bevel curved, through hardened; Item 2 - 3/4" x 8" x 6' single bevel curved, through hardened; Item 3 - 3/4" x 8" x 7' single bevel curved, through hardened; and Item 3 alternate - 3/4" x 8" x 7' double bevel curved, through hardened):

<u>Bidder</u>	<u>Item 1 Unit Price</u>	<u>Item 2 Unit Price</u>	<u>Item 3 Unit Price</u>	<u>Item 3 Alt. Unit Price</u>
St. Regis Culvert, Inc.	\$ 85.68	\$ 85.68	\$ 99.96	\$ no bid
Tupes of Saginaw	alt. bid	alt. bid	alt. bid	93.49
Shults Equipment, Inc.	107.85	107.85	125.90	93.22
Winter Equipment Co.	alt. bid	alt. bid	alt. bid	115.83

Michigan Cat	78.63	75.17	alt. bid	86.74
Truck & Trailer Specialties	alt. bid	alt. bid	alt. bid	93.73

Motion by Zwerk seconded by Parsell that the bids for Grader Blades be accepted, reviewed by Management, and tabled until the next regular meeting of the Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed plans for replacing the County Weighmaster position. Tuscola County Sheriff Lee Teschendorf appeared before the Board to further discuss a proposed agreement for a contracted deputy to serve as County Weighmaster. After further discussion, the following motion was introduced:

Motion by Parsell seconded by Zwerk to authorize the Director of Finance to meet with the Tuscola County Sheriff to draft a proposed agreement for a contracted deputy to serve as County Weighmaster and to review the current legal opinion from the Tuscola County Prosecuting Attorney, and report back at the next regular meeting of the Board with a recommendation for filling the position. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management presented to the Board three (3) Letters of Retirement from employees of the Road Commission. After consideration, the following motion was introduced:

Motion by Sheridan seconded by Matuszak that the following three (3) Resolutions be adopted:

**RESOLUTION**

WHEREAS, Lee Kilbourn has given over thirty-three years of loyal service to the Tuscola County Road Commission beginning his career on September 18, 1978, and

WHEREAS, during these many years Lee has been a dedicated, hard working and loyal employee. Lee has performed his job in a professional manner and was always dependable during his years of serving the public, and

WHEREAS, his attitude and dedication has earned him respect and admiration of all his co-workers. Lee will be greatly missed by his fellow employees and associates of the Tuscola County Road Commission, all of whom wish him much happiness in his retirement effective September 30, 2011.

THEREFORE, BE IT RESOLVED, that this Tuscola County Board of Road Commissioners acknowledges its debt and gratitude to Lee Kilbourn.

BE IT FURTHER RESOLVED, that this resolution be spread upon the official records of the Tuscola County Road Commission and that on behalf of the Citizens of Tuscola County we thank you.

Sheridan, Matuszak, Zwerk, Parsell, Laurie – Carried.

**RESOLUTION**

WHEREAS, Gary Swalwell has given nearly forty years of loyal service to the Tuscola County Road Commission beginning his career on October 25, 1971, and

WHEREAS, during these many years Gary has been a dedicated, hard working and loyal employee. Gary has performed his job in a professional manner and was always dependable during his years of serving the public, and

WHEREAS, his attitude and dedication has earned him respect and admiration of all his co-workers. Gary will be greatly missed by his fellow employees and associates of the Tuscola County Road Commission, all of whom wish him much happiness in his retirement effective October 1, 2011.

THEREFORE, BE IT RESOLVED, that this Tuscola County Board of Road Commissioners acknowledges its debt and gratitude to Gary Swalwell.

BE IT FURTHER RESOLVED, that this resolution be spread upon the official records of the Tuscola County Road Commission and that on behalf of the Citizens of Tuscola County we thank you.

Sheridan, Matuszak, Zwerk, Parsell, Laurie – Carried.

### RESOLUTION

WHEREAS, Richard Letts has given over twenty-eight years of loyal service to the Tuscola County Road Commission beginning his career on October 31, 1983, and

WHEREAS, during these many years Richard has been a dedicated, hard working and loyal employee. Richard has performed his job in a professional manner and was always dependable during his years of serving the public, and

WHEREAS, his attitude and dedication has earned him respect and admiration of all his co-workers. Richard will be greatly missed by his fellow employees and associates of the Tuscola County Road Commission, all of whom wish him much happiness in his retirement effective December 31, 2011.

THEREFORE, BE IT RESOLVED, that this Tuscola County Board of Road Commissioners acknowledges its debt and gratitude to Richard Letts.

BE IT FURTHER RESOLVED, that this resolution be spread upon the official records of the Tuscola County Road Commission and that on behalf of the Citizens of Tuscola County we thank you.

Sheridan, Matuszak, Zwerk, Parsell, Laurie – Carried.

Motion by Sheridan seconded by Parsell that the Tuscola County Road Commission intends to offer each township the \$25,000.00 matching allowance for Preservation Improvements and the \$2,500.00 matching allowance for Preventive Maintenance toward the 2012 construction season in accordance with the Local Road Improvement and Maintenance & Township Allowance Policy, all pending the outcome of the 2011-12 winter maintenance expenses. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed the Road Commission's group health insurance plan. Management reported that the health insurance renewal rates and a revised proposal from Burnham & Flower should be presented at the next regular meeting of the Board.

Motion by Zwerk seconded by Parsell to approve the Tuscola County Road Commission's Financial Dashboard and to include the report on the Road Commission's website; all in accordance with Michigan Governor Rick Snyder's directive for all municipalities to embrace accountability and transparency. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

County Highway Engineer Zaverucha reported to the Board that the Vassar Township Board requested an Engineer Review for a bus stop at 4057 Vassar Road. Due to limited vision for southbound traffic of the bus stop area, Zaverucha recommends installing a "Bus Stop Ahead" sign on Vassar Road. After discussion, the following motion was introduced:

Motion by Sheridan seconded by Matuszak to approve the installation of a "Bus Stop Ahead" sign at 4057 Vassar Road as requested by the Vassar Township Board and as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the Board go into closed session at 9:45 A.M. for the purpose of discussing personnel issues as requested by the employee Ron Spaulding. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 11:00 A.M. the Board returned to open session.

Motion by Parsell seconded by Sheridan that Management create and submit for Board approval an Employee Performance Evaluation Form to be conducted on the employee's anniversary date. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the meeting be adjourned at 11:35 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

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Chairman

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Secretary-Clerk of the Board



HUMAN DEVELOPMENT COMMISSION

Board of Directors Meeting

October 19, 2011

3 p.m.

#10

PRESENT: Della Hammond, Bob Sugden, Carl Holmes, Jerry Peterson, Tom Kern, Bob Wood, John Merriman, Jamie Daws, Grace Temple, George Loomis, Ron Wruble, Steve Vaughan, David Eady

ABSENT: Judge Kim Glaspie (excused), Al Long (excused), Bill Butler (excused), Cindy McDonnell (excused), Elmer Bussema (excused), Chris Taylor (excused), John Espinoza (excused), Linda Jarvis (excused)

STAFF: Lori Offenbecher, Brian Neuville, Maryanne Eagle, Becky Hassler, Lisa Meyer, Wendy Falls, John Riley, Lori Ertman

Chairperson Hammond convened the meeting at 2:59 p.m. Roll was called and a quorum established. The Pledge of Allegiance and introduction of staff followed.

Motion by George Loomis, seconded by Tom Kern, to accept the September 21, 2011 Board of Directors minutes as mailed. Motion carried.

TIME FOR PUBLIC - There were no comments from the public.

CHAIRPERSON'S REPORT

The Board Pass-Around Folder was distributed and contained; 1) Governor's Proclamation of Weatherization month, 2) notification from DHS that Volunteer Medical Service Transportation for clients on Medicaid will end on October 31, 3) customer thank you, 4) flyer regarding a Talent Competition to take place in Vassar to benefit benefit Walk For Warmth, 5) vintage news clipping regarding former Board Chairman, LeeRoy Clark, 6) pictures of the trophy received by Bad Axe High School for collection of spaghetti dinner items.

Chairperson Hammond advised that the Executive and Finance/Audit Committees had met with the agency's new auditors of Yeo & Yeo prior to the Board meeting. This was an informal session which afforded both entities the opportunity to become acquainted.

She also stated that if Board members wished to purchase an Endowment Raffle Ticket, they would need to do so within the next week. Also, she noted that, as has been past practice, the agency's September Finance Report would not be available based on year-end close-out.

Motion by Bob Sugden, seconded by John Merriman, to accept the Chairperson's Report as presented. Motion carried.

COMMUNITY SERVICES ADVISORY COUNCIL

Mr. Sugden advised that the Council had met on October 12 at which time Sean Smith gave an excellent presentation on the Generations Before- and After-School Program.

Motion by Carl Holmes, seconded by George Loomis, to accept the Community Services Advisory Council minutes as presented. Motion carried.

SENIOR SERVICES ADVISORY COUNCIL

Mr. Kern highlighted the September 28 minutes. Motion by Grace Temple, seconded by Steve Vaughan, to accept the Senior Services Advisory Council minutes as presented. Motion carried.

### EARLY HEAD START POLICY COUNCIL

Ms. Meyer highlighted the October 12 minutes of the Council noting that, in accordance with program regulations, Early Head Start staff were in the process of conducting an internal review of the service.

Motion by Jerry Peterson, seconded by Bob Sugden, to accept the Early Head Start Policy Council minutes as presented. Motion carried.

### CARO TRANSIT AUTHORITY

Mr. Neuville advised that at the regular September meeting of the Authority, AJ Automotive Group, Inc., from Sandusky, gave a presentation on propane conversion for Thumbody buses. A special meeting of the Authority was then held on September 29 at which time members gave approval to convert five buses to propane.

Motion by Bob Wood, seconded by Ron Wruble, to receive the Caro Transit Authority Report as presented. Motion carried.

### AGENCY REPORT

Ms. Hassler provided members with an update on proposals noting that; 1) the agency's grant application to the Mary Kay Foundation was not selected for funding, 2) the Michigan Office of Services to the Aging provided funding for continuation of the Foster Grandparent Program and the Retired and Senior Volunteer Program, 3) the agency's grant application to the Internal Revenue Service to provide Tax Counseling for the Elderly was not selected for funding, and 4) the Adult Day Care Center will receive \$1,000, and the Thumb Area Assault Crisis Center will receive \$500, from the Neal Sisters Foundation.

Much discussion followed regarding alternatives for seniors who had been served by the agency, under the Tax Counseling Program for the Elderly, for the past 22 years. Staff requested the Board's assistance in identifying another funding source of which the agency could obtain approximately \$14,000 for continuation of this program.

As noted in previous months, Ms. Offenbecher advised that she had been appointed to Senator Caswell's Energy Workgroup which is exploring the possible transfer of emergency relief and energy programs from the Department of Human Services to another entity. Ragan Cudney, HDC Community Services Manager, was appointed to and attended, the Senator's Intensive Planning Session held October 10-13.

She noted that Lapeer County's Community Development Block Grant program year would end December 31, 2011. As MSHDA was in the process of changing how future CDBG's would be administered, staff would be meeting with the Lapeer Commissioners to discuss the changes and explore the possibility of HDC continuing as their CDBG administrator.

Ms. Offenbecher noted that the Michigan Community Action Agency Association had asked if the agency would be interested in providing non low-income energy efficiency programs in its service area beginning January, 2012; the Board will be kept informed of this opportunity as additional information becomes available.

Ms. Offenbecher stated that she and Wendy Falls, HDC Housing Director, had participated in "Weatherization Month" by setting up an informational booth in the Capital on October 5. Information was shared with several State Representatives on how the Weatherization Program has benefited and impacted the lives of the Thumb area's low-income families. She also noted that billboards had been placed in Huron, Sanilac, and Tuscola Counties promoting Weatherization services.

Ms. Offenbecher advised that the agency operated the Commodity Supplemental Food Program in its four-county service area, as well as in Saginaw and St. Clair Counties. Prior to October 1, the agency subcontracted with the Saginaw Community Action Agency for distribution of commodities in Saginaw County, however, due to ongoing issues with Saginaw CAC, and with support from the Michigan Department of Education, the agency has changed its partnership and is now partnering with the Saginaw Commission on Aging.

As of last month, Ms. Offenbecher advised that the Department of Human Services was requiring Community Action Agencies to begin asset testing for individuals eligible for deliverable fuel assistance. As of October 13, the Department of Human Services suspended the requirement, however, it is anticipated that it will be put into place in the near future.

It was noted that agency staff person, Jessica Bruce, had challenged Bad Axe and Laker Schools to collect spaghetti dinner items (pasta, sauce, or parmesan cheese) to be handed out at Huron County Project Connect. Bad Axe was the winner and was crowned the Spaghetti Bowl Champs and, overall, over 1,300 items food were collected. Also, during the month in Tuscola County, staff attended the Human Services Expo. Both the Human Service Expo and Huron County Project Connect were events aimed at connecting individuals and families to needed resources.

Ms. Offenbecher noted that she had recently met with Carl Osentoski regarding projects that Huron and Sanilac County Economic Development Corporation's were working on related to MSHDA's "Place Making" activities in targeted communities. As HDC has been a long-term grantee of MSHDA, it can provide information about potential funding sources, as well as possibly partnering on some projects.

It was also noted that the Retired and Senior Volunteer Program was conducting a Food Drive for the Spoonfuls of Plenty Meal Program. The Food Drive would be held October 22 at VG's in Caro from 9 a.m.-3 p.m. The Spoonfuls Meals are averaging 120-150 individuals every Wednesday. Also, the agency is scheduled to host the Caro Chamber of Commerce After-Hours Event on November 17, from 5-7 p.m.

Ms. Offenbecher informed members that she was tentatively scheduled for deposition the week of October 24 in relation to the agency's pending litigation.

The agency's fourth quarter programming report was highlighted and reflected that the agency had served 17,343 individuals as of September 30, 2011.

Motion by John Merriman, seconded by Grace Temple, to accept the Agency Report as presented.  
Motion carried.

### PROGRAM PRESENTATION

Mr. Riley provided information on the agency's enhanced Energy Education Workshop in which attendance would be mandated for those customers who received utility services from two or more funding sources in a heating season and/or received assistance in each of the previous two years and were requesting assistance for a third consecutive year. The Workshop will include hands-on activities, demonstrations and take-home projects.

Meeting adjourned at 3:50 p.m.

Respectfully submitted,

  
Lori Ertman  
Director's Assistant