

DRAFT
Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Thursday, May 14, 2009 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Non-Committee

None this meeting

Finance

Committee Leaders-Commissioner Bardwell and Peterson

Primary Finance Items

- 1. Akron Village and Akron Township Storm System Project – Drain Commissioner Update**
- 2. Federal Stimulus Funds (See A)**
- 3. State Executive Order Budget Cuts (See B)**
- 4. Computer Operations Update**
 - **Sheriff Department Computer Support**
 - **Mosquito Abatement (See C)**
 - **Overall Computer Operations Plan**
 - **Register of Deeds Software**
 - **Imaging Workflow System**
 - **Budgeted Equipment installation**
 - **Other**
- 5. TNU Grant Application**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through April)
2. Dispatch Update – Pager Coverage, Radios – Next Meeting
3. Financial Planning Task Force – Next Meeting May 26, 2009
4. Schedule for Additional 2008 Annual Audit Presentations
5. Juvenile Placement Potential Changes and Cost to County
6. 14A Drain Calculations and Future Year Drain Cost Projections
7. Jail Overcrowding, Sentencing Guidelines and State Reimbursement
8. Associated County Health Department and Health Department Title V Funding
9. Service Base Consolidations
10. Property Tax Values
11. 2010 Road Patrol and Senior Citizen Millage Renewals
12. Behavioral Health Contract for Transporting Patients - \$8,000
13. State Revenue Sharing

14. Procedural Audit Implementation Status

- Sheriff Department
- Drain Commission
- Register of Deeds

Personnel

Committee Leader-Commissioners Roggenbuck and Bardwell

Primary Personnel Items

1. **Health Insurance Stop Loss Coverage**
2. **Paperless Agenda and Minutes**
3. **Sheriff Department Hirings (See D)**
4. **Clerk Secretary I Hiring**
5. **Thumb Works Summer Youth Employment Program (See E)**
6. **Expanded Township Official Email List**

Secondary/On-Going Personnel Items

1. Circuit Court Personnel Policies
2. Probate Court Request to Extend Temporary Employee
3. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
4. Next Department Head Meeting – **June 25, 2009** – 10:30 A.M.
5. Employee Recognition
6. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
7. Employee Life Insurance Requested Change
8. Mosquito Abatement Committee
9. Electronic Time Recording System
10. Farmland Preservation Committee (**See F**)
11. Workers Compensation Potential Cost Saving Analysis
12. Update Regarding NACO Caremark Prescription Program

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

Primary Building and Grounds Items

1. **Discussion of a Potential Land Bank in Tuscola County**
 - **Gardner Street Building Owned by County**
2. **Multi-Year Building and Grounds Maintenance Plan (See G)**
3. **District Court Carpeting Bids**
4. **Information Systems Air Conditioner Bids**
5. **Treasurer Office Remodeling (See H)**

Secondary/On-Going Building and Grounds Items

1. Emergency Services Plan for County Operations
2. Energy Efficiency and Grant Update
3. Treasurer Office Remodeling
4. Remodeling of Computer Operations Room
5. Courthouse and Jail Security Equipment
6. Recycling Storage Building
7. DHS Remodeling
8. Adult Probation

Correspondence/Other Business as Necessary

1. 2009 Work Program Update (**See I**)
2. Economic Development
 - County EDC Strategic Planning and CAT Integration – Next Steps
 - EDC and Enterprise Facilitation Strategic Planning 2nd Meeting
 - Enterprise Facilitation Update – 501c3 Status
 - Revolving Loan Fund
 - Economic Gardening
 - RBEG 3rd Year Application
 - Coastal Zone Management Grant
 - ECMPDR Wind Energy Grant

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Statutory Finance Committee

1. Claims Review and Approval

****Party will be in attendance to discuss agenda item.**

Note: Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

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.

Note: This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

PLAN NOW TO ATTEND



American Recovery & Reinvestment Act (ARRA) 101 Session

The Mid-Michigan Innovation Team (MMIT) which covers the following thirteen (13) counties: Bay, Clinton, Eaton, Genesee, Ingham, Huron, Lapeer, Livingston, Midland, Saginaw, Sanilac, Shiawassee and Tuscola will offer a special ARRA 101 Session

DATE: Monday, May 18, 2009 **TIME:** 9:00 a.m. - Noon
(A light lunch will be provided)

PLACE: THUMBWORKS! (Room 101)
3270 Wilson Street, Marlette, MI 48453

The goal of this Session is to help communities, businesses and/or educational institutions determine if the ARRA can help with \$!

Topics will include information on:

- Fund Categories
- Timeframes
- Short/Long Term Options
- Websites-Definitions
- Partnering Opportunities
- Current ARRA Dollars In Action

National, State, Regional and Local Officials will be on hand to help.

Seating is Limited so to Register,

E-mail Marv Pichla at

pichlam@thumbworks.org to Reserve Your Seat.

1-800-285-WORKS
Supported by the State of Michigan

Mike Hoagland

From: Bingham, Beth (GOV) [BinghamE@MICHIGAN.GOV]
Sent: Monday, April 13, 2009 5:18 PM
To: RECOVERY_STAKEHOLDERS@LISTSERV.MICHIGAN.GOV
Subject: Shovel Ready Project Submissions - UPDATE

RE: Shovel Ready Project Submissions

Earlier this year, you submitted one or more “shovel ready” projects to be considered for funding as part of the federal government’s proposed economic stimulus plan. I am writing to update you on the status of the project list.

When Governor Granholm, and governors around the country, called for communities to submit their project ideas, the details of the stimulus plan were not fully known. However, every state wanted to be ready to put the dollars to work for their citizens as soon as they were available. The response to Governor Granholm’s call was extraordinary. More than 17,000 projects totaling over \$59 billion were submitted.

The American Recovery and Reinvestment Act (“Recovery Act”), signed into law by President Obama on February 17, outlined how the dollars will flow to the states. Much of the funding will come through existing formulas that determine how much funding is available and the type of projects that qualify, including transportation, Medicaid, unemployment insurance, and at-risk and special education funds for K-12 schools. The remaining funding will come to Michigan primarily through competitive grants for which local communities, schools and non-profits will be eligible to apply.

Using existing formulas and programs will allow this funding to reach our citizens quickly and be infused into our economy in the most efficient way possible. However, it also means that the vast majority of shovel-ready projects submitted to our inventory will not be eligible for state funding.

That does not mean that your community should abandon these priority lists. The formula funds your community receives may provide the funding needed for these projects. In addition, dozens of competitive grant opportunities are available for funding for specific projects. I encourage you to visit the **Michigan Economic Recovery Office website at Michigan.gov/recovery** and click on the Grant Opportunities link to determine if your project might qualify for one of these additional funding sources. If your project does not qualify on its own for a specific grant, please think creatively about partnering with other organizations and/or agencies in your community to maximize your impact and strengthen your application.

The Recovery Act provides a unique opportunity for Michigan. By aggressively pursuing competitive grants and using the money we receive efficiently and effectively, we can create jobs, protect our families, and transform Michigan’s economy.

Please don’t hesitate to contact our office if you have any questions or if we can be of any assistance to you in your efforts to obtain Recovery Act funding for your project(s). Contact information is available at Michigan.gov/recovery.

Sincerely,
Leslee Fritz
Director
Michigan Economic Recovery Office

4/14/2009



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Legislative Update - May 8, 2009

HOUSE AND SENATE APPROPRIATIONS COMMITTEE APPROVES BUDGET CUTTING EXECUTIVE ORDER

Note this was run earlier this week, but has a slight update regarding child support enforcement dollars.

Nearly as quickly as it was introduced by the Governor, the House and Senate Appropriations Committee enacted a proposed cut of \$304 million dollars, including over \$221 million in general funds. Included in the cuts was a mandatory six no work, no pay, furlough days for all state employees, which comprise nearly \$24 million in savings. In addition, over 100 state troopers who had just graduated from the trooper school will not be hired, saving over \$1.7 million. Attached is the recently enacted Executive Order 2009-22.

With regard to statutory revenue sharing, counties were spared in the cut. \$41 million was cut from the statutory pot, which is essentially taking back any increases cities, villages and townships have seen in the last two budget cycles. Counties need to be vigilant, however, as there have been rumors that going forward counties will return to revenue sharing, but possibly at the 2004 funding levels, and not the inflation-adjusted levels. MAC will continue to keep our ear to the ground with regards to this issue.

As for other areas which impact county programs, a 4% Medicaid provider cut will impact CMH Medicaid services, local public health services and county nursing homes. Furthermore, CMH non-Medicaid services were cut \$10 million and local public health operations were cut \$1.5 million.

In the area of Human services, the elimination from several "wrap around" programs such as after school and D-3 programs may increase counties' burdens with regards to the Child Care Fund. Also a 6.6% reduction in the Juvenile Justice Community Support services line will impact rural counties to the tune of \$100,000. Lastly, the Payment in Lieu of Taxes or PILT program will see a \$22,000 reduction.

You may also notice in the area of Human Services, Child Support Enforcement there are cuts of \$9.57 million and \$6.53 million in child support lines. These funds are being removed from state general fund to be fully replaced by federal funds as permitted by recent federal law. This is a funding shift resulting in no impact to the child support program.

Many of these cuts will likely carry forward to next year. Although the cut of \$304 does not plug the entire budget hole, federal stimulus dollars will fill much of the rest. Additionally, occurring this late in the fiscal year, this cut is very painful to many across the state. As we move toward deliberation of the FY 2009- 2010 budget more reductions will likely have to occur, and it appears that several prison closures may be the big ticket item. MAC will pay close attention to all important budgetary issues to counties and will keep you informed!

STATE POLICE BUDGET DISCUSSES CONSOLIDATION OF 911 CENTERS

On the heels of the legislature adopting cuts resulting in not following through on the planned hiring of 100 state police troopers, some of the troopers union groups were clamoring for funds to make up that shortfall. One of the ideas that was mentioned was the forced consolidation of 911 dispatch centers with the purported savings going to fund troopers. While this is essentially just a comment raised at a committee, MAC has been approached by interest groups pushing this issue. While at first blush, it may make for a nice soundbite, there is certainly much more to the story, such as, what would be the impact on response time, and given union contracts among dispatchers, how would that work. MAC will certainly give a thorough evaluation of all potential ideas in this area!

PARK PASSPORT BILLS MOVE THROUGH RESPECTIVE CHAMBERS

As previously reported in previous MAC updates, bills that would allow for Michigan residents to support state parks through an additional \$10 charge on vehicle registration fees were reported from both house and senate committees this week, with changes made to each set of bills that seem to reflect the differing opinions of the two chambers. The \$10 fee is designed to replace the daily and annual park permits that are currently used to fund park operations and maintenance. The Senate version of the bills (SB 388 and 389) were amended in an effort to strengthen the voluntary nature of the \$10 fee by altering language to ensure that the fee constituted an opt-in scenario, while the house version (HB 4677 and 4678) has been referred to as an opt-out situation. Both bill packages are scheduled to be taken up by the full chambers, despite strong opposition from transportation advocates that are concerned that money collected from registration fees would go towards a purpose other than maintaining the state's road infrastructure.

SENATE COMMITTEE REPORTS SMART ZONE LEGISLATION

This week, the Senate Economic Development Committee reported legislation sponsored by Senator Kahn (R-Saginaw County) that would increase the number of SMART zones in the state by 2. Senate Bill 358 would allow for the creation of the additional districts which would allow for tax capture within their boundaries. While counties do have the ability to negotiate the tax capture from county budgets in most of these districts, SMART Zones are the one exception in the Local Development Financing Act that allows these zones to proceed without the ability of local units to negotiate the capture. MAC will be working within its committee structure to work through concerns as this legislation moves through the House and Senate.

MACOMB COUNTY BILL TO ELIMINATE ROAD COMMISSION MOVES

As Macomb County continues in its efforts to develop a governing charter, it has sought the help of the legislature in streamlining the way it handles responsibility of managing its transportation infrastructure. House Bill 4830, introduced by Representative Fred Miller (D-Macomb) would allow the county to eliminate its road commission, and in turn, empower the elected county executive with the ability to delegate the responsibility of managing the county's roadways. Despite opposition from the County Road Association of Michigan (CRAM), the bill moved through both the House Urban Policy Committee and the full House this week, receiving 80 votes in support. The bill is now scheduled to be taken up in the Senate Transportation Committee.

HIRE MICHIGAN FIRST PACKAGE PASSES IN SENATE

A collection of bills known as the Hire Michigan First plan passed in the Senate yesterday with nearly unanimous support on. The Democrat-sponsored legislation requires that firms that receive state tax credits, abatements, grants and loans to hire Michigan workers or those who will become Michigan residents for the construction of new facilities and new projects. The Senate versions of the bills included exemptions for border communities and removed the prevailing wage stipulations of their House counterparts.

Democrats in the Senate are still attempting to push through SB 288, 289 and 291, which would allow the state to cancel a contract or stop payment to a vendor that knowingly hires illegal aliens or knowingly violates the Prevailing Wage Law, require firms that contract with the state to employ 100% Michigan residents, and require vendors under state contract to report on the number of new jobs created under the contract and the number of Michigan residents hired on that project. Republicans in the House expressed concerns regarding the bills, including that the legislation doesn't apply the Michigan worker threshold to goods and services bought by the state.

2009 CITIZEN PLANNER ADVANCED ACADEMY

Placemaking for Prosperity: Practical Education for the New Economy

The 2009 Citizen Planner Advanced Academy is Michigan's premiere training event designed exclusively for local planning and zoning officials. This year's event will focus on strategies to build prosperity by linking your community to the future through sustainable growth. The Academy will offer skill-building sessions and tools for local planning and zoning officials on topics such as Green Development, Adaptive Reuse, Placemaking, Neighborhood Stabilization and Site Plan Review for Renewable Energy. It will also provide important land use case law and legislative updates. The Academy is available to all Citizen Planner alumni, local officials and citizens engaged in creating vibrant Michigan communities that will succeed in the New Economy. Session descriptions are below.

Plenary Sessions

Keynote: Sustainable Communities for the new economy *Suzanne Schulz, Planning Director, City of Grand Rapids, MI*

Neighborhood Stabilization: Foreclosure, Housing, and the Economy

This panel session will focus on strategies and efforts communities are taking to stabilize neighborhoods and improve the local economy. Collaborative efforts between community foundations, local units of government and educational institutions will be examined.

Moderator: *Richard Wooten*, Wayne County Extension Director, MSUE

Case Law and Legislative Update

Learn about the most important changes in land use law that affect every community in Michigan.

Presenter: *Mark Wyckoff, FAICP*, Planning and Zoning Center at MSU

Concurrent Sessions

This year's Academy provides three tracks of sessions to best suit your community's needs and interests: Development Review, New Economy, and Green Development.

Development Review Track

A1: Site Plan Review for Utility Scale Wind Energy Systems

Explore the process a local planning commission should follow and require to be shown on wind energy farm site plans. Review the state wind energy guidelines and walk through their application. Examine site plan examples and review major issues. Presenters: Dean Solomon and Kurt Schindler, MSUE Land Use Educators.

B1: Site Plan Standards and Review for Home and Small Business Renewable Energy

More and more homes and small businesses are proposing alternative energy systems on their property. Learn about wind, solar, bio-fuel (including wood) alternative energy, and requirements for a plot plan or site plan. Review issues of concern, and what type of ordinance standards can help lesson those concerns. Discussion will also focus on encouraging use of alternative energy systems. Presenters: Dean Solomon and Kurt Schindler, MSUE Land Use Educators.

New Economy Track

A2: Best Practice Case Studies in the New Economy

While much research has been conducted in defining the New Economy and the changes it brings, communities remain uncertain in how they can position themselves for success in this new paradigm. Based on on-going research of 50 high performing New Economy communities nationwide, this session provides best practice lessons that are instructive for any size community.

Presenter: Dave Ivan, Central Regional Director, MSUE.

B2: Creating a Local Strategic Growth Plan for the New Economy

Communities face economic development challenges in the New Economy that many master plans do not address. Learn how to assess your community's strategic assets and leverage those assets by preparing a strategic growth plan to create a global identity and proactively compete in the New Economy. Presenter: Brad Neumann, Land Policy Educator, MSUE - St. Joseph County.

Green Development Track

A3: Growing Green: Human Scale Communities

One way to reach sustainability is to think about communities from the human perspective, at a human scale. Learn about human scale design leading to pedestrian-oriented, human interaction in your community. This session will explore the science and tools of designing human scale communities. Presenter: Glenn Pape, MSUE Regional Land Use Educator.

B3: Making Green Places through Adaptive Reuse and Historic Preservation

Preservationists assert that the greenest building is the one that's already been built. This session demonstrates how sustainable, environmentally sound and culturally attractive places can be created and maintained using the techniques of adaptive re-use and historic preservation. Urban, small town and rural places will be showcased. Presenter: Mary Ann Heidemann, MSUE Regional Land Use Educator.

How to Register

Online registration is available at www.citizenplanner.msu.edu for those who want to pay by credit card or check prior to the event. Hard-copy registration is available as well – see the attached registration form. The registration deadline is **June 15, 2009**.

Cancellation Policy

Cancellations will be accepted through June 15, 2009, with a refund minus a \$35 cancellation fee. No refunds will be given after June 15, 2009.

Location

The 2009 Citizen Planner Advanced Academy will be held at the Kellogg Hotel & Conference Center on the campus of Michigan State University in East Lansing (corner of Harrison Road and Michigan Avenue). For more information on the facilities or for driving directions, please visit their website at www.hfs.msu.edu/kellogg or call 517.432.4000.

Lodging

Participants will be responsible for their own overnight accommodations. A block of rooms at the discounted rate of \$94 per night is being held for the Citizen Planner Advanced Academy until May 30, 2009. Please contact the Kellogg Hotel & Conference Center at 517.432.4000 or their reservation line at 800.875.5090.

Conference Fee (Regular and Master Citizen Planners)

One-Day	Regular Rate	\$110
Until 6/1/09	MCP Rate	\$95
One-Day	Regular Rate	\$125
After 6/1/09	MCP Rate	\$110

Master Citizen Planners

Master Citizen Planners (MCP) attending will earn MCP continuing education units (CEUs). Those attending will earn .6 CEUs.

Persons with disabilities may request accommodations by calling the Citizen Planner office by June 4, 2009, to make arrangements. Requests made less than two weeks prior to the event will be met when possible.

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

www.citizenplanner.msu.edu
517.432.7600

USDA MAKES FUNDS AVAILABLE FOR EASEMENT PROGRAMS FOR WORKING LANDS

Many landowners are interested in preserving agricultural land, but are not aware of the opportunities available within Michigan. Two important programs available through the new Farm Bill will assist landowners in preventing the conversion of farmland to non-agricultural uses.

Michigan Conservation Districts, as the local providers of natural resource services to private landowners, are encouraging individuals to learn about the opportunities available within Michigan through these two programs. The two programs, the Farm and Ranch Lands Preservation Program (FRPP) and the Grasslands Reserve Program (GRP), promote the preservation of agricultural land through the purchase of development rights. Both FRPP and GRP give producers an incentive to keep their land in agricultural use. The goal of both programs is to conserve natural resources on land enrolled in the program and preserve the land for

agricultural production. Although each provides funding for the purchase of development rights through permanent easements the mechanism for purchasing development rights is different for each program.

FARM AND RANCH LANDS PRESERVATION PROGRAM (FRPP)

Funds are made available to existing farmland preservation organizations through FRPP. These organizations can be state or local governments, federally-recognized American Indian Tribes, or nongovernmental organizations with farmland preservation programs. NRCS provides matching funds, of up to 50 percent, for these organizations to purchase development rights of land currently in agricultural use.

Landowners apply to the farmland preservation entity and a purchase agreement for the development rights is agreed upon prior to the entity applying for FRPP funding. A number of farmland preservation organizations exist in Michigan, including Farmland and Open Space Preservation Program administered by the Michigan Department of Agriculture.

Orchards and other land used for the production of specialty crops are eligible for FRPP. Land eligible for enrollment in FRPP must contain either: Prime, unique or statewide important soil; historical or archeological resources; or Further the policy of a state or local farmland protection program.

Applications are ranked on a number of factors including the risk of the land being converted to non-agricultural use, its continued viability for agricultural use, its conservation benefits and other factors.

GRASSLANDS RESERVE PROGRAM (GRP)

GRP allows individual landowners or existing farmland preservation organizations to apply directly to NRCS to enroll land in the program. Unlike FRPP, the program offers the choice of a permanent easement or a rental agreement option of 10, 15 or 20 years. Under a rental agreement or an easement, the landowner agrees not to use the land for any purpose other than grazing or hay production.

Agricultural crop production or non-agricultural uses that require disturbing the land is not permitted. Under a rental agreement or easement the landowner must adhere to a grazing plan and/or a conservation plan.

The value of easements under GRP and FRPP are determined differently. Geographic Area Rate Caps for easement under GRP are established by NRCS at the state level, rental rates are set at the national level. Under FRPP, the farmland preservation entity conducts an appraisal to determine the value of the easement.

For more information about FRPP and GRP, contact your local Conservation District, USDA Service Center or your local farmland preservation organization. More information is also available on the Web at www.macd.org and/or www.mi.nrcs.gov/programs.

The Michigan Association of Conservation Districts is a non-profit organization that represents the interests of Michigan Conservation Districts and works to strengthen Districts through leadership, information and representation.

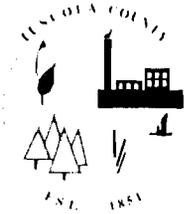


TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive

Caro, Michigan 48723-9291

989-672-3748 Phone ~ 989-672-3724 Fax



TO: Tuscola County Board of Commissioners
Michael Hoagland – Controller/Administrator

FROM: Jenifer Robb, Director
Tuscola County Mosquito Abatement

Date: May 12, 2009

RE: Request to Upgrade Computer Network

Computers have become an essential tool for any business, including County governments and their agencies. The Mosquito Abatement Commission utilizes computers to generate forms, reports, work requests, track weather, and general record keeping related to the application of pesticides. The Michigan Department of Agriculture and the Environmental Protection Agency require that these records of application be precise and available to them in the event of a complaint or concern. Keeping accurate records also allows for responsible purchasing of control materials and equipment. Currently we are in process of implementing a Microsoft Access database that will track all treatment performed by the agency, enable office staff to effectively communicate with citizens about treatment of their property, and track those citizens who wish to forgo treatment.

The current computer network at the Mosquito Abatement office has become outdated and unreliable leading to difficulties in performing everyday record keeping. The current wiring in many cases is comprised of old brittle cables that have broken internally causing them to no longer have the ability to carry data. Other cables were incorrectly wired when they were installed. The connection to the annex building for Internet access, including email, and security updates is serviced by a DSL connection. This connection is slow and continuously failing causing data to be lost and time to be wasted.

To upgrade the network, annex connection, storage device, and database I am proposing a four phase project, detailed below.

- Phase I - \$7,100 – Aedis IT, LLC
 - Building wiring
 - Network hardware
 - UPS backup (backup power supply to allow proper shutdown of network equipment in the case of a power outage)
 - Storage cabinet (to house all network equipment)
 - Punch down board (a central location where all the cables connect)
- Phase II – \$1,800 – SPI Innovations
 - Buffalo 4 Terabyte RAID network storage device (to share files and backup data)
- Phase III - \$5,000 – Yeo and Yeo Consulting, LLC
 - Citizens Tracking database (in use by Bay & Saginaw counties)
- Phase IV - \$24,100 – Air Advantage
 - Wireless bridge (Internet and data connection to annex building)

Funding for this project is available within the agency fund balance. In an effort to upgrade the computer network to current business standards I am asking the Board to please take into consideration allowing the transfer of \$38,000 from the fund balance into account 240-620-970-000.



Tuscola County Sheriff's Office

420 Court Street • Caro, MI 48723

Lee Teschendorf, Sheriff
Glen Skrent, Undersheriff

Phone (989) 673-8161
Fax (989) 673-8164

05/11/2009

Tuscola County Board of Commissioners
Mr. Michael Hoagland, County Controller

This is to advise you that effective Saturday June 27, 2009 I will be laterally transferring Sgt. Scott Jones to our open detective sergeants position. This transfer will fill the opening created when Detective Sergeant Patrick Woidan retired on January 16, 2009.

I will also be making the promotion of Deputy Sheriff Ryan Pierce to uniform division sergeant effective on that same day. This will fill the opening created by the transfer of Sergeant Jones.

These two moves will bring both the detective section and uniform division supervisory staff to full strength.

Please make the appropriate adjustments regarding wages and benefits for Deputy Pierce beginning on that date. Sgt. Jones should not require any payroll changes due to the lateral move.

Sincerely,

Leland Teschendorf, Sheriff

cc/Carrie Krampits
Mari Young



Tuscola County Sheriff's Office

420 Court Street • Caro, MI 48723

Lee Teschendorf, Sheriff
Glen Skrent, Undersheriff

Phone (989) 673-8161
Fax (989) 673-8164

04/30/2009

Tuscola County Board of Commissioners
Mr. Michael Hoagland, County Controller

I am requesting approval to hire Barbara Peters as a full-time corrections officer. Barbara has been serving our office in a part-time capacity since 01/14/2008 and is a certified corrections officer.

This hire will be to replace the vacancy left when Corrections Officer Ryan Robinson was promoted to the uniform division on 02/07/2009. Since we will be near the end of the contractual 120 day part-time rule I would ask her appointment be made effective Saturday 05/30/2009.

Sincerely,

A handwritten signature in black ink that reads "Leland Teschendorf".

Leland Teschendorf, Sheriff

cc/Carrie Krampits
Mari Young

**ThumbWorks!
Thumb Area Michigan Works!
Employment Training Consortium**

**Summer Youth Employment Program
Worksite Application Instructions**

Introduction: As a result of receiving funding through the American Recovery and Reinvestment Act (ARRA) of 2009, ThumbWorks!/Thumb Area Michigan Works! Is accepting applications for Summer Youth Employment Program (SYEP) worksite designation.

Approved worksites must be (1) a unit of government, (2) an educational institution, (3) non-profit agency, or (4) other public sector organization. Worksites will be designated in Huron, Lapeer, Sanilac, and Tuscola Counties. It is estimated that 300 Summer Youth Employment Program participant opportunities will be available in the four county Thumb Region; e.i. 75 per county, with work experience placements commencing in June and concluding in August.

Workers

Youth workers employed on the program must be eligible youth age 18 to 24. ThumbWorks! will determine eligibility. Selected worksites will have only eligible applicants referred to them for consideration. Worksites are encouraged to refer interested youth for eligibility determination. They may call 1-800-285-WORKS for further instructions OR refer them to the ThumbWorks! website at www.thumbworks.org where they can print a copy of an enrollment pre-application.

Supervision and Safety

Project worksites are required to provide adequate supervision by adult, non-participants for all projects. Supervision of participants will not exceed seven (7) participants to one (1) supervisor. All worksite supervisors will be provided with a program orientation and a Supervisor's Manual, which covers all aspects and requirements of worksite supervision.

All potential worksites will be carefully screened and evaluated for worksite's maintenance of safety and health standards.

Training and Outcomes Desired for Participants

Participants are expected to gain work experience with training in basic work skills, such as following directions and working with others. Jobs/projects that provide training in occupational skills that may help them in their career choices and preparation are encouraged. Jobs/projects with an academic or job placement component for older youth are also encouraged.

Tools and Equipment and Materials for the Project

Worksites are expected to provide any tools and equipment, including safety equipment for the youth workers. On a limited basis, the program may provide safety equipment and hand tools that may be used for future jobs/projects. Any safety equipment purchased by the program, such as hard hats, gloves, etc. or hand tools will remain the property of the program. The program will not pay for materials for a job/project.

Application Process

Applications may be submitted by any unit of government (federal, state, county, city, township, village) public school district, and any public or private non-profit organization.

Please submit completed applications to: ThumbWorks!
Attn: Deputy Director
3270 Wilson St.
Marlette, MI 48453
Or fax to: 989-635-2230

Employer of Record Youth that participate in this program will be employees of the youth program provider, which will handle all payroll functions. All worksites, however, will be responsible for the approval and submissions of weekly time sheets for all youth under their supervision.

Lay-offs Any agency approved as a worksite, cannot have any employee on lay-off that performed the same or similar work, nor place a currently employed worker on lay-off as a result of becoming a worksite under this federally funded program.

Monitoring In the interest of public trust and accountability, ThumbWorks! will have an aggressive monitoring component of this Summer Youth Employment Program. Each work experience worksite will be monitored. Many visits to worksites will be unannounced. At least one supervisor and one participant will be monitored at each worksite. If the worksite is found to be non-compliant, the youth will be transferred to another site.

Restrictions The application process is competitive, and not every request will be approved. All applications are subject to negotiation and will be considered on a "first come first served" basis, taking into consideration available youth, quality of training for youth, community benefit, transportation requirements and other logistic variables.

Job/Project Agreement Each approved worksite will have a Worksite Training Agreement.

If you are interested in having youth work at your business/agency this summer, whose wages will be paid by the SYEP, please complete and return the full application. The following forms are included in the packet:

- Worksite Agreement. Please review this worksite agreement carefully. By signing the worksite agreement, you are ensuring that your agency is in compliance with the Federal Maintenance of Effort Regulations.
- Disciplinary Policy (Attachment A)
- SYEP Worksite Position Request Form (Attachment B)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions Form (Attachment C)
- Labor Organization Form (Attachment D)

All inquires about the Summer Youth Employment Program (SYEP) can be directed to Jerome Lewis, Deputy Director, at 989-635-3561, Ext. 228 or via email at lewisj@thumbworks.org.

THUMBWORKS!
Summer Youth Employment Program
Worksite Application

IDENTIFICATION

Worksite Name: _____ Contact Person: _____
Street Address: _____ City: _____ State: MI Zip Code: _____
Telephone Number (Including Area Code): _() _____ Alternate Number: _() _____
Email Address: _____

WORK SKILLS DESCRIPTION

Training area(s):

1. Job Title: _____ Participants Requested: _____
General Job Description:

Building/Site Location: _____
Immediate Supervisor: _____ Phone Number: _() _____

2. Job Title: _____ Participants Requested: _____
General Job Description:

Building/Site Location: _____
Immediate Supervisor: _____ Phone Number: _() _____

3. Job Title: _____ Participants Requested: _____
General Job Description:

Building/Site Location: _____
Immediate Supervisor: _____ Phone Number: _() _____

Standard Reporting Time: Days of the Week: Sun Mon Tues Wed Thurs Fri Sat

Daily Hours From: _____ a.m./p.m. To: _____ a.m./p.m. Scheduled Number of Work Hours per Week _____ (cannot exceed 40)

Special Qualifications: _____

Protective Clothing/Equipment Needs: Steel-toed, leather work boots Leather Work Boots Goggles Gloves Other

(describe: _____) Uniform Needs: _____

WORK SITE DESCRIPTION

Type of Worksite:

Unit of Government

__ Local City/Village

__ County

__ State

__ Federal

Educational Institution

__ Local School District

__ Intermediate School District

__ Other (describe: _____)

Non-Profit Agency

__ Community Action Agency

__ Camp

__ Other (describe: _____)

Union Representation & Covered Positions:

Name of Union(s)

Position(s) Covered

WORKSITE AGREEMENT

The Worksite agrees to provide a valuable, well-supervised work experience for eligible participants in accordance to Workforce Investment Act (WIA) Regulations. The Worksite agrees to comply with the Youth Employment Standards Act, Act No. 90, Public Act of 1978 and Public Act No. 436; the "Right to Know Act", and applicable provisions of Title II of the Americans With Disabilities Act (ADA). Additionally, the Worksite acknowledges and agrees to the following stipulations:

1. The Worksite shall be granted interviewing and selection rights of eligible participants referred by ThumbWorks!. The Worksite shall be in compliance with all Federal and State Affirmative Action/Equal Employment Opportunity requirements, including 29 CFP Part 37. **The Worksite agrees not to discriminate in the selection because of race, color, religion, sex, national origin, political belief, age, height, weight, marital status, arrest record, ancestry, physical or mental disability or other non-merit factors.**
2. The Worksite shall ensure participants are placed at job assignments as outlined in this Worksite Agreement and as agreed upon at time of referral. The Worksite shall contact the ThumbWorks! to amend and/or update the Worksite Agreement to reflect current working conditions, job assignments, and any change of supervisor(s).
3. The Worksite Supervisor shall thoroughly indoctrinate the participant in regard to job duties, tools and equipment, health and safety standards, work schedules and attendance reporting, and other personnel practices to ensure a safe and quality work experience.
4. The Worksite Supervisor shall ensure each participant's accurate work hours are recorded on the Time and Attendance Records supplied by the Placement Agency. **The Worksite Supervisor is responsible for the accuracy, completeness, and mailing of each Time and Attendance Record in accordance with the schedule provided.**
5. The Worksite Supervisor shall evaluate participants' attendance/punctuality, appearance, interpersonal relationships, professional conduct, task completion, and ability to follow directions. The Worksite Supervisor shall provide encouragement, corrective guidance, and supportive counseling to ensure the development and continuation of marketable work practices.
6. The Worksite Supervisor agrees to follow the steps outlined in the disciplinary policy established by the ThumbWorks! and notify the Placement Agencies of any disciplinary actions. Notification must be given prior to dismissal of a participants worker.
7. The Worksite shall provide adequate supervision for all participants on a ratio of not more than 1:7. The Worksite shall provide a substitute supervisor during the absence of the regular supervisor. The Placement Agency must be notified of any supervisor changes.
8. The Worksite shall ensure the availability of sufficient work for all participants during scheduled work hours. The Worksite shall develop a contingency plan for participants during times of inclement weather or changes in work routine.
9. The Worksite Supervisor understands that participants shall not transfer nor be transferred to another worksite without prior written approval by the Placement Agency.
10. The Worksite shall provide equipment and materials needed to perform job assignments under appropriate, reasonable, and safe working conditions.
11. The Worksite Supervisor shall undertake all necessary measures to ensure a safe and healthy work environment is provided for all participants. **It is the responsibility of the worksite supervisor to ensure all protective clothing/safety equipment is worn**
12. The Worksite shall **promptly** report any accident or injury to the Placement Agency. The Worksite shall accurately complete and mail the required Accident/Injury Report, as supplied by the Placement Agency, within 24 hours.

13. The Worksite understands the ThumbWorks! and/or the Placement Agency will conduct periodic progress reviews to ensure compliance with this agreement by the supervisor and participant. The Worksite understands that it may also be monitored by State and Federal Department of Labor representatives; the supervisor must be in attendance during all monitoring visits.
14. The Worksite shall ensure that no union contract nor infringement on promotions shall result from this Agreement. **The Worksite agrees not to hire any SYEP participant while any employee, in a similar position at this worksite, is on lay-off.**
15. The Worksite agrees currently employed workers shall not be displaced by any participant through reduction of hours, benefits, lay-off, or dismissal (including partial displacement such as a reduction in the hours of nonovertime work, wages or employment benefits).
16. The Worksite shall ensure that no participant is engaged in job tasks related to political activities, union organizing, or sectarian activities (including the construction, operation, and/or maintenance of a facility used for religious worship).
17. The Worksite agrees not to charge fees of any type to the participants.
18. The Worksite agrees not to supplement the wages of the participants.
19. The Worksite agrees that work permits (if applicable) are correctly completed prior to starting work and that a copy of the work permit shall be posted in view of the public.
20. The Worksite and Worksite Supervisor agree to adhere to the requirements outlined within the Supervisor and Participant Handbook.

The Placement Agency(ies) as the Employer of Record, shall provide the Federal minimum hourly wage to each eligible participant **not to exceed 40 hours per week**. If the participant should work more than 40 hours in any given week, the worksite shall be responsible for payment of wages at 1½ the hourly wage for all time over 40 hours. The Placement Agency shall provide **Workers' Compensation** for each eligible participant. In addition, the Placement Agency acknowledges and agrees to the following responsibilities:

1. The Placement Agency shall provide an orientation for all immediate worksite supervisors to ensure regional understanding of duties and responsibilities regarding programs and participants. Mandatory attendance is required prior to the placement of any worker.
2. The Placement Agency shall readily respond to questions regarding participant paychecks and ensure no payment shall be issued to non-participants.
3. The Thumb Area - Michigan Works! shall ensure no fees are charged to participants for referral and placement in the Thumb Area-Michigan Works! Program(s).
4. The Placement Agency and ThumbWorks! shall work cooperatively with the Worksite to prevent (a) kickbacks, (b) lobbying, (c) theft and embezzlement, (d) nepotism, and (e) political patronage.

This Worksite Agreement has been examined by the undersigned and is approved and accepted by the signing. This Worksite Agreement is effective as of _____, 2009.

Signature of Authorized Worksite Representative

Typed/Printed Name & Title

Date

Signature of Authorized ThumbWorks! Representative

Marvin N. Pichla, Executive Director
Typed/Printed Name & Title

Date

DISCIPLINARY POLICY

The Summer Youth Employment Program is designed to be a learning experience for youth participants as well as a beneficial arrangement for the worksites and Supervisors. To make this happen, rules must be followed.

Behaviors that can result in probation, suspension or termination include:

- Excessive tardiness or absences without documentation
- Swearing and fighting
- No call-no show for work of field trips
- Leaving the worksite without permission
- Failure to follow worksite rules or instructions
- Having a bad work attitude
- Insubordination
- Possessing anything illegal or any illegal activities
- Inappropriate visitors on the worksite
- Lying to your Supervisor, Placement Agency Staff or on your timesheet

When Worksite and/or SYEP Rules are broken, there are consequences. The following 3-Step Policy will be followed on all worksites. **Your Supervisor or Placement Agency Staff Member can suspend or terminate your employment immediately as a result of illegal and/or unsafe behavior on the job.**

Step One: Verbal Warning

Your Supervisor will give you a Verbal Warning and document this on your timesheet. You will have a meeting with your Supervisor.

If the situation improves, the process stops here. If it does not improve...

Step Two: Written Documentation

You will have a meeting with your Supervisor and Placement Agency Staff to complete written documentation of your performance and expectations as to what improvements you can make on the job. This Disciplinary Action Contract will be signed by your supervisor, Placement Agency Staff and yourself. You will be placed on Employment Probation for a period of time set at this meeting.

If the situation improves, the process stops here. If it does not improve...

Step Three: Termination

Your Supervisor will terminate your work experience. You will have a Termination Meeting with Placement Agency Staff.

ThumbWorks!
SYEP Worksite Position Request Form

Complete one form for each position requested.

Business/Agency Name: _____ Contact Person and Title: _____

Address: _____ City: _____ MI ZIP: _____

Phone: (____) _____ E-Mail Address: _____ Fax: (____) _____ Cell Phone: (____) _____

Would you like to interview the youth selected for your worksite before they start work? Yes / No

Position Title	# of Positions	Job Site	Hours per Week	Daily Start/End	Time of Lunch Break	Immediate Supervisor/Reports To: (If different than above)	Email	Phone

When and Where to report on first if different than above:

Skills/Qualifications Required:

Duties and Responsibilities:

Special attire or other instructions participant(s) should be aware of before starting work at you agency (i.e. physicals, shots, etc):

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



Mike Hoagland

From: Mike Hoagland [MHoagland@TuscolaCounty.org]
Sent: Monday, May 11, 2009 7:45 AM
To: Deloris Damm (deedeedairy@tds.net); Hal Hudson (Hal Hudson)
Cc: Amanda Roggenbuck (aroggenbuck@tuscolacounty.org); 'Jerry Peterson'; 'Tom Bardwell (tbardwell@hillsanddales.com)'; Tom Kern (commishkern@gmail.com)
Subject: Farmland Preservation

Deloris and Hal

FYI

Mike h.

USDA MAKES FUNDS AVAILABLE FOR EASEMENT PROGRAMS FOR WORKING LANDS

Many landowners are interested in preserving agricultural land, but are not aware of the opportunities available within Michigan. Two important programs available through the new Farm Bill will assist landowners in preventing the conversion of farmland to non-agricultural uses.

Michigan Conservation Districts, as the local providers of natural resource services to private landowners, are encouraging individuals to learn about the opportunities available within Michigan through these two programs. The two programs, the Farm and Ranch Lands Preservation Program (FRPP) and the Grasslands Reserve Program (GRP), promote the preservation of agricultural land through the purchase of development rights. Both FRPP and GRP give producers an incentive to keep their land in agricultural use. The goal of both programs is to conserve natural resources on land enrolled in the program and preserve the land for agricultural production. Although each provides funding for the purchase of development rights through permanent easements the mechanism for purchasing development rights is different for each program.



Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
1. Annex					
Roof Replacement			\$ 20,000.00		\$ 20,000.00
Parking Lots Resurfacing	\$20,000.00				\$ 20,000.00
Parking Lots Sealing	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$ 24,000.00
Tuckpointing		\$20,000.00			\$ 20,000.00
Window Replacement			\$13,000.00		\$ 13,000.00
Painting		\$ 5,000.00		\$ 5,000.00	\$ 10,000.00
Remodeling			\$100,000.00		\$ 100,000.00
Furnace/Air Conditioning-Repair/Replacement				\$25,000.00	\$ 25,000.00
Sidewalks				\$ 10,000.00	\$ 10,000.00
Plumbing					\$ -
Electrical Upgrading					\$ -
Floor Covering	\$15,000.00				\$ 15,000.00
Miscellaneous					\$ -
Total Annex	\$ 41,000.00	\$ 31,000.00	\$ 139,000.00	\$ 46,000.00	\$ 257,000.00
2. Courthouse					
Roof Replacement	\$30,000.00				\$ 30,000.00
Parking Lots Resurfacing					\$ -
Parking Lots Sealing					\$ -
Tuckpointing	\$10,000.00		\$50,000.00		\$ 60,000.00
Window Replacement			\$ 100,000.00		\$ 100,000.00
Painting	\$10,000.00		\$10,000.00		\$ 20,000.00
Remodeling		\$ 100,000.00		\$ 100,000.00	\$ 200,000.00
Furnace/Air Conditioning-Repair/Replacement		\$ 999,000.00			\$ 999,000.00
Sidewalks		\$6,000.00		\$6,000.00	\$ 12,000.00
Plumbing		\$ 100,000.00			\$ 100,000.00
Electrical Upgrading		\$50,000.00			\$ 50,000.00
Floor Covering		\$35,000.00		\$35,000.00	\$ 70,000.00
Miscellaneous	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 28,000.00
Total Courthouse	\$ 57,000.00	\$ 1,297,000.00	\$ 167,000.00	\$ 148,000.00	\$ 1,669,000.00
3. Jail					
Roof Replacement	\$60,000.00			\$60,000.00	\$ 120,000.00
Parking Lot Resurfacing				\$ 50,000.00	\$ 50,000.00

Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
Parking Lots Sealing	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
Tuckpointing	\$50,000.00			\$25,000.00	\$ 75,000.00
Window Replacement	\$ 150,000.00				\$ 150,000.00
Painting	\$10,000.00		\$10,000.00		\$ 20,000.00
Remodeling	\$ 50,000.00		\$ 50,000.00		\$ 100,000.00
Furnace/Air Conditioning-Repair/Replacement	\$50,000.00			\$50,000.00	\$ 100,000.00
Sidewalks	\$ 6,000.00				\$ 6,000.00
Plumbing					\$ -
Electrical Upgrading	\$ 50,000.00				\$ 50,000.00
Floor Covering	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Miscellaneous	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$ 100,000.00
Total Jail	\$ 486,000.00	\$ 35,000.00	\$ 120,000.00	\$ 245,000.00	\$ 886,000.00
4. Cooperative Extension					
Roof Replacement		\$10,000.00			\$ 10,000.00
Parking Lot Resurfacing					\$ -
Parking Lots Sealing	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00
Tuckpointing					\$ -
Window Replacement		\$ 10,000.00			\$ 10,000.00
Painting	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
Remodeling			\$20,000.00		\$ 20,000.00
Furnace/Air Conditioning-Repair/Replacement			\$7,500.00		\$ 7,500.00
Sidewalks					\$ -
Plumbing					\$ -
Electrical Upgrading		\$10,000.00			\$ 10,000.00
Floor Covering			\$8,000.00		\$ 8,000.00
Miscellaneous					\$ -
Total Cooperative Extension	\$ 8,000.00	\$ 38,000.00	\$ 43,500.00	\$ 8,000.00	\$ 97,500.00
5. Friend of the Court					
Roof Replacement			\$10,000.00		\$ 10,000.00
Parking Lot Resurfacing	\$ 10,000.00				\$ 10,000.00
Parking Lots Sealing	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 21,000.00
Tuckpointing					\$ -
Window Replacement		\$15,000.00			\$ 15,000.00

Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
Painting		\$ 10,000.00		\$ 10,000.00	\$ 20,000.00
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement	\$ 8,000.00			\$ 8,000.00	\$ 16,000.00
Sidewalks	\$ 5,000.00				\$ 5,000.00
Plumbing					\$ -
Electrical Upgrading		\$10,000.00			\$ 10,000.00
Floor Covering	\$ 8,000.00		\$ 8,000.00		\$ 16,000.00
Miscellaneous					\$ -
Total Friend of the Court	\$ 34,000.00	\$ 41,000.00	\$ 24,000.00	\$ 24,000.00	\$ 123,000.00
6. Animal Control					
Roof Replacement					\$ -
Parking Lot Resurfacing		\$15,000.00			\$ 15,000.00
Parking Lots Sealing	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
Tuckpointing					\$ -
Window Replacement	\$ 5,000.00				\$ 5,000.00
Painting		\$ 2,000.00		\$ 2,000.00	\$ 4,000.00
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement		\$10,000.00		\$10,000.00	\$ 20,000.00
Sidewalks					\$ -
Plumbing					\$ -
Electrical Upgrading		\$5,000.00			\$ 5,000.00
Floor Covering					\$ -
Miscellaneous					\$ -
Total Animal Control	\$ 8,000.00	\$ 35,000.00	\$ 3,000.00	\$ 15,000.00	\$ 61,000.00
7. Health Department					
Roof Replacement				\$ 40,000.00	\$ 40,000.00
Parking Lot Resurfacing	\$ 50,000.00				\$ 50,000.00
Parking Lots Sealing	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
Tuckpointing					\$ -
Window Replacement		\$ 40,000.00			\$ 40,000.00
Painting	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 80,000.00
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement			\$40,000.00		\$ 40,000.00

Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
Sidewalks			\$ 10,000.00		\$ 10,000.00
Plumbing	\$ 8,000.00				\$ 8,000.00
Electrical Upgrading					\$ -
Floor Covering		\$ 50,000.00		\$ 50,000.00	\$ 100,000.00
Miscellaneous		\$10,000.00			\$ 10,000.00
Total Health Department	\$ 88,000.00	\$ 130,000.00	\$ 80,000.00	\$ 120,000.00	\$ 418,000.00
8. Family Independence Agency					
Roof Replacement			\$40,000.00		\$ 40,000.00
Parking Lot Resurfacing				\$ 50,000.00	\$ 50,000.00
Parking Lots Sealing	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
Tuckpointing					\$ -
Window Replacement			\$ 30,000.00		\$ 30,000.00
Painting			\$10,000.00		\$ 10,000.00
Remodeling			\$ 125,000.00		\$ 125,000.00
Furnace/Air Conditioning-Repair/Replacement				\$80,000.00	\$ 80,000.00
Sidewalks			\$ 10,000.00		\$ 10,000.00
Plumbing					\$ -
Electrical Upgrading					\$ -
Floor Covering					\$ -
Miscellaneous			\$ 20,000.00		\$ 20,000.00
Total Family Independence Agency	\$ 10,000.00	\$ 10,000.00	\$ 245,000.00	\$ 140,000.00	\$ 405,000.00
9. Dispatch					
Roof Replacement	\$ 15,000.00				\$ 15,000.00
Parking Lot Resurfacing					\$ -
Parking Lots Sealing					\$ -
Tuckpointing	\$15,000.00			\$15,000.00	\$ 30,000.00
Window Replacement				\$ 5,000.00	\$ 5,000.00
Painting	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement		\$ 60,000.00			\$ 60,000.00
Sidewalks			\$ 2,000.00		\$ 2,000.00
Plumbing					\$ -
Electrical Upgrading		\$10,000.00			\$ 10,000.00

Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
Floor Covering		\$ 4,000.00		\$ 4,000.00	\$ 8,000.00
Miscellaneous					\$ -
Total Dispatch	\$ 31,000.00	\$ 75,000.00	\$ 3,000.00	\$ 25,000.00	\$ 134,000.00
10. Recycling					
Roof Replacement	\$10,000.00				\$ 10,000.00
Parking Lot Resurfacing					\$ -
Parking Lots Sealing					\$ -
Tuckpointing					\$ -
Window Replacement		\$1,000.00			\$ 1,000.00
Painting					\$ -
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement		\$2,500.00			\$ 2,500.00
Sidewalks					\$ -
Plumbing					\$ -
Electrical Upgrading		\$5,000.00			\$ 5,000.00
Floor Covering					\$ -
Miscellaneous					\$ -
Total Recycling	\$ 10,000.00	\$ 8,500.00	\$ -	\$ -	\$ 18,500.00
11. State Police					
Roof Replacement					\$ -
Parking Lot Resurfacing					\$ -
Parking Lots Sealing	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
Tuckpointing					\$ -
Window Replacement				\$ 10,000.00	\$ 10,000.00
Painting		\$ 20,000.00		\$ 20,000.00	\$ 40,000.00
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement			\$ 30,000.00		\$ 30,000.00
Sidewalks			\$ 5,000.00		\$ 5,000.00
Plumbing					\$ -
Electrical Upgrading					\$ -
Floor Covering		\$ 15,000.00		\$ 15,000.00	\$ 30,000.00
Miscellaneous					\$ -
Total State Police	\$ 10,000.00	\$ 45,000.00	\$ 45,000.00	\$ 55,000.00	\$ 155,000.00

Facility and Grounds Maintenance Schedule and Cost Estimates

	1 to 5 Years	6 to 10 Years	10 to 15 Years	16 to 20 Years	Total
12. Grant Street Pole Building					
Roof Replacement		\$10,000.00			\$ 10,000.00
Parking Lot Resurfacing					\$ -
Parking Lots Sealing					\$ -
Tuckpointing					\$ -
Window Replacement					\$ -
Painting					\$ -
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement			\$ 6,500.00		\$ 6,500.00
Sidewalks					\$ -
Plumbing					\$ -
Electrical Upgrading					\$ -
Floor Covering					\$ -
Miscellaneous					\$ -
Total Grant Street Pole Building	\$ -	\$ 10,000.00	\$ 6,500.00	\$ -	\$ 16,500.00
13. Luder Road Pole Building					
Roof Replacement				\$10,000.00	\$ 10,000.00
Parking Lot Resurfacing					\$ -
Parking Lots Sealing	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$ 8,000.00
Tuckpointing					\$ -
Window Replacement			\$ 500.00		\$ 500.00
Painting					\$ -
Remodeling					\$ -
Furnace/Air Conditioning-Repair/Replacement		\$1,000.00			\$ 1,000.00
Sidewalks					\$ -
Plumbing					\$ -
Electrical Upgrading					\$ -
Floor Covering					\$ -
Miscellaneous					\$ -
Total Luder Road Pole Building	\$ 2,000.00	\$ 3,000.00	\$ 2,500.00	\$ 12,000.00	\$ 19,500.00
Grand Total All Buildings	\$ 777,000.00	\$ 1,720,500.00	\$ 835,000.00	\$ 830,000.00	\$ 4,162,500.00

H

Patricia Donovan-Gray



440 N. STATE STREET
CARO, MICHIGAN 48723

TUSCOLA COUNTY TREASURER

989-672-3890

May 11, 2009

Tuscola Co. Board of Commissioners
207 E. Grant St.
Caro, Mich 48723

Dear Board of Commissioners:

We have done some changes in our office resulting in moving people from the vault area to the front office area. We have done this to hopefully be more efficient in helping the public with their needs when visiting our office. We have asked Thumb Office Supply to help with making our counter space more efficient for the personnel in waiting on the taxpayers.

We have received a quote from Thumb Office Supply in an estimated amount of \$8,100.00 to do these changes. I would like to request that the money we have put aside in our Tax Foreclosure Fund for microfilm, in the amount of \$6,000.00 be reassigned to help pay for this change that we need in our office.

We have removed a temporary wall in our office also which has resulted in holes in our carpet, I don't know if this should be in our budget or the building and grounds budget. I would like for you to keep this in mind for next years budget that this should be considered to be fixed.

Thank you for your consideration in this matter.

Pat Donovan-Gray

Pat Donovan-Gray
Tuscola Co. Treasurer

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Draft 2009 Work Program Initiatives

Category		Project Description	Primary Implementing Parties	Lead Commissioners	Budget	Timeline	Status as of 1/29/09
1	Financial	Prepare an updated multi-year Financial Strategy Plan to determine alternative methods of balancing the 2010 and future year county budgets (Evaluate forming a Revenue Estimating Committee and determine commissioners to help lead this critical financial planning)	Board of Commissioners and Controller/Administrator	Peterson and Bardwell	Not Applicable	3rd Quarter	Departmental revenue and expenditure being received and complied
2	Financial	Conduct a financial training session with new commissioners to explain financial trends, policies and other information critical to sound policy decisions and effective fiscal management	Controller/Administrator	Roggenbuck and Kern	Not Applicable	2nd Quarter	Underway but not completed
3	Financial	Monitor how the state will balance 2009 (Executive Order Cuts) and future year budgets and the impacts of state fiscal decisions on county government funding and the ability or inability to continue providing essential services	Board of Commissioners and Controller/Administrator	All	Not Applicable	On-Going	On-Going
4	Financial	Continue to stress to state officials the importance of State Revenue Sharing payments to counties and local units of government and how these payments are absolutely imperative to providing state mandated services at a "Serviceable Level"	Board of Commissioners, Controller/Administrator, Elected/Appointed County Officials and Local Government Officials	All	Not Applicable	On-Going	Tuscola payments received - long term funding remains a question mark - local units cut \$41 million
5	Financial	Work closely with the County Equalization Director and others to monitor property tax value changes, monitor the relationship between state equalized value and taxable value, and monitor state property tax policy changes because of the critical importance of this revenue source to the revenue base of county government	Board of Commissioners, Controller/Administrator and County Equalization Director	Peterson and Bardwell	Not Applicable	On-Going	On-Going, property tax revenue is significantly slowing
6	Financial	Discuss with the DHS Board the potentials of retiring the Medical Care Facility Building bonds early (bonds can be called in 2012) or the annual millage levy can be reduced – evaluate and consider the potential of asking for public authorization to reallocate a portion of bond retirement millage for general fund operations	Board of Commissioners, Controller/Administrator and DHS Board	Peterson and Bardwell	Not Applicable	3rd Quarter	Not started
7	Financial	Review Title V Funding issues to the County Health Department and Associated Health Department status	Board of Commissioners, Controller/Administrator, Board of Health and Health Officer	Roggenbuck and Kern	Not Applicable	On-Going	On-Going no new updates
8	Financial	Review 2008 supplemental audit work (County Treasurer – delinquent tax reconciliation, Register of Deeds, Sheriff Department County Clerk/Circuit Family Court and Drain Commission conducted in 2008 and implement any recommended changes	Board of Commissioners, Controller/Administrator and effected departments	Peterson and Bardwell	Not Applicable	2nd Quarter	Most recommended changes have been implemented

Draft 2009 Work Program Initiatives							
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	Category	Project Description	Parties	Commissioners	Budget	Timeline	Status as of 1/29/09
9	Financial	Determine Register of Deeds software needs and procedures to change from the ACS contract which will enable the Register of Deeds Automation Fund rather the General Fund to pay for certain costs	Register of Deeds, Controller/Administrator and Board of Commissioners	Peterson and Bardwell	To be determined	On-Going	On-Going, change will relieve general fund of imaging costs
10	Financial	Work with the Drain Commissioner to project annual and multi-year drainage costs and revisit the implementation of 14A calculations – (Board of Commissioners has implemented 14A calculations but this method of assessing has not been implemented) - work with the Drain Commissioner to determine if there is more cost effect methods of conducting drainage work	Drain Commissioner Controller/Administrator and Board of Commissioners	Peterson and Bardwell	Not Applicable	On-Going	Initial meeting with Drain Commissioner held, drainage cost projections and other information to be provided by Drain Commissioner
11	Financial	Begin having all audit firms present the Annual Comprehensive Financial Reports and Audits to the County Board of Commissioners	Board of Commissioners and Controller/Administrator	Peterson and Bardwell	Not Applicable	2nd Quarter	Behavioral Health and Health Department Audits presented County All Funds Audit and Medical Care Facility to be presented
12	Financial	Identify potential methods of further service consolidations within the County and between counties	Board of Commissioners, Controller/Administrator, Department Heads and other units of government	All	Not Applicable	On-Going	Need to identify potential service base consolidations
13	Financial	Begin the development of a strategy to gain renewal of the Road Patrol and Senior Citizen millages in 2010	Board of Commissioners, Controller/Administrator, Sheriff and Human Development Commission	Peterson and Bardwell	Not Applicable	4th Quarter	Not started, planning to begin in the 4th quarter of 2009
14	Financial	Review Standard and Poor's recent updating of the county bond rating	Board of Commissioners and Controller/Administrator	Peterson and Bardwell	Not Applicable	On-Going	Waiting on S&P updated rating determination
15	Building and Grounds	Bid and construct the new budgeted recycling storage building	Board of Commissioners, Controller/Administrator, Building and Grounds Director and Recycling Committee	Petzold and Kern	\$90,000	On-Going	Project may be canceled because of financial constraints - waiting on committee budget recommendations
16	Building and Grounds	Develop a multi-year plan for county buildings/grounds and capital improvement needs	Board of Commissioners, Controller/Administrator, Building and Grounds Director	Petzold and Kern	Not Applicable	2nd Quarter	Completed by Building and Grounds Director

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17	Building and Grounds	Continue to evaluate alternative solutions to jail overcrowding including alternative sentencing approaches	Board of Commissioners, Controller/Administrator, Building and Grounds Director and Sheriff	Petzold and Kern	Not Determined	On-Going	Alternative are being evaluated including early releases where appropriate
18	Building and Grounds	Prepare lease and purchase specifications for housing Adult Probation	Board of Commissioners, Controller/Administrator, Building and Grounds Director and Department of Corrections	Petzold and Kern	Not Determined	1st Quarter	Bids received and alternatives are being reviewed
19	Building and Grounds	Upon obtaining the signed lease for the state use of the Human Services building, bid and implement the agreed upon capital improvements and remodeling projects as part of the identified lease agreement	Board of Commissioners, Controller/Administrator, Building and Grounds Director and State Department of Human Services	Petzold and Kern	\$164,150	2nd Quarter	State has made lease payments - remodeling planning and implementation work is underway
20	Building and Grounds	Cox House Demolition bids	Board of Commissioners, Building and Grounds Director and Controller/Administrator	Petzold and Kern	\$5,000	2nd Quarter	Completed
21	Building and Grounds	Continue emergency services planning for county government operations and gain financial assistance from the county insurance company	Board of Commissioners, Building and Grounds Director and Controller/Administrator	Petzold and Kern	Not Determined	On-Going	MMRMA Funding received and matched with county funds to purchase necessary
22	Building and Grounds	Remodel the computer operations room to include a secured data center for increased security per auditors recommendation	Board of Commissioners, Building and Grounds Director, Controller/Administrator and Information Systems Director	Petzold and Kern	\$10,000	2nd Quarter	Not started
23	Building and Grounds	Complete the utility audit for county buildings and implement cost saving recommendations	Board of Commissioners, Building and Grounds Director, Controller/Administrator and Information Systems Director	Petzold and Kern	Not Applicable	3rd Quarter	On-going no decision whether the county will front the cost to improve energy efficiency
24	Personnel	Discuss the potentials of conducting an open house where the public and county department heads meet and interact for an increased understanding of county government services/functions and public needs	Board of Commissioners, Human Resource Director and Controller/Administrator	Bardwell and Roggenbuck	Not Determined	3rd Quarter	Not started
25	Personnel	Analyze the advantages and disadvantages of a four day work week – review and assess other counties who have implemented the change	Board of Commissioners, Human Resource Director and Controller/Administrator	Bardwell and Roggenbuck	Not Determined	On-Going	On-Going
26	Personnel	Develop a county policy regarding grant funded positions	Board of Commissioners, Human Resource Director and Controller/Administrator	Bardwell and Roggenbuck	Not Applicable	1st Quarter	No longer being considered

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27	Personnel	Incorporate all county personnel policies and other key personnel information on the county web site	Board of Commissioners, Human Resource Director, Controller/Administrator and Information System Director	Bardwell and Roggenbuck	Not Applicable	4th Quarter	Not started
28	Personnel	Circuit/Family Court personnel policies clarification and finalization	Board of Commissioners, Human Resource Director, Controller/Administrator and Circuit/Family Court Administrator	Bardwell and Roggenbuck	Not Applicable	2nd Quarter	Started but more work and reconciliation needed
29	Personnel	Develop a Model Employee Severance Agreement	Board of Commissioners, Human Resource Director, Controller/Administrator	Bardwell and Roggenbuck	Not Applicable	1st Quarter	Completed
30	Personnel	Develop literature explaining the role of a county commissioner	Board of Commissioners, Controller/Administrator	Kern and Roggenbuck	Not Applicable	2nd Quarter	Completed
31	Technology	Implement the electronic employee time recording system and integrate this system within the county payroll operation	Board of Commissioners, Human Resource Director, Controller/Administrator and Information System Director	All	\$17,000	4th Quarter	Not started
32	Technology	Implement Courthouse and Jail digital surveillance equipment	Board of Commissioners, Building and Grounds Director, Controller/Administrator, Information System Director and Sheriff	Petzold and Kern	\$22,900	2nd Quarter	Early stages of implementation
33	Technology	Complete the implementation of the data workflow optical imaging system in the Friend of the Court and County Clerk's Office	Board of Commissioners, lead Personnel Commissioners Human Resource Director, Controller/Administrator and Circuit/Family Court Administrator	Peterson and Bardwell	\$82,400	4th Quarter	Implementation is underway - completion is estimated by the end of 2009
34	Technology	Develop a strategic county-wide computer system services plan	Board of Commissioners, Controller/Administrator and Information System Director	Peterson and Bardwell	Not Applicable	4th Quarter	Not started
35	Technology	Evaluate potential new hardware/software for the Register of Deeds operation	Board of Commissioners, Controller/Administrator, Information System Director and Register of Deeds	Peterson and Bardwell	Not Applicable	3rd Quarter	Early stages of implementation-would result in significant general fund savings
36	Technology	Review the current County Enhanced Access Policy for data in an electronic format and determine if any changes are necessary – gain assistance from other parties with expertise as necessary	Board of Commissioners, Controller/Administrator, Information System Director and Department Heads	Peterson and Bardwell	Not Determined	2nd Quarter	Not started

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37	Technology	Plan and potentially begin the implementation of expanding the video arraignment system to Circuit/Family Court	Board of Commissioners, Controller/Administrator, Circuit/Family Court Administrator and Information System Director	Peterson and Bardwell	Not Determined	On-Going	May be a 2010 budget request
38	Technology	Study and implement server virtualization to reduce the number of physical servers for efficiency and improve disaster recovery	Board of Commissioners, Controller/Administrator and Information System Director	Peterson and Bardwell	Not Determined	4th Quarter	Not started
39	Technology	Consider the implementation of a second internet connection to reduce outages and improve accessibility	Board of Commissioners, Controller/Administrator and Information System Director	Peterson and Bardwell	\$2,500	3rd Quarter	Not started
40	Technology	Expand the ability of the computer operations department to provide computer support to the sheriff department by cross training employees in the two departments	Board of Commissioners, Controller/Administrator and Information System Director	Peterson and Bardwell	Not Determined	1st Quarter	Discussion with the sheriff has been conducted - he is in full agreement with the need to cross-train employees - implementation has been started
41	Economic Development	Evaluate the potentials of joint fund raising for Enterprise Facilitation and the Economic Development Corporation and determine how to increase the EDC revolving loan fund (community wealth retention and re-investments)	Board of Commissioners, Controller/Administrator, Enterprise Facilitation Board, Economic Development Corporation, EDC Director and MSU-Extension Director	Peterson and Bardwell	Not Determined	1st Quarter	Meetings have been conducted - both entities are needed - use of brochures and other information will be used to explain the importance of both programs
42	Economic Development	Prepare a third year Rural Business Enterprise Grant application for Enterprise Facilitation	Controller/Administrator, MSU-Extension Director and Enterprise Facilitation Board	Roggenbuck	Not Applicable	2nd Quarter	Completed - waiting on outcome
43	Economic Development	Review the benefit/cost of implementing a Land Bank in Tuscola County	Controller/Administrator, MSU-Extension Director, County Treasurer, County EDC Director and County Board of Commissioners	Bardwell	Not Determined	2nd Quarter	Not started
44	Economic Development	Work with the Economic Development Corporation, MSU-Extension and others to determine if there are recommendations in the Community Assessment Team Report (Economic Development Plan) that should be initiated in 2009 - (value added agriculture and agricultural energy)	Board of Commissioners, Economic Development Corporation, Controller/Administrator, MSU-Extension Director and EDC Director	Bardwell	Not Determined	2nd Quarter	Early stages of implementation

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45	Economic Development	Monitor potential federal economic stimulus programs with assistance from federal and state officials and the regional planning commission and determine how the county, local units of government and citizens can most effectively capitalize	Board of Commissioners, Economic Development Corporation, Controller/Administrator, MSU-Extension Director, EDC Director and local units of government	Peterson and Bardwell	Not Determined	On-Going	On-Going
46	Economic Development	Obtain an update regarding the Saginaw Bay Coastal Initiative	EDC and MSU-Extension Directors and Controller/Administrator	Peterson	Not Determined	On-Going	Not started
47	Economic Development	Identify Tuscola representatives to serve on "Migreat Bay Initiative" designed to promote tourism in the Saginaw Bay area	Board of Commissioners	Petzold	Not Determined	1st Quarter	Lisa Valentine has agreed to attend the meetings
48	Economic Development	Develop, implement and strengthen entrepreneurship skills of youth	MSU-Extension, Human Development Commission and local schools	Roggenbuck	Not Determined	On-going	Not started
49	Dispatch	Complete the installation of transmitters to improve pager coverage in the Cass City, Unionville and Reese areas	Dispatch Director, Dispatch Authority Board, Board of Commissioners and Controller/Administrator	Peterson	Not Determined	1st Quarter	Contacts signed for two sites - potential Reese sites are still under review
50	Dispatch	Obtain bids for replacement of dispatch radios and determine if the county will utilize the state dispatching system	Dispatch Director, Dispatch Authority Board, Board of Commissioners and Controller/Administrator	Peterson	Not Determined	4th Quarter	Early stages of implementation
51	Dispatch	Review the benefit/cost and feasibility of certain type of joint 911-dispatch services with Sanilac County	Dispatch Director, Dispatch Authority Board, Board of Commissioners and Controller/Administrator	Peterson	Not Determined	On-Going	Preliminary
52	County Planning	Review the potential of using county zoning for aircraft and public safety near the Tuscola County Area Airport	County Board of Commissioners, Controller/Administrator and Airport Board	Roggenbuck	Not Determined	On-Going	County Planning Commission is working with the Aeronautics Commission and County Attorney to develop an Airport Zoning Ordinance
53	County Planning	Develop additional information to assist local units of government with zoning and other regulatory matters involving wind power	MSU-Extension Director, County Planning Commission	Roggenbuck	Not Determined	On-Going	Early stages of implementation - referred to County Planning commission

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54	Recycling	Complete the implementation of the "Clean Sweep" program at the County recycling operation	Recycling Coordinator, Recycling Committee, Board of Commissioners, Building and Grounds Director and Controller/Administrator	Petzold	\$25,000	2nd Quarter	Implementation is underway
55	Mosquito Abatement	Discuss future year program upgrades and improvements to the Mosquito Abatement operations in addition to facility and grounds needs	Mosquito Abatement Director, Building and Grounds Director, Controller/Administrator and Board of Commissioners	Petzold	Not Determined	4th Quarter	Not started
56	Mosquito Abatement	Hire a new Mosquito Abatement Director	Controller/Administrator and Human Resources Coordinator	Petzold	Not Determined	2nd Quarter	Completed
57	Administration	Review the potential implementation of paperless Board and Committee agendas and correspondence (laptops and internet access for commissioners)	Board of Commissioners and Controller/Administrator	Roggenbuck	Not Determined	On-Going	First stage of implementation has been completed
58	Family Stability	Continue to work with MSU-Extension in identifying grant and partnering with other organizations to strengthen partnering, budgeting and self-sufficiency for families in Tuscola County	MSU-Extension	All	Not Determined	On-going	On-going