

TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
TUESDAY, FEBRUARY 9, 2010 – 8:00 A.M.
ANNEX BOARD ROOM

207 E. Grant Street
Caro, MI 48723-1660

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

- 8:00 A.M. Call to Order – Chairperson Bardwell
Prayer – Commissioner Peterson
Pledge of Allegiance – Commissioner Roggenbuck
Roll Call – Clerk White-Cormier
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period
Consent Agenda Resolution (See Correspondence #2)
New Business
 -Approval of Outpatient Services Agreement with List Psychological
 (See Correspondence #3)
 -Braun, Kendrick, Finkbeiner, P.L.C. Introduction
 -Appointment to Fill Vacancy on Region VII Area Agency on Aging
 Board of Directors (See Correspondence #7)
Old Business
Correspondence/Resolutions

COMMITTEE AND LIAISON REPORTS

Committee of the Whole – FINANCE FOCUS (See Correspondence # 4)
Commissioner Peterson/Commissioner Bardwell

Other Business/On-Going Matters
Next Meeting Date Thursday, February 11, 2010 – 8:00 A.M.

Committee of the Whole – PERSONNEL FOCUS (See Correspondence # 4)
Commissioner Peterson/Commissioner Roggenbuck

Other Business/On-Going Matters
Next Meeting Date Thursday, February 11, 2010 – 8:00 A.M.

Committee of the Whole – BUILDING AND GROUNDS FOCUS (See
Commissioner Kern/Commissioner Petzold Correspondence # 4)

Other Business/On-Going Matters

Next Meeting Date Thursday, February 11, 2010 – 8:00 A.M.

COMMISSIONER LIAISON COMMITTEE REPORTS

BARDWELL

Caro DDA

Brownfield Redevelopment Authority

Economic Development Corporation

Tuscola 2011

MAC Economic Development/Taxation

MAC 7TH District

Local Unit of Government Activity Report

Michigan Association of Counties – Board of Directors

NACo

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

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

Resource Conservation and Development District

Mid-Michigan Mosquito Control Technical Advisory Committee

Thumb Area Consortium

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report

Road Commission

Health Board

ROGGENBUCK

Board of Public Works

Local Unit of Government Activity Report

Human Services Coordinating Council

MAC Judiciary & Public Safety Committee

Great Start Collaborative – Tuscola County

Parks & Recreation

NACo Agricultural Committee

NACo Rural Action Caucus

MAC Agriculture & Tourism

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

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

CORRESPONDENCE

- #1 January 26, 2010 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 Outpatient Services Agreement
- #4 January 28, 2010 Committee of the Whole and Statutory Committee Minutes
- #5 January 20, 2010 Human Development Commission Minutes
- #6 January 7, 2010 Road Commission Minutes
- #7 Notice of Expiration of Term on Region VII Area Agency on Aging Board of Directors

DRAFT

**Tuscola County Board of Commissioners
January 26, 2010 Minutes
Millington Township Hall**

Chairman Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held in the Millington Township Hall in the Village of Millington, Michigan, on the 26th day of January, 2010 to order at 6:05 o'clock p.m. local time.

Prayer by Commissioner Bardwell
Pledge by Commissioner Peterson

COMMISSIONERS PRESENT:

District #2 Thomas Bardwell, District #4 Roy Petzold, District #5 Gerald Peterson

COMMISSIONERS ABSENT: District #1 Amanda Roggenbuck, District #3 Tom Kern

10-M-13

Motion by Peterson seconded by Petzold to adopt the agenda. Motion carried.

10-M-14

Motion by Petzold seconded by Peterson to approve the minutes of the 01/12/10 regular meeting. Motion carried.

01-M-15

It was moved by Peterson and supported by Petzold that the following Consent Agenda resolution be adopted:

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 01/14/10

Description of Matter: Move that the contract with BS&A to purchase software for the Drain Commission Office over a three-year period be approved and all appropriate signatures are authorized. (Installment payment one of three is included in the 2010 budget).

- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 01/14/10
- Description of Matter:** Move to approve the posting and filling of the MSU-Extension Grant Funded Part-Time Parent Educator Position.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 01/14/10
- Description of Matter:** Move to approve the appointment of Angie House to the Part-Time Temporary Office Position in the Register of Deeds at the starting rate of \$10.00 per hour.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 01/14/10
- Description of Matter:** Move to approve the Honorary Resolution for Gary Miller's Retirement from the Building and Ground Department effective January 18, 2010.

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

YEAS: all

NAYS: none

ABSTENTIONS: Two

RESOLUTION ADOPTED.

Brief Public Comment – Richard Cobb, Millington Township Clerk, appeared voicing his support of electing Road Commission Board positions instead of appointing board positions.

Leon Tidwell appeared voicing his opposition to electing Road Commission Board positions instead of appointing board positions.

Delores Damm appeared inviting Commissioners to the Soil Conservation meeting 01/27/2010 and to the Airport Zoning Ordinance Update meeting 02/03/2010. She informed the Board the Farm Bureau would be hosting a program on wind energy 02/27/2010 at the Colwood Church Fellowship Hall.

She thanked the Board for the help Angie Daniels provided to the Planning Commission.

New Business

Jeanine Wald appeared regarding the 911 Emergency Telephone System-Code Red. She informed the Board of her disappointment in the reaction time and description of the escapee.

Bob Klenk appeared to inform the Board of an equipment failure with Code Red at the Florida location which attributed to the delay in the system. He explained that once the failure was realized the calls were placed in a matter of minutes. He also explained that Dispatch has no control over the time frames as to when the Caro Center is to notify Dispatch of a walk away. The Board requested that Mr. Klenk get with the appropriate parties and come back to the Board with a plan of sequence of events for the Code Red System.

10-M-16

Moved by Peterson seconded by Petzold to authorize the transfer of \$65,977.54 in Voted Primary Road Millage to the Road Commission fund per voucher #01-10 (Primary Road Millage). Motion carried.

10-M-17

Moved by Petzold seconded by Peterson to authorize the transfer of \$4,311.03 in Bridge Millage to the Road Commission fund per voucher #01-10 (Bridge Millage). Motion carried.

10-M-18

Moved by Peterson seconded by Petzold to approve the 2010 Great Lakes Restoration Initiative grant application that is due January 29, 2010 and a letter of support be authorized. Motion carried.

10-M-19

Moved by Peterson seconded by Petzold that the Resolution in support of Legislative Commission on Statutory Mandates be approved and encourage the Governor, Legislature and Supreme Court to adopt and enact the recommendations cited in the report. Motion carried.

10-M-20

Moved by Petzold seconded by Peterson that per the January 19, 2010 letter from the Sheriff, to concur with the hiring of Donald Pisha as a full-time deputy sheriff effective March 6, 2010. Motion carried.

10-M-21

Moved by Peterson seconded by Petzold that the 2010 County Works Program be approved and be the guide for initial work objectives to be accomplished in 2010. Motion carried.

10-M-22

Moved by Peterson seconded by Petzold that per the letter of request from the Village of Reese and the property owner, the property located at 1020 South Bradford Road be approved for annexation. Motion carried.

10-M-23

Moved by Peterson seconded by Petzold that a local work group be formed to review MSU budgetary/organizational changes and provide recommendations. Motion carried

10-M-24

Moved by Peterson seconded by Petzold that per the January 22, 2010 memo to the Circuit/Family Court Administrator, approve the Circuit/Family court to obtain 26 e-mail addresses through Air Advantage to enable the acquisition of new personal computers from the state to replace the out of date computers for the Friend of the Court (FOC) Department at no cost to the county. The Information System Department will be responsible to supporting these computers. Motion carried.

Barb Field, Millington Village Planning Commission Secretary, addressed the Board regarding the Village's 5 year plan. She expressed her disappointment with the Planning Commission, as the plan was submitted in August of 2009 and she has heard nothing from the Planning Commission. The Board suggested she call the Planning Commission. She also thanked Commissioner Peterson for recommending the Parks and Recreation Board try to find someone in the area to sit on the Parks and Recreation Board.

Meeting adjourned at 8:17 p.m.

Caryl Langmaid.
Tuscola County Deputy Clerk

'DRAFT'

COUNTY OF TUSCOLA

STATE OF MICHIGAN

RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the County Annex Building in the Village of Caro, Michigan, on the 9th day of February, 2010 at 8 o'clock a.m. local time.

COMMISSIONERS PRESENT:

COMMISSIONERS ABSENT:

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

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the information supplied by the Michigan Department of Treasury that the 2010 budgeted State Revenue Sharing be reduced from the original \$1,017,408 to \$985,000 and budgeted reserves be increased from \$411,661 to \$444,069 in order to off-set the reduced State Revenue Sharing payment from the state.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the January 25, 2010 memo from the Mosquito Abatement Director, that the specified treatment materials and corresponding quantities be authorized to be purchased from the Mosquito Abatement Fund.

Agenda Reference: C

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that as part of the re-banding process authorization is given for 911/Dispatch to implement the change to the Michigan Public Safety Communication System with dispatch funds budgeted in 2010 and 2011 to pay for all costs that are not paid by Sprint/Nextel.

Agenda Reference: D

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the January 22, 2010 memo of request from the Circuit/Family Court Administrator, to approve the termination of the contract between Maximus, Tuscola County and Circuit/Family Court and authorize the letter of notification to be sent.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the January 22, 2010 memo of request from the Circuit/Family Court Administrator, to allow the Friend of the Court to enter into a new contract with MGT of America, Inc. in April 2010, for all services previously held with Maximus, and authorize the Chairperson to sign.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the January 27, 2010 memo of request from the Circuit/Family Court Administrator, to authorize the budgetary/accounting changes from the General Fund to Friend of the Court Fund as required by the State for the administration of the Bench Warrant Enforcement program.

Agenda Reference: G

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that the County Travel Meal Policy be amended to allow the Internal Revenue Service meal rate for respective metropolitan areas when traveling to these locations.

Agenda Reference: H

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that Labor Council Legal Services be awarded to the Firm of Braun, Kendrick and Finkbeiner, P.L.C. with service costs as delineated in their proposal.

Agenda Reference: I

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that the 2009 County Treasurer Investment Report be received and placed on file.

Agenda Reference: J

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that the Mosquito Abatement Employee Handbook as prepared and presented at the January 28, 2010 Committee of the Whole meeting by the Mosquito Abatement Director be approved.

Agenda Reference: K

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that the out-of-state travel request from the Mosquito Abatement Director as identified in the January 27, 2010 memo be approved.

Agenda Reference: L

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that with the award of the DELEG Energy Efficiency Grant for Tuscola, Huron and Sanilac Counties (along with certain local units of government within each county) and because Tuscola County is the fiduciary for the grant, appropriate budgeting-accounting be established for grant administration.

Agenda Reference: M

Entity Proposing: COMMITTEE OF THE WHOLE 1/28/10

Description of Matter: Move that per the request from the National Day of Prayer Chairperson, that use of the courthouse lawn be authorized on Thursday, May 6, 2010.

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.

Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners

Margie White-Cormier
Tuscola County Clerk

OUTPATIENT SERVICES
Letter of Agreement
Between
Tuscola County Sheriff's Office
and
List Psychological Services, PLC

This letter of agreement between the Tuscola County Sheriff's Office and List Psychological Services, PLC is entered into this 1st day of February, 2010 and expires on the 31st of December 2010 unless renewed prior thereto. List Psychological Services, PLC agrees to provide outpatient mental health services to designated Tuscola County Jail inmates, as directed by the Tuscola County Sheriff or his designee. In entering into this letter of agreement it is understood and agreed that List Psychological Services, PLC will:

1. Provide services at designated service locations for individuals authorized and transported by the Tuscola County Sheriff's Office.
2. Provide the following based on medical necessity:
 - a. Initial Assessment \$90.00 per assessment
 - b. Psychiatric Assessment \$90.00 per assessment
 - c. Medication Management \$30.00 per session
 - d. Individual Session \$65.00 per session
 - e. Group Therapy \$22.00 per person, per group session
 - f. ½ Individual Session \$32.50 per session
3. Provide on-call phone support in the event of an after hours emergency to assist the Sheriff's Office staff in determining if hospitalization is necessary.
4. Maintain a treatment record which documents all services rendered for each inmate obtaining services.
5. List Psychological Services, PLC staff will notify the Sheriff's Office in the event a referral is determined to be inappropriate for outpatient treatment.

In witness to this agreement, the parties below affix their signatures.

 Tuscola County Board of Commissioners

Kristen Jalinski

 List Psychological Services

 Date

1-27-10

 Date

 Witness

Carla Montesi

 Witness

 Date

1/27/10

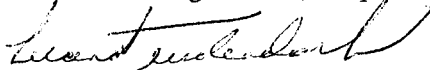
 Date

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Tuscola County Sheriff's Office



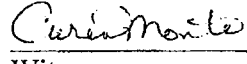
List Psychological Services

1-29-2010
Date

1-27-10
Date



Witness



Witness

1-29-2010
Date

1/27/10
Date



REGION VII AREA AGENCY ON AGING

YVONNE CORBAT, CHAIR

ANDREW ORVOSH, EXECUTIVE DIRECTOR

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

January 25, 2010

Thomas Bardwell, Chairman
Tuscola County Board of Commissioners
207 E. Grant
Caro, MI 48723

Dear Chairman Bardwell:

Please be advised that the term of your current delegate on Region VII's Board of Directors, Kenneth Hess, expires on March 31, 2010. According to our By-laws, the County Board of Commissioners has the responsibility to make this appointment for a three year term beginning April 1, 2010 through March 31, 2013.

This appointment should be made prior to March 31, 2010 so that your county is represented on this Board without disruption.

Thank you for your cooperation and should you have any questions, please contact me.

Sincerely,

Andrew J. Orvosh
Executive Director

AJO/sg

cc: Kenneth Hess, Board Member
Margie White-Cormier, County Clerk

H\bdterm

DRAFT
Tuscola County Board of Commissioners
Committee of the Whole Minutes
Thursday, January 28, 2010 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Commissioners present: Roggenbuck, Bardwell, Petzold, Peterson. Also present: Michael Hoagland, Mary Drier, Patricia Donovan-Gray, Robert Klenk, Jenifer Robb, Clayette Zechmeister, Ione Vyse, Mary Lou Burns, Deloris Damm, Mike Miller, Mari Young, Tom Begin, Steven Lark

Finance

Treasurer Investment Report – Pat Donovan-Gray presented a 2007-2009 report illustrating interest rates, principal and earnings.

State Revenue Sharing – budget at \$985,000 (see consent agenda resolution). It was suggested to reactivate the Task Force. Furlough days, hiring freeze and benefit package changes for new hires will be considered.

Mosquito Abatement Request to Purchase Treatment Materials – (see consent agenda resolution)

Dispatch Rebanding – Update – starting to move along. Paperwork has been submitted to Sprint/Nextel. Consideration needs to be given to move to the state MPS system. It is anticipated that there will be fund balance sufficient to pay the rebanding costs. Bob is recommending the county formally move to the MPS radio system (see consent agenda resolution)

Dispatch and Other Procedures Related to Code Red – Caro Center will fax information to County Dispatch when there is an occurrence such as a walk-away.

FOC Maximus Contract Change to MGT – the contract with Maximum requires a 90-day notification to terminate (see consent agenda resolution)

Bench Warrant Enforcement - lateral move due to a change in the law (see consent agenda resolution)

Child Care Fund Concerns and Resolution – introducing legislation to codify the DHS settlement which means DHS policies would become law. Net effect will be increased costs to the county; a significant unfundated mandate

Travel/Meal Policy – follow the GAS standards (see consent agenda resolution)

Health Insurance Proposals – PEBS 2-18-10 at 1:00 P.M. – two-hour time slot needed

Legal Service Proposals – Next Steps – the county prosecutor was consulted whether his office would be able to assist; would require the addition of another attorney. (see consent agenda resolution to approve Braun Kendrick and Finkbeiner as labor representation)

Road Patrol and Senior Citizen Millage Renewal Language Development – deadline is May 25, 2010. Timelines need to be identified and mapped out

Development of Financial Guidelines for Labor Negotiations – a list of key variables is being developed.

Wind Energy and Revenue Potentials – Huron County numbers were reviewed

Airport Zoning Ordinance – several concerns have been made known regarding a county-wide “hazard area” suggested designation as well as local administration. The public hearing is scheduled for 4 p.m., February 3, 2010.

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. Update Regarding Broadband Grant Application
3. Discussion of Tether Program Potentials – a meeting will be scheduled
4. ATM, PayPal, Touch Pay Options for Courthouse – a presentation will be scheduled
5. Potential 2010 Budget Amendments
 - Probation Officer Position
 - Clerk’s Office – Increase in Part-Time General Office Clerk’s Hours

Personnel

Mosquito Abatement Employee Handbook – completed and ready for presentation and ultimate approval (see consent agenda resolution). Creating an acknowledgement of receipt was discussed.

Out of State Travel Request – two employees at Mosquito Abatement (see consent agenda resolution)

Secondary/On-Going Personnel Items

1. Open Meetings Act Discussion for Boards and Commissions – Corporate Counsel and County Prosecutor
2. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
3. Circuit/Family Court Personnel Policies
4. Electronic Time Recording System Update -
5. Road Commission Elected Versus Appointed – Next Steps – February 24, 2010 Public Hearing
6. Schedule for Department Head Meetings – first Thursday of every month at 10:00 a.m.

Building and Grounds

Niland Building Studio-Apartment Information – smoke detectors will need to be added. Code requires a kitchen sink and counter. Plumbing will be needed and drywall/ceiling finished. Estimated cost to renovate is \$8,000. It was suggested to negotiate termination of the contract.

Adult Probation Building Update – the underground tank will be pumped and cleaned. Testing will occur and the tank will be filled and left where it is. Indoor air quality test: good news: OSHA stipulates 100 ppm for an 8 hour period. Test results indicates 1 or less for the same period. Bad news: air test underneath the concrete is 24. OSHA doesn’t regulate but the DEQ does. Newly drafted policies state 25 is “bad”. Additional air quality sampling will occur quarterly.

Energy Grant Approval, \$498,990 – Next Steps – AKT Peerless to administer?

Road Commissioner – Snowmobiles – state allows snowmobiles along the side of the road

Off-Road Vehicle Ordinance – Sheriff will report at an upcoming meeting

Request to Use Courthouse Lawn – May 6, 2010 from 12 -1 p.m.

RAP grant for tasers – (see consent agenda resolution)

Secondary/On-Going Building and Grounds Items

1. Review of FOC Potential Relocation to the Courthouse
2. Courthouse Access – courthouse will be unlocked at 7:30 a.m.

Correspondence/Other Business as Necessary

1. Resolutions from Other Counties
2. National Flood Insurance Program

Meeting adjourned at 11:38 a.m.

Margie White-Cormier
Tuscola County Clerk

**Statutory Finance Committee Minutes
Thursday, January 28, 2010
Annex Board Room
207 E. Grant St., Caro, MI**

Called to order: 11:39 a.m.

Commissioners present: Roggenbuck, Bardwell, Petzold, Peterson

Also present: Michael Hoagland, Margie White-Cormier

Claims and per diems were reviewed and approved

Public Comment - none

Meeting adjourned at 11:47 a.m.

Margie White-Cormier
Tuscola County Clerk

HUMAN DEVELOPMENT COMMISSION
Board of Directors Meeting
January 20, 2010
3 p.m.

#6

PRESENT: Della Hammond, Chris Taylor, Bob Sugden, Leo Dorr, Jerry Peterson, John Merriman, Bob Wood, Jamie Daws, Norton Schramm, George Loomis, Carl Holmes, Elmer Bussema, Ron Wruble, Steve Vaughan, Beth Hunter, Lisa Pridnia, Linda Jarvis, Gary Roy, Bill Butler

ABSENT: Judge Kim Glaspie (excused), Al Long (excused), Tom Kern (excused), Grace Temple (excused)

STAFF: Lori Offenbecher, Brian Neuville, Rick Kloor, Becky Hassler, Lori Ertman

Chairperson Hammond convened the meeting at 3 p.m. Roll was called and a quorum established. The Pledge of Allegiance and introduction of staff followed.

Motion by Bill Butler, seconded by George Loomis, to accept the December 11, 2009 Board of Director 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) picture of EHS Manager, Lisa Meyer's, baby girl born in November, 2) MCAAA Newsletter, 3) news article which appeared in the Lansing Journal regarding CAAs and the Weatherization Program, and 4) news articles reflecting Representative Daley's \$1,000 contribution to Walk For Warmth and HDC's Seniorcize Classes at the Caro Dining Center.

In relation to the December 11 Board/Staff Training conducted by Pam Pullman, Chairperson Hammond advised that the written evaluations received from the Board and staff were excellent. Board members then made personal comments about the Training and reiterated their belief that it was very beneficial. Ms. Pridnia voiced her recommendation that the Board follow-up with Ms. Pullman and update the agency's governance structure, i.e. development of a transition plan, conflict of interest policy, etc.

Chairperson Hammond advised that the MCAAA Quarterly Conference would be held March 25-26 in Lansing and invited the Board's participation.

She noted that there was a need to revise, and take action on, a revised Corporation Certification, giving certain staff authority to sign legal documents on behalf of the corporation.

Motion by John Merriman, seconded by Jamie Daws, that Lori Offenbecher, Brian Neuville and Lori Ertman be authorized to sign legal documents on behalf of the Human Development Commission, effective February 1, 2010. Motion carried.

Chairperson Hammond advised that an Executive/Finance-Audit Committee Meeting would be scheduled for Thursday, January 28, at 1 p.m.

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

FINANCE REPORT

Mr. Neuville highlighted the December, 2009 Finance Report which reflected monthly expenditures of \$820,614 and a total budget of \$12.7 million.

He also noted that Tax Counseling Program volunteers would be available at HDC's Field Offices and Senior Dining Centers and a schedule would be available for distribution.

Motion by Norton Schramm, seconded by Bob Wood, to accept the December, 2009 Finance Report as presented. Motion carried.

EXECUTIVE/FINANCE-AUDIT COMMITTEE

Chairperson Hammond advised that the Committee had met with the agency's auditors on January 14. Ms. Tobie, of Wipfli, LLP, provided Committee members with the preliminary results of the Human Development Commission/Cass River Enterprises audit for the year ended September 30, 2009. It was noted that it appeared one finding would be placed in the audit regarding the documentation of Early Head Start in-kind. Based on the additional compliance issues associated with ARRA funds, as well as the need to finalize transactions related to the Crowell property, the audit would not be completed until March.

Mr. Neuville advised that Ms. Vandemark had met with Keith Molin, Director of the Michigan State Housing Development Authority regarding repayment for Crowell expenses, and that efforts were underway to resolve the issue.

Mr. Sugden advised that Ms. Tobie had also provided members with an overview of recommendations made last during last year's audit and reported that appropriate actions had been taken.

Motion by Jamie Daws, seconded by Chris Taylor, to accept the Executive/Finance-Audit Committee minutes as presented. Motion carried.

CASS RIVER ENTERPRISES BOARD OF DIRECTORS

Mr. Sugden advised that the CRE Board had met on December 17 and January 13. In December, the Board's election of officers took place. The Financial Report for the period ending November 30, 2009 was reviewed and information on each component of CRE was also provided.

In January, members were advised that as HDC's Executive Director was also the CEO of Cass River Enterprises, Lori Offenbecher would be placed on the CRE Board as of February 1, 2010.

The December Finance Report was reviewed and discussion centered on the need to hire a licensed Heating and Cooling staff person and, based on workload, a need to hire another crew.

Motion by Bill Butler, seconded by Beth Hunter, to accept the Cass River Enterprises Board of Directors minutes as presented. Motion carried.

EARLY HEAD START POLICY COUNCIL

Ms. Offenbecher highlighted the January 12 meeting of the Council noting that election of officers took place and it was noted that EHS staff person, Angie Percy, had been hired by Saginaw County to serve as the Director of their EHS Program.

It was noted that, by the end of March, the EHS Program would be fully enrolled with 153 families (65 under the current Program and 88 under Expansion). In addition, 16 additional staff will be hired under Expansion.

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

COMMUNITY SERVICES ADVISORY COUNCIL

Mr. Sugden advised that the Council had met on December 9 at which time members heard a Program Presentation regarding the agency's Foreclosure service in which 67% of the 437 customers counseled in the last Fiscal Year, were facing foreclosure. Of those counseled, 80 homes were saved.

The Council had also recommended the adoption of a revised Complaint Procedure, Conflict Resolution and Mediation Procedure for Applicant, Recipients and Contractors of Weatherization Grantees.

Motion by Bob Sugden, seconded by Bob Wood, to adopt the Weatherization Policy as recommended. Motion carried.

Motion by Chris Taylor, seconded by Leo Dorr, to accept the Community Services Advisory Council minutes as presented. Motion carried.

CARO TRANSIT AUTHORITY

Mr. Taylor stated that the Authority had met on December 16 at which time monthly reports were presented by HDC staff. Ms. Vandemark thanked members for a long and successful relationship and wished them success in their continued efforts to provide a countywide transportation system.

Motion by Gary Roy, seconded by Linda Jarvis, to receive the Caro Transit report as presented. Motion carried.

AGENCY REPORT

Ms. Offenbecher thanked members for the opportunity to serve as Executive Director and expressed her desire to work in partnership with the Board to improve the lives of Thumb area citizens.

She thanked members for their generous donation to the Christmas Program Ornaments Program which assisted in providing food baskets for 57 families in the four counties. In addition, \$9,000 was received in cash and in-kind for the Christmas Program which served 81 families in Tuscola County and 13 in Huron County.

Ms. Offenbecher noted that a new VISTA Volunteer had been placed within the agency to assist with the Thumb Area Volunteer Alliance.

Also, as the State Department of Human Services was hiring additional monitors as a result of the ARRA Weatherization Program, they have sent their new employees to the agency to obtain hands-on training by shadowing HDC crews and inspectors.

Ms. Pridnia asked for assistance in obtaining appropriate Board Governance Standards; Ms. Offenbecher agreed to assist in this matter.

Motion by Norton Schramm, seconded by Bill Butler, to accept the Agency Report. Motion carried.

OTHER


Mr. Vaughan stated that work on the Senior Center facility in Bad Axe will begin in the near future and should be completed 45 days after selecting the winning bid.

Ms. Pridnia asked about the process for the Board's election officers. Chairperson Hammond advised that she would appoint a Nominating Committee in February, comprised of a representative from each County, and the elections would take place at the March meeting.

Mr. Merriman invited members to "A Taste of the Thumb" fundraiser to be held on January 31, in Lexington.

Meeting adjourned at 4 p.m.

Respectfully submitted,



Lori Ertman
Executive Director's Assistant

January 7, 2010

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, January 7, 2010 at 8:00 A.M.

Present: Commissioners John Laurie, Gary Parsell, and Mike Zwerk, County Highway Engineer Michele Zawerucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.
Also present: County Commissioner Roy Petzold.

Secretary-Clerk Michael Tuckey called the meeting to order.

Nominations were opened for Chairman of the Board.

John Laurie was nominated by Mike Zwerk.

John Laurie was unanimously elected.

Secretary-Clerk Michael Tuckey turned the meeting over to Chairman Laurie.

Nominations were opened for Vice-Chairman of the Board.

Gary Parsell was nominated by Mike Zwerk.

Gary Parsell was unanimously elected.

Motion by Parsell seconded by Zwerk that the minutes of the December 23, 2009 regular meeting of the Board be approved. Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$109,337.51 and bills in the amount of \$124,967.55 covered by vouchers #09-37, #09-38, #10-01, and #10-02 were presented and audited.

Motion by Zwerk seconded by Parsell that the payroll and bills be approved, and that bills be paid next week upon receipt of township deposits at the discretion of the Director of Finance. Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

(1) Mr. Tom Grabitz from Albrecht Sand & Gravel Company appeared before the Board to discuss their accounts receivable due from the Road Commission in the amount of \$373,522.33. Chairman Laurie explained the policy within the bid specification that payment will be made when funds are available. Currently the Road Commission has accounts receivable due from the townships in the amount of \$556,822.10 for local road paving during the 2009 season. Management reported that all primary road paving projects for the 2009 season have been paid in full. After further discussion, the Board shared their concerns and expressed to Mr. Grabitz that the Road Commission will continue the efforts of collecting from the townships and in turn pay the invoices due when collected.

(2) George and Betty Pattullo appeared before the Board to discuss the use of snowmobiles on the county road system. Mr. and Mrs. Pattullo asked the Board to consider opening the road right-of-ways county-wide for snowmobiles, the same as allowed by Huron County and Sanilac County. After much discussion, the Board requested

that Management ask for a legal opinion from Road Commission Attorney Schrope and contact the neighboring county road commissions for more information.

Mr. Bob Bloomer from Huron Pork Company appeared before the Board to discuss Howell Farms on Deckerville Road. Mr. Bloomer hauls livestock to and from Howell Farms and asks the Board what the alternatives are during the Seasonal Weight Restrictions. County Highway Engineer Zaverucha reported that the Road Commission offered Howell Farms a Special Designated All-Season Road Agreement with the Board's approval at the October 1, 2009 regular meeting of the Board. Zaverucha also reported of meeting with a State Ombudsman regarding this issue. To date the Agreement has not been executed by Howell Farms. After further discussion, Mr. Bloomer will meet with Howell Farms regarding the proposed Special Designated All-Season Road Agreement.

Management and the Board further reviewed and discussed the accounts receivable due from townships for roadwork. The Board requested that Management review the Road Commission's policy with the townships for payment of road projects in future years.

Motion by Parsell seconded by Zwerk that the meeting be adjourned at 9:50 A.M. Zwerk, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board