

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
THURSDAY, MAY 12, 2011 – 8:30 A.M.**

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

125 W. Lincoln Street
Caro, MI 48723

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

- 8:30 A.M. Call to Order – Chairperson Bardwell
Prayer – Commissioner Peterson
Pledge of Allegiance – Commissioner Kern
Roll Call – Clerk White
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period
Consent Agenda Resolution (See Correspondence #2)
New Business
 -Behavioral Health Audit Report (8:30 A.M.)
 -Update Next Era Wind Energy Project (9:00 A.M.)
 -Request to use Courthouse Lawn (See Correspondence #3)
 -MCF Follow-Up Refinancing Resolution (See Correspondence #4)
 -Special Revenue Fund Budget Amendments
 -MSU Copy Machine
 -District Court Indigent Counsel Contract (See Correspondence #5)
 -Concur with Appointment in Sheriff Dept. (See Correspondence #6)
 -State Police Lawn Mowing Bids
Old Business
Correspondence/Resolutions

COMMISSIONER LIAISON COMMITTEE REPORTS

PETERSON

Enterprise Facilitation
Human Development Commission

MEMS

Michigan Association of Counties – Aging Work Group
Michigan Association of Counties – Environmental

LEPC

NACo

Local Unit of Government Activity Report
Parks & Recreation
Dispatch Authority Board
County Planning Commission

PETZOLD

Recycling Advisory
Mid-Michigan Mosquito Control Technical Advisory Committee
Michigan Works
Multi-County Solid Waste
TRIAD
Local Unit of Government Activity Report
Road Commission
Health Board
Saginaw Bay RC & D

KERN

Thumb Area Consortium
Human Development Commission
Health Board
Senior Services Advisory
Local Unit of Government Activity Report
Community Corrections Advisory Board
Behavioral Health Board
DHS/Medical Care Facility Liaison
Tuscola 2011

BARDWELL

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

ALLEN

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

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

COMMITTEE MEETING TO FOLLOW BOARD

MEETING AT APPROXIMATELY 10:00 A.M.

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

CORRESPONDENCE

- #1 April 28, 2011 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 Request to Use Courthouse Lawn
- #4 Medical Care Facility Follow-Up Refinancing Resolution
- #5 District Court Indigent Counsel Contract
- #6 Appointment in Sheriff Department
- #7 April 28, 2011 Committee of the Whole & Statutory Finance Minutes
- #8 April 14, 2011 Road Commission Minutes
- #9 April 20, 2011 Human Development Commission Minutes

DRAFT
Tuscola County Board of Commissioners
April 28, 2011 Minutes
HH Purdy Building

Chairman Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 28th day of April, 2011 to order at 6:00 o'clock p.m. local time.

Prayer by Commissioner Kern
Pledge by Commissioner Allen

COMMISSIONERS PRESENT:

District #1 Roger Allen, District #2 Thomas Bardwell, District #3 Tom Kern,
District #4 Roy Petzold

COMMISSIONERS ABSENT:

District #5, Gerald Peterson

11-M-101

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

11-M-102

Motioned by Kern seconded by Allen to approve the minutes of the
4/14/11 regular meeting. Motion carried.

Brief Public Comment – Mary Lou Burns would like to present the Circuit Court Collections Plan during the regular board meeting rather than at the Committee of the Whole meeting.

Laura Boike – appeared regarding the board welcoming a new business to Caro.

Nancy Keyes – appeared regarding the animal shelter, wondering if she could obtain a hard copy of the criteria associated with dropping off an animal.

Lisa Valentine – appeared regarding medical marijuana and the confusion on the part of the local units of government. A representative from the Attorney General's office, if invited by our Prosecutor, would make a presentation to the local units.

She commented on the positive experience she had when calling the Mosquito Abatement office.

11-M-103

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

CONSENT AGENDA

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/14/11
- Description of Matter:** Move that per the February 24, 2011 letter from the Buildings and Grounds Director, that authorization be given for the Buildings and Grounds Director to also serve as the Recycling Coordinator for a one year trial period beginning April 28, 2011 to April 27, 2012. Also, a review is to be conducted prior to April 27, 2012 to determine if this arrangement will be continued. Effective May 2, 2011 compensation is increased to 10 hours per week at the Buildings and Grounds Director rate of pay. (Since the Recycling Coordinator left employment, the Buildings and Grounds Director temporarily assumed these duties at 8 additional hours of pay per week).
- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/14/11
- Description of Matter:** Move that the County dashboard document (a position paper regarding state revenue sharing and best county efficiency practices) be placed on the county website.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/14/11
- Description of Matter:** Move that the County Clerk be requested to obtain additional information from all candidates who have expressed interest in serving on the Airport Zoning Board of Appeals.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 4/14/11

Description of Matter: Move that per the e-mail from the Caro Chamber of Commerce that the Courthouse lawn be authorized for use on June 3, 2011 and June 4, 2011 during the annual cars and crafts event. Also, the Building and Grounds Director notify the Chamber that this request has been approved.

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

YEAS: all

NAYS: none

ABSTENTIONS: none

RESOLUTION ADOPTED.

11-M-104

Motion by Allen seconded by Kern to approve the 2011 first quarter general fund revenue and expenditure budget amendments as presented at the April 28, 2011 Board meeting by the Controller-Administrator and said budget changes be authorized for implementation to keep the budget current with up-to-date financial projections and information. Motion carried.

11-M-105

Motion by Kern seconded by Allen that the bid to relocate the Friend of the Court to the County Courthouse and to relocate the Prosecutor to the Annex building be awarded to Driftwood Enterprises who was the sole bidder for an amount of \$11,700. Motion carried.

11-M-106

Motion by Kern seconded by Allen that in order to not increase county costs the Tuscola County Board of Commissioners go on record in support of not increasing the number of county commissioners (it is estimated each additional commissioner costs approximately \$19,000 annually). Also, forward this Board action to the Apportionment Commission. Motion carried.

11-M-107

Motion by Kern seconded by Allen that per the request of the County Parks and Recreation Commission, to appoint David Barrios to the County Parks and Recreation Commission to fill a vacancy. Motion carried.

11-M-108

Motion by Kern seconded by Petzold to authorize the chairperson to sign a 36-month agreement with CenturyLink for a PRI line for the Tuscola County Health Department's phone system. Motion carried.

11-M-109

Motion by Allen seconded by Kern to approve the appointment of Dara McGarry as the Account Assessment Specialist in the county Drain Commission office effective 04/28/11 at the Step 1 rate of pay. Motion carried.

11-M-110

Motion by Allen seconded by Kern to approve the acceptance and signing of the federally mandated Summary Plan Document for the Flexible Spending Account as provided by Public Benefit Services (PBS) to be effective February 1, 2011 for voluntarily enrolled employees. Motion carried.

11-M-111

Motion by Allen seconded by Petzold to approve the hiring of the following Mosquito Abatement seasonal employees: Technicians Trevor Beagle, Richard Myers and Roger Yates and Utility Person Breana Henry at the Step 1 rate of pay for the 2011 Mosquito Abatement season pending satisfactory drug screen and physical results. Motion carried.

11-M-112

Motion by Kern seconded by Petzold to approve \$7,313.11 at the request of the Central Dispatch Director for the 20% PSIC grant match for the purchase of the CAD-to-CAD system with Huron County. This will provide a complete Computer Aided Dispatch (CAD) for each county. Motion carried.

The Circuit/Family Court Administrator and the Chief Juvenile Probation Officer presented a Circuit Court Collections Plan.

Extended Public Comment – Nancy Keyes, Gilford Township Trustee, expressed appreciation when commissioners attend township meetings.

Meeting adjourned at 8:22 p.m.

Margie A. White
Tuscola County Clerk

'DRAFT'

COUNTY OF TUSCOLA

STATE OF MICHIGAN

RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the Village of Caro, Michigan, on the 12th day of May, 2011 at 8:30 a.m. local time.

COMMISSIONERS PRESENT:

COMMISSIONERS ABSENT:

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

CONSENT AGENDA

Agenda Reference: A

Entity Proposing: COMMITTEE OF THE WHOLE 4/28/11

Description of Matter: Move that the Controller-Administrator be authorized to work with Leonard & Company and Municipal Financial Consultants Inc. to bond to borrow the funds needed to purchase the HH Purdy Building because of the significant savings provided through purchasing rather than continuing the Installment Purchase Agreement (as documented in the April 14, 2011 letter from

Leonard & Company and other correspondence). Final purchase not to be completed until after September 31, 2011 per the request of the current owners.

Agenda Reference: B

Entity Proposing: COMMITTEE OF THE WHOLE 4/28/11

Description of Matter: Move that the out-of-state travel request from Commissioner Allen be approved to attend the summer 2011 National Association of Counties Conference.

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
Tuscola County Clerk



Renee J. Wood, PLLC
Elder Law and Accredited Veterans Attorney
361 N. State Street, Caro, MI 48723

Phone: 989-673-2179
Fax: 989-673-8027

*Your Family is Special...
Choose a Special Attorney*

Friday May 6, 2011

Tuscola County Board of Commissioners
125 Lincoln Street
Caro, MI 48723

HAND DELIVERED

Re: Permit

Dear Members of the Board:

To **Honor Our Veterans**, I am requesting permission to hold an event on the courthouse lawn Saturday, May 28, 2011.

We are planning to have a tent set up for different groups and organizations to display their information which can benefit our Veterans. Free Legal advice and information on benefits and jobs opportunities for Veterans will be available. Refreshments will be provided.

Representative Kurt Damrow or a member of his staff may be attending this event if available.

Thank you for your time in this matter.

Renee J. Wood
Rjw/lar

#4

Mike Hoagland

From: Meredith Shanle [MeredithS@mfc.com]
Sent: Monday, May 02, 2011 9:33 AM
To: MHoagland@TuscolaCounty.org; Deborah Miller
Subject: Tuscola County Medical Care Facility Capital Improvement Refunding Bonds, Series 2011
Attachments: rc-tus32.doc

Mr. Hoagland:

Attached hereto please find the Resolution Approving the Undertaking to Provide Continuing Disclosure for the Board of Commissioners to consider regarding the Tuscola County Medical Care Facility Capital Improvement Refunding Bonds, Series 2011.

If possible please have the Board consider this resolution at their meeting on May 12, 2011.

If that date won't work please let me know.

Thank you and please feel free to call me.

Meredith Shanle

Meredith A. Shanle
President
Municipal Financial Consultants Incorporated
21 Kercheval Ave., Suite 360
Grosse Pointe Farms, MI 48236
313-884-9824 phone
313-884-0626 fax
merediths@mfc.com

COUNTY OF TUSCOLA

At a _____ meeting of the Board of Commissioners of the County of Tuscola, Michigan, held in Caro, Michigan on _____, 2011 at __:__ .m., Eastern Daylight Savings Time there were

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____:

RESOLUTION APPROVING THE UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE BY THE COUNTY OF TUSCOLA FOR THE TUSCOLA COUNTY MEDICAL CARE FACILITY CAPITAL IMPROVEMENT REFUNDING BONDS, SERIES 2011

WHEREAS, the County of Tuscola (the "County") by resolution of its Board of Commissioners has approved the issuance of the Tuscola County Medical Care Facility Capital Improvement Refunding Bonds, Series 2011 in the principal amount of not to exceed \$5,800,000 (the "Refunding Bonds"); and

WHEREAS, Bond Counsel, in order to comply with federal securities regulations, has prepared this resolution.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF TUSCOLA as follows:

1. **Undertaking to Provide Continuing Disclosure:** This Board of Commissioners, for and on behalf of the County of Tuscola, hereby covenants and agrees, for the benefit of the beneficial owners of the Refunding Bonds to be issued by the County of Tuscola, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form to be attached to the official statement. The Undertaking shall be enforceable by the beneficial owners of the Refunding Bonds or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the

County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Refunding Bonds.

The County Controller/Administrator, County Treasurer or County Clerk and/or other officer of the County charged with the responsibility for issuing the Refunding Bonds shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

2. **Conflicting Resolutions:** All resolutions, or portions thereof, insofar as they may be in conflict with the foregoing, are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: _____

NO: _____

ABSTAIN: _____

The Resolution was declared adopted.

COUNTY CLERK'S CERTIFICATE

The undersigned, being the Clerk of the County of Tuscola, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the County at a _____ meeting held on _____, 2011, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the County Board of Commissioners in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

COUNTY CLERK

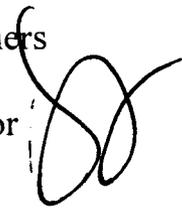
State of Michigan
71-B District Court
Hon. Kim David Glaspie, Judge
Donna L. Fraczek, Court Administrator
440 N. State Street
Caro, MI 48723
Telephone: (989) 672-3800

M E M O R A N D U M

DATE: May 4, 2011

TO: Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners

FROM: Donna L. Fraczek, Court Administrator



RE: Indigent Counsel Contract

The 71-B District Court plans to renew its contract for the legal representation of indigent misdemeanants with Biddinger & Bitzer, PLLC Attorneys & Counselors for a period of one year. The request for proposals that was issued prior to this two year contract indicated that, "the court may after two years, at its discretion and with the agreement of both parties, renew the contract for a period of one year at a time at the same annual contract amount." The above law firm has agreed to continue this representation at the same annual cost per year.

We would like it in place prior to the new budget year. I am respectfully asking that you concur with this contract by signing same.

Two copies are enclosed. Please sign both of them and return them to me. After all signatures are received I will send a copy back to you for your records.

Thank you for your anticipated cooperation in this matter.

MEMORANDUM OF UNDERSTANDING

WHEREAS the 71-B District Court desires to enter into a contract for the representation of indigent misdemeanants, and

WHEREAS pursuant to the Request for Proposals issued in August, 2009, the Court may, after two years, at its' discretion and with the agreement of both parties, renew the contract for a period of one year at a time at the same annual contract amount.

WHEREAS the parties desire to enter into an agreement, with the concurrence of the Tuscola County Board of Commissioners,

NOW, THEREFORE, the 71-B District Court and Biddinger & Bitzer, PLLC Attorneys & Counselors hereby agree as follows:

1. The Biddinger & Bitzer, PLLC Attorneys & Counselors shall provide legal representation to all indigent individuals charged with misdemeanor offenses in the 71-B District Court, except where conflicts are found to exist.
2. An individual's indigency and the right to representation shall be determined by the 71-B District Court.
3. The term of this agreement shall be for the calendar year 2012. All cases appointed in this calendar year shall be the responsibility of Biddinger & Bitzer, PLLC Attorneys & Counselors until completed. A case shall be considered completed upon sentencing of a defendant or upon entry of an Order of Dismissal.
4. Biddinger & Bitzer, PLLC Attorneys & Counselors shall be paid the sum of \$84,444.00 for the calendar year of 2012. Payments will be made on the first business day of each month.

\$7037.00 for 01-01-2012
\$7037.00 for 02-01-2012
\$7037.00 for 03-01-2012
\$7037.00 for 04-01-2012
\$7037.00 for 05-01-2012
\$7037.00 for 06-01-2012
\$7037.00 for 07-01-2012
\$7037.00 for 08-01-2012
\$7037.00 for 09-01-2012
\$7037.00 for 10-01-2012
\$7037.00 for 11-01-2012
\$7037.00 for 12-01-2012

5. The 71-B District Court shall make efforts to schedule court appointed matters together in blocks of time, when possible, to accommodate the attorney's schedules. The parties agree that counsel shall be required, as a minimum, to be available on Mondays for pre-trials, Wednesday afternoons for criminal motions and Tuesdays and Thursdays as trials are scheduled. The Court shall make an effort to schedule probation violations hearings Monday mornings; pretrials shall be set beginning at 8:30 a.m. on Monday mornings.
6. The 71-B District Court shall make efforts to hold pre-trials and take pleas on the same day whenever the docket allows.
7. The 71-B District Court expects that two attorneys will be available on pre-trial day.
8. Pretrial conferences for indigents shall be scheduled at least 7 days after arraignment unless holidays, vacations of judge or attorneys dictate otherwise.
9. As soon after appointment as possible, the magistrates for the 71-B District Court shall notify the Tuscola County Prosecuting Attorney's Office that copies of the police reports and other relevant information be provided to Biddinger & Bitzer, PLLC Attorneys & Counselors forthwith.
10. Each day, orders of appointment and the information described in paragraph 8 above shall be placed in the mailbox of the Biddinger & Bitzer, PLLC Attorneys & Counselors located in the 71-B District Court Clerk's Office.
11. If a conflict in the representation of a defendant arises, the Biddinger & Bitzer, PLLC Attorneys & Counselors shall notify the 71-B District Court in writing, and the Court shall make a determination if such conflict exists warranting a substitution of counsel.
12. The attorneys of Biddinger & Bitzer, PLLC Attorneys & Counselors shall be subject to the responsibilities as set forth in MCR 6.005.
13. The Court may, at its' discretion and with the agreement of both parties, renew the contract for a period of one year at a time at the same annual contract amount.

Dated: _____

Kim David Glaspie, Chief Judge
71-B District Court

Dated: _____

Michelle P. Biddinger
Biddinger & Bitzer, PLLC Attorneys & Counselors

Dated: _____

Jason E. Bitzer
Biddinger & Bitzer, PLLC Attorneys & Counselors

Dated: _____

Thomas Bardwell, Chairman
Tuscola County Board of Commissioners



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

April 29, 2011

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

This is to advise you I have hired Mr. Tyler Erla from Cass City, Mich. to fill the full-time corrections officer vacancy that was previously authorized by the board.

Pending a satisfactory physical examination and drug screening Mr. Erla has a tentative start date of Monday May 16, 2011.

Sincerely,

Leland Teschendorf, Sheriff

cc/Undersheriff Glen Skrent
Lt. Penny Turner, Jail Administrator

DRAFT
Tuscola County Board of Commissioners
Committee of the Whole Minutes
Thursday, April 28, 2011
HH Purdy Building
125 W. Lincoln
Caro, MI
8:34 p.m.

Commissioners present: Allen, Bardwell, Kern, Petzold. Also present: Mike Hoagland, Margie White, Mike Miller

Finance

Circuit Court Collections Plan – referred to the next finance meeting

Purchase of Purdy Building – much more lucrative to purchase rather than lease (see consent agenda resolution)

Proposed State Budget Cuts Impacting Counties – noted was the speed the changes are occurring

Thumb Regional Renewable Energy Collaborative – met with Carl Osentoski and ISD Superintendents to protect potential revenues (personal property tax)

County Bond Rating of A+ Retained

Apportionment Commission and Commission on Aging Per Diems – more information will be sought

Indirect Costs – family counseling funds, the auditor has determined that indirect costs should not be charged to the fund

Secondary/On-Going Finance Items

1. Treasurer Bank Statement
2. County Treasurer Investment Report
3. Development of User Friendly County Financial Information
4. Emergency Financial Manager Law
5. Cellular Telephones – working with a company to identify potential savings
6. Road Commission Contracting with Sheriff Department for Weigh Master functions
7. Economic Development Alternatives

Personnel

Stepping Out Employee Recognition Information – a company that was present at a recent MAC conference.

Secondary/On-Going Personnel Items

1. Circuit/Family Court Personnel Policies
2. MERS Bridged Benefits Valuation
3. Labor Negotiations
4. New Hire Wage/Fringe Benefits
5. Medical Marijuana

Building and Grounds

Office Space Planning – the Buildings and Grounds director distributed a list detailing next steps.

Lawn/Snow Maintenance for State Police Post in Caro – bids due May 6

Airport Zoning Board of Appeals – 4 applicants' applications were reviewed.

Niland Building – roof is leaking, The owner will be called.

Secondary/On-Going Building and Grounds Items

Correspondence/Other Business as Necessary

County Work Program Update – for information only

NACo Legislative Conference – (see consent agenda resolution)

Public Comment Period - none

Meeting adjourned at 9:32 p.m.

Margie A. White
Tuscola County Clerk

**Statutory Finance Committee Minutes
Thursday, April 28, 2011
HH Purdy Building
125 W. Lincoln St., Caro, MI**

Called to order: 9:33 p.m.

Commissioners present: Allen, Bardwell, Kern, Petzold,

Also present: Michael Hoagland, Margie White

Claims and per diems were reviewed and approved

Public Comment - none

Meeting adjourned at 9:36 p.m.

Margie A. White
Tuscola County Clerk

April 14, 2011

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, April 14, 2011 at 8:00 A.M.

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

Motion by Parsell seconded by Zwerk that the minutes of the March 31, 2011 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$102,513.92 and bills in the amount of \$280,999.68 covered by vouchers #11-14 and #11-15 were presented and audited.

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

Brief Public Comment Segment:

None.

Motion by Sheridan seconded by Matuszak that the Seasonal Weight Restrictions be removed from all affected county roads effective Monday, April 18, 2011 at 7:00 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board discussed plans for replacing the Weighmaster position with the upcoming retirement of current Road Commission Weighmaster Richard Letts. Tuscola County Undersheriff Glen Skrent appeared before the Board and presented a proposed Agreement for Enforcement Services by contracting an employee with the Tuscola County Sheriff's Department. The Board reviewed the proposed agreement and will further discuss options for filling the vacant position at the next regular meeting of the Board.

Motion by Parsell seconded by Zwerk that bid item #15 for Dayton Township, and bid item #23 for Fremont Township of the 2011 bituminous resurfacing bids be awarded to the low bidder, Saginaw Asphalt Paving Company; and that bid item #30 for Novesta Township, and bid item #19 for Elkland Township of the 2011 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

County Highway Engineer Zaverucha presented to the Board revisions of the Tuscola County Road Commission Road Policies and the Road Commission's Roadside Ditch Petition Form. After reviewing the latest revisions, the following motion was introduced:

Motion by Sheridan seconded by Matuszak to adopt the revised Tuscola County Road Commission Road Policies and the revised Roadside Ditch Petition as presented by Management. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell to approve the signing of the title sheet for the Colling Road Federal Aid Project, and to proceed with Michigan Department of Transportation letting the project. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

- Management and the Board discussed producing a Financial Performance Dashboard for the Tuscola County Road Commission. After discussing several areas of measuring financial performance, Management will create a proposed dashboard and report back to the Board.

Director of Finance Michael Tuckey reported to the Board that a parcel of property just south of the Road Commission's property in Deford was recently purchased on eBay. Tuckey reported that the two property descriptions are overlapping and is being contested by the new property owner. Tuckey also reported that the new property owner would be interested in selling the parcel of property to the Road Commission. After further discussion, the following motion was introduced:

Motion by Parsell seconded by Zwerk that the Road Commission would consider purchasing the parcel of property just south of the Road Commission's property in Deford once the adjacent property descriptions are defined and corrected by Novesta Township. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell to approve that Management internally post the upcoming vacant Akron Division Working Foreman position. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Sheridan to approve the Road Commission change to its summer operating hours effective Monday, April 25, 2011; as recommended by the Superintendent/Manager. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to rescind the motion at the March 3, 2011 regular meeting of the Board and to cancel the purchase of a Toshiba ES-455-SE Office Copier, and to approve the purchase of a Ricoh MP4001SPF Office Copier at a total price of \$4,895.00 as proposed by Galaxy Office Machines. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve the proposal from Thumb Lawn for the 2011 Lawn Care at the Road Commission's Caro Facility. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the meeting be adjourned at 10:10 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

HUMAN DEVELOPMENT COMMISSION
Board of Directors Meeting
April 20, 2011
3 p.m.

#9

PRESENT: Della Hammond, Chris Taylor, Bob Sugden, Tom Kern, Bob Wood, John Merriman, John Espinoza, Grace Temple, George Loomis, Carl Holmes, Elmer Bussema, Ron Wruble, Steve Vaughan, Cindy McDonnell, Linda Jarvis, David Eady

ABSENT: Judge Kim Glaspie (excused), Jerry Peterson (excused), Jamie Daws (excused), Al Long (excused), Bill Butler

STAFF: Lori Offenbecher, Brian Neuville, Becky Hassler, Michelle Cubitt, Kelli Dreger, 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 Bob Wood, seconded by George Loomis, to accept the March 16, 2011 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 housing staff as they received the agency's award as MSHDA's Homeownership Counseling Agency of the year, 2) information on the DOE Weatherization Assistance Program, 3) customer thank-you letter, 4) invitation for all Board members to attend the FGP Recognition Dinner on May 5 in Cass City, and 5) article from David Bradley regarding CAA opportunities in relation to Federal budget reductions.

Chairperson Hammond provided Board members with a copy of the 2011/2012 Board Committee/Advisory Council Liaisons appointments.

Chairperson Hammond advised that the Michigan Community Action Agency Summer Conference will be held July 26-28 at Crystal Mountain and invited the members of the Executive and Finance/Audit Committees to attend.

She also reminded members that the Board had cancelled the Board/Advisory Council/Staff Recognition in May, therefore, the May Board meeting would be held at its regular time of 3 p.m. on May 18.

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

FINANCE REPORT

Mr. Neuville highlighted the March, 2011 Finance Report which reflected monthly expenditures of \$970,875 and advised that the agency's final audit for FY 2009/2010 had been received and was available to Board members.

He also noted that as the agency was acting as the fiduciary for the Huron County Homeless Coalition, it was necessary to open a new bank account.

Motion by Ron Wruble, seconded by Elmer Bussema, to open an account at Signature Bank for the Huron County Homeless Coalition and that Lori Offenbecher, Executive Director, be designated to sign authorizing documents and checks. Motion carried.

Motion by Chris Taylor, seconded by Bob Sugden, to accept the Finance Report as presented. Motion carried.

EXECUTIVE & FINANCE/AUDIT COMMITTEE

Chairperson Hammond highlighted the minutes of the March 16 Committee meeting noting that staff had related steps the agency had, and will continue to take, in relation to reducing its debt.

Members were informed that based on real, and anticipated, state and federal budget cuts, the agency had implemented cost-saving measures which included; 1) suspension of agency contribution to staff 403(b) accounts, 2) suspension of agency-wide advertising and marketing campaign, 3) suspension of all non-mandated conference participation/out of state travel, and 4) staff lay-offs and hour reductions.

It was noted that there had been no agency credit card charges since the Committee's last meeting and the Business/Finance Procedures Manual would be brought to the Committee for their annual review within the next few months.

Motion by Ron Wruble, seconded by John Merriman, to accept the Executive & Finance/Audit Committee minutes as presented. Motion carried.

COMMUNITY SERVICES ADVISORY COUNCIL

Mr. Sugden highlighted the minutes of the April 13 Council meeting noting that Walk For Warmth had raised \$51,489, and Council members had been provided a presentation on the agency's Mediation Program.

Motion by David Eady, seconded by Tom Kern, to accept the Community Services Advisory Council minutes as presented. Motion carried.

EARLY HEAD START POLICY COUNCIL

Ms. Temple highlighted the April 12 minutes of the Council advising that members had taken action on several program policies which had been revised and/or newly implemented. She also noted that Program enrollment was on target at 154.

Motion by Cindy McDonnell, seconded by Linda Jarvis, to accept the Early Head Start Policy Council minutes as presented. Motion carried.

SENIOR SERVICES ADVISORY COUNCIL

Mr. Kern highlighted the minutes of the March 30 meeting noting that Jerry Gamm had resigned from the Council and discussion was held in relation to the closure of the Argyle and Cass City Senior Dining Centers.

Motion by John Merriman, seconded by Linda Jarvis, to accept the Senior Services Advisory Council minutes as presented. Motion carried.

CARO TRANSIT AUTHORITY

Mr. Taylor advised that the Authority met on March 23 and discussed the high cost of fuel and cost-saving measures that could be implemented. In addition, members took action to discontinue Saturday service effective June 4, 2011.

Motion by Tom Kern, seconded by Bob Sugden, to receive the Caro Transit Authority Report as presented. Motion carried.

AGENCY REPORT

Ms. Hassler presented proposals which the agency wished to submit for funding.

Motion by Chris Taylor, seconded by Grace Temple, to submit a proposal to the Michigan Department of Human Services, in the amount of \$287,986, for continuation of the Weatherization Assistance Program. Motion carried.

Motion by Grace Temple, seconded by Steve Vaughan, to submit a proposal to Target, in the amount of \$2,000, to fund literacy and art activities within the Generations After-School Program. Motion carried.

Members were informed that the agency would receive; 1) \$3,000 from the Tuscola County Community Foundation to support the Spoonfuls of Plenty meal program, 2) \$6,258 from the Department of Human Services for deliverable fuel assistance, and 3) \$4,000 from the United Way of Tuscola County for the Thumb Area Assault Crisis Center and \$1,500 for the Foster Grandparent Program. A proposal had also been submitted to United Way for the Spoonfuls of Plenty meal program, however, it was not funded based on the fact that giving had declined and they were not funding any new programs.

It was also noted that the agency was selected as the third-party administrator to manage Lapeer County's CDBG program through December 31, 2011, and the agency would continue its partnership with ThumbWorks! Employment Training Consortium via its Service Center Staffing Agreement for the upcoming year.

Motion by Linda Jarvis, seconded by David Eady, to accept the Planning/Evaluation Report as presented. Motion carried.

Ms. Offenbecher advised that, in February, the agency implemented cost-saving measures in anticipation of current year federal funding cuts. Following the passage of the Continuing Resolution for FY 2009/2010 funding in April, government agencies have until approximately mid-May to decide what they will cut in their areas. She advised that the agency is also preparing for additional cuts which may be realized in the FY 2011/2012 Federal and state budgets, i.e. the possible elimination of the Foster Grandparent and Retired Senior Volunteer Programs, an 18-30% cut in Aging programs, and many other potential cuts.

She also noted that the Early Head Start Program's federal tri-annual review was completed and only one non-compliance issue was reported to staff, i.e. three words were missing in the agency's Fiscal/Business Procedures Manual in relation to procurement. It was an excellent review and no deficiencies are expected.

Ms. Offenbecher advised that Region VII Area Agency on Aging had been on-site for four days last week conducting an assessment of Aging Programs. A written report will be provided, however, the agency was verbally complimented on the improvement of all programs as compared to previous years.

She stated that staff had continued to build efficiencies into the Aging Program and, based on those efficiencies and fundraising efforts, Home Delivered Meal and Senior Transportation Volunteer Drivers would receive a mileage reimbursement increase from \$.45.5 per mile to \$.50.5 per mile effective April 25th, 2011. The agency will also seek additional resources from Region VII Area Agency on Aging to assist with this increase.

Also, of great significance, the Michigan State Housing Development Authority selected the agency as their Homeownership Housing Counseling Agency of the Year. Housing staff attended an Awards Luncheon in Lansing on April 12 to accept the Award.

Ms. Cubitt advised that the agency was serving Congregate and Home Delivered Meals from the new Bad Axe Kitchen and, following repair of the roof at the Lexington Senior Kitchen/Dining Center, meals have resumed from that location.

Ms. Offenbecher advised that the agency was continuing partnership activities with ThumbWorks! by placing seven SWEEP (Spring Work Experience/Employment Project) workers within the agency.

It was noted that the agency would also be meeting with STOP Partners in Huron, Sanilac, and Tuscola Counties on April 21 to explore the possibility of applying for FY 2011/2012 STOP funds.

Ms. Hassler advised that the results of the agency's Community Needs Assessment had been entered into a database and a final document would be available in mid-summer for the Board's review. She also noted that the Huron County Homeless Coalition held its first transitional Board meeting and several work groups were developed with the goal of the Coalition becoming a non-profit organization.

Ms. Offenbecher highlighted the agency's Quarterly Services Report.

Motion by Bob Sugden, seconded by Grace Temple, to accept the Agency Report as presented. Motion carried.

PROGRAM PRESENTATION

Kelli Dreger, Housing Manager, distributed information relating to the agency's Home Foreclosure Counseling efforts in the four-county area, and passed-around the actual award the agency received from MSHDA for being selected the Homeownership Counseling Agency of the Year.

She advised that the agency employed seven Certified Housing Counselors of which four were also National Foreclosure Mitigation Counselors, and two possess a Real Estate License.

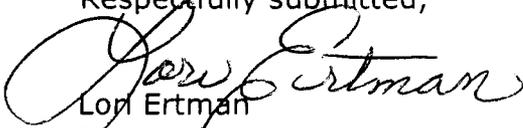
Of the 500 households the Counselors met with in FY 2009/2010, 72% of those homes were saved from foreclosure. Depending on circumstances, it is possible for agency Counselors to work with a household for up to two years in an effort to save the home from foreclosure.

OTHER

Mr. Vaughan thanked Michelle Cubitt for her assistance in opening the Senior Services Central Kitchen in Bad Axe.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,


Lon Ertman
Director's Assistant