

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, August 26, 2013 - 7:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance
Committee Leaders-Commissioners Trisch and Kirkpatrick

Primary Finance

1. 2014 County Budget Development (See A)
2. County Financial Assessment (See B)
3. Bids for the 2013 County Audit (See C)
4. Nextera Tax Appeal Status
5. Animal Control Agreement (See D)
6. Requirements to Receive Full State Revenue Sharing (See E)
7. Per Diems and Mileage for Board and Commissions (See F)
8. Tuscola “In Sync” – GIS Considerations
9. Child Care Fund Budget Amendment Approved by State (See G)
10. House Bill 4785 Emergency Medical Service Operations (See H)
11. eCivis Grant Writing Service (See I)
12. Potential Recover of GF Appropriation to Road Patrol
13. Natural Gas/Shale Resource Workgroup
14. Medical Examiner
15. Potential Child Care Cost Reduction
16. Pure Michigan Advertisement Use by Counties

On-Going Finance

1. 2012 Audit Presentation – 8/29/13
2. Dentist Legal Cost – Request for County Cost Sharing
3. Potential Re-Use of former Camp Tuscola
4. Denmark Township Litigation Update
5. Register of Deeds Land Transaction Recordings Regarding Wind Energy
6. Medical Care Facility Certificate of Need for Small House Project Update
7. BC/BS Access Fees Lawsuit
8. Tuscola “In Sync”
9. Health Insurance Affordable Care Act
10. ORV Ordinance Final Steps

Personnel
Committee Leader-Commissioners Kirkpatrick and Trisch

Primary Personnel

1. County Planning Commission Vacancy (See J)
2. Labor Negotiations
3. Notice of MAC 7th District Meeting (See K)

On-Going Personnel

1. Court Personnel Policy Revisions
2. Equalization Waiver Request

Building and Grounds

Committee Leader-Commissioners Allen and Beirlein

Primary Building and Grounds

1. **Bids for Building Entry Way Mats**
2. **Jail Bed Addition Project Update**
3. **Request to use Courthouse Lawn for Pumpkin Festival (See L)**
4. **Request to Display Art at Courthouse and Purdy Building (See M)**
5. **Dead Ash Trees Roadway Problems/Concerns**
6. **Cellular Telephone Locker System at the Courthouse (See N)**
7. **Fixed Asset Inventory**

On-Going Building and Grounds

1. Cass River Greenway
2. State Purchase of Private Land in Tuscola County
3. State Police Post Update
4. Completion of 2013 Budget Equipment/Capital Improvement Projects
5. Update to the County Solid Waste Management Plan – EDC

Other Business as Necessary

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Statutory Finance Committee

1. Claims Review and Approval

Notes:

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.

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.

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.

A

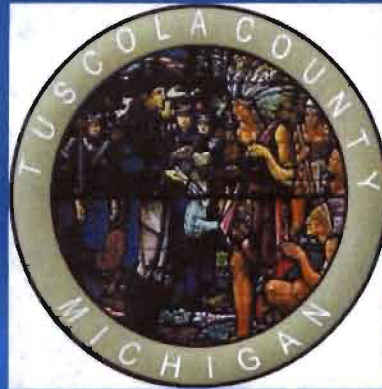
2014 Budget Development Calendar

9-Sep	Budget forms sent electronically to departments and notification of meeting to discuss financial assessment provided	Controller
13-Sep	Controller meets and explains budget forms and explains financial assessment to each department and answers questions	Controller and Departments
13-Sep to 24-Sep	Revenue-expenditure projections for 2013 and 2014 requests prepared by departments	Departments
24-Sep	Deadline to submit budget projections, requests and forms to Controller	Departments
26-Sep	Department revenue-expenditure requests and projections compiled by Controller for review by Commissioners	Controller
26-Sep to 11-Oct	Controller conducts meetings with individual departments to review and discuss department projections and requests	Controller and Departments
14-Oct to 27-Oct	Controller prepares first draft 2014 budget	Controller
28-Oct	Board reviews first draft balanced 2014 budget - makes changes and approves submittal to departments	Board
31-Oct	First draft 2013 budget sent to departments for review	Controller
1-Nov to 14-Nov	Controller and Board meet with departments who have remaining budget issues/concerns	Controller/Board
14-Nov	Board reviews second draft balanced 2014 budget - makes changes and approves submittal to departments	Board
15-Nov	Public hearing newspaper notice prepared/submitted	Controller
20-Nov	Public notice in newspaper	Controller
27-Nov	Public hearing conducted	Board
Nov 27 or Dec 12	Final 2014 budget revisions and adoption	Board

Date to be determined

Tuscola County Financial Assessment

Prepared by: Tuscola County Controller/Administrator
Michael R. Hoagland



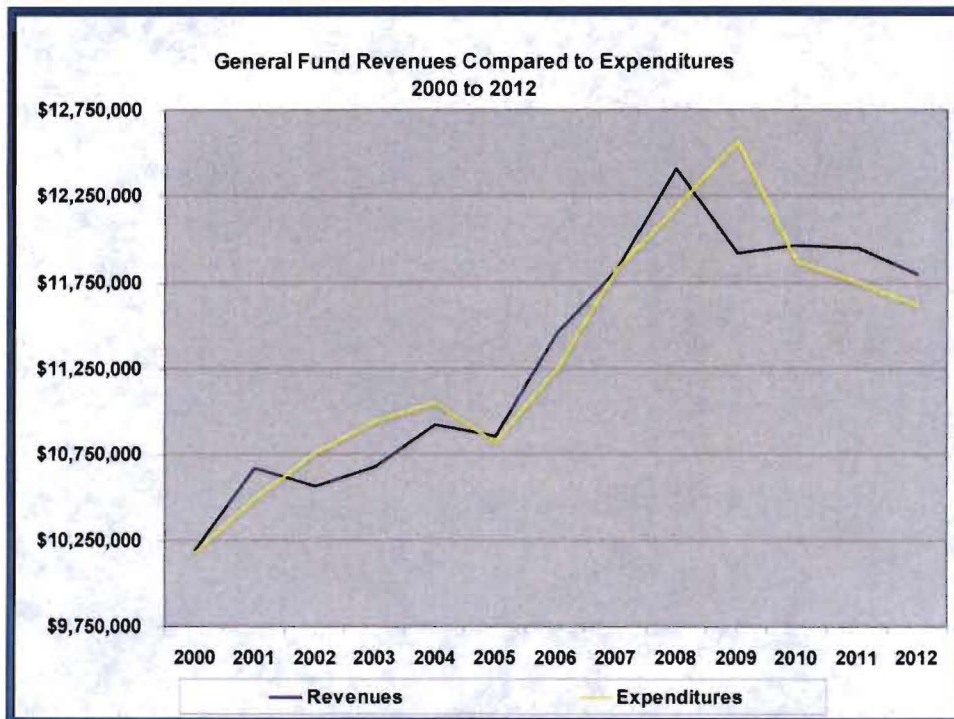
Financial Assessment Objective

- Estimate county financial capabilities
- Board directed Controller-Administrator to prepare estimates
- Information for budget development and labor negotiations

- Includes three major sections:
 - 2008 to 2012 financial history
 - Mid year 2013 financial status and year-end projections
 - Estimate 2014 and 2015 financial capabilities

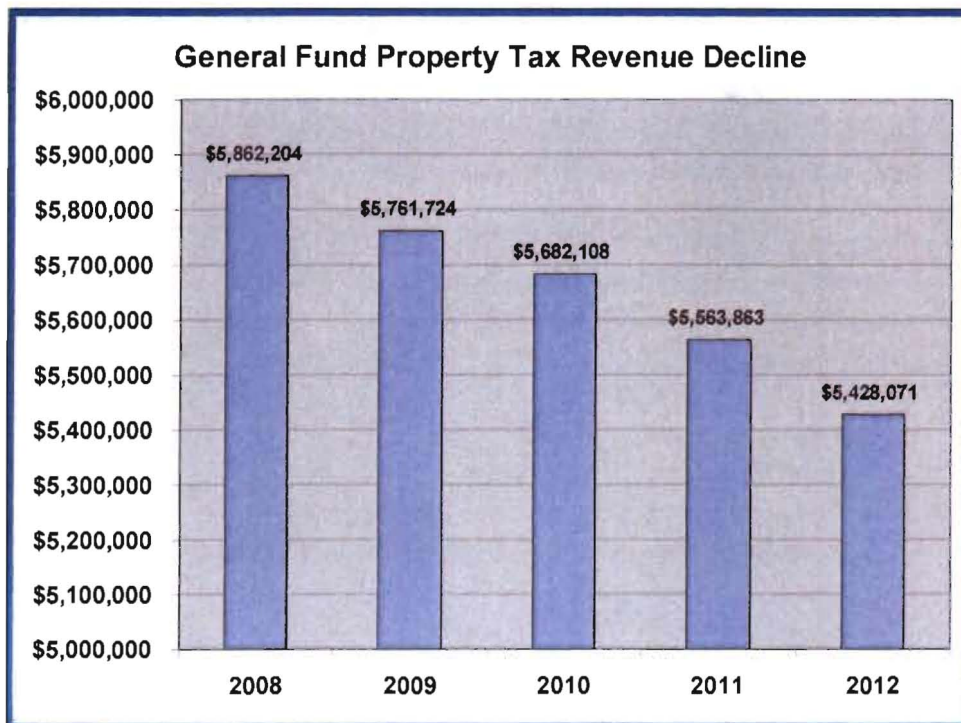
2008 to 2012 Financial Downturn

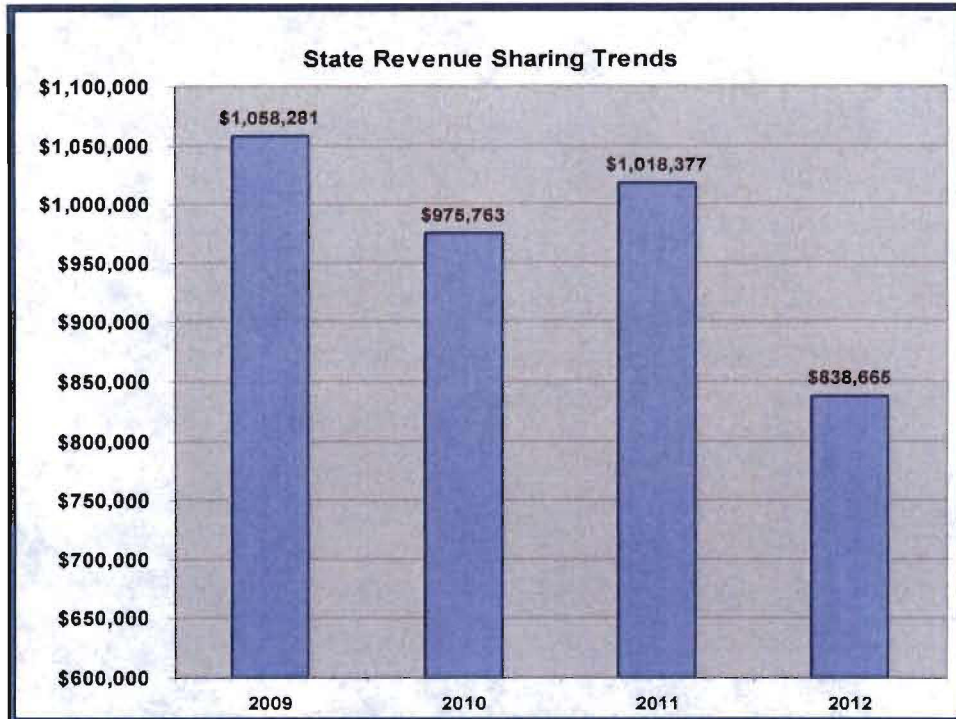
- Turbulent challenging financial period
- **GF PEAK REVENUE 2008 \$12.4 MILLION - DECLINED TO \$11.8 IN 2012**
- **ALARMING** decline \$600,000 or 4.8% in four years
- Same pattern of decline for most other county funds
- Especially true for funds based millage and property tax



Property Tax Revenue Decline

- Downward spiral caused by residential value decline
- Property tax revenue single largest revenue source to GF
- Accounts for 45% of total GF revenue
- Major land value declines especially residential class
- **GF PROPERTY TAX REVENUE DECLINED BY \$434,000 OR 7.4% FROM 2008 TO 2012**

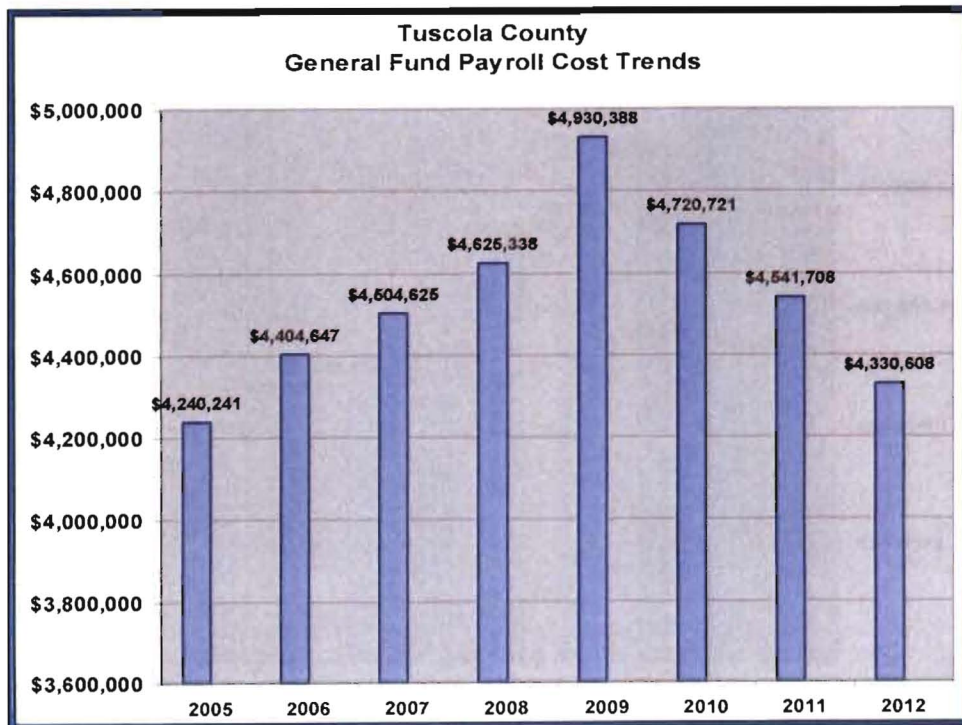
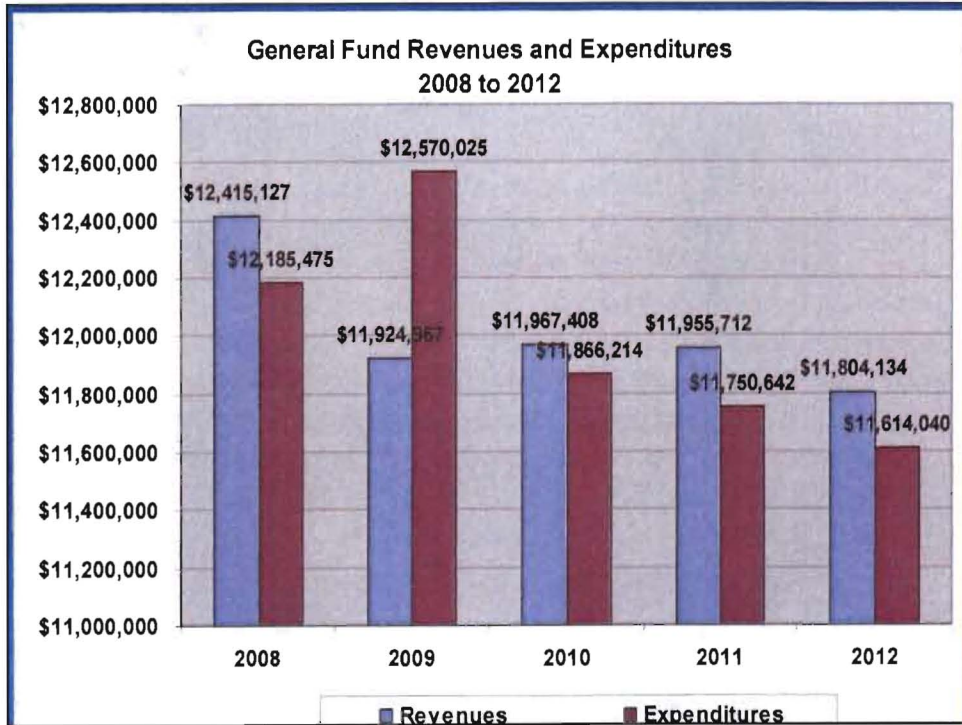




Adjustments to Declining Finances

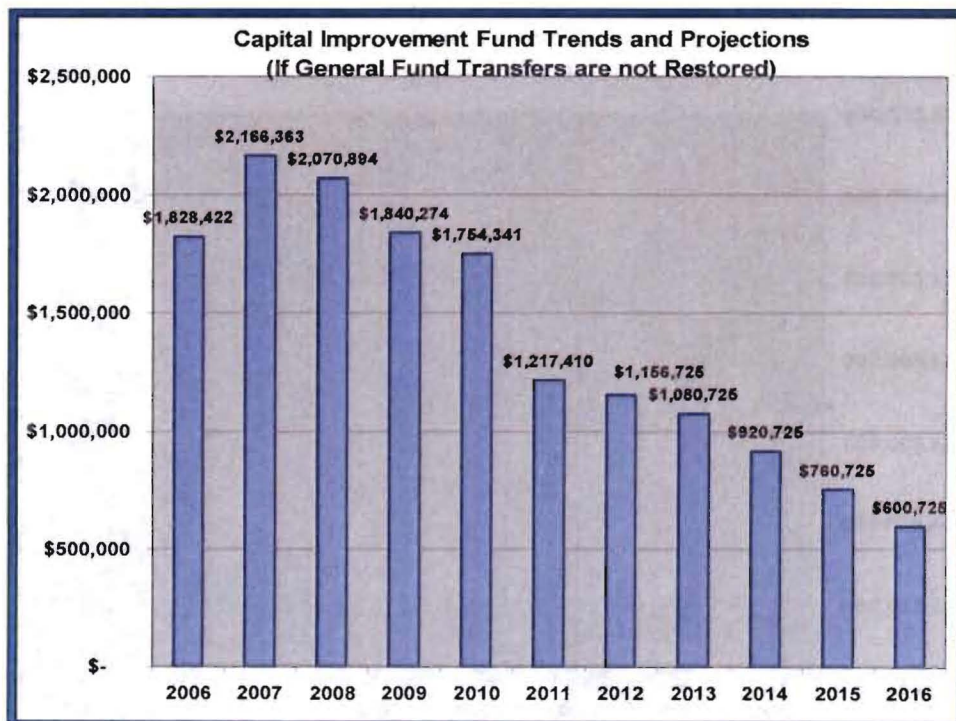
- **EXPENDITURE REDUCTION REQUIRED TO BALANCE BUDGET**
- Service base and staffing level reduction
- Significant concessions and sacrifices required
- Difficult decisions to prevent financial problems

- **REDUCTIONS INCLUDED:**
 - Decreased staff
 - Elimination/reduction of services
 - Wage freezes and benefit concessions
 - Employees share for health insurance/retirement increased



Capital Improvement Fund Drawdown

- 2007 CAPITAL IMPROVEMENT FUND BALANCE REDUCED FROM \$2.1 MILLION IN 2007 TO \$1.1 MILLION IN 2012
- County unable to make GF transfers
- All GF revenue prioritized for operational purposes
- 2010 to 2011 \$600,000 spent to solve office space needs
- Depletion will continue unless GF revenue is transferred
- Fund could be reduced to \$600,000 in three years
- Critical that part of wind revenue used to restore CI funds



Financial Variables and Instability

- **NEW NORMAL IS FISCAL UNCERTAINTY**
- Worst economic/financial decade in state history
- Automobile employees reduced by 2/3
- Wind energy revenue positive but method of taxing uncertain
- Difficult to forecast and plan
- Taxable values will not increase at the rate of decrease - Headlee and Proposal A limit
- Costs to implement Affordable Care Act concern
- Health insurance/retirement system costs huge factors
- Jail remains overcrowded most costly county service

Financial Variables and Instability

- Federal and State intergovernmental aid has declined
- Local control decline - state making more decisions
- Counties lack taxing authority
- Most revenue sources and amount charged set by state
- Point in time further consolidation difficult to achieve
- Elimination of tax exempt status for government bonds
- 2016 county may lose over \$100,000 due to eligible manufacturing personal property exemption
- **SOME OFFICIALS BELIEVE CURRENT METHOD OF FUNDING COUNTY GOVERNMENT NO LONGER VIABLE**

Wind Development Overview

- Wind turbines development major event impacting county
- Renewable energy standard set by state 10% electricity from renewable sources by 2015
- **TWO MAJOR UNANSWERED QUESTION:**
 - HOW WILL WIND TURBINES BE ASSESSED/TAXED?**
 - HOW MUCH REVENUE WILL BE GENERATED?**

State Tax Commission Multiplier Schedule Changes

- **STC REDUCED WIND ENERGY REVENUE ESTIMATED 27%**
- **TREMENDOUS FRUSTRATION TO LOCAL GOVERNMENT**
- 2011 STC unilateral decision changed multiplier schedule
- No studies or rationale for change
- STC implemented without local input opportunity
- Michigan Renewable Energy Collaborative (MREC) formed
- Protect local interests and determine equitable method of assessing/taxing wind generators
- Clark Hill law firm hired

Wind Revenue Critical Fiscal Factor

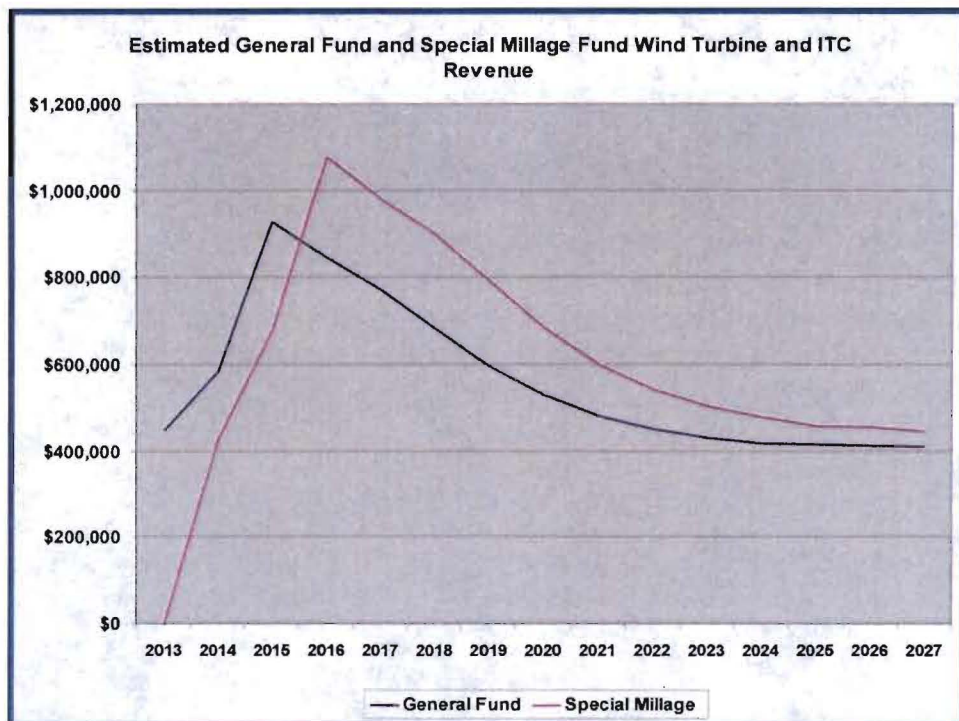
- **NEW REVENUE SOURCE NOT A FINANCIAL “FIX ALL”**
- County recovering from four years of decline
- Only helps to maintain service base and CI needs
- Estimates need updating regularly - situation changes daily
- **CAUTION UNTIL ASSESSING-TAXATION METHOD DETERMINED AND ASSESSMENT APPEALS RECONCILED**

Need to Escrow Portion of Wind Revenue

- Nextera appealed 2012 assessment - 68 generators Gilford
- 2013 GF revenue reduced – \$100,000 escrowed
- Special Millage Funds Need to be Escrowed in 2014
- Taxes for 2013 were based on “old” multiplier schedule
- Nextera claims federal grant reduces value by 30%
- If other projects appealed need to escrowed funds each year
- May take years before Michigan Tax Tribunal hears cases

Projected Wind Revenue

- GF receives first revenue 2013 - estimated \$450,000
- Special millage funds begin receiving revenue 2014
- Special millage funds also need to be escrowed
- Critical to understand – **REVENUE DECLINES WITH TIME**
 - Peak GF revenue in 2015 - estimated \$927,500
 - 2027 GF decline to \$411,000
 - Peak special millage revenue 2016 – estimated \$1,079,000
 - 2027 decline to \$448,000
- Unless more projects **WIND REVENUE BEGINS DECLINING AFTER 2016**

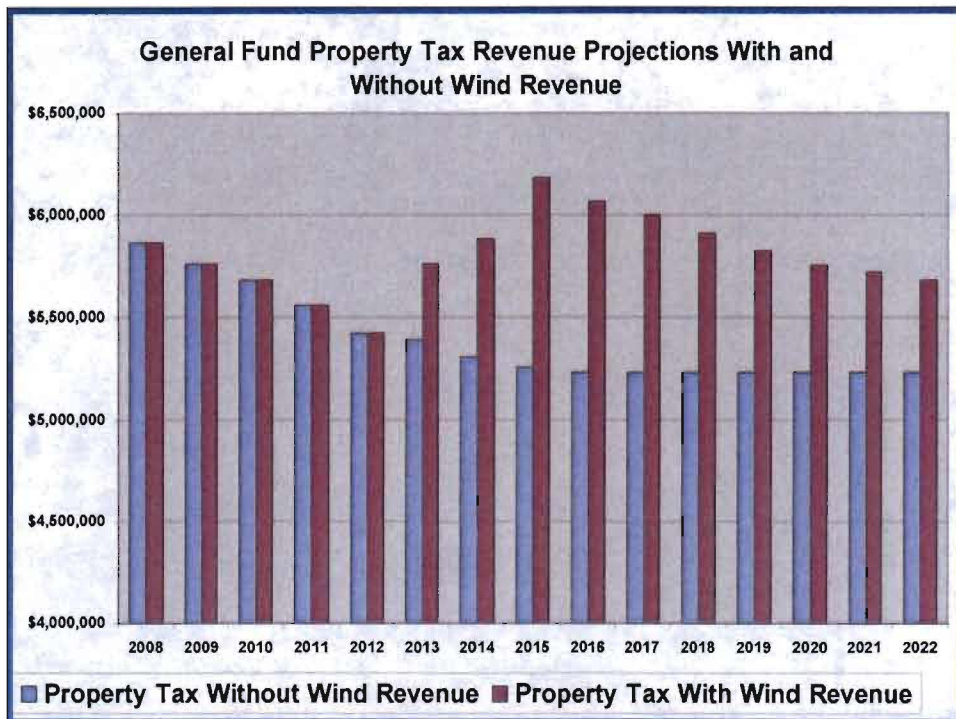


Estimated Revenue From 190 Wind Turbines			
Year	General Fund	Special Millage	Total
2013	\$450,000	\$0	\$450,000
2014	\$585,500	\$526,000	\$1,111,500
2015	\$927,500	\$679,000	\$1,606,500
2016	\$846,000	\$1,079,000	\$1,925,000
2017	\$772,000	\$982,000	\$1,754,000
2018	\$685,000	\$899,500	\$1,584,500
2019	\$598,000	\$792,500	\$1,390,500
2020	\$530,500	\$686,500	\$1,217,000
2021	\$482,000	\$603,500	\$1,085,500
2022	\$453,500	\$544,500	\$998,000
2023	\$433,000	\$506,500	\$939,500
2024	\$420,000	\$479,500	\$899,500
2025	\$417,500	\$460,500	\$878,000
2026	\$414,000	\$456,500	\$870,500
2027	\$411,000	\$448,500	\$859,500

Estimated 2014 Special Millage Fund Revenue from Wind Energy					
Special Millage Fund	Authorized Millage	Total 2014 Revenue	Wind Amount	Escrow Amount	2014 Net Revenue
Medical Care Facility Debt	1.0000	\$1,492,042	\$114,969	\$43,433	\$1,448,609
Primary Roads	0.9657	\$1,440,865	\$111,026	\$41,943	\$1,398,922
Road Patrol	0.9000	\$1,342,837	\$103,472	\$39,089	\$1,303,748
Mosquito	0.6316	\$942,373	\$72,614	\$27,432	\$914,941
Bridge/Streets	0.4807	\$717,224	\$55,266	\$20,878	\$696,346
Medical Care Operations	0.2500	\$373,010	\$28,742	\$10,858	\$362,152
Senior Citizens	0.2000	\$298,408	\$22,994	\$8,687	\$289,721
Recycling	0.1500	\$223,806	\$17,245	\$6,515	\$217,291
Total	4.5780	\$6,830,565	\$526,328	\$198,835	\$6,631,730

Wind Revenue Essential to County Finances

- Without wind continued property tax revenue decline projected
- Wind revenue is anticipated to help off-set continue property tax revenue decline
- **WITHOUT WIND REVENUE FURTHER SERVICE AND STAFFING REDUCTIONS NECESSARY**
- County heavily dependent on wind energy revenue
- Wind revenue critical to sustain services



2013 Amended GF Budget

- Amended 2013 GF budget \$12,227,753
- Dependent on revenue from phase 1 Nextera wind project
- 2013 wages and staffing levels held constant
- Budget assumes no use of reserves in 2013
- Includes transfer to CI fund

- Amending budget to account for escrowed funds
- Projected revenue \$12,210,000 close to \$12,227,753 budget
- Projected expenses \$12,210,000 close to \$12,227,753 budget
- Department expenditures tracking below budget Courts, jail and buildings and grounds

2014 and 2015 Financial Capabilities

- Unassigned and assigned GF balance to start 2014 projected same or larger than 2013
- Core questions and objectives:
 - Can same fund balance be maintained for 2014/2015?
 - Can the service levels be maintained?
 - Can employer absorb health insurance/retirement costs?
 - Can a modest wage increase be provided?
 - Can GF requirements to other funds be met?
 - Can GF requirements to CI needs be met?
- Never 100% assurance - reasonable probability
- Is there enough flexibility to adjust should changes occur?

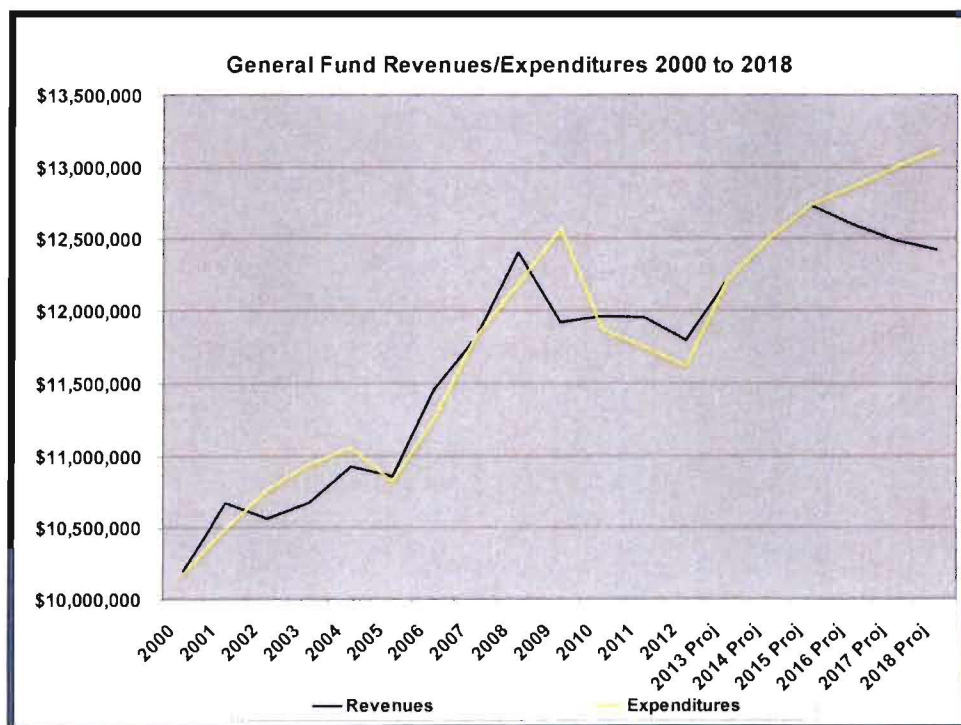
2014/2015 Revenue Assumptions/Objectives

- GF wind revenue increases in 2014 and 2015
- Manage wind revenue use for operational and CI needs
- Continue to escrow funds if necessary
- State revenue sharing remains constant
- Delinquent taxes remain about the same as 2013 budgeted
- District court revenue remains about same as 2013
- Delinquent court fines remain about same as 2013 budgeted
- Register of deed revenue remains at 2013 level
- State continues to pay diverted felon
- Indirect cost revenue remain about the same as 2013 budgeted

Financial Assessment Conclusions for 2014 and 2015

- **OPTIMISTIC 2014/2015 BUDGETS CAN BE BALANCED** and accomplish objectives:
 - Maintain current services and service levels
 - Maintain current staffing levels
 - Employer pays health insurance/retirement increases
 - Provide modest inflationary wage increases
 - Maintain at least the same GF fund balance levels
 - Satisfy objective of rebuilding depleted CI fund
- Anticipated GF revenue increase for 2013-2014-2015
- Wind revenue enough on a short term basis to help off-set other land value decreases
- **AFTER 2015 FINANCIAL SITUATION COULD BECOME MORE PRECARIOUS**

General Fund Revenue/Expenditure Projections 2013 to 2018			
Year	Projected Revenue	Projected Expenditures	Revenue Above (Below) Expenditures
2013	\$ 12,210,000	\$ 12,210,000	\$0
2014	\$ 12,500,000	\$ 12,500,000	\$0
2015	\$ 12,736,000	\$ 12,736,000	\$0
2016	\$ 12,607,000	\$ 12,865,380	(\$258,380)
2017	\$ 12,494,000	\$ 12,994,033	(\$500,033)
2018	\$ 12,426,000	\$ 13,123,973	(\$697,973)



**Mike Hoagland**

From: Mike Hoagland [MHoagland@TuscolaCounty.org]
Sent: Monday, November 01, 2010 1:40 PM
To: Jerry Desloover (jerry.desloover@rehmann.com); Robert Klaczkiewicz (rklacz@smithkcpas.com); Marie McKenzie (marmck@yeoandyeo.com); Kristine P. Berlow (wimicpa@chartermi.net); (sbwinfo@sbwcpa.com); Steve Skirinovic (skirinovic@agpccpa.com); Justin VanFulpen; Jamie Rivette (jamriv@yeoandyeo.com)
Cc: Clayette Zechmeister (Clayette Zechmeister); Dara McGarry (dmcgarry@tuscolacounty.org); Pat Donovan (Pat Donovan); Amanda Roggenbuck (aroggenbuck@tuscolacounty.org); 'Jerry Peterson'; 'Tom Bardwell (tbardwell@hillsanddales.com'; Tom Kern (commishkern@gmail.com)
Subject: RFQ for Tuscola County Audit
Attachments: AUDIT_RFQ_2010 Tuscola.doc; Audit Memo.doc

Good Afternoon

The Tuscola County Board of Commissioners are receiving Request for Qualifications (RFQ) from Auditors and Auditing Firms to conduct the Tuscola County Audit for the years of 2010, 2011 and 2012. Attached is a memo and specific RFQ information that needs to be provided if you want your firm to be considered for this work. This same RFQ information is available on the Tuscola County web site at: www.tuscolacounty.org

Eight copies of your qualifications and the cost of your proposal must be submitted by November 19, 2010 by 4:00 P.M. in a separate sealed envelop. An audit review committee will evaluate the proposals and make a recommendation to the Board of Commissioners for their meeting on November 24, 2010.

The county reserves the right to accept or reject any or all proposals, or to negotiate with any responding consulting firm. The County assumes no liability for any costs incurred in preparing a proposal.

Thank you for your interest in Tuscola County.

Michael R. Hoagland
Tuscola County Controller/Administrator
207 E. Grant St.
Caro, MI 48723

(989) 672-3700 Phone
(989) 672-4011 Fax
mhoagland@tuscolacounty.org E-mail

**TUSCOLA COUNTY
CONTROLLER/ADMINISTRATOR'S OFFICE**

207 E. Grant Street
Caro, Michigan 48723

Telephone
989-672-3700

To: Interested Parties

From: Tuscola County Controller/Administrator
Michael R. Hoagland

Date: Monday, November 1, 2010

RE: Request for Qualification to Conduct Tuscola County Audit

The Tuscola County Board of Commissioners will accept proposals of qualifications and costs for a complete audit of the entities, funds, accounts, and records of the County of Tuscola. Attached is a copy of the specifications for the audit work to be conducted.

Eight (8) copies of your qualifications and one (1) copy of your cost proposal must be in separate sealed envelopes, clearly marked "Auditing Proposal" and forwarded to Michael R. Hoagland, Tuscola County Controller/Administrator, 207 E Grant Street, Caro, Michigan 48723, no later than Friday, November 19, 2010 at 4:00 p.m. Qualification packets will be opened by the Audit Review Committee at 4:00 p.m. on Friday, November 19, 2010. Questions regarding this request for qualifications shall be directed to the Tuscola County Controller/Administrator.

The County reserves the right to accept or reject any or all proposals, or to negotiate with any responding consulting firm. The County of Tuscola assumes no liability for any costs incurred in preparing a proposal.

Thank you for your interest in Tuscola County.

REQUEST FOR QUALIFICATIONS

COUNTY OF TUSCOLA

AUDITING SERVICES

The County of Tuscola invites independent Certified Public Accountants, licensed in the State of Michigan, to submit their Statements of Qualifications for providing auditing services for the three years of 2010, 2011, and 2012.

Scope of Work: The audit shall include an examination of the financial statements of all accounts and funds. The auditing firm awarded the contract will be responsible for reviewing the audit work papers of the Tuscola County Road Commission, Tuscola County Health Department, and the Tuscola County Medical Care Facility. This must be accomplished in order to express an opinion that the financial statements of the County are prepared in accordance with generally accepted accounting principles as recommended by the National Council on Governmental Accounting in their publication "Governmental Accounting Auditing and Financial Reporting." The examination shall be made in accordance with generally accepted government auditing standards, as issued by the Comptroller General of the United States.

Financial and Compliance Audits under the Single Audit Act. Tuscola County is subject to the audit requirements of the Single Audit Act of 1984, Federal Public Law 98-502 and all implementing regulations prescribed by the Office of Management and Budget. The audit requirements for the Single Audit are contained in OMB Circular A-133 and are available upon request.

The auditor shall determine that the financial statements of the County of Tuscola fairly present the financial position and the results of operations in accordance with generally accepted accounting principles. The auditor must also determine that the County has internal accounting and other central systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations and that the County has complied with laws and regulations that may have material effect on its financial statements and on each major federal assistance program.

Additionally, during the year, the auditor will be asked to provide advice and possibly work with Controller-Administrator or Chief Accountant on various accounting and documentation issues.

Audit Report Requirements: The following are required as part of the completion of the audit:

1. The audit report shall state that the audit was conducted in accordance with the generally accepted auditing standards.
2. The audit report shall also include:
 - a. The auditor's opinion report on the financial statements and on a schedule of expenditures of federal awards, showing the total expenditures for each federal assistance program as identified in the Catalog of Federal Domestic

Assistance, and all other federal programs and grants which have not been assigned catalog numbers.

- b. The auditor's report on the study and evaluation of internal control systems and identity of the County's significant internal accounting controls, and those controls designed to provide reasonable assurance that federal programs are being managed in compliance with laws and regulations. This report must identify the controls that were not evaluated, and the material weaknesses identified as a result of the evaluation.
- c. The auditor's report on compliance containing:
 - (1) A statement of positive assurance with respect to those items tested for compliance including compliance with laws, rules and regulations pertaining to non-major programs and other items which could have a material effect on financial reports and claims for advances and reimbursements. In addition, the auditor's report must disclose whether the County has complied with laws and regulations that may have a material effect on each major federal assistance program.
 - (2) A statement of negative assurance on those items not tested.
 - (3) A summary of all instances of noncompliance, and,
 - (4) An identification of total amounts of costs questioned, if any, for each federal assistance award as a result of noncompliance.

Required Audit Reports:

1. A report on examination of the financial statement of the County including all accounts and funds. The examination shall include a review of the internal control procedures of the County. This Comprehensive Annual Financial Report will be prepared by the Audit Firm, and should be compliant with all appropriate requirements.

Combined with the Comprehensive Annual Financial Report will be a report on internal control and compliance in accordance with Government Auditing Standards. The Audit Firm will be required to prepare the Single Audit report. (100 count). The County will provide covers and binders.

Other Audit Report Requirements: The completed audit report shall be addressed to the Tuscola County Board of Commissioners, 207 E. Grant St., Caro, Michigan 48723.

In addition to the audit reports required previously, a separate management letter shall be prepared which summarizes the audit findings, recommendations which will effect the financial statements, weaknesses in internal control, accounting procedures and accounting systems, and any other information which may have an impact on the financial management system of the County. Such management letter is to be a single document encompassing all audit reports affected.

The auditor shall also provide professional guidance in order to assist the County in continuing to obtain the "Certificate of Achievement" for excellence in financial reporting.

The auditor may commence the examination upon acceptance of a contract. During the audit, the auditor may be required to meet with various elected or appointed officials to discuss the audit or related matters.

Post-audit conferences shall be held with the Board of Commissioners and or the respective Committees of the Board of Commissioners to review the financial statements, compliance report and a draft of the report of comments and recommendations no later than two (2) weeks after completion of the report, as scheduled by the Controller/Administrator.

Description of Entity Budgets: Based on the 2000 Census, the County of Tuscola had a population of 58,266 with a general-fund operating budget for 2011 of \$12,122,000.

Budgets are adopted and monitored for all Governmental Fund types under direct control of the County Board of Commissioners.

Basis of Accounting: The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements except for agency funds. Agency funds use the accrual basis of accounting, but do not have a measurement focus.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*.

Funds and Account Groups: The financial activities of the County are recorded in separate funds and account groups, categorized and described as follows:

General Fund - This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the County. Revenues are derived primarily from property taxes and State and Federal distributions, grants and other intergovernmental revenues.

Special Revenue Funds - These funds are used to account for specific governmental revenues (other than special assessments and major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Capital Project Funds - These funds are used to account for the acquisition or construction of major capital facilities other than those financed by proprietary fund operations and special assessments.

Debt Service Funds - These funds are used to account for the accumulation of funds for the payment of interest and principal on individual debt issues.

Proprietary Funds

Enterprise Funds – These funds are used to account for services provided to the general public on a user fee basis.

Internal Service Funds - These funds are used to record the financing of goods or services provided by the County to other departments and funds or to other governmental units on a cost reimbursement basis.

Fiduciary Funds

Trust and Agency Funds are used to account for assets held by the County in a trustee capacity or as an agent for organizations, other governments, and/or other funds. These include private purpose trust funds, pension and other employee benefit trust funds, and agency funds.

System Records and Procedures: Written accounting procedures are available. Funds that do not have formal written procedures follow generally accepted accounting principles as they pertain to each particular fund group and type.

The County has an internal accounting staff. No known internal control or system problems exist. The most recent management letter and single audit documents are available for inspection to prospective audit firms.

Assistance Available to Proposing Firms: County staff will be available to assist the audit staff in preparing schedules, and locating and reproducing documents.

Data processing equipment is available for auditing purposes to the fullest extent possible. The County utilizes Harris Open Window Financial Software for all of its accounting systems.

The County reserves the right to reject any and all proposals submitted and to request additional information from all proposing firms. The contract will be awarded to the auditing firm who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to perform the audit.

Proposal Submission: Eight (8) copies of your qualifications and one (1) copy of your cost proposal must be in separate sealed envelopes and forwarded to Michael R. Hoagland, Controller/Administrator Tuscola County, 207 E. Grant Street, Caro, Michigan 48723, no later than Friday, November 19, 2010 at 4:00 p.m. Qualification packets will be opened by the Audit Review Committee at 4:00 p.m. on Friday November 19, 2010. Questions regarding this request for qualifications shall be directed to the Tuscola County Controller/Administrator or Chief Accountant.

Proposals shall be submitted to include the cost to conduct an audit as follows:

A complete audit of the accounts and records for the three year periods of:

- January 1, 2010 through December 31, 2010

- January 1, 2011 through December 31, 2011
- January 1, 2012 through December 31, 2012

A draft of the financial report is to be done and delivered no later than **April 30th** for the preceding fiscal year's audit. The final audited Financial Report, Single Audit Report, and Management Letter are required to be completed and delivered to the County no later than **June 30th** for each fiscal year included above.

The proposal shall include:

1. A statement of your understanding of the work, description of the audit approach, and explanations of the procedures to be employed.
2. The approximate date that the audit will begin (including preliminary field work) and end, as well as approximate dates for delivery of the financial statements, compliance reports and report of comments and recommendations.
3. A **not-to-exceed** fee for performing the engagements, including all out-of-pocket expenses.
4. Biographies, including experience of the individuals who will be assigned to the engagement, and relevant experience of each in auditing municipalities during the last three years.
5. Estimated number of hours to complete the engagement by level of staff (i.e., partner, manager in-charge, staff accounts).
6. Names, addresses and telephone numbers of three (3) municipalities who may be contacted for references.
7. The cost to provide additional services as requested by the County during the course of the examination. (Ex. F-65) **All cost information must be delivered in a separate sealed envelope.**
8. An affirmation that the bidding firm is licensed for public practice as a certified public accountant in the State of Michigan.
9. An affirmation that the bidding firm meets the most recent independence requirements of the Government Auditing Standards published by the U.S. General Accounting Office.
10. An affirmation that the bidding firm does not have a record of substandard audit work. (This can be determined by communicating with the State licensing authority).
11. An affirmation that the bidding firm meets all qualifications to perform governmental audits as outlined in the Governmental Auditing Standards as

issued by the U.S. General Accounting Office as revised.

EVALUATION CRITERIA

Professional Qualifications: The evaluation of professional qualifications of the proposals will be based on the following criteria:

1. Mandatory Criteria - Proposals **will not** be considered for further evaluation unless they meet all of the mandatory criteria:
 - a. Must guarantee that the Comprehensive Annual Financial Statement will be complete and delivered to the Board of Commissioners on or before June 30 following each year-end.
 - b. Must be an independent auditor properly licensed for public practice.
 - c. Must meet the independence requirements of the Government Auditing Standards, published by the U.S. General Accounting Office.
 - d. Must not have a record of substandard work. This can be determined by checking with the State licensing authority, if available, or by requesting information on positive enforcement, ethics infractions, or references from the respondents.
 - e. Must meet any specific qualifications requirements imposed by State or local law, rules and regulations.
 - f. Must have experience auditing counties in Michigan.

2. Technical Criteria - Those bidding firms who have met each of the criteria in Section 1 above will be evaluated on the following criteria:
 - a. Responsiveness of the proposal in clearly stating an understanding of the work to be performed;
 - (1) Comprehensiveness of audit work plan; 0-15
 - (2) Realistic time estimates for all major segments within the work plan and the estimated number of hours for each staff level, including consultants assigned; 0-15
 - b. Technical experience of the firm;
 - (1) Auditing of the type under consideration (i.e. counties); 0-15

- c. Qualifications of staff, including consultants, to be assigned to the audit. Education, including continuing education courses taken during the past three (3) years, position in the firm, and years and types of experience will be considered. This will be determined from the resumes submitted.
- (1) Qualifications of supervisory personnel, consultants, and of the audit team doing fieldwork. 0-10
- (2) General direction and supervision to be exercised over the audit team by the firm's management personnel. 0-10
- d. Size and structure of the firm. 0-10
- TOTAL TECHNICAL POINTS--MAXIMUM 75

3. Cost Criteria

The information will be arranged from low to high cost estimates for applying the formula and computing the cost criteria score and recording on the evaluation summary sheet, or similar record.

Cost of audit 0-25

TECHNICAL AND COST - MAXIMUM POINTS 100

4. Oral Interviews (if necessary) - The selection committee will develop a list of criteria or special factors that may be used in the oral interviews. The factors will seek to clarify points of interest on the bidding firm's qualifications to do the audit. The oral interviews are designed to bring out additional information to clearly make the determination.

Interview points awarded 1-10

TOTAL POINTS **XXX**

Final Section Determination: After proposals have been reviewed and ranked based on the mandatory and technical criteria, the selection committee will proceed to the cost criteria. The finalists should be rated using the cost criteria formula and the points recorded for determining the most qualified proposals. If final scores are tied or very close, making selection difficult, the oral interview procedure may be necessary and appropriate for making the final selection of the consultant.

Total scores will be determined by adding the points received for technical qualifications

(maximum of 75 points) plus the points received for the cost of the project (maximum of 25 points). The total score will be determined by the following formula:

Technical Score for This Firm X 75 = Technical Score
Highest Technical Score Received

plus

Lowest Cost of All Proposals X 25 = Cost Score
Cost of Bid for This Firm

In the event that oral interviews are necessary, additional points will be given on a scale of 0 - 10. While the total score will be a significant factor, the County reserves the right to make a final selection.

The County will honor requests for monthly progress payments upon certification by the Tuscola County Controller/Administrator.

REQUEST FOR QUALIFICATIONS

The Tuscola County Board of Commissioners will accept proposals of qualifications and costs for a complete audit of the entities, funds, accounts, and records of the County of Tuscola.

Eight (8) copies of your qualifications and one (1) copy of your cost proposal must be in **separate** sealed envelopes, clearly marked "Auditing Proposal" and forwarded to Michael R. Hoagland, Tuscola County Controller/Administrator, 207 E Grant Street, Caro, Michigan 48723, no later than Friday, November 19, 2010 at 4:00 p.m. Qualification packets will be opened by the Audit Review Committee at 4:00 p.m. on Friday, November 19, 2010. Questions regarding this request for qualifications shall be directed to the Tuscola County Controller/Administrator.

Specifications for the audit are available at the Tuscola County Controller/Administrator's Office between the hours of 8:00 a.m. -12:00 p.m. and 1:00 p.m.-4:30 p.m.

The County reserves the right to accept or reject any or all proposals, or to negotiate with any responding consulting firm. The County of Tuscola assumes no liability for any costs incurred in preparing a proposal.

Michael R. Hoagland
Controller/Administrator



Mike Hoagland

From: Mike Hoagland [mhoagland@tuscolacounty.org]
Sent: Wednesday, August 14, 2013 11:34 AM
To: Dorman Kathy (kdorman@sanilacounty.net)
Cc: Bierlein Matthew (mbierlein@tuscolacounty.org); Kirkpatrick Craig (kirkpatrick_craig@sbcglobal.net); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Trisch Christine (christinetrisch@gmail.com)
Subject: Animal Control Proposed Contract Cost Increase

Kathy

I have discussed with the Tuscola County Board of Commissioners the animal control funding request from Sanilac County. Let me start by saying the joint animal control program has been a model for efficiency and cost effective intergovernmental service delivery. The Tuscola County Board of Commissioners have agreed to increase the amount paid under the contract for animal control services. They have agreed to pay 50% of wage and fringe benefit cost increases required to make the current part time employee full time.

Tuscola commissioners believe this is a fair proposal because there is an alternative available that would prevent an increase in program costs. This could be accomplished by reducing the hours of the current employee and hiring another part-time employee which would maintain current staffing levels and avoid certain health insurance and other fringe benefit costs. This change would also satisfy the requirements of the Affordable Care Act. With that said, we do understand that there comes a time with increased demands staffing increases are necessary. For that reason, Tuscola commissioners are willing to share equally the cost to make the position full time. We trust that by Tuscola paying 50% of wage and fringe costs in combination with fee increases Sanilac County is able to sustain at least a financially breakeven animal control program.

Tuscola County officials sincerely appreciate the cooperation and unity that exists between both of our counties. Please thank the Sanilac County Board of Commissioners for helping to make animal control a highly successful intergovernmental program. We believe there is much more we can do in other program service delivery areas to contain costs and deliver the highest level of service to the public.

Mike

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

Comparison County Run Animal Control Verses Agreement with Sanilac County

Account	First Year Tuscola Budget (Including Truck Purchases)	Second Year Tuscola Budget (Excludes Truck Purchases)	2012 with Sanilac Agreement	Full Year with Sanilac Agreement increase	Comments
Revenue					
Animal Licenses	\$147,000	\$147,000	\$120,097	\$147,000	2013 Fee increase
Animal Boarding	\$2,000	\$2,000	\$1,745	\$2,000	
Animal Sales	\$200	\$200	\$170	\$200	
Reimbursement Gas	NA	NA	\$12,189	\$12,189	
Total Revenue	\$149,200	\$149,200	\$134,201	\$161,389	
Operating Expenditures					
Sanilac Agreement	NA	NA	\$123,555	\$133,555	\$10,000 increase
Supervisor Salary	\$36,500	\$36,500			
Full Time Salaries	\$29,500	\$29,500			
Part-Time Employee	\$10,000	\$10,000			
Summer Employee	\$5,000	\$5,000			
Overtime	\$4,000	\$4,000			
FICA and Medicare	\$8,000	\$8,000			
Retirement	\$12,000	\$12,000			
Health Insurance	\$30,000	\$30,000			
Disability	\$1,000	\$1,000			
Office Supplies	\$400	\$400	\$1,111	\$1,111	
Euthanasia Expenses	\$400	\$400			
Postage	\$100	\$100			
Uniforms and Accessories	\$500	\$500			
Gas, Oil, etc.	\$23,500	\$23,500	\$12,189	\$12,189	Gas reimbursed under agreement
Janitorial Supplies	\$1,000	\$1,000			
Dog Food	\$2,000	\$2,000			
Animal Disposal	\$1,800	\$1,800			
Vet. Services	\$1,500	\$1,500			
Telephone	\$1,500	\$1,500	\$573	\$573	
Utilities	\$3,500	\$3,500			
Building Repair/Maint.	\$1,000	\$1,000			
Total Operating Expenditures	\$173,200	\$173,200	\$137,428	\$147,428	
Capital Expenditures					
2 Trucks	\$36,000	\$0	\$0	\$0	\$0 Startup cost
2 Truck Mounted Dog Boxe	\$8,000	\$0	\$0	\$0	\$0 Startup cost
Total Capital Expenditures	\$44,000	\$0	\$0	\$0	
Total Operating and Capital Expenditures	\$217,200	\$173,200	\$137,428	\$147,428	Agreement lowest cost
Revenue Minus Expenditures	-\$68,000	-\$24,000	-\$3,227	\$13,961	

Mike Hoagland

From: TreasRevenueSharing [TreasRevenueSharing@michigan.gov]
Sent: Thursday, August 15, 2013 2:35 PM
Subject: FY 2014 County Incentive Program
Attachments: FY14 CIP Information Notification- August 2013.pdf; 2013 Public Act 59 Section 952.pdf; FY2014 County Projected Payments.pdf

CIP Recipients,

Per 2013 Public Act 59 Section 952(6)(i), attached is the FY14 CIP Information Notification letter which provides detailed guidance for an eligible county to follow to qualify for payment(s) under the FY 2014 County Incentive Program (CIP). Additional information can be found on the Treasury website http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826---,00.html.

Also, attached are the FY 2014 CIP boilerplate (2013 Public Act 59, Section 952) and a listing of the FY 2014 projected eligible counties and their projected payment amounts.

****Please Note**:**

If you submit the required documentation via email to TreasRevenueSharing@michigan.gov, please note the following:

1. **Prior to submitting your documentation:**
 - a. **DOUBLE CHECK THE EMAIL ADDRESS** to ensure that the address has been typed correctly. If the email address is typed incorrectly, we will not receive your submission and unfortunately the local unit will not qualify for a payment.
 - b. **DOUBLE CHECK ATTACHMENTS** to ensure that all the required documentation has been attached. Emails received without attachments do not qualify.
2. **After submitting your documentation:**
 - a. Within two business days of Treasury receiving your email, **you will receive an email reply** stating your submission has been received (starting five business days prior to the deadline, Treasury will provide the email reply within 4 business hours).
 - b. If you do not receive a response from our office within the above time frames, you should call (517) 373-2697 to verify that your submission has been received.

The dues dates for FY 2014 are October 1st (category 1), February 1st (category 2) and June 1st (category 3). **Please note that two of the due dates fall on the weekend and our office is closed on the weekend; please plan accordingly.**

Thank you.

Office of Revenue and Tax Analysis
(517) 373-2697



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

August 2013

County Incentive Program
Fiscal Year 2014

Section 952(2) of 2013 Public Act 59, continues the County Incentive Program (CIP) for fiscal year (FY) 2014. The CIP is broken into three categories: Accountability and Transparency, Consolidation of Services, and Unfunded Accrued Liability Plan. The new FY 2014 category, Unfunded Accrued Liability Plan, replaces the Employee Compensation category that existed in FY 2013. Each category has specific requirements that eligible counties must fulfill.

Under the CIP, each eligible county may receive a prorated share of the amount appropriated for distribution. The county shall receive 1/3 of the prorated share for each of the three categories they fulfill the specific requirements for.

To qualify for each category a county must complete the following, by the qualifying date(s) for that category:

1. Make the category's required documents available for public viewing in the county clerk's office, or post them on a publicly accessible Internet site.
2. Provide to Treasury the required certification form and copies of the required document(s) for the category.

Below are the three categories and their requirements:

1. Accountability and Transparency – Due October 1, 2013

- Required Documents
 - Certification of Accountability and Transparency (form 4886)
 - Citizen's Guide
 - Performance Dashboard
 - Debt Service Report - **NEW REQUIREMENT IN 2014**
 - Projected Budget Report
- Qualification Dates/Payment Information
 - If certified on or before October 1, 2013;
 - Receive 1/6 of the category payment on the last business day of October, December, February, April, June, and August
 - If certified after October 1, 2013, but by the first day of a payment month;
 - October payment forfeited
 - Remaining category payments will be forfeited unless the certification and required documents are received by the first day of a payment month. If Treasury receives the documents by the first day of a payment month, 1/6 of the category payment will be received on the last business day of each payment month thereafter.

2. Consolidation of Services – Due February 1, 2014

- Required Documents
 - Certification of Consolidation of Services (form 4887)
 - Consolidation Plan
- Qualification Dates/Payment Information
 - If certified on or before February 1, 2014;
 - Receive 1/6 of the category payment on the last business day of October, December, February, April, June, and August
 - If certified after February 1, 2014, but by the first day of a payment month;
 - Receive 1/6 of the category payment on the last business day of October and December
 - February payment forfeited
 - Remaining category payments will be forfeited unless the certification and required document are received by the first day of a payment month. If Treasury receives the documents by the first day of a payment month, 1/6 of the category payment will be received on the last business day of each payment month thereafter.

3. Unfunded Accrued Liability Plan – Due June 1, 2014 – NEW CATEGORY FOR 2014

- Required Documents
 - Certification of Unfunded Accrued Liability Plan (form # TBD)
 - Unfunded Accrued Liability Plan
- Qualification Dates/Payment Information
 - If certified on or before June 1, 2014;
 - Receive 1/6 of the category payment on the last business day of October, December, February, April, June, and August
 - If certified after June 1, 2014, but by the first day of a payment month;
 - Receive 1/6 of the category payment on the last business day of October, December, February, and April
 - June payment forfeited
 - The remaining category payment will be forfeited unless the certification and required document are received by August 1, 2014. If received by August 1, 2014, 1/6 of the category payment will be paid on the last business day of August.

Any county that falsifies certification documents shall forfeit any future CIP payments and shall repay the State all CIP payments it has received.

Detailed information regarding each category can be found in Section 952 of 2013 Public Act 59 (attached) or on the Michigan Department of Treasury CIP website at www.michigan.gov/revenuesharing.

Attached is a listing of the all counties, including the projected total CIP payment for eligible counties.

For questions, please feel free to contact the Office of Revenue and Tax Analysis by phone at (517) 373-2697 or e-mail us at TreasRevenueSharing@michigan.gov.

2013 Public Act 59

House Bill 4328

Economic Vitality Incentive Program (EVIP)/County Incentive Program (CIP)

Sec. 952. (1) The funds appropriated in part 1 for the economic vitality incentive program are to be used for grants to cities, villages, and townships such that, subject to fulfilling the requirements under subsection (3), (4), or (5), or any combination of those subsections, each city, village, or township that received a payment under section 950(2) of 2009 PA 128 greater than \$4,500.00 is eligible to receive a maximum of 76.18459% of its total payment received under section 950(2) of 2009 PA 128, rounded to the nearest dollar. For the purposes of this subsection, any city or village that according to the 2010 federal decennial census is determined to have population in more than 1 county will be treated as a single entity when determining the payment received under section 950(2) of 2009 PA 128.

(2) The funds appropriated in part 1 for the county incentive program are to be used for grants to counties such that each county is eligible to receive an amount equal to the amount by which the balance in its revenue sharing reserve fund under section 44a of the general property tax act, 1893 PA 206, MCL 211.44a, for the county's most recent fiscal year that ends prior to the January 1 of the state's fiscal year is less than the amount calculated under section 44a(13) of the general property tax act, 1893 PA 206, MCL 211.44a, for the county fiscal year that begins in the state's fiscal year. The amount calculated under this subsection shall be adjusted as necessary to reflect partial county fiscal years and prorated based on the total amount appropriated for distribution to all eligible counties. Payments under this subsection will be distributed to an eligible county subject to the county's fulfilling the requirements under subsection (3), (4), or (5), or any combination of those subsections. Cities, villages, townships, and counties eligible to receive a potential payment from the allocation under this subsection or subsection (1) may qualify to receive payments under 1 or more of the 3 categories described under subsections (3), (4), and (5).

(3) Category 1, accountability and transparency, requires each eligible city, village, township, or county to certify by October 1, or the first day of a payment month, that it has produced a citizen's guide of its most recent local finances, including a recognition of its unfunded liabilities; a performance dashboard; a debt service report containing a detailed listing of its debt service requirements, including, at a minimum, the issuance date, issuance amount, type of debt instrument, a listing of all revenues pledged to finance debt service by debt instrument, and a listing of the annual payment amounts; and a projected budget report, including, at a minimum, the current fiscal year and a projection for the immediately following fiscal year. The projected budget report shall include revenues and expenditures and an explanation of the assumptions used for the projections. The citizen's guide, performance dashboard, debt service report, and projected budget report shall be made available for public viewing in the city, village, township, or county clerk's office or posted on a publicly accessible Internet site. Each city, village, township, and county applying for a payment under this category shall submit a copy of the citizen's guide, a copy of the performance dashboard, a copy of the debt service report, and a copy of the projected budget report to the department of treasury.

(4) Category 2, consolidation of services, requires each eligible city, village, township, or county to certify by February 1, or the first day of a payment month for this category, that it has produced a consolidation plan. The consolidation plan shall be made readily available for public viewing in the city, village, township, or county clerk's office or posted on a publicly accessible Internet site. Each city, village, township, and county applying for a payment under this category shall submit a copy of the consolidation plan to the department of treasury. At a minimum, the consolidation plan shall include the following:

(a) For a city, village, township, or county that is submitting a consolidation plan for the first time, the plan shall include, but not be limited to, a listing of any previous service cooperations, collaborations, consolidations, innovations, or privatizations with an estimated cost savings amount for each cooperation, collaboration, consolidation, innovation, or privatization. In addition, the plan shall include, but not be limited to, 1 or more new proposals to increase its existing level of cooperation, collaboration, consolidation, innovation, or privatization either within the jurisdiction or with other jurisdictions, an estimate of the potential savings amount, and an estimated timeline for implementing the new proposal.

(b) For a city, village, township, or county that submitted a consolidation plan in the previous fiscal year, the plan shall include, but not be limited to, an update on the status of all new proposals that were in the previous years' consolidation plans, including whether or not the previously proposed plans have been fully implemented, a listing of the barriers experienced in implementing the proposals, and an estimated timeline of the steps to accomplish the proposed plans. In addition, the plan shall include, but not be limited to, 1 or more new proposals to increase its existing level of cooperation, collaboration, consolidation, innovation, or privatization either within the jurisdiction or with other jurisdictions, or a detailed explanation of why increasing its existing level of cooperation, collaboration, consolidation, innovation, or privatization is not feasible. The new proposal shall include but not be limited to, an estimate of the potential savings amount and an estimated timeline for implementing the new proposals.

Economic Vitality Incentive Program (EVIP)/County Incentive Program (CIP)

(5) Category 3, unfunded accrued liability plan, requires each eligible city, village, township, or county to certify by June 1, or the first day of a payment month for this category, that it has complied with 1 of the following:

(a) An eligible city, village, township, or county with unfunded accrued liabilities as of its most recent audited financial report related to employee pensions or other post-employment benefits shall submit a plan to lower all unfunded accrued liabilities. The plan shall include a listing of all previous actions taken to reduce its unfunded accrued liabilities with an estimated cost savings of those actions; a detailed description of how it will continue to implement and maintain previous actions taken; and a listing of additional actions it could take. If no actions have been taken to reduce its unfunded accrued liabilities, it shall provide a detailed explanation of why no actions have been taken and a listing of actions it could implement to reduce unfunded accrued liabilities. Actuarial assumption changes and issuance of debt instruments shall not qualify as a new proposal. The unfunded accrued liabilities plan shall be made available for public viewing in the city, village, township, or county clerk's office or posted on a publicly accessible Internet site. The city, village, township, or county shall certify with the department of treasury that its plan is publicly accessible.

(b) Any city, village, township, or county that does not have unfunded accrued liabilities as of its most recent audited financial report related to employee pensions or other post-employment benefits shall certify to the department of treasury by June 1, or the first day of a payment month for this category, that it does not have unfunded accrued liabilities. The certification shall include an explanation of why the city, village, township, or county does not have unfunded accrued liabilities. The department shall develop a certification process and method for cities, villages, townships, or counties to follow.

(6) Economic vitality incentive program payments and county incentive program payments are subject to the following conditions:

(a) In order for a city, village, township, or county to qualify for a category under subsection (3), (4), or (5), the city, village, township, or county shall meet every criteria for that category, including a certification to the department that it has met the required criteria for that category and submission of the required citizen's guide, performance dashboard, debt service report, and projected budget report; consolidation plan; or the unfunded accrued liability plan, as required by subsection (3), (4), or (5), respectively. A department of treasury review of the citizen's guide, dashboard, reports, or plans is not required in order for a city, village, township, or county to receive a payment under subsection (1) or (2). The department shall develop a certification process and method for cities, villages, townships, and counties to follow.

(b) Subject to subdivisions (c), (d), and (e), for each category that a city, village, township, or county qualifies for in subsections (3), (4), and (5), the city, village, township, or county shall receive 1/3 of its potential payment under this section.

(c) Payments under this section shall be issued to cities, villages, and townships as follows:

(i) Category 1, an eligible city, village, or township that certifies with the department of treasury that it has qualified for a payment under subsection (3) by October 1 shall receive 1/6 of its available distribution on the last business day of October and 1/6 of its available distribution on the last business day of December. If an eligible city, village, or township certifies with the department of treasury that it has qualified for a payment under subsection (3) after October 1, but prior to December 1, the city, village, or township shall receive 1/6 of its available distribution on the last business day of December.

(ii) Category 2, an eligible city, village, or township that certifies with the department of treasury that it has qualified for a payment under subsection (4) by February 1 shall receive 1/6 of its available distribution on the last business day of February and 1/6 of its available distribution on the last business day of April. If an eligible city, village, or township certifies with the department of treasury that it has qualified for a payment under subsection (4) after February 1, but prior to April 1, the city, village, or township shall receive 1/6 of its available distribution on the last business day of April.

(iii) Category 3, an eligible city, village, or township that certifies with the department of treasury that it has qualified for a payment under subsection (5) by June 1 shall receive 1/6 of its available distribution on the last business day of June and 1/6 of its available distribution on the last business day of August. If an eligible city, village, or township certifies with the department of treasury that it has qualified for a payment under subsection (5) after June 1, but prior to August 1, the city, village, or township shall receive 1/6 of its available distribution on the last business day of August.

Economic Vitality Incentive Program (EVIP)/County Incentive Program (CIP)

(d) Payments under this section shall be issued to counties for each category described in subsections (3), (4), and (5) until the specified due date for the category. After the specified due date for the category, payments shall be made to a county only if that county has complied with subdivision (a).

(e) If a county does not provide the required certification or fails to submit the required citizen's guide, performance dashboard, debt service report, projected budget report, consolidation plan, or unfunded accrued liability plan by the first day of a payment month, the county shall forfeit the payment in that payment month for the uncertified category in subsections (3), (4), and (5).

(f) Any city, village, township, or county that falsifies certification documents shall forfeit any future economic vitality incentive program payments or county incentive program payments and shall repay to this state all economic vitality incentive program payments or county incentive program payments it has received under this section.

(g) Economic vitality incentive program payments and county incentive program payments under this section shall be distributed on the last business day of October, December, February, April, June, and August.

(h) Payments distributed under this section may be withheld pursuant to sections 17a and 21 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.917a and 141.921.

(i) The department of treasury shall develop detailed guidance for an eligible city, village, township, or county to follow to qualify for a payment under subsections (3), (4), and (5). The detailed guidance shall be posted on the department of treasury website and distributed to eligible cities, villages, townships, and counties by October 1.

(7) The unexpended funds appropriated in part 1 for the economic vitality incentive program and the county incentive program shall be available for expenditure under the competitive grant assistance program after the approval of transfers by the legislature pursuant to section 393(2) of the management and budget act, 1984 PA 431, MCL 18.1393.

**County Revenue Sharing (CRS) and County Incentive Program (CIP)
Projected Payment Amounts
Fiscal Year 2014**

Note: Projected amounts may change based on changes made by the legislature and/or changes in the economy. Additionally, actual activity in an individual county's revenue sharing reserve fund can affect the projected amounts for all counties and the projected date a county is expected to return to county revenue sharing.

<u>County</u>	<u>PROJECTED Full Funding FY 2014</u>	<u>CRS Projection FY 2014</u>	<u>CIP Projection FY 2014</u>	<u>Total Projection FY 2014</u>
Alcona	\$0	\$0	\$0	\$0.00
Alger	\$191,722	\$122,634	\$30,658	\$153,292.00
Allegan	\$2,248,932	\$1,438,519	\$359,630	\$1,798,149.00
Alpena	\$727,709	\$465,476	\$116,369	\$581,845.00
Antrim	\$0	\$0	\$0	\$0.00
Arenac	\$336,518	\$215,252	\$53,813	\$269,065.00
Baraga	\$187,509	\$119,939	\$29,985	\$149,924.00
Barry	\$1,147,434	\$733,951	\$183,488	\$917,439.00
Bay	\$2,583,966	\$1,652,822	\$413,205	\$2,066,027.00
Benzie	\$0	\$0	\$0	\$0.00
Berrien	\$3,642,819	\$2,330,112	\$582,528	\$2,912,640.00
Branch	\$967,225	\$618,681	\$154,670	\$773,351.00
Calhoun	\$2,996,863	\$1,916,929	\$479,232	\$2,396,161.00
Cass	\$1,041,225	\$666,015	\$166,504	\$832,519.00
Charlevoix	\$0	\$0	\$0	\$0.00
Cheboygan	\$0	\$0	\$0	\$0.00
Chippewa	\$717,729	\$459,092	\$114,773	\$573,865.00
Clare	\$645,334	\$412,785	\$103,196	\$515,981.00
Clinton	\$670,139	\$428,651	\$107,163	\$535,814.00
Crawford	\$0	\$0	\$0	\$0.00
Delta	\$802,102	\$513,061	\$128,265	\$641,326.00
Dickinson	\$572,780	\$366,376	\$91,594	\$457,970.00
Eaton	\$2,216,195	\$1,417,579	\$354,395	\$1,771,974.00
Emmet	\$0	\$0	\$0	\$0.00
Genesee	\$9,882,633	\$6,321,379	\$1,580,345	\$7,901,724.00
Gladwin	\$509,301	\$325,772	\$81,443	\$407,215.00
Gogebic	\$338,841	\$216,738	\$54,184	\$270,922.00
Grand Traverse	\$0	\$0	\$0	\$0.00
Gratiot	\$858,658	\$549,236	\$137,309	\$686,545.00
Hillsdale	\$938,712	\$600,443	\$150,111	\$750,554.00
Houghton	\$682,419	\$436,506	\$109,126	\$545,632.00
Huron	\$801,274	\$512,531	\$128,133	\$640,664.00
Ingham	\$6,088,744	\$3,894,636	\$973,659	\$4,868,295.00
Ionia	\$1,177,604	\$753,249	\$188,312	\$941,561.00
Iosco	\$531,376	\$339,892	\$84,973	\$424,865.00
Iron	\$270,644	\$173,116	\$43,279	\$216,395.00
Isabella	\$1,243,488	\$795,391	\$198,848	\$994,239.00
Jackson	\$3,372,803	\$2,157,397	\$539,349	\$2,696,746.00
Kalamazoo	\$5,188,838	\$3,319,016	\$829,754	\$4,148,770.00
Kalkaska	\$0	\$0	\$0	\$0.00
Kent	\$12,048,525	\$7,706,782	\$1,926,695	\$9,633,477.00
Keweenaw	\$0	\$0	\$0	\$0.00
Lake	\$0	\$0	\$0	\$0.00
Lapeer	\$1,671,555	\$1,069,202	\$267,301	\$1,336,503.00
Leelanau	\$0	\$0	\$0	\$0.00
Lenawee	\$2,034,689	\$1,301,479	\$325,370	\$1,626,849.00
Livingston	\$3,109,080	\$1,988,708	\$497,177	\$2,485,885.00

**County Revenue Sharing (CRS) and County Incentive Program (CIP)
Projected Payment Amounts
Fiscal Year 2014**

Note: Projected amounts may change based on changes made by the legislature and/or changes in the economy. Additionally, actual activity in an individual county's revenue sharing reserve fund can affect the projected amounts for all counties and the projected date a county is expected to return to county revenue sharing.

<u>County</u>	<u>PROJECTED Full Funding FY 2014</u>	<u>CRS Projection FY 2014</u>	<u>CIP Projection FY 2014</u>	<u>Total Projection FY 2014</u>
Luce	\$128,332	\$82,087	\$20,522	\$102,609.00
Mackinac	\$0	\$0	\$0	\$0.00
Macomb	\$16,432,199	\$10,510,778	\$2,627,694	\$13,138,472.00
Manistee	\$540,898	\$345,983	\$86,496	\$432,479.00
Marquette	\$1,275,675	\$815,979	\$203,995	\$1,019,974.00
Mason	\$0	\$0	\$0	\$0.00
Mecosta	\$851,555	\$544,693	\$136,173	\$680,866.00
Menominee	\$530,856	\$339,559	\$84,890	\$424,449.00
Midland	\$1,974,943	\$1,263,263	\$315,816	\$1,579,079.00
Missaukee	\$283,698	\$181,466	\$45,366	\$226,832.00
Monroe	\$3,104,284	\$1,985,640	\$496,410	\$2,482,050.00
Montcalm	\$1,242,505	\$794,762	\$198,691	\$993,453.00
Montmorency	\$0	\$0	\$0	\$0.00
Muskegon	\$3,601,090	\$2,303,420	\$575,855	\$2,879,275.00
Newaygo	\$954,111	\$610,293	\$152,573	\$762,866.00
Oakland	\$0	\$0	\$0	\$0.00
Oceana	\$535,540	\$342,556	\$85,639	\$428,195.00
Ogemaw	\$0	\$0	\$0	\$0.00
Ontonagon	\$173,270	\$110,831	\$27,708	\$138,539.00
Osceola	\$566,809	\$362,557	\$90,639	\$453,196.00
Oscoda	\$0	\$0	\$0	\$0.00
Otsego	\$0	\$0	\$0	\$0.00
Ottawa	\$4,688,171	\$2,998,766	\$749,692	\$3,748,458.00
Presque Isle	\$0	\$0	\$0	\$0.00
Roscommon	\$507,607	\$324,688	\$81,172	\$405,860.00
Saginaw	\$4,566,393	\$2,920,872	\$730,218	\$3,651,090.00
Sanilac	\$916,181	\$586,031	\$146,508	\$732,539.00
Schoolcraft	\$184,693	\$118,138	\$29,533	\$147,671.00
Shiawassee	\$1,441,355	\$921,956	\$230,489	\$1,152,445.00
St Clair	\$3,754,455	\$2,401,519	\$600,380	\$3,001,899.00
St Joseph	\$1,373,505	\$878,556	\$219,639	\$1,098,195.00
Tuscola	\$1,097,391	\$701,941	\$175,485	\$877,426.00
Van Buren	\$1,538,127	\$983,856	\$245,964	\$1,229,820.00
Washtenaw	\$6,907,908	\$4,418,610	\$1,104,653	\$5,523,263.00
Wayne	\$50,012,170	\$31,990,047	\$7,997,512	\$39,987,559.00
Wexford	\$671,945	\$429,806	\$107,452	\$537,258.00
Total	\$182,301,051	\$116,608,000	\$29,152,000	\$145,760,000.00

ENTITY	PER DIEM	MILEAGE PAID	COMMENTS
COMMISSIONERS	\$40	Yes	Allowed for certain non-board meetings
JURY BOARD	\$50 whole day -\$25 half day	Yes	Amount set by state law
ELECTIONS CANVASSERS	\$40	Yes	Amount set by state law
PLAT BOARD	\$40	No	Very infrequent meetings
AIRPORT ZONING	\$40	No	Very infrequent meetings
PLANNING COMMISSION	\$25	Yes	
BOARD OF PUBLIC WORKS	\$25	Yes	
BOUNDARY COMMISSION	\$25	Yes	Very infrequent meetings
RECYCLING	\$25	(Commissioner Liaison only)	
SENIOR ADVISORY COUNCIL	\$25	No	
COUNCIL ON AGING	\$25	Yes	
	ESTIMATED ANNUAL COST TO INCREASE PER DIEM FROM \$25 TO \$40	ESTIMATED ANNUAL COST TO ADD MILEAGE	OTHER INFORMATION
PLANNING COMMISSION	\$1,620	Already paid	Per diems, 9 members X 12 meetings X \$15 per meeting = \$1,620
LIAISON TO PARKS AND RECREATION	\$60	Already paid	Per diems, 1 member X 4 meetings X \$15 per meeting = \$60
BOARD OF PUBLIC WORKS	\$720	Already paid	Per diems, 4 members X 12 meetings X \$15 per meeting = \$720
BOUNDARY COMMISSION	NA	Already paid	Too infrequent of meetings to determine
RECYCLING	\$630	\$712	Per diems, 7 members X 6 meetings X \$15 per meeting = \$630 Mileage, estimated 30 miles round trip X 7 members X 6 meetings @ .56.5 per mile = \$712
SENIOR ADVISORY COUNCIL	\$180	\$204	Per diems, 1 member X 12 meetings X \$15 per meeting = \$180 Mileage, estimated 30 miles round trip X 1 member X 12 meetings @ .56.5 per mile = \$204
COUNCIL ON AGING	\$450	\$509	Per diems, 5 members X 6 meetings X \$15 per meeting = \$450 Mileage estimated 30 miles round trip X 5 members X 6 meetings = \$
ESTIMATED INCREASE FROM \$25 TO \$40 PER DIEM	\$3,660		
ESTIMATED INCREASE TO PAY MILEAGE		\$1,425	
If Parks and Recreation Added	\$1,120	\$475	Per diems, 7 members X 4 meetings X \$40 per meeting = \$1,120 Mileage estimated 30 miles round trip X 7 members X 4 meetings = \$475
TOTAL WITH PARKS AND RECREATION	\$4,780	\$1,900	

(6)



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

August 2, 2013

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

Dear Commissioner Bardwell:

Your **amended** 2012-13 annual plan and budget for Child Care Fund expenditures is approved for state reimbursement in the amount of \$ 507,607.86. This amount is 50% of your county's gross annual plan and budget which is \$ 1,015,215.72.

Act 87 P.A. 1978 prohibits the state from reimbursing county Child Care Fund expenditures which exceed a county's approved budget. Child Care Fund policy prohibits reimbursement of capital, rental, lease and certain equipment and repair costs. To be eligible for reimbursement if your expenditures exceed your **amended** approved budget of \$ 1,015,215.72, it will be necessary to submit a new/approved budget no later than September 1, 2013, with the three required signatures. Failure to comply with this requirement will result in state reimbursement being limited to the prior authorized budget.

Reimbursement for In-Home Care and Basic Grant will only be made up to the amount approved for individual service components.

The following In-Home Care components are authorized:

<u>Title</u>	<u>Administrative Unit</u>	<u>Gross Expenditures</u>
In-Home Intensive Probation	Court	\$ 173,007.20
Stop the Abuse	Court	\$ 23,518.13
Juvenile Computer and Cultural Center	Court	\$ 78,321.62
Truancy Intervention Program	Court	\$ 21,708.77
Supervised Visitation	Court	\$ 54,660.00

The following Basic Grant components are authorized:

<u>Title</u>	<u>Administrative Unit</u>	<u>Gross Expenditures</u>
School Truancy/Delinquency Prevention	Court	\$ 15,000.00

Thomas Bardwell, Chairperson
August 2, 2013
Page 2

Any claim for state monies from the Child Care Fund to cover expenditures incurred between October 1, 2012 and September 30, 2013, will signify your acceptance of the terms of this **amended** approval letter as well as all conditions outlined in the original approval letter.

If you have any questions or concerns regarding this letter, please contact me at (517) 241-4780.

Sincerely,

Maggi Thomas 8.9.13

Maggi Thomas, Manager
Child Care Fund Monitoring Unit

cc: The Honorable Kim D. Glaspie, Family Court Judge, Tuscola County
Irene Waller, Director, Tuscola County DHS
Keith Schafer, Child Care Fund/Chargeback Unit
Janie Ross, Child Care Fund Specialist
Child Care Fund County File

James

COUNTY CHILD CARE BUDGET SUMMARY
Michigan Department of Human Services (DHS)
Child and Family Services

County Tuscola	Court Contact Person Long, Sheila (Tuscola) ▾	Telephone Number 989-672-3813	E-Mail Address slong@tuscola
Fiscal Year October 1, 2012 through September 30, 2013 ▾	DHS Contact Person Southgate, Karen (Tuscola) ▾	Telephone Number 989-673-9130	E-Mail Address southgatek@

TYPE OF CARE	ANTICIPATED EXPENDITURES		
	DHS	COURT	COMBINED
I. CHILD CARE FUND			
A. Family Foster Care.....	\$282,000.00	\$10,000.00	\$292,000.00
B. Institutional Care.....	\$115,000.00	\$314,500.00	\$429,500.00
C. In Home Care	\$54,660.00	\$296,555.72	\$351,215.72
D. Independent Living	\$15,000.00	\$2,500.00	\$17,500.00
E. SUBTOTALS	\$466,660.00	\$623,555.72	\$1,090,215.72
F. Revenue	\$55,000.00	\$20,000.00	\$75,000.00
G. Net Expenditure	\$411,660.00	\$603,555.72	\$1,015,215.72

COST SHARING RATIOS	County 50%/State 50%
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II. CHILD CARE FUND

Foster Care During Release Appeal Period

	\$	\$0.00
--	----	--------

COST SHARING RATIOS	County 0%/State 100%
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III. JUVENILE JUSTICE SERVICES FUND

Basic Grant

\$	\$15,000.00	\$15,000.00
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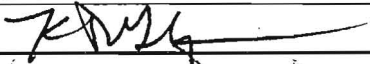
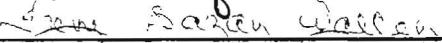

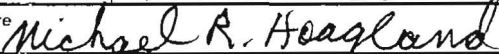
COST SHARING RATIOS	County 0%/State 100% \$15,000.00 Maximum
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IV. TOTAL EXPENDITURE

\$1,030,215.72

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2012 through September 30, 2013

Presiding Judge		Date	7-12-13
County Director of DHS Signature		Date	7-9-13
Chairperson, Board of Commissioner's Signature		Date	7-12-13
And/Or County Executive Signature		Date	7-12-13

The Family Independence Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an DHS office in your county.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required
PENALTY: State reimbursement will be withheld from local government.

Legislative Analysis



EMERGENCY MEDICAL SERVICES OPERATIONS, VEHICLES, AND PERSONNEL LICENSURE FEES

Mary Ann Cleary, Director
Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

House Bill 4785 as Introduced
Sponsor: Rep. Matt Lori
Committee: Appropriations

Complete to 6-11-13

SUMMARY OF HOUSE BILL 4785 as Introduced

The bill would amend the Public Health Code, Part 209 regarding Emergency Medical Services. The bill:

- Increases existing fees for licensure of emergency medical services operations, vehicles, and personnel
- Establishes new fees for emergency medical services education providers and programs
- Establishes new administrative fines for non-compliance violations
- Strikes reporting language regarding a report required in July 2000

A schedule of the fees proposed by HB 4785 follows on page 2, including current law.

Current fee rates were established in 1991 for EMS services operations, vehicles, and personnel. Fees currently range from \$25 to \$175 for licensure. The bill proposes changes to establish fees at \$20 to \$500 for licensure, including new licensure.

FISCAL IMPACT:

House Bill 4785 provides statutory changes upon which the FY 2013-14 budget for the Department of Community Health (DCH) is based in Enrolled HB 4328, Article IV. The FY 2013-14 DCH budget includes a \$1,006,100 increase in state restricted funding from increased and expanded licensure fees to maintain the current licensing and regulatory program for emergency medical services. Total revenue from fees will increase from \$410,000 to about \$1.4 million annually. Current fee levels are inadequate to support the program and available fund balances have been depleted. The program includes 23.0 FTEs to support licensure and regulation of emergency medical services, including over 800 medical first responder and life support agencies, 3,300 vehicles, and 30,400 personnel. Total appropriations of EMS fees included in the FY 2013-14 budget are \$1,387,800.

Fiscal Analyst: Susan Frey

■ This analysis was prepared by nonpartisan House staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

HB 4785 Emergency Medical Services Fees	Current Law Fee Amount	Proposed Fee Amount
Initial education program sponsor triennial fee	\$0	\$500
Satellite education location fee, per location	\$0	\$250
Ongoing education program sponsor triennial fee	\$0	\$250
Ongoing education program sponsor fee per topic (1-100+ topics)	\$0	\$20-\$150
Ongoing education applications from instructor coordinators (1-100+ topics)	\$0	\$20-\$150
Ambulance operation license, ambulance operation upgrade license	\$100	\$150
Ambulance license, renewal	\$25	\$50
Nontransport prehospital life support operation license, renewal	\$100	\$150
Nontransport prehospital life support vehicle license, renewal	\$25	\$50
Aircraft transport operation license, renewal	\$100	\$150
Aircraft transport vehicle license, renewal	\$100	\$150
Late fee for above vehicle or transport operation renewal	\$100	\$150
Medical first response service license, renewal	\$0	\$150
Medical first response vehicle license, renewal	\$0	\$50
Nonrenewable conditional life support agency license	\$0	\$150
Medical first responder initial license, triennial	\$0	\$100
Medical first responder license - triennial renewal	\$0	\$75
Emergency medical technician initial license, triennial	\$40	\$100
Emergency medical technician license - triennial renewal	\$25	\$75
Emergency medical technician specialist initial license, triennial	\$60	\$100
Emergency medical technician specialist license - triennial renewal	\$25	\$75
Paramedic initial license, triennial	\$80	\$100
Paramedic license - triennial renewal	\$25	\$75
Emergency medical services instructor-coordinator initial license, triennial	\$100	\$150
Emergency medical services instructor-coordinator license - triennial renewal	\$25	\$75
Reciprocity/national registry licensure applicant initial fee	\$175	\$225
Criminal background check for individuals as required	\$0	\$100
Late fee for above individual license renewal	\$50	\$100
Administrative fine for life support vehicle out of compliance with law/rules	\$0	up to \$1,000
Administrative fine for violation of requirement to submit data and records	\$0	up to \$500
Administrative fine for violation by medical control authority	\$0	up to \$1,000
Administrative fine for violation by individual licensee	\$0	up to \$500

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, HB 4785 would amend the Public Health Code regarding Emergency Medical Services; and

WHEREAS, these proposed amendments would inhibit local ambulance services in rural communities by increasing fees and imposing new (additional) fines; and

WHEREAS, these proposed amendments will be the decline, or possible elimination, of volunteer EMS services; and

WHEREAS, volunteer EMS services are crucial to Huron County and other rural communities; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners opposes HB 4785 due to the adverse effects it will have on volunteer EMS services in Huron County and other rural communities; and

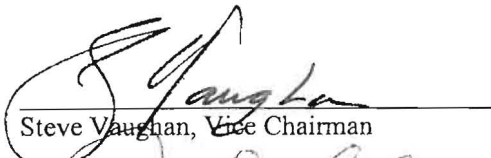
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, Representative Terry Brown, Senator Mike Green, and Michigan Association of Counties.

Respectfully submitted,

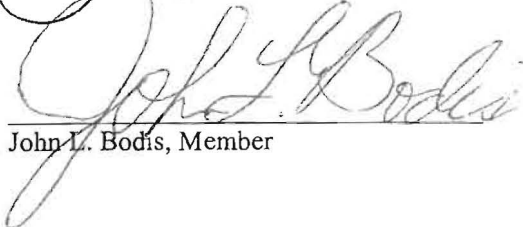
LEGISLATIVE COMMITTEE



David G. Peruski, Chairman



Steve Vaughan, Vice Chairman



John L. Bodis, Member

Dated: July 23, 2013



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*Family & Children Services
Tulsa County, OK*



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*David Pierce
Senior Management Analyst
Santa Clara County, CA*

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Tuscola County

Jodi Fetting <jfetting@tuscolacounty.org>

Application, Tuscola County Planning Commission

bgaul2981@charter.net <bgaul2981@charter.net>
To: appoint@tuscolacounty.org

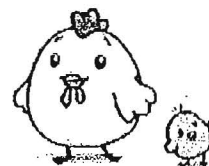
Thu, Aug 15, 2013 at 11:34 AM

Jodi Fetting, Tuscola County Clerk,

Attached please find my application for appointment to the Tuscola County Planning Commission. Should you require additional information, you may contact me.

Barbara E. Gaul
625 W. Burnside Street
Caro, MI 48723

(989)673-2981



FREE Animations for your email [Click Here!](#)



3 attachments

Scan_Doc0048.pdf
652K

Scan_Doc0047.pdf
824K

Scan_Doc0046.pdf
677K

BOARDS & COMMISSIONS APPOINTMENT APPLICATION

Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division, 440 N. State St., Caro MI 48723; by email to appoint@tuscolacounty.org; or by fax at (989) 672-4266. Please submit your resume with this application.

Boards/Commissions for which you would like to be considered:

Boards/Commissions for which you would like to be considered:

First Name* Middle Initial* Last Name*

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Home Address City Zip

Township County

Employer Name:

Employer Address City Zip

Position Title

Work Number* (10 digit) Home Number* (10 digit) Cell Number (10 digit)

Email (email is the preferred method of contact, please provide if available)

Are you a United States Citizen? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

see attached resumé

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

no

What special skills could you bring to this position?

see resumé

Previous government appointments: Tuscola County Board of Canvassers & Parks & Recreation

Please provide us with the names of your:

State Senator

State Representative

County Commissioner

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

Age 79

Political Affiliation Democrat

Military Service none

Spouse or Partner's Name widow

CONSENT AND CERTIFICATION

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

Barbara E Gaul
Signed By

Print Form

Barbara E. Gaul

OBJECTIVE

My goal is to become involved in community service

E 1974-1975 American Health Information Association
D Correspondence course in Medical Record
L Maintenance/coding/administration(18 mo.).
C 1953 -1954] Northeastern School of Commerce Bay City, MI
A Secretarial/accounting curriculum.
T
I
O 1951 Caro Community Schools, Caro, MI
N

WORK EXPERIENCE

2000-2012 Caro United Methodist Church, Caro, MI. **Financial Secretary.** Receiving, itemizing, depositing weekly contributions and memorial funds. Preparation of financial statements and individual quarterly giving statements.

1992-2003 Tuscola County Medical Care Facility, Caro, MI. **Medical Record Consultant.** Monitoring compliance with documentation requirements and making periodic written evaluations (12 years).

1974-1992 Caro Center, Caro, MI. **Departmental Supervisor,** Clinical Affairs and Records Administration. Performed facility guardianship coordination; monitored, authorized, and released clinical information; resource person for record maintenance; monitored and authorized expenditure of resident funds. Provided supervision/coordination to the facility's systems (microcomputers) office, medical records, switchboard and court admissions staff. Provided facility-wide training in release of clinical information and use of resident funds (18 years).

ACCREDITATION

Registered Health Information Technician (RHIT), American Health Information Management Association (inactive).

8/2013

**Mike Hoagland**

From: Renee Ondrajka [renee@tuscolacounty.org]

Sent: Monday, August 19, 2013 2:58 PM

To: 'Commissioner Bierlein'; 'Craig Kirkpatrick'; ctrisch@tuscolacounty.org; mhoagland@tuscolacounty.org; tbardwell@tuscolacounty.org; 'Roger Allen'

Subject: FW: MAC 7th District Meeting Notice - RSVP needed

Good Afternoon,

Shown below is the e-mail from Sanilac County regarding the next MAC 7th District meeting to be held on September 23, 2013 in Sandusky.

Please **RSVP back to me by Monday, September 9, 2013** to let me know if you'll be attending.

Thanks,
Renee

Administrative Assistant
Controller's Office

From: Jody Morris - BOC Secretary [mailto:jmorris@sanilacounty.net]

Sent: Thursday, August 15, 2013 2:20 PM

To: Jody Morris - BOC Secretary

Subject: MAC 7th District Meeting Notice



**MICHIGAN
ASSOCIATION OF COUNTIES**

7th District Meeting

September 23, 2013

9:30 a.m.

at

**Sanilac County Sheriff's Office
65 N. Elk Street
Sandusky, Michigan**

**hosted by
Sanilac County Board of Commissioners
60 W. Sanilac
Sandusky, Michigan 48471
Ph: 810-648-2933 Fx: 810-648-2830**

Luncheon: \$15.00 at the door
RSVP to Jody at 810 648-2933 x 8201 or jmorris@sanilacounty.net by September 12th.

**Mike Hoagland**

From: Susan Rickwalt-Holder [srrickwalt@tbhs.net]

Sent: Friday, August 16, 2013 3:55 PM

To: 'mhoagland@tuscolacounty.org'

Subject: Pumpkin Festival

Mike, I know the Commissioners have granted permission for the use of the Court House lawn for the festival. I do want to make you aware that right now our intention as a committee is to have the entertainment tent on the lawn as well. It would be approx. the same location and size of the tent that was used for the Day of Prayer. Is this going to be okay or do we need to seek permission again?

Susan R. Holder, Director

**Mike Hoagland**

From: Susan Rickwalt-Holder [srrickwalt@tbhs.net]

Sent: Friday, August 16, 2013 3:59 PM

To: 'mhoagland@tuscolacounty.org'

Subject: TBHS request to display art

TBHS will be hosting a State Wide traveling art show for the month of September. Would it be possible to display a few pieces at the Purdy Building and/or in the Court House? The art is framed and placed on an easel. Currently we have some of the local financial institutions displaying pieces of the art. Would the Commissioners need to approve and if so I would do a more formal request.

Susan R. Holder, Director
Marketing and Training Services
Tuscola Behavioral Health Systems
Caro, MI 48723
989.673.6191 or 800.462.6814



Mike Hoagland

From: Mike Hoagland [mhoagland@tuscolacounty.org]
Sent: Wednesday, August 14, 2013 12:55 PM
To: Fraczek Donna (dfraczek@tuscolacounty.org); Lee Teschendorf (sheriff@tuscolacounty.org)
Cc: Bierlein Matthew (mbierlein@tuscolacounty.org); Kirkpatrick Craig (kirkpatrick_craig@sbcglobal.net); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Trisch Christine (christinetrisch@gmail.com)
Subject: Potential Use of a Cellular Telephone Drop Box
Sheriff and Court Administrator

Commissioner Bierlein requested that I ask for your thoughts regarding the potential use of a drop box near the security point in the Courthouse. The purpose is provide temporary storage while citizens are attending court sessions or doing other business in the Courthouse. The objective is to provide a method of preventing the public from having to return to their car after they learn they cannot bring the cellular telephone into the Courthouse. The box could be the type with locking numbered small compartments for people to leave their cellular telephone while in the Courthouse. Comments from the Judges along with yours would be appreciated.

Mike

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