

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, January 25, 2016 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance

Committee Leaders-Commissioners Kirkpatrick and Bierlein

Primary Finance

1. Register of Deeds Vault Shelving Project and Xerox Back Indexing (See A)
2. Update Regarding Johnson Controls Energy Efficiency Review
3. Mosquito Abatement Control Materials for 2016 Season (See B)
4. Mosquito Abatement Request Connection to Information Technology (See C)
5. SB 703 Campaign Law Update
6. Updated Buildings and Grounds Capital Improvement Plan (See D)
7. Possible Combining of County Clerk and Register of Deeds Positions (See E)
8. New Commissioner Applicant Interviews (See F)

On-Going Finance

1. Reese Mobile Home Park Sewer/Water Issue
2. Whitehall Group LLC
3. Road Commission Legacy Cost (Schedule)
4. Phragmites Grant Application Update
5. Draft Social Media and Email Policies
6. Dispute Concerning Wind Turbine Assessing/Taxation

Personnel

Committee Leader-Commissioner Trisch

Primary Personnel

1. Concur with Appointment of New Dispatcher (See G)
2. Region VII Area Aging on Aging Appointment (See H)
3. Boards and Commissions Vacancies (See I)

On-Going Personnel

Building and Grounds
Committee Leader-Vacant

Primary Building and Grounds

1. Vanderbilt Park Grant Application Update
2. Request to use Courthouse Lawn (See J)

On-Going Building and Grounds

Other Business as Necessary

Public Comment Period

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Friday, January 15, 2016 11:32 AM
To: 'John Bishop'
Subject: RE: shelving and xerox contract

John

Will do.

mike

From: John Bishop [mailto:jbishop@tuscolacounty.org]
Sent: Friday, January 15, 2016 9:49 AM
To: Mike Hoagland <mhoagland@tuscolacounty.org>
Subject: shelving and xerox contract

Mike:

Please put me on the Commissioners' agenda for January 25, 2016. I'd like to get started on my shelving project for the vault (2016 budget request) and permission to sign a contract with xerox to do some back indexing (to be paid from the automation account, per 2016 budget request). Thanks

John Bishop



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax
Kimberly Green, Director

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

From: Kimberly Green, Director

Date: January 25, 2016

Re: Request to purchase control materials for 2016 mosquito season

On January 15th 2016 sealed bids for insecticide materials were opened at the Midland County Board of Commissioners Finance Committee meeting. After review of these bids, we are requesting permission to purchase the following materials.

- Kontrol 4-4 (ULV Permethrin) 4,400 gallons
- BTI Granular 16,000 pounds
- BTI Liquid 120 gallons
- BVA 2 (Larvacide Oil) 330 gallons

These purchases total \$83,891.80 and will be deducted from the 2016 Mosquito Abatement budget account 240-620-750-000, Abatement Materials.

This purchase was anticipated and sufficient funds allocated to this account.

Thank you,

Respectfully,

Kimberly Green, Director



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax
Kimberly Green, Director

To: Tuscola County Board of Commissioners
Michael Hoagland – Controller/Administrator
From: Kimberly Green, Director
Tuscola County Mosquito Abatement

Date: January 25, 2016

Re: Update Connection to Information System

Tuscola County Mosquito Abatement's connection to Information Systems needs serious attention.

Currently we are accomplishing the connection through radio frequency access points. At the time of its installation, this was acceptable as TC had no other options of providing service. Burying fiber from the Annex to Mosquito would have been incredibly expensive, in which I would estimate around \$200,000. This price and bandwidth wasn't realistic as determined by the previous IT Director.

The current radio solution has worked well up until this last summer. Speeds and signal are continuing to degrade and are becoming unbearable. This can be contributed to localized interference on the unlicensed wireless spectrum between Mosquito and the Sheriff's office tower. The interference can be caused by others on the spectrum overpowering our signal or by foliage obstructions. With the signal becoming stronger in the winter months, I can conjecture that it is the growth of the trees in between the two points causing the interference.

Information Systems has 2 solutions for the problem:

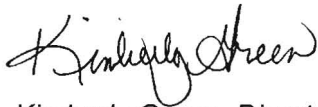
1 - We can raise and re-align the antennas. The cost here would need to be studied as local ordinances would need to be complied with and a mini-tower type structure would need to be erected. This to me isn't the best solution as we're only delaying the inevitable and the foliage causing the problem is only going to grow taller in the future.

2 - Connect a fiber strand with Air Advantage. I've provided a quote for this installation. This service will not only fix the problem, but provide infrastructure for the future needs of Mosquito Abatement. We can already identify the possibility of connecting the County's phone system and reduce the cost of the physical lines. I'd also like to discuss the future possibility of Mosquito holding an offsite storage repository, making our information that much more redundant.

Please see attached quote from Air Advantage for upgrade to the system.

Thank you,

Respectfully,

A handwritten signature in black ink that reads "Kimberly Green". The signature is written in a cursive, flowing style.

Kimberly Green, Director
Tuscola County Mosquito Abatement
1500 Press Drive
Caro, MI 48723
989-672-3748
kgreen@tucolacounty.org



Air Advantage
Simple, High Speed, Wireless Internet

January 5, 2016

Mr. Eean Lee
IT Director, Tuscola County
207 E. Grant Street
Caro, MI 48723

Dear Eean:

Thank you for allowing Air Advantage the opportunity to provide you fiber transport service to the Tuscola County Mosquito Abatement office located at 1500 Press Road, Caro, Michigan. The prices listed below reflect monthly costs for dedicated transport bandwidth to the Tuscola County Mosquito Control building and associated one-time build costs to connect to existing fiber already utilized by Tuscola County.

Transport Bandwidth	3 Year Contract
20 Mbps	\$100.00/month
One Time Build Cost	\$27,500.00*

*Price includes approximately \$6,000.00 of MDOT permits and required documentation to complete this project. This price is reduced from our previous quote in September 2015 as a result of another potential customer agreeing to help with these build costs. If we can get more customers to sign up for this service between now and your acceptance date and/or within 60 days of the installation, we will reduce or rebate this cost back to you accordingly and in proportion to the additional revenue that is generated by those new customers.

Thank you for this opportunity to provide you with this quote. If you have any questions, please contact me at your convenience. I can be reached at (989)652-9500 ext. 2224, or via email at szimmer@airadv.net. We look forward to working with you on this project.

Sincerely,

Scott A. Zimmer
President

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
										Years	Total
1. Annex											
Roof Replacement				\$30,000							\$30,000
Parking Lots Resurfacing											\$0
Parking Lots Sealing		\$3,000		\$3,120		\$3,245		\$3,375		\$3,510	\$16,250
Tuckpointing			\$10,000					3000			\$13,000
Window Replacement										\$20,000	\$20,000
Painting						\$5,000				\$5,500	\$10,500
Remodeling											\$0
Furnace/Air Conditioning-Repair/Replacem		\$30,000									\$30,000
Sidewalks											\$0
Plumbing											\$0
Electrical Upgrading											\$0
Floor Covering						\$15,000					\$15,000
Total Annex	\$0	\$33,000	\$10,000	\$33,120	\$0	\$23,245	\$0	\$6,375	\$0	\$29,010	\$134,750
2. Courthouse											
Roof Replacement											\$0
Parking Lots Resurfacing											\$0
Parking Lots Sealing											\$0
Tuckpointing	\$5,000					\$25,000					\$30,000
Window Replacement										\$150,000	\$150,000
Painting				\$20,000					\$22,000		\$42,000
Remodeling											\$0
Furnace/Air Conditioning-Replace						\$450,000					\$450,000
Sidewalks											\$0
Plumbing							\$150,000				\$150,000
Electrical Upgrading						\$100,000					\$100,000
Floor Covering					\$30,000						\$30,000
Total Courthouse	\$5,000	\$0	\$0	\$20,000	\$30,000	\$575,000	\$150,000	\$0	\$22,000	\$150,000	\$952,000
3. Jail											
Roof Replacement											\$0
Parking Lot Resurfacing											\$0
Parking Lots Sealing		\$2,500		\$2,600		\$2,704		\$2,812		\$2,924	\$13,540
Tuckpointing			\$5,000					\$15,000			\$20,000

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
										Years	Total
Electrical Upgrading											\$0
Floor Covering						\$10,000					\$10,000
Total Adult Probation	\$2,000	\$38,000	\$2,080	\$15,000	\$7,163	\$10,000	\$11,050	\$0	\$2,340	\$0	\$87,633
6. Animal Control											
Roof Replacement											\$0
Parking Lot Resurfacing											\$0
Parking Lots Sealing		\$1,500		\$1,560		\$1,622		\$1,687		\$1,754	\$8,123
Tuckpointing		\$15,000					\$2,500				\$17,500
Window Replacement			\$5,000								\$5,000
Painting		\$4,000					\$4,400				\$8,400
Remodeling											\$0
Furnace/Air Conditioning-Repair/Replacem								\$10,000			\$10,000
Sidewalks											\$0
Plumbing											\$0
Electrical Upgrading											\$0
Floor Covering											\$0
Total Animal Control	\$0	\$20,500	\$5,000	\$1,560	\$0	\$1,622	\$6,900	\$11,687	\$0	\$1,754	\$49,023
7. Health Department											
Roof Replacement						\$50,000					\$50,000
Parking Lot Resurfacing		\$120,000									\$120,000
Parking Lots Sealing				\$5,000		\$5,200		\$5,408		\$5,624	\$21,232
Tuckpointing		\$10,000					\$5,000			\$5,200	\$20,200
Window Replacement								\$40,000			\$40,000
Painting		\$20,000					\$22,000				\$42,000
Remodeling											\$0
Furnace/Air Conditioning-Repair/Replacem										\$100,000	\$100,000
Sidewalks									\$10,000		\$10,000
Plumbing		\$20,000									\$20,000
Electrical Upgrading											\$0
Floor Covering					\$50,000						\$50,000
Total Health Department	\$0	\$170,000	\$0	\$5,000	\$50,000	\$55,200	\$27,000	\$5,408	\$40,000	\$120,824	\$473,432
8. Department of Human Services											
Roof Replacement										\$50,000	\$50,000

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
										Years	Total
Floor Covering											\$0
Total Grant Street Pole Building	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,200	\$0	\$0	\$6,500	\$10,700
13. Maintance Building											
Roof Replacement											\$0
Parking Lot Resurfacing											\$0
Parking Lots Sealing		\$1,500		\$1,560		\$1,622		\$1,687		\$1,754	\$8,123
Tuckpointing											\$0
Window Replacement										\$1,200	\$1,200
Painting											\$0
Remodeling											\$0
Furnace/Air Conditioning-Repair/Replacem										\$3,000	\$3,000
Sidewalks											\$0
Plumbing											\$0
Electrical Upgrading											\$0
Floor Covering											\$0
Total Maintance Building	\$0	\$1,500	\$0	\$1,560	\$0	\$1,622	\$0	\$1,687	\$0	\$5,954	\$12,323
14. Purdy Building											
Roof Replacement										\$30,000	\$30,000
Parking Lot Resurfacing											\$0
Parking Lots Sealing			\$1,500		\$1,560		\$1,622		\$1,687		\$6,369
Tuckpointing										\$15,000	\$15,000
Window Replacement										\$10,000	\$10,000
Painting		\$6,000					\$6,600				\$12,600
Remodeling											\$0
Furnace/Air Conditioning-Repair/Replacem						\$15,000					\$15,000
Sidewalks											\$0
Plumbing											\$0
Electrical Upgrading											\$0
Floor Covering						\$25,000					\$25,000
Total Purdy Building	\$0	\$6,000	\$1,500	\$0	\$1,560	\$40,000	\$8,222	\$0	\$1,687	\$55,000	\$113,969
15. Luder rd Pole Building											
Roof Replacement											\$0
Parking Lot Resurfacing		\$10,000									\$10,000
Parking Lots Sealing				\$1,500		\$1,560		\$1,622		\$1,687	\$6,369

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
										Years	Total



TOWNSHIP OF TUSCOLA
8561 Van Cleve Rd. P.O. Box 1702
Vassar, MI 48768

WHEREAS, the offices of the County Clerk and Register of Deeds both perform services vital to the interests of the public and legal system;

WHEREAS, the work of the offices is specialized and entirely dissimilar;

WHEREAS, the County Clerk has numerous statutory roles, which have increased due to the elimination of the County Gun Boards; and

WHEREAS, the Tuscola Township Board of Trustees believes a consolidation of the offices of County Clerk and Register of Deeds would impair the ability to perform constitutional and statutory responsibilities of the respective offices;

RESOLVED, That the Tuscola Township Board of Trustees opposes the consolidation of the offices of County Clerk and Register of Deeds in Tuscola County;

RESOLVED, That the Tuscola Township Board of Trustees urges the Tuscola County Board of Commissioners not to consolidate these offices.

IN WITNESS WHEREOF, I have set my hand this 19th day of January, in the year of our Lord two thousand sixteen, and to the independence of the United States of America the two hundred and fortieth.

Ayes: 5

Nays: 0

Abstain: 0

Roll Call: Fackler-yes, Olson-yes, Verbeek-yes, Barber-yes, Hicks-yes

Michelle Hicks
Tuscola Township Clerk

Gilford Township
Resolution 2016-01

WHEREAS, the offices of the County Clerk and Register of Deeds both perform services vital to the interests of the public and legal system;

WHEREAS, the work of the offices is specialized and entirely dissimilar;

WHEREAS, the County Clerk has numerous statutory roles, which have increased due to the elimination of the County Gun Boards; and

WHEREAS, the Township of Gilford believes a consolidation of the offices of County Clerk and Register of Deeds would impair the ability to perform constitutional and statutory responsibilities of the respective offices;

RESOLVED, That the Township of Gilford opposes the consolidation of the offices of County Clerk and Register of Deeds in Tuscola County;

RESOLVED, That the Township of Gilford urges the Tuscola County Board of Commissioners not to consolidate these offices.

IN WITNESS WHEREOF, I have set my hand this 14th day of January, two thousand sixteen.



Ruth A. Spencer

Gilford Township Clerk

District 1 Commissioner Candidates Interview Schedule
January 25, 2016

1. Nancy Barrios.....9:30 A.M. to 9:50 A.M.

2. Zygmunt P. Dworzecki.....9:50 A.M. to 10:10 A.M.

3. Thomas Young.....10:10 A.M. to 10:30 A.M.

4. Tim A. Rumble.....10:30 A.M. to 10:50 A.M.

5. George E. Batty.....10:50 A.M. to 11:10 A.M.

9-1-1

Tuscola County Central Dispatch

Sandra Nielsen, Director



January 20, 2016

From: Sandra Nielsen, Director

Subject: Hiring Taffaney Ross

To: Tuscola County Board of Commissioners

Dear Commissioners,

I respectfully request authorization to hire Taffaney Ross, effective starting date of February 6, 2016. This request is to fill a dispatcher vacancy which the board approved to refill during the November 12, 2015 board meeting.

Thank you,

Sandra Nielsen, Director
Tuscola County Central Dispatch



REGION VII AREA AGENCY ON AGING

YVONNE CORBAT, CHAIR

ANDREW ORVOSH, EXECUTIVE DIRECTOR

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

January 15, 2016

Thomas Bardwell, Chair
Tuscola County Board of Commissioners
125 W. Lincoln Street, Suite 500
Caro, MI 48723

Dear Chair Bardwell:

With the resignation of Kenneth Hess as Tuscola County's delegate on Region VII's Board of Directors, his uncompleted term is up for appointment and needs to be filled. According to our By-laws, the County Board of Commissioners has the responsibility to make this appointment beginning immediately through March 31, 2019.

This appointment should be made as soon as possible so that your county is represented on this Board without disruption.

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

Sincerely,

Andrew Orvosh
Executive Director

AO/sg

cc: Jodi Fetting, County Clerk

H\bdterm uncompleted

mhoagland@tuscolacounty.org

From: Jodi Fetting <jfetting@tuscolacounty.org>
Sent: Friday, January 22, 2016 10:31 AM
To: Mike Hoagland
Subject: Fwd: Board of Health Applications
Attachments: 201601221017.pdf

Attached are the two applications that were received for the vacancy on the Board of Health due to the resignation of Tina Gomez.

This person selected will completed the current term set to expire 12/31/16.

There are still vacancies on Region VII Area Agency on Aging and the Construction Code Board of Appeals which I will be re-posting.

Have a good day,
Jodi

----- Forwarded message -----
From: **Jodi Fetting** <canon@tuscolacounty.org>
Date: Fri, Jan 22, 2016 at 10:17 AM
Subject: Board of Health Applications
To: Jodi Fetting <jfetting@tuscolacounty.org>

This E-mail was sent from "RICOH-COLOR-CLERK" (Aficio MP C3002).

Scan Date: 01.22.2016 10:17:53 (-0500)

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Jodi Fetting
Tuscola County Clerk
jfetting@tuscolacounty.org
(989) 672-3780 Phone
(989) 672-4266 Fax
Visit us online for County Services
www.tuscolacounty.org

TUSCOLA COUNTY
BOARDS & COMMISSIONS APPOINTMENT APPLICATION

Print Form

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: **TUSCOLA CO. BOARD OF HEALTH**

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

First Name* **ANN** Middle Initial* **B** Last Name* **CHERRY**

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

If yes, provide names and explain: **MAIDEN NAME: ANN B COLPEAN**

Home Address **1325 S. MURRAY RD** City **CARO** Zip **48723**

Township **WELLS** County **TUSCOLA**

Employer Name: **—**

Employer Address **—** City **—** Zip **—**

Position Title **RETIRED**

Work Number* **—** Home Number* **989 6733134** Cell Number **—**
(10 digit) (10 digit) (10 digit)

Email **LuckyLady1325@yahoo.com** (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 RESUME

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

SEE RESUME

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

REGISTERED NURSE: 4704075438 EXP: 3-31-2017

What special skills could you bring to this position?

MEDICAL KNOWLEDGE EXPERIENCE IN MULTIPLE HEALTH CARE SETTINGS: DRUG TREATMENT, INDUSTRIAL, OR, MED-SURG HOSPITAL, MENTAL HEALTH, MILITARY NURSING EDUCATION. ORGANIZED. EXPERIENCE IN CHARGE, INTEREST IN GOVERNMENT.

Previous government appointments:

HHC COMMANDER, THEATER ARMY HQ, SWA DURING/AFTER DESERT STORM

Please provide us with the names of your:

State Senator MIKE GREEN

State Representative ED CANFIELD

County Commissioner CHRISTINE TRISCH

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 70

Political Affiliation INDEPENDENT

Military Service USANG

Spouse or Partner's Name —

CONSENT AND CERTIFICATION

ANN B CHERRY

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

Signed By [Signature]

ANN BERNICE CHERRY

1325 South Murray Road
Caro, MI 48723
(517) 6733134
luckylady1325@yahoo.com

OBJECTIVE:

To learn more about the function of the local Board of Health and to bring my knowledge and experience to the table for discussion and application as applicable.

EXPERIENCE HIGHLIGHTS:

CARO CENTER, Caro, MI

Retired with 12 years seniority [Retirement date: 9/30/09]

- Registered Nurse-Supervisor for chronically mentally ill patients with responsibility for medications, treatments, day to day physical care, monitoring of mental and physical status;
- Supervised unlicensed direct care staff in daily treatment and care of chronically mentally ill patients;
- Maintained patient profile on computer for 32 patients, monitored medical records, and maintained medication administration records for these same patients.

CARO COMMUNITY HOSPITAL, CARO, MI

- Position: Med-Surg Staff Nurse
- Operating Room Supervisor (Previous Position)
 - Responsibilities:
 - OR scheduling, function, ordering
 - Decreased turnover time
 - Fostered team approach
 - Improved documentation & accountability
 - Central Service
 - Recovery Room

BAY MEDICAL CENTER, Bay City, MI

- Staff Nurse, Operating Room
 - 17 years experience
 - 5 yrs General/Thoracic/Vascular Team
 - Assisted with computer ordering/charge set up
- Staff Development
 - 2 years
 - Responsible for 4 specialty units plus OR and Ambulatory Surgery

- Chairman, POMR Committee
- Produced one for-profit CEU presentation annually

UNITED STATES ARMY, Dhahran, Saudi Arabia

- 207 Evacuation Hospital during Desert Storm
 - Host Nation Hospital Support
 - Unit Safety Officer
- Directorate of Engineering and Housing
 - Responsible for millions of dollars in real estate
 - HHC Commander, United States Army Headquarters, South west Asia
 - Oversaw 200 acre military base with 4 Headquarters collocated

Various other supervisory and staff experience prior to 1978

- Hospital house supervision for 217 bed general hospital [Saginaw Osteopathic]
- Director of Nursing for 151 bed nursing home [Clara Barton Terrace]
- Drug treatment program experience-4 yrs [The Lighthouse, Saginaw, Michigan]
- On-site representative of consulting firm for a pilot Problem Oriented Medical Record project at VA Hospital [Saginaw VA Hospital]
- Industrial nursing for 5 collocated General Motors plants [Saginaw Steering Gear]

EDUCATION:

- Saginaw Valley State College, Saginaw, MI
Major: Communications Minor: English
- Saginaw General Hospital School of Nursing, Saginaw, MI
Graduated: 1966
- Central Michigan University, Mt. Pleasant, MI
Matriculated: 1963-65

ATTRIBUTES:

- Problem solver
- Flexible
- Thorough
- Detail oriented
- Knowledgeable
- Leader
- Teacher
- Personable

ADDITIONAL INFORMATION:

Professional references may be verified as necessary.



Tuscola County

Jodi Fetting <jfetting@tuscolacounty.org>

Tuscola County Board of Health Position

1 message

Moore, Stephanie (DHHS) <moores29@michigan.gov>
To: "clerk@tuscolacounty.org" <clerk@tuscolacounty.org>

Mon, Jan 11, 2016 at 12:46 PM

Tuscola County Clerk

I would appreciate it if you would consider my resume for the Tuscola County Board of Health position with Tuscola County. I have an Associate's Degree in Business Management and an Associate's Degree in Human Service from Baker College and currently working toward my Bachelor's degree, I have a strong background in customer service.

I have many professional skills that I would bring to your organization. These skills include customer service, determining eligibility for FAP, FIP, SDA, ,LTC, CDC, MA and SER, making Front End Eligibility referrals , communication, writing resumes, facilitating job search, registering customers for work as part of UIA requirements, presentational speaking and the ability to be a positive team player. My practical customer service and communication skills were developed through previous employment opportunities. My leadership positions and team worker skills have been gained through the 4-H program I have held and sports teams I have enjoyed participating on.

I would like to thank you for taking time out of your day to review my information. You can contact me at your convenience at 989-827-9729. I look forward to hearing from you soon.

S. Moore

Eligibility Specialist/Long Term Care

Outstationed Specialist

Huron County MDHHS

989-269-3216-phone

517-346-9888-fax

Moores29@michigan.gov



To report abuse or neglect of a child(ren) or adult(s), please call Centralized Intake at 855-444-3911

Protection... Compassion... Independence...

"Confidentiality Notice: This message, including any attachments, is intended solely for the use of the named

Stephanie M Moore

Mooros29@michigan.gov

989-827-9729

Human Resources

I would appreciate it if you would consider my resume for the Tuscola County Board of Health position with Tuscola County. I have an Associate's Degree in Human Service and Business Management from Baker College and currently working toward my Bachelor's degree, I have a strong background in customer service.

I have many professional skills that I would bring to your organization. These skills include customer service, determining eligibility for FAP, FIP, SDA, ,LTC, CDC, MA and SER, making Front End Eligibility referrals , communication, writing resumes, facilitating job search, registering customers for work as part of UIA requirements, presentational speaking and the ability to be a positive team player. My practical customer service and communication skills were developed through previous employment opportunities. My leadership positions and team worker skills have been gained through the 4-H program I have held and sports teams I have enjoyed participating on.

I would like to thank you for taking time out of your day to review my information. You can contact me at your convenience at 98-827-9729. I look forward to hearing from you soon.

Sincerely,


Stephanie M. Moore

Stephanie M. Moore

989-827-9727

Moores29@michigan.gov

Professional Objective

To obtain a part time position in customer service to provide direct services for companies; where I can utilize my education and experience, as a motivated, reliable, responsible employee.

Education

Bachelor's in Applied Science-*In Progress*, Baker College of Flint, Cass City, Michigan
Associates in Applied Science (2012), Baker College of Human Service, Port Huron, Michigan
Associates in Business Management (2006), Baker College of Business, Port Huron, Michigan
Diploma & License (2007), Howard's Caro Beauty Academy, Caro, Michigan
H.S. Credit (2003), Sanilac Career Center Marketing Education Program, Peck, Michigan
Diploma (2003), Sandusky High School, Sandusky, Michigan

Professional Experience

Assistance Payments Worker-E/LTC Specialist, Out Stationed Worker, Department of Health and Human Service, Huron County, Bad Axe, Michigan
October 2015

As an Eligibility Specialist, I determine assistance regarding FAP, MA, SDA, CDC, SER, LTC and FIP for clients. I process applications, semi annuals, mid certifications and monthly redeterminations for those programs that are open in a timely manner; I process all paperwork that helps determine eligibility for food, medical, state of emergency relief, child care, long term care, and screen for cash state disability and pathways to potential. Processing clients updated information and application for timely SOP's. Determine if a Front End Eligibility referral is needed on cases.

Eligibility/LTC Specialist, Lobby and Plan First Navigator, Department of Health and Human Service, Huron County, Bad Axe, Michigan
June 2014-October 2015

As an Eligibility Specialist, I determine assistance regarding FAP, MA, SDA, CDC, SER, LTC and FIP for clients. I process applications, semi annuals, mid certifications and monthly redeterminations for those programs that are open in a timely manner; I process all paperwork that helps determine eligibility for food, medical, state of emergency relief, child care, long term care, and screen for cash state disability and pathways to potential. I am also, the lobby and plan first navigator for the kiosks in our lobby to clients to apply for assistance. Processing clients updated information and application for timely SOP's. Determine if a Front End Eligibility referral is needed on cases.

Eligibility Specialist-Limited (Full-time) Department of Human Service, Midland, Michigan
May 2013-June 2014

As an Eligibility Specialist I determine eligibility for clients regarding FAP, MA, FIP, SDA, CDC and SER. I process application and redeterminations in a timely manner; I process all paperwork that helps determine eligibility. I also, am a backup worker for the kiosks in our lobby. Processing clients updated information and applications for timely SOP's.

Lobby Navigator/General Office Assistant-Permanent (Full-time) Department of Human Service, Essexville, Michigan

January 2013-May 2013

As the Lobby Navigator, I greet clients as they come in the door. I explain our new procedures, per going EDM live and paperless. I also look over client's paperwork to make sure they haven't forgotten to sign it. Once I have answered their questions, I guide them to the proper window or to our computer room for filling out the applications. I navigate through Bridges daily, when fill clearing for open/closed cases.

General Office Assistant-Limited (Full-time), Department of Human Service, Petoskey, Michigan
April 2012-January 2013

As a General Office Assistant I provide customer service to clients coming into the office and over the phone. I help register new 1171's and 1514's. I help with adding programs to open cases, filing closed cases and obsolete cases, answering and transferring phone calls to the case workers and supervisors. I use Bridges daily for the file clearing, registering all paper application and EDM's. I am learning how to use BRIMM for data entry. I help with the transferring and requesting of cases to and from other counties.

State Worker-Level 4 (Part-time), Department of State, Sandusky, Michigan

January 2012-April 2012

As a State worker, I provided customer service to customers in the office. I helped customers re-registering license plates, renewal of their driver licenses, vehicle titles, CDL licenses, new driver's licenses, proof reading ID's for new drivers and issues permits to young drivers.

Employment Service Facilitator/Specialist (Full-time), Macomb-St. Clair Michigan Works, Warren, Michigan

December 2009-September 2010

As an Employment Service Facilitator I helped with UIA registration, putting resumes on the Michigan Talent Bank, filling out applications for jobs, school waivers, data entry, faxing, filing, filling in for the administrative assistant, printing proper paperwork out for classes, seminars and job fairs. I helped developed manuals/forms for management and other staff members.

Career-Related Experiences

Job Shadowing-Child Protective Services, State of Michigan Department of Health and Human Services, Caro, Michigan

December 2015-

I am job shadowing as part of a worker retention program that Tuscola and Huron County's program manager has set up. I am accompanying Children Protective Service workers on mobile visits to client's homes for interviews, follow up interviews, home calls, and checking in on the living conditions.

Human Service Student Intern, State of Michigan Department of Human Service, Sandusky, Michigan

June 2011-August 2011

During summer semester, I completed my internship with the Department of Human Service, Sandusky, Michigan. In my role as student intern, I observe services to children and families resulting from abuse or neglect. I accompanied several service workers on mobile visits to client's homes for interviews, follow up interviews, home calls, and checking in on the living conditions.

Human Service Student Intern, Macomb-St. Clair Michigan Works J.E.T Program, Port Huron, Michigan

March 2011-May 2011

During the spring semester, I completed my internship with Macomb-St. Clair Michigan Works! JET Program. Through that experience, I learned how to hold barrier resolution meetings with customers and helping with their barriers, help client's revamp and improve their resumes, filling out paper work for car repairs, GED testing and barrier resolution. I was also able to proctor the Work Keys test, answering questions on interviewing, resumes and employment.

Stephanie M. Moore

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References

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National Day of Prayer

P. O. Box 289 Caro, MI 48723
(989) 673-2500

January 20, 2016

Board of Commissioners
125 W. Lincoln St
Caro, MI 48723

Dear Chairman of the Tuscola Board of Commissioners:

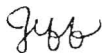
This is our annual request to hold the National Day of Prayer gathering on the Tuscola County courthouse lawn on **Thursday, May 5, 2016**. We plan to meet at 12:00 noon until 1:00 p.m.

We also request permission to put up our banner a few days ahead as we have done in the past; as well as to put up a tent for the event. The tent would go up the day before or the morning of the event and taken down that day or the next.

As previously, we would need your approval for the use of an electrical outlet for a portable sound system and we will check with the building codes department after we get approval. We will pick up any paper trash left behind.

If you have any questions, please call me at 989-673-2500. Thank you.

Sincerely,



Jeff Bader
National Day of Prayer Chairperson