



TUSCOLA COUNTY

Committee of the Whole

MEETING AGENDA

Monday, March 28, 2022 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723

Public may participate in the meeting electronically:
Join by phone: (US) +1 929-276-1248 PIN:112 203 398#
Join by Hangouts Meeting ID: meet.google.com/mih-jntr-jya

8:00 AM Call to Order - Chairperson Bardwell
Roll Call - Clerk Fetting

Page

County Updates

1. Community Garden Update - Honorable Nancy L. Thane, The Presiding Judge of the Family Division
2. County Treasurer's Office Hours - Ashley Bennett - Tuscola County Treasurer

New Business

1. Annual Aging Services Programmatic Report Fiscal Year 2021 - Kristy Sutherland, Senior Services Director, Human Development Commission and Maryanne Eagle, Finance Director, Human Development Commission
[Annual Aging Services Programmatic Report Fiscal Year 21](#) 4 - 21
2. Potential Jail Millage - Sheriff Glen Skrent and Debbie Powell, Cass City Village Manager
3. Sheriff's Department New Hires to Fill Vacant Positions 22
[Undersheriff Request to Re-fill Positions](#)
4. Airport Authority Update on Legal and Construction Plans - Jim Tussey
5. Conflict of Interest Policy 23 - 26
[Tuscola County - Proposed Conflict of Interest Policy](#)
6. 27 - 32

Adult-Use Marijuana 2022 Distributions Based on 2021 Revenue Collected

[Adult-Use Marijuana Payments](#)

[Adult Use Marijuana Distributions 2022 for FY 2021](#)

Old Business

Finance/Technology

Committee Leader **Commissioner Young** and Commissioner DuRussel

Primary Finance/Technology

On-Going and Other Finance

On-Going and Other Technology

1. GIS Update
2. Increasing On-Line Services/Updating Web Page

Building and Grounds

Committee Leader **Commissioner DuRussel** and Commissioner Grimshaw

Primary Building and Grounds

1. Opening Bids for the Purchase of a New Vulcan Range and Griddle at the County Sheriff's Department

On-Going and Other Building and Grounds

1. State Police Water and Annexation

Personnel

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

Primary Personnel

1. Hiring Freeze History Timeline
[Hiring Freeze History Timeline](#)

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On-Going and Other Personnel

1. Workman's Compensation
2. Michigan Association of Counties (MAC) 7th District Meeting
3. Safety Committees - Watch for Grant Opportunities
- 4.

Retirement Plans and Municipal Employees Retirement System
(MERS) Representative Updates - ***Presentation planned in
April***

Other Business as Necessary

On-Going Other Business as Necessary

1. Animal Control Ordinance - Still in Review
2. Guidehouse Activity for Non-Entitlement Units of Local Government (NEU's) Outreach
3. American Rescue Plan Act (ARPA) Funds - Updates on Projects and Reporting
4. County Wide Upcoming Millage Renewals:
Michigan State University Extension
Primary Roads and Street Improvement
Bridge and Street Improvement

Public Comment Period

Adjournment



ANNUAL AGING SERVICES PROGRAMMATIC REPORT FY21

Email: kristys@hdc-caro.org
Website: www.hdc-caro.org

Tel: 989-673-4121
429 Montague Ave.
Caro, MI 48723



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Funding for the programs include in this report include Americorps Seniors, Michigan Aging and Adult Services Agency, Michigan Department of Education, Region VII Area Agency on Aging, Senior Millage funds from Huron, Sanilac, and Tuscola Counties, United Way of Huron, Sanilac, and Tuscola Counties, Victims of Crime Act, and generous local donations.

TO OUR READERS

This is the first of our Annual Programmatic Reports for Human Development Commission's programs focusing on those over 55 in Huron, Sanilac, and Tuscola Counties. Inside you will find an overview of each of our programs as well as specific numbers of people and services provided. In FY21 Human Development Commission served 3,020 people over the age of 60. This age group is just over half of the total people served by HDC.

Special Events

In January of 2021, the Foster Grandparent Program and Retired and Senior Volunteer Program recognized Martin Luther King Junior's dedication to service. The event engaged young volunteers in a service activity to thank local hospital staff for working through the COVID-19 Pandemic.

In June of 2021, Human Development Commission brought back the Senior Seminar in each of the "Thumb" Counties. Seniors were invited to learn about Elder Abuse in the Community and what to look for. This unique event was done with seniors listening in on their car radio. They were also provided lunch and a small goodie bag.

Additional Programming

Human Development Commission is able to help seniors enrolled in services purchase safety equipment, incontinence supplies, minor home repairs through Purchase of Service. In FY21, HDC spent just over \$12,000 to help seniors in their homes.

In conjunction with the Huron and Tuscola County Sheriff's Departments, a scam line was rolled out in FY21 allowing seniors in the community to call 24/7 to ask for guidance to determine if a phone call, email, or letter is legitimate or a scam.

The Tuscola County Triad has provided staff and volunteers with numbers for mailboxes of seniors. This will help emergency personnel as well as our staff and volunteers find the homes of seniors.

Looking Ahead

With the great amount of work that has been done over the past fiscal year, Human Development Commission looks to improve and enhance services offered in the community. FY22 will bring with it challenges as well as new opportunities. One such opportunity is the additional of an Activities Coordinator to our team. The Activities Coordinator will be looking at participation at Congregate Dining Centers and increasing activities offered at each of the sites. While those activities that everyone knows, and loves will continue, we hope to bring in new seniors with new opportunities to stay active in the community.

The Kinship Caregiver program will have a Family Counselor available to support Family Members (over 60) raising family. Raising kids today is not like it was when seniors were raising their own children and can bring about many challenges. The addition of a Family Counselor is an added support to the Kinship Caregiving program.

The Retired and Senior Volunteer Program will be starting a “Loneliness Line” through the Safe Seniors Program. Volunteers will be provided with a cell phone and seniors can call the phone just to talk. It will help reduce social isolation, loneliness and depression. It will also give volunteers an opportunity to volunteer within their own home.

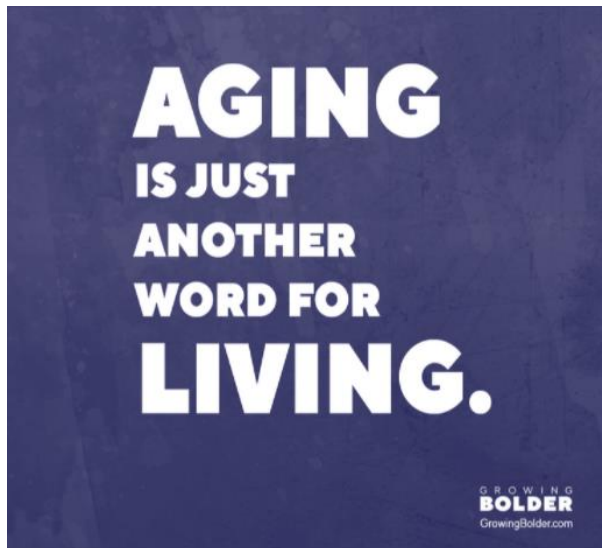
Serving the aging population of Huron, Sanilac, and Tuscola Counties aligns with Human Development Commission’s mission of Restoring Hope by Helping People and Changing Lives. As the number of people over the age of 60 continues to grow Human Development Commission plans to continue to provide tools necessary for the aging population to stay in their homes longer.

Kristy Sutherland
Senior Services Director
Human Development Commission

CASE COORDINATION AND SUPPORT

Providing comprehensive assessments and care plans and coordinating services to carry out the care plan

In FY21 there were 1,091 customers provided a personal assessment of need and completed care plans to help them live independently in their home. Coordinating independent living supports prolongs the time customers stay in their homes, increases well-being of customers, and reduces costs versus an assisted living facility. The intensive assessment dives into the customer's abilities to live independently, including the customer's Activities of Daily Living and Independent Activities of Daily Living. Based on the assessment customers are matched with services available, whether provided by Human Development Commission or another agency within the community.



6,824 HOURS SPENT COORDINATING SERVICES

CHORE SERVICES

Aids with heavier chores required around the house.

Chore Services were provided to 77 customers across Huron, Sanilac and Tuscola Counties. Many elderly people are physically incapable of taking care of heavy chores around their house. Chore services assist with heavy cleaning and upkeep, and further help prolong independent living.

Chore Provides

- Yard Clean Up
- Gutter Clean Out
- Grab Bar Installation
- Window Washing
- Clean Cupboards
- Clean Refrigerator/Stove
- Remove/Install Window Air Conditioner
- Replace Furnace Filter
- Washing Walls
- Garage Clean Out
- Basement Clean Out
- Safety Checks - Fire Alarms



One person caring about another represents life's most significant value. – Jim Rohn



486 HOURS PROVIDING CHORE SERVICES

CONGREGATE MEALS

Provides nutritious meal to seniors over 60 years old.

356 customers were provided with a congregate meal in FY21. Due to COVID-19 service was provided in two different ways.

Curbside Congregate

Curbside Congregate meals were provided throughout the Fiscal Year. Each week customers were able to pick up five (5) to-go meals from the following senior dining center locations:

- Deckerville
- Marlette
- Sandusky
- Caro
- Bad Axe
- Harbor Beach

Nourishment is not just "nutrition." Nourishment is the nutrients in the food, the taste, the aroma, the ambiance of the room, the conversation at the table, the love and inspiration in the cooking, and the joy of the entire eating experience.

- *Marc David*

Dine-In Congregate

Beginning in August 2021, dine-in congregate meals began to reopen. The opportunity to engage socially, as well as receive a free nutritious meal, adds to the overall health of seniors in the community.

Open Senior Dining Centers Include:

- Bad Axe
- Caro
- Vassar
- Harbor Beach
- Port Austin
- Marlette
- Sandusky
- Deckerville



47,560 MEALS PROVIDED

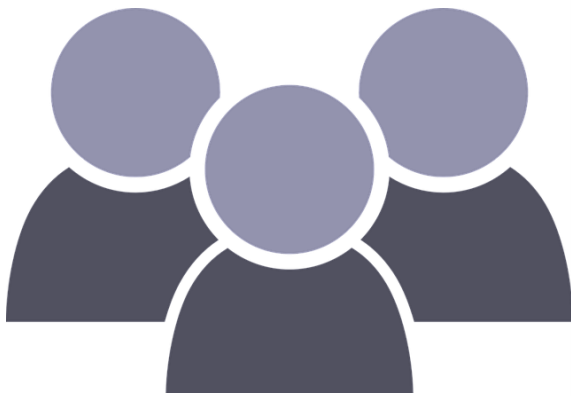
HOME DELIVERED MEALS

Provides nutritious meal to homebound seniors delivered to their home.

There were 952 people provided with meals in FY21. Meals are nutritionally balanced based on guidelines set by the Older American's Act. Meals on Wheels reports two out of three participants indicate that the food provided is a half or more of the food the individual eats each day. Economic disparity is the number one reason seniors are unable to eat.

Meals provide so much more than just food to seniors. Nationally, 58% of Home Delivered Meal recipients live alone. Their volunteer driver may be the only person the senior sees in a day.

Home Delivered Meals are provided to...



An elderly man who just lost his wife and does not know how to shop or cook

A couple whose children live out of state and have no transportation to the store

A woman suffering from vision loss

A burned-out caregiver who is providing 24/7 care to their loved one



203,564 MEALS PROVIDED

TRANSPORTATION

Provides transportation to seniors over 60 years old

Human Development Commission's Senior Transportation program is offered in one of two ways. Throughout the entire fiscal year it was offered through bus tickets/tokens.



Bus Tickets/Tokens

Bus tickets or tokens are provided to those 60 years old and older, free of charge through Human Development Commission's Senior Transportation Program. Huron and Sanilac County's offer in town and out of town tickets, which can be redeemed at any time. Tuscola County tokens are offered to any Tuscola County resident over 60 and have been redeemed in the Thumbody Service Area.

3,510 tickets/tokens were provided in FY21.



Door-to-Door Volunteer Driver

In July, the Door-to-Door Volunteer Driver piece of Senior Transportation began. This allows seniors to be transported in to and out of County. Wherever their need may be.

Two rides were provided with Door to Door transportation.

21% of all traffic fatalities in Michigan were someone over the age of 65 in 2020.

* Michigan Department of State Police, 2020 Year End Traffic Crash Statistics
https://www.michigan.gov/documents/msp/2020_Year_End_Traffic_Crash_Statistics_727043_7.pdf

HOMEMAKING

Provides light housekeeping to seniors

In Huron, Sanilac, and Tuscola Counties there were 163 customers provided with Homemaking services in FY21. These customers reached the highest priority points for level of need. Human Development Commission maintains a waiting list for Homemaking Services of around 130. Keeping up with daily household cleaning can make living independently difficult as people age. Providing this service fits into the senior services goal of keeping seniors living independently in their homes longer.

Vacuum

Laundry

Meal
Prep

Floors

Dishes

Clean
Countertop

Clean
Kitchen

Dusting

Change
Bed

Clean
Bathroom

Remove
Trash



6,418 HOURS OF HOUSEKEEPING PROVIDED

PERSONAL CARE SERVICES

Provides assistance with hygiene and grooming for seniors

Personal Care services were provided to 78 customers. Personal Care services help seniors maintain independent living in their own home. As people age, personal care becomes challenging due to weakness and safety concerns with slippery floors. Personal Care at Human Development Commission offers seniors and their caregivers a sense of security by having an additional person in the home during bathing time. In-Home Workers help from stand-by assistance to full bathing assistance to clean up of the bathroom to dressing and setting hair. All Personal Care services are provided with dignity and respect to the senior.

"Dignity really means that I deserve the best treatment I can receive. And that I have the responsibility to give the best treatment I can to other people."

MAYA ANGELOU

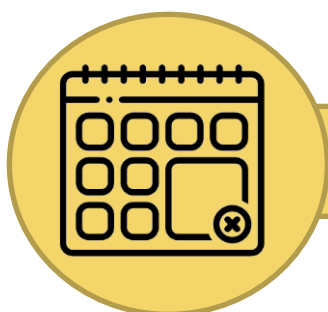


3,935 HOURS OF PERSONAL CARE PROVIDED

IN-HOME RESPITE

Provides assistance for caregivers caring for individuals who need 24/7 care, allowing the caregiver to have time to themselves.

The greatest support keeping people over 60 in their homes, living independently, is the Caregiver providing care around the clock. Human Development Commission recognizes the need for providing respite to those that are in the position of caregiving 24/7. Respite Care provides the Caregiver some time to themselves, without the need to worry about who is taking care of their loved one. In-Home workers providing Respite Care help prevent caregiver burnout and decrease the likelihood for placement in a long-term care facility.



1,084 HOURS OF RESPITE CARE PROVIDED

CAREGIVER SUPPORT

Provides free training and support for caregivers.

Caregiver Support classes were provided via Zoom throughout the entire Fiscal Year. Beginning in July, in-person support groups were provided in Huron, Sanilac, and Tuscola Counties. Support groups provide an hour of training and education for Caregivers and an hour of conversation and peer support for those caring for loved ones at home.

Caregiver:

1. Caregivers 60 or older who care for Care Recipient 60 or older
2. Caregivers 60 or older who care for a recipient under 60
3. Caregivers under 60 who care for a recipient 60 or older.

In Addition, HDC offered supportive services for Caregivers 60 and older providing care to family members under the age of 18.

Kinship Caregiver:

Kinship Caregiver is the full-time care, nurturing and protection of children by family members 60 and older in the child's life. This could include grandparents, aunts, uncles, older siblings.



**550 HOURS OF TRAINING AND SUPPORT
PROVIDED TO CAREGIVERS**

OUTREACH

Provides free assistance for individuals to get connected with services in the community

Community Presentations

Individualized Information and Referral

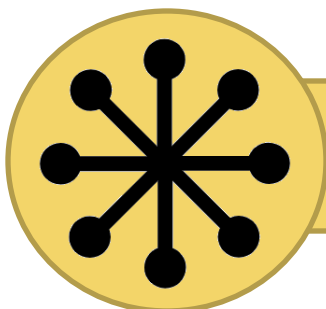
Community Canvassing

Due to the rural nature of the “thumb” of Michigan, seniors tend to be isolated and difficult to reach. Ensuring people over 60 are connected to services, whether part of HDC’s services or not, is critical to longer independent living. Outreach is designed to target people over 60 in the “thumb,” to spread information of services available. Outreach is provided in the community as well as in individual home visits. Home visits restarted for Outreach in July of 2021, but individual contacts can be made over the phone for those more comfortable in phone visits. Connections and promotion of services can be made for any services providers in Huron, Sanilac, or Tuscola Counties.

HUMAN DEVELOPMENT COMMISSION (HDC)

facebook
LIVE

Human Development Commission went virtual with Outreach Services. Due to the COVID-19 Pandemic, HDC had to get creative with ways to reach out to people regarding services available to seniors. Facebook Live was a success as each week different programs and services available to seniors were discussed and promoted. Some included “on-site” presentations with programs and services. HDC was joined by many community partners who provide services to seniors. Weekly viewings averaged 400 each week.



**790 HOURS CONNECTING ISOLATED ELDERLY
WITH AVAILABLE SERVICES**

COMMODITY SUPPLEMENTAL FOOD SUPPORT

Provides free assistance food for low-income seniors

The Commodity Supplemental Food Program (CSFP) works to improve the health of low-income elderly persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. The food arrives at Human Development Commission's warehouse in Caro to be packed and distributed among seniors in six (6) counties.

Location	When	Time
Huron County 170 W. Soper Rd. Bad Axe	First Tuesday of the month (bimonthly)	10a.m.-1:00p.m.
Lapeer County 1701 W. Genesee St. Lapeer	Fourth Tuesday of the month (bimonthly)	10a.m.-1:00p.m.
Sanilac County 6785 Marlette St. Marlette	Third Thursday of the month (bimonthly)	10a.m.-1:00p.m.
Tuscola County 429 Montague Ave. Caro	Second Thursday of the month (bimonthly)	10a.m.-1:00p.m.
Saginaw County 1940 S. Outer Drive Buena Vista	Fourth Wednesday of the month	10a.m.-1:00p.m.
St. Clair County 3403 Lapeer Rd. Port Huron	Third Thursday of the month (bimonthly)	10a.m.-1:00p.m.



40,140 boxes of food provided

FOSTER GRANDPARENT PROGRAM

Provides low-income seniors an opportunity to volunteer in local schools and receive a small stipend.

The 20/21 school year provided to be a challenge for the Foster Grandparent Program. The COVID-19 challenges that were faced by the schools, left the Foster Grandparent Program volunteers without placement for the school year.

Staff with the program worked diligently to provide meaningful opportunities for the volunteers. There were two “virtual” opportunities available to volunteers. First, volunteers were given the opportunity to tutor or mentor children through Zoom. Volunteers would meet weekly with students to talk about course work and mentor positive behaviors like participation, promptness, and respect for older adults. In addition, volunteers were given the opportunity to be “pen pals” with various classrooms in the thumb. Pen Pals provided a unique opportunity for students to work on their reading and writing while connect with an older person.



AmeriCorps Seniors

RETIRED AND SENIOR VOLUNTEER PROGRAM

Provides opportunity for people over 55 to have a meaningful volunteer opportunity, keeping them connected with their community.

Volunteers were a critical piece of providing essential services through FY21. The RSVP volunteers were part of the volunteers that “made it all happen.” Opportunities such as the Home Delivered Meal drivers and Safe Seniors program continued to keep seniors safe and healthy while maintaining their independence at home. In July, Senior Transportation began recruiting volunteers to safely bring that important service back to seniors in Huron Sanilac and Tuscola Counties.



33 volunteers provided 10,337 hours

ELDER ADVOCACY

Provides free assistance for victims of abuse, fraud, and financial exploitation

In FY21, Human Development Commission worked with 52 seniors in the Elder Advocacy Program. Going along with Human Development Commission's Self-Sufficiency platform, the Elder Advocacy Program works with seniors to move on from dangerous situations and into safe and sustainable living environments. In addition, the Elder Advocacy Program offers ongoing supportive counseling for victims of Elder Abuse

Six Types of Elder Abuse

Physical:

Non-accidental use of force against an elderly person that results in physical pain, injury, or impairment

Emotional:

Verbal intimidation through yelling or threats, humiliation, or habitual blaming.

Psychological:

Non-verbal ignoring, isolating, or terrorizing an elderly person.

Sexual:

Any form of non-consensual physical contact including rape, molestation, or any sexual conduct

(does not have to be physical)

Neglect:

Failure of a caregiver to provide appropriate care such as food, shelter, medical care, and personal hygiene

Financial

Exploitation:

Misuse of elderly person's financial resources.





Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

(no subject)

1 message

Robert Baxter <rbaxter@tuscolacounty.org>

Wed, Mar 23, 2022 at 10:03 AM

To: Clayette Zechmeister <zclay@tuscolacounty.org>, Glen Skrent <ggs@tuscolacounty.org>, Shelly Lutz <lutzs@tuscolacounty.org>

We've offered Jacob Preston a conditional job offer for the road patrol pending a physical, psychological & drug test. He will be considered part time (\$18 per hour) while attending the police academy. Upon successful completion (on or about May 6, 2022) he will begin at full time status.

We've offered Tiffany Gunlock a conditional job offer for the road patrol pending a physical, psychological & drug test. She will be considered part time (\$18 per hour) while attending the police academy. Upon successful completion (on or about May 6, 2022) she will begin at full time status.

We've offered Christy Poulos a conditional job offer for the Sheriff's Confidential Secretary position (due to the resignation of Heidi Chicilli) pending a physical & drug test. Christy's anticipated start date is April 2. Due to her 29 years of experience, it is recommended that she start at step 2 (\$19.57) of the wage scale. Additionally, Heidi Chicilli has offered to work, with limited part time hours, for the first few weeks of Christy's training to ensure a smooth transition within the Sheriff's Department.

Samuel Gaiser will vacate a Corrections position and move to the Road Patrol upon successful completion of the police academy (on or about May 6, 2022) he will begin at full time status.

Undersheriff Robert E. Baxter
Tuscola County Sheriff Administration
420 Court St
Caro, MI 48723
989-673-8161 ext 2225
Fax: 989-673-8164

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TUSCOLA COUNTY CONFLICT OF INTEREST POLICY

I. APPLICATION

The provisions of this Conflict of Interest Policy shall be applicable as outlined in Section II below. Nothing in the Policy shall be interpreted as denying any employee his/her rights under the law. In every proceeding with regard to these standards, fundamental due process shall be provided. Employees and officials must faithfully discharge their duties to the best of their ability without regard to age, race, creed, sex, national origin, or political belief. The public interest must be their primary concern and their conduct in official affairs should be above reproach.

II. REGULATIONS

1. A County Commissioner shall disclose his or her relationship or interest on a matter where he or she has a conflict of interest or where he or she believes there is a reasonable appearance of a Conflict of Interest.
2. A County Commissioner shall refrain from deliberating and shall abstain from voting if he or she believes that he or she has a conflict of interest.
3. If a County Commissioner believes that there is a reasonable appearance of a conflict of interest but that no conflict actually exists, then he or she shall disclose that potential conflict and, if choosing to deliberate or vote on the matter, explain why he or she feels that he or she can still weigh the merits of the matter fairly and objectively and vote in the best interests of the public.
4. An employee or appointed official shall disclose his or her relationship or interest on a matter where he or she has a conflict of interest or where he or she believes there is a reasonable appearance of a conflict of interest. Such disclosure shall be made to the employee's direct supervisor or head of the official's appointed board. An employee or appointed official shall refrain from involvement in any cause, proceeding, application, grant, contract or other matter involving a conflict of interest or reasonable appearance of a conflict of interest.
5. Confidential Information - An employee or elected or appointed official shall not divulge any confidential information to any unauthorized person or release any such information in advance of the time prescribed for its authorized release for his/her own personal gain or for the gain of others.
6. Personal Business - An employee or elected or appointed official shall not be a party, directly or indirectly, to any contract between himself or herself and the County, unless disclosure and approval is made as required by MCL 15.322 (Contracts of Public Servants with Public Entities).
7. Favors - An employee or elected or appointed official shall not grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
8. Gifts – An employee or elected or appointed official shall not accept any gifts which are made to him or her in his or her public capacity or reasonably could be interpreted as having been given to that person in his or her public capacity.

9. County Personnel or Property – An employee or elected or appointed official shall not use County personnel, property, or funds for personal gain or benefit.
10. Representation of Private Interests – An employee or elected or appointed official shall not directly or indirectly solicit any contract between himself or herself and the County, committee, board, commission or authority he or she represents, unless disclosure and approval is made as required by MCL 15.322 (Contracts of Public Servants with Public Entities).
11. Responsible Use of County Assets - All employees and elected and appointed officials shall protect County assets, such as equipment, supplies, cash, inventory, and information against misuse and/or misappropriation.
12. Compliance with Ethics Statutes – Commissioners, employees and appointed officials shall comply with all applicable provisions of Michigan’s State Ethics Act (MCL 15.341 et seq.), Incompatible Offices Act (MCL 15.181 et seq.), the Contracts of Public Servants with Public Entities Statute (MCL 15.301 et seq.) and any other applicable law.
13. Reporting of Familial Relationships – The County will track familial relationships among employees, Commissioners and appointed officials. The County Controller/Administrator is responsible for working with department heads to ascertain existing familial relationships and comply with any resulting reporting obligations related to such relationships.

III. DEFINITIONS

Conflict of Interest means any of the following:

- a) A direct personal interest of the Commissioner, a current business partner of the Commissioner, a Commissioner’s immediate family member, or a Commissioner’s immediate family member’s current business partner in the outcome of a cause, proceeding, application, or other matter pending before the body.
- b) A direct financial interest of: the Commissioner, a current business partner of the Commissioner, a Commissioner’s immediate family member, or a Commissioner’s immediate family member’s current business partner in the outcome of a cause, proceeding, application, or other matter pending before the body.
- c) A direct personal interest of the employee or appointed official, a current business partner of the employee or appointed official, immediate family member, or an immediate family member’s current business partner in the outcome of a cause, proceeding, application, grant, contract or other matter involving the County or its appointed bodies.
- d) A direct financial interest employee or appointed official, a current business partner of employee or appointed official, an employee or appointed official’s immediate family member, or an immediate family member’s current business partner in the outcome of a cause, proceeding, application, grant, contract or other matter involving the County or its appointed bodies.

Current Business Partner: a person or company with which the Commissioner, employee or

appointed official— or such Commissioner, employee or appointed official’s immediate family member— is sharing business ownership or management. This would also include the employer of a Commissioner, employee or appointed official’ immediate family member.

Direct: an interest—whether personal or financial—is direct if it is all of the following: (1) not common to other members of the Board, body or other employees, (2) connected to the individual, his or her immediate family member, or current business partner without conjecture, and (3) connected to the individual, his or her immediate family member, or current business partner without multiple intervening parties or factors.

Disclose: a full and honest description of the relationship or interest that underlies the conflict of interest or reasonable appearance of a conflict of interest. This disclosure must take place either (1) in writing prior to an open meeting where the matter or cause is to be deliberated or acted upon, (2) during the open meeting but prior to the matter or cause being deliberated or acted upon, or (3) as soon as the Commissioner, employee or appointed official learns of the relationship or interest underlying the conflict of interest or reasonable appearance of a conflict of interest.

Familial Relationship: those relationships where persons are related by blood or affinity to the fourth degree of consanguinity (children, grandchildren, parents, grandparents, great grandparents, great-great grandparents, siblings, uncles, aunts, great uncles and aunts, nephews, nieces, grandnephews and nieces, and cousins).

Financial Interest: a pecuniary interest that could accrue gain or suffer loss due to the outcome of the cause, proceeding, application, or other matter. Financial interest includes, but is not limited to:

- (1) Any interest as a partner, member, employee, or contractor in or for a co-partnership or other unincorporated association;
- (2) Any interest as a beneficiary or trustee in a trust;
- (3) Any interest as a director, officer, employee, or contractor in or for a corporation;
- (4) Any legal or beneficial ownership of 10% or more of the total outstanding stock of a corporation;
- (5) Any legal or beneficial ownership of any real property.

Gift: the term “gift” does not include promotional items of nominal value such as calendars or pens. “Gift” also does not include “give-away” items or prizes that are provided at conferences, seminars, formal training sessions, so long as such items are equally available to all attendees. “Gift” also does not include any donations that have been made to a County office or department for the general use by the office, or persons served by the office.

Immediate Family Member: a Commissioner, employee or appointed official’s spouse, domestic partner, child, parent, grandparent, sibling, aunt or uncle, or brother or sister-in-law.

Personal Interest: an interest where a non-financial benefit would inure to the Commissioner, employee, appointed official such as individual’s immediate family member, or current business partner.

IV. REPORTING PROCESS

All employees, elected and appointed officials have a responsibility for reporting concerns about potential unethical behavior. Such concerns and/or questions about whether actions are considered unethical or a violation of this Policy can be reported to the County Controller/Administrator. If the concerns are related to the County Controller/Administrator they can be reported to the Chair of the Board of Commissioners.

It shall also be a violation of this policy for any informant to make a baseless allegation of unethical behavior that is made with reckless disregard for truth and that is intended to be disruptive or to cause harm to another individual. Any violation of this section will result in disciplinary action.

V. INVESTIGATIVE PROCEDURE

Allegations of violations of this Policy shall be promptly investigated by an individual or a team of individuals designated by the County Controller/Administrator. The results of this team's investigation shall be communicated in writing to the County Controller/Administrator and/or other appropriate designated personnel.

VI. ENFORCEMENT

Any employee or appointed official who violates the provisions of this Code shall be subject to disciplinary action up to and including discharge.

VII. IMPLEMENTATION

1. As an expression of the standards of conduct for employees and appointed and elected officials are expected by the public, this Conflict of Interest Policy is intended to be self-enforcing. It therefore becomes most effective when employees and appointed and elected officials are thoroughly familiar with it and embrace its provisions.
2. For this reason, ethical standards shall be included in the regular orientations for newly elected and appointed officials as well as newly hired employees. At the first organizational meeting of the County of Commissioners in January of each year, County Commissioners' entering office shall be provided with a copy of this Policy and an acknowledgment of receipt of the Policy.
3. The County Controller/Administrator shall post and/or distribute this policy in accordance with County procedures and applicable collective bargaining agreements, and the Policy will go into effect pursuant to those procedures and agreements. This Policy is effective immediately for Commissioners and appointed officials.

Mach 24, 2022

Intended Audience: Any local government employee, including clerks, treasurers, elected officials, finance directors, city, township, or village managers, auditors and accounting staff, among others.

The Michigan Department of Treasury will be making distributions next week to municipalities and counties that have adult-use marijuana facilities in their jurisdiction. Distributions will cover the taxes and fees collected in state fiscal year 2021 under the [Michigan Regulation and Taxation of Marihuana Act \(Initiated Law 1 of 2018\)](#).

As a [part of the Act](#), after funding the first earmarked distributions, revenue is distributed as follows:

1. 15% to municipalities in which a marijuana retail store or a marijuana microbusiness is located, allocated in proportion to the number of marijuana retail stores and marijuana microbusinesses within the municipality.
2. 15% to counties in which a marijuana retail store or a marijuana microbusiness is located, allocated in proportion to the number of marijuana retail stores and marijuana microbusinesses within the county.
3. 35% to the School Aid Fund to be used for K-12 education.
4. 35% to the Michigan Transportation Fund to be used for the repair and maintenance of roads and bridges.

Distributions to Local Units of Government

Cities, villages, townships and counties will be receiving over \$42.2 million under the Act. The distribution rate for FY 2021 adult-use marijuana payments is slightly over \$56,450 per licensed marijuana retail store and microbusiness.

Each city, village, township and county will receive a payment based on the number of licensed marijuana retail stores and microbusinesses located within its jurisdiction as of September 30, 2021.

A listing of adult-use marijuana payments can be found in the following document:

- [FY 2021 adult-use marijuana payments \(by municipality and county\)](#)

Questions? Comments?

For more information about distributions under the Michigan Regulation and Taxation of Marihuana Act, go to www.michigan.gov/revenuesharing. Questions regarding payments can be emailed to TreasRevenueSharing@michigan.gov or call 517-335-7484.

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality Number</u>	<u>Municipality Name</u>	<u>Municipality Type</u>	<u>County</u>	<u>Number of Licenses⁽¹⁾</u>	<u>City, Village, Township Distributions⁽²⁾</u>	<u>County Distributions⁽²⁾</u>
46-3010	Addison	Village	Lenawee	2	112,906.88	
46-2010	Adrian	City	Lenawee	8	451,627.52	
01-0000	Alcona	County	Alcona	1		56,453.44
02-0000	Alger	County	Alger	1		56,453.44
03-0000	Allegan	County	Allegan	5		282,267.20
03-2010	Allegan	City	Allegan	1	56,453.44	
80-1010	Almena	Township	Van Buren	1	56,453.44	
81-2010	Ann Arbor	City	Washtenaw	25	1,411,336.00	
06-0000	Arenac	County	Arenac	1		56,453.44
06-1030	Au Gres	Township	Arenac	1	56,453.44	
35-1020	Au Sable	Township	Iosco	1	56,453.44	
35-1030	Baldwin	Township	Iosco	2	112,906.88	
08-1020	Baltimore	Township	Barry	1	56,453.44	
09-1010	Bangor	Township	Bay	12	677,441.28	
80-2010	Bangor	City	Van Buren	2	112,906.88	
08-0000	Barry	County	Barry	1		56,453.44
13-2020	Battle Creek	City	Calhoun	9	508,080.96	
09-0000	Bay	County	Bay	24		1,354,882.56
09-2020	Bay City	City	Bay	10	564,534.40	
11-2010	Benton Harbor	City	Berrien	1	56,453.44	
10-0000	Benzie	County	Benzie	3		169,360.32
10-1020	Benzonia	Township	Benzie	3	169,360.32	
11-0000	Berrien	County	Berrien	9		508,080.96
68-1010	Big Creek	Township	Oscoda	1	56,453.44	
54-2010	Big Rapids	City	Mecosta	12	677,441.28	
12-0000	Branch	County	Branch	8		451,627.52
80-3020	Breedsville	Village	Van Buren	1	56,453.44	
11-2030	Buchanan	City	Berrien	5	282,267.20	
25-2005	Burton	City	Genesee	8	451,627.52	
83-2010	Cadillac	City	Wexford	2	112,906.88	
13-0000	Calhoun	County	Calhoun	21		1,185,522.24
30-3020	Camden	Village	Hillsdale	2	112,906.88	
14-0000	Cass	County	Cass	4		225,813.76
14-3010	Cassopolis	Village	Cass	2	112,906.88	
41-2010	Cedar Springs	City	Kent	1	56,453.44	
50-2010	Centerline	City	Macomb	4	225,813.76	
16-0000	Cheboygan	County	Cheboygan	3		169,360.32
16-2010	Cheboygan	City	Cheboygan	3	169,360.32	
73-3020	Chesaning	Village	Saginaw	2	112,906.88	
17-0000	Chippewa	County	Chippewa	3		169,360.32
12-2020	Coldwater	City	Branch	6	338,720.64	

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality</u> <u>Number</u>	<u>Municipality</u> <u>Name</u>	<u>Municipality</u> <u>Type</u>	<u>County</u>	<u>Number of</u> <u>Licenses</u> ⁽¹⁾	<u>City, Village,</u> <u>Township</u> <u>Distributions</u> ⁽²⁾	<u>County</u> <u>Distributions</u> ⁽²⁾
75-3040	Constantine	Village	St. Joseph	2	112,906.88	
20-0000	Crawford	County	Crawford	2		112,906.88
70-1040	Crockery	Township	Ottawa	2	112,906.88	
59-1050	Crystal	Township	Montcalm	1	56,453.44	
36-2020	Crystal Falls	City	Iron	2	112,906.88	
17-3010	De Tour	Village	Chippewa	1	56,453.44	
80-3030	Decatur	Village	Van Buren	2	112,906.88	
72-1030	Denton	Township	Roscommon	2	112,906.88	
22-0000	Dickinson	County	Dickinson	2		112,906.88
03-2015	Douglas	City	Allegan	2	112,906.88	
33-2010	East Lansing	City	Ingham	3	169,360.32	
34-1050	Easton	Township	Ionia	1	56,453.44	
59-3010	Edmore	Village	Montcalm	2	112,906.88	
14-3020	Edwardsburg	Village	Cass	2	112,906.88	
13-1100	Emmett	Township	Calhoun	11	620,987.84	
67-2010	Evart	City	Osceola	1	56,453.44	
03-2020	Fennville	City	Allegan	1	56,453.44	
63-2060	Ferndale	City	Oakland	3	169,360.32	
25-2040	Flint	City	Genesee	5	282,267.20	
20-1020	Frederic	Township	Crawford	2	112,906.88	
25-0000	Genesee	County	Genesee	18		1,016,161.92
41-2030	Grand Rapids	City	Kent	12	677,441.28	
62-2015	Grant	City	Newaygo	1	56,453.44	
82-2140	Hamtramck	City	Wayne	4	225,813.76	
01-2010	Harrisville	City	Alcona	1	56,453.44	
80-2030	Hartford	City	Van Buren	2	112,906.88	
63-2070	Hazel Park	City	Oakland	6	338,720.64	
30-0000	Hillsdale	County	Hillsdale	5		282,267.20
31-0000	Houghton	County	Houghton	3		169,360.32
31-2020	Houghton	City	Houghton	3	169,360.32	
33-0000	Ingham	County	Ingham	19		1,072,615.36
82-2170	Inkster	City	Wayne	2	112,906.88	
34-0000	Ionia	County	Ionia	3		169,360.32
34-2020	Ionia	City	Ionia	2	112,906.88	
35-0000	Iosco	County	Iosco	3		169,360.32
36-0000	Iron	County	Iron	3		169,360.32
22-2010	Iron Mountain	City	Dickinson	2	112,906.88	
37-0000	Isabella	County	Isabella	2		112,906.88
38-0000	Jackson	County	Jackson	11		620,987.84
38-2010	Jackson	City	Jackson	1	56,453.44	
39-0000	Kalamazoo	County	Kalamazoo	19		1,072,615.36

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality Number</u>	<u>Municipality Name</u>	<u>Municipality Type</u>	<u>County</u>	<u>Number of Licenses⁽¹⁾</u>	<u>City, Village, Township Distributions⁽²⁾</u>	<u>County Distributions⁽²⁾</u>
39-1070	Kalamazoo	Township	Kalamazoo	4	225,813.76	
39-2020	Kalamazoo	City	Kalamazoo	10	564,534.40	
40-0000	Kalkaska	County	Kalkaska	7		395,174.08
40-3010	Kalkaska	Village	Kalkaska	7	395,174.08	
41-0000	Kent	County	Kent	19		1,072,615.36
78-2030	Laingsburg	City	Shiawassee	1	56,453.44	
43-0000	Lake	County	Lake	3		169,360.32
33-2020	Lansing	City	Ingham	16	903,255.04	
44-0000	Lapeer	County	Lapeer	6		338,720.64
44-2020	Lapeer	City	Lapeer	6	338,720.64	
80-3040	Lawrence	Village	Van Buren	2	112,906.88	
46-0000	Lenawee	County	Lenawee	15		846,801.60
38-1070	Leoni	Township	Jackson	8	451,627.52	
41-2060	Lowell	City	Kent	5	282,267.20	
50-0000	Macomb	County	Macomb	6		338,720.64
63-2110	Madison Heights	City	Oakland	2	112,906.88	
51-0000	Manistee	County	Manistee	5		282,267.20
51-2010	Manistee	City	Manistee	5	282,267.20	
52-0000	Marquette	County	Marquette	9		508,080.96
52-1080	Marquette	Township	Marquette	1	56,453.44	
52-2020	Marquette	City	Marquette	4	225,813.76	
36-1060	Mastodon	Township	Iron	1	56,453.44	
54-0000	Mecosta	County	Mecosta	12		677,441.28
58-0000	Monroe	County	Monroe	1		56,453.44
59-0000	Montcalm	County	Montcalm	3		169,360.32
46-2030	Morenci	City	Lenawee	5	282,267.20	
25-1140	Mount Morris	Township	Genesee	3	169,360.32	
37-2010	Mt Pleasant	City	Isabella	1	56,453.44	
77-1060	Mueller	Township	Schoolcraft	1	56,453.44	
02-2010	Munising	City	Alger	1	56,453.44	
61-0000	Muskegon	County	Muskegon	12		677,441.28
61-1120	Muskegon	Township	Muskegon	3	169,360.32	
61-2020	Muskegon	City	Muskegon	8	451,627.52	
61-2030	Muskegon Heights	City	Muskegon	1	56,453.44	
52-1100	Negaunee	Township	Marquette	2	112,906.88	
62-0000	Newaygo	County	Newaygo	3		169,360.32
11-2060	Niles	City	Berrien	3	169,360.32	
81-1100	Northfield	Township	Washtenaw	1	56,453.44	
63-0000	Oakland	County	Oakland	14		790,348.16
71-2010	Onaway	City	Presque Isle	1	56,453.44	
67-0000	Osceola	County	Osceola	1		56,453.44

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

Municipality Number	Municipality Name	Municipality Type	County	Number of Licenses⁽¹⁾	City, Village, Township Distributions⁽²⁾	County Distributions⁽²⁾
68-0000	Oscoda	County	Oscoda	1		56,453.44
70-0000	Ottawa	County	Ottawa	2		112,906.88
78-2040	Owosso	City	Shiawassee	3	169,360.32	
38-1110	Parma	Township	Jackson	1	56,453.44	
58-2040	Petersburg	City	Monroe	1	56,453.44	
09-1120	Pinconning	Township	Bay	2	112,906.88	
43-1110	Pleasant Plains	Township	Lake	3	169,360.32	
39-2040	Portage	City	Kalamazoo	5	282,267.20	
71-0000	Presque Isle	County	Presque Isle	2		112,906.88
38-1120	Pulaski	Township	Jackson	1	56,453.44	
12-3010	Quincy	Village	Branch	2	112,906.88	
30-2030	Reading	City	Hillsdale	3	169,360.32	
82-2230	River Rouge	City	Wayne	7	395,174.08	
71-1140	Rogers	Township	Presque Isle	1	56,453.44	
72-0000	Roscommon	County	Roscommon	2		112,906.88
73-0000	Saginaw	County	Saginaw	3		169,360.32
73-2020	Saginaw	City	Saginaw	1	56,453.44	
41-3040	Sand Lake	Village	Kent	1	56,453.44	
52-1140	Sands	Township	Marquette	2	112,906.88	
03-1200	Saugatuck	Township	Allegan	1	56,453.44	
17-2010	Sault Ste Marie	City	Chippewa	2	112,906.88	
77-0000	Schoolcraft	County	Schoolcraft	1		56,453.44
78-0000	Shiawassee	County	Shiawassee	4		225,813.76
75-0000	St. Joseph	County	St. Joseph	3		169,360.32
75-2010	Sturgis	City	St. Joseph	1	56,453.44	
13-3040	Tekonsha	Village	Calhoun	1	56,453.44	
25-1170	Thetford	Township	Genesee	2	112,906.88	
79-0000	Tuscola	County	Tuscola	5		282,267.20
50-2110	Utica	City	Macomb	2	112,906.88	
80-0000	Van Buren	County	Van Buren	10		564,534.40
79-1200	Vassar	Township	Tuscola	2	112,906.88	
79-2010	Vassar	City	Tuscola	3	169,360.32	
63-2240	Walled Lake	City	Oakland	3	169,360.32	
81-0000	Washtenaw	County	Washtenaw	32		1,806,510.08
82-0000	Wayne	County	Wayne	17		959,708.48
82-2300	Wayne	City	Wayne	4	225,813.76	
83-0000	Wexford	County	Wexford	2		112,906.88
62-2030	White Cloud	City	Newaygo	2	112,906.88	
37-1160	Wise	Township	Isabella	1	56,453.44	
81-2040	Ypsilanti	City	Washtenaw	6	338,720.64	
				Total	\$ 21,113,586.56	\$ 21,113,586.56

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality Number</u>	<u>Municipality Name</u>	<u>Municipality Type</u>	<u>County</u>	<u>Number of Licenses</u> ⁽¹⁾	<u>City, Village, Township Distributions</u> ⁽²⁾	<u>County Distributions</u> ⁽²⁾
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Totals by Municipality Type

<u>Municipality Type</u>	<u>Number of Municipalities</u>	<u>Number of Licenses</u>	<u>Total Amount Paid</u>
City	62	262	\$ 14,790,801.28
Village	15	31	1,750,056.64
Township	33	81	4,572,728.64
Total Cities, Villages and Townships			<u>21,113,586.56</u>
County	53	374	21,113,586.56
Total Adult Use Marijuana Distributions			<u><u>\$ 42,227,173.12</u></u>

⁽¹⁾ Number of Marijuana Retail Stores or Marijuana Microbusinesses located and licensed in the municipality as of 9/30/2021. Tribal Governments do not qualify for distributions under MCL 333.27964.

⁽²⁾ Payments based on Michigan Regulation and Taxation of Marihuana Act, Section 14 (3)(a) and (3)(b) (MCL 333.27964).

Hiring Freeze History Timeline:

- **April 27-2010 - 10-M-090 Consent B**
 - Move that as authorized in the General Appropriations Act adopting the 2010 County Budget a hiring freeze be put into immediate effect as a method to manage increasing financial difficulties. Under this hiring freeze all vacancies that occur are declared to be vacated positions and are not authorized to be refilled except by specific Board approval. The Board may make budget reduction amendments taking into consideration prior departmental staffing reductions and other factors as determined necessary. All vacancies will be reviewed by the Board of Commissioners to determine if alternative methods of reducing costs can be implemented including not refilling the position, refilling the position with part-time instead of full-time, contracting, etc.
- **February 27-2013 - 13-M-046 Consent K**
 - Move that the previous practice of making individual Board motions for employee hiring, resignations, promotions and retirements be discontinued provided the change does not result in costs that exceed the budget amount. The Human Resource Director shall continue to maintain appropriate records for payroll, tax reporting and other necessary personnel record keeping functions. (The County Labor Attorney has provided written comment that there is no legal reason these types of personal matters require a Board of Commissioner motion as long as the change is consistent with the adopted county budget).
- **January 16, 2014 – 14-M-003 Consent A**
 - Move that the Board motion made on 2/27/13 be rescinded and the county hiring freeze be re-established. Letters of retirement or resignation be submitted to the Controller-Administrator's office to notify the Board of Commissioners that a vacancy exists. Budgeted but vacated positions shall not be refilled until alternative cost reducing methods are reviewed by department heads and presented to the Board in writing for consideration.
- **January 11, 2018 – 18-M-003 Consent A**
 - Move that per the request of the Sheriff, county hiring practices be temporarily modified and the Sheriff be authorized to offer employment as soon as possible to candidates after graduating from the police academy, to be able to offer timely employment to the top candidates. This approval is granted contingent upon satisfactory background checks and physicals. Also, all hiring record keeping will continue to be coordinated with the Human Resource Coordinator and official board action is taken at a later date to concur with the hiring. Matter rescinded on April 29, 2021 2021-M-089.
- **April 29, 2021**
 - Refilling Full-Time Employee (FTE) Vacancies – Board discussed Consent Agenda Item A from the January 8, 2018 Committee of the Whole meeting that provided temporary authorization for the Sheriff to hire individuals without Board approval. **2021-M-089 Motion** by Grimshaw, seconded by Vaughan that Consent Agenda Reference Item A in motion 18-M-003 be rescinded as of April 29, 2021. Roll Call Vote:

Vaughan – yes; DuRussel – absent; Grimshaw – yes; Young – yes; Bardwell – yes. Motion Carried.

- **2022 General Appropriations Act :**

- BE IT FURTHER RESOLVED #8, that all the approved full time and part time positions identified for various departments and funds in the budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not in the 2022 budget document. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the number of authorized full time and part time positions in the budget may be changed from time to time by the Board and/or the Board. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees;
- BE IT FURTHER RESOLVED #11, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered and hereby declared to be vacated positions. Said vacated positions shall not be refilled except by specific Board authorization. Further, the existence of a hiring freeze which may be imposed by the Board shall be, and is hereby declared to be, contingent upon the expenditure of budgeted funds, as well as the position specifically listed on the approved position roster list;