



TUSCOLA COUNTY

Committee of the Whole

MEETING AGENDA

Monday, September 26, 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

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County Updates

New Business

1. Courts 2023 Personnel Budget Request - , Honorable Jason E. Bitzer, District Court Judge and Sheila Long, Court Administrator
2. Victims of Crime Agency (VOCA) Grant Approval Received September 21, 2022 - per Nancy Cook

Old Business

Finance/Technology

Committee Leader **Commissioner Young** and Commissioner DuRussel

Primary Finance/Technology

On-Going and Other Finance

On-Going and Other Technology

Building and Grounds

Committee Leader **Commissioner DuRussel** and Commissioner Grimshaw

Primary Building and Grounds

1. Spending Request from Parks and Recreation Commission Chairman for Promotional Purposes 3
[Parks and Recreation Request](#)

On-Going and Other Building and Grounds

Personnel

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

Primary Personnel

1. Information Systems Department Proposed Restructure 4 - 8
[Information Systems Budget Increase Based on 10-1-2022 Effective Date](#)
[Deputy Chief Information Officer](#)
[Public Safety Technician](#)
2. Vanderbilt Park Host's Pay Review - Added Per Board on September 15, 2022 9 - 12
[Vanderbilt Park Host Agreement](#)
[Park Host Payments - 2021](#)
[Park Host Payments - 2022](#)
3. Dispatch Position 13
[Dispatcher Position - Waterson](#)
4. Animal Control Kennel Assistant Position - Tyler Ray, Animal Control Director 14
[Animal Control Kennel Assistant Position](#)

On-Going and Other Personnel

Other Business as Necessary

Public Comment Period

Adjournment



Fwd: [EXTERNAL] Item for next BOC meeting

1 message

Clayette Zechmeister <zclay@tuscolacounty.org>

Fri, Sep 23, 2022 at 6:02 AM

To: Mike Miller <mmiller@tuscolacounty.org>, Renee Ondrajka <renee@tuscolacounty.org>

----- Forwarded message -----

From: **Robert McKay** <tryon@hotmail.com>

Date: Thu, Sep 22, 2022 at 11:46 PM

Subject: [EXTERNAL] Item for next BOC meeting

To: Clayette Zechmeister <zclay@tuscolacounty.org>

Hi Clayette,

Would you please add the following item to the upcoming BOC agenda:

"Authorization of Parks and Recreation Commission Chairman to spend up to \$300 for promotional purposes".

-- Robert W. McKay, Chairman
Tuscola County Parks and
Recreation Commission

--

Clayette A. Zechmeister

Clayette A. Zechmeister
Tuscola County Controller/Administrator
125 W Lincoln St, Suite 500
Caro, MI 48723
zclay@tuscolacounty.org
voice 989-672-3710
fax 989-672-4011

Visit us Online for County Services @ www.tuscolacounty.org

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Information Systems Request: 10-01-2022 to 12-31-2022
2022 Increase Based on 10-01-2022 Effective Date:

Wage/Fringe	
General Fund	\$7,958.94
Dispatch	\$8,309.71
Road Patrol	\$507.56

TUSCOLA COUNTY JOB DESCRIPTION

TITLE: Deputy Chief Information Officer

General Statement of Duties

This position works under the direction of the Chief Information Officer. The Deputy Chief Information Officer is primarily concerned with coordinating technology activities of the County. This office, the County's technology staff, recommends changes concerning improving efficiency and recommends cost reduction practices. The Deputy Chief Information Officer oversees technician staff and is hands on as needed to provide technical support. They shall detect, prevent and resolve security threats to computer networks. Maintain the integrity and confidentiality of data and information systems. Oversee security policies and comply with all agency requirements. Maintain, plan and expand backup of County data and the disaster recovery solutions.

Examples of Work:

Examples of work conducted by the Deputy Chief Information Officer are listed below. Other work is conducted as assigned by the Chief Information Officer. This list is not all inclusive and other duties may be assigned as necessary.

- Implement the goals and objectives established by the Chief Information Officer.
- Plan, organize, coordinate and control the activities of the County's computerization and Information Systems to achieve the highest level of labor efficiency and cost effectiveness.
- Participate as a consultant of the Insync Committee in establishing the County computerization goals and objectives.
- Ensure that proposed and existing systems architectures are aligned with County goals and objectives.
- Research emerging technologies to support systems development efforts and recommend technologies that increase cost-effectiveness and system security/flexibility.
- Ownership of the network infrastructure and available in off hours in case of issues and for necessary maintenance
- Provide assistance to all departments when possible in fulfilling their daily computer and Information Systems needs throughout the County.
- Prepare periodic security project reports comparing actual results to estimates.
- Organize and prepare system documentation and standardization.
- Provide control and integrity of all data files received, processed, and produced by ensuring proper software and network backups.
- Prepare County computer system documentation.
- Serve as team lead for Help Desk Technicians.
- Monitor computer networks for security threats or unauthorized users.
- Identify compromised machines, act, and report on security measures to address threats.
- Analyze security risks and develop response procedures.
- Develop and test software deployment tools, firewalls, and intrusion detection systems.

- Additional Computer and Network Security-related responsibilities that are deemed necessary by the Chief Information Officer.

Knowledge, Skills and Abilities:

All of the following functions, qualification, knowledge, skills, abilities, and duties are essential. An employee in this class should have the equivalent of the following:

- Strong knowledge of current Windows, Linux, and Mac operating systems.
- Strong knowledge of Network hardware.
- Basic scripting knowledge.
- Working knowledge of Networking Standards, practices, and repairs is a must.
- Working knowledge of NIST, HIPAA, CIS, and other industry-standard security frameworks.
- Must be able to communicate with various governmental entities.
- Must demonstrate excellent written and verbal communication skills.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools, or controls: reach with hands and arms: and talk and hear. The employee must be able to lift and/or move items weighing up to 50 pounds daily. This employee must kneel and work in closely confined areas.

Qualifications:

Bachelor's Degree in Computer Technology preferred.

CCNA, Network +, Security +, CCSP, CCNP certifications preferred or related experience

At least 7 years of experience in high-level network administration.

PAY: \$57,591.54 SALARY

TUSCOLA COUNTY JOB DESCRIPTION

TITLE: Public Safety Technician

General Statement of Duties

This position works under the direction of the Chief Information Officer. The Public Safety Technician is primarily concerned with coordinating technology activities of the County. The Public Safety Technician oversees technical support for the Tuscola County Sheriff's Office (TCSO) and the Tuscola County Central Dispatch Department (911). They shall maintain the integrity and confidentiality of data and information systems.

Examples of Work:

Examples of work conducted by the Public Safety Technician are listed below. Other work is conducted as assigned by the Chief Information Officer. This list is not all inclusive and other duties may be assigned as necessary.

Tuscola County Sheriff's Office Work:

- Operate and control various computer equipment and peripheral devices.
- Maintain relevant software and hardware required to run day-to-day operations for the Tuscola County Sheriff's Office. This includes but is not limited to the Jail, Road Patrol, Administrative Staff, Detectives, and all Command Staff.
- Responsible for system installation and ongoing technical support.
- Prepare reports to CIO on County Computer Inventory
- Work with TCSO Administration on defining goals and objectives for the departments. Coordinate those efforts with the CIO and Deputy CIO to bring TCSO to peak performance.
- Research emerging technologies and practices. Recommend those researched items for implementation.
- Stay current with industry trends.
- Serve as LASO for the agency.
- Remain current on certifications and training to adhere to all CJIS compliance standards.
- Prepare periodic reports for CIO to review concerning support ticketing, costs, and requests.
- Maintain network security rules in relation to the software and hardware of the department.
- Other duties as assigned.

911 Dispatch:

- Maintain relevant software and hardware required to run day-to-day operations for the Tuscola County Central Dispatch Office.

- Work with 911 Director on defining technical goals and objectives. Coordinate communication with the CIO and Deputy CIO to maximize efficiency and reduce spending.
- Maintain network security rules concerning the software and hardware of the department.
- Attend regular seminars and training sessions to remain current on industry trends and best practices.
- Remain current on certifications and training to adhere to all CJIS compliance standards.
- Serve as LASO for the agency.
- Prepare reports to CIO on County Computer Inventory.
- Other duties as assigned.

Knowledge, Skills and Abilities:

All of the following functions, qualification, knowledge, skills, abilities, and duties are essential. An employee in this class should have the equivalent of the following:

- Strong knowledge of Windows Based Systems and PC hardware.
- Working knowledge of Windows Operating System, Microsoft Office, Google Apps, VMWare, and Ethernet hardware.
- Must be able to communicate effectively with various governmental entities.
- Must demonstrate excellent written and verbal communication skills.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools, or controls: reach with hands and arms: and talk and hear. The employee must be able to lift and/or move items weighing up to 50 pounds daily. This employee must kneel and work in closely confined areas.

Qualifications:

Bachelor’s Degree in Computer Technology preferred.

At least 3 years of experience in high-level network administration.

PAY: \$23.06 HOURLY

Tuscola County Parks & Recreation Commission

125 W. Lincoln Street
Caro, MI 48723

989-672-3700
Fax: 989-672-4011
www.tuscolacounty.org

CONTRACT FOR PARK MANAGEMENT

Amended March 26, 2015

This Contract for Park Management (referred to as Contract) is made effective as of October 1, 2008 by and between Tuscola County of 440 N. State Street, Caro, MI 48723 and

Mark Shook of 4441 Bath Road, Fairgrove, MI 48733
Pamela Shook of 4441 Bath Road, Fairgrove, MI 48733

In this Contract, the party who is contracting to receive services will be referred to as County, and the parties who will be providing the services will be referred to as Park Hosts.

1. **Description of Services:** Beginning on October 1 of 2008, the Park Host will provide the following services (collectively referred to as Services):
 - a. The Park Host is to maintain the Vanderbilt County Park & Campground and shall be responsible for the management of the park every hour while the park is in operation during normal business hours.
 - b. The Park Host shall be responsible for the collection of all monies, including: parking and camping fees, and the sale of firewood. All monies collected must be turned over weekly to the assigned overseer of the County during normal County business hours. All receipts or voided receipts must accompany said monies and be entered into the daily log book supplied by the County. All checks taken for the payment of fees must be made payable to Tuscola County.
 - c. Any incidental expenditures that are deemed necessary by the Park Host must be approved by the assigned overseer before such expenditure is eligible for reimbursement.
 - d. The Park Host shall also be responsible for the restroom facilities, including keeping them in clean and usable conditions for campers and guests of the park and campgrounds.
 - e. The Park Host will be responsible for taking reservations for campsites and will be provided a cellular phone by the County for such purpose. This cellular phone is to be used for Park business and emergency situations only.
 - f. The Park Host shall be generally responsible for the overall management of the Park subject to the supervision of County officials (i.e. Commission, Maintenance Supervisor and/or Parks & Recreation Commission Chairman). This agreement shall refer to the Park Host as Contracted Services as stated in the County insurance policies.

2. **Payment for Services:** One of the Park Hosts shall be paid 25% of the fees collected for park and campground use. but no payment shall exceed \$1,000 in any one month. This will be paid to the Park Host on the 15th of each month. The Park Host shall receive FREE camping including a campsite with electrical power. The Park Host is to provide their own means of housing (i.e. camper/RV).

3. **Term/Termination:** This Contract can be terminated with a 30-day written notice from either of the parties involved in this contract.
4. **Confidentiality:** The Park Hosts, upon termination/conclusion of this Contract will return to the County all records, keys, notes, documentation and other items that were used, or controlled by the Park Host during the term of this Contract.
5. **Indemnification:** The Park Hosts agree to indemnify and hold harmless the County from all claims, losses, expenses, fees including attorney fees, costs, and judgements that may be asserted against the County that result from the acts or omissions of the Park Hosts and/or Host's employees, agents and/or representatives.
6. **Per Diem & Mileage Payment:** One of the Park Hosts is able to receive a per diem and mileage payment for attending Parks & Recreation Committee meetings to provide updates regarding Vanderbilt Park activities and issues.
7. **Entire Agreement:** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter hereunder. This Contract supersedes any prior written or oral agreements between the parties.
8. **Severability:** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed and enforced as so limited.

Recipient of Contracted Services:

Tuscola County, Agent for Vanderbilt County Park & Campground:

Name (print): Michael Hoagland, County Controller/Administrator

By: Michael R Hoagland Date: 3/27/15

Providers of Contracted Services:

Name (print): Mark Shook

By: Mark J. Shook Date: 4-20-15
Signature of Park Host

Name (print): Pamela Shook

By: Pamela Shook Date: 4/15/15
Signature of Park Host

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
038765	MARK SHOOK				
02/04/2021	INVOICE	013121	25% OF JANUARY PARK FEES		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	225.50	
02/05/2021	CHECK	COM01 179483			225.50
03/02/2021	INVOICE	030121	25% OF FEBRUARY PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	1,091.75	
03/03/2021	CHECK	COM01 179839			1,091.75
04/01/2021	INVOICE	033121	25% OF MARCH PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	1,044.16	
04/05/2021	CHECK	COM01 180243			1,044.16
05/05/2021	INVOICE	043021	25% OF APRIL PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	690.00	
05/07/2021	CHECK	COM01 180743			690.00
06/01/2021	INVOICE	052621	25% OF MAY PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	788.00	
06/04/2021	CHECK	COM01 181245			788.00
07/01/2021	INVOICE	063021	25% OF JUNE PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	1,244.75	
07/13/2021	CHECK	COM01 181741			1,244.75
08/05/2021	INVOICE	073121	25% OF JULY PARK FEES		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	770.00	
08/10/2021	CHECK	COM01 182105			770.00
09/02/2021	INVOICE	090121	25% OF AUGUST PARK FEES		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	479.75	
09/03/2021	CHECK	COM01 182562			479.75
10/07/2021	INVOICE	093021	25% OF SEPT. PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	349.00	
10/08/2021	CHECK	COM01 183027			349.00
11/04/2021	INVOICE	103121	25% OF OCTOBER PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	411.25	
11/05/2021	CHECK	COM01 183427			411.25
12/03/2021	INVOICE	113021	25% OF NOVEMBER PARK FEES		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	141.50	
12/09/2021	CHECK	COM01 183866			141.50
12/31/2021	INVOICE	123121	25% OF DECEMBER PARK FEES COLLECTED		
		208-000-801.100	CONT. SVCS VANDERBILT PARK	157.50	
Total:				7,393.16	7,235.66
Net of 12 Invoices / 11 Checks				157.50	
12 invoices and 11 checks for 1 vendor:				7,393.16	7,235.66

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
038765 01/06/2022	MARK SHOOK CHECK	COM01 184196			157.50
02/02/2022	INVOICE 208-000-801.100	013122	25% OF JANUARY PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	540.75	
02/04/2022	CHECK	COM01 184656			540.75
03/03/2022	INVOICE 208-000-801.100	022822	25% OF FEBRUARY PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	923.94	
03/07/2022	CHECK	COM01 185037			923.94
04/05/2022	INVOICE 208-000-801.100	033122	25% OF MARCH PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	859.48	
04/05/2022	CHECK	COM01 185438			859.48
06/02/2022	INVOICE 208-000-801.100	060122	25% OF MAY PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	679.50	
06/06/2022	CHECK	COM01 186531			679.50
07/15/2022	INVOICE 208-000-801.100	063022	25% OF JUNE PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	1,331.13	
07/15/2022	CHECK	COM01 187108			1,331.13
08/01/2022	INVOICE 208-000-801.100	073122	25% OF JULY PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	901.63	
08/02/2022	CHECK	COM01 187282			901.63
09/02/2022	INVOICE 208-000-801.100	083122	25% OF AUGUST PARK FEES COLLECTED CONT. SVCS VANDERBILT PARK	686.75	
09/02/2022	CHECK	COM01 187718			686.75
Total:				5,923.18	6,080.68
Net of 7 Invoices / 8 Checks					157.50
1 7 invoices and 8 checks for 1 vendor:				5,923.18	6,080.68

Jonathon Ramirez, Director

Commissioners,

I, Jonathon Ramirez, request to hire Bree Waterson to fill the remaining vacant Full Time 911 Dispatcher position at Step 1 (\$17.87 per hour) with a tentative start date of late October of 2022 pending satisfactory background check, physical and drug test. Bree's hiring would be after October 6th due to the written and accepted resignation of Stacie Gilberg effective on that date.

Respectfully,

Jonathon Ramirez
Dispatch Director



TCAC vacant Kennel assistant position

1 message

Tyler Ray <tray@tuscolacounty.org>

Thu, Sep 22, 2022 at 10:58 AM

To: Renee Francisco <renee@tuscolacounty.org>, Shelly Lutz <lutzs@tuscolacounty.org>, Clayette Zechmeister <zclay@tuscolacounty.org>

Good morning,

I am requesting to hire Lisa Johnson to refill the vacant part time Kennel Attendant position, contingent upon a favorable background check, drug screening, and physical. Effective date, September 27th, and at step 1 of \$15.46 per hour.

Thank you,
Tyler