

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA**

**THURSDAY, JUNE 30, 2016 – 8:00 A.M.**

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

125 W. Lincoln Street  
Caro, MI 48723

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

- 8:00 A.M. Call to Order – Chairperson Bardwell  
Prayer – Commissioner Bierlein  
Pledge of Allegiance – Commissioner Bardwell  
Roll Call – Clerk Fetting  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
    -Hiring of Law Clerk  
    -Hiring of Domestic Relations Referee  
    -Health Department Succession Plan for Retiring Health Officer  
    -Region VII Area Agency on Aging 2015 Annual Report  
Old Business  
Correspondence/Resolutions

**COMMISSIONER LIAISON COMMITTEE REPORTS**

TRISCH

Board of Health  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
Local Unit of Government Activity Report  
Animal Control  
Solid Waste Management

KIRKPATRICK

Board of Health  
Community Corrections Advisory Board  
Dept. of Human Services/Medical Care Facility Liaison  
Land Acquisition  
MI Renewable Energy Coalition  
MEMS All Hazards  
MAC-Environment Energy Land Use  
Cass River Greenways Pathway  
Local Unit of Government Activity Report  
Tuscola In Sync

NACO- Energy, Environment & Land Use  
Genesee Shiawassee Thumb Works  
Jail Planning Committee

YOUNG

Dispatch Authority Board  
County Road Commission  
Board of Public Works  
Senior Services Advisory Council  
Mid-Michigan Mosquito Control Advisory Committee  
Saginaw Bay Coastal Initiative  
Parks & Recreation  
Local Unit of Government Activity Report  
MAC Economic Development & Taxation Committee

BARDWELL

Economic Development Corp/Brownfield Redevelopment  
Caro DDA/TIFA  
MAC Economic Development/Taxation  
MAC 7<sup>th</sup> District  
Local Unit of Government Activity Report  
TRIAD  
Human Services Collaborative Council  
Behavioral Health Systems Board

BIERLEIN

Genesee Shiawassee Thumb Works  
Human Development Commission (HDC)  
Tuscola 2020  
Recycling Advisory Committee  
Local Emergency Planning Committee (LEPC)  
Great Start Collaborative Council  
Local Unit of Government Activity Report  
MAC Board of Directors  
Human Services Collaborative Council  
Region VI Economic Development Planning  
MAC Judiciary Committee

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

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

## CORRESPONDENCE

- #1 June 16, 2016 Full Board & Statutory Finance Minutes
- #2 Consent Agenda Resolution
- #3 June 2016 Health Department Report
- #4 Rescission of Resolution Terminating City of Caro Fire Department Services to Indianfields Township
- #5 Bay County Resolution Regarding Public Use of Public Lands
- #6 Human Development Commission Senior Services and Budget Summary
- #7 June 27, 2016 Committee of the Whole Minutes

*Draft*  
TUSCOLA COUNTY BOARD OF COMMISSIONERS  
June 16, 2016 Minutes  
H. H. Purdy Building

Commissioner Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 16th day of June 2016, to order at 8:00 o'clock a.m. local time.

Prayer – Commissioner Kirkpatrick

Pledge of Allegiance – Commissioner Trisch

Roll Call – Clerk Jodi Fetting

Commissioners Present: District 1 - Thomas Young, District 2 – Thomas Bardwell, District 3 - Christine Trisch (excused at 10:17 a.m.), District 4 – Craig Kirkpatrick, District 5 – Matthew Bierlein (via Google Hangouts and excused at 10:12 a.m.)

Commissioner Absent: None

Also Present: Mike Hoagland, Clerk Jodi Fetting, Tisha Jones, Eean Lee, Mike Miller, Register John Bishop, Sheriff Lee Teschendorf, Undersheriff Glen Skrent, Lt. Jim Giroux, Lt. Ted Hull, Scott Jones, Bob Baxter, John Sauber, Heather Middleton, Andrew Dietderich, Jackie Garner, Sandra Nielsen, Kim Vaughan, Chrysler Parrish, Peter Hansen, Alexander Hansen, Patricia Hansen, Cyndi Parrish, Clayette Zechmeister, Tim McClorey

*Adoption of Agenda -*

16-M-096

Motion by Young, seconded by Kirkpatrick to adopt the agenda. Motion Carried.

*Action on Previous Meeting Minutes -*

16-M-097

Motion by Bierlein, seconded by Young to adopt the meeting minutes from the May 26, 2016 meeting. Motion Carried.

*Brief Public Comment Period -*

-Register Bishop informed the Board the flat fee bill has been presented to the Governor for signature which will cause a revenue increase in 2017.

-Register Bishop informed the Board the new shelving for the Register of Deeds office will be installed on Saturday.

*Consent Agenda Resolution - None*

*New Business -*

-Resolutions Honoring Deford 4-H Club and Millington Schools for Success at the National Rocket Contest - Deford Dazzler Club presented to the Board their accomplishments at their recent competition. Commissioner Young presented a resolution to the team on behalf of the Board. Although the Millington Team was unable to attend, the Commissioners have prepared a resolution to be presented to them.

## 16-M-098

Motion by Kirkpatrick, seconded by Trisch that the resolution honoring the Deford Dazzlers Rocketry Team for their achievement in taking second place as the best student rocketry team in the entire nation. Motion Carried.

## 16-M-099

Motion by Kirkpatrick, seconded by Trisch that the resolution honoring the Millington High School Rocketry Team for their achievement of placing in the top 50 numerous times as one of the best student rocketry teams in the entire country. Motion Carried.

-Presentation of Resolution Honoring James Giroux - Commissioner Bardwell presented the resolution to Lt. James Giroux.

-MMRMA Net Asset Distribution – Tim McClorey - Mr. McClorey presented the net asset distribution check and three grant checks for grants written by Undersheriff Skrent

## 16-M-100

Motion by Trisch, seconded by Young that the MMRMA net asset distribution check in the amount of \$35,885.00 be distributed to the general fund and other funds according to the percentage of total insurance costs paid by each fund. Motion Carried.

-Michigan Agriculture Environmental Assurance Program (MAEAP)-

## 16-M-101

Motion by Trisch, seconded by Young that the following farmers be recognized by the County Board of Commissioners for their outstanding commitment to the environment and for assuring that agricultural resources and a quality of life is available for current and future generations by achieving the standards of the Michigan Agricultural Environmental Assurance Program. This Board of Commissioners expresses its gratitude to these dedicated Tuscola County farmers for protecting the environment and accomplishing the high standards of MAEAP.

- Dr. and Mrs. Hudson
- Mr. and Mrs. Jim and Cathy Kratz
- Mr. Eric Russell and Mr. Rick Russell

- Mr. Mark Gruber
- Mr. Mike Kirk
- Mr. John L. Mossner

Motion Carried.

-Information Technology Local Support Agreement - Mike Hoagland explained the proposed contract to be signed with local jurisdictions.

16-M-102

Motion by Trisch, seconded by Kirkpatrick that the model Information Technology Support Services Agreement as recommended by Corporate Council be approved for use by Information Technology Systems for services to be provided by the County to other entities. Motion Carried.

16-M-103

Motion by Trisch, seconded by Young that the Information Technology Support Services Agreement for county services to be provided to the Village of Mayville be approved and all appropriate signatures are authorized. Motion Carried.

-Remote Information Technology Support Program Purchase - Eean Lee explained the need for the requested purchase.

16-M-104

Motion by Kirkpatrick, seconded by Young that Bomgar remote support software be authorized for purchase to enable Information Technology Systems staff remote access to employee computers for support purposes. Also, the Equipment Fund budget be amended by \$3,141.00 for said purchase. Motion Carried.

-Disaster Recovery Phase I Project -  
Eean Lee explained the Phase I Project and the benefits that would be realized by the County.

16-M-105

Motion by Trisch, seconded by Kirkpatrick that the 2016 Equipment Fund budget be amended with the transfer of \$60,000 of the original \$95,000 budgeted for telephones to enable the purchase of Phase 1 San EMC Disaster Recovery equipment (strengthen system backup capabilities and recovery of data) for Information Technology Services. Motion Carried.

-Change of New Commissioner Retirement from Defined Benefit to Defined Contribution - Mike Hoagland explained the benefits of changing the retirement plan for a newly elected commissioner.

## 16-M-106

Motion by Kirkpatrick, seconded by Young that the Municipal Employees Retirement System Defined Contribution Agreement for new County Commissioners (part-time employees) to qualify for the Defined Contribution retirement program offered by the county to other employees be approved and all appropriate signatures are authorized. Motion Carried.

-Pumpkin Festival Request to Use Courthouse Lawn -

## 16-M-107

Motion by Young, seconded by Trisch that per the June 6, 2016 request from the Tuscola County Pumpkin Festival Board that authorization is given to use the courthouse lawn for the Annual Pumpkin Festival from October 1, 2016 to October 11, 2016. Motion Carried.

-Child Care Fund Update - Mike Hoagland provided an update to the progress that Jim Olsen has made in reconciling the Child Care Fund.

-County Vehicle Policy Amendment - Mike Hoagland explained the recommended amendments to the Board. The Board discussed the proposed changes and feel there needs to be further clarification with research completed. Mike Hoagland will contact Undersheriff Skrent, the claims attorney and county attorney. Commissioner Bierlein would like the policy reviewed to update any other out of date items such as policy 2.11. Matter Tabled.

Recessed at 9:29 a.m.

Reconvened at 9:41 a.m.

-Dispatch Director Request to Replace Dispatcher Vacancy - Sandy Nielsen explained the request to the Board.

## 16-M-108

Motion by Trisch, seconded by Young that per the June 15, 2016 request from the Dispatch Director that the hiring freeze be temporarily lifted and authorization is given to advertise to fill a vacant dispatcher position. Motion Carried.

-2015 County Dashboard Report - Mike Hoagland reviewed the report that was included in the Board packet. The Board discussed the impacts the trends have on Tuscola County.

## 16-M-109

Motion by Trisch, seconded by Kirkpatrick that the County Dashboard as reviewed at the June 16, 2016 Board meeting be placed on the county web page and forwarded to the state for compliance with state revenue sharing reporting requirements. Motion Carried.



Commissioner Bierlein excused at 10:12 a.m.

-MAC Regional Summits - Conference dates discussed.

-CGI County Video Update - County Clerk, Jodi Fetting, will be the spokesperson on the first video being recorded today.

-Capital Improvement Project Update - Mike Miller updated the Board.

Commissioner Trisch excused at 10:17 a.m.

-Recycling Annual Reports - Mike Miller expressed his appreciation of Beth Hoppe's assistance in preparing the annual report. Mike reviewed the report.

16-M-110

Motion by Young, seconded by Kirkpatrick that the 2015 County Recycling Annual Report be received and placed on file. Motion Carried.

*Old Business -*

-Commissioner Bardwell asked if there has been an update to the Air Advantage case situation. Mike Hoagland did not know of any update.

*Correspondence/Resolutions -*

-Mike Hoagland reviewed resolutions by Huron County included in the packet.

-Road Commission minutes were presented in the packet and Mike Hoagland is watching regarding the legacy costs.

-Fire Dispute between local jurisdictions of City of Caro, Indianfields and Almer discussed.

-MiTeam Kickoff invitation from Karen Southgate was presented to the Commissioners.

## **COMMISSIONER REPORTS**

### KIRKPATRICK

Board of Health - Gretchen Tenbusch has announced her retirement and the search has started to secure a replacement Director.

Community Corrections Advisory Board

Dept. of Human Services/Medical Care Facility Liaison - Final purchase agreement is being finalized.

Land Acquisition

MI Renewable Energy Coalition

MEMS All Hazards - Update provided.

MAC-Environment Energy Land Use

Oil/Shale Work Group

Cass River Greenways Pathway

Local Unit of Government Activity Report  
Tuscola In Sync  
NACO- Energy, Environment & Land Use

YOUNG

Dispatch Authority Board - There are currently 647 households signed up for Smart 911.

County Road Commission - There is a concern of the dead ash trees located within the county. The Road Commission is seeking grant assistance from the state level. Consumers Energy has applied for permits to add additional windmills in Akron Township.

Board of Public Works

Senior Services Advisory Council

Mid-Michigan Mosquito Control Advisory Committee

Saginaw Bay Coastal Initiative

Parks & Recreation - There are trees and tree limbs that need to be addressed at Vanderbilt Park. Over Memorial Day, Commissioner Young toured the park and it was well maintained with 9 campers.

Local Unit of Government Activity Report - Consumers Energy and Judge Thane have offered scholarships to attend the LEAD program in the 2016-2017 class year. He also attended the Village of Cass City and Fairgrove Township meetings.

MAC Economic Development & Taxation Committee

BARDWELL

Economic Development Corp/Brownfield Redevelopment - Steve Erickson is to take ownership to the Garfield Inn in the next few weeks.

Caro DDA/TIFA - Update provided.

MAC Economic Development/Taxation

MAC 7<sup>th</sup> District

Local Unit of Government Activity Report - Update provided on windmill issue in Almer and Ellington Townships.

TRIAD - Consumer Education presentation on August 10, 2016 from 2:00 p.m. to 4:00 p.m. at Bullard Sanford Memorial Library.

Human Services Collaborative Council

Behavioral Health Systems Board

BIERLEIN - absent

Genesee Shiawassee Thumb Works

Human Development Commission (HDC)

Tuscola 2020

Recycling Advisory Committee

Local Emergency Planning Committee (LEPC)

Great Start Collaborative Council  
Local Unit of Government Activity Report  
Tuscola In-Sync  
MAC Board of Directors  
Human Services Collaborative Council  
Region VI Economic Development Planning  
MAC Judiciary Committee

TRISCH - absent

Board of Health  
Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
Local Unit of Government Activity Report  
Animal Control  
Solid Waste Management

Closed Session - None

Other Business as Necessary - None

Extended Public Comment - Eean Lee reported that Scott Zimmer stated Air Advantage is close to a resolution with their case situation.

Meeting adjourned at 10:52 a.m.

Jodi Fetting  
Tuscola County Clerk

Statutory Finance Committee Minutes  
June 16, 2016  
H.H. Purdy Building  
125 W. Lincoln St, Caro MI

Meeting called to order at 10:53 a.m.

Commissioners Present: Young, Bardwell, Kirkpatrick

Commissioners Absent: Trisch (reviewed prior to being excused), Bierlein

Also Present: Mike Hoagland, Clerk Jodi Fetting, Tisha Jones, Eean Lee

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 10:55 a.m.

Jodi Fetting  
Tuscola County Clerk

# 'DRAFT'

COUNTY OF TUSCOLA

STATE OF MICHIGAN

## RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the Village of Caro, Michigan, on the 30<sup>th</sup> day of June, 2016 at 8:00 a.m. local time.

COMMISSIONERS PRESENT:

\_\_\_\_\_

COMMISSIONERS ABSENT:

\_\_\_\_\_

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

### CONSENT AGENDA

**Agenda Reference:** A

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/27/16

**Description of Matter:** Move that per the recommendation of the Economic Development Corporation Board that Brian Chapman (Vassar City Manager) be appointed to Tuscola County Economic Development Commission Board of Directors effectively immediately.

**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/27/16

**Description of Matter:** Move that because Consumer Energy appealed their assessment of the wind turbine project in Akron and Columbia Townships to the Michigan Tax Tribunal, the amount of escrowed general fund

dollars for 2016 be increased by \$105,000 from the current \$237,000 to \$342,000. Also, all appropriate budget amendments are authorized.

**Agenda Reference:** C

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/27/16

**Description of Matter:** Move that per the recommendation of the Board of Health Selection Committee to approve the hiring of Ms. Ann Hepfer as the next Association Health Officer/Chief Executive Officer for Huron and Tuscola County with an effective date of 11/18/16 and to approve Ms. Tenbusch to forward Ms. Hepfer's name to seek approval from the Michigan Department of Health and Human Services. The Huron and Tuscola Association will share this key employee via Intergovernmental Agreement.

**Agenda Reference:** D

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/27/16

**Description of Matter:** Move that \$1,500 be approved to remove tree limbs that are a safety issue to people using the campground at Vanderbilt Park. Also, budget amendments regarding this change are authorized.

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

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

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Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

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Jodi Fetting  
Tuscola County Clerk

**Tuscola County Health Department**  
**Board of Commissioners Monthly Report for June 2016**  
Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer

Visit our website at [www.tchd.us](http://www.tchd.us)

**Outcomes for the Month:**

- Professional Benefits Services has been selected to administer the employee flex spending plan benefit. The change from WageWorks to PBS will save the agency approximately \$500 per year.
- The Health Department has implemented the new PTO policy for new employees hired on or after June 1, 2016.

**Issues under consideration by the Local Health Department:**

- Dr. Bush and I are sitting on a statewide committee to deal with the need for a Backup Medical Director. A survey has been developed to get input from all the Health Departments and Medical Directors in Michigan.
- The Health Department will need to solicit sealed bids for a three (3) year service period to perform audit service in accordance with GAAP.
- On June 6 the building entrance nearest EH/Veterans Affairs was closed to the public. The signage is in the process of being changed as there is temporary signage in place at this time. The Veterans Affairs/EH clerk has been moved to the front lobby along with the necessary files and office equipment. Plans are in place to create a separate waiting area in the lobby for the Veterans. Mike Miller checked with building codes and this can be done if a drop down counter with a pass through window is created in the front lobby. Also we need to create a safety escape for staff in the front lobby. In order to do this, the clerical half swing door will be walled off and a new entrance created going into one of the front offices.
- The Lion's Club delivered a donation check in the amount of \$4800 to cover four years of donations. These donations go directly into the Vision program and are used to update our equipment and for additional screening services. We do provide the eligibility screening referrals for each of the 6 Lions Clubs and provide them with screening updates at their Vision meetings twice a year. The State Vision program is always impressed by our relationship with the Lions Clubs and we serve as a model for other health departments in the state.

**Issues to be brought to Board of Commissioners:**

- None

# CUNNINGHAM DALMAN PC

ATTORNEYS AT LAW

Tuscola County Sheriff's Dept.  
ATTN: Lee Teschendorf  
125 West Lincoln Street  
Caro, MI 48723

Central Dispatch – 911 Building  
1303 Clever Road  
Caro, MI 48723

Mobile Medical Response  
834 S. Washington Avenue  
Saginaw, MI 48603

Tuscola County Sheriff's Department  
Office of Emergency Services  
125 West Lincoln Street  
Caro, MI 48723

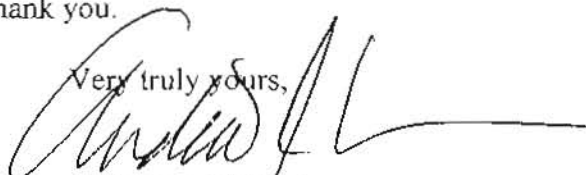
Tuscola County  
ATTN: Michael Hoagland, Controller  
125 West Lincoln Street  
Caro, MI 48723

**RE: Rescission of Resolution Terminating Fire Department Services  
to Indianfields Township**

Dear Gentlemen:

On June 9, 2016, I sent a letter and a copy of the Resolution which was adopted at the June 6, 2016 Caro City Council Meeting which terminated fire department services to Indianfields Township with an effective date of July 1, 2016. **Please be advised that the contract between the City of Caro and Indianfields Township has been resolved, the Resolution rescinded, and the City of Caro will provide fire department services to Indianfields Township effective July 1, 2016 through June 30, 2017.** Please advise if you have questions regarding this matter. Thank you.

Very truly yours,



Andrew J. Mulder

AJM/lc

Andrew J. Mulder  
Joel G. Bouwens  
Kenneth B. Breese  
Jeffrey K. Helder  
Ronald J. Vander Veen  
David M. Zessin  
Randall S. Schipper  
Susan E. Vroegop  
Gregory J. McCoy  
P. Haans Mulder  
Vincent L. Duckworth

Kenneth M. Horjus  
Nicholas R. Dekker  
Jessica Arends  
Paul F. Kraus  
Alexandre M. Zucco

Of Counsel:  
Gordon H. Cunningham  
Ronald L. Dalman  
James A. Bidol

June 23, 2016



BAY COUNTY BOARD OF COMMISSIONERS

JUNE 14, 2016

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (6/14/16)

WHEREAS The Michigan Legislature has a bill pending before it, known as Senate Bill No. 39 introduced in 2015 to amend the "Natural Resources and Environmental Protection Act," that proposes to prohibit the Department of Natural Resources (department) from acquiring surface rights to (additional) land if the department owns the surface rights to more than 4,626,000 acres of land, without an approved (legislative) Strategic Plan which contains a land inventory describing intended and authorized use(s) of existing lands, and if any established payment in lieu of taxes on department land due to a local unit of government is delinquent; and

WHEREAS The proposed amendments require maximizing access to department lands and bodies of water adjacent to the lands by removing, gates, berms, and other human made barriers; and further requires the department to promote public enjoyment of the state's wildlife and other natural resources by providing public access to all lands under control of the department for all natural resource dependent outdoor recreation activities including motorized and non-motorized activities; and

WHEREAS The proposed amendments further provide minor housekeeping edits and procedural updates that enhance transparency and support the intent of the amendments, clarifies authority of the department to sell or lease land and establishes scheduled procedures for processing applications to purchase surplus lands, the allowance of fees, prohibition of preference to a qualified conservation organization over another private party or individual, and limits further purchases of land by the department in a county or township without prior written agreement and authorization by that jurisdiction if more than 33% of the jurisdictions property is owned by the state, federal government, qualified conservation organization and commercial forest-land; and Therefore, Be It:

RESOLVED The Bay County Board of Commissioners supports reducing barriers to the public use of public lands for recreation and access and encourages the department to develop the Strategic Plan in consultation with local jurisdictions where department lands are located to ensure accuracy and local preference in proposed land uses; Be It Further

RESOLVED That Bay County Board of Commissioners supports the passage of Senate Bill No. 39 of 2015; Be It Further

RESOLVED That a copy of this resolution be forwarded to our area Legislators, the Michigan Association of Counties, and the other 82 Michigan Counties.

ERNIE KRYGIER, CHAIR AND BOARD

Env Affairs - SB 39 of 2015

MOVED BY COMM. Tilley

SUPPORTED BY COMM. Lutz

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			DONALD J. TILLEY	X						

VOTE TOTALS:  
 ROLL CALL: YEAS 7 NAYS 0 EXCUSED 0  
 VOICE: XX YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED      WITHDRAWN       
 AMENDED      CORRECTED      REFERRED



429 Montague Avenue • Caro, MI 48723  
PH. (989) 673-4121 • Fax (989) 673-2031

- BAD AXE PH. (989) 269-9502  
Fax (989) 269-6166
- LAPEER PH. (810) 664-7133  
Fax (810) 664-2649
- SANDUSKY PH. (810) 648-4497  
Fax (810) 648-5422

June 27, 2016

Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners  
125 West Lincoln Street  
Caro, MI 48723

Dear Commissioner Bardwell:

The Human Development Commission (HDC) is submitting a competitive application to the Region VII Area Agency on Aging to continue providing high-quality services for older adults in Tuscola County. As instructed, a *Senior Services and Budget Summary* for the period beginning October 1, 2016 and ending September 30, 2017 is enclosed for your review.

HDC will request \$317,689 from Region VII Area Agency on Aging to support much-needed eldercare services in Tuscola County. In addition, HDC will request a three-county (Huron, Sanilac, and Tuscola) allocation of \$20,000 specific to Minority Outreach/ Advocacy services. A breakdown of allocations for service categories follows.

Case Coordination & Support	\$28,790	Adult Day Care	\$20,558
Transportation	\$5,872	Caregiver Training	\$14,010
Chore	\$5,418	Congregate Nutrition	\$15,858
Personal Care	\$23,988	Home Delivered Meals	\$165,163
Respite Care	\$6,265	Homemaking	\$31,767
		Minority Outreach/ Advocacy	\$20,000
		(three-county allocation)	

Thank you for your continued support as HDC strengthens its capacity to deliver high-quality services for older adults, especially the frail elderly and homebound, in Tuscola County. If you have any questions regarding the enclosed *Senior Services and Budget Summary*, please contact me at 989.673.4121 or [lorio@hdc-caro.org](mailto:lorio@hdc-caro.org).

Sincerely,

Lori K. Offenbecher  
Executive Director

Enclosure

**HUMAN DEVELOPMENT COMMISSION**  
*Fiscal Year 2017 Summary of Senior Services*

The Human Development Commission (HDC) is submitting a competitive application to the Region VII Area Agency on Aging to continue providing the following services for adults age 60 and over (unless otherwise indicated) who reside in Huron, Sanilac, or Tuscola County. In addition to each county's Board of Commissioners, the Region VII Area Agency on Aging is a principal funding investor of the *Senior Services* highlighted below.

**1. Case Coordination and Support**

Case Coordination and Support provides a single point of entry/single point of contact to address health, social, and emotional needs of seniors and their caregivers. The outcome of this case management activity is to help seniors live as independently as possible by identifying and coordinating access to appropriate community resources.

HDC's Senior Services Specialist performs an in-depth assessment to determine each senior's specific needs such as home delivered meals, weatherization services, or utility assistance. Assessments are completed within ten days of the initial request, and reassessments occur at six-month intervals. A Client Service Plan is developed with the senior and their caregiver, when appropriate. The plan identifies needs, potential services/resources, applicable timetables, and persons/groups responsible for service delivery. The plan is carefully monitored (and modified) to safeguard the health and general well-being of each valued customer.

**2. Transportation**

The Transportation service uses volunteer drivers to assist seniors who cannot drive or who are hesitant to travel great distances on their own. Transportation targets the disabled senior or frail elderly with limited, if any, familial support network. Examples of destinations include:

- Physician, dentist, podiatrist, or optometrist
- Hospital for tests, lab work, physical therapy, or other treatment
- Visiting a hospitalized spouse or other family member
- Department of Veterans Affairs or other service agency
- Local business (e.g., pharmacy, grocery store, etc.)
- One of HDC's senior dining centers

**3. Chore**

The Chore service assists seniors with non-routine household tasks that increase home safety and foster independent living. Examples of eligible chore tasks include:

- Washing walls and ceilings
- Washing windows
- Cleaning basements or attics
- Installing screens/storm windows
- Scrubbing/waxing floors
- Cleaning garages

HDC will employ a part-time handyman to perform the cumbersome household tasks. The handyman will contact eligible seniors to schedule convenient dates/times for the Chore service. Upon completion of the assigned work task(s), the senior signs a work order indicating that the service was completed satisfactorily.

#### 4. Personal Care

Personal Care fosters independence and self-reliance among seniors with functional or cognitive limitations by providing assistance with Activities of Daily Living (ADL). HDC uses independent contractors to perform personal care needs, which include such ADLs as ambulating, bathing, dressing, eating, grooming, and toileting.

#### 5. Respite Care

Respite Care provides a temporary relief for caregivers whose care recipients (often an aging parent or spouse with cognitive limitations) require continual supervision. HDC uses independent contractors to provide the in-home care assistance, which may include:

##### Attendant Care (senior is not bed-bound):

- Companionship and assistance with toileting, eating, and ambulating

##### Basic Care (senior may or may not be bed-bound):

- Assistance with ADLs, routine exercise schedule, and supervision of medications

#### 6. Homemaking

The Homemaking services fosters independence and self-reliance among seniors with functional or cognitive limitations by providing assistance to maintain a safe living environment. HDC uses independent contractors to perform routine household tasks, which may include light housekeeping, shopping, laundry, ironing, and meal preparation. Independent contractors may also provide social and emotional support for seniors while performing the needed Homemaking service.

#### 7. Adult Day Care

Adult Day Care (ADC) fosters independence and self-reliance for adults with functional impairments who are at least 18 years of age and require continual supervision and assistance with ADLs. This activity also provides a welcome respite for the primary caregiver, generally a family member. HDC provides facility-based, high quality daytime care with a warm, caring social environment at one of three ADC centers in Bad Axe (Huron County), Sandusky (Sanilac County), and Caro (Tuscola County).

#### 8. Caregiver Training

Caregiver Training provides services for adults who are caring for the frail elderly, the disabled, and the chronically ill in Huron, Sanilac, or Tuscola County. Eligible caregivers include persons who are: (a) age 60 and over and caring for someone who is age 60 and over, (b) age 60 and over and caring for someone who is under age 60, or (c) under age 60 and caring for someone who is age 60 and over.

HDC will offer individual and support counseling for caregivers that focuses on managing the emotional and physical stresses of caregiving. Individual counseling is provided at HDC offices, the caregiver's home, or other agreed upon locations. Support group counseling is provided at accessible locations like local hospitals and area churches in each county.

#### **9. Congregate Nutrition**

Congregate Nutrition provides well-balanced meals for seniors at dining center located throughout Huron, Sanilac, and Tuscola County. Congregate Nutrition promotes better health through improved nutrition, social interaction, and planned activities. HDC strictly adheres to local, state, and federal regulations governing the provision of meals for seniors. Areas of regulatory requirements include:

- Menus and meal content
- Portion control
- Food preparation and storage
- Meal temperatures
- Inventory control and ordering
- Meal delivery
- Form completion and submission
- Site attendance

#### **10. Home Delivered Meals**

Home Delivered Meals (HDM) assists seniors who are homebound or otherwise unable to prepare their own meals in Huron, Sanilac, and Tuscola County. The need for HDMs may be temporary due to recent hospitalization, or the need may be permanent because of a lasting disability or prolonged illness.

Volunteer drivers receive travel reimbursement when delivering HDMs. Hot meals are delivered three days each week on Monday, Tuesday, and Thursday. Frozen meals may also be delivered on these days for consumption during the remaining days of the week. Emergency meals are stored in the home, especially during the winter months, as inclement weather may prohibit delivery.

#### **11. Minority Outreach/Advocacy**

Minority Outreach/Advocacy ensures persons age 60 and over have knowledge of and access to needed services. The purpose of outreach/advocacy is two-fold. First, older adults gain access to services that improve functional independence and self-reliance. Second, older adults who lack economic, social, and familial networks have someone to advocate on their behalf and represent their interests in a complex, often confusing, system of human services. Minority Outreach/Advocacy involves the identification of and subsequent contact with isolated older adults and/or older adults in greatest social or economic need with an emphasis on low-income minority seniors.

## Tuscola County Aging Budget 16/17 Worksheet of Funding

	Allocation	Units	Clients
Congregate Meals	15,858.00	6,608	150
Home Delivered Meals	165,163.00	68,818	400
Case Coordination & Support	28,790.00	2,251	450
Transportation	5,872.00	1,213	50
Chore	5,418.00	434	42
Adult Day Service	20,558.00	1,823	15
Caregiver Training	14,010.00	397	40
Personal Care	23,988.00	1,812	38
Respite	6,265.00	502	20
Homemaking	31,767.00	2,545	80
<b>TOTAL</b>	<b>317,689.00</b>		<b>1,285</b>

## Minority Outreach All Three Counties Budget 16/17 Worksheet of Funding

	Allocation	Units	Clients
Minority Outreach	20,000.00	917	120
<b>TOTAL</b>	<b>20,000.00</b>		<b>120</b>

*DRAFT*  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Monday, June 27, 2016 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

Commissioners Present: District 1 - Thomas Young, District 2 - Thomas Bardwell,  
District 3 - Christine Trisch (excused at 10:19 a.m.), District 4 - Craig Kirkpatrick

Absent: District 5 - Matthew Bierlein

Also Present: Mike Hoagland, Clerk Jodi Fetting, Mike Miller, Eean Lee, Tisha Jones, Steve Erickson, Vicky Sherry, John Sauber, Register John Bishop, Walt Schlichting, Angie Daniels, Steve Anderson, Erica Dibble

**Finance**  
Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance**

1. **EDC New Board Member Appointment and Activity Update** - Steve Erickson provided an update regarding the Millington Bakery project, Human Hoist project, Restaurant in Vassar project and Indianfields Business Project. The revolving loan/equipment lease program investment to date is over \$200,000. The Craft Food Business Plan Competition was discussed. Serv-Safe Classes have been scheduled for July 11th at the Roth Business Center. Phragmites Grant Project is underway and has been partnered with the Saginaw Bay Coastal Initiative. Vicky Sherry reviewed the grant projects she is currently working on. Steve provided an update on the grocery store projects in Cass City. Tourism Seminar will be hosted on October 12, 2016 at the Roth Business Center. Steve made a request to appoint Brian Chapman, City of Vassar Manager, to the EDC Board to replace Adam Barden who is resigning. Board appointment to be placed on the Consent Agenda.
2. **Community Assessment - Economic Development Plan – 10 Year Review** - Mike Hoagland reviewed the PowerPoint included in the agenda which covered various statistics from the previous 10 years. Also, he reviewed strengths and weaknesses based on the statistics and how they impact Tuscola County. It was discussed how community groups could partner together to improve Tuscola County.
3. **Increase Escrowed Funds for Consumers Energy Tax Appeal** - Mike Hoagland explained the need to increase the funds in the escrow. Mike would like to develop an action plan. Matter to be placed on the Consent Agenda.

4. **GIS Update** - Walt Schlichting and Angie Daniels provided an update on the progress of the GIS system. A high priority for them is to keep the parcel layer up to date. In implementing the GIS program, parcels that have issues have been identified and a tracking layer has been developed. They are working closely with the County Treasurer and the local authorities to solve those issues on a case by case basis. Over half of the local units are subscribing to the Fetch GIS system. Future improvements to the Fetch GIS system were discussed.
5. **Health Department Succession Plan for Retiring Health Officer** - The Board of Health is recommending Ann Hepfer be appointed as Gretchen Tenbusch's successor. Matter to be placed on the Consent Agenda.
6. **Potential Health Department Change to DC Retirement for NEW Hires and Potential Bonding for Outstanding Liabilities** - Mike Hoagland provided an update to the Board.
7. **Information System Technology Activity Update** - Eean Lee provided an update for the implementation of the phone system at the courthouse. Also, updated the Board regarding the phones at the Circuit Court Probation office. EMC backup recovery project update provided. Firewall project is complete. Eean explained the cost savings realized by reducing the number of servers on-site.

Recessed at 9:25 a.m.

Reconvened at 9:34 a.m.

8. **Health Insurance Renewal and Legally Required Proposals** - Dan Skiver is reviewing the proposals received for Health Insurance Providers for Tuscola County.
9. **Financial Impact 17-Year Olds as Juvenile Change** - Mike Hoagland updated the Board.
10. **Dashboard Follow-up Regarding** - Mike Hoagland reviewed documents included in agenda and updated the Board.

#### On-Going Finance

1. Jail Planning Committee - Meeting to be scheduled.
2. Road Commission Legacy Cost - Upon audit completion, Mike Hoagland will contact for an improvement plan for legacy costs.
3. Dispute Concerning Wind Turbine Assessing/Taxation - Update provided. Commissioner Kirkpatrick spoke to property values in relation to wind turbines. Matter discussed.
4. Update Multi-Year County Financial Plan
5. Adult Probation Telephones - Update provided.
6. CGI Communications Video - Project underway.
7. Medical Examiner System - Examiners are currently in place.
8. Child Care Fund Delayed State Payments - Update provided.
9. 4-H and Courts - Update provided.



**Personnel**  
Committee Leader-Commissioner Trisch

**Primary Personnel**

1. **Prosecutor Secretarial Vacancy** - Erica Dibble explained the request and need to re-fill the position that was just granted a month ago. Erica will contact Mark to authorize the re-filling the Secretarial position.
2. **Equalization Director Replacement** - Erica Dibble provided an update to the hiring process. The appointment needs to be made in July to allow proper time to file the paperwork with the State of Michigan. The committee will consist of Mike Hoagland, Erica Dibble, Walt Schlichting and Commissioner Trisch or Commissioner Bardwell.
3. **County/Court Non-Union Personnel Policies** - Policies are currently under review by the Court.
4. **Exemption for Overtime Pay** - Erica Dibble provided an update to the Board. She is planning to set meetings with the Department Heads whose employees will be affected.
5. **Vehicle Policy Revision** - Matter is under review.
6. **DHHS Board Recommended Appointment Form** - Mike Hoagland explained the request to use a uniform application for appointments made to the DHHS Board. Matter discussed. Mike Hoagland to get input from Irene Waller. Matter tabled.

On-Going Personnel - None

Commissioner Trisch excused at 10:19 a.m.

**Building and Grounds**  
Committee Leader-Young

**Primary Building and Grounds**

1. **Register of Deeds Shelving Project Update** - Register Bishop provided an update.
2. **Jail Plumbing/Window Update** - Mike Miller provided an update.

On-Going Building and Grounds

1. Vanderbilt Park Grant Application – Signage Update –Tree Trimming - Commissioner Young provided an update from the Saginaw Bay Coastal Initiative meeting regarding the phragmites. Mike Miller stated the signage is in place. Mike Miller has met with Kappen Tree Service to assess which trees may need to be removed. Kappen Tree Service has provided a quote to remove the ash trees of concern in the amount of \$1,200.00 or remove all of the ash trees in the amount of \$4,250.00. The quote to trim all of the Oak trees is in the amount of \$3,500.00 but it is recommended to wait until fall to have this completed. Commissioners would like to hire Kappen Tree Service to

complete the \$1,200.00 quote for trimming the trees. Matter to be placed on the Consent Agenda.

2. Courthouse Stain Glass Window - Mike Miller will follow up on project.
3. Phragmites Grant - Update provided earlier in the meeting.

#### **Other Business as Necessary**

1. **Region VII Area Agency on Aging 2015 Annual Report** - Matter to be placed on Thursday's Board agenda.

#### **Public Comment Period**

-Register Bishop complimented the Buildings and Grounds Department for their assistance in the shelving project. The Flat Fee bill has been signed by the Governor and will become effective on October 1, 2016.

Meeting adjourned at 10:44 a.m.

Jodi Fetting  
Tuscola County Clerk