

DRAFT
Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Tuesday, October 6, 2009 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Non-Committee

Finance

Committee Leaders-Commissioner Bardwell and Peterson

Primary Finance Items

- 1. 2010 Budget Development Update**
- 2. MAC Update Regarding State Cuts and Impact on Counties (See A)**
- 3. Information Regarding Voted Millage Fund Balances (See B)**
- 4. Updated Information Regarding Veterans Affairs Committee (See C)**
- 5. District Court Appointed Attorney's Contract Approval**
- 6. Red Flag Rule (See D)**
- 7. Circuit Court Line Item Transfer (See E)**
- 8. Acceptance of Grant Service Agreement for CCAB (See F)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through August)
2. ACS Contract Changes
3. Update Regarding Broadband Grant Application
4. Revolving Loan Fund and Enterprise Facilitation
5. ATM, PayPal, Touch Pay Options for Courthouse – Circuit/Court Administrator
6. Discussion of Tether Program Potentials-Commissioner to Call Judge
7. SBCI – Great Lakes Restoration Initiative Grant Funds – Set Meeting Date with Bay County Executive
8. Draft Lapeer County Resolution
9. BCBSM Lawsuit Claim
10. Monthly Financial Report
11. Circuit/Family Court 2009 Supplemental Appropriation Request

Personnel

Committee Leader-Commissioners Roggenbuck and Bardwell

Primary Personnel Items

- 1. Recycling Committee Recommended Part-Time Employee Layoff (See G)**
- 2. AFSCME Deputies Health Care Savings Program Participation Agreement**
- 3. Accept Letter of Resignation from MSU-Extension Parent Educator (See H)**
- 4. Authorize Posting and Advertising to Refill the Position (Grant Funded)**
- 5. Request for Commissioners to be Senior Ball Judges (November 14, 2009 1-3 P.M., KFC Hall)**

Secondary/On-Going Personnel Items

1. Employee Recognition
2. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
3. Mosquito Abatement Committee – Policy Review
4. Farmland Preservation Committee
5. Job Descriptions
6. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
7. Backup Computer Support for Sheriff Department
8. Electronic Time Recording System
9. Circuit/Family Court Personnel Policies
10. Veterans' Affairs Committee Vacancy
11. County Organizational Chart
12. RFP for Labor/Personnel Legal Services
13. Appointment Application Form

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

- 1. Energy Efficiency Grants Timeline and Application Procedures – Next Steps**
- 2. Review of FOC Potential Relocation to the Courthouse**
- 3. Roof Bids for Vanderbilt Park**

Primary Building and Grounds Items

Secondary/On-Going Building and Grounds Items

1. Human Services Building Remodeling Update
2. Follow-Up Work for NACO Energy Star Program
3. Adult Probation Update Regarding Purchase Completion Steps
4. Draft Airport Zoning Update - Timeline

Correspondence/Other Business as Necessary

1. NACO Commissioner Appointment **(See I)**
2. Public Hearing Notice Regarding Vassar Tax Increment Financing Plan **(See J)**
3. Resolutions from Other Counties **(See K)**
4. National Flood Insurance Program
5. Economic Development
 - County EDC Strategic Planning and CAT Integration
 - Economic Gardening
 - RBEG 3rd Year Application Enterprise Facilitation
 - East Central Michigan Council of Governments Coastal Zone Management Grant
 - Regional Tourism

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Notes:

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

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

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

Statutory Finance Committee

1. Claims Review and Approval

Mike Hoagland

From: Shasta Mantyla-Pohl [pohl@micounties.org]
Sent: Friday, October 02, 2009 12:00 PM
Subject: MAC Legislative Update 10-02-09

**MAC LEGISLATIVE UPDATE**

October 2, 2009

In this week's update:

- **MAC 2009 BUDGET BREAKDOWN**
- **HOUSE PASSES SUPPLEMENTAL RESTORING FUNDING FOR REVENUE SHARING...BUT NOT FOR COUNTIES**
- **HOUSE MAY CONSIDER REVENUE INCREASES NEXT WEEK**
- **GOVERNOR MAY VETO SEVERAL CUTS**
- **MSU EXTENSION BENCHMARKING CONFERENCE**
- **MAC LEGISLATIVE CONFERENCE PANEL SUGGESTIONS**

MAC 2009 BUDGET BREAKDOWN

This week, after enduring a brief shutdown of state government, the legislature adopted a budget for Fiscal Year 2009-2010. Most budgets are on the Governor's desk awaiting her signature. As the legislature passed a continuation budget bill, SB 831, with spending cuts, the Governor has time to review these bills to determine whether or not to sign into law the deep cuts. Additionally, it is believed the House may attempt to try to raise revenues next week to back fill some of these cuts. Because of the fluid nature of the situation, some of these are subject to change per potential vetos or revenue votes.

Below is a breakdown of the cuts as the bills are on the Governor's desk.

General Government (SB 245)

This week, the Legislature sent a budget bill to the Governor which includes a nearly \$145 million overall reduction to what was a \$3.1 billion budget last year. This budget bill includes funding for the Legislature, Executive Office, Attorney General, Secretary of State, Depts. of Treasury, Lottery and Management and Budget. Of most interest in this budget for counties are two items: Revenue Sharing and Payment in Lieu of Taxes.

Revenue Sharing: Per the 2004 agreement between counties, the Legislature and the Governor, counties were slated to receive \$65 million to fund or partially fund revenue sharing payments for 20 counties. This bill provided at \$10 million cut, funding those counties are roughly \$55 million. How the cut is applied is as follows: by adding the allowable draw amounts from treasury for FY 2008-2009, plus any general fund payments a county received in that fiscal year gives you the total of what a county "should

receive". This number multiplied by 11.06 % (or .1106) would be the cut for your county. For counties that are still fully in the reserve accounts, this cut would not affect you. *As mentioned in other MAC Updates, the specter of HB 5251, 52 still could loom, and that would affect each county.*

PILT: The general funded portion of PILT was adopted at a cut of 12%, which is a statewide reduction of \$1.2 million. This item is interesting, as there is no legislation to effectuate this sort of a cut. The law requires the DNR to pay assessments to the local unit on the amount of property it owns in a given community. In 2004, the law was changed to freeze PILT for 5 years and that freeze was just removed. It will take statutory changes to effectuate this cut going forward.

Department of Corrections (HB 4437)

The budget for the Department of Corrections includes a 4.9% reduction in funding amounting to a cut of \$98.5 million. The budget assumes an efficiency of a per prisoner cost reduction of \$841 and is realized through savings and efficiencies realized in the budget. Of great interest to counties is the County Jail Reimbursement Program (CJRP). As you may recall, this program was underfunded last year and in the current year, and resulted in several counties not receiving reimbursements for diversions of offenders from prison to the county jail. The bill includes an additional \$4 million in funding for this line item, bringing the program to \$16.57 million, with no reductions in eligibility. The rate for the diversions will remain at \$43.50 per day, per diversion. *Counties owe Senator Cropsey and Rep. Alma Wheeler Smith a great deal of thanks for finding additional funds in the budget to hopefully assure all diversions are reimbursed! Thank you both for your hard efforts to find a bright spot for counties in this budget process!*

DNR/DEQ (HB 4446)

As anticipated, the Department of Natural Resources was combined with the Department of Environmental Quality in the State's 2010 budget in the form of HB 4446. The bill, passed by the Senate on the last day of the fiscal year, represents the budgets for both departments and touts initial savings of \$350,000 in administrative costs to the state. It is possible that the combined budgets could be the first step in the combining of the two departments to be potentially called the Department of Conservation. Among other things, HB 4446 preserves the state's wetland protection program by retaining the program's restricted and federal funding, as well as its interdepartmental grant from the Department of Transportation. Though this only represents partial year funding, legislation, SB 785, also passed the the legislature, and is on the Governor's desk, to both reform the program and secure a new stable, long term funding sources. Other savings were realized through elimination of the Air Quality Asbestos and Technical Assistance Program, Pollution Prevention Workshops, the On-site Wastewater Program and the Aquifer Protection Program. These along with reductions to other small programs resulted in \$4.8 million reduction in total general fund expenditures from last year's budget. Also included in the bill was language requiring the newly combined department to send any PILT payments it receives in error to the Department of Treasury within ten days of receipt, as Treasury is now responsible for the administration of that program. For more on PILT, please see the General Government Budget summary.

MDOT Budget (SB 254)

This year's budget, SB 254, is \$1.2 billion less than the previous year's allotment, due in part largely to the fact that Michigan received \$887 million in ARRA funds for transportation related purposes. Also a factor is the reduction in revenue the state received from the gas tax and vehicle registration fees. This reduction will result in \$248 million less for state trunkline construction programs, \$63 million less for state road and bridge programs, \$29 million less for county road commissions, \$16 million less for cities and villages and \$1.6 less for the local bridge program. The budget does contain some stimulus funding which, along with money from the rail infrastructure loan program, was used to restore \$11.5 million dollars that was threatened to be cut from the CTF for public transportation projects. These figures only

serve to underscore the need for additional revenue for our deteriorating infrastructure. MAC continues to advocate in support of the recommendations made to the Legislature by the Transportation Funding Task Force's. The passed both the House and the Senate this week, despite ongoing concerns about the department's efforts to construct a new border crossing between Detroit and Windsor. The seemingly perpetually controversial project, known as DRIC, will need legislative approval to go beyond the \$2.5 million appropriated for the project following a traffic study to be concluded by early summer.

Department of Agriculture (SB 237)

SB 237 was one of the few budgets that actually saw an overall increase. The budget did contain the elimination of Upper Peninsula State Fair, as well as a slight increase in dairy fee inspections expected to generate about \$100,000. Funding for intercounty drains was preserved at current year levels. Local conservation districts, which at one point were facing a complete elimination of funding, did receive \$236,000 to remain operational. Additional language was added to let the districts work with the Department to ensure that the funds they do receive can be used where it is most likely to draw down federal aid, as opposed to being spread equally among all district.

Department of Community Health (HB 4436)

The Department of Community Health budget hit everyone hard, and the county family was no exception. Medicaid providers will see a reduction in reimbursement of 8%, so county medical care facilities, hospitals, local public health, and doctors will be hit by this reduction. Local public health saw a reduction of roughly half a million dollars for operations, the line that funds all of the mandated services the local public health provides. Additionally, the Healthy Michigan Fund, which is mostly prevention and chronic disease funding through local public health, was cut from \$25 million to \$11 million. Public health program state funding (STD initiatives, methamphetamine cleanup fund, AIDS media campaign, etc.) was reduced by \$3.5 million. Community mental health saw a cut in the Non-Medicaid line of \$40 million, a win considering the Senate version of the budget cut it by \$62 million. Finally, psychotropic drugs would now have to be on the state-approved drug list to be eligible for Medicaid reimbursement, a change that the Michigan Association of Community Mental Health Boards has been fighting.

Department of Human Services (SB 248)

The Department of Human Services (DHS) budget reduced state general fund spending by over one-quarter, going from \$1.2 billion in fiscal year 2009 to \$860 million in fiscal year 2010. On the issue of the private administrative rate, the legislature chose to increase the payment by \$10, for a total of \$37 per day per child, however, it reduced the county side of the equation from 50% of the cost, to 25% of the cost. While MAC had been fighting hard against the \$10 increase, reducing the county split is something MAC has been after for many years. The legislature also, however, has decided to begin charging counties a daily administrative rate for DHS supervised foster care at 25% of \$40 per day, for a total of \$10 per day. This constitutes "reverse revenue sharing," by requiring a local unit of government to pay for state government workers, utilities, etc., is a very slippery slope, and is a very likely Headlee issue, possibly illegal. The state will not be reimbursing counties for other costs associated with last year's lawsuit settlement. There appears to be a small amount of money (\$5 million) to incentivize community-based placements for juvenile justice by increasing the state match, an initiative MAC has been pushing. Finally, the budget closes all remaining state-owned juvenile justice facilities.

HOUSE PASSES SUPPLEMENTAL RESTORING FUNDING FOR REVENUE SHARING... BUT NOT FOR COUNTIES

This week, directly after passing several budgets, but before cutting revenue sharing, the House passed HB 5403, a supplemental bill appropriating \$434.7 million, with no funding source attached. The bill, which is a shell and to have impact needs funds from proposed revenue increases, would restore cuts to promise grants, various community health programs and revenue sharing, among others. Unfortunately, the bill restores revenue sharing funds to reduce the cut for cities, villages and townships (CVTs), but not counties.

After finding this out, the Senator responsible for the revenue sharing budget indicated that if counties

had to share equally in the pain of CVTs, then counties should share in the benefit of any proposed reduction in that pain.

MAC believes that the reason we were excluded from this supplemental on the House side is that there are some in House leadership that still believe House Bills 5251, and 5252, which freeze all counties at 2003 revenue sharing levels, must still become law. Obviously MAC disagrees, and at the current time, your contacts have made it such that the votes do not exist to pass this legislation.

HOUSE MAY CONSIDER REVENUE INCREASES NEXT WEEK

Next week the House may consider voting on tax increases on bottled water, soda, other tobacco products, satellite television, and on doctors. Depending on the level of the tax on each, the goal would be to find nearly \$434 million (see story above) in new revenue to "backfill" the various cuts throughout the budget. While it is yet to be determined if there are votes in the House to accomplish this goal, perhaps the bigger question is whether or not the votes to do such exist in the Senate. Senate Majority Leader Bishop (R-Oakland County) has indicated throughout this budget process that the votes do not exist in that body to raise revenues. MAC will monitor this situation and keep you informed.

GOVERNOR MAY VETO SEVERAL CUTS

While technically the Governor does not have all of the budget bills (with the exception of the continuation budget) on her desk, as the Senate is holding on to the six most controversial, she made comments at a press conference Thursday that she will likely look to issue line item vetoes to various budgets. She indicated some of her priorities include police and fire, education, and diversifying the state's economy. MAC will keep a close eye on this process as, it appears there will be some line item vetoes in this budget.

MSU EXTENSION BENCHMARKING CONFERENCE

Benchmarking for Success

This day long conference will focus on performance measurement and benchmarking results and strategies that can help local governments decrease service provision costs or even improve service quality. Results from the 2008 benchmarking report will be highlighted and discussed in afternoon breakout sessions. Details on the agenda are forthcoming. This conference is open to everyone, but registration is limited, so reserve your space early. The registration fee covers meals and any conference materials. An agenda is forthcoming.

Monday, November 9, 2009

Check-in begins 8:30am

Lansing Community College - West
5708 Cornerstone Drive
Lansing, MI 48917

MLGBC Member Cost: \$20*

Non-member Cost: \$30

*MSUE employees pay member cost.

How to register:

Registration is online only by following the link below. [*Click here to determine if you are a member.](#)
Deadline to register is October 26. [Click here for online registration](#)

Questions?

Contact Nicole Bradshaw at schles11@msu.edu.

MAC LEGISLATIVE CONFERENCE PANEL SUGGESTIONS

We appreciate and value your suggestions and invite you to send us your panel presentation topic ideas for the upcoming 2010 MAC Legislative Conference. Simply complete the form attached and forward it back to our office by fax or email it to kamismith@micounties.org. Your panel suggestion will be considered by our board for the upcoming conference. The suggestion form can also be accessed on our website at <http://micounties.org/Portals/0/docs/10%20Leg%20Conf/panel%20request%20form.pdf>

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Voted Millage Funds - Fund Balance Review

DRAFT FOR DISCUSSION ONLY	2005	2006	2007	2008
Voted Millage Fund	Fund Balance	Fund Balance	Fund Balance	Fund Balance
Medical Care Debt (391)	\$ 665,738	\$ 920,811	\$ 1,235,298	\$ 1,555,853
Bridge/Streets (296)	\$ 794,379	\$ 1,086,917	\$ 1,205,690	\$ 1,068,210
Medical Care (298)	\$ 725,191	\$ 593,696	\$ 724,436	\$ 935,797
Mosquito Abatement (240)	\$ 242,397	\$ 278,897	\$ 355,896	\$ 472,267
Recycling (230)	\$ 190,353	\$ 230,958	\$ 302,185	\$ 344,208
Primary Road Improvements (214)	\$ 6,719	\$ 5,629	\$ 424,816	\$ 164,122
Road Patrol (207)	\$ 123,296	\$ 141,433	\$ 151,471	\$ 156,326
Senior Citizens (297)	\$ 85,909	\$ 21,130	\$ 7,879	\$ 4,011
	2005	2006	2007	2008
Funds with Obligated Short Term Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
Bridge/Streets (296) (See Attachment 1)	\$ 794,379	\$ 1,086,917	\$ 1,205,690	\$ 1,068,210
Recycling (230) (See Attachment 2)	\$ 190,353	\$ 230,958	\$ 302,185	\$ 344,208
Primary Road Improvements (214)	\$ 6,719	\$ 5,629	\$ 424,816	\$ 164,122
Road Patrol (207)	\$ 123,296	\$ 141,433	\$ 151,471	\$ 156,326
Senior Citizens (297)	\$ 85,909	\$ 21,130	\$ 7,879	\$ 4,011
	2005	2006	2007	2008
Funds with Fund Balances to be Analyzed	Fund Balance	Fund Balance	Fund Balance	Fund Balance
Medical Care Debt (391)	\$ 665,738	\$ 920,811	\$ 1,235,298	\$ 1,555,853
Medical Care (298)	\$ 725,191	\$ 593,696	\$ 724,436	\$ 935,797
Mosquito Abatement (240)	\$ 242,397	\$ 278,897	\$ 355,896	\$ 472,267
		Estimated	Estimated	
		Taxable	Property Tax	
Millage Levies Impacting 2010 Revenue Generation	Millage	Value	Revenue	
Medical Care Debt (391)	1.0000	\$ 1,495,175,733	\$ 1,495,176	
Primary Road Improvements (214)	0.9657	\$ 1,495,175,733	\$ 1,443,891	
Road Patrol (207)	0.8953	\$ 1,495,175,733	\$ 1,338,631	
Mosquito Abatement (240)	0.6316	\$ 1,495,175,733	\$ 944,353	
Bridge/Streets (296)	0.4807	\$ 1,495,175,733	\$ 718,731	
Medical Care (298)	0.2500	\$ 1,495,175,733	\$ 373,794	
Senior Citizens (297)	0.1989	\$ 1,495,175,733	\$ 297,390	
Recycling (230)	0.1500	\$ 1,495,175,733	\$ 224,276	

Voted Millage Funds - Fund Balance Review

		Estimated	Estimated
	Millage	Taxable	Property Tax
Millage Reductions/Corresponding Property Tax Reductions	Fraction	Value	Revenue
	0.3000	\$ 1,495,175,733	\$ 448,553
	0.2000	\$ 1,495,175,733	\$ 299,035
	0.1000	\$ 1,495,175,733	\$ 149,518
	0.0900	\$ 1,495,175,733	\$ 134,566
	0.0800	\$ 1,495,175,733	\$ 119,614
	0.0700	\$ 1,495,175,733	\$ 104,662
	0.0600	\$ 1,495,175,733	\$ 89,711
	0.0500	\$ 1,495,175,733	\$ 74,759
	0.0400	\$ 1,495,175,733	\$ 59,807
	0.0300	\$ 1,495,175,733	\$ 44,855
		Estimated	Estimated
	Millage	Taxable	Property Tax
Millage Reduction and Savings on Taxable Value of \$50,000	Fraction	Value	Revenue
	0.3000	\$ 50,000	\$ 15.00
	0.2000	\$ 50,000	\$ 10.00
	0.1000	\$ 50,000	\$ 5.00
	0.0900	\$ 50,000	\$ 4.50
	0.0800	\$ 50,000	\$ 4.00
	0.0700	\$ 50,000	\$ 3.50
	0.0600	\$ 50,000	\$ 3.00
	0.0500	\$ 50,000	\$ 2.50
	0.0400	\$ 50,000	\$ 2.00
	0.0300	\$ 50,000	\$ 1.50

**391 Fund Medical Care Capital Improvement Bonds
Series 2003 Balance on Debt**

Date	Principal	Interest	Annual Payment
6/1/2010	\$ 850,000.00	\$ 160,768.75	
12/1/2010		\$ 146,531.25	\$ 1,157,300.00
6/1/2011	\$ 950,000.00	\$ 146,531.25	
12/1/2011		\$ 129,431.25	\$ 1,225,962.50
6/1/2012	\$ 950,000.00	\$ 129,431.25	
12/1/2012		\$ 111,618.75	\$ 1,191,050.00
6/1/2013	\$ 1,000,000.00	\$ 111,618.75	
12/1/2013		\$ 91,618.75	\$ 1,203,237.50
6/1/2014	\$ 1,025,000.00	\$ 91,618.75	
12/1/2014		\$ 71,118.75	\$ 1,187,737.50
6/1/2015	\$ 1,100,000.00	\$ 71,118.75	
12/1/2015		\$ 48,843.75	\$ 1,219,962.50
6/1/2016	\$ 1,125,000.00	\$ 48,843.75	
12/1/2016		\$ 25,500.00	\$ 1,199,343.75
6/1/2017	\$ 1,200,000.00	\$ 25,500.00	\$ 1,225,500.00
Balance	\$ 8,200,000.00	\$ 1,410,093.75	\$ 9,610,093.75

Bond Redemption:

Bonds maturing prior to June 1, 2012 shall not be subject to redemption prior to maturity.
Bonds maturing on or after June 1, 2012 shall be subject to redemption prior to maturity at the option of the County, in any order in whole or in part on any interest payment date on or after June 1, 2011. Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

	Annual Tax Revenue	Other Revenue	Annual Payments	Agent Fees	Other Expenses	To Fund Balance
2003	1,099,594	49,663	850,088	250		298,920
2004	1,151,749	7,675	987,756	250	729	170,689
2005	1,198,467	18,793	1,020,506	250	375	196,129
2006	1,255,450	26,995	1,027,131	250		255,063
2007	1,349,800	48,510	1,082,256	250	1,317	314,487
2008	1,418,202	37,250	1,134,647	250		320,555
2009 YTD	1,451,135	18,860	1,134,538	125	4,884	330,448
	\$ 8,924,397	\$ 207,746	\$ 7,236,922	\$ 1,625	\$ 7,305	\$ 1,886,291

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Tuscola County Office of Veteran Affairs
Ron Amend, Director
(989) 673-8114 ext 128

October 1, 2009

Tuscola County Board of Commissioners
207 Grant St.
Caro, Michigan 48723

SUBJECT: Activities Report of the Veteran Affairs Department October 1, 2008 thru September 30, 2009.

The attached sheet gives you the breakdown of visits, calls, letters, soldiers & Sailors Relief, Michigan Veteran Trust Fund, and DAV van travel and hours for the year.

I started in January 2009 with a Soldiers & Sailors Relief running fund of \$26,905.35 (small carry over from the previous year) and as of October 1, 2009 I have a remaining balance of \$11,761.71. I will not need to request any additional funds for the remaining three month of this year. This will be the first time that I haven't requested additional funds since I became the Veteran Affairs Director from the County Board of Commissioners.

I reported that one of our Veteran Affairs committee members and our VFW member to the Trust Fund committee resigned. I have received four applications to fill the position for the Veteran Affairs committee so far. One of the applicants has been recommended by his VFW post to fill the position to the Michigan Veteran Trust Fund committee in Tuscola County. I would recommend that this applicant be placed on the County Veteran Affairs committee. I would recommend that we add one additional Veteran to the Veteran Affairs committee, which would give us four committee members.

There is one more position available to the Michigan Veteran Trust Fund County Committee and that is for a (DAV) disabled American Veteran. If a DAV member from the county should be recommend by their post to the Michigan Veteran Trust Fund County committee, we should include that veteran into the County Veteran Affairs committee also. This would then give us a total of five members at that time, which is the max by law for the committee.

Yours in service to our Veterans
Ron Amend

Cc: Gretchen Tenbusch

ANNUAL REPORT FOR THE VET AFFAIR OFFICE OCT 2008 THRU SEPT. 2009

Month	Office Visit	Phone Calls In	Call Out	Letters In	Letters Out	House Calls	Trust Fund Appl	Amount Granted	Soldiers & Sailors Relief Appl.	Amount Granted	D.A.V. Vet's trans.	D.A.V. Vet's Hours
October	97	166	97	21	52	4	0	\$ -	11	\$ 2,134.31	22	92
November	91	116	123	31	59	1	2	\$ 345.66	8	\$ 1,238.01	24	104
December	75	137	103	16	54	1	0	\$ -	8	\$ 2,525.51	29	137
January	84	156	118	38	66	1	4	\$ 1,967.13	7	\$ 1,855.20	19	83
February	72	169	135	33	51	1	1	\$ 799.00	9	\$ 2,401.40	22	90
March	87	196	130	29	71	4	0	\$ -	1	\$ 30.00	26	111
April	76	139	125	34	56	1	1	\$ -	10	\$ 3,275.20	26	128
May	80	152	177	22	50	4	0	\$ -	6	\$ 893.14	22	118
June	77	176	137	29	81	0	0	\$ -	8	\$ 1,591.68	15	65
July	87	164	134	29	52	1	1	\$ 2,462.64	13	\$ 2,217.92	19	86
August	81	193	144	24	70	0	1		5	\$ 1,449.98	22	101
September	78	176	85	37	59	1	0	\$ -	9	\$ 1,043.46	20	143
Totals	985	1940	1508	343	721	19	10	\$ 5,574.43	95	\$ 20,655.81	266	1258

Category: 100
Number: 114

Subject: **IDENTITY THEFT PREVENTION PROGRAM**

1. **PURPOSE:** To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.
2. **AUTHORITY:** Saginaw County Board of Commissioners
3. **APPLICATION:** This policy and protection program applies to all Saginaw County employees, contractors, consultants, temporary employees and all other personnel affiliated with third parties.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation, administration, and periodic review and revision of this policy.
5. **DEFINITIONS:**
 - 5.1 Identity theft means a fraud committed or attempted using the identifying information of another person without authority.
 - 5.2 Covered account means:
 - (a) An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include, but are not limited to, credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts;
 - (b) Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.
 - 5.3 Red flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

6. POLICY:

6.1 POLICY DEVELOPMENT: In order to detect, prevent and mitigate identity theft, all Saginaw County Departments will review whether it offers or maintains covered accounts and will include reasonable policies and procedures to:

- (a) Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program; Detect red flags that have been incorporated into the Program;
- (b) Respond appropriately to any red flags that are detected to prevent and mitigate identity theft;
- (c) Ensure the Program is updated periodically to reflect changes in risks to customers and to the safety and soundness of the creditor from identity theft;
- (d) Each Department's program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

6.2 ADMINISTRATION:

- (a) Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for Saginaw County;
- (b) The Identity Theft Committee will consist of the County Treasurer or designee, Information Systems Director or designee, County Clerk or designee, County Controller or designee, Saginaw County Sheriff or designee, County Prosecutor or designee, Health Officer or designee, Register of Deeds or designee, Public Works Commissioner or designee, Emergency Management and Homeland Security Director, and County Civil Counsel;
- (c) Staff shall be trained, as necessary, to effectively implement the Program;
- (d) The Program shall exercise appropriate and effective oversight of service provider arrangements.

6.3 IDENTIFICATION OF RED FLAGS:

- (a) The Program will include relevant red flags from the following categories as appropriate:
 - 1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
 - 2. The presentation of suspicious documents;

3. The presentation of suspicious personal identifying information;
 4. The unusual use of, or other suspicious activity related to, a covered account;
 5. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
- (b) The Program shall consider the following risk factors in identifying relevant red flags for covered accounts as appropriate:
1. The types of covered accounts offered or maintained;
 2. The methods provided to open covered accounts;
 3. The methods provided to access covered accounts;
 4. Its previous experience with identity theft.
- (c) The Program will incorporate relevant red flags from sources such as:
1. Incidents of identity theft previously experienced;
 2. Methods of identity theft that reflect changes in risk;
 3. Applicable supervisory guidance.

6.4 DETECTION OF RED FLAGS: The Program will address the detection of red flags in connection with the opening of covered accounts and existing covered accounts, such as by:

- (a) Obtaining identifying information about, and verifying the identity of, a person opening a covered account;
- (b) Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.

6.5 RESPONSE: The Program will provide for appropriate responses to detected red flags to prevent and mitigate identity theft. All responses will be documented and the response will be commensurate with the degree of risk posed. Appropriate responses may include:

- (a) Monitor a covered account for evidence of identity theft;
- (b) Contact the customer;
- (c) Change any passwords, security codes or other security devices that permit access to a covered account;
- (d) Reopen a covered account with a new account number;
- (e) Not open a new covered account;
- (f) Close an existing covered account;
- (g) Not attempt to collect on a covered account or not sell a covered account to a debt collector;
- (h) Notify law enforcement; or

- (i) Determine no response is warranted under the particular circumstances.

6.6 **STORING OF DOCUMENTS:** Each employee and contractor performing work for Saginaw County will comply with the following policies:

- (a) File cabinets, desk drawers, overhead cabinets, and other storage space containing documents with sensitive information will be locked when not in use;
- (b) Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised;
- (c) Desks, workstations, work areas, printers and fax machines and common shared work areas will be cleared of all documents containing sensitive information when not in use;
- (d) Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use;
- (e) When documents containing sensitive information are discarded they will be placed inside a lock shred bin or immediately shredded using a mechanical cross cut or Department of Defense (DOD)-approved shredding device. Locked shred bins are labeled "Confidential paper shredding and recycling." Municipal records, however, may only be destroyed in accordance with the county's records retention policy and Michigan State law.

6.7 **ELECTRONIC DISTRIBUTED DOCUMENTS:** Each employee and contractor performing work for Saginaw County will comply with the following policies.

- (a) Internally, sensitive information may be transmitted using approved Saginaw County email. All sensitive information must be encrypted when stored in an electronic format;
- (b) Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the email:

"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

6.8 **UPDATING THE PROGRAM:** The Program will be updated periodically to reflect changes in risk to customer or to the safety and soundness of the County from identity theft based on factors such as:

- (a) The experiences of the County with identity theft;
- (b) Changes in methods of identity theft;
- (c) Changes in methods to detect, prevent and mitigate identity theft;
- (d) Changes in the types of accounts that the County offers or maintains;
- (e) Changes in the business arrangements of the County, including changes to service provider arrangements.

6.9 **OVERSIGHT OF THE PROGRAM:**

(a) Oversight of the Program will include:

- 1. Assignment of specific responsibility for implementation of the Program;
- 2. Review of reports prepared by staff regarding compliance;
- 3. Approval of material changes to the Program as necessary to address changing risks of identity theft.

(b) Reports will be prepared as follows:

- 1. Staff responsible for development, implementation and administration of the Program will report to the County Controller/CAO at least annually on compliance by the County with the Program;
- 2. The report will address material matters related to the Program and evaluate issues such as:
 - i. The effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
 - ii. Service provider agreements;
 - iii. Significant incidents involving identity theft and management's response;
 - iv. Recommendations for material changes to the Program.

6.10 **OVERSIGHT OF SERVICE PROVIDER AGREEMENTS:** The County will take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the County engages a service provider to perform an activity in connection with one or more covered accounts.

6.11 DUTIES REGARDING ADDRESS DISCREPANCIES:

- (a) The County will develop policies and procedures designed to enable the County to form a reasonable belief that a credit report relates to the consumer for whom it was requested if the County receives a notice of address discrepancy from a nationwide consumer reporting agency indicating the address given by the consumer reporting agency indicating the address given by the consumer differs from the address contained in the consumer report.
- (b) The County will reasonably confirm that an address is accurate by any of the following means:
 - i. Verification of the address with the consumer;
 - ii. Review of the utility's records;
 - iii. Verification of the address through third-party sources; or
 - iv. Other reasonable means.
- (c) If an accurate address is confirmed, the County will furnish the consumer's address to the nationwide consumer reporting agency from which it received the notice of address discrepancy if;
 - i. The County establishes a continuing relationship with the consumer; and
 - ii. The County regularly and in the ordinary course of business, furnishes formation to the consumer reporting agency.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

Saginaw County Controller/CAO

Saginaw County Civil Counsel

ADOPTED: September 22, 2009

E

STATE OF MICHIGAN

54TH JUDICIAL CIRCUIT AND FAMILY COURT

COURT ADMINISTRATOR
440 NORTH STATE STREET
CARO, MICHIGAN 48723-1594

KYLE A. JASKULKA, MA
Court Administrator

(989) 672-0075

MEMORANDUM

DATE: October 2, 2009
TO: Clayette Zechmeister
Chief Accountant
FROM: Kyle Jaskulka
Court Administrator
RE: Line Item Transfers

On this date, the Court has made the following line item transfers. Please update your records accordingly.

<u>LINE ITEM NUMBER</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
132-801-010		
Court Appointed Counsel	\$5,000.00	
132-806-000		
Jury Fees		\$5,000.00
TOTALS:	\$5,000.00	\$5,000.00

Thank you.

Cc: HON. Patrick R. Joslyn
Finance Committee
Controller

F

THUMB AREA REGIONAL
COMMUNITY CORRECTIONS ADVISORY BOARD
SERVICE AGREEMENT

For
TUSCOLA COUNTY COMMUNITY CORRECTIONS SERVICES

This Service Agreement is entered into on the 1st day of October 2009 by and between the Thumb Area Regional Community Corrections Advisory Board and Tuscola County.

It is agreed between the parties as follows:

Tuscola County will provide Screening and Eligibility Assessment, Community Service Jail Work Crew, and Work Site Day Reporting programming to targeted offenders as approved within the applicable grant award approved by the Michigan Department of Corrections – Office of Community Corrections. All services must be provided in accordance with P.A. 511 (1988).

The County shall use the following funds to operate the three aforementioned programs based on the grant award for the FY 2010.

Case Management-Screening and Assessment	\$ 9,120
Community Service-Work Crew	\$ 13,400
Intensive Supervision-Day Reporting	<u>\$ 9,600</u>
Total	\$ 32,120

Tuscola County may use the funds to pay staff, contractors, suppliers and other such vendors as deemed appropriate to operate the above listed programs. Tuscola County agrees to follow all State guidelines, restrictions and contractual obligations placed on Community Corrections Funds by the State of Michigan. In the event that the State of Michigan determines that expenditures were inappropriate and subject to reimbursement of the State, Tuscola County agrees to be responsible for the replacement of the disallowed expended funds.

Tuscola County agrees to provide appropriate statistical and narrative reports on program performance, as determined by the Thumb Regional Community Corrections Advisory Board.

Tuscola County agrees to provide the required space in the Tuscola County Sheriff's Department Jail Facility to conduct in-house programs.

Invoices for Tuscola County expenses must be submitted to Thumb Area Regional Community Corrections Advisory Board by the tenth day of each calendar month. Actual costs will be reimbursed as soon as prudently possible due to economic circumstances created by a delay in payments and pass through from the State up to an allocated maximum annualized amount of \$32,120.

It is understood by both parties that this program is currently funded exclusively by P.A. 511 funding provided through the FY 2010 Thumb Area Community Corrections Advisory Board Application for Community Corrections Funds. Any fees, revenues, or other non-CCAB funding generated as a result of funding awarded pursuant to P.A. 511 by the programs will be deposited with the special revenue fund established by the Thumb Area Regional Community Corrections Board to be utilized solely in support of community corrections programming in Tuscola County. Tuscola County will provide the Thumb Regional Community Corrections Advisory Board with

a monthly summary report of all revenues and "bed days saved" generated by these three programs.

It is understood that the Michigan Office of Community Corrections funds referred to above can be used to match or leverage other funds for this program should such funds be identified. The use of the funds must be cleared with all signatories prior to their use in this manner. The Thumb Area Regional Community Corrections Advisory Board reserves the right to re-negotiate the use of such funds in future years.

Substance abuse programming and data entry activity shall be provided by List Psychological Services as outlined and not to exceed the funding levels provided in the "Thumb Area Regional Community Corrections Advisory Board Service Agreement for Substance Abuse Outpatient Services (G-18) DDJR – Intensive Outpatient (G-18)."

The financial, data, and programmatic reporting requirements of the "First Amendment to the Agreement between the State of Michigan Department of Corrections and Lapeer County" shall be incorporated herein.

All services will be provided in accordance with the existing contractual agreement between Lapeer County and MDOC – Office of Community Corrections.

Any of the parties of this agreement may terminate the agreement by providing written notification to the other parties of its intent to do so thirty days prior to the actual date of termination.

The individual provisions of this agreement are severable. If any of the provisions are found to be in violation of State law, the remaining provisions shall remain in effect.

This agreement shall automatically terminate on September 30, 2010.

_____	_____	_____	_____
Chairperson – Board of Commissioners	Date	Witness	Date

_____	_____	_____	_____
Chairperson – Board of Commissioners	Date	Witness	Date

_____	_____	_____	_____
Regional Coordinator	Date	Witness	Date



Mike Hoagland

From: Kate Neese [recycle@tuscolacounty.org]
Sent: Friday, October 02, 2009 9:49 AM
To: Carrie Krampits; Mike Hoagland
Subject: Recycling Advisory Committee Decision

The RAC met yesterday evening and are recommending the layoff of one part time permanent position by the end of this year. I am working on the minutes from yesterday's meeting right now and hope to have them to you by Monday. I just wanted to let you know as soon as possible so that this issue can be presented to the BOC at their next meeting.

The RAC will review our budget again next year and may recommend a second layoff at that time. I am meeting with all of my employees today to let them know the situation and ask them for comments and suggestions (I have already informed four of them, waiting for the other two to come in for the day). I explained that it is up to the BOC to approve this layoff and determine when it will happen and that it is up to the Union to determine who will be laid off.

In the meantime, I am prioritizing the programs in hopes of cutting down the labor involved to run them. We are going to begin by cracking down on out of County tires (asking for IDs and/or proof of residency) and reducing our battery recycling program. So far my staff is taking the news well but I think they may still be in shock.

I will forward the minutes to you as soon as they are finished. Please let me know if you have any questions.

Thanks,
Kate Neese - Recycling Coordinator
Tuscola County Recycling
1123 Mertz Road
Caro, MI 48723
(989) 672-1673
recycle@tuscolacounty.org

Tuscola County Recycling is a County owned and operated non-profit that is generously funded in part by the Recycling Millage.



Janice Burgess
2343 Cass River Blvd
Caro, MI 48723
(989)553-3734

9/28/09

MSU Extension
362 Green Street
Caro, MI 48723

Re: Letter of resignation

Dear Kris,
Please accept my letter of resignation to the Building Strong Families and Adolescents Program. I have accepted position with another company and my last day will be 8/8/09. Due to the instability of our program and lack of medical benefits, I personally needed to look elsewhere for employment.
I want to thank you for the wonderful experiences I have had during my last five years here. I have made some very good friends and I will miss everyone very much. I have really enjoyed working with all of you. Again, I will miss you.

*typo-
last day is
10/8/09
per
Kris
Swartzendruber
@MSU ext.*

Very Truly,

Janice Burgess

①



September 28, 2009

The Honorable Amanda Roggenbuck
Commissioner
Tuscola County
6505 Main Street
Cass City, MI 48726-1523

Dear Amanda:

The steering committee membership is nominated through the individual state associations to serve for a term of one year. As president of the National Association of Counties, I have the honor and privilege of confirming your nomination as a member of the Agriculture and Rural Affairs Steering Committee.

Committee membership at the national level is a serious commitment and a big responsibility, even more so this year with a federal administration engaged in developing policy on a number of issues facing counties.

Enclosed you will find a position description for steering committee members which was adopted by the NACo Board of Directors on July 16, 2007. A great deal of NACo's strength is in its committees, and that strength is reflected in your commitment and active participation.

The staff liaison to your committee, Erik Johnston, will follow-up with details about future meetings, and the mission of the committee.

This year promises to be an exciting one and I look forward to working closely with you to further NACo's goals which, in turn, will benefit America's counties.

Sincerely,

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

Valerie Brown
President

Enclosures



Responsibilities of a NACo Steering Committee Member

NACo wants its steering committee members to take action on the NACo legislative agenda, and to make reasonable and prudent efforts to facilitate support of our policy initiatives. This requires the resources of each member of the steering committee, its chair, and of course, the NACo lobbyists, to provide successful advocacy.

The responsibilities of members of NACo Steering Committees are as follows:

- * The key responsibility for committee members is to help develop NACo policy and help in achieving our policy goals. Each member should attend as many steering committee meetings per year as possible, be prepared for discussions, help develop the policy, and register in NACo's grassroots database to ensure active engagement in lobbying from home.
- * Each member of the steering committee is expected to read and understand the established policy positions in the steering committee's section of the American County Platform.
- * Each member will contact Members of Congress on important policy issues, both in Washington, D.C., and in their districts and state.

NOTICE OF PUBLIC HEARING

The Vassar Economic Development Corporation (EDC) has scheduled a public hearing regarding the extension of their Tax Increment Finance Plan, for an additional eight year period from 2009-2017, on Thursday, October 15, 2009 at 7:00pm. The hearing will take place at Vassar City Hall, 287 E Huron Avenue, Vassar Michigan 48768.

Persons unable to attend may submit signed written comments addressed to City Manager Julius Suchy at the above address.

NOTICE OF PUBLIC HEARING

The Vassar City Council has scheduled a public hearing regarding the extension of the Economic Development Corporation (EDC) Tax Increment Finance Plan, for an additional eight year period from 2009-2017, on Monday, November 2, 2009 at 7:00pm. The hearing will take place at Vassar City Hall, City Council Chambers, 287 E Huron Avenue, Vassar Michigan 48768.

Persons unable to attend may submit signed written comments addressed to City Manager Julius Suchy at the above address.

COUNTY OF OSCODA

Board of Commissioners
Telephone (989) 826-1130
Fax Line (989) 826-1173

Oscoda County Courthouse Annex 311 Morenci Street P.O. Box 399 Mio, MI 48647

RESOLUTION 2009-020

“OSCODA COUNTY SUPPORTS HOUSE BILLS 4785 AND 4786 - EXPANSION OF UNEMPLOYMENT BENEFITS AND ACCEPTANCE OF \$138 MILLION IN FEDERAL STIMULUS FUNDS”

WHEREAS, Michigan's unemployment rate has reached staggering levels due to the national recession; and

WHEREAS, the bankruptcy of General Motors and Chrysler Corporation has further added to the economic hardship of Michigan's working families; and

WHEREAS, the American Recovery and Reinvestment Act of 2009 makes additional unemployment benefits available to individual states; and

WHEREAS, Michigan's share of these federal dollars would total \$138 million that would go directly to unemployed workers and their families; and

WHEREAS, the bulk of these funds would help pay for necessities such as food and shelter which in turn will bolster local merchants and help to stabilize the housing market; and

WHEREAS, the Michigan House has passed legislation that would expand unemployment benefits for workers in training programs and those seeking part-time employment; and

WHEREAS, enactment of this legislation is necessary to become eligible for the \$138 million in federal stimulus aid.

THEREFORE BE IT RESOLVED, that the Oscoda County Board of Commissioners strongly encourages the Michigan Senate to pass and Governor Jennifer Granholm to sign into law House Bills 4785 and 4786 as soon as possible so that these federal dollars can rapidly be brought into our communities.

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to Senator Tony Stamas, House Representative Andy Neumann, Governor Jennifer Granholm, the Michigan Association of Counties, and the other 82 Michigan counties.

Motion #2009-279 Moved by Commissioner Kauffman and supported
by Commissioner Trimmer to adopt the above
Resolution at a Regular meeting of the Oscoda County
Board of Commissioners held on **September 22, 2009**.

Roll Call Vote: Commissioner Trimmer, yes.
Commissioner. Marsh, yes.
Commissioner Stone, yes.
Commissioner Hunt, yes.
Commissioner Kauffman, yes.

RESOLUTION #2009-020 DECLARED ADOPTED

“OSCODA COUNTY SUPPORTS HOUSE BILLS 4785 AND 4786 - EXPANSION OF
UNEMPLOYMENT BENEFITS AND ACCEPTANCE OF \$138 MILLION IN FEDERAL
STIMULUS FUNDS”

SIGNATURE ON FILE

Joseph L. Stone, Chairman
Oscoda County Board of Commissioners

STATE OF MICHIGAN}
COUNTY OF OSCODA}

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Oscoda County Board of Commissioners held on **Tuesday, September 22, 2009**, and that the said minutes are on file in the office of the Oscoda County Clerk and are available for public inspection.

SIGNATURE ON FILE

Jeri Winton, Oscoda County
Clerk/Register of Deeds



**Cheryl Potter Browe, County Clerk
COUNTY OF CHARLEVOIX**

203 ANTRIM STREET
CHARLEVOIX, MICHIGAN 49720
Telephone: 231-547-7200
FAX: 231-547-7217
Email: clerk@charlevoixcounty.org

**RESOLUTION—SUPPORT THE MICHIGAN DEPARTMENT OF
AGRICULTURE REMAIN A STAND ALONE DEPARTMENT OF THE STATE
OF MICHIGAN (#09-115)**

Moved by Commissioner Reinhardt and supported by Commissioner Drebenstedt to adopt the following resolution:

CHARLEVOIX COUNTY goes on record strongly opposing any effort that may attempt to merge the Michigan Department of Agriculture with any other State department and that the Charlevoix County Board of Commissioners emphasizes that the Michigan Department of Agriculture should remain a stand-alone department of the State of Michigan;

FURTHER, copies of this Resolution are to be forwarded to Governor Granholm, our legislative representatives, the Michigan Association of Counties and the other 82 Michigan County Clerks. VOICE VOTE: All in favor. Motion carried.

CERTIFIED	
Cheryl Potter Browe, County Clerk	
<i>Cheryl Potter Browe</i>	10-01-2009
DEPUTY	DATE