

DRAFT - Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Thursday, February 25, 2010 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Finance

Committee Leaders-Commissioner Peterson and Bardwell

Primary Finance Items

1. **Year-End Preliminary Financial Information and Uniform Budgeting/Accounting Act Compliance – Controller/Administrator and Chief Accountant**
2. **Review of Health Department 08/09 Audit – 8:30 A.M. – Health Department Finance**
3. **Recycling Budget Amendment Request – Recycling Coordinator (See A)**
4. **Dispatch and Other Procedures for Emergency Telephone System**
5. **MGT and Maximus County-Wide Cost Allocation Plan RFP – Controller/Administrator**
6. **Health Insurance – Next Steps – Fiscal/Personnel Analyst**
7. **Legal Service – General Council**
8. **Clarification of Meal Rate Policy**
9. **Medical Care Facility Millage Transfer Request (See B)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. Development of Financial Guidelines for Labor Negotiations
3. Update Regarding Broadband
4. Discussion of Tether Program Potentials – Potential Use of Grant Funds
5. ATM, PayPal, Touch Pay Options for Courthouse – Need to Schedule Meeting Date with Banks **March 12, 2010**
6. Dispatch Rebanding
7. Road Patrol and Senior Citizen Millage Renewal Language
8. Potential 2010 Budget Amendments
 - Probation Officer Position
 - Clerk's Office – Increase in Part-Time General Office Clerk's Hours

Personnel

Committee Leader-Commissioners Peterson and Roggenbuck

Primary Personnel Items

1. **Support Letter for MSUe District Coordinator Position**
2. **Behavioral Health Board Vacancies**
3. **Requested Title Change for Shift Supervisors at Dispatch (See C) – Dispatch Director**

Secondary/On-Going Personnel Items

1. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor

2. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
3. Circuit/Family Court Personnel Policies
4. Road Commission Elected Versus Appointed – Next Steps

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

1. **Draft Airport Zoning Ordinance – Next Steps**
2. **Niland Building – Possible Lease Buy-Out**
3. **Adult Probation Building Update and Alternative Locations**
4. **Off-Road Vehicle Ordinance**
5. **Request for Tree Removal along Deckerville Road on County Property**

Primary Building and Grounds Items

Secondary/On-Going Building and Grounds Items

Correspondence/Other Business as Necessary

1. Energy Grant Approval – Next Steps
2. MAC 7th District Tentative Agenda
3. Great Lakes Restoration Initiative Grant Submittal
4. Other County Resolutions (**See D**)
5. National Flood Insurance Program
6. Health Department Monthly Report (**See E**)
7. Wind Energy Planning – **Saturday, February 27, 2010** Colwood Church, 8:30 A.M. to 12:30 P.M.

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 (Outstanding Invoice from Last Meeting)

(A)

Clayette Zechmeister

From: Kate Neese [recycle@tuscolacounty.org]

Sent: Thursday, February 18, 2010 9:56 AM

To: Clayette Zechmeister

Subject: Budget Amendments

Hi Clayette,

I need to do some budget amendments per Hoagland because of our recent layoff. Please adjust the following budget lines:

Salaries Part Time 230-401-705-000 \$42,000.00

Work Comp 230-401-710-000 \$668.86

FICA 230-401-715-000 \$10,386.46

Thanks Clayette!

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.

Roedel 2-11-10
ej

Tuscola County Medical Care Facility

1285 CLEAVER ROAD ♦ CARO, MICHIGAN 48723

PHONE (989) 673-4117 ♦ FAX (989) 673-6665



Administrative Staff

Margot Roedel, R.N., N.H.A. – Administrator
Arshad Aqil, M.D. – Medical Director
Brenda Kretzschmer, R.N., B.S.N. – Director of Nursing



Department of Human Services Board
Robert Hirn - Chairman
Kelly Clements – Co-Chair
Doug Hall - Member

February 9, 2010

Mr. Mike Hoagland, Controller
Tuscola County Board of Commissioners
207 E. Grant Street
Caro, MI 48723

RE: Funds Transfer Request

Dear Mr. Hoagland:

This letter is to request the following transfers of funds:

1. **From:** Millage Fund #298-000-001-000, \$6,864.00
To: General Fund Account #291
For: Expense related to the Facility as follows:
Ace American Alarm, Inv#3421
CCTV Upgrade

The total amount of this request is \$ 6,864.00. Thank you for your assistance.

Sincerely,

Margot D. Roedel
Administrator

Cc: Pat Donovan, Tuscola County Treasurer

INVOICE

DATE	12/25/09
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ACE
AMERICAN ALARM CO.
 6222 DIXIE HWY. PH. 989-777-8390
 BRIDGEPORT, MI 48722

SOLD TO TUSCOLA COUNTY MED CARE F
 1285 CLEAVER ROAD
 DARGO MI 48723

SHIP TO CCTV

ORDERING	ORDER DATE	CUSTOMER NO.	SALES PERSON	PURCHASE ORDER NO.	SHIP VIA	TERMS
		AR0575				00

QTY. ORDERED	QTY. SHIPPED	QTY. B/O	ITEM NUMBER	DESCRIPTION	UNIT PRICE	U/M	EXTENDED PRICE	
				CCTV UPGRADE	6,864.00	010	6,864.00	
				<div style="border: 1px solid black; padding: 5px; text-align: center;"> TUSCOLA COUNTY MEDICAL CARE FACILITY RECEIVED [] </div>				
				NOTICE TEST YOUR ALARM WEEKLY TO INSURE PROPER OPERATION				

COMMENTS:

MOE 5415/120 mos. MMS 110970.05
 (00075.02)
 00105 02

MISC. CHARGES	
SALES TAX	
FREIGHT	
TOTAL	6,864.00

AAA-103 #00283 32995.00 210545

9-1-1

Tuscola County Central Dispatch

Robert Klenk, Director



February 23, 2010

From: Robert J. Klenk, Director

Subject: Job Title Change

To: Board of Commissioners

Commissioners,

I am requesting job title changes for the two supervisors in Central Dispatch. The changes I am seeking will reflect more accurately the jobs the supervisors are performing. There have been numerous changes in their job duties over the years with changes in technology and increase in access to LEIN information. These changes require more technical expertise and less time spent as a working supervisor. I am not asking for any change in their pay rate nor are my supervisors seeking a change in pay. I am asking that their job titles are change to accurately reflect the tasks they are performing.

Attached is the two job description I am proposing.

Sincerely,

Robert J. Klenk, Director
Tuscola County Central Dispatch

PROPOSED

Tuscola County

Operations Manager/CAD Administrator – Central Dispatch

General Summary

Under the direction of the Director of Central Dispatch, assists in the administration of the Central Dispatch Department to oversee the day-to-day operations of Central Dispatch. The Operations manager oversees the operation of all Computer Equipment including CAD, E911, voice recorder, LEIN and county computer systems.

Essential Functions

1. Supervises dispatch staff, participates in employment interviewing and selection, evaluates performance and employee relations issues, and participates in the review and evaluation of employees.
2. Responds to and resolves operational and technical issues and problems of the department, recommends solutions to computer issues and personnel issues.
3. Recommends training and assists in scheduling training for all dispatch employees. Develops training programs, including overseeing and participating in the documentation and updating of skills and tasks for new employee training. Develops and implements all new requirements.
4. Assists Director in the development of policies and procedures for the department. Drafts operational procedures as assigned.
5. Meets with representatives of involved agencies regarding complaint resolution of operation issues. Serves as liaison to local units and researches incidents for them. Represents the department before local units of government and other agencies and groups in the absence of the director or as designated by the Director.
6. Prepares and presents statistical activity and other reports and proposals for agencies and the Director.
7. Fulfills responsibilities regarding employee contract administration.
8. Maintains the Master Street Address Guide & CAD/Records System.
9. May at times perform the duties of an Emergency Telecommunicator in the communications center.
10. Works with the Sheriff Department IT with LEIN operations and LEIN TAC coordinator.

Other Functions

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

PROPOSED

Tuscola County

Assistant Director – Central Dispatch

General Summary

Under the direction of the Director of Central Dispatch, assists in the administration of the Central Dispatch Department to oversee the day-to-day aspects of the department including supervision of all dispatch employees, investigates and resolves complaints regarding dispatch personnel. The Assistant Director assists with the development of dispatch policies and procedures, coordinating operations with local units and administrative matters. Also performs the duties of the Director in his or her absence.

Essential Functions

1. Supervises dispatch staff, participates in employment interviewing and selection, works with line-supervisors on performance and employee relations issues, participates in the review and evaluation of employees.
2. Responds to and resolves operational issues and problems of the department, recommends solutions to human resource problems in the department.
3. Coordinates and schedules training for all dispatch employees. Assists in the development of training programs, including overseeing and participating in the documentation and updating of skills and tasks for new employee training.
4. Assists Director in the development of policies and procedures for the department. Drafts operational procedures as assigned.
5. Meets with representatives of involved agencies regarding complaint resolution of operation issues. Serves as liaison to local units and researches incidents for them. Represents the department before local units of government and other agencies and groups in the absence of the director or as designated by the Director.
6. Prepares and presents statistical activity and other reports and proposals for agencies and the Director.
7. Acts for the Director in his/her absence.
8. Fulfills responsibilities regarding employee contract administration.
9. Assists in the maintenance of the Master Street Address Guide & CAD/Records System.
10. May at times perform the duties of an Emergency Telecommunicator in the communications center.
11. Designs simulations of events for training and maintaining proficiency of all dispatch personnel.

Other Functions

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk
101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2010-02

RESOLUTION OBJECTING TO ELECTION MANAGEMENT
SYSTEM LICENSE RENEWAL FEES

Whereas, the State of Michigan has entered into contract pricing for software license fees established for the GEMS Election Management Systems; and

Whereas, the pricing is the same for all who utilize the software regardless of whether the County performs the programming, or a vendor performs the programming and the County only utilizes the software for programming the memory cards, uploading local results, and preparing the reports subsequent to the election; and

Whereas, Alger County does not program for elections and utilizes a vendor to provide the programming for the elections; and

Whereas, Alger County only utilizes the software to program the memory cards for the AccuVote tabulators, upload local election results, and the system compiles the results, generating various post election reports; and

Whereas, this is a very small component of the election process, and the license renewal fee is excessive for this component; and

Whereas, the cost of the license renewal is an unfunded mandate to maintain the software that the State of Michigan required.

NOW, THEREFORE BE IT RESOLVED that the Alger County Board of Commissioners objects to the contract licensing costs for the GEMS Election Management Systems and believe the costs should be prorated when the County does not utilize the entire programming element of the software.

BE IT FURTHER RESOLVED, that copies of this resolution be sent to our legislators in Lansing, Governor Jennifer Granholm, and the County Clerks of the other 82 Michigan Counties.

Dated: February 8, 2010


Catherine A. Pullen, Chair
Alger County Board of Commissioners

STATE OF MICHIGAN)
County of Alger)

I, Mary Ann Froberg, Clerk of the County of Alger and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at a regular meeting on February 8, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Alger, this February 12, 2010 at Munising, Michigan.



Mary Ann Froberg, Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventeenth day of February, 2010, at 6:00 p.m.

PRESENT: Copley, Bullock, Saari, Rabun, McKeever, Beck, and Housler;

ABSENT: Stump and Akers

The following preamble and resolution were offered by Commissioner Copley and supported by Commissioner Bullock.

**RESOLUTION NO. 10-05
RESOLUTION CALLING FOR THE MODIFICATION OF STATE ACT 312 OF 1969**

WHEREAS, the Wexford County Board of Commissioners believes that the current provisions of State Act 312 of 1969 (the "Act") unreasonably removes control of personnel costs for police and fire from local control; and

WHEREAS, economists who have studied the impact of the Act indicate that the law adds 5 to 10 percent to the cost of police and fire labor contracts; and

WHEREAS, human resources can account for more than 75% of the costs of a municipality, and over 50% of that typically is for public safety; and

WHEREAS, the Act may only be modified by action of the State of Michigan;

NOW, THEREFORE, in consideration of the foregoing, **IT IS HEREBY RESOLVED THAT**

1. The Wexford County Board of Commissioners asks that the State immediately enact the following modifications to the Act;
 - a. Limit the total economic costs of an arbitrator's award to the total percentage of increase of the local units' General Fund Revenue or the Consumer Price Index, whichever is less. In cases where either the General Fund Revenue or the Consumer Price Index is decreased, mandate that the total economic affect of the award reflect those decreases.
 - b. Prohibit awards that change pensions or retiree health care that result in an increase in the unfunded accrued liability of a local unit and/or its pension system.
 - c. Prohibit arbitrators from considering unused millage or assessment capacity.
 - d. Eliminate the authority of an arbitrator to grant retroactive wage adjustments.
 - e. Eliminate the authority of an arbitrator to issue any award that extends more than eighteen months from the date of the award.
2. The County Clerk shall deliver a certified copy of this resolution to the Governor of the State, our State Senator, State Representative, Michigan Municipal League, and all 83 counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: Bullock, Copley, Saari, Rabun, McKeever, Beck, and Housler;

NAYS: None

RESOLUTION DECLARED ADOPTED.

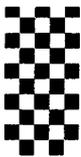
Leslie D. Housler
Leslie D. Housler, Chairman, Wexford County Board of Commissioners

Elaine L. Richardson
Elaine L. Richardson, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 10-05 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on February 17, 2010, and I further certify that public notice of such meeting was given as provided by law.

Elaine L. Richardson
Elaine L. Richardson, County Clerk



Tuscola County Health Department
Board of Commissioners Monthly Report for February 2010
Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer
Visit our website at www.tchd.us

Outcomes for the Month:

- The Health Department continues to offer H1N1 vaccinations everyday of the week on a walk in basis. The demand for the vaccine had dramatically decreased.

Issues under consideration by the Local Health Department:

- Michigan's Smoke-free law has two parts and goes into effect on May 1, 2010. One part relates to restaurants and another part relates to all other businesses. We have been informed that the part related to the restaurants would be enforced by the Food program, however, there is no funding to support this mandate. We have also been informed that the part for all other businesses will be enforced by the Health Department's tobacco program, however, there is no guarantee that this section will be funded either.
- The Health Department is working with a group of entities on a regional GLRI grant. If received, our component of the regional grant would be inspection of residential septic systems within a certain distance of the Saginaw Bay. If septic systems are found to be failing, assistance with replacement systems would be provided.
- The Health Department has been notified that we have passed our Accreditation. An awards presentation will be made in the near future.
- The Nurse Practitioner that has been shared between Huron and Tuscola via an intergovernmental agreement will not be returning from FMLA. Attempts have been made to find a full time replacement. With the prediction of major funding shortfalls in the next fiscal year, it has been decided to replace the shared Nurse Practitioner with 1 – 2 part time midlevel practitioners at each location.
- The Health Department is being told to expect a 7.7% cut in our LPHO funding. We are also being told that we must provide 50% of the cost of the Hearing and Vision program in the Department of Education budget, as the Public Health Code requires, even though the State does not provide 50/50 cost sharing on the other LPHO programs. We are also being told of a variety of other funding cuts coming our way in the new fiscal year.
- We have received communication from MDCH, Hospital and Health Plan Reimbursement Division, regarding our initial Cost Based Reimbursement settlement for fiscal year 2007/2008. Their calculations removed 1,152 Qualified Health Plan encounters, which reduced our anticipated reimbursement amount by \$99,403. The Qualified Health Plan encounter issue is on-going from the Federal audit of MDCH, Medical Services Administration (MSA), for fiscal year 2003/2004, forward to fiscal year 2007/2008. The audit determined all Qualified Health Plan encounters were not eligible for full cost reimbursement. MDCH and MSA disagree with the findings and have aggressively pursued avenues to resolve this issue. However, until a final resolution is reached, it is unclear if or when we and the other local health departments in Michigan would be required to reimburse any over-payments from fiscal years 2003/2004 through fiscal year 2006/2007.

Issues to be brought to Board of Commissioners:

- None