

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, March 10, 2014 - 7:30 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance

Committee Leaders-Commissioners Trisch and Kirkpatrick

Primary Finance

1. Mosquito Abatement 2013 Annual Report
2. Mosquito Abatement Millage Renewable Language for May Ballot (See A)
3. Health Department Personnel Policy Recommended Changes (See B)
4. Health Department MIS Manager Joint Service with Huron County (See C)
5. Drain Commissioner Annual Report
6. State Farm Neighborhood Assistance Program Grant Application (See D)
7. Proposed Gun Board Changes – Revenue Impacts
8. Year-End 2013 Accounting Adjustments (See E)
9. Potential Acquisition of State Property
10. Recap March 6, 2014 Sanilac County - Regional Planning

On-Going Finance

1. Prisoner Medical Costs
2. Next Steps to Five Year Financial Plan Development – Forwarded to County Officials
3. Renewable Energy - New Minimum Requirement?
4. Oil Shale Mining Assessing/Taxation – MAC Involvement
5. Any Changes or Additions to 2013 Accomplishments
6. Changes or Additions to 2014 Issues and Work Program
7. Personnel Property Tax Replacement with Use Tax – Public Vote
8. State Police Lease
9. Potential Re-Use of former Camp Tuscola
10. Periodic Updates on Major Budget Factors
11. Register of Deeds Recording of Wind Project Land Transactions
12. NG911 Multi-County Purchase
13. New Method of Cost Sharing for MREC Legal Invoices – Reese Library
14. Jail Law Suit
15. Managing Jail Bed Space
16. County Web Page and Further Enhancements
17. Digital Parcel Mapping/GIS
18. Indigent Dental Program
19. Unfunded State Mandates
20. Abused, Neglect and Delinquent Child Care Costs
21. Project Lifesaver Bracelet
22. Dog Kennel License and Fees

Personnel

Committee Leader-Commissioners Kirkpatrick and Trisch

Primary Personnel

1. Dispatch Director Replacement

2. Behavioral Health System Board Vacancies (See F)
3. Prosecutor Position Appointment (See G)
4. Sheriff Jail Administrator Appointment (See H)

On-Going Personnel

1. Recycling Committee Vacancy
2. Reclassification Procedures – New HR to Review
3. Health Insurance Affordable Care Act
4. Draft Court and Non-Union Personnel Policies – Labor Attorney Conducting Review – New HR to Review
5. Hiring of Part-time Replacements for former Full-Time Maintenance Person
6. Region VII Area Agency on Aging Advisory Council Vacancies
7. MAC 6th District Meeting Date and Agenda
8. Claim Filed by Former County Employee

Building and Grounds

Committee Leader-Commissioners Allen and Bierlein

Primary Building and Grounds

1. State Police Issue (See I)
2. Treasurer Office Security

On-Going Building and Grounds

1. Cass River Greenway
2. Dead Ash Trees Roadway Problems
3. State Police Post Lease
4. Agricultural Irrigation/Residential Wells
5. 20 Year Maintenance Plan Update
6. Solid Waste Management Plan - EDC

Other Business as Necessary

1. Farm Bureau Lunch 3/17/14
2. Request to Schedule Meeting with MDOT (See J)

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Mike Hoagland

Subject: FW: Mosquito Abatement Millage Reduction Alternatives

Attachments: Mosquito Millage Planning - 1.xls; Mosquito Abatement.htm; TUSCOLA COUNTY - Mosquito Control and Abatement (S1118480-2).DOCX

From: Mike Hoagland [mailto:mhoagland@tuscolacounty.org]

Sent: Thursday, March 06, 2014 10:21 AM

To: Bierlein Matthew (mbierlein@tuscolacounty.org); Kirkpatrick Craig (kirkpatrick_craig@sbcglobal.net); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Trisch Christine (ctrisch@tuscolacounty.org)

Cc: Kim Green (kgreen@tuscolacounty.org); jfetting@tuscolacounty.org

Subject: Mosquito Abatement Millage Reduction Alternatives

Commissioners

You have requested that the Mosquito Abatement Fund be reviewed and recommendations be made regarding the potential of permanently reducing the Mosquito Abatement millage from the current .6316 mills.

First, I need to explain that the original Mosquito Abatement millage was last renewed at .65 mills. It has been reduced according to Headlee and Proposal A provisions to the current .6316 mills. Lately, these provisions have not resulted in further millage reductions because of the dramatic decline in county land values. The county attorney said the law allows going back to the original .65 mills and it can still be identified in the ballot question as a renewal. This millage has been successfully renewed at least two previous times.

At the end of 2013 the total fund balance in the mosquito abatement fund was approximately \$625,000. Of this total, \$250,000 is classified reserved (committed) in case of disease outbreak and to satisfy cash flow and other unexpected emergencies. (See attached letter from Health Officer). This leaves approximately \$375,000 in available unassigned fund balance at the start of 2014. The 2014 Mosquito Abatement budget includes a major remodeling/construction project of an estimated \$220,000. Most of my experience with construction projects is actual costs end up higher than budgeted costs. Based on the 2014 budget, by the end of 2014 the unassigned Mosquito Abatement millage could decline to just \$163,000.

Three alternatives were considered in projecting whether a permanent reduction in the millage could be made. Major assumptions in the analysis include 2% annual wage increase, 5% annual health insurance and retirement increase and no additional wind generator revenue above the currently planned 190 generators. (See attached spreadsheet):

- 1) Request renewal of the current .6316 mills
- 2) Request a permanent reduction in the millage by .05 mills to .5816
- 3) Request a permanent reduction in the millage by .10 mills to .5316

Based on the above assumptions and analysis a permanent millage reduction could not be accomplished over the next six years and maintain the current program service levels. (See attached spreadsheet). However, **it may be possible to make some limited reductions after an annual assessment is conducted.** For example, .1 mill reduces property tax received by

approximately \$150,000. A reduction of .1 mill on a \$100,000 home (\$50,000 assessed value) is approximately \$5.

The recommendation of the Mosquito Abatement Director and myself is not to make a permanent reduction to the .6316 Mosquito Abatement millage but rather consider reducing the annual amount levied in any given year. The beauty of this approach is the same financial objectives can be accomplished without permanently eliminating the flexibility to levy the full authorized millage if necessary. The Board has used this approach in the past and reduced the annual millage levied after the previous years fund balance status was known. The Mosquito Abatement Director agrees with the approach of an annual review to determine if the levy can be reduced.

I would also recommend that a reduction not be made with the 2014 levy because of the unknown actual cost of the construction project and with a wet season the potential exists for seven day a week shifts and more treatment material purchases. Also, fuel costs have been significantly increasing. **Our recommendation would be to determine a potential one year millage reduction after the year-end 2014 actual unassigned fund balance is known.** We need to have the ballot language approved by May 1, 2014 to appear on the August 2014 ballot. (See attached attorney ballot language). Please note per your request I changed the ballot language from 10 to 6 years before a renewal would be required.

I hope this information is helpful and please call if you have any questions.

Mike

Michael R. Hoagland
Tuscola County/Controller Administrator
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mhoagland@tuscolacounty.org

Mosquito Abatement Millage Planning

ALTERNATIVE 1 - No Millage Reduction

	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Estimated Uncommitted Beginning Fund Balance**	375,129	363,409	163,499	187,547	243,116	267,539	253,140	218,760
Revenues	873,955	964,373	975,511	1,034,306	1,022,002	1,012,109	1,003,664	996,525
Expenditures	885,675	1,164,283	951,463	978,737	997,579	1,026,508	1,038,045	1,076,208
Estimated Uncommitted Beginning Fund Balance**	363,409	163,499	187,547	243,116	267,539	253,140	218,759	139,077

ALTERNATIVE 2 - Millage Reduction from .6316 to .5816 = .05 mill - 8%

	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Estimated Uncommitted Beginning Fund Balance**	375,129	363,409	163,499	110,036	83,299	26,720	-67,788	-181,833
Revenues	873,955	964,373	898,000	952,000	941,000	932,000	924,000	918,000
Expenditures	885,675	1,164,283	951,463	978,737	997,579	1,026,508	1,038,045	1,076,208
Estimated Uncommitted Beginning Fund Balance**	363,409	163,499	110,036	83,299	26,720	(67,788)	(181,833)	(340,041)

ALTERNATIVE 3 - Millage Reduction from .6316 to .5316 = .1 mill - 16%

	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Estimated Uncommitted Beginning Fund Balance**	375,129	363,409	163,499	32,036	-76,701	-215,280	-389,788	-583,833
Revenues	873,955	964,373	820,000	870,000	859,000	852,000	844,000	838,000
Expenditures	885,675	1,164,283	951,463	978,737	997,579	1,026,508	1,038,045	1,076,208
Estimated Uncommitted Beginning Fund Balance**	363,409	163,499	32,036	(76,701)	(215,280)	(389,788)	(583,833)	(822,041)

Note: \$250,000 of total fund balance is committed in case of a disease outbreak and to maintain 15% fund balance for cashflow and other unanticipated situations

From: Gretchen Tenbusch [gtenbusch@tchd.us]
Sent: Friday, February 28, 2014 2:01 PM
To: Mike Hoagland
Subject: Mosquito Abatement
Mike,

In response to our conversation this morning, as Health Officer I believe it would be a good thing if Mosquito Abatement a portion of their fund balance in a reserve to deal with a mosquito born health threat if one should occur. This response could come in the form of an extended spraying season or intensified spraying during the regular season.

Thank you

Gretchen Tenbusch, RN, MSA
Health Officer

Gretchen Tenbusch, RN, MSA
Health Officer/CEO
Huron/Tuscola County Health Departments
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**MOSQUITO CONTROL AND ABATEMENT
(Renewal)**

Shall the previous voted increase in the tax limitation imposed under Article IX, Section 6, of the Michigan Constitution on general ad valorem taxes within Tuscola County, Michigan, be renewed at .6316 mills (\$.6316 for each \$1,000 of taxable value) for a period of six (6) years from 2014 to 2019, inclusive, to finance the control and abatement of mosquitoes in Tuscola County? If approved and levied in its entirety, this millage raises an estimated \$ _____ in the first calendar year after its approval. All revenue will be disbursed only to Tuscola County and shall be exclusively used for mosquito control and abatement services to property within Tuscola County. This is a renewal of a previously voter-approved authorization that will expire before the effective date of this authorization.

**6 TUSCOLA COUNTY HEALTH DEPARTMENT
CHANGES IN PERSONNEL POLICIES**

SECTION	LANGUAGE CHANGE OR ADDITION	REASON FOR CHANGE
	<p>Note: Handbook integration refers to detailed language from the TCHD Employee Handbook being included in corresponding section of Personnel Policies</p>	
Purpose	<p>The Health Department's policies, benefits and rules, as explained in this Guide, may be changed from time to time as business, employment laws, and conditions require. All changes in Personnel Policies must be approved by the Tuscola County Board of Commissioners. If and when policies are changed employees will be informed and appropriate Personnel Policy Manual pages will be replaced. No statement or promise made by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee. This Personnel Policy Manual supersedes previous Personnel Manuals. <u>Each employee is required to sign the Acknowledgment and Receipt form included with these policies and return it to the Administrative Services Coordinator. Upon separation from the Health Department, employees are required to return the policies manual to the Administrative Services Coordinator. Any questions you might have that this manual does not answer, should be referred to your immediate supervisor. All employees are part of the team, working together to provide services to our clients. Team work will result in the continued success of the various programs at TCHD.</u></p>	<p>Reflect language from Handbook integration and change from Health Officer to Admin Services Coordinator responsibility for distribution of Personnel Policies</p>
Section 1 – Objectives and Scope	<p>1.5 Annual Review: Personnel Policies will be reviewed annually by a committee composed of representatives of diverse job classifications. Recommended revisions shall be prepared by the committee and submitted to <u>the Health Officer</u> and then the Board of Health for review and the Board of Commissioners for consideration and approval.</p> <p>1.9 ADA – Job Accommodation: The Health Department complies with the Americans with Disabilities Act and applicable state and local laws providing for non- discrimination in employment against qualified individuals with disabilities. The Health Department also provides reasonable accommodation for such individuals in accordance with these laws. <u>If an employee wishes to request a job accommodation, they should complete a Job Accommodation Request Form (Attachment 1) and submit it to their immediate supervisor. The Health Officer may request Physician Medical Documentation supporting the need for a job accommodation.</u></p> <p>1.10 Employee Organizations: <u>Employees of the TCHD have the right</u> to organize, join or refrain from joining organizations for the purpose of representation, and the right of employees to engage in lawful concerted activities shall be recognized. The Employee Personnel Committee is recognized as the negotiating body for the Tuscola County Health Department per BOC motion 04-M-198 and BOH motion M04-111. <u>The Health Officer, the EPC Chairperson, and EPC Vice-Chairperson will meet with the appropriate county representatives to negotiate annual wages, benefits and working conditions.</u></p>	<p>1.5 Added Health Officer review before going to BOH and BOC</p> <p>1.9 Reflect language from Handbook integration.</p> <p>1.10 Reflect language from Handbook integration and clarify negotiating group</p>

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<p>Section 2 – Recruitment, Selection and Appointment</p>	<p>2.1 Application for Employment: Added Attachment 2 "Employment Application" and Attachment 3 "Interview Flow Chart"</p> <p>2.2 Selection: Added the language <u>"Extra consideration will be given for military service."</u></p> <p>2.3 Open Competitive Selection: Added the language <u>"If a position opens for which an individual on layoff or imminent layoff is qualified for, the position will not be posted and qualified individual shall be placed in that position."</u></p> <p>2.4 Appointment: Added Attachment 4 "Job Offer Determination Flow Chart"</p> <p>2.6 Types of Appointment: A) A Full-time employee is one who works 75 hours per pay period on a regular basis. B) A Part-time employee is one who works less than 75 hours per pay period on a regular basis.</p> <p>2.7 Conditional Post Job Offer Physical Examination: The medical examination will be performed at the TCHD's expense and by a physician of TCHD's choice <u>or may be performed by TCHD Medical Director or mid-level practitioner.</u></p> <p>2.8 Orientation: Added Attachment 5 "Orientation Checklist"</p> <p>2.9 Background Checks: The job applicant <u>or volunteer</u> will be required to sign a release to conduct the background check before the background check is completed.</p>	<p>2.1 Added attachments from Handbook integration</p> <p>2.2 Reflect change to policy</p> <p>2.3 Clarification of the policy</p> <p>2.4 From Handbook integration</p> <p>2.6 Revised per Affordable Health Care Act definition</p> <p>2.7 Reflect policy change</p> <p>2.8 From Handbook integration</p> <p>2.9 Reflect policy change</p>	<p>Deleted: or equivalent</p> <p>Deleted: or equivalent</p>
<p>Section 4 – Position Classification</p>	<p>4.1 Classification Plan The <u>Tuscola County Health Department has a</u> classification plan <u>which, shows</u> the grouping of the positions into <u>classes or pay grades. Positions within a class or pay grade,</u> are sufficiently similar with respect to duties and responsibilities. Each position in the classification plan shall be designated by an appropriate title and defined by a class specification.</p> <p>4.4 Classification Development: <u>To request the development of a new position title, the Department/Division Head must complete a Request for New Position form (Attachment 6). This request shall be submitted to the Health Officer for consideration. It must be accompanied by a job description. The request will also include a current and proposed organizational chart indicating where the position fits into the organizational structure. If approved by the Health Officer, the</u> request for a new position title is submitted to the Board of Health and Board of Commissioners.</p> <p>4.5 Reclassification: Added the language <u>"To request reclassification, the employee must complete a Request for Reclassification Form (Attachment 7) and submit it to their immediate supervisor."</u></p>	<p>4.1 Reflects Handbook integration</p> <p>4.4 Language and Attachment from Handbook integration</p> <p>4.5 Language and Attachment from Handbook integration</p>	<p>Deleted: is</p> <p>Deleted: appropriate classes which</p> <p>Deleted: When a</p> <p>Deleted: , it must be accompanied by a job description. The request will also include a current and proposed organizational chart indicating where the position fits into the organizational structure.</p>
<p>Section 5 – Compensation</p>	<p>5.3 Flexible Scheduling: Added "Flexible time is used within the pay period it was worked."</p> <p>5.4 Overtime/Compensatory Time: . i.e., If an employee takes a vacation day on Monday, works Tuesday through Friday and <u>also worked</u> 4 hours on <u>the prior</u> Saturday, the employee would receive 41.5 hours of pay at straight time since the hours paid but not worked on Monday would</p>	<p>5.3 Clarification of the policy</p> <p>5.4 Clarification of the policy and language/Attachment from Handbook integration</p>	<p>Deleted: then has to work</p>

	<p>not be counted towards satisfaction of the 40 hours of work necessary to receive time and one-half pay. <u>See Section 13.5 for calculation of overtime / compensatory time for hours worked on holidays.</u></p> <p>*Added Attachment 8 "Request for Leave and Approval of Overtime/Compensation Time form"</p> <p>*Added the language "<u>All overtime/compensation time worked must have prior approval of the supervisor</u>"</p> <p>5.6 Pay Periods: Added the language "<u>All time sheets shall be turned in to the Fiscal Department in accordance with the Payroll Process Flowsheet (Attachment 9). If a time sheet is not submitted according to the outlined Payroll Process, the employee's wages may be paid in the next scheduled pay period. All Request for Leave and Approval of Overtime Forms (Attachment 8) must have prior approval and signature of supervisor on the form. The signature of the supervisor must be obtained on a Request for Leave and Approval of Overtime form by the employee upon return to work for any unplanned Sick Leave.</u>"</p>	5.6 From Handbook integration
Section 6 – Employee Benefits	<p>6.1 Medical/Hospital/Dental/Vision Insurance:</p> <p>Added the language:</p> <p>-- "<u>Effective 1/1/15 or new date established by the legislature, employees working 60-75 hours per pay on a regular basis or worked 1560 hours between October 1st to September 30th of the prior fiscal year, shall have 100% of the Health Department's base health insurance plan premium paid by the employer up to the capped levels allowed by the Michigan legislature. Also effective 1/1/15, if the employee working 60-75 hours per pay on a regular basis chooses to buy up to any of the alternate health insurance plans, they shall be responsible for the payment of the difference in premiums including any portion of the base plan that exceeds the legislative caps.</u>"</p> <p>-- "<u>The measurement period of new employees for their first year will be from 12 months following the first of the month following date of hire.</u></p> <p><u>In December of each year, the TCHD will review the number of hours worked by each part time employee from October 1st through September 30th each year. New hires will have their 12 month span reviewed for the first year only and then will be evaluated on the October 1st through September 30th review period. Those employees who worked 1560 hours or more in that time period will qualify for the health insurance in the new plan year starting January 1st.</u></p> <p>--Employees receiving health insurance incentive buyout may choose to receive dental & vision coverage, but must pay 100% of dental & vision premiums.</p> <p>--If the retiree opts for one of the upgraded plans from the base plan, the 2% Administrative fee will be calculated on the higher rate for the upgraded plan.</p> <p>--Added "There are two options available for retirees."</p> <p>6.2 Health Insurance Incentive Buy Out: Added Attachment10 "TCHD Employee Benefit Package" and Attachment 11 "Health Insurance Incentive Program Form"</p> <p>--Added "Specially funded employees do not qualify for Health Insurance Incentive."</p> <p>6.3 Life and Disability Insurance: Added language "<u>See Life/Disability Certificate and STD/LTD Certificate on the iNet for details. Specially funded employees do not qualify for Life and Disability Insurance.</u>"</p> <p>6.4 Pension: Added language "<u>with vesting after 8 years of credited MERS service. See attachment 10 for the Retirement Plan specifics. For more information on the retirement plan, please refer to your MERS Retirement manual. Specially funded employees do not qualify for Pension.</u>"</p>	<p>6.1 Language added to comply with the Affordable Care Act</p> <p>This is no longer an option.</p> <p>Policy revised</p> <p>6.2 Added Attachments from Handbook integration</p> <p>6.3 Handbook integration</p> <p>6.4 Handbook integration</p>

	<p>6.9 COBRA: Employees and qualified beneficiaries shall be provided with the opportunity to continue health care coverage they might otherwise lose as the result of <u>lay off, dismissal, resignation or any other</u> qualifying event in accordance with the Consolidated Omnibus Budget Reconciliation Act. <u>If the Fiscal Division is aware of your qualifying event, you or your family members will be notified by mail of COBRA eligibility. If you experience a qualifying event that the Fiscal Division is not aware of, please notify the Fiscal Division so COBRA coverage may be offered.</u></p> <p>6.11 Direct Deposit: The Tuscola County Health Department <u>employee payroll is direct deposited unless otherwise requested by the employee.</u></p> <p>6.13 Flexible Tax Deferred Benefit Plan: Added language "<u>fax or submit a claim online (mywageworks.com) with the paid bill to Wageworks</u>" Changed end of plan year from July 14th to December 31st.</p> <p>6.14 Health Care Savings program: Changed open enrollment from July to January.</p>	<p>6.9 Handbook integration</p> <p>6.11 Policy change</p> <p>6.13 Procedure change</p> <p>6.14 Policy change</p>
Section 7 Transfers/Shifts/ Reassignments	<p>7.3 Probationary Status of Transferred Employees: When an employee is transferred to a new position within the Health Department and has completed a probationary period <u>for the previous position</u>, the employee shall be required to serve another probationary period without loss of current benefits <u>for the new position</u>.</p>	<p>7.3 Clarification of the policy</p>
Section 9 – Personnel Records	<p>9.1 Current Information Update: <u>The Health Department maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the Health Department, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation.</u> Employees shall be required to keep their personnel records up-to-date for purposes of pay, deductions, benefits and other matters. <u>The employee shall be responsible to notify their supervisor or the Administrative Services Coordinator of any changes in their name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contacts, etc.</u></p>	<p>9.1 Handbook integration</p>
Section 10 – Hours of Work	<p>10.3 Lunch Periods and Rest Periods: Due to evening clinics, some programs will be taking their lunch period later in the day <u>from 4 to 4:30pm during which time the building is closed and reopened at 4:30pm.</u></p> <p>10.5 Acts of God: Added the language "<u>A joint decision between Administration and field staff will be made in the determination of when to remove staff from the field. If you are in question as to whether the Health Department will be open at the start of the work day, please tune to WIDL FM 92.1 or WKYO AM 1360 radio stations. In the absence of a closure message on the radio, assume the Health Department will be open for business unless you have received a phone tree message that the agency is closed.</u> <u>If the Health Department is open at the beginning of a work day, but closes at any point during the day (i.e. noon, 2:00 p.m., etc.) the employees will be paid for the entire day providing they were at work at the start of the day.</u></p>	<p>10.3 Policy change</p> <p>10.5 Handbook integration</p>

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	<p><u>If the Health Department closes as noted above and an employee has left work prior to the time of closure or was not at work at the start of the day, the employee will be expected to take personal or annual time for the difference in hours (i.e. employee leaves work at noon and the office closes at 2:30 p.m., the employee would be required to take 2 hours of personal or annual time and be paid for 1 ½ Act of God hours and 4 hours of regular work; while the employee who did not come to work at the start of the day and the office closes at 2:30 p.m. would be required to take 6 hours of personal or annual time and be paid for 1 ½ Act of God hours).</u></p> <p><u>If you are on unpaid leave, you do not qualify for pay under Acts of God. If you are scheduled for Annual Leave, Personal Leave or Sick Leave on a day on which an Act of God occurs, you will be required to use Leave time only for the hours the office was open."</u></p>	
Section 11 – Termination of Services	<p>11.1 Voluntary Separation: A minimum of two (2) weeks' notice of intended resignation shall be required for all staff with the exception of Division Heads (<u>Environmental Health Director, Fiscal Manager, Nursing Administrator, MIS Manager</u>), Mid-Level Practitioners, Assistant Nursing Director, and Health Officer, who are required to give one month notice. <u>It is expected that an employee will physically work at least a portion of their last day given in the letter of resignation, separation or retirement.</u></p> <p>11.6 Bumping Rights: Added #4 <u>"if management is aware of a position in a lower classification that is or will become vacant, that the employee being laid off or reduced in hours, is qualified to do, management may offer the position to the employee without posting."</u></p> <p>11.8 Exit Interview: Added Attachment 12 "Exit Interview Form"</p>	<p>11.1 Clarification of Policy</p> <p>11.6 Clarification of Policy</p> <p>11.8 Added Attachment from Handbook integration</p>
Section 12 – Grievance Procedure	<p>12.1 Grievance Procedure: Added language <u>"A grievance procedure provides a method for employees to report and obtain timely resolution of disputes concerning working conditions."</u> And changed the word GRV1 to Attachment 13 "Grievance Form"</p>	<p>12.1 Added language and Attachment from Handbook integration</p>
Section 15 – Sick Leave	<p>15.1 Allowance: Every full-time employee (<u>75 hours/pay</u>) shall be entitled to sick leave with pay...</p> <p>15.4 Utilization: Revised language to: "Sick leave may also be used for a non-dependent son or daughter with a <u>signed</u> physician's documentation <u>indicating the need for the employee to be present for the care of the non-dependent son or daughter, during</u> a serious illness/injury."</p> <p>15.10 Worker's Compensation: Added language <u>"if allowed by plan"</u></p> <p>15.12 Proof/Evidence of Fitness: Revised language to: "Any employee who is absent for <u>longer than</u> three days, due to personal illness..." "The Health Officer or designee may also request a slip containing the above information from their doctor for employee absences of <u>3days or less,</u>"</p> <p>15.13 Family Medical Leave Act (FMLA): Revised language to: "If an employee is off of work for more than three (3) days for personal illness/pregnancy or family illness <u>an evaluation will be done to</u> determine if FMLA paperwork is needed..." Added Attachments 14 & 15 "Medical Certifications for Employee or Family Member"</p>	<p>15.1 Clarification of Policy</p> <p>15.4 Change to Policy</p> <p>15.10 Clarification of Policy</p> <p>15.12 Clarification of Policy</p> <p>15.13 Clarification of Policy</p> <p>Attachments from Handbook</p>

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		integration
Section 17 – Other Leaves	<p>17.1 Bereavement Leave: Added the language: <u>"Bereavement leave is paid leave to deal with the death of a family member as outlined below."</u> --Gave each item a letter designation a,b,c, etc. ---Under "c" revised language to "...employee is allowed time off to attend the funeral <u>without loss of pay...</u>" --Under "d" revised language to "...for all time over <u>the granted 1, 3, 5 days as outlined above will require the use of available,</u> annual or personal leave." Added "e" "Specially Funded Employees do not qualify for bereavement leave."</p> <p>17.3 Leave of Absence without Pay: Added the language: "Employees will be required to use all appropriate accrued leaves (Annual, Sick, Personal, <u>Flex, Compensatory</u>)..."</p>	<p>17.1 Clarification of Policy</p> <p>17.3 Clarification of Policy</p>
Section 18 – Expense Reimbursement	<p>18.1 Mileage: Added "Attachment 16 – Expense Reimbursement"</p> <p>18.2 Travel Expense: Added language: "Employees must present valid <u>itemized</u> receipts..." Added "Attachment 17 – Travel Expense Voucher"</p> <p>18.3 Other Expenses: Added the language: "All such expenditures must be documented with valid receipts <u>and submitted to the Fiscal Division along with a completed Travel Expense Voucher at the end of the month.</u>"</p>	<p>18.1 Attachment from Handbook</p> <p>18.2 Attachment from Handbook and clarification of policy</p> <p>18.3 Handbook integration</p>
Section 19 – Professional Development	<p>19.2 Trainings, Conferences and Seminars: Added "Attachment 18 – Conference Request Form" Added language: "...Conference Request Form must be approved by the Division Head <u>and forwarded to the Fiscal Division.</u>" Added the language: <u>"The completed/approved Conference Request Form must be forwarded to the Fiscal Division, leaving an appropriate amount of time for a check to be issued for the conference and a check to accompany the employee for the hotel expense. A tax exempt form will be prepared for the employee to present when the hotel bill is paid. If the information regarding a conference is received too late for checks to be issued in the proper way, the agency debit card may be used for conference registration and to pay hotel expenses. All receipts for the conference/hotel charges must be turned in upon return from the conference. Meals occurring during the conference will be paid by the employee and receipts turned in with their monthly travel voucher as described in Section 18 "Expense Reimbursement" of this policy. Please keep in mind the Fiscal Division processes vendor checks for Board of Health approval on Tuesday, of the week prior to the regular scheduled board meeting (which is the third Friday of each month). Additional vendor checks are generated with the payroll process if necessary.</u></p> <p><u>An employee will be expected to share a summary of pertinent details with other Health Department employees upon completion of the training/conference/seminar. The employee will need to complete a Conference Attendance Form (Attachment 19) and turn it in to their Division Head within seven (7) days of returning to work. The Division Head will forward this</u></p>	<p>19.2 Language and Attachment from Handbook integration</p>

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Deleted: must be used

	<p><u>completed form to the Administrative Services Coordinator.</u></p> <p>19.3 Tuition Reimbursement: Added "Attachment 20 – Tuition Reimbursement Form"</p>	
Section 20 – Offensive Behavior Policy	<p>20.3 Reporting: Added "Attachment 21 – Confidential Employment Harassment Complaint Form"</p> <p>Added sub-section 20.6 Examples of Harassment: <u>Any harassment that violates state or federal law will be unacceptable. Examples of harassment include:</u></p> <ol style="list-style-type: none"> 1. <u>Making derogatory comments, insults, suggestive remarks or jokes based on a person's sex;</u> 2. <u>Display of photographs, cartoons, or drawings that would be offensive to a reasonable person;</u> 3. <u>Conduct which when viewed by a reasonable person would have the purpose or effect of degrading or creating an intimidating, hostile or offensive work environment;</u> 4. <u>Propositions or requests for sexual favors;</u> 5. <u>Physical contact which is sexual in nature;</u> 6. <u>Stating or implying that deficient job performance is attributed to a person's gender;</u> 7. <u>Possession (while on employer's property of while working) of materials of any kind such as magazines, calendars, etc. which are degrading to an individual or group on the basis of sex or any other protected characteristic; and</u> 8. <u>The giving of unsolicited or inappropriate personal gifts (lingerie, sex books or any gift inappropriate in nature).</u> 	<p>20.3 Handbook integration</p> <p>20.6 Handbook integration</p>
Section 21 – Vehicle Policy	<p>21.5 Accident Reporting: Revised language to: "<u>The Administrative Services Coordinator</u> will be responsible for obtaining these bids. These bids, <u>will be forwarded</u> to the Controller's Office..."</p> <p>Added sub-section 21.6 Road Service: <u>In the event of needed road service, i.e. accident, stalled, stuck vehicle, call the Health Department and speak to the Administrative Services Coordinator for Health Department vehicles. A local wrecker service will be called. If the car cannot be driven, arrangements will be made for transportation back to the office</u></p> <p>21.7 Vehicle Fuel: The number of gallons of gas pumped must be logged on the mileage form <u>located in the vehicle.</u></p> <p>21.8 Vehicle Maintenance: (A) Repair of Health Department Vehicles: The Health Department vehicle's primary employee driver will be responsible for checking fluids and problem solving monitoring when the next regular oil change is due in accordance with the stickers in each vehicle. The driver will report when the oil change is due as well as any maintenance issues <u>the driver may notice.</u> All vehicle repairs and maintenance (including oil changes) must be approved by the Division Head of the Division to which the car is assigned <u>Administration.</u> Upon approval of service by the Division Head <u>Administration,</u> the vehicle's primary employee driver will be scheduled the vehicle for maintenance <u>at the appropriate service center.</u> And be responsible for assuring that the maintenance is completed.</p> <p>21.9 Utilization of Vehicles: Added language: "<u>For details on Agency Vehicle Use see Attachment 22. Folders with mileage forms should be kept in the car and Fiscal will collect them when the bill is received.</u>"</p>	<p>21.5 Change to Policy</p> <p>21.6 Handbook integration</p> <p>21.7 Handbook integration</p> <p>21.8 Change to Policy</p> <p>21.9 Handbook integration</p>

Deleted: ~~The primary driver of the health department vehicle~~

Deleted: ~~need to be turned into the Administrative Services Coordinator who will turn them in~~

Section 22 – Work Rules	<p>22.2 Confidentiality: Added language: "All Health Department employees <u>and volunteers</u> will be required to sign a Confidentiality Statement <u>(GOG Attachment 34)</u>."</p> <p>22.6 Tobacco/Smoke-Free Work Place: Added "Attachment 23 – Tuscola County Smoking Ordinance"</p> <p>22.7 Unexpected Absences: Added absence reporting order: <u>Health Officer/Administrative Services Coordinator, Division Director or Department Coordinator, Program Coordinator/Supervisor, Clerks, Clinic Assistants, Technicians, PHN, Sanitarians, Billing & Account Clerks, VA Director, Dietitian, Social Worker, Specially Funded Employees</u> Added language: <u>"Employees are asked not to call in and leave a message on the answering machine or with the receptionist. If you are in a situation where a phone will not be available to you around 8:00 a.m., leave a message on the answering machine with a phone number where you may be called to identify your day's assigned work tasks, so they may be reassigned."</u></p> <p>22.8 Dress Code: Added language: "Fridays have been designated as casual days, during which casual clothing such as blue jeans, <u>shirts without offensive graphics or</u> sayings and tennis shoes may be worn. <u>Attire must be neat, clean and not tattered. Participation in casual day is optional.</u>"</p> <p>22.9 Employee Performance Evaluation: Added language: <u>"All performance appraisals will specify areas where development and/or training is needed and goals that should be achieved."</u></p> <p>22.11 Supplemental Employment: Added "Attachment 24 – Request for Supplemental Employment Approval"</p> <p>22.14 Conference Room Set-Up: Added & revised language: <u>"(see set-up plan posted in the conference room)"; If refreshments were served at the meeting, the employee in charge of set-up will be responsible to clean the tables and chairs and remove all utensils and food. Also, it is the employee's responsibility to utilize the conference room sign-out sheet, located on the iNet copy-machine room, to schedule the use of one or more of the conference rooms."</u></p> <p>22.15 Break Room: Added language: <u>"Anyone using dishes/coffee mugs/silverware, etc., is responsible for washing and putting them away. It is also the employee's responsibility to make sure the coffee pot is turned off at the end of the work day. A sign-up sheet is posted in the break room for employees to take turns cleaning the refrigerator, microwaves, sink, wash dish towels/clothes and to purchase needed supplies."</u></p> <p>22.17 Printer/Copier/UPS usage: Added "Attachment 25 – Cost for Personal Use of Copier/Printer" Revised language to: "Employees may also send and receive UPS packages at the Health Department, but are required to pay all related costs."</p>	<p>22.2 Handbook integration</p> <p>22.6 Handbook integration</p> <p>22.7 Handbook integration</p> <p>22.8 Handbook integration</p> <p>22.9 Handbook integration</p> <p>22.11 Handbook integration</p> <p>22.14 Handbook integration and revision to policy</p> <p>22.17 Handbook integration and revision to policy</p>

	<p>22.18 Interagency Communication: Revised language: "An agency wide meeting is held every other month except July and August..."</p>	22.18 Change to policy
Section 23 – Telecommunications	<p>23.2 TCHD Phones: Any phone equipment that is not working properly should be reported to the Administrative Services Coordinator MIS Manager for service or repair.</p> <p>23.4 Facsimile: (D) Access: Revised language to: At this time the designated personnel are the Administrative Services Coordinator, MIS Fiscal Fiscal Manager and the Account Clerk.</p>	<p>23.2 Change to policy</p> <p>23.4 Change to policy</p>

**Mike Hoagland**

From: Gretchen Tenbusch [gtenbusch@tchd.us]
Sent: Monday, March 03, 2014 11:10 AM
To: Allen, Roger; Bardwell, Thomas; Bierlein, Matthew; Hoagland, Mike; Kirkpatrick, Craig; Trisch, Christine; Eileen Hiser; Dr. Richard Hoarsch; Tina Gomez
Subject: Huron Association proposal
Attachments: Proposal for Association with the Huron County Health Department for Management Information System Services.docx

Dear Board members,

Here is another proposal to save money. The attached proposal outlines a savings of approximately \$40,000. This is a short turnaround request on this proposal as the IT Manager in Huron submitted his resignation Friday evening and will be done with work on March 21, 2014. Jon would need to start on March 10, 2014 and I would need to also get this approved through Huron's Board of Health and Board of Commissioners. Please review the proposal and let me know if you have any questions.

Thanks

Gretchen

Gretchen Tenbusch, RN, MSA
Health Officer/CEO
Huron/Tuscola County Health Departments
1142 S. Van Dyke Rd/1309 Cleaver Rd., Suite B
Bad Axe, MI 48413/Caro, MI 48723-9160
Phone: 989-269-3302/989-673-8115
Fax: 989-269-4181/989-673-7490
Website: www.hchd.us / www.tchd.us
Email: GTenbusch@tchd.us

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Proposal for Association with the Huron County Health Department for Management Information System Services

I. Background

On Friday, February 28, 2014, Paul Gugel, the MIS Manager at the Huron County Health Department resigned to take a higher paying position in the IT field. The Health Department has unique computer needs such as Electronic Medical record (Insight), HIPAA as it relates to Medical Records, interfaces with State systems, Environmental Health electronic documentation systems, etc. The Insight Medical Record module development is completed by the Health Department's MIS Manager. It is a very complex system and would require an enormous amount of time to learn it. Jon Suber, TCHD MIS Manager, excels with this system. With the resignation of Paul, HCHD is in need of a MIS Manager that can step in with an existing knowledge of Insight.

II. Proposal

Effective March 10, Jon Suber would take over the Administration of the IT System. Huron and Tuscola would secure a bank of hours from Heiden Consulting to provide coverage for IT events that must be taken care of immediately and Jon is not available.

III. Benefits

This will allow for continuity of computer systems between Huron and Tuscola. This means if we ever had an imminent health threat and had to pull over HCHD staff to help or vice versa Huron had to pull over TCHD staff, they will understand the system and know how to use it. It

will also afford broader input into IT issues from staff of 2 counties verses just one. Lastly, there is a cost savings to the Counties involved.

IV. Cost Analysis

The anticipated savings to Tuscola County would be \$40,000 and Huron would save approximately \$46,500 since the IT Manager in Huron had a higher wage. As with past consolidations, Jon would receive a two step pay increase or \$5,072. He is not paid mileage or travel time to Huron County. Mileage alone is approximately \$5,800 not to mention the uncompensated travel time.

V. Timeline/Process

Due to the resignation of the Huron's present IT Manager, we would need to begin Jon's orientation on March 10, 2014.

VI. Recommendations

I recommend approval of this proposal. It is a Win-Win for all parties involved.

Mike Hoagland

From: Gretchen Tenbusch [gtenbusch@tchd.us]
Sent: Wednesday, March 05, 2014 3:44 PM
To: Mike Hoagland
Subject: Fwd: MIS Manager Contract & Personnel Policies

Attachments: MIS Manager Agreement 2014.doc; TCHD Policy Change Excerpts 2014.docx

Here is the MIS Manager Contract. This is the same contract template used for Tip's contract to share with EH Director services with Huron. I have also included the changes to the personnel policies that were presented at the last Board of Health meeting.

I can go over these with the Board of Commissioners on Monday as well or just field questions. Most of the changes are due to the merging of the Handbook with the Personnel Policies.

Any questions let me know.

Thanks.
Gretchen

Gretchen Tenbusch, RN, MSA
Health Officer/CEO
Huron/Tuscola County Health Departments
1142 S. Van Dyke Rd/1309 Cleaver Rd., Suite B
Bad Axe, MI 48413/Caro, MI 48723-9160
Phone: 989-269-3302/989-673-8115
Fax: 989-269-4181/989-673-7490
Website: www.hchd.us / www.tchd.us
Email: GTenbusch@tchd.us

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--- Original message follows ---

Subject: MIS Manager Contract & Personnel Policies
From: Gretchen Tenbusch <gtenbusch@tchd.us>
To: "Mike Hoagland" <mhoagland@tuscolacounty.org>
Date: 03/05/2014 3:41 pm

Here is the MIS Manager Contract. This is the same contract template used for Tip's contract to share with EH Director services with Huron. I have also included the changes to the personnel policies that were presented at the last Board of Health meeting.

I can go over these with the Board of Commissioners on Monday as well or just field questions. Most of the changes are due to the merging of the Handbook with the Personnel

Policies.

Any questions let me know.

Thanks
Gretchen

Gretchen Tenbusch, RN, MSA
Health Officer/CEO
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1142 S. Van Dyke Rd/1309 Cleaver Rd., Suite B
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WTPG

LETTER OF AGREEMENT
between
Huron County Health Department
and
Tuscola County Health Department

This agreement is made and entered into by and between the Huron County Health Department, 1142 S. VanDyke, Bad Axe, MI 48413 hereinafter referred to as Huron County Health Department and the Tuscola County Health Department, whose address is 1309 Cleaver Rd., Suite B, Caro, MI, 48723-9160, hereinafter referred to as Tuscola County Health Department for Management Information System Manager Services.

WITNESSETH:

WHEREAS, the Huron County Health Department is desirous of contracting with the Tuscola County Health Department for Management Information System Manager Services (“MISM services”) services in Tuscola County; and

WHEREAS, the Tuscola County Health Department has a Full time Management Information System Manger whose services could be shared with Huron County Health Department; and

WHEREAS, the provision of MIS services for the Huron County Health Department is a critical function to the services being provided to the residents of the Huron County of Michigan; and

WHEREAS, the Tuscola County Health Department and Huron County Health Department have, by appropriate resolution, been authorized to enter into this Agreement pursuant to the provisions of Act 378 of 1978, MCL §333.2419;

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

- 1) The Tuscola County Health Department will share its full time Management Information System Manger with the Huron County Health Department so that the latter can provide services, which have data management components, to the Huron County residents. The intent of the allocation of the MISM’s time is a 50/50 basis between the two counties.
- 2) At all times hereto, the MISM shall be an employee of the Tuscola County Health Department, not Huron County Health Department. He or she shall take his or her direction from the Health Officer of the Tuscola County Health Department, who shall have the exclusive authority to hire, fire, supervise, discipline and direct the MISM.
- 3) The Tuscola County Health Department will invoice Huron County Health Department each month for services rendered by the Management Information System Manger on behalf of the Huron County Health Department. The Tuscola County Health Department shall bill the Huron County Health Department for salary, fringe, mileage, worker’s compensation, liability, appropriate indirect costs and other benefits afforded

full time Tuscola County Health Department employees utilizing the Tuscola County Health Department wage scale, benefit package, holiday schedule and mileage reimbursement for the 50% of the time that he works for Huron County Health Department. If there is no convenient method for determining an appropriate cost for the MISM, such as with liability, worker's compensation or unemployment compensation costs, Tuscola County shall use a percentage of its total costs in the area divided by the number of employees. The costs associated with training and shared meetings shall be split 50/50 between the Tuscola County Health Department and Huron County Health Department.

- 4.) The Tuscola County Health Department will provide the Huron County Health Department with copies of the Management Information System Manger's training certificates.
- 5.) The standards of performance, supervision, discipline of the Management Information System Manger's and other matters incidental to the performance of such service and the control of the Management Information System Manger so assigned to provide such service shall remain in the Tuscola County Health Department, however, the standards of performance shall not be lower than that furnished in the Tuscola County Health Department, nor shall the caliber and the ability of the Management Information System Manger's supplied be lower than that furnished at the Tuscola County Health Department. Further, the Huron County Health Department may, during the term of this agreement, request meetings with the Tuscola County Health Department's Health Officer or Board of Health Chair to discuss matters of standards of performance, discipline and other matters incidental to provision of services by Management Information System Manger's under this contract, and the Tuscola County Health Department's Health Officer or Board of Health Chair shall meet with the Huron County Health Department as soon as practical upon receiving a written request from the Huron County Health Department for such a meeting.
- 6.) The Huron County Health Department will provide supporting staff services to the Management Information System Manger's during normal hours of operation.
- 7.) The Huron County Health Department will provide equipment/supplies that the Management Information System Manger's will need during his service at the Tuscola County Health Department.
- 8.) The Huron County Health Department will remit payment to Tuscola County Health Department within 30 days of receiving invoice.
- 9.) Except as otherwise provided in this agreement, the Tuscola County Health Department agrees to defend, indemnify and hold harmless, the Huron County Health Department, its Board of Directors, commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services of Tuscola County

Health Department, its employees or agents.

- 10.) The Huron County Health Department agrees to defend, indemnify and hold harmless Tuscola County Health Department, its commissioners, officers and agents against any and all claims, losses, damages, or lawsuits for damages arising from, or allegedly arising from or related to negligent acts or omissions, in the provision of services, of the Huron County Health Department, its employees or agents, and also agrees to indemnify Tuscola County Health Department or Tuscola County from any deductible or self insured retention liability or other uninsured liability that they might incur as a result of a claim for the Management Information System Manger's services under this Contract in Huron County, unless the Management Information System Manger's was grossly negligent or engaged in intentional misconduct.
- 11.) Each party agrees to waive any claim of subrogation as a result of indemnification obligations in this Agreement. Instead, it is the intention of this Agreement that the right of indemnification and hold harmless shall extend only to the party to which it is given and that any claim that is covered by a party's insurance shall be paid by the insurance without the insurance company subrogating to the rights of the party hereunder.
- 12.) The Huron County Health Department shall not assume any liability for the direct payment of salaries, wages, or other compensation to the Tuscola County Health Department for any Health Department personnel performing the services set forth in this document except as herein otherwise specified. The Management System Manager shall remain an employee of the Tuscola County Health Department, which shall be responsible for and shall provide Management Information System Manger with all salary and benefits to which he or she is entitled, including but not limited to the Tuscola County Health Department's health insurance, workers disability and unemployment compensation.
- 13.) This agreement commences upon March 13, 2014 and will continue indefinitely until terminated as provided below.
- 14.) Either party may terminate this agreement without cause by giving not less than ninety (90) days prior written notice to the other party stating the effective date. It may also be terminated with thirty (30) days prior written notice upon the failure of either party to carry out the terms of this agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within the fifteen (15) days.
- 15.) Tuscola County Health Department will comply with the Health Insurance Portability and Accountability Act(HIPAA)/American Recovery and Reinvestment Act (ARRA)/ Health Information Technology (HITECH) Requirements to the extent that these Acts are pertinent to the services that Tuscola County Health Department provides to the Huron County Health Department. Huron County Health Department will comply with the HIPPA/ARRA/HITECH Requirements to the extent that these Acts are pertinent to the

services that Huron County Health Department provides to the Agency.

- 16.) This Agreement represents the complete expression of the parties' understanding regarding the subjects addressed. All prior or contemporaneous understandings, promises or representations whether oral or written are merged herein. No modification or alternation of this Agreement may occur unless approved in like manner and signed by both parties.
- 17.) This Agreement is the result of mutual negotiation and any ambiguity shall not be construed against one party or the other based on its preparation or presentation of that provision.
- 18.) This Agreement may be signed in counterpart.

IN WITNESS WHEREOF, the parties agree that this agreement represents the complete understanding between them.

**TUSCOLA COUNTY
HEALTH DEPARTMENT**

**HURON COUNTY HEALTH
DEPARTMENT**

By _____
**Eileen Hiser, Chairperson
Tuscola County Board of Health**

By _____
**Robert Witherspoon, Chairperson
Huron County Board of Health**

Date _____

Date _____

By _____
**Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners**

By _____
**Clark Elftman, Chairperson
Huron County Board of Commissioners**

Date _____

Date _____

**Mike Hoagland**

From: Glen Skrent [ggs@tuscolacounty.org]

Sent: Monday, March 03, 2014 11:15 AM

To: mhoagland@tuscolacounty.org

Subject: State Farm grant

I am one of thousands who have applied for a 25,000 grant thru on State Farm's Neighborhood Assist program. The one thing I thought they might approve would be a PA511 van. That program assists 34 not for profit agencies in our county so I chose that one. Not sure if I had to notify the board. it's an application on Facebook so it required no signatures. It's a long shot but who knows.....

Undersheriff Glen Skrent
Tuscola County Sheriff's Office

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." — Maya Angelou

**Mike Hoagland**

From: Clayette Zechmeister [zclay@tuscolacounty.org]

Sent: Friday, March 07, 2014 12:02 PM

To: Mike Hoagland

Subject: need board action

Mike,

I have swept through all funds after all accruals have been completed.

We have two funds that will need additional General Fund Appropriations in fiscal year 2013 prior to audit.

236 Victim Services Grant fund will need an additional \$250.00. The board as already appropriated \$5,000 to this fund in 2013. We still have not received any information from the Prosecutor that there is any Grant adjustments for 2013 or 2014.

255 Victim of Crime Act Grant fund will need an additional \$300.00. The board has already appropriated \$3,000 to this fund in 2013. Grant adjustments have been requested for 2014 for this fund.

All other funds appear to be in good shape at this time.

Thanks

Clayette

--

Clayette A. Zechmeister
Chief Accountant, Tuscola County

125 W Lincoln St, Suite 500

Caro, MI 48723

zclay@tuscolacounty.org

voice [989-672-3710](tel:989-672-3710)

fax [989-672-4011](tel:989-672-4011)

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TUSCOLA

Behavioral Health Systems

February 28, 2014

Tuscola County Board of Commissioners
125 West Lincoln Street, Suite 500
Caro, MI 48723

Dear Commissioners,

As you are aware, the current terms of several members of the Tuscola Behavioral Health Systems Board of Directors will be expiring as of March 31, 2013. Applications for re-appointments are enclosed for the non-Board of Commissioner Members.

At its regularly scheduled Board Meeting of January 23, 2014, the Tuscola Behavioral Health Systems Board of Directors resolved to recommend to the Tuscola County Board of Commissioners, the re-appointments of Ms. Paula Cavanaugh, Mr. Daniel Grimshaw, Ms. Joan Helmbold, and Mr. Mark Putnam to our Board of Directors for a three-year term.

As always, we appreciate your strong support of our efforts and thank you in advance for your consideration of these recommendations.

Sincerely,

Sharon Beals
Chief Executive Officer

Walter Szostak
Board Chairperson

SB/WS/clm

Enclosures

TUSCOLA COUNTY
BOARDS & COMMISSIONS APPOINTMENT APPLICATION

Print Form

Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division, 440 N. State St., Caro MI 48723; by email to appoint@tuscolacounty.org; or by fax at (989) 672-4266
Please submit your resume with this application.

Boards/Commissions for which you would like to be considered:

Tuscola Behavioral Health Systems

Boards/Commissions for which you would like to be considered:

First Name* Mark

Middle Initial* R

Last Name* Putnam

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Home Address 150 E. Deckerville Rd Apt 115

City Caro

Zip 48723

Township Almer

County Tuscola

Employer Name: Frankenmuth Fairfield Inn

Employer Address 430 Main St

City Frankenmuth

Zip 48734

Position Title Auditor

Work Number* 989-652-5000
(10 digit)

Home Number*
(10 digit)

Cell Number 989-549-1569
(10 digit)

Email markrputnam@hotmail.com

(email is the preferred method of contact, please provide if available)

Are you a United States Citizen? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

Caro High School--Salutatorian--1970
Michigan State University--Psychology & Biochemistry--1976
Wayne State University--Pharmacy--1980
Davenport University--Data Management--1990

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Tuscola Behavioral Health Systems--currently secretary--abt 2008 to present
Frankenmuth Fairfield Inn--auditor--abt 2003 to present
Caro Historical Commission--past chairman [non-paid]--abt 2008 to 2013
CASS--Computer Accounting Software Systems--self employment--abt 1997 to 2003
Addco--governmental accounting--abt 1996 to 1998
Great Lakes Jr., College--instructor--abt 1990 to 1996

Do you hold any professional licenses? If so, please include numbers:

None

What special skills could you bring to this position?

I am a past consumer of TBHS Services with degrees in psychology, biochemistry, pharmacy, and data mangement

Previous government appointments:

Tuscola Behavioral Health Systems / Caro Historical Commission

Please provide us with the names of your:

State Senator

State Representative

County Commissioner

The following **optional** information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age

Political Affiliation

Military Service

Spouse or Partner's Name

CONSENT AND CERTIFICATION

I, (please print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

Mark Putnam
Signed By

Print Form

TUSCOLA COUNTY
BOARDS & COMMISSIONS APPOINTMENT APPLICATION

Print Form

Please return this questionnaire to the County Clerk's Office, Attention: Appointments Division, 440 N. State St., Caro MI 48723; by email to appoint@tuscolacounty.org ; or by fax at (989) 672-4266
Please submit your resume with this application.

Boards/Commissions for which you would like to be considered:

Tuscola Behavioral Health Systems

Boards/Commissions for which you would like to be considered:

First Name* Paula

Middle Initial* A

Last Name* Cavanaugh

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Stange - maiden Gates - ^{former} married

Home Address 3159 Muntin Drive

City Millington

Zip 48746

Township Millington

County Tuscola

Employer Name: N/A

Employer Address

City

Zip

Position Title

Work Number* (10 digit)

Home Number* (10 digit)

989 871 7459

Cell Number (10 digit)

Email tomcavanaugh@tds.net (email is the preferred method of contact, please provide if available)

Are you a United States Citizen? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

Vassar High School diploma 1972
Delta College - Associate Law Enforcement 1975
Sam Houston State University - B.S. Criminal Justice 1976
South Texas College of Law - Doctor of Jurisprudence 1980

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Most recently worked for Mid states Title. Previously a magistrate, assistant prosecutor, law clerk, private practice, security work, etc.

Do you hold any professional licenses? If so, please include numbers:

Attorney P41547

What special skills could you bring to this position?

Been on this board several years and have attended many conferences, trainings and been on many committees so understand it.

Previous government appointments:

Township zoning board, planning commission, utility board. (none currently except TABS)

Please provide us with the names of your:

State Senator Mike Green

State Representative Terry Brown

County Commissioner Matt Bierlein

The following optional information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age Political Affiliation

Military Service Texas State Guard

Spouse or Partner's Name Thomas Cavanaugh

CONSENT AND CERTIFICATION

I, Paula Cavanaugh, (please print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signed By Paula Cavanaugh

TUSCOLA COUNTY
BOARDS & COMMISSIONS APPOINTMENT APPLICATION

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Please submit your resume with this application.

Boards/Commissions for which you would like to be considered:

Tuscola Behavioral Health Systems

Boards/Commissions for which you would like to be considered:

First Name* Joann

Middle Initial* L

Last Name* Helmbold

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Joann Swayze divorced - took back my maiden name

Home Address 8006 Bray Road

City Vassar

Zip 48768

Township Arbela

County Tuscola

Employer Name:

Employer Address

City

Zip

Position Title

Work Number* (10 digit)

Home Number* (10 digit)

989 871 2236

Cell Number (10 digit)

Email jhelmbold@tds.net

(email is the preferred method of contact, please provide if available)

Are you a United States Citizen? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

BA Michigan State University 1968
MA Michigan State University 1972
AA Mott Community College 1983

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Gerrish - Higgins School District	1968 - 1981
EDS	1983 - 1999
Various (subbing)	2000 - 2011

Do you hold any professional licenses? If so, please include numbers:

yes, teaching certificate

What special skills could you bring to this position?

Previous government appointments:

none

Please provide us with the names of your:

State Senator

State Representative

County Commissioner

The following **optional** information is elicited in order to ensure that this administration considers the talent and creativity of a diverse pool of candidates. In addition, specific backgrounds or qualifications are legally required for appointment to some boards and commissions. You may, therefore, wish to provide this information in order to ensure that you are considered for relevant boards and commissions.

Age Political Affiliation Military Service

Spouse or Partner's Name

CONSENT AND CERTIFICATION

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Signed By _____

TUSCOLA COUNTY
BOARDS & COMMISSIONS APPOINTMENT APPLICATION

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Boards/Commissions for which you would like to be considered:

Tuscola Behavioral Health Systems

Boards/Commissions for which you would like to be considered:

First Name* Daniel

Middle Initial*

Last Name* Grimshaw

Have you ever used, or have you ever been known by any other name? Yes No

If yes, provide names and explain:

Home Address 3112 Waltan

City Vassar

Zip 48768

Township

County

Employer Name: Mid-State Title Services, Inc.

Employer Address 117 S. MAIN

City VASSAR

Zip 48768

Position Title Owner / President

Work Number* 989-823-3391
(10 digit)

Home Number* 989-823-2653
(10 digit)

Cell Number
(10 digit)

Email _____ (email is the preferred method of contact, please provide if available)

Are you a United States Citizen? Yes No

EDUCATION (Include degree and dates; if answered in full on your attached resume, please indicate):

A.B. History, U of M-Flint, '79'
Cooley Law School
Vassar High School '72'

EMPLOYMENT EXPERIENCE (if answered in full on your attached resume, please indicate):

Mid-State Title Services, Inc.	1996 - present
Tuscola County Register of Deeds	2009-2012
Northern States Title	1986-1996

Do you hold any professional licenses? If so, please include numbers:

Title Insurance

What special skills could you bring to this position?

21 yrs on this Board.

Previous government appointments:

Tuscola County Behavioral Health

Please provide us with the names of your:

State Senator

State Representative

County Commissioner

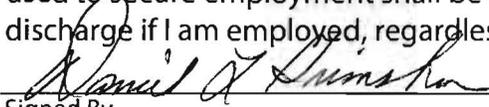
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Age Political Affiliation Military Service

Spouse or Partner's Name

CONSENT AND CERTIFICATION

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Signed By



**OFFICE OF PROSECUTING ATTORNEY
COUNTY OF TUSCOLA
STATE OF MICHIGAN**

MARK E. REENE

Prosecuting Attorney

207 E. Grant Street, Suite 1

ERIC F. WANINK

Chief Assistant Prosecutor

Caro, Michigan 48723

(989) 672-3900

Fax: (989) 673-8612

SARA K. COASTER

Assistant Prosecuting Attorney

KATHLEEN A. MILLER

Assistant Prosecuting Attorney

PAMELA A. TUNNEY

Assistant Prosecuting Attorney

MEMORANDUM

DATE: March 3, 2014

TO: Tuscola County Board of Commissioners

FROM: Mark E. Reene
Prosecuting Attorney

RE: Confirmation of Appointment of Mila C. Sackett as Assistant Prosecuting Attorney

This Memorandum is being forwarded to confirm the appointment of Mila C. Sackett to the position of Assistant Prosecuting Attorney. The effective date of Ms. Sackett's appointment will be Monday, March 17, 2014. Ms. Sackett is a graduate of Western Michigan University and completed law school at the Michigan State University College of Law in May 2010.

She has handled numerous cases of varied and diverse subject matter in court. She also has extensive experience with Abuse and Neglect matters in the Family Court. She will be a valuable addition to our Office.



Tuscola County Sheriff's Office

420 Court Street • Caro, MI 48723

Lee Teschendorf, Sheriff
Glen Skrent, Undersheriff

Phone (989) 673-8161

Fax (989) 673-8164

03/07/2014

Tuscola County Board of Commissioners
Mr. Michael Hoagland, County Controller

I would like to advise you that effective 03/15/2014 Sgt. Brian Harris will be promoted to the position of Lieutenant/Jail Administrator. His rate of pay will increase from \$ 21.74 per hour to \$ 22.24 per hour. I would also request that he be paid for 720 hours at \$ 0.50 per hour, \$ 360.00, retroactively to compensate him for the hours he has served in that position per Section 4.1 "Acting Position Pay" as allowed for in the current Tuscola County Personnel Handbook.

Additionally Corrections Officer Michael Schuman will be promoted to the position of Corrections Sergeant, effective 03/15/2014, to fill the shift supervisors vacancy. His rate of pay will increase from \$ 18.00 per hour to \$ 18.82 per hour.

These promotions will bring the jail supervisory staff to the levels in place prior to the retirement of Lt. Penny Turner on 01/07/2014. We will be at full staffing when a corrections officer is hired to replace the position left open by these promotions. We will continue to fill the vacancy with part-time staff until that hire takes place.

Sincerely,

Leland Teschendorf, Sheriff

Cc/Ms. Erica Dibble, Human Resource Coordinator
Undersheriff Glen Skrent
Sergeant Brian Harris
Corrections Officer Michael Schuman



Mike Hoagland

From: Keilen, Elaine (MSP) [KeilenE@michigan.gov]

Sent: Thursday, March 06, 2014 8:44 AM

To: mhoagland@tuscolacounty.org

Cc: mmiller@tuscolacounty.org

Subject: Caro Post Lease - 1485 Cleaver Road

Good Morning Mr. Hoagland and Mr. Miller,

My name is Elaine Keilen and I work with the Michigan State Police, Management Services Section. I have been advised by the Department of Technology, Management & Budget (DTMB) that the lease between the County of Tuscola, Lessor, and the State of Michigan for the Department of Michigan State Police, Lessee, for the property located at 1485 Cleaver Road, Caro will expire on **7/31/15**.

Our staff at the MSP Caro Post have indicated that they are having issues with the locks freezing on the back door. Is this something we could have addressed? The Post has replaced the cypher locks, but they continue to freeze. Is there some type of wind break that could be installed to protect it from the weather/snow/wind?

If this is feasible, I would need to have you provide me with a written estimate so I can submit it to DTMB as a change order prior to the renewal of the lease. If you prefer we meet to discuss, I can do that as well.

Thank you in advance for your response to this request.

Ms. Elaine Keilen
Facilities Analyst
DSD, Management Services Section
Michigan State Police
P. O. Box 30634
Lansing, MI 48909
TX: (517) 336-6496

"A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY"

Mike Hoagland

From: Mike Miller [mmiller@tuscolacounty.org]
Sent: Thursday, March 06, 2014 10:24 AM
To: Keilen, Elaine (MSP)
Cc: mhoagland@tuscolacounty.org; Krugielki, Mitchell (MSP)
Subject: Re: Caro Post Lease - 1485 Cleaver Road

OK, I was unaware of this and we will look into this. Sorry for any confusion.

On Thu, Mar 6, 2014 at 9:59 AM, Keilen, Elaine (MSP) <KeilenE@michigan.gov> wrote:

Mike,

I have been informed that this issue had not been relayed to Buildings and Grounds. However, they would like to have it revisited as the fix from last year has not proven to be a permanent fix. Evidently there is snow coming in through the back door and the locks continue to freeze.

Thanks,

Elaine

From: Mike Miller [mailto:mmiller@tuscolacounty.org]
Sent: Thursday, March 06, 2014 9:23 AM
To: Keilen, Elaine (MSP)
Cc: mhoagland@tuscolacounty.org
Subject: Re: Caro Post Lease - 1485 Cleaver Road

Hello this is Mike from Buildings and Grounds, we have corrected this issue to my knowledge and have not heard anything from the Post Commander about this problem continuing. The last time this was brought up he had indicated this was no longer a problem.

On Thu, Mar 6, 2014 at 8:43 AM, Keilen, Elaine (MSP) <KeilenE@michigan.gov> wrote:

Good Morning Mr. Hoagland and Mr. Miller,

My name is Elaine Keilen and I work with the Michigan State Police, Management Services Section. I have been advised by the Department of Technology, Management & Budget (DTMB) that the lease between the

County of Tuscola, Lessor, and the State of Michigan for the Department of Michigan State Police, Lessee, for the property located at 1485 Cleaver Road, Caro will expire on **7/31/15**.

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Thank you in advance for your response to this request.

Ms. Elaine Keilen

Facilities Analyst

DSD, Management Services Section

Michigan State Police

P. O. Box 30634

Lansing, MI 48909

TX: (517) 336-6496

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STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
BAY CITY TRANSPORTATION SERVICE CENTER

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

March 5, 2014

Tuscola County Clerk
440 N. State Street
Caro, Michigan 48723

Dear Rural Elected Official:

The Michigan Department of Transportation (MDOT) Bay City Transportation Service Center has conducted annual Rural Elected Official meetings since the fall of 2003.

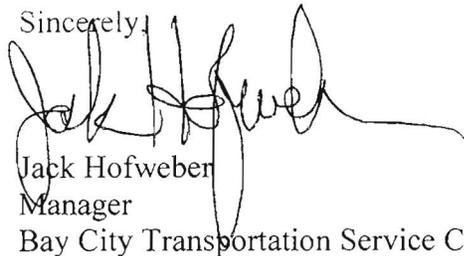
For 2014, we would like to personally meet with each local unit of government individually. This will provide our staff the opportunity to review upcoming projects, answer questions, and address transportation related concerns within your own community.

In the past, the program had consisted of a presentation on MDOT's Five Year Program, funding issues, safety issues, and details on the planned construction for the immediate year. In addition, information about other MDOT programs (for example, transportation alternatives, transportation economic development, and local agency safety programs) had been shared with the attendees. We will be more than happy to tailor the information we discuss in your community based upon your interests.

We would like to schedule these meetings for the month of April. To RSVP, please contact Michelle Rico at 989-671-1555 to coordinate a date to meet and identify any specific issues or topics you would like us to discuss.

We look forward to meeting with you.

Sincerely,



Jack Hofweber
Manager
Bay City Transportation Service Center

JR:JH:tw:ad