

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, April 13, 2015 – 7:30 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance

Committee Leaders-Commissioners Kirkpatrick and Bierlein

Primary Finance

1. Updated Multi-Year Capital Improvement Plan
2. Update 2015 Work Program (See A)
3. Pension Bonds Steps (See B)
4. Behavioral Health System Audit – 8:30 A.M.
5. Wind Energy Invoices – Reese Library
6. Register of Deeds Digital Viewer/Scanner System
7. Dispatch Smart 911 – Information System Director Review
8. Dispatch IP Phone Update Purchase Order Approval
9. Mosquito Abatement Proposal for Huron County
10. Advertising for Board and Commissions (See C)
11. County Clerk ACS Imaging Contract
12. MAC Conference Recap
13. Financial Planning

On-Going Finance

1. Board of Public Works Organizational Structure
2. County Solid Waste Management Plan
3. Review of Bank Accounts without County Treasurer Signature
4. Proposed Gun Board Changes
5. Road Commission Legacy Cost
6. May 5, 2015 State Vote to Fund Roads and Bridges
9. Abused/Delinquent Children Needs Planning and P2P Program – Start Now Meeting 4/14/15
10. 4-H Assistance to Child Care Functions
11. Tuscola County Broadband Certification
12. Steps to Negotiate DC Retirement Plan for New Hires

Personnel

Committee Leader-Commissioner Trisch

Primary Personnel

1. Parks and Recreation Vacancy (See D)

On-Going Personnel

Building and Grounds
Committee Leader-Commissioner Allen

Primary Building and Grounds

On-Going Building and Grounds

Other Business as Necessary

Public Comment Period

(A)

DRAFT 2015 Work Program and Implementation Responsibilities

Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
FINANCIAL PLANNING				
1	Update 5-year county financial plan	<i>Underway</i> Hoagland, Zechmeister	Kirkpatrick, Bardwell	
2	Determine millage renewals for 2016 and possible new millage request questions including Road Patrol	<i>Underway</i> Hoagland, Schlichting	Kirkpatrick, Bardwell	
3	2016 County Budget development and 2014 Audit preparation	<i>2014 audit completed by end of June</i> Hoagland, Zechmeister	All	
4	Determine if there are financial advantages to bonding to fully fund retirement system obligations	<i>Moving forward</i> Hoagland, Zechmeister	<i>to Bond for cost savings</i> All	John Boyle, John Axe, MERS staff
5	Assess prevention methods to reduce cost for abused, neglected and delinquent children - gain assistance from the Human Services Coordinating Council	<i>Underway</i> Southgate, Walker, Hoagland	Kirkpatrick, Beirlein	Human Service Coordinating Council, Judge Thane
6	Work with MAC and review Pennsylvania PA 13 regarding impact fees and potential to use this approach in Michigan	<i>underway early stages</i> Hoagland	Kirkpatrick	Oil Shale Study Committee
7	Conduct quarterly 2015 budget to actual reviews and identify areas of concern and optional solutions	<i>1st & 2nd quarter budget amended</i> Hoagland, Zechmeister	All	
8	Review drain-at-large cost projections and impacts on the county budget	<i>Drain Commissioner projected future drain costs</i> Hoagland, Zechmeister	All	Drain Commissioner
9	Review health insurance renewal and retirement system costs and future potential changes	<i>will do in 2016 as part of labor negotiations</i> Hoagland, Zechmeister, Dibble	All	BC/BS, Dan Skiver, MERS
FINANCIAL GENERAL				
10	Review with County Treasurer investment practices and potential for increased earnings	<i>Completed</i> Gray, Hoagland	Kirkpatrick	John Axe
11	Explain to the public veterans dedicated millage request	<i>Millage was approved</i> Amend, Hoagland	Allen, Kirkpatrick	Dr. Horsch, Veteran Organizations

DRAFT 2015 Work Program and Implementation Responsibilities

Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
12	Explain to the public economic development dedicated millage request	<i>Millage was rejected</i> Erickson, Hoagland	Trisch, Bardwell	EDC Board
13	Work to restore full lease payment from SCMCCI from \$20,000 to \$50,000	<i>Progress has been made will be \$30,000 for 2016</i> Hoagland	Bardwell	
14	Monitor Road Commission progress in reducing legacy cost financial obligation	<i>Recent report</i> Tuckey, Hoagland	<i>by Finance Director of RC</i> Allen, Kirkpatrick	Road Commissioners
15	Evaluate continued involvement in the Workers Compensation program through MAC	<i>Not started</i> Hoagland, Zechmeister	Bierlein, Bardwell	
16	Work with auditors and Treasurer to improve the classification of the Foreclosure Fund fund balance	<i>Will be done when 2014 completed</i> Hoagland, Zechmeister	All	
17	Conduct year-end financial adjustment for compliance with Budgeting/Accounting Act	<i>Completed</i> Hoagland, Zechmeister	All	
18	Monitor to determine if state fully replaces the revenue loss with elimination of the personal property tax	<i>Walt to help</i> Hoagland	Bierlein	MAC
19	Work with Treasurer so she is signatory on all bank accounts	<i>Need to review with Treasurer</i> Gray, Hoagland	Bardwell, Kirkpatrick	Auditors
20	Monitor potential changes in sentencing guidelines and transfer of state prisoners to county prisons	Sheriff	Bierlein	
TECHNOLOGY				
21	Implement hosting of Property Tax Information and Geographical Information System including a fees schedule	<i>Significant progress</i> Lee, Schlichting, Hoagland	Kirkpatrick, Bierlein	Amalgam
22	Complete the creation of the digital parcel files for the Geographical Information System	<i>Significant progress</i> Lee, Schlichting, Hoagland	Kirkpatrick, Bierlein	Amalgam
23	Determine additional priority website/online services, develop offering timeline, define resources, and market availability and deploy	<i>On-going</i> Lee, Hoagland	Kirkpatrick, Bierlein	In Sync Committee

DRAFT 2015 Work Program and Implementation Responsibilities

Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
24	Follow-up to assure necessary corrections to the Time Attendance Software are implemented and use full system capabilities	<i>Some progress but coming slow</i> Dibble, Lee, Hoagland	Kirkpatrick, Bierlein	Harris
25	Identify, if any, opportunities to leverage existing County accounting software in various departments.....define timeline, business practice, and implementation plan	? Dibble, Lee, Hoagland	Kirkpatrick, Bierlein	Harris
26	Identify, if any, opportunities to leverage existing County document imaging/workflow software to increase efficiency of production in county departments.....develop timeline, business practice, and implementation plan.	? Lee, Hoagland	Kirkpatrick, Bierlein	Image Soft
27	Meet with other County Officials to review methods for Tuscola to become a technology hub.....determine best practices and practical opportunities.....develop business practices and put into production.	? Lee, Hoagland	Kirkpatrick, Bierlein	In Sync Committee
28	Identify opportunities to use County data to increase efficiency in Law Enforcement. Leveraging GIS, analyze existing data to assist department in maximizing efficiency of labor	? Lee, Teshendorf	Kirkpatrick, Bierlein	Amalgam
29	Analyze savings from Annex VOIP telephone system implemented in 2014.....determine if savings warrant VOIP deployment for other departments	<i>Savings verified</i> Lee, Hoagland	<i>Sheriff Dept being implemented</i> Kirkpatrick, Bierlein	SPS
30	Implement 2015 budgeted computer/technology items.... continue to support county day to day needs at highest level possible	<i>On-going</i> Lee, Hoagland	All	In Sync Committee
31	Assess methods of expanding county technology services for revenue generation between counties and for local government in the county.....meet with County/Local agencies to define opportunities.....define business plan and support.....implement best practices and deploy	? Lee, Hoagland	Kirkpatrick, Bierlein	In Sync Committee
32	Review and suggest amendments for County technology policies, ensuring the best interest of the County and its data are protected.....including, but not limited to Enhanced Data Access, Data breach liability and Insurance coverage	<i>On-going</i> Lee, Hoagland	Kirkpatrick, Bierlein	In Sync Committee

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Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
33	Further develop Green Initiatives. Work with County B&G to identify opportunities to conserve energy and finances through automation and technology.....develop timeline, business practice, and implementation	? Lee, Miller, Hoagland	Kirkpatrick, Bierlein	In Sync Committee, Google
GENERAL OPERATIONAL				
34	Evaluate continuing to contract with Sanilac County and participate in hiring of new Animal Control Director	<i>No action to date</i> Hoagland	Trisch, Bardwell	Sanilac County
35	Continue to aggressively pursue grant opportunities working with the EDC grant writer - match grant pursued with county objectives	<i>On-going</i> Erickson, Sherry, Hoagland	Bardwell, Trisch	
36	Develop a strategy to maintain the two county Equalization Director arrangement	<i>No action to date</i> Schlichting, Hoagland	All	
37	Review and evaluate the MAC Platform	? Hoagland	Bierlein	MAC
38	Determine what the county role will be with the proposed Denmark/Gilford water project	<i>May no longer be an issue for the county</i> Hoagland	All	John Axe
39	Develop an effective program using MSU-e 4-H to reduce abused, neglected, delinquent child cost	<i>Ripley to present proposal</i> Bixler, Hoagland	Allen, Kirkpatrick	Southgate, Walker
40	Review the Region 6 Prosperity Plan and CEDS economic development plan in detail and how it can help job creation	<i>On-going</i> Erickson	Bierlein, Kirkpatrick	County EDC Board and Regional Consultants
41	Continue to pursue potential service consolidations within Tuscola and with other counties	<i>No new developments</i> Hoagland	All	Three county regional commissioner meetings
42	Closely review weekly MAC legislative reports and work for beneficial changes	<i>On-going</i> Hoagland	All	
43	IP telephone system so text messaging can be received at Dispatch	<i>Underway</i> Neilson	Allen	Dispatch Authority

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Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
BUILDINGS AND GROUNDS				
44	Implement construction of new mechanic pole building at Mosquito Abatement	<i>Underway - completion fall of 2015</i> Green, Miller, Hoagland	All	
45	Complete the fixed asset inventory	<i>Completed</i> Miller	All	
46	Implemented 2015 budgeted equipment and capital improvement projects	<i>Ongoing</i> Miller, Hoagland	All	
47	Update the 10-year county buildings and grounds capital improvement plan	<i>To be presented at 4/13/15 COW meeting</i> Miller, Hoagland	All	
48	Update the Emergency Operations Plan for county buildings	? Dibble, Miller, Hoagland	All	
49	Increase the number of employees trained in CPR	? Dibble, Miller, Hoagland	All	Huron and Sanilac Counties
ENVIRONMENT/PARK AND RECREATION				
50	Evaluate requesting a state grant to conduct a feasibility study of a 3 county recycling program	<i>No funding for this purpose</i> Miller, Hoagland	Bierlein, Kirkpatrick	Recycling Committee and Huron/Sanilac
51	Develop a plan for the possible move and expansion of the Recycling Center	<i>Underway by Recycling Committee</i> Miller, Hoagland	Bierlein	Recycling Committee
52	Overview of the updated county parks and recreation plan and next steps for implementation	<i>Completed</i> Erickson, Sherry	Allen	Parks and Recreation Comm
53	Overview of changes in the updated solid waste management plan and next steps for implementation	<i>Still in development</i> Erickson, Sherry	Trisch	Solid Waste Planning Committee
54	Cass River Greenways project and continued work to improve quality of life	<i>On-going</i>	Kirkpatrick	Cass River Greenways
55	Assess whether the county will acquire property from the state	<i>On-going</i> Hoagland	Kirkpatrick	Commissioners, Senator Green

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56	Continue involvement in the Saginaw Bay Coastal Initiative - determine methods of improvement	<i>On-going</i>	Allen	Saginaw Coastal group
RENEWABLE ENERGY				
57	Continue to closely monitor the Nextera tax appeal and escrow county funds	<i>On-going - no decision</i> Hoagland	Kirkpatrick	Michigan Renewable Energy group
58	Follow state developments regarding renewable energy standard, zoning, taxation	<i>Important - information has been released</i> Hoagland	Kirkpatrick	Michigan Renewable Energy group
PERSONNEL				
59	Review county grant policies and procedures and make changes as necessary	Hoagland, Zechmeister	All	
60	Make changes and adjustment to retirement system divisions	<i>Complete</i> Hoagland, Zechmeister, Dibble	All	MERS
61	Continue to monitor the Affordable Care Act for county compliance	<i>On-going</i> Dibble, Hoagland	All	County Attorney's and Insurance Agent
62	Review and make recommended changes to non-union personnel policies and handbook	<i>Underway</i> Dibble, Hoagland	All	Labor attorney
63	Review procedures to maintain compliance with Mi-Osha	<i>On-going</i> Dibble, Hoagland	All	
HEALTH				
64	Monitor impact of total coliform rule on Type II public water supplies	<i>Need to ask</i> MacGuire, Tenbusch	Trisch, Kirkpatrick	
65	Explore options for Federal Qualified Health Center to run healthcare clinic/dental clinic in Tuscola County for indigent and uninsured	<i>Need to ask</i> Hepfer, Tenbusch	Trisch, Kirkpatrick	

DRAFT 2015 Work Program and Implementation Responsibilities

Task/Initiative		Lead Staff Members	Lead Commissioners	Other Assistance
66	Assess impact of Health Department Regionalization proposed by the Michigan Department of Community Health and Governor's Office	<i>Need to ask</i> Hepfer, Tenbusch	Trisch, Kirkpatrick	
67	Continue to explore grants that lead to better health outcomes for Tuscola County residents	<i>Need to ask</i> Tenbusch, Hepfer, MacGuire	Trisch, Kirkpatrick	Vicky Sherry EDC
68	Review the most current Community Health Assessment	<i>Completed</i> Tenbusch, Hepfer	All	

Mike Hoagland

From: Meredith Shanle <MeredithS@mfc.com>
Sent: Friday, March 27, 2015 9:29 AM
To: Mike Hoagland; Clayette Zechmeister; Assistant to John Axe
Subject: Preliminary Timetable for the County of Tuscola Pension Obligation Bonds, Series 2015
Attachments: tt-tus42.doc

Mr. Hoagland:

Attached hereto please find the Preliminary Timetable for the County of Tuscola Pension Obligation Bonds, Series 2015.

The dates we have used are fairly reasonable, if the County receives its 2014 actuarial report in early June we might be able to meet the last Board of Commissioners meetings in June and move the rest of the timetable up by a month, but if not we should be fine.

Please feel free to call me or Mr. Axe with any questions.

Have a good weekend – stay warm!

Meredith

Meredith A. Shanle
President
Municipal Financial Consultants Incorporated
21 Kercheval Ave., Suite 360
Grosse Pointe Farms, MI 48236
313-884-9824 phone
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APPENDIX A

\$5,930,000
COUNTY OF TUSCOLA
PENSION OBLIGATION BONDS, SERIES 2015
(Taxable Obligations)

PRELIMINARY TIMETABLE

<u>STEPS</u>	<u>ACTION</u>	<u>DATE</u>
1	Full Board of Commissioners Discusses the Possibility of Bonding for the County's Pension Obligations	February 12, 2015
2	Full Board of Commissioners Approves Notice of Intent Resolution	February 26, 2015
3	Notice of Intent Published in Tuscola Advertiser	March 4, 2015
4	Referendum period Expires (45 days After Publication)	April 18, 2015
5.	Negotiations begin with Labor Attorney	Mid May, 2015
6.	Negotiations Finalized with Labor Attorney	Mid June, 2015
7.	County Receives 2014 Actuarial Report	June, 2015
8.	MFCI and Axe & Ecklund Finalize Amount Necessary for Bonding and Prepare and Forward to the County the Bond Resolution and Continuing Disclosure Resolution	Late June, 2015
9	Tuscola County Closes Defined Benefit Contribution Plan(s)	Late June, 2015
10.	Committee of the Whole of the Board of Commissioners Considers Bond Resolution and Continuing Disclosure Resolution	July 27, 2015



<u>STEPS</u>	<u>ACTION</u>	<u>DATE</u>
11.	Full Board of Commissioners Approves Bond Resolution and Continuing Disclosure Resolution	July 30, 2015
12.	Tuscola County Plan is completed for Submission to the Department of Treasury for Approval to Issue the Bonds	July, 2015
13.	Apply to Department of Treasury for Approval to Issue the Bonds	Early August, 2015
14.	Meet with Department of Treasury in Lansing to Discuss County's Plan	September, 2015
15.	Meet or have Conference Call with Rating Agency to Discuss the Pension Bonds	September, 2015
16.	Receive Rating on the Bonds	Late September, 2015
17.	Receive Approval to Issue Bonds from Department of Treasury	October, 2015
18.	Circulate Official Statement and Publish Notice of Sale for the Bonds	Late October, 2015
19.	Hold Bond Sale	Early November, 2015
20.	Deliver Bonds	Late November, 2015

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BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 10/17/14

1. PURPOSE

This policy established comprehensive procedures to be followed by the Board of Commissioners making appointments to boards and commissions. Such a policy recognizes the significant role that these groups perform in the operation of county government. The County Clerk with direction from the County Board of Commissioners, shall be responsible for overseeing and implementing this policy.

2. RECRUITMENT OF NEW APPLICANTS

2.1 Advertising

Two months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made, the County Board of Commissioners shall direct the County Clerk to advertise with local news media and other appropriate entities, the upcoming vacancy pertaining to various Tuscola County boards and commissions. Appointments will be made at the second County Board meeting in October or first meeting in November. The Board of Commissioners has the option to specify or not specify any or all appointment criteria.

2.2 Applications

Applicants who wish to serve on a county board or commission shall be a resident of Tuscola County, unless there is an overriding statute. All interested persons who apply for a board or commission appointment shall fill out an application. This form is available at the Tuscola County Clerk's office or from any Tuscola County Commissioner. This information will be used as part of the record for the interview process as appropriate. The completed application must be returned to the County Clerk no later than seven (7) days prior to the Board of Commissioners' meeting when the appointment is to be made. All applications from persons not appointed shall be kept on file in the County Clerk's office a maximum of one (1) year and may be considered to fill vacancies.

2.3 Nominations

Notwithstanding the above provisions, Commissioners will still be able to nominate from the Board floor.

BOARDS AND COMMISSIONS APPOINTMENT POLICY

3. APPLICANTS SEEKING REAPPOINTMENT

3.1 Notification

Those members of Tuscola County boards and commissions shall be notified by the County Clerk two (2) months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made to determine if they wish reappointment. It is the responsibility of those persons desiring reappointment to notify the Clerk or a County Commissioner before the date of election.

4. PROCESS FOR SELECTION OF APPLICANTS

4.1 Interviews

All applicants shall be included in the correspondence package prior to the Board of Commissioners' meeting when the appointment is scheduled to be made. Each Commissioner shall receive a copy of each application to review.

Applicants may be interviewed in person by the Board of Commissioners or by the Executive Committee at a scheduled meeting prior to the appointment being made. The applicants will be notified by the County Clerk as to the time and place of interview. Each interview shall not exceed ten (10) minutes in length. The Executive Committee may recommend certain applicants to the Full Board.

After interviews are completed, Commissioners shall have the opportunity to nominate prospective appointees from the floor. Only those nominated will be considered. Commissioners shall vote for their candidate of choice by hand.

If, after the first vote, no person received a majority of the votes from the Commissioners present, the candidate(s) receiving the lowest number of votes shall be eliminated. The County Clerk shall then state the names of the remaining candidates. Another hand vote shall then be taken. This procedure shall continue until one candidate receives a majority vote from the Commissioners present.

If one of the nominated candidates does not receive a majority vote from the commissioners present after elimination of those receiving

the lowest number of votes, then the above described procedure shall be repeated. A Commissioner is not required to cast a vote.

BOARDS AND COMMISSIONS APPOINTMENT POLICY

If there is more than one seat on a Board to be filled, then the same procedure shall be followed to fill the additional seat(s). Nominations will be opened for each additional vacant seat.

5. VACANCIES OCCURRING MID-TERM

Vacancies occurring mid-term will be filled with the regular appointments. If the Board of Commissioners feels that in cases where a board or commission, because of vacancies, no longer has adequate membership to carry on the business of that board or commission, then the Board of Commissioners shall suspend this policy to provide new members for that board or commission. A person appointed to fill a vacated seat shall complete the remaining term of the vacated seat. If necessary, the Board of Commissioners will advertise the position openings and allot necessary time for applicants to apply.

6. RESTRICTIONS ON MEMBERSHIP

6.1 Limit of Number of Boards

No individual, other than County Commissioners, will be allowed to serve on more than three (3) advisory or operating committees, boards, and commissions at the same time.

6.2 Specific Eligibility Criteria

There are some boards and commissions which have specific eligibility criteria for appointments, as well as a recognition of tradition for county-wide representation, which the Board of Commissioners, must, or may, consider in making a particular appointment.

7. ATTENDANCE

All members of committees, boards, and commissions are expected to have at least a 75% attendance record, and to not miss more than three (3) meetings in a row without an acceptable excuse, made in writing to the Board Chair/Secretary. Individuals violating the rule above may be removed from the appointed membership by the Board of Commissioners.

Board Chair/Secretary from all committees, boards, and commissions are to forward to the County Clerk the name(s) of the individual(s) in violation of
BOARDS AND COMMISSIONS APPOINTMENT POLICY

the above rule.

The County Board of Commissioners may remove an officer or agent following the procedures of MCL 46.11.

8. PAYMENT

For multi-county committees, where there is no standard per diem amount set by the committee, members (other than Commissioners) shall receive Tuscola County's standard \$25.00 per diem payment. As stated in the Board of Commissioners Per Diem Payment Policy, Commissioners shall be paid their standard per diem amount (currently \$40.00) as a member of a multi-county committee. All members may be reimbursed for mileage at the current mileage rate.

MARY M. STEC

705 South Hooper Street | Caro, MI 48723 | 989.325.2591 | levalley27@northwood.edu

OBJECTIVE

Become a valuable asset to an organization that will utilize my communication, organizational, and problem solving skills. I will strive for constant personal development and community involvement, helping myself and my community grow.

EDUCATION

Bachelor of Business Administration

May 9th, 2015 Graduation

Northwood University, Saginaw Adult Degree Program

- Major: Management
- Minor: Administration
- Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, and strategic planning.

SKILLS & ABILITIES

Administrative

- Attention to detail, planning, organizing and time management skills.
- Supportive customer service skills focusing on overall contentment and problem solving.

Technology

- Extensive experience with Microsoft Office software with the ability to create many different documents without instruction.
- Ability to learn new software applications quickly and effectively.
- Well adaptable to printers, phone systems, fax machines, etc. Mastering them quickly in order to use them to their full potential.

Communication

- Use of written and verbal skills to effectively deliver information quickly.
- Focused on friendly and courteous interaction with customers and staff.
- Extensive listening skills and focus on customer satisfaction.

Community Involvement

- Interest in helping the community with continuous improvement.
- Focused on the community's interest in family life. Attentive to providing better ways to provide leisure time and a higher standard of living for all ages and lifestyles.
- Interest in promoting community health and wellness, strengthening community image, support economic development and protect environmental resources.

EXPERIENCE

Teller

2014 to Present

Chemical Bank, Caro

- Accurately perform cash and balancing functions, processing all teller transactions according to established bank policies and procedures.
- Competently answer basic customer inquiries.
- Offer additional bank products and services which match customer needs.
- Meet sales goals determined by the Branch Manager/Supervisor.

Bartender and Server

2011 to Present

Buffalo Wild Wings, Saginaw

- Provide excellent table service and foster guest satisfaction in a fast-paced restaurant and bar. Establish return customers with great customer interaction.
- Meet monthly sales goals determined by management.

Operations Department Co-op Student

2007 to 2010

Nexteer Automotive, Saginaw

- Developed and implemented a TPM (Total Production Management) program which enforced 5's organization and lean management on the production floor.
- Developed and presented training module for TPM and 5's implementation to all staff members.
- Reinforced 5's organization throughout facility increasing productivity and reducing scrap.

Administrative Assistant Co-op

Tuscola Technology Center, Caro

- Performed secretarial duties for the staff and incoming customers. Duties including greeting customers and directing them to specific departments, answering and transferring phone calls, performing large print jobs for staff, help book keeper organize, file and fax documents.
- Served on student committee, organizing and planning fundraising events. Created flyers and information packets for events.

REFERENCES

- Kimberly Karr *Chemical Bank, Teller Supervisor*
Phone: 989.225.0758
240 North State Street
Caro, MI 48723
- Rob Steger *Buffalo Wild Wings, General Manager*
Phone: 989.513.2557
2690 Tittabawasee Road
Saginaw, MI 48604
- Jennifer Eyer *Chemical Bank, Teller Supervisor*
Phone: 989.912.0461
150 East Burnside Street
Caro, MI 48723

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:

Parks and Recreation

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

First Name* Mary

Middle Initial* M

Last Name* Stec

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

If yes, provide names and explain:

Mary LeValley

Home Address

705 South Hooper Street

City

Caro

Zip

48723

Township

Indianfields

County

Tuscola

Employer Name:

Chemical Bank

Employer Address

240 North State Street

City

Caro

Zip

48723

Position Title

Teller

Work Number*
(10 digit)

989.673.5184

Home Number*
(10 digit)

989.325.2591

Cell Number
(10 digit)

same as Home

Email levalley27@northwood.edu (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):

Associates in General studies from Delta College
and Administration

Bachelors in Business Administrative from Northwood University
Pending May 9th, 2015 graduation

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

chemical Bank, Teller 2011- Present
Nexteer Automotive, Operations Co-op - 2007-2010
Tuscola Technology Center, Administrative Assistant Co-op 2006-2007
~~Buffalo Wild Wings, Bartender/Server 2016-present~~

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

N/A

What special skills could you bring to this position?

Interest in continuous community improvement, focus on strategic planning and problem solving. I strive for diligence in whatever I do and focus on continuous self-development

Previous government appointments:

N/A

Please provide us with the names of your:

State Senator Gary Peters, Debbie Stabenow State Representative Edward Canfield
for our area - Mike Green

County Commissioner District 3

Christine Trisch

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 25 Political Affiliation N/A Military Service N/A

Spouse or Partner's Name Wayne Stec

CONSENT AND CERTIFICATION

I, Mary Stec (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 Mary Stec

