

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Monday, April 27, 2015 – 7:30 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance

Committee Leaders-Commissioners Kirkpatrick and Bierlein

Primary Finance

1. **Buildings and Grounds Truck Replacement Request**
2. **Maintenance Contract for X-Ray Security Equipment**
3. **Child Advocacy Center Silent Auction May 7, 2015**
4. **Health Department Family Planning Fee Schedule Changes (See A)**
5. **MAC Update Regarding Pennsylvania PA 13 (See B)**
6. **Department of Human Services Changes (See C)**
7. **MAC Workers Compensation Report (See D)**
8. **Vassar Obsolete Property Rehabilitation Act (See E)**
9. **Update Regarding Road Commission Tree Removal Grant**
10. **4-H Assistance to Child Care Functions**
11. **Huron County Dental Clinic – Notification to Tuscola Residents**
12. **Financial Planning**
13. **Child Advocacy Center Walk Through 9:30 A.M.**

On-Going Finance

1. Per Diem and Travel/Meal Policy (Previously Forwarded)
2. Broadband Update
3. Meeting Dates with State Senator and Representative
4. Board of Public Works Organizational Structure – Schedule Meeting
5. County Solid Waste Management Plan
6. Review of Bank Accounts without County Treasurer Signature
7. Proposed Gun Board Changes
8. Road Commission Legacy Cost
9. May 5, 2015 State Vote to Fund Roads and Bridges
9. Tuscola County Broadband Certification
10. Steps to Negotiate DC Retirement Plan for New Hires

Personnel

Committee Leader-Commissioner Trisch

Primary Personnel

1. **Building and Grounds Budgeted Part-Time Position**

On-Going Personnel

Building and Grounds
Committee Leader-Commissioner Allen

Primary Building and Grounds

On-Going Building and Grounds

1. Vanderbilt Park Access Land Ownership Questions
2. May Recycling Summit

Other Business as Necessary

Public Comment Period

Tuscola County Health Department
Board of Commissioners Monthly Report for April 2015
 Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer
 Visit our website at www.tchd.us

Outcomes for the Month:

- The TCHD received the Immunization billing grant to enhance our current immunization billing methods. The grant will cover costs to: enhance Insight so we can submit our own electronic billing, develop a statement in Insight that will list services provided and conduct a CQI process to identify root causes, procedures or barriers preventing accurate data input.

Issues under consideration by the Local Health Department:

- TCHD wrote a joint grant for Huron, Tuscola, Sanilac and Lapeer County Health Departments for a Regionalization grant from the Michigan Department of Health and Human Services (MDHHS) formerly known as the MDCH. Ratification of the Letter of Support is needed from the TCHD Board of Health.
- A meeting was held with Danielle from Animal Control at which time she informed the Health Department that the Sheriff's Department would no longer be assisting with animal bite reports when a client goes to the ER. It will be the responsibility of the Hospitals to complete the bite reports and then fax them to TCHD. A reporting format was agreed upon.
- We have been notified that we will receive continued funding for FY2015/2016 for the Abstinence program with the possibility of funding for 2016/2017.

Issues to be brought to Board of Commissioners:

- A motion is needed to approve Section 2 – Part 1 – Family Planning of the Tuscola County Health Department fee schedule effective 4/17/15 based upon the required cost analysis by the program. The fees derived from the cost analysis will be adjusted based on the approved formula: $x - y = z$ then $z/x = \text{percent of fee reduction}$
 $100\% - \text{percent of fee reduction} = \text{percent of fee charged and placed on adjusted fee schedule}$
Where: Income for a family of 4 at 250% of poverty = x
Median household income for Tuscola County family = y
Difference between x and y = z
 This percentage will be applied to the full cost recovery fees identified in the cost analysis. These revised fees are being brought to the Tuscola County Board of Health and Board of Commissioners for approval. As a result of the Family Planning fee adjustment, the Tuscola County Board of Health/Board of Commissioners recognize the adjusted fees will not recover the total cost of services and local funds may need to be used to makeup the program funding shortfall. The motion must include the underlined statements above.

Overview of Impact Fee Act Act 13 of 2012

Krystle J. Sacavage, Law Bureau
Pennsylvania Public Utility Commission

April 17, 2015

Act 13 – Impact Fee Legislation

- Signed into law Feb. 14, 2012
- Unconventional Gas Well Impact Fee Act
- Imposes drilling impact fee on producers with spud unconventional gas wells ✓
- Provides for distribution of the fee to local and state government for specific purposes

PUC's Responsibilities

- Collection and Disbursement:
 - Collect fees from producers by September 1, 2012 and by April 1 of each year thereafter
 - Disburse fees to state/local government by December 1, 2012 and by July 1 of each year thereafter
- Review of Proposed/Existing Local Ordinances (Currently Enjoined)
 - Issue advisory opinions on proposed local ordinances
 - Issue orders pursuant to requests for review of existing local ordinances

*Mpsc
Review local Ord
as to if they would
w/ impact fees*

3

Calculation of Fees

- Fee for each producer is based on:
 - 15-year fee schedule in the law that is based on average annual price of natural gas
 - Adjusted to reflect upward changes in consumer price index if total number of unconventional wells spud in a given year exceeds the number in the prior year
 - Number of spud (drilled) unconventional gas wells for prior calendar year
 - Self-reported by producers and compared by PUC to database maintained by Department of Environmental Protection (DEP)

4

Fee Schedule

Year	\$0-2.25/Mcf	\$2.26-2.99/Mcf	\$3.00-4.99/Mcf	\$5-5.99/Mcf	\$6/Mcf or higher
1	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000
2	\$30,000	\$35,000	\$40,000	\$45,000	\$55,000
3	\$25,000	\$30,000	\$30,000	\$40,000	\$50,000
4	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
5	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
6	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
7	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
8	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
9	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
10	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000
11	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
12	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
13	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
14	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
15	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000

Horizontal wells
 Depreciation
 Schedule
 Vertical Wells
 20% of
 what is shown
 on chart

Based on price of NAT GAS

Fees Due 2012 - 2015

- In 2012, the fees were:
 - \$50,000 per horizontal well
 - \$10,000 per vertical well
- In 2013, the fees due were:
 - Year 1: \$45,000 per horizontal / \$9,000 per vertical
 - Year 2: \$35,000 per horizontal / \$7,000 per vertical
- In 2014, the fees due were:
 - Year 1: \$50,000 per horizontal / \$10,000 per vertical
 - Year 2: \$40,000 per horizontal / \$8,000 per vertical
 - Year 3: \$30,000 per horizontal / \$6,000 per vertical
- In 2015, the fees due were:
 - Year 1: \$50,000 per horizontal / \$10,000 per vertical
 - Year 2: \$40,000 per horizontal / \$8,000 per vertical
 - Year 3: \$30,000 per horizontal / \$6,000 per vertical
 - Year 4: \$20,000 per horizontal / \$4,000 per vertical

Am retroactive

Factors Affecting Fee

- Average price of natural gas:
 - \$4.415/ mcf in calendar year 2014
 - \$3.65/mcf in calendar year 2013
 - \$2.78/mcf in calendar year 2012
 - \$4.10/mcf in calendar year 2011
- Number of wells spud:
 - 4,920 prior to December 31, 2011
 - 1,357 in 2012
 - 1,207 in 2013
 - 1,372 in 2014

7

Fee Distribution

- Fees collected in 2012: Over \$204 million
- Fees collected in 2013: Over \$202 million
- Fees collected in 2014: Over \$220 million
- Law earmarks about \$25.5 million for state agencies to offset the statewide impact of drilling
- After earmarks:
 - 60% of the remaining funds goes to counties and municipalities (Unconventional Gas Well Fund)
 - 40% for statewide initiatives with potential local impacts and value (Marcellus Legacy Fund)

8

spuds wells
VS
Fracked wells

4/15/2015

State Allocation – “Off The Top”

The Unconventional Gas Well Fund

Program/Department	Year 1
State Conserv. Comm/County Conserv. Districts	\$2,500,000
Pennsylvania Fish & Boat Commission	\$1,000,000
Public Utility Commission (PUC)	\$1,000,000
Dept. of Environmental Protection (DEP)	\$6,000,000
PA Emergency Management Agency (PEMA)	\$750,000
Office of State Fire Commissioners	\$750,000
PA Dept. of Transportation (PennDOT)	\$1,000,000
Natural Gas Energy Development (NDEP)	\$10,000,000
Housing Affordability & Rehab Enforcement Fund	\$2,500,000
TOTAL	\$25,500,000

Local Government Distribution (Unconventional Gas Well Fund)

- 60% of the remainder is distributed as follows:
 - 36% to counties with wells
 - 37% to municipalities with wells
 - 27% to municipalities in counties with wells
 - 50% to municipalities that host, are contiguous with or are within 5 linear miles of municipalities with wells
 - 50% to all municipalities within the county

city's, boroughs, townships, villages

10

County Distribution

- For the 2012, 2013 and 2014 distributions, all 35 counties eligible for fees (from Unconventional Gas Well Fund) timely adopted ordinances
- Amount for each county is determined using formula that:
 - Divides number of spud wells in county by number in the Commonwealth, and
 - Multiplies resulting percentage by amount available for distribution

11

Distribution to Municipalities With Wells

- Amount for each municipality is determined by using formula that:
 - Divides the number of wells in the municipality by number in the Commonwealth, and
 - Multiplies resulting percentage by amount available for distribution

12

Distribution To Municipalities In Counties With Wells

- Amount for distribution to eligible municipalities within each county determined by using formula that:
 - Divides number of wells in county by number in the Commonwealth, and
 - Multiplies resulting percentage by amount available for distribution

13

Distribution To Municipalities In Counties With Wells (cont'd)

- 50% goes to munis that host or are contiguous with or located within five linear miles:
 - One-half is distributed using a formula that:
 - Divides population of eligible municipality by total population of eligible municipalities within county, and
 - Multiplies resulting percentage by amount allocated
 - One-half is distributed using formula that:
 - Divides highway mileage of eligibility municipality by total highway mileage of eligible municipalities within county, and
 - Multiplies resulting percentage by amount allocated

14

Distribution To Municipalities In Counties With Wells (cont'd)

- 50% goes to each municipality in county:
 - One-half is distributed using a formula that:
 - Divides population of municipality by total population of county, and
 - Multiplies resulting percentage by amount allocated
 - One-half is distributed using formula that:
 - Divides highway mileage of municipality by total highway mileage of county, and
 - Multiplies resulting percentage by amount allocated

15

Caps on Local Government Distribution

- Amount allocated to local governments shall not exceed \$500,000 or 50 percent (whichever is higher) of the total budget for the prior fiscal year for eligible municipalities
- Beginning with 2010 budget year, adjusted annually to reflect next year's budget and any upward changes in Consumer Price Index
- Municipally Approved Budget Report Forms for the prior year due March 1st of the following year
 - 2011 and 2012 Reports due March 1, 2013
 - 2013 Report due March 1, 2014, and so forth

16

Unconventional Gas Well Funds Eligible Uses

- Section 2314(g) of the law sets forth 13 categories for eligible use of funds by counties and municipalities
- Written broadly to local governments flexibility in the use of these funds

17

Categories of Eligible Uses

- (1) Construction, reconstruction, maintenance and repair of roadways, bridges and public infrastructure
- (2) Water, storm water and sewer systems, including construction, reconstruction, maintenance and repair
- (3) Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services
- (4) Environmental programs, including trails, parks and recreation, open space, flood plain management, conservation districts and agricultural preservation

18

Categories of Eligible Uses (cont'd)

- (5) Preservation and reclamation of surface and subsurface waters and water supplies
- (6) Tax reductions, including homestead exclusions
- (7) Projects to increase the availability of safe and affordable housing to residents
- (8) Records management, geographic information systems and information technology
- (9) Delivery of social services

19

Categories of Eligible Uses (cont'd)

- (10) Judicial services
- (11) For deposit into the county or municipality's capital reserve fund if the funds are used solely for a purpose set forth in this subsection
- (12) Career and technical centers for training of workers in the oil and gas industry
- (13) Local or regional planning initiatives under the act of July 31, 1968 (P.L.805, No.247), known as the Pennsylvania Municipalities Planning Code (MPC)

20

Any Additional Guidance

- Law provides no further guidance regarding the use of these funds
- PUC has no authority to advise local governments on the appropriate use of funds
- PUC does not plan to issue an order regarding appropriate use of these funds
- Local governments should consult solicitors for any other guidance that is needed

21

Local Government Reporting

- Counties and municipalities receiving funds (Unconventional Fund/60% share) are required to annually report information to the PUC
- Report must set forth that the funds received were committed to a specific project or use as authorized in Section 2314(g)
 - Form is on PUC's website as Unconventional Gas Well Fund Usage Report
 - Reports are due annually on April 15
- Reports must be published on the county's or municipality's website

22

Marcellus Legacy Fund

- Remaining 40% creates the Marcellus Legacy Fund
- Distributed as follows:
 - Commonwealth Financing Auth. 20%
 - Environmental Stewardship Fund 10%
 - Highway Bridge Improvement Fund 25%
 - PennVEST and H2O Program 25%
 - Environmental Initiatives 15%
 - Department of Comm. Econ. Dev. 5%

23

Marcellus Shale Legacy Fund Eligible Uses

- Commonwealth Financing Authority (20%)
 - Grants for eligible applicants
 - Acid mines, abandoned wells and water quality
- Environmental Stewardship Fund (10%)
 - Administered by DCNR to provide for specific preservation and protection projects
- Highway Bridge Improvement (25%)
 - Distribution to counties by PennDOT based on population
 - Minimum amount per county is \$40,000
 - Cost of replacement or repair of locally-owned at-risk deteriorated bridges
- Water and Sewer Projects (25%)
 - H2O PA program grants from Commonwealth Financing Authority

24

Marcellus Shale Legacy Fund

- Environmental Initiatives (15%)
 - Distribution by the PUC to counties based on population
 - Minimum amount per county is \$25,000
 - Uses include acquisition, development and repair of greenways, recreational trails, open space, natural areas, community conservation and beautification projects, community and heritage parks, and water resource management
- Oil and Natural Gas Projects (5%)
 - Dept. of Community and Economic Development (DCED)
- Funds may not be used for public relations, communications, lobbying or litigation

25

Review of Local Ordinances

- Act 13, Chapter 33 (Section 3304):
 - Says all local ordinances “must allow for the reasonable development of oil and gas resources”
- On December 19, 2013, the Pennsylvania Supreme Court found this main zoning provision, among other sections of the Act, unconstitutional as a violation of Pennsylvania’s “Environmental Rights Amendment” (Section 27 of the PA Constitution)
 - Majority Opinion: These sections of the Act are incompatible with the Commonwealth’s duty as trustee of Pennsylvania’s natural resources
- The matter has been remanded to the Pennsylvania Commonwealth Court for further findings regarding the remaining provisions of the Act
- The Commission is currently enjoined from issuing advisory opinions and orders in response to requests for review

26



Process for Advisory Review

§ 3305(a)

- Proposed ordinance must be submitted to PUC
 - PUC will also give courtesy advice on existing ordinances
- Must be filed with Secretary's Bureau
- Must include:
 - Entire ordinance
 - Designation of section of the ordinance in potential conflict
- May also include explanation as to why there may be a conflict with MPC or Chapters 23, 32 or 33

27

Process for Advisory Opinion

§ 3305(a)

- PUC must respond with a written advisory opinion in 120 days for proposed ordinance
- Opinions are non-binding and advisory
- Not subject to appeal – PUC ruling not considered a Commission Order
- Municipalities do not lose the ability to receive impact fee monies as the result of an advisory opinion that the ordinance does not comply

28

Process for Requests for Review

§ 3305(b)

- Owners/operators of oil or gas operations or a person within the boundaries of a municipality
- Party must be aggrieved
- PUC must issue an order in 120 days
- Request for Review:
 - Name and address of local government
 - Copy of ordinance
 - Identify part of ordinance in conflict with Chapter 23, 32, 33 or MPC

29

Process for Requests for Review

§ 3305(b)

- Answers from local governments will be permitted within 20 days
- Commission order to be issued in 120 days
- Ruling from PUC, Commonwealth Court or Supreme Court determining that a local ordinance violates state law means the local government is ineligible to receive any funds
- Local government remains ineligible until it amends or repeals its local ordinance or it receives an order on appeal that reverses the original finding of unlawfulness

30

Producers' Obligations

- Pay impact fee and report number of wells to PUC by April 1 of each year
 - Informal dispute process
 - Formal dispute process
- Notify PUC on monthly basis of spudding of unconventional gas well, initiation of production at well and removal of well from production
- Pay assessments to PUC to fund program
- Keep records and reports, which are available to PUC upon request
- Comply with PUC Orders

31

PUC's Enforcement Authority

- To enforce provisions relating to producers' obligations, PUC may:
 - Make all inquiries and determinations necessary to calculate and collect impact fee
 - Issue demand for payment of unpaid impact fee
 - Challenge amount of fee paid (up to 3 years)
 - Assess interest on delinquent fees
 - Assess civil penalties not to exceed \$2,500 per violation – each day is separate violation

32

PUC's Enforcement Authority (cont'd)

- Further, the PUC shall:
 - Impose penalty on producers for untimely payments of fees; 5% per month up to 25%
 - Notify DEP that a producer has failed to pay fee
 - Permit will be suspended by DEP unless producer has a pending appeal related to payment of fee
 - File proceeding with Commonwealth Court against producer that fails to comply PUC order

33

Summary

- Since passage of law in February, PUC has been actively involved in implementation
- PUC has met all milestones on a timely basis
- PUC will continue to be transparent about fee payments and disbursements
- Check out the Act 13 page on the website at the following link:
http://www.puc.state.pa.us/filing_resources/issues_laws_regulations/act_13_impact_fee.aspx
 - Overall Breakdown of Impact Fee Money
 - Local Government Impact Fee Distributions
 - Unconventional Gas Wells Subject to the Fee

34

How to Contact the PUC

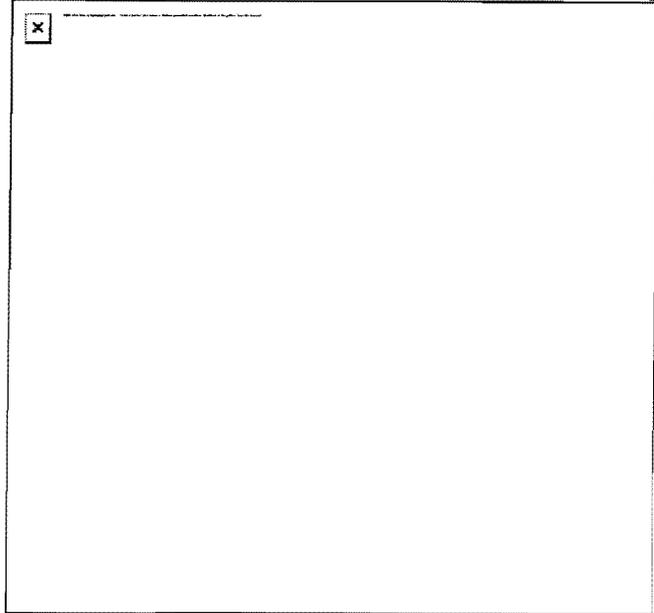
- **Secretary's Bureau (official filing)**
 - 717-772-7777
 - P.O. Box 3265, Harrisburg, PA 17105
- **eFiling (official filing)**
 - Log onto www.puc.pa.gov
 - Click on eFiling (on left)
- **PUC Law Bureau (informal inquiries only)**
 - (717) 787-5000
- **ra-Act13@pa.gov (informal inquiries only)**
 - Filings cannot be made at this email address – informational emails to this address only

35



C

On April 10, the merger of the Department of Community Health with the Department of Human Services became official, creating Michigan's largest department, employing more than 14,000 individuals (30 percent of the entire classified state work force) and overseeing a multi-billion-dollar budget. Details regarding the plans of the new Department of Health and Human Services (DHHS) have been slow to appear; to date, county input has not been solicited in devising plans for implementation. This week, leadership positions for the entity were made public and MAC is continuing outreach to these officials. The department also issued a new executive recommendation that merged the two budgets into one.



In discussions with DHHS officials, it has been noted that the current priority is working on the internal department administrative plan and also working with the federal government on changes that will need to take place for funding purposes. MAC has not been made aware of any planning where local input is being sought.

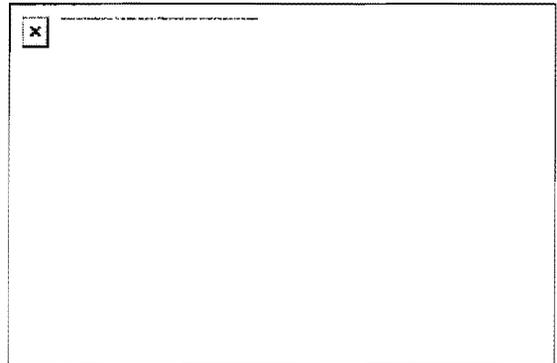
MAC was made aware that a number of counties received communications from DHHS noting that their buildings are being considered for closure and/or consolidation. Frustratingly, a meeting request with the department to discuss these plans was denied.

If your county is experiencing communication difficulties regarding your questions on the local implications of the merger, please contact the MAC office at (517) 372-5374 or gill@micounties.org so we are aware of your concerns. A DHHS official will attend the MAC Health and Human Services Committee meeting on April 27 in Lansing and we will be sure to raise your questions and continue our outreach to the department.

[Back to top](#)

House and Senate resume action on budget bills

This week, the House and Senate returned to the Capitol and resumed budget action, moving forward several fee and implementation bills on the House side, and several full budgets in the Senate. Both chambers will continue working with their own proposals in preparation for legislative conference committees later in May, but final actions will be contingent upon the Proposal 1 vote on May 5, as well as the results of the May Revenue Estimating Conference.



The Senate Appropriations Committee passed the following departmental funding bills: Department of Agriculture and Rural Development; Department of Corrections; Department of Environmental Quality; Judiciary; Department of



April 21, 2015

Mr. Michael Hoagland- County Controller/Administrator
Tuscola County
125 W. Lincoln St.
Caro, MI 48723

Re: Michigan Association of Counties Workers' Compensation Fund (MAC WC Fund)

Dear Mr. Hoagland:

Please accept this letter as written confirmation of my recent loss prevention review with Erica, Glen, Lee and Mike on April 16, 2015. Using Best practices in loss prevention and supplemental employee health and safety information, the following is a brief summary designed to assist in Tuscola County in promoting and maintaining a safe working environment.

Purpose:

These loss prevention services are provided as a complimentary service through your continued membership within the Michigan Association of Counties Workers' Compensation Fund. The primary objective of this survey was to review your operations and procedures and to offer risk management suggestions to reduce known or expected workplace exposures to positively impact your workers' compensation program.

Workers' Compensation & Bench Marking Analysis:

- 0 claims- \$0 incurred cost- 2015 (3 months- YTD)
- 2 claims- \$33,024 incurred cost- 2014
- 9 claims- \$67,866 incurred cost- 2013
- 2 claims- \$1,853 incurred cost- 2012

Using CMI-York generated loss information as of March 31, 2015 there have been **13 claims** reported which represent approximately **\$102,744 incurred cost**. Since 2012 it was noted:

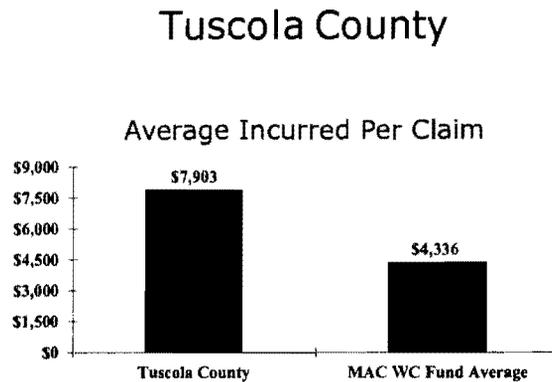
- 2 claims reported > \$5K incurred cost
- 0 employees reported multiple claims
- Average claim cost of \$7,903 vs. MAC WC Fund average of \$4,336.

Third Party Administration • Risk Management • Loss Control Services
645 West Grand River, Suite 100, Howell, MI 48843, Phone 800-533-9366, Fax 517-338-5081
www.cmi-yorkrsg.com

LOSS CONTROL IS THE RESPONSIBILITY OF YOUR MANAGEMENT. THE RECOMMENDATION(S) AND CONTENTS OF THIS MATERIAL ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS MATERIAL DOES NOT PURPORT TO ADDRESS EVERY POSSIBLE LEGAL OBLIGATION, HAZARD, CODE VIOLATION, LOSS POTENTIAL OR EXCEPTION TO GOOD PRACTICE. IT SHOULD NOT BE CONSTRUED AS INDICATING THE EXISTENCE OR AVAILABILITY OF ANY INSURANCE COVERAGE. YORK RISK SERVICES GROUP AND THEIR AFFILIATES AND SUBSIDIARIES SPECIFICALLY DISCLAIM ANY WARRANTY OR REPRESENTATION THAT COMPLIANCE WITH ANY ADVICE CONTAINED HEREIN WILL MAKE ANY PREMISES, PROPERTY OR OPERATION SAFE OR IN COMPLIANCE WITH ANY LAW OR REGULATION.

Benchmarking Analysis:

The graph below displays Tuscola County actual workers' compensation costs against the Michigan Association of Counties Workers' Compensation Fund (MAC WC Fund) using CMI internal data as of 12-31-14. Overall, your individual results are deemed **less than favorable- 45% higher!**



Claims Reporting Tips:

Please continue the prompt reporting of all workplace accidents with your dedicated CMI-York Claims Adjuster- Ms. Sandra Frederick (517) 338-3348. For your information, the following are some claims reporting tips to consider:

- *As the employer, you can legally direct medical care and treatment for your injured employees during the first 28 days from initial notification of a workplace injury.*
- Request a signed accident report from the injured employee and applicable supervisor with prompt reporting required within 24 hours.
- Ensure that a supervisory staff member with a copy of the applicable written job description accompanies the injured employee to the initial medical visit.
- Extend an offer of employment that accommodates work restrictions immediately upon release from treating doctor. **Note:** Various work positions can be filled using outside organizations including non-profit agencies.
- Require employee acknowledgement and compliance with treating physician's work restrictions. **Note:** Work restrictions apply equally to both work and personal life activities.
- Review and update as necessary your written job descriptions and ensure that physical expectations are provided.
- Consider collaboration with local medical care provider-sharing of accident reporting forms and internal procedures. Identification of transitional duty jobs for prompt return to work.
- Before terminating an employee with an existing workers' compensation claim please contact your CMI-York Claims adjuster.

A Workplace Injury Return Policy should be used to supplement your Return to Work program. Continue to promote this formal accident review prior to each employee returning to work. Suggested steps to consider include:

1. **Training- Planning**: Provide each affected employee with customized safety training.
 - Safety modules can be developed using safety videos, written information and verified using quizzes.
2. **Meeting- Implementing**: Prior to returning to the workplace each affected employee will meet with a senior management team member to review the specific accident/injury, ensure that all corrective action steps have been implemented and answer any questions.
3. **Mentor- Monitoring**: A qualified peer will be assigned to each affected employee upon their return to work. This allows the employee immediate access to on the job guidance to remain injury free.
4. **Follow-up-Proactive**: After 60-90 days each employee will be reviewed to verify safety compliance. *Many organizations require the injured employee to attend a safety review meeting to ensure full compliance of safety rules and address any outstanding concerns prior to returning to their department.*

Each of the workplace injury return policy steps can be implemented in any combination that fits your specific needs.

Risk Management Suggestions:

Maintenance & Recycling Center- Mike
Law enforcement update- Glen

A law enforcement update was completed with Glen and Lee at the jail and the Maintenance and Recycling Center with Mike. Using industry accepted Best Practices the following risk management suggestions should be reviewed for possible implementation:

1. **Safety committee**; the development of an active safety committee to review and suggest corrective action steps should be considered. *For your convenience, I have provided sample safety committee information via email.*
2. **Slip, trip and fall prevention**; consider the use of heated sidewalk mats for the primary employee building access points; *additional information can be obtained at <http://www.heattrak.com/>.*
3. **PPE**; consider adding slip resistant footwear (Yaktrax) for your law enforcement staff when conducting property checks or exposed to inclement weather conditions. *Additional information can be reviewed at www.yaktrax.com.*
4. **SHMS**; the implementation of a comprehensive Safety and Health Management System (SHMS) should be considered. *Please review the following internet link for applicable MIOSHA safety programs to enhance your existing programs. http://www.michigan.gov/lara/0,4601,7-154-11407_30453-94654--,00.html*
5. **Employee training**; regular employee safety awareness training (situational safety) should be completed with written documentation maintained on file. At a minimum, all new employees upon hire and other applicable employees quarterly should receive safety awareness training, suggested topics to review include:
 - ✓ Environmental
 - Weather related- driving
 - Slip, fall prevention

- ✓ Behavioral
 - Customer interaction
 - Workplace violence
- ✓ Physical
 - Lifting requirements
 - Loading and unloading of material
- ✓ Safety
 - GHS, chemical labeling safety
 - Emergency Preparedness
 - Vehicle breakdown procedures

<http://www.safetyawakenings.com/?s=tool+box+talks> or <http://www.free-training.com/osha/hazcom/hazmenu.htm>.

In addition, CMI-York loss prevention resources can provide you supplemental safety awareness training using both live and recorded webinars and onsite customized safety training. Please review the attached link for additional details <http://cmi-yorkrsg.com/products/safetywebinars.aspx>

Reminder:

FYI; recently MIOSHA implemented an important change to their workplace injury reporting requirements effective January, 2015.

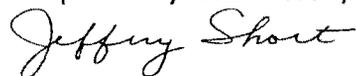
- ✓ For any fatality that occurs within 30 days of a work-related incident, employers must report the event within 8 hours of finding out about it.
- ✓ For any in-patient hospitalization, amputation, or eye loss employers must report the event within 24 hours of learning about it.
- ✓ Employers reporting a fatality, in-patient hospitalization, amputation or loss of an eye to MIOSHA must report using the following information: [1-800-858-0397](tel:1-800-858-0397). (Michigan)

Summary:

Once again, it was a pleasure to be of service to Tuscola County. If I can be of further assistance feel free to contact me directly at 517.256.3149 or via email Jeffery.short@cmi-yorkrsg.com. For your convenience, the following internet sites can also be used to provide supplemental employee training and safety information:

- www.michigan.gov/cis- contains state of Michigan reporting forms and information on MIOSHA compliance.
- www.welcoa.org- wellness and fitness information.
- www.osha.gov- site includes information on employee training programs.

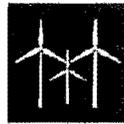
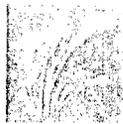
Respectfully submitted,



Jeffery A. Short CSP/ARM/CEAS
CMI, A York Risk Services Company

Enclosures provided via email: Ergonomic and safety committee information.

Cc: Yvonne Dzurka- MAC WC Fund
Jeff Packard- CMI-York Account Manager



Tuscola County Economic Development Corporation

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

April 21, 2015

Tuscola County
Mr. Mike Hoagland – Controller
125 W. Lincoln Street Ste. 500
Caro, MI 48723

Re: Public Hearings for Establishing an Obsolete Property Rehabilitation Act (OPRA) District and to consider the Approval of an Obsolete Property Rehabilitation Exemption Certificate For World Wide Food Group, LLC

Dear Mike,

World Wide Food Group, LLC is requesting the City of Vassar to Establish an Obsolete Property Rehabilitation Act (OPRA) District and to consider the Approval of an Obsolete Property Rehabilitation Exemption Certificate for the company's building located at 581 N. Water Street - Vassar, pursuant to Section 3 (1) of Public Act 146 of 2000.

Notice is given that on Monday May 4, 2015 at 7:00 pm in the Vassar City Hall located at 287 E. Huron Avenue – Vassar. Two public hearings will be held regarding the establishment of a district and the consideration of the exemption certificate.

Since the tax collected by the City of Vassar may be reduced if the Obsolete Property Rehabilitation District Exemption Certificate is approved, a representative of Tuscola County is entitled to appear and be heard.

If you have any questions, please call the Tuscola County EDC at 989-673-2849.

Sincerely,

Stephen D. Erickson
Executive Director

cc: World Wide Food Group, LLC
enc. Public Notice

429 N. State Street, Suite 102
Caro, MI 48723
(989) 673—2849
((989) 673—2517 fax
www.tuscolacountyedc.org

Public Hearing

To establish an Obsolete Property Rehabilitation District and to consider an Obsolete Property Rehabilitation Exemption Certificate for 581 N. Water Street, Vassar, MI

Notice is hereby given that on Monday May 4, 2015 at 7:00 pm in the Vassar City Hall, 287 E. Huron Avenue, Vassar, Michigan 48768 two public hearings will be held before the Vassar City Council pursuant to Act 146 of 2000 to do the following:

- 1) To create an Obsolete Property Rehabilitation District
- 2) To consider an application for an obsolete property rehabilitation exemption certificate at 581 N. Water Street

The Obsolete Property Rehabilitation Act (OPRA) provides for a tax incentive to encourage the redevelopment of an obsolete building. The owners of all real property within the proposed district, together with other residents or taxpayers of the City of Vassar shall have the right to be heard.

Merri C. Lemcke

Interim Vassar City Clerk