

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

**Finance**

Committee Leaders-Commissioners Kirkpatrick and Bierlein

**Primary Finance**

1. **Multi-Year Financial Planning**
2. **Tuscola County Community Foundation and Next Steps**
3. **Hazard Mitigation Plan Update (See A)**
4. **Vehicle Policy Review (See B)**
5. **USDA Value Added Producer Planning Grant (See C)**
6. **Class Action Lawsuit (See D)**

**On-Going Finance**

1. Update Regarding Road Commission Tree Removal Grant
2. County Solid Waste Management Plan
3. Review of Bank Accounts without County Treasurer Signature
4. Road Commission Legacy Cost
5. Tuscola County Broadband Certification

**Personnel**

Committee Leader-Commissioner Trisch

**Primary Personnel**

1. **Behavioral Health Vacancy (See E)**
2. **DOL Proposes Rule changes to Exempt employees (See F)**
3. **Mental Health Parity Opt Out for Health Insurance (See G)**
4. **Michigan Works New Agreement (See H)**
5. **Equalization/Treasurer Proposed Staffing Consolidation (See I)**
6. **County Prosecutor Request to Refill Vacant Position (See J)**
7. **New Hire DC Plan Negotiations Update**

**On-Going Personnel**

**Building and Grounds**

Committee Leader-Commissioner Allen

**Primary Building and Grounds**

1. **Vanderbilt Park – Packaging Needs into an April Grant Application**
2. **Vanderbilt Park – Marketing Ideas**

**On-Going Building and Grounds**

**Other Business as Necessary**

1. **Wind Generator Meeting in Huron County 7/14/15 – 9:00 A.M.**
2. **Information from Lakeshore Legal Aid (See K)**

**Public Comment Period**

A

**mhoagland@tuscolacounty.org**

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**From:** Steve Anderson <tcemanderson@tuscolacounty.org>  
**Sent:** Monday, July 06, 2015 10:44 AM  
**To:** Mike Hoagland; Craig Kirkpatrick; Matt Bierlein; Christine Trisch; Thomas Bardwell; Roger Allen  
**Subject:** Public Hazard Mitigation Meeting Invite

FYI, if you would like to attend these meetings..

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Good Morning,

As some of you are aware, Tuscola County has been awarded a FEMA grant to update the Tuscola County Hazard Mitigation Plan. The current plan recently expired and in order to comply with FEMA requirements for Presidential Declarations, this plan must be updated every five years. In order for local governments to be eligible for federal disaster assistance, they must adopt this plan by resolution.

As part of this process we will be holding two meetings to solicit input about the update to the plan and what changes need to be made to make it work for the next five years.

If you would like to review the current plan to see what it involves you can cut and paste the below listed web page:

<http://www.tuscolacounty.org/emergency/doc/Tuscola%20Hazard%20Mitigation%20-%2011-14-08C.pdf>

At this time we have two meetings scheduled, the first of which is set for July 15th from 4 PM to 6 PM and the second one is scheduled for August 12th from 4 PM to 6 PM. Both meetings will be at the Tuscola County Skill Center which is located at 1401 Cleaver Rd. Caro, MI 48723.

If you have any questions or concerns please let me know.

(Best way to contact me is via email, [tcemanderson@tuscolacounty.org](mailto:tcemanderson@tuscolacounty.org))

Steve

--  
*Deputy Steven Anderson*  
Emergency Services Coordinator  
420 Court St. Suite #1  
Caro, MI 48723  
Office # 989-673-5181  
Cell # 989-550-5181  
Fax # 989-673-8164



[www.aryoureadysafe.com](http://www.aryoureadysafe.com)

**VEHICLE POLICY**  
**Revised 8-12-03**

**1. PURPOSE**

This policy establishes rules, regulations, and procedures regarding the effective and efficient use of County financed and owned vehicles ("County vehicles"). The policy shall apply to the usage, maintenance, and replacement of County vehicles. The basic guideline of this policy shall be that the use of a County vehicle by an employee or the compensation for the use of a privately owned vehicle will be only for official County business, and in compliance with the rules and regulations detailed in this policy. No vehicle may be purchased or sold without the approval of the Tuscola County Board of Commissioners. The terms of this policy serve as a condition to the approval of the purchase of any County financed or owned vehicle.

**2. POLICY**

2.1 Policy Administration: The County Controller/Administrator shall be responsible for the overall administration of this policy with assistance from the Director of Building and Grounds and Human Resources Coordinator as provided herein. As further provided herein, responsibilities for implementing specific points of this policy are delegated to the elected and appointed department heads.

2.2 Driver's License: No County officer or employee may operate a County vehicle unless he or she has a valid Michigan driver's license, without restrictions except as to the use of corrective lenses. Except for the Sheriff's Department, the Human Resource Coordinator will verify that each new employee has a valid driver's license. Also, the validity of employee driver licenses will be checked on an annual basis. The Sheriff's Department will assume the responsibility for verifying the driver's licenses of all new Sheriff's Department personnel. The elected and appointed department heads must verify that employees in their respective departments maintain a driver's license in good standing in order to operate a County vehicle.

2.3 Driver's Record: The Human Resource Coordinator will obtain a copy of a proposed new hire's driving record and submit a copy to the department head or elected official who is considering the employment of the person. The record may also be submitted to the Personnel Committee of the Tuscola County Board of Commissioners for its consideration and review.

If an employee who uses a County vehicle in the performance of his

## VEHICLE POLICY

duties has his license revoked, suspended, or any convictions beyond the restriction that corrective lenses be utilized, the employee must immediately report the limitation to his supervisor. The department head or elected official, in conjunction with the Personnel Committee – if it is involved, shall determine whether an individual's driving record or license restriction, suspension or loss disqualifies him or her from being offered employment or from continued employment.

- 2.4 Vehicle Insurance/Registration: The elected and appointed department heads must verify that each vehicle assigned to their operation has an up-to-date copy of vehicle registration and proof of insurance kept in the glove box.

The Director of Building and Grounds will verify that each pool vehicle has an up-to-date copy of vehicle registration and proof of insurance kept in the glove box.

Also, the vehicle title shall be provided to the County Clerk as official record of vehicle ownership.

Vehicle insurance records are maintained by the Human Resource Coordinator, but it is each department head's responsibility to monitor and notify the Human Resources Coordinator when a vehicle is added, deleted, or transferred in order to maintain accurate up-to-date records.

- 2.5 Accident Reporting: All accidents involving County vehicles or privately owned vehicles being used for County business must be reported immediately to the appropriate law enforcement agency and then to the Human Resources Coordinator at the beginning of the next business day.

Any employee involved in an accident should not discuss the circumstances surrounding the incident with anyone other than the appropriate law enforcement agency, the Human Resources Coordinator, County Controller/Administrator, and, if applicable, the elected officials to whom he or she reports.

- 2.6 Vehicle Fuel: All police and pool car vehicles shall obtain fuel at the designated gas station in Caro using assigned credit cards.

- 2.7 Vehicle Maintenance: All police and pool car vehicles shall be taken to the County Mechanic for maintenance, both interior and exterior. The County Mechanic will determine whether he will make the repairs or whether the vehicle will be taken to a local repair garage. Departments with vehicles will be notified by the County Mechanic when certain maintenance work is due to be done.

## VEHICLE POLICY

Each driver shall visually inspect the vehicle prior to each operation, including the tires and windshield.

2.8 Auction of Vehicles: The County Director of Building and Grounds and the County Mechanic, with the approval of the Board, will determine which County vehicles will be sold during County auctions.

2.9 Vehicle Assignment From the Pool: The Director of Building and Grounds shall be responsible for the assignment of pool cars. Police vehicles are assigned by the County Sheriff.

The employees who use vehicles on a daily year-a-round basis may be assigned a vehicle to use on a regular basis. All other employees who use vehicles on a seasonal, occasional, or other than a daily year-a-round basis must request the use of a vehicle. Requests will be granted on a first-come first served-basis. The request must be made no sooner than 30 days in advance of the date of use. Also, a vehicle may only be requested for seven calendar days at one time.

Every possible attempt to accommodate the vehicle request will be made. However, there may be occasions when a vehicle is not available due to the limited number and the demand.

A County vehicle from the pool may be used to attend conferences and training sessions if a pool vehicle is available. First priority, however, will be given to the use of the pool vehicles for day-to-day County operations.

2.10 Driver Responsibilities: Each person assigned a county vehicle shall be responsible for the following:

- A. Safe driving practices, speed limits and other laws and regulations are to be observed at all times while operating a county vehicle. The driver shall be responsible for ensuring that all occupants are properly secured by a seat belt while the car is in operation.
- B. Tuscola County prefers that smoking not occur in County vehicles.
- C. The interior of the County vehicle is to be kept neat and clean and free of food, wrappers, cans, bottles and wastepaper at all times.
- D. No County vehicle may be driven out-of-state without advance approval of the Controller/Administrator, who shall verify that the vehicle insurance is recognized in all states in which the vehicle may be driven.

## VEHICLE POLICY

E. No County vehicle shall be driven by anyone except the County officer or employee to whom that vehicle has been assigned.

2.11 On Call/Emergency Assignment: County vehicles may be assigned by the County Board of Commissioners to employees who are "on-call" duty beyond normal working hours in order to insure a quick response to emergency or after hour calls for service. At the time of adoption of the Policy, vehicles assigned under this section include:

Sheriff  
Undersheriff  
Detectives (2)  
Animal Control Officer  
Deputy Animal Control Officer

("During an emergency, the Emergency Services Director and Drain Commissioner will be assigned a vehicle for usage on a 24 hour basis.)

2.12 Personal Business: Except those cars assigned under Section 2.11 above, no County vehicle shall be used for any purpose other than official County business. All vehicles assigned to employees or officers under the "on call" provisions in Section 2.11, shall be used only when the employee to whom the vehicle is assigned is responding to, or working on, official County business that requires "on call" attention. When the employee or officer is not "on call," the County vehicle must be parked at the employee's place of residence. All riders in County vehicles must be riding in the vehicle pursuant to official County business.

2.13 Traffic Infractions: Findings of Guilt or Civil Responsibility: Any employee or officer who is issued any criminal or civil citation or process for the violation of any local, state, or federal law or ordinance, for the illegal or improper operation of a County vehicle, shall be completely and solely responsible for the payment of any and all attorney fees, court fines, court costs, and all other expenses incurred coincident thereto, and shall hold the County of Tuscola harmless for the same. If the employee is found responsible for the offense, the employee may be disciplined, including discharged, at the discretion of the elected or appointed official who is the employee's supervisor.

2.14 County Vehicle Preference: County officers and employees should attempt to use County pooled cars first, and only use a personal vehicle if a pool car is unavailable.

2.15 Based on county insurance company policy, a county vehicle cannot be operated if an individual has 5 or more driving points.

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

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July 1, 2015

USDA RD State Office  
State Director James J. Turner  
3001 Coolidge Road, Suite 200  
East Lansing, MI 48823

Dear State Director James Turner,

The County of Tuscola would like to express support of Findlay Farms, Inc.'s application for the USDA Value-Added Producer Planning Grant.

Findlay Farms, Inc. is a 3rd generation farm, which is one of the largest organic bean producers in Michigan. This grant is imperative to determine the feasibility and cost of establishing an organic foods processing and packaging plant in Tuscola County. The proposed organic processing and packaging plant would not only process and package all of the Findlay Farms, Inc. value-added organic products, but also the value-added products of regional organic producers.

Because of the wide-ranging benefits to the local organic agriculture industry and regional economy that can be realized through the USDA Value-Added Producer Grant Program, we urge your approval of Findlay Farms, Inc.'s grant application.

Thank you for your time and consideration. Please feel free to contact us, if we can be of further assistance.

Sincerely,



Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners



IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, CHANCERY DIVISION

WILLIAM P. SAWYER, M.D. and PHYSICIANS HEALTHSOURCE, INC.,  
individually and as their representatives of a class of similarly-situated  
persons,

Plaintiffs,

v.

STERICYCLE, INC., STERICYCLE SPECIALTY WASTE SOLUTIONS, INC.,  
STERICYCLE COMMUNICATIONS SOLUTIONS, INC., STERICYCLE  
MANAGEMENT, LLC, and STERICYCLE INTERNATIONAL, LLC,

Defendants.

Case No. 2015 CH 07190

**NOTICE OF CLASS ACTION SETTLEMENT WITH ATTACHED CLAIM FORM**

**TO:** All persons or entities that are holders of telephone numbers to which a facsimile transmission was sent by any or all of the Defendants, or on their behalf, from March 25, 2010 through April 30, 2015. (the "Settlement Class")

- A. WHY HAVE YOU RECEIVED THIS NOTICE?** The Court ordered us to send you this Notice because your fax number is contained on a list of fax numbers to which advertisements were sent by fax and you appear to be a member of the Settlement Class defined above.
- B. WHAT IS THIS LAWSUIT ABOUT?** Plaintiffs filed this class action lawsuit against Stericycle, Inc., Stericycle Specialty Waste Solutions, Inc., Stericycle Communication Solutions, Inc., Stericycle Management, LLC, and Stericycle International, LLC (collectively, "Defendants") alleging that they violated the federal Telephone Consumer Protection Act ("TCPA") and various state laws by sending unsolicited advertisements by fax. Defendants denied Plaintiffs' allegations and raised defenses. The parties have agreed to settle all claims about advertising faxes sent by or on behalf of Defendants between March 25, 2010 and April 30, 2015.
- C. WHAT IS THE PROPOSED SETTLEMENT?** Without admitting any fault or liability, and in exchange for a release of all claims against them, if the Settlement is finally approved, Defendants have agreed to make up to \$45,000,000.00 (the "Settlement Fund") available to pay those class members who submit a valid claim form (attached), to pay an incentive award to Plaintiffs for serving as the class representatives, and to pay attorney's fees and litigation expenses to Plaintiffs' attorneys. If the Court approves the settlement, all of the Class members who submit a valid and timely Proof of Claim Form (attached) will be mailed a check for their per fax, pro rata share of the Settlement Fund, up to \$500.00 for each of the faxes received by their fax number(s) as reflected in the records obtained. In the event the Settlement Fund is exhausted, this amount is subject to reduction. The Court has preliminarily approved this settlement, subject to a fairness hearing that will occur in Room 2008, of the Circuit Court of Cook County, 50 W. Washington Street, Chicago, Illinois, on August 27, 2015, at 9:30 a.m.
- D. WHAT ARE YOUR OPTIONS?**
- Return a completed Claim Form:** To receive a share of the settlement funds, you must complete, sign, and return a signed Claim Form postmarked on or before **September 29, 2015**. The Claim Form is attached to this Notice. If your Claim Form is timely and valid, you will be mailed a check for your share of the proceeds.
  - Do nothing:** If you do nothing, you will remain in the Class. You will be bound by the Settlement Agreement with Defendants and you will release your claims against Defendants about Defendants' advertising faxes, but you will receive nothing.
  - Opt out of the settlement:** You are not required to participate in the settlement. You have the right to exclude yourself from the Class and the settlement by sending a written request for exclusion. But your completed, signed statement advising of your election to opt out must be postmarked no later than **August 14, 2015**. If your request is not postmarked by that date, your right to opt out will be deemed waived and you will be bound by all orders and judgments entered in connection with the settlement. Your request must list your name, street address, fax number, and the name and number of this case, and it must indicate your request for exclusion (for example, "Exclude me from the Sawyer/Stericycle settlement"). You must send your request to the following attorneys, and they will inform the Court of your request.

Class Counsel:  
Stericycle Opt-outs  
c/o Brian J. Wanca  
Anderson + Wanca  
3701 Algonquin Rd, Ste 500  
Rolling Meadows, IL 60008

Defendant's Attorney:  
Raymond Etcheverry  
Parsons Behle & Latimer  
201 S. Main St., Ste 1800  
Salt Lake City, UT 84111

4. **Object to the settlement:** If you object to the settlement, and wish to file an objection rather than simply excluding yourself, you must file a written objection with the Clerk's Office of the Circuit Court of Cook County, 50 W. Washington Street, Chicago, Illinois. Your objection must be postmarked by **August 14, 2015**, and must refer to the name and number of this case. You must also serve copies of your objection on Class Counsel and Defendants' attorney (at the addresses above), postmarked by the same date. Your objection must include your name, fax number, and street address, all attorneys who assisted you in preparing the objection, a list of all other class action cases in which you or all attorneys assisting you in the preparation of the objection have filed objections to settlements, and a statement of the reasons why you believe the Court should find that the proposed settlement is not in the best interests of the Class. It is not sufficient to simply state that you object; you must state the reasons why you believe the settlement should not be approved. Additionally, if you want the Court to consider your objection, then you must also appear at the final approval hearing in Room 2008, on **August 27, 2015**, at 9:30 a.m. You are not required to attend this hearing unless you object to the settlement.
- E. **WHEN WILL THE COURT DECIDE WHETHER TO APPROVE THE SETTLEMENT?** The Court will hold a final fairness hearing on August 27, 2015, at 9:30 a.m., in Room 2008 of the Circuit Court of Cook County, 50 W. Washington Street, Chicago, Illinois, and hear any timely and properly-filed objections and arguments about the settlement. You are not required to attend this hearing unless you object to the settlement. The fairness hearing may be continued to a future date without further notice.
- F. **WHO REPRESENTS THE CLASS?** Sawyer and Physicians Healthsource are the Class Representatives. Their attorney is Class Counsel. He is:
- Brian J. Wanca  
Anderson + Wanca  
3701 Algonquin Road, Ste. 500  
Rolling Meadows, IL 60008

As part of the settlement, Defendants have agreed to pay Plaintiffs an incentive award of \$15,000.00 each for their service on behalf of the Class in this litigation. Defendants have also agreed to pay attorneys' fees to Class Counsel of one third of the Settlement Fund, plus reasonable out-of-pocket litigation expenses, to be paid from the Settlement Fund.

- G. **WHERE CAN YOU GET MORE INFORMATION?** If you have questions about this Notice or about the settlement, write to attorney Brian J. Wanca at the address listed above. Include the case number, your name, your fax number, and your current street address on any correspondence. Alternatively, you can call Mr. Wanca's office at 1-855-827-2329. This Notice only summarizes the litigation and the settlement. The court files for this case are available for your inspection at the Richard J. Daley Center, Room 801 (Chancery Division), Chicago, IL 60602.

**DO NOT CONTACT THE JUDGE, THE JUDGE'S STAFF, OR THE CLERK OF THE COURT BECAUSE THEY ARE NOT PERMITTED TO ANSWER YOUR QUESTIONS ABOUT THIS SETTLEMENT.**

Honorable LeRoy K. Martin, Jr.



**CLAIM INSTRUCTIONS - SUBMIT YOUR CLAIM BY ONE OF THE FOLLOWING METHODS:**

1. **ONLINE**—It's secure, fast and easy!

Go to: <http://www.stericycleTCPAsettlement.com>

Enter the **USERNAME & PASSWORD** below and follow the online instructions to claim your funds.

**USERNAME: 10093541**  
**PASSWORD: bowytdnyc**



2. **Via Secure, Toll-Free FAX:**

Fax the completed, signed form to:

**(888) 317-2745**

OR

3. **Via U.S. MAIL:**

Complete the form on the next page and mail to:

Sawyer v. Stericycle, Inc.  
c/o Class-Settlement.com  
PO Box 9009  
Hicksville, NY 11802-9009

**PROOF OF CLAIM – Sawyer v. Stericycle, Inc., et al, Case No. 2015 CH 07190**



**10093541**

You Must Complete All **THREE** Steps to Claim a Share of the Settlement Fund:

**1. You Must Provide Your Contact Information.**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Fax Number(s): \_\_\_\_\_

[List all numbers. You may attach a separate sheet.]

**2. You Must Verify Ownership of the Fax Number(s) Listed in #1 above:**

- (a) “The fax number(s) identified above or attached to this claim form was/were mine or my company’s throughout the period from March 25, 2010 through April 30, 2015.”

X \_\_\_\_\_  
(Sign your name here)

**OR**

- (b) “The fax number(s) identified above or attached to this claim form was/were **not** mine or my company’s throughout the period from March 25, 2010 through April 30, 2015.” Explain when you obtained the fax number(s) identified in #1 above or attached to this claim form:

\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_  
(Sign your name here)

**3. You Must Return this Claim Form by September 29, 2015:**

- (a) Fax this Claim Form to: **(888) 317-2745**

**OR**

- (b) Mail this Claim Form to: **Sawyer v. Stericycle, Inc.  
c/o Class-Settlement.com  
PO Box 9009  
Hicksville, NY 11802-9009**

**OR**

- (c) Submit this claim form electronically at **www.stericycleTCPAsettlement.com**

**USERNAME: 10093541**

**PASSWORD: bowytdnyc**



(E)

# TUSCOLA

## *Behavioral Health Systems*

June 29, 2015

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

Dear Commissioners,

The Tuscola Behavioral Health System's (TBHS) Board of Directors currently has one vacancy due to the resignation of Mark Putnam, term expiration of March 2017. On June 24, 2015, Sharon Beals, CEO, interviewed Ms. Mary Elizabeth Davis for the current vacancy. Enclosed is a copy of Mr. Davis's application for your review.

At its regularly scheduled Board Meeting on June 25, 2015, the Tuscola Behavioral Health System's Board of Directors, resolved to recommend to the Tuscola County Board of Commissioners, the appointment of Mary Elizabeth Davis to complete the remainder of Mark Putnam's term; expiration March 2017.

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

Sincerely,

Sharon Beals  
Chief Executive Officer

Karen Snider  
Board Chairperson

SB/KS/clm

Enclosure

cc: Mary Elizabeth Davis

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*A Michigan Community Mental Health Authority serving Tuscola County since 1973*

Mailing and Administration Address: 323 North State Street, Caro, MI 48723

Clinical Programs located at 1332 Propect Avenue, Caro, MI 48723

989.673.6191 or 1.800.462.6814 • TDD 1.866.835.4186 • [www.tbhsonline.com](http://www.tbhsonline.com)

**Kenneth Partridge**  
**6272 Maple Road**  
**Vassar, Michigan 48768**  
**(810) 908-4479**

I have been a client of Tuscola Behavioral Health Systems since October of 2014 and was told during our last couple of consumer meetings that there was a need for at least one consumer on the board. I thought that I might be a good fit for that position that's my reason for applying.

**Education:**

Vassar High School	1987-1991
Mott Community College	2000-2002
Oakland Community College	2002
Walsh College	2002-2003

While at Mott I completed my Associates Degree and was a member of Phi Theta Kappa. I have completed 104 credit hours towards my Bachelors degree in Accounting but haven't completed it yet. Most of my education has involved business related courses.

**Work Experience:**

Carl M. Schultz, Inc.	1991-1992
Next Door Food Store	1994
Speedway/Superamerica, LLC	1996-2004

Most of my work experience has been in the retail/gas station/convenience store area. While at these positions I helped customers, stocked, cleaned and used various registers and machines. I eventually worked my way up to manager while with Speedway and was responsible for scheduling, completing reports, checking in vendors, auditing and controlling inventory.

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](mailto: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\* KENNETH Middle Initial\* J Last Name\* PARTRIDGE

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

If yes, provide names and explain: N/A

Home Address 6272 MAPLE ROAD City VASSAR Zip 48768

Township VASSAR County TUSCOLA

Employer Name: N/A

Employer Address N/A City N/A Zip N/A

Position Title N/A

Work Number\* (10 digit)  Home Number\* (10 digit)  Cell Number (10 digit) (810) 908-1479

Email KW.PARTRIDGE@YAHOO.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):

ANSWERED IN FULL ON RESUME

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

ANSWERED IN FULL ON RESUME

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

N/A

What special skills could you bring to this position?

ANSWERED IN FULL ON RESUME

Previous government appointments:

N/A

Please provide us with the names of your:

State Senator MIKE GREEN

State Representative ED CAMPFIELD

County Commissioner MATTHEW BIEDRWIN

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 42

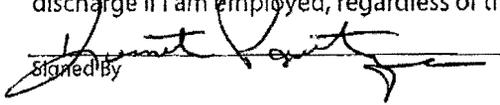
Political Affiliation N/A

Military Service N/A

Spouse or Partner's Name N/A

CONSENT AND CERTIFICATION

I, KEN PARADISE (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 

## NOTICE TO TUSCOLA COUNTY RESIDENTS

Pursuant to the procedures and operating guidelines of the Tuscola County Boards and Commissions, applications are now being accepted for the following:

### **Tuscola Behavioral Health Systems Board of Directors**

To qualify for the position, you must have received services through either the public or the private behavioral health system.

Interested individuals can obtain an application from the Tuscola County website, [www.tuscolacounty.org](http://www.tuscolacounty.org), the TBHS website, [www.tbhsonline.com](http://www.tbhsonline.com) or at the TBHS office located at 323 N. State Street, Caro, MI 48723. Deadline for receiving applications is by 4:30 p.m. on June 30, 2015

Questions? Call Cindy Mitchell at TBHS at 989.673.6191

Jodi Fetting  
Tuscola County Clerk

for term ending 3/31/2017  
Mark Putnam resigned

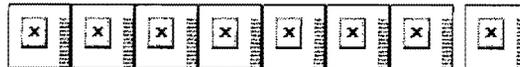
**From:** Erica Dibble <edibble@tuscolacounty.org>  
**Sent:** Thursday, July 02, 2015 8:09 AM  
**To:** Mike Hoagland  
**Subject:** Fwd: DOL Releases Proposed Changes to Exemption Rules

Regarding the change to salary employees who will be eligible for overtime once this rule is ironed out.

----- Forwarded message -----

**From:** ASE News Desk <asenewsletter@aseonline.org>  
**Date:** Wed, Jul 1, 2015 at 2:36 PM  
**Subject:** DOL Releases Proposed Changes to Exemption Rules  
**To:** edibble@tuscolacounty.org

Having trouble viewing this e-mail? [Click here](#)



x

**DOL Releases Proposed Changes to Exemption Rules**

Since President Obama declared the need for new rules for overtime exemptions well over a year ago, the U.S. Department of Labor has worked on amending the regulations that are used to determine which jobs must be paid overtime pay and which jobs do not have to be paid overtime (Sec. 29 CFR Part 541).

The "white collar" exemptions have been in place since 1940. For a position to be considered exempt it must meet all three of the following tests:

1. The employee must be paid a salary.
2. The amount of the salary must meet a minimum specific amount (which has been increased many times since its inception).
3. The employee's job duties must primarily involve executive, administrative, or professional duties as defined by the regulations tests.

Late yesterday (Tuesday, June 30) the DOL released it proposed regulations. They will be published in the Federal Register shortly, and then a 60-day comment period will start where anyone can submit comments that may be considered in the final promulgation of the regulations. The final regulations are expected to take effect at some point in early- to mid-2016.

In a nutshell, the DOL proposed regulations will change the second test (salary level) by increasing the minimum salary a job must pay to be exempt from \$455/week (\$23,660/yr.) to a new, indexed, salary rate projected to be \$970/week (\$50,440/year). If the proposed rules are accepted, the salary basis test will change as the Consumer Price Index for All Urban Consumers cost of living changes. As many times as the salary level has changed since 1940, it has never before been indexed to a benchmark and thus

change automatically as the benchmark number changes.

Further, the DOL is also proposing that the Highly-Compensated employee salary-test standard move from its current level of \$100,000 to \$122,148 and be indexed to the 90th percentile of weekly full-time employee earnings.

The DOL left some issues relatively open for further consideration by asking for comment on whether non-discretionary bonuses (i.e., those paid based on specific performance or production goals) should satisfy a portion of the Salary Level test, as well as possible changes to the Standard Duties tests. The Standard Duties test issue to be determined seeks to define a new minimum percent of the employee's time that must be spent doing exempt work in order to be an exempt employee. Some commentators point to California's law that requires 50% or more of an employee's time be spent doing the "primary duty" of exempt work to be considered exempt from the overtime requirement. Some in the business community are concerned that the DOL is requesting comments on the duties tests in order to make changes to the duties tests and skip a subsequent comment period, making the changes immediately final.

The DOL estimates that its proposed salary level changes will impact 4.6 million currently exempt workers who make at least \$455/week but less than the proposed level of \$970/week. For the Highly Compensated exemption, upwards of 36,000 workers are estimated to make at least \$100,000/year but less than the new highly compensated standard of \$122,148/year. They will now be non-exempt. Some commentators expect the number of employees impacted by the change to be significantly higher, noting that even in California the current salary level for determining exempt employment is only \$37,440.

The DOL estimated the aggregate direct cost to employers of this proposed new rule to be between \$239.6 million and \$255.3 million per year.

Employers will continue to be able to maintain part-time exempt positions as they have in the past by prorating the actual salary paid to the level of the exempt amount. But it will now be a much more expensive proposition and will likely complicate some flexible work arrangements. Part-timers whose prorated salaries fall below the mandated level will be considered non-exempt and must keep records of their hours worked.

ASE members are encouraged to contribute their comments on the implications of these proposed changes. Comments may be submitted through the Federal eRulemaking Portal <http://www.regulations.gov> [RIN 1235-AA11] or by mail to the attention of Mary Ziegler, Director of the Division of Regulations, Legislation and Interpretation, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington D.C. 20210.

The timetable for compliance is expected to be short. There will be the 60-day public comment period as noted above. The DOL will take a period of time to review the comments and incorporate any changes it deems appropriate. Once the Final Rules come out employers will most likely have no more than 120 days to come into compliance.

ASE is in the process of organizing and scheduling a Hot Button Briefing session on these proposed changes. Expect further information soon on the date/time/location of this session that will provide ASE members an update on these new compliance rules.

Sources: Department of Labor Wage and Hour Division Proposed Regulations Defining and Delimiting the Exemption for Executive, Administrative, Professional and Outside Sales and

**mhoagland@tuscolacounty.org**

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**From:** Skiver, Daniel <dskiver@bbcmich.com>  
**Sent:** Tuesday, July 07, 2015 11:14 AM  
**To:** mhoagland@tuscolacounty.org; Erica Dibble  
**Cc:** 'Quiroga, Kelli'  
**Subject:** Mental Health Parity Opt Out For 9-1-15 Renewal Tuscola County  
**Attachments:** MHP Opt out Letter to CMS.docx; MHP Opt Out Notice.docx; MHP signed & faxed.pdf  
**Importance:** High

Hi Mike and Erica,

Mental Health Parity requires mental health and substance abuse services coverage to be the same (parity) with other medical services covered by a health care plan. You are currently opting out this federal law. We need to make a decision on whether you will continue to opt out of mental health parity.

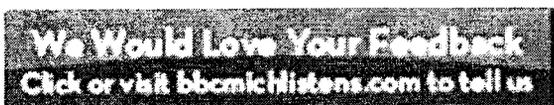
I have attached the opt out letter and notice that will need to be completed by 7/31/15 if you want to continue to opt out. I have also attached the current opt out for this year for reference.

Please complete and email back to me so I can file with BCBS.

You will need so send a copy of the letter and notice to CMS and the notice to employees at open enrollment in November.

Let me know if you have any questions.

Daniel R. Skiver, MPA, LIC  
Vice President  
Brown & Brown of Central Michigan Inc.  
1605 Concentric Blvd., Suite #1  
Saginaw, MI 48604  
(989) 249-5960 ext. 13 (Office)  
(866) 421-0478 (Toll Free)  
(989) 277-6410 (Cell)  
(989) 607-2233 (Direct Fax)  
(989) 249-5966 (Main Fax)  
[dskiver@BBCMich.com](mailto:dskiver@BBCMich.com)



Please remember that insurance coverage cannot be bound or changed, and security trades cannot be processed, amended or cancelled by

**Name of Plan:** Tuscola County Group Health Plan

**Plan Sponsor:** Tuscola County

**Address:** 125 W. Lincoln Street Caro, MI 48723

**EIN:**38-6004 4893

**Plan Year/Period of Plan coverage:** September 1, 2015 through August 31, 2016

**Plan Administrator:** Michael R. Hoagland

Tuscola County Group Health Plan is not provided through insurance. Tuscola County elects under authority of section 2722(a)(2) of the Public Health Service (PHS) Act, and 45 CFR 146.180 of Federal regulations, to exempt Tuscola County Group Health Plan from the following requirements of title XXVII of the PHS Act (list any or all of the following requirements):

Parity in the application of certain limits to mental health benefits.

This election has been made in conformity with all rules of the plan sponsor, including any public hearing, if required. I certify that the undersigned is authorized to submit this election on behalf of the Tuscola County Group Health Plan. A copy of the notice to plan enrollees is enclosed. (In the case of an election renewal, in lieu of enclosing a copy of an updated notice to plan enrollees, the plan sponsor may include a statement that the notice has been, or will be, provided to plan enrollees in accordance with 45 CFR 146.180(f).) If CMS has any questions regarding this election, please contact Erica Dibble at 989-672-3705.

---

**Mike Hoagland**  
**Controller**

## **Notice of Group Health Plan's Exemption from the Mental Health Parity Act**

Group health plans sponsored by State and local governmental employers must generally comply with Federal law requirements in title XXVII of the Public Health Service Act. However, these employers are permitted to elect to exempt a plan from the requirements listed below for any part of the plan that is "self-funded" by the employer, rather than provided through a health insurance policy. Tuscola County has elected to exempt the Tuscola County Group Health Plan the following requirements:

Protections against having benefits for mental health and substance use disorders be subject to more restrictions than apply to medical and surgical benefits covered by the plan.

The exemption from these Federal requirements will be in effect for the period beginning September 1, 2015 ending August 31, 2016. The election may be renewed for subsequent plan years.



**TUSCOLA COUNTY  
CONTROLLER/ADMINISTRATOR'S OFFICE**

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

125 W. Lincoln Street  
Caro, Michigan 48723

Telephone  
989-672-3700

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Mike Hoagland  
Controller



**TUSCOLA COUNTY  
CONTROLLER/ADMINISTRATOR'S OFFICE**

Michael R. Hoagland  
Controller/Administrator  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

125 W. Lincoln Street  
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**mhoagland@tuscolacounty.org**

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**From:** Jody Kerbyson <KerbysonJ@thumbworks.org>  
**Sent:** Wednesday, July 08, 2015 11:01 AM  
**To:** kirpatrick\_craig@sbcglobal.net; kdorman@sanilacounty.net; Mike Hoagland (mhoagland@tuscolacounty.org); John Biscoe (jbiscoe@LapeerCounty.org); Cheryl Clark (c@clark.gs); Christine Trisch; Clark Elftman (celftman@airadvantage.net); Gary Roy; Jim Ruby; John Bodis (bodisjl@gmail.com); John Hoffman (jhoffmannsafety@gmail.com); Matthew Bierlein (mbierlein@tuscolacounty.org)  
**Subject:** Yesterday's meeting  
**Attachments:** 2014-08-14\_Allegan\_Resolution.pdf; FINAL PA7 to be approved in July.pdf  
**Importance:** High

Everyone,

At yesterday's Region 6 Consolidation Discussion meeting, only Cheryl and Gary were in attendance from our four county region. This is worrisome, as we fought to make sure we had an equal vote and will only be able to exercise it if members are in attendance. I understand that John Hoffman and Jim Ruby were in their county commission meeting as they notified me prior. Please let me know if you cannot attend in advance because we may have to cancel if we don't have a quorum from here on out.

August 7th will be our first official meeting as the new LEO Governing Board. That meeting will be held in Lapeer at 11:00 am at our Service Center at the Mott Community College campus. We have to have a quorum in order to make us official and get the paperwork into the state for our \$150,000 incentive funding.

In the meantime, we need to have the PA7 approved by your boards and resolutions made this month so that we can get it sent in to the Governor's office for final approval. Please let me know if you need me to be at your meeting to answer any questions prior to its approval. I would be happy to do so.

Also at that meeting, we will need the names of the two people that will serve on the new Governing Board, even if it will stay the same two people from each county, it needs to be restated in your meeting minutes for it to be official for the new agency. We will also need the names of any alternates that will be authorized to attend in the absence of the named members. Remember that we put verbiage in that will allow the County Administrators to attend as well as any other Commissioner ... they just have to be named in advance.

So... to recap, this is what I need from you:

1. The new PA7 for GST Michigan Works! (attached) approved by your board at your next meeting.
2. A resolution (example from Allegan County attached) from your Board.

3. The names of the two members that will serve on the Governing Board as voted on at your next meeting.
4. The names of any Commissioners and/or County Administrator that can serve as an alternate on the Board.
5. Your attendance at the August 7th meeting in Lapeer at 11:00 am.

If you have any questions, or to request my presence at your meeting to assist in getting this PA7 approved, please contact me.

Jody

Jody Kerbyson  
Executive Director

[Description: cid:image001.jpg@01CF8F9F.4A969BB0]

3270 Wilson St.

Marlette, MI 48453

P: (989) 635-3561 Ext. 234

F: (989) 635-2230

[www.thumbworks.org](http://www.thumbworks.org)<<http://www.thumbworks.org/>>

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Equal Opportunity Employer/Program. Auxiliary Aids and Services available upon request to individuals with disabilities

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION-INTERLOCAL AGREEMENT WITH ACSET COUNCIL

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the Interlocal Agreement with Area Community Services Employment and Training Council; as attached; and,

BE IT FURTHER RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

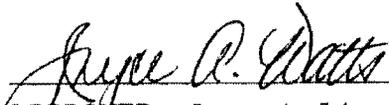
Moved by Commissioner Black, seconded by Commissioner Campbell to immediately adopt the resolution as presented.

Motion carried by roll call vote: Yes - 5 votes. No - 1 votes.

Absent - 1 vote.

	DEAN KAPENGA	Y	TOM JESSUP
Y	JIM STOREY	Y	JON CAMPBELL
N	MAX THIELE	Y	DON BLACK
Y	MARK DEYOUNG		

ATTEST, A TRUE COPY

 \_\_\_\_\_, Clerk-Register  
APPROVED: August 14, 2014

cc: Admin. - Finance - Human Resources - ACSET

**REVISED AGREEMENT AND CHARTER  
OF THE  
GST MICHIGAN WORKS!  
GOVERNING BOARD INTERLOCAL AGREEMENT  
BETWEEN  
GENESEE COUNTY BOARD OF COMMISSIONERS  
HURON COUNTY BOARD OF COMMISSIONERS  
LAPEER COUNTY BOARD OF COMMISSIONERS  
SANILAC COUNTY BOARD OF COMMISSIONERS  
SHIAWASSEE COUNTY BOARD OF COMMISSIONERS  
AND  
TUSCOLA COUNTY BOARD OF COMMISSIONERS**

**ARTICLE 1: ESTABLISHMENT OF THE BOARD**

A. Pursuant to the Michigan Constitution of 1963, Article VII, Section 28, and 1967 PA 7, as amended, being MCLA. 124.501, et seq., the Thumb Area Employment Training Consortium, as established through an Urban Cooperation Agreement initially approved and entered into by the mutual agreement of the duly elected legislative bodies of the Counties of Huron, Lapeer, Sanilac and Tuscola, Michigan in 1999, is hereby renamed the “GST Michigan Works!” (“Agency”), and is expanded to add the Counties of Genesee and Shiawassee, and is revised in its entirety; and the established public Agency shall continue as a separate legal entity and public body corporate pursuant to the Urban Cooperation Act and this Agreement.

B. If an additional county wishes to join the GST Michigan Works!, such a consolidation must meet provisions of the Act. As a prerequisite, such a consolidation request must be approved by a majority of the then participating counties if St. Clair County seeks to join; and the request must be approved by all of the then participating counties if any county other than St. Clair County seeks to join. Approval of requests to join will not be unreasonably withheld. The requesting county must agree to any the terms and conditions required by the Governing Board, as well as agree to the terms of this intergovernmental Agreement. To become an equal partner, at a minimum, a new county joining the GST Michigan Works! must make commitments:

1. To sufficiently support programming consistent with the other counties.
2. For the provision of any local funding equivalent in per capita and level consistent with the other counties.

If a County is added, its representation on the Governing will be at the same level as the existing county member with the fewest Board members, unless all of the existing counties agree to another level.

ARTICLE 2: DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings respectively designated for each:

1. ACT means the Workforce Innovation and Opportunity Act of 2014 (29 USC 3101 *et seq*; P.L. 113-128) and any successor legislation.
2. AGENCY BOARD means the GST Michigan Works! Governing Board.
3. AGENCY means the GST Michigan Works!.
4. CHIEF ELECTED OFFICIALS means, for the purposes of the Act, the Agency Board, as provided by Section 3(9)(B) of the Act [29 USC 3102(9)(B)].
5. REGION or REGIONAL means the State of Michigan Counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola, and any additional Counties that may be added as provided in Article 1, B, of this Agreement.
6. WDB means GST Michigan Works! Workforce Development Board and any successor board or organization.

ARTICLE 3: PURPOSE OF THE AGENCY

The AGENCY shall carry out the provisions of the Act and the regulations promulgated in relation thereto, in order to prepare the region's workforce for employment opportunities in order to meet local employer demand. The AGENCY shall work closely with employers to determine future skill requirements and assist in filling available openings. To prepare the workforce, the AGENCY will provide job training and employment opportunities for eligible customers in the AGENCY's six county local area, and shall, to the maximum extent possible, ensure that training and other services lead to employment opportunities and enhance self-sufficiency by establishing flexible local programs. The AGENCY shall carry out, or shall contract for, programs and other services as required. The AGENCY may receive funding from sources other than the Act in order to provide programs and/or services or to contract for programs and/or services for the purposes stated hereunder.

ARTICLE 4: LIABILITY-ASSETS AND SERVICE DELIVERY AREA

Each county that is a party to this Agreement during a year when the state and/or federal government paid money to the AGENCY that such state and/or federal government is later entitled to recover, shall be liable for a proportionate share of that recovery based on a percentage equal to the percentage of the population of their county to the total population of

the Region as determined by the most recent ten (10) year census (e.g., if a county's population is 20% of the Region's total population, the county's proportionate share will be 20% of the total sum due). Other than such proportionate liability to the state and/or federal government, no county that is a party to this Agreement shall have any liability for the debts, expenses or liabilities of the AGENCY. In the event of a termination of the AGENCY, its assets after dissolution expenses shall be divided based on a percentage equal to the percentage of the population of each county to the total population of the Region and distributed to the counties that are current parties to this Agreement at the time of dissolution, regardless of the actual contribution made by those counties.

The service delivery area shall be as stated below:

	<u>*Population</u>	<u>Percentage</u>
Genesee County.....	425,790	59%
Huron County.....	33,118	5%
Lapeer County.....	88,319	12%
Sanilac County.....	43,114	6%
Shiawassee County.....	70,648	10%
Tuscola County.....	<u>55,729</u>	<u>8%</u>
TOTAL	716,718	100%

\*Based on most recent (2010) census figures available from the Bureau of Labor Market Information and Strategic Initiatives for the State of Michigan.

**ARTICLE 5: ESTABLISHING OF AGENCY BOARD**

The Agency Board shall consist of two (2) members from each county who is represented in this agreement. Said members shall be duly elected county commissioners, appointed by the County Board of Commissioners on which they serve. Alternates may be appointed by the boards of commissioners who shall act with full authority in the absence of the regular commissioner appointee. The alternate(s) shall be a county commissioner(s) or county administrator. Each County Board of Commissioners shall establish its own rules and procedures for selecting eligible representatives to the Board. Board members and alternates may be removed at the will of the County Board of Commissioners which appointed them.

The members of the Agency Board shall be the Chief Elected Officials for the service delivery area.

**Organization of AGENCY Board:** The Board shall convene on the first Friday of the next month following when this Agreement takes effect. At that time, the Board shall elect officers from among its members. These officers shall serve until the next meeting held in the succeeding January, when a new election shall take place. After the first election, all Board officers shall serve for one (1) year thereafter, and shall be eligible to serve for additional terms if elected. The Board shall be empowered to adopt rules of order that do not conflict with any provision of

this Agreement, express or implied. In each meeting held in January, the Board shall set meeting dates, time and place for the remainder of the year for Board meetings.

Meetings of the AGENCY Board: The Board shall meet in an established place which is accessible to the public, and shall schedule at least four (4) regular meetings in each year, with no more than one (1) regular meeting in any given month. The initial location of the business office of the AGENCY shall be 3270 Wilson Street, Marlette, MI 48453, and may be changed from time to time by the Board. Special meetings of the Board may be called upon the request of any three (3) Board members to the Board Chairperson, submitted in writing a minimum of twenty-four (24) hours prior to the time requested for such a meeting, and upon notification to all Board members. Any special meetings of the Board which are convened shall be limited in scope to discussion of the specific issue for which the meeting was called and notice given. A quorum, as defined in ARTICLE 6, Number 3, shall be required for all meetings. The Open Meetings Act, 1976 PA 267, as amended, shall be complied with and the secretary to the Board shall perform all functions necessary to comply with said Act.

In the event that a quorum is not present at a regularly scheduled meeting, the Board may reconstitute itself as a Committee of the Whole for the purposes of discussion only.

#### ARTICLE 6: POWERS, DUTIES AND RESPONSIBILITIES OF THE AGENCY BOARD.

The powers, duties and responsibilities of the Board shall be:

1. To establish in conjunction with the WDB, a regional administration and to provide for the hiring and general supervision of a President and CEO who shall be the executive(s)/manager(s) of that administration.
2. To approve, disapprove, modify or amend the service delivery plans developed by the Administration staff and, together with the WDB, submit approved plans to the appropriate authorities. Said plan shall:
  - a. Set forth a description of the services to be provided and performance goals, assure that such services will be administered by or under the supervision of the Board and WDB, describe the geographical area to be served, and assure that to the maximum extent feasible, services will be provided to those individuals who need them most.
  - b. Assure that any monies received for implementation of programs comply with the Act and other funding source requirements.
  - c. Provide assurances that programs/services will be designated for in-demand occupations in which skill shortages exist and that the training will, whenever

possible, result in employment which provides economic self-sufficiency as required by the Act.

3. A quorum shall consist of at least fifty-one percent (51%) of Board members and/or alternates. A quorum shall be required in order to conduct business. A majority of affirmative votes shall be required in order to pass any motion or resolution. Votes on all measures shall be recorded by the secretary.
4. To review, approve, disapprove, modify or amend a budget for all operations in each fiscal year.
5. The Chairperson of the Board, or in his/her absence, the Vice-Chairperson, is hereby granted the power to sign, execute and do all things incident and necessary to properly submit grant applications and any necessary modifications thereto regarding the Act, or other grants. The Chairperson, or in his/her absence, the Vice-Chairperson, shall also have the power to sign all documents, including, but not limited to, contracts.
6. To implement and operate or to contract for implementation and operation of programs and services approved by the Board and WDB.
7. To request from the Administration regular reports concerning the status, both financial and operational, of all AGENCY programs.
8. The Board and WDB are prohibited from deficit financing and have no authority to tax or to borrow.
9. To obtain liability insurance.

#### ARTICLE 7: STRUCTURE OF THE REGIONAL ADMINISTRATION

The local Administration may be composed of a President and a CEO, who shall be the executives/managers of the Administration and other subordinate staff deemed necessary to facilitate the planning, implementation, operation, monitoring and evaluation of programs for the region. The President and CEO will serve at the pleasure of the Board. The President and CEO of the Administration are empowered to fill all staff positions provided for in the Administration budget. Subordinate staff may be removed from employment by the President and/or CEO.

#### ARTICLE 8: ESTABLISHMENT, DUTIES AND RESPONSIBILITIES OF THE WDB

The WDB shall consist of the number of members established in its By-Laws appointed by the Agency Board from the public and private sectors in accordance with the procedures established in the WIOA and/or in amendments thereto, and successor legislation rules and

regulations promulgated pursuant to the WIOA, and by the State of Michigan Workforce Development Agency.

The WDB shall appoint a chairperson from among its members, as required by the Act. The WDB shall submit recommendations regarding overall programs, plans and basic goals, policies and procedures to the Board. The WDB shall also provide oversight review of employment, training, education and/or economic development programs conducted in the region by the AGENCY, as well as a continuous analysis of needs for employment, training and related services in the six county local area. The WDB shall perform such other duties as required by the Act.

The By-Laws of the WDB and any amendments thereto shall not become effective until ratified by the Board.

ARTICLE 9: DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATION

The Administration shall have the following duties and responsibilities and such other duties as may be required or directed by the Board and/or WDB from time to time:

1. To prepare plans as directed by the Board and the WDB for the region which:
  - a. address the skill requirements of the workforce in the region and work with employers to cooperatively meet their hiring needs,
  - b. assess the employment and training potential of the regional labor market,
  - c. assure that outreach work occurs which makes both the business sector and citizens of the region aware of the availability of services,
  - d. provide for orientation, counseling, education and institutional and work-based skill training designed to prepare individuals living in the region to enter the regional labor market or to qualify for more productive job opportunities in that labor market,
  - e. provide flexible training opportunities,
  - f. provide services to individuals to enable them to retain employment,
  - g. provide supportive services to enable individuals to take advantage of employment opportunities, including necessary health care and medical services, child care, residential support, or any other necessary service incident to employment and allowable within the funding source,

- h. develop information concerning the labor market and activities,
  - i. develop progressive training, employment opportunities and related services by regionally based organizations.
- 2. The Administration shall develop a budget for submission to the Board and the WDB, which is prepared in accordance with federal and state guidelines and the provision of the Act.
- 3. The Administration shall provide professional, technical and clerical support to the Board and the WDB in all matters relating to the planning, operation, monitoring, oversight and evaluation of programs in the region.
- 4. The Administration shall develop and carry out a program to monitor and evaluate programs authorized by the Board and/or the WDB. It shall perform such other duties as are directed by the Board and/or the WDB.
- 5. The Administration shall operate all programs which are carried on under the direct authority of the Board and the WDB.

ARTICLE 10: DESIGNATION OF LOCAL GRANT SUB-RECIPIENT

The AGENCY shall act as the Local Grant Sub-Recipient for the acceptance of gifts, grants, assistance funds, bequests, or any other federal, state, local or private funding.

ARTICLE 11: DESIGNATION OF LOCAL FISCAL AGENT

The AGENCY shall act as the Local Fiscal Agent. The AGENCY shall provide for an annual independent audit of all receipts and disbursements. Said audit report shall be presented to each of the counties who are parties to this Agreement.

ARTICLE 12: AMENDMENT PROCEDURES

This Agreement may be amended only by mutual written agreement of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola and approved by the Governor as required by the 1967 PA 7, as amended, being MCLA 124-501 et seq.

ARTICLE 13: TERMINATION OF AGENCY

This Agreement and the AGENCY shall continue until such time that the Act is repealed by Congress, and all necessary close out functions are completed or when its termination and/or dissolution is mutually agreed upon by the legislative bodies of each of the local governmental units composing membership in the AGENCY. However, notwithstanding the above, any

governmental unit which is a party to this Agreement may withdraw from the AGENCY upon prior written notice of one hundred twenty (120) days before the end of any AGENCY fiscal year, to the respective legislative bodies composing membership in the AGENCY. However, any withdrawing governmental unit shall remain responsible for any liability that could accrue under Article 4 of this Agreement through the fiscal year of their withdrawal.

ARTICLE 14: STATUS

The AGENCY shall have separate legal entity status, and may sue and be sued.

ARTICLE 15: CONFLICT AND AUTHORITY

If there is any conflict between the Act and this Agreement, the Act shall prevail. Each of the constituent members of the AGENCY possess the power and authority to enter into this Agreement.

ARTICLE 16: NONDISCRIMINATION

The AGENCY, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. The AGENCY shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended (MCL 37.2101 *et seq*).
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended (MCL 37.1101 *et seq*).
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 394, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USC §12101 *et seq*), as amended, and regulations promulgated thereunder.

ARTICLE 17: ARTICLE TITLES

The Titles of the ARTICLES set forth in this Agreement are inserted for the convenience and reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

ARTICLE 18: SEVERABILITY OF PROVISIONS

If any part of this Agreement is or at any time becomes invalid, unconstitutional or beyond the authority of the Board of Commissioners of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the Board of Commissioners of the Counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola.

ARTICLE 19: REPLACEMENT OF PREVIOUS AGREEMENTS

The Interlocal Agreements which were in effect prior to this agreement for Thumb Area Employment & Training Consortium and the Genesee, Shiawassee and City of Flint LEO Agreement are being replaced by this Agreement and shall be considered to be cancelled in their entirety as of the effective date of this Agreement.

ARTICLE 20: EFFECTIVE DATE OF AGREEMENT

This Agreement shall take effect following approval of the Boards of Commissioners of the counties of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola, and after approval by the Governor of Michigan and the Michigan Workforce Development Agency, as required by 1967 PA 7, as amended, being MCL 124.501 *et seq.*

ARTICLE 21: AUTHORITY

Each of the signatories to this Agreement hereby certify that they possess the power and authority to execute this document.

SIGNATURE PAGE

COUNTY OF GENESEE:

By: \_\_\_\_\_  
Jamie Curtis, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

COUNTY OF HURON:

By: \_\_\_\_\_  
John Nugent, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

COUNTY OF LAPEER:

By: \_\_\_\_\_  
Gary Roy, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

COUNTY OF SANILAC:

By: \_\_\_\_\_  
Justin Faber, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

COUNTY OF SHIAWASSEE:

By: \_\_\_\_\_  
Hartmann Aue, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

COUNTY OF TUSCOLA:

By: \_\_\_\_\_  
Thomas Bardwell, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

*Drafted By:*  
*COHL, STOKER & TOSKEY, P.C.*  
*601 North Capitol*  
*Lansing, MI 48933*  
*(517) 372-9000*  
*7-6-2015*



**mhoagland@tuscolacounty.org**

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**From:** Walt Schlichting <wsch@tuscolacounty.org>  
**Sent:** Thursday, July 09, 2015 12:07 PM  
**To:** mhoagland@tuscolacounty.org  
**Cc:** 'Donovan-Gray, Patricia'; 'Erica Dibble'; Angie Daniels; Renee Francisco  
**Subject:** Proposal to Share a current part time employee between the Equalization Dept and Treasurer's Office  
**Attachments:** Part-Time General Office Clerk Interoffice Agreement.pdf

Mike,

Pat Donovan and I have a proposal that can save the county general fund some money and provide some inter-departmental cross training.

Attached is our proposal. Would you please place it on the agenda for the Monday, July 13 Board of Commissioner's committee meeting?

In short, we are proposing a 2 month trial under which the Equalization Department's current 4 day per week part time employee works 2 days a week in the Equalization Department and 2 days a week in the Treasurer's office.

The 2 days worked in the Treasurer's will be paid from the Foreclosure Fund so only the 2 days worked in the Equalization Department will need to be paid by the general fund.

I will not be able to attend the meeting on Monday because I am at the Equalization Director's conference so I have asked Angie Daniels to represent me at the meeting.

Thanks,  
Walt

Walt Schlichting  
Equalization Director  
989-672-3833

**VISIT US ON LINE FOR COUNTY SERVICES @ [www.tuscolacounty.org](http://www.tuscolacounty.org)**

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MEMORANDUM

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TO: TUSCOLA COUNTY BOARD OF COMMISSIONERS  
FROM: TUSCOLA COUNTY EQUALIZATION  
SUBJECT: INTEROFFICE AGREEMENT  
DATE: JULY 9, 2015

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The Tuscola County Equalization Department and the Treasurer's Department would like to propose the following interoffice agreement to be reviewed after 2 months:

Shared General Office Clerk

- Treasurer's Department has a long-term and immediate need for a shared General Office Clerk.

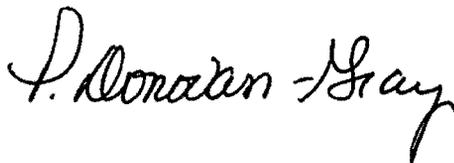
The Treasurer's Department has operated with a less than desired level of staffing since January of 2012 due to budget cuts and now has an immediate staffing need due to a FMLA request. The Equalization Department recognizes the long-term and immediate need of the Treasurer's Department. Because the Equalization Department has increased efficiency through cross-training and use of technology, the department believes it can reduce its current 4 day part-time position to 2 days per week.

- Cross-training exercises a high degree of efficiency on behalf of the County.

This interoffice agreement is an opportunity for both departments to cross-train one part-time employee. This employee will then be able to cover either department during the most demanding times of the year. The current Equalization Department's General Office Clerk is already trained on the necessary software utilized in the Treasurer's Department and is familiar with the tax collection process.

- General Fund Saves Money

Treasurer's Department will pay for their portion of the shared position with the Foreclosure Fund. Therefore less money will come out of the 227 line item of the General Fund. This shared part-time General Office Clerk will continue to work the same average weekly hours to meet the requirements of the Affordable Care Act and MERS.



(J)

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

MARK E. REENE  
Prosecuting Attorney

207 E. Grant Street, Suite 1  
Caro, Michigan 48723  
(989) 672-3900  
Fax: (989) 673-8612

ERIC F. WANINK  
Chief Assistant Prosecutor

SARA K. COASTER  
Assistant Prosecuting Attorney

KATHLEEN A. MILLER  
Assistant Prosecuting Attorney

MILA C. SACKETT  
Assistant Prosecuting Attorney

**MEMORANDUM**

DATE: July 6, 2015

TO: Tuscola County Board of Commissioners

FROM: Mark E. Reene *MER*  
Prosecuting Attorney

RE: Resignation of Mila C. Sackett as Assistant Prosecuting Attorney and  
Request to Immediately Fill the Position

This Memorandum is being forwarded to confirm the resignation of Mila C. Sackett from the position of Assistant Prosecuting Attorney (See letter attached). The effective date of Ms. Sackett's resignation will be Friday, July 24, 2015. Due to personal circumstances Ms. Sackett is relocating to the western side of the State.

As you are aware Ms. Sackett's position is significantly funded through Cooperative Reimbursement and we are seeking to fill the position as soon as possible. Unfortunately our Office will also be experiencing the absence of Assistant Prosecuting Attorney Sara K. Coaster for a period of time commencing July 21, 2015. Due to a pending medical procedure Ms. Coaster will be out of the Office for at least two weeks but unfortunately could be unavailable for a significantly longer period of time due to the nature of the procedure.

Thank you in advance for your approval and consideration of our request to immediately fill Ms. Sackett's position. Even by doing so our ability to effectively and efficiently maintain our myriad of daily obligations both in court and in the Office will be substantially challenged.

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

**MARK E. REENE**

Prosecuting Attorney

**ERIC F. WANINK**

Chief Assistant Prosecuting Attorney

**KATHLEEN A. MILLER**

Assistant Prosecuting Attorney

Tuscola County Courthouse

207 E. Grant Street

Caro, Michigan 48723-1589

(989) 672-3900

**SARA K. COASTER**

Assistant Prosecuting Attorney

**MILA C. SACKETT**

Assistant Prosecuting Attorney

July 6, 2015

To Whom It May Concern:

Please let this letter serve as formal, written notice that my resignation date will be Friday, July 24, 2015. I tendered verbal notice to Chief Assistant Prosecuting Attorney Eric Wanink on Monday June 29, 2015.

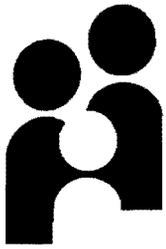
Should you have any questions or concerns please feel free to contact me.

Sincerely,



Mila C. Sackett

Assistant Prosecuting Attorney



# Lakeshore Legal Aid

**William R. Knight, Jr., Executive Director**  
**Administrative Office**  
21885 Dunham Road, Suite 4  
Clinton Township, MI 48036-1030



Main: (586) 469-5185  
Direct: (586) 469-5903  
E-mail: [wknight@lakeshorelegalaid.org](mailto:wknight@lakeshorelegalaid.org)

**Counsel and Advocacy Law Line**  
Client Intake: (888) 783-8190

Tuscola County Board of Commissioners  
207 E. Grant Street  
Caro, MI 48723

June 26, 2015

Re: Region VII Area Agency on Aging  
Funding Proposal

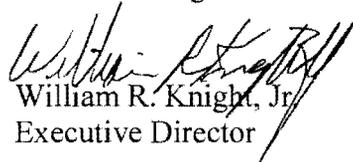
Greetings:

For more than twenty years Lakeshore Legal Aid has been funded by Region VII, Area Agency on Aging to provide free Legal Assistance and Elder Abuse Prevention services to seniors in a 10-county region which includes Tuscola County. In addition, since October 1, 2009, Lakeshore Legal Aid has also provided Long Term Care Ombudsman services for the residents in the same ten (10) counties. The ombudsman service has proven to be a logical extension of our senior legal assistance and elder abuse prevention work.

Lakeshore Legal Aid has been providing free legal services to seniors and low income people for nearly 50 years. Enclosed is a summary of our program and the services we will provide with the AAA funds should we again be awarded the funding. Prior to a funding decision by Region VII Area Agency on Aging, the Board of Commissioners of each county in the 10 county service area is invited to comment on our request. You may submit any comments to Region VII Area Agency on Aging's Board of Directors, 1615 S. Euclid Ave, Bay City, MI, 48706, by July 14, 2015 for consideration.

Last, whether related to this funding request or not, if the Board of Commissioners should ever wish to learn more about the services Lakeshore Legal Aid provides to the citizens of your county, I would be pleased to provide a presentation or additional information to you at your convenience.

Very truly yours,  
Lakeshore Legal Aid

  
William R. Knight, Jr.  
Executive Director

Enc.

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*Because justice for some is no justice at all*

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Funding for Lakeshore Legal Aid is provided in part by:  
Area Agency on Aging 1-B, Region VII Area Agency on Aging, United Way,  
Michigan State Bar Foundation, and St. Clair County Senior Citizen Millage



## LAKESHORE LEGAL AID

WHO WE ARE: For nearly 50 years Lakeshore Legal Aid has provided free legal aid (civil matters only; no criminal cases) to very low income people in or communities. Currently, Lakeshore serves a seventeen-county region in Michigan's Thumb and Bay areas (from Wayne County in the South, through the Thumb counties and continuing up through Arenac County to the North). Lakeshore also provides free legal assistance to seniors (regardless of income) in fifteen of those counties. Lakeshore maintains seven offices, with a fully staffed office in Caro, Michigan. In addition, Lakeshore's attorneys also conduct regular scheduled times to meet with clients closer to their homes, in each of the counties we serve.

Lakeshore Legal Aid's largest funders are the Michigan State Bar Foundation, and in this area, the Region VII, Area Agency on Aging. With this substantial funding for legal aid, Lakeshore has been able to leverage its resources to also provide comprehensive elder abuse prevention services and community coordination to help end exploitation and neglect of our senior citizens. The combined resources available to Lakeshore have allowed it to employ well-trained professionals, cross-trained and working together as a team to serve the senior communities. By utilizing experienced attorneys to work with the courts, prosecuting attorneys, police departments, protective service agencies, and others, Lakeshore is able to work with the other community members on an equal level of professionalism, competence and respect.

Since October 1, 2009, Lakeshore Legal Aid has also provided Long Term Care Ombudsman service for the residents in the 10 Eastern mid-Michigan counties served by Region VII, Area Agency on Aging. There are 47 long term care facilities located throughout the 10 counties, and the Lakeshore ombudsmen visit the residents in each facility on a very regular basis

to resolve any issues in their care, comfort or life style. Most issues are resolved amicably with the help of the staff and administration of the facility. When a more difficult issue arises, the ombudsman can work closely with the legal staff of Lakeshore Legal Aid to ensure the residents rights are protected or enforced.

WHAT WE DO: For nearly 50 years Lakeshore has maintained an active involvement in the local communities it serves. Our staff attorneys provide legal advice, counseling, advocacy and litigation representation to seniors with a wide range of non-criminal matters. Since 2003, two other legal aid programs in the state, (covering nearly every county south of Roscommon), have contracted with Lakeshore for the provision of client intake, advice and brief legal services through our attorney staffed hotline. Including the assistance provided to the clients of the two other legal aid programs that contract with Lakeshore Legal Aid, we provide legal assistance to more than 14,000 low income and senior clients each year. Last year, Lakeshore provided free legal assistance to more than 1,800 clients in the 10 counties served by Region VII Area Agency on Aging, with more than 1,250 of those clients aged 60 plus. An additional 2,000 residents were provided with Long Term Care Ombudsman services.

Its attorneys and members of its board of directors participate in local task force efforts, local social service agencies' boards of directors, and volunteer their time assisting other community groups. The local offices also participate in local senior fairs and other senior community activities to educate the population about legal issues facing the senior populations and the availability of legal assistance to address the unique legal issues seniors face. Each year, Lakeshore conducts numerous community legal education and outreach events at senior centers throughout the region. In addition to its staff attorneys, Lakeshore has a panel of private attorneys

that volunteer their professional time and services, pro bono, to assist Lakeshore clients.

Lakeshore staffs have represented hundreds of senior clients seeking protection from persons attempting to abuse or exploit them. Hundreds more clients have been protected from exploitation by the preparation of prophylactic legal documents such as powers of attorney, and wills and trusts to prevent undue influence on the seniors by others who would limit or end the senior's independence. A priority service we provide include defending attempts to impose unnecessary, or overly restrictive guardianships over seniors, that take away more of a senior's independence than is appropriate.

Each year Lakeshore Legal Aid's attorneys make a concerted effort to reach out to the seniors in each of the ten counties served by Region VII Area Agency on Aging. Since 2001 Lakeshore has been providing community trainings and coordination of community organizations to help prevent elder abuse and exploitation throughout its service area.

When considered together, **Lakeshore Legal Aid's staff attorneys, ombudsmen and volunteers assisted more than 345 Tuscola County residents last year.**