

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA**

**THURSDAY, JUNE 28, 2012 – 8:30 A.M.**

**H. H. PURDY BUILDING BOARD ROOM  
125 W. Lincoln Street  
Caro, MI**

125 W. Lincoln Street  
Caro, MI 48723

Phone: 989-672-3700  
Fax : 989-672-4011

- 8:30 A.M. Call to Order – Chairperson Bardwell  
Prayer – Commissioner Kern  
Pledge of Allegiance – Commissioner Bardwell  
Roll Call – Clerk White  
Adoption of Agenda  
Action on Previous Meeting Minutes (See Correspondence #1)  
Brief Public Comment Period  
Consent Agenda Resolution (See Correspondence #2)  
New Business  
    -State Senator Mike Green – 8:30 A.M.  
    -Health Insurance Update Dan Skiver–Brown and Brown – 9:00 A.M.  
    -Potential Thumb Community Dental Clinic (See Correspondence #3)  
    -Dept. of Human Services Board Vacancy (See Correspondence #4)  
    -Area Agency on Aging Advisory Council Vacancy  
    -County Planning Commission Vacancy (See Correspondence #5)  
    -Enterprise Facilitation  
    -Wolverine Exhibit (See Correspondence #6)  
    -Sheriff Information Technology Reorganization  
    -Adult Probation Shredder  
    -Sheriff Inmate Out-of-County Housing Costs (See Correspondence #7)  
Old Business  
Correspondence/Resolutions

**COMMISSIONER LIAISON COMMITTEE REPORTS**

ALLEN

Board of Public Works  
Local Unit of Government Activity Report  
Human Services Coordinating Council  
Great Start Collaborative – Tuscola County  
Parks & Recreation

BARDWELL

Caro DDA  
Brownfield Redevelopment Authority  
Economic Development Corporation  
MAC Economic Development/Taxation  
MAC 7<sup>TH</sup> District  
Local Unit of Government Activity Report  
Michigan Association of Counties – Board of Directors  
NACo  
MAC Judiciary & Public Safety Committee  
NACo Agricultural Committee  
NACo Rural Action Caucus  
MAC Agriculture & Tourism

KERN

Thumb Area Consortium  
Human Development Commission  
Health Board  
Senior Services Advisory  
Local Unit of Government Activity Report  
Community Corrections Advisory Board  
Behavioral Health Board  
DHS/Medical Care Facility Liaison  
Tuscola 2020

PETZOLD

Recycling Advisory  
Mid-Michigan Mosquito Control Technical Advisory Committee  
Michigan Works  
Multi-County Solid Waste  
TRIAD  
Local Unit of Government Activity Report  
Road Commission  
Health Board

PETERSON

Human Development Commission  
MEMS  
Michigan Association of Counties – Aging Work Group  
Michigan Association of Counties – Environmental  
LEPC  
NACo  
Local Unit of Government Activity Report  
Parks & Recreation  
Dispatch Authority Board  
County Planning Commission

PETZOLD

Recycling Advisory

Mid-Michigan Mosquito Control Technical Advisory Committee

Michigan Works

Multi-County Solid Waste

TRIAD

Local Unit of Government Activity Report

Road Commission

Health Board

Closed Session (If Necessary)

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

## CORRESPONDENCE

- #1 June 12, 2012 Full Board Minutes
- #2 Consent Agenda Resolution
- #3 Michigan Community Dental Clinics (MCDC) – Greater Thumb Area Dental Clinic
- #4 Dept. of Human Services Board Vacancy
- #5 County Planning Commission Vacancy
- #6 Wolverine Exhibit
- #7 Sheriff Dept. Inmate Out-of County Housing Costs
- #8 June 14, 2012 Finance Committee Meeting Summary
- #9 June 13, 2012 Wind Tax Issues Meeting Summary
- #10 May 24, 2012 Road Commission Minutes
- #11 June 7, 2012 Road Commission Minutes
- #12 June 2012 Health Dept. Monthly Report
- #13 Child Care Fund Site Review
- #14 ITC Thumb Loop Project Appreciation Event

**DRAFT**  
**TUSCOLA COUNTY BOARD OF COMMISSIONERS**

June 12, 2012 Minutes  
H. H. Purdy Building

Vice-chairman Gerald Peterson called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 12th day of June, 2012 to order at 8:30 o'clock a.m. local time.

Prayer by Commissioner Peterson  
Pledge by Commissioner Petzold

COMMISSIONERS PRESENT: District #3 Tom Kern, District #4 Roy Petzold, District #5 Gerald Peterson

COMMISSIONERS ABSENT: District #1 Roger Allen, District #2 Thomas Bardwell

12-M-107

Motion by Kern seconded by Petzold to adopt the agenda as amended.  
Motion carried.

12-M-108

Motion by Kern seconded by Petzold to approve the minutes of the 5/24/2012 regular meeting. Motion carried.

Brief Public Comment – none

12-M-109

Motion by Kern seconded by Petzold to approve the submission of the necessary forms so the County Health Department can recoup funds (associated with the mercury spill that occurred south of Caro last year) from the EPA.  
Motion carried.

12-M-110

Motion by Kern seconded by Petzold that per the letter of request from Margaret Phillips to authorize use of the Courthouse lawn on June 30, 2012 from 2:00 P.M. to 4:00 P.M. Motion carried.

12-M-111

Motion by Kern seconded by Petzold to approve the body transport contract as recommended by the county Medical Examiner and authorize all appropriate signatures. Motion carried.

Melissa Payk with MSU Extension appeared to introduce members of the 4-H Deford Dazzlers 4-H Club.

12-M-112

Motion by Kern seconded by Petzold to approve the resolution honoring the Deford Dazzlers 4-H Club's achievement for their success at the National Rocket Competition. Motion carried.

12-M-113

Motion by Kern seconded by Petzold to approve the Community Corrections Plan and application for the Thumb Area Regional Community Corrections Advisory Board and authorize all appropriate signatures. Motion carried.

Millington Township Supervisor Bob Worth appeared to request the board consider transferring the powers, duties and functions of the road commission to the county board of commissioners as allowed by PA 15 of 2012.

Dispatch Director Bob Klenk appeared seeking approval to negotiate the best price for the sale of dispatch radios.

12-M-114

Motion by Kern seconded by Petzold to authorize the County Dispatch Director to negotiate the best price for the sale of the previous county dispatch radios and other equipment and the award be made to the highest bidder. Motion carried.

12-M-115

Motion by Kern seconded by Petzold that per the request of Marlette Construction, to approve the contract regarding the previously board-approved courthouse and jail roofing projects. Motion carried.

12-M-116

Motion by Kern seconded by Petzold to increase 2012 budgeted funds for remodeling and repair work for District Court from the original amount of \$17,000 for various work to \$19,608 for higher than anticipated costs. Also, \$3,680 be added to this project to make requested ceiling height reduction changes to improve the acoustics in the judge's office area. Motion carried.

Extended Public Comment – Bill Walters, Chairman of the Region VII appeared regarding a vacancy on the Region VII Area Agency on Aging Advisory Council.

Meeting adjourned at 9:39 a.m.

Margie A. White  
Tuscola County Clerk

# 'DRAFT'

## COUNTY OF TUSCOLA

## STATE OF MICHIGAN

### RESOLUTION TO ADOPT CONSENT AGENDA

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the Village of Caro, Michigan, on the 28<sup>th</sup> day of June, 2012 at 8:30 a.m. local time.

COMMISSIONERS PRESENT:

---

COMMISSIONERS ABSENT:

---

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Consent Agenda Resolution be adopted:

### CONSENT AGENDA

**Agenda Reference:** A

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/14/12

**Description of Matter:** Move that dog license fees be increased for the 2013 season according to the following schedule:

- Fixed dog from \$10 to \$15
- Unaltered dog from \$15 to \$20
- Late dog license fee for either fixed or unaltered dog from \$40 to \$45

**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/14/12

**Description of Matter:** Move to concur with Sanilac County increases in animal control contract service costs as specified in the letter sent by the Sanilac County Administrator and appropriate 2012 budget amendments be authorized:

- Mileage from \$.42 to \$.47 per mile
- Support staff from \$28.00 to \$28.50 per hour
- Shelter operational costs from \$3,400 to \$3,500 per month

**Agenda Reference:** C

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/14/12

**Description of Matter:** Move that the county hiring freeze be lifted and concur with refilling of the Judicial Secretary/Assignment Clerk position on a temporary basis pending the new Chief Judge election and their authority to fill the position with whom they choose.

**Agenda Reference:** D

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/14/12

**Description of Matter:** Move that the letter of resignation from Richard Hofmeister in the Sheriff Department be received and placed on file with said resignation to be effective June 29, 2012.

**Agenda Reference:** E

**Entity Proposing:** COMMITTEE OF THE WHOLE 6/14/12

**Description of Matter:** Move that the office restructuring cost reduction proposal be implemented in the controller's office and compensation changes for the chief accountant (from \$43,817 per year to \$45,570 per year) and administrative assistant (from \$31,668 to \$35,622 per year) be implemented for the new and expanded job requirements assigned with the elimination of the Fiscal/Personnel Analyst

position. These changes are effective with the June 25, 2012 pay period. Also, appropriate 2012 budget amendments be authorized.

*(This proposal is comparable to other recent successfully implemented office restructuring cost reduction proposals including: the maintenance/recycling depts.; magistrate; court administrator/chief probation officer/director of probation services; referee/Friend of the Court; and drain office assessing.)*

**IT IS FURTHER RESOLVED** that any motion, resolution, or other act of Tuscola County inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

---

Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

---

Margie White  
Tuscola County Clerk



# Greater Thumb Area Community Dental Clinic

Serving those on Medicaid and  
Low-income Uninsured

Thomas J. Veryser, DDS, MHSA  
Chief Executive Officer

[www.midental.org](http://www.midental.org)  
One Water Street, Suite 200  
Boyne City, Michigan 49712

# The Disease & Dental Access Problem

- Most Oral Disease exists in folks at the bottom of the Social Economic Spectrum
- Dental Disease exacerbates &/or causes many medical conditions, & untreated → higher medical costs
  - Diabetes control
  - Heart Disease
  - Low-birth weight infants
  - Aspiration pneumonia
- Medicaid and Low-income Uninsured Adults have little to no access to oral healthcare
  - Dentists in the private sector cannot afford to treat these folks at the abysmally low Medicaid rates
  - Many Dentists in the private sector do not desire to treat these patients – with or without proper remuneration
    - Due to the limited spectrum of services covered
    - Due to the extraordinary “hassle” of billing Medicaid directly

## The Problem - Medicaid Recipients

- Michigan has 1.9 Million Medicaid recipients – ½ adults over 21 - ½ under 21.
- **The Counties of Michigan’s Northern Thumb area – Huron, Sanilac, and Tuscola** collectively have over 28,000 persons on Medicaid – half OF THEM are adults, which results in **virtually no dental care for 14,000 persons**, who often seek relief for infection and pain in local hospital emergency departments where they receive medication – yet they still need to see a dentist for definitive care.
- If parents don’t have access to dental care, their children will either not access care or will not be compliant with behaviors that prevent disease.
- Those under age 21 are covered by the Medicaid Healthy Kids Dental program, which is administered by Delta Dental, and accepted by most private practice dentists in the Thumb.
- There is no “safety net” dental care access to serve this population in the Thumb.

# Thumb Area Detail of Unmet Need

## March 2012 – Medicaid Eligible

<u>County</u>	<u>Total</u>	<u>19 &amp; Under</u>	<u>Over 19</u>
Huron	6,019	2,866	3,153
Tuscola	11,654	5,869	5,785
<u>Sanilac</u>	<u>10,468</u>	<u>5,414</u>	<u>5,054</u>
	28,141	14,149	<b>13,992</b>

## Medically Uninsured persons age 65 and Under

<u>County</u>	<u>2010 Pop</u>	<u>Under 65</u>	<u>% Uninsured</u>	<u># Uninsured</u>
Huron	33,118	25,920	14%	3,629
Tuscola	55,729	46,898	15%	7,035
Sanilac	43,114	35,535	16%	<u>5,686</u>
Total Medically Uninsured				<b>16,350*</b>

\* Those without dental insurance are 2-3 times that number.



This 25 year-old female came to the clinic with rampant decay and multiple cavities. All of her upper teeth were extracted and she received an upper denture and lower partial. She was very appreciative to have her smile restored after so many years.



This 48-year-old male had rampant decay on many of his remaining teeth. All of his upper teeth and many of his lower teeth were extracted. He received a complete upper and lower partial. Prior to treatment, he would not smile because of his teeth. He is no longer ashamed of his smile!



Dental Care for the Underserved  
Medicaid and the Low Income Uninsured

A "Social Entrepreneur" Model of Public Health Dentistry  
started in Charlevoix County as Dental Clinics North  
and adapted for  
The State of Michigan

Thomas J. Veryser, DDS, MHSA  
Chief Executive Officer

www.mcfdc.org  
One Water Street, Suite 200  
Royne City, Michigan 49712

# Social Entrepreneur Model\*

- Social Entrepreneurs are persons who come to the nonprofit sector with a desire to do good, utilizing business concepts that distinguish their venture from old style nonprofits.
- A business mindset and commitment to innovation and sustainability must be brought to an entrepreneurial venture with a social mission.

\* Senator Mark R. Warner, VA, former Governor of VA from 2002-2006

## MCDC Mission Statement

*Why we exist ...*

Our mission is to create and expand access to dental care for Medicaid recipients and low income, uninsured persons.

We strive for our services to be ever improving and rendered using an entrepreneurial public health model, that integrates health education to modify behavior, and is delivered in a fashion that respects and improves our patients' quality of life.

# MCDC Vision Statement

*What we hope to accomplish ...*

- Our vision is a healthy Michigan population, who assume responsibility for their own wellness, with our staff's guidance and proper intervention.
- A statewide clinic system to allow establishment of "dental homes" for persons unable to obtain care in traditional private sector settings.



- A 501(c)3 not-for-profit Dental Services Corporation founded in 2006
  - Provides Dental Services *on behalf of* Local Health Departments & FQHCs
  - Services include:
    - Design of new clinic facilities or remodel of existing facilities
    - Provide specifications for equipment and supplies
    - Management of the Clinic Facilities by:
      - Providing the Electronic Patient Record using Dentrix® Enterprise software
      - Billing for services rendered, collecting fees, paying costs
      - Employing all clinic personnel
      - Direction for operation of all clinics
      - Assisting LHDs with integration of Oral Health Education and Prevention programs with WIC, Head Start and other services
- Statewide Staff consists of 261, as of 6/12/2012
  - 58 Dentists
  - 33 RDH
  - 137 Dental Assistants (clinical assistants and clinic front desk)
  - 33 Central & Regional Administration



# MCDC Clinic Treatment Rooms



## MCDC Board of Directors

Patrick Shannon, JD, MPH, EdD - Chair

Lonnie Stevens, MA - Secretary

Mert Aksu, DDS, JD, MHSA

Daniel Sarya, DDS, MPH

Wilhelm Piskorowski, DDS – Vice Chair

Kevin Cawley, MHSA - Treasurer

Mary Kushion, MSA

Howard Newkirk

Linda VanGills, MA

Thomas J. Veryser, DDS, MHSA - CEO

Gregory Heintschel, DDS, MBA – CDO

# MCDC Management Team

- CEO: Tom Veryser, DDS, MHSA
- CDO: Greg Heintschel, DDS, MBA
- CFO: Keith Sherwood, MBA
- Director of Professional Relations and Quality Improvement: Dave Murphy, DDS
- Director of Pediatric & Hospital Dentistry: Phil Monroy, DDS, MS
- Regional Clinic Administrator - North: Sandy Kilmer
- Regional Clinic Administrator - Southwest: Wendie Rodriguez
- Regional Clinic Administrator - Southeast: Tracy Cedar
- Director of Information Systems : Larry Keys
- Director of Human Resources: Jamie Caroffino
- Director of Community & Governmental Affairs: Kim Singh, MA, CHES
- Executive Assistant: Cheryl Tackett

## Continuous Quality Improvement

1. Patient Satisfaction Surveys
  - Continuous, on-going survey of patients served – by Press Ganey
2. MCDC's Director of Professional Relations & Quality Improvement
  - David Murphy, DDS – UMSD, 1969
    - 25 yrs of private practice experience
    - 5 yrs teaching clinical dentistry at UMSD as a clinical assistant professor
    - Formerly taught Kalamazoo Valley CC dental hygiene program, and resides in Otsego, MI.
  - Electronic Chart reviews to determine
    - Appropriateness of Care
    - Before and after quality effects of txt, using digital x-ray images
    - Consistency of Care, charting, and billing practices
    - Each DDS & RDH routinely receives a report based upon standardized clinical parameters.
    - Rx prescribing practices
3. Group practice
  - Working with other professionals in a group encourages conformity to MCDC's standardized evidence-based clinical practices and assures quality of care.
    - Continual peer pressure to provide optimal care.
    - Outliers from the norm are easily identified and corrected.
4. Patients 1<sup>st</sup> Program – ala Mayo Clinic – “The needs of the patient comes first.”

# Establishing a Clinic in the Thumb Area

- An 8 chair dental clinic space, designed and equipped to MCDC specifications on land owned by or provided for use by the county. Ideally, it is 3,200 sq.ft. plan.
- County will own or lease the building.
  - MCDC leases clinic from the Health Dept or subleases from the HD – which leases from Co, or other.
  - Or, a Foundation – e.g., United Way or other entity can own building & equipment. (DTE may have a suitable space in Cass City.)
- MCDC will provide, maintain and replace the equipment, as needed during a 10 – 20 year agreement.
- MCDC operates the clinic on behalf of the Huron, Tuscola, and Sanilac Co. HDs, and assumes the financial risk for the success of the operation.
- Entire project is cost neutral to the County over the length of the operating agreement with MCDC

## How it works Financially

- MCDC bills Medicaid for services and receives payment @ Medicaid rates
- HDs/Cos. provide a quarterly IGT to the State to obtain Federal matching funds, according to the State's DAPP program - for services provided to Adults on Medicaid in the previous quarter, which results in a break-even rate.
  - MCDC pays the HD/Co a quarterly payment for outreach services proportionate to the IGT & number of non- HKD-Delta Medicaid services rendered.
- MCDC requires a non-refundable \$50,000, to be paid 90 days before clinic opens for pre-operational costs that include administrative services to establish the clinic, including all communications equip, & IT hardware and software that will remain the property of MCDC.
  - A Grant from HRSA has already provided \$35,000 toward this amount for a clinic in the Thumb, leaving \$15,000.
- Because the this is a start-up venture, the first 6 mos need to be rent free - to allow cash flow to cover the fixed costs.
- Medicaid rates for services rendered + Federal Matching Funds → Sustainable Cash Flow for the long term.

# Approximate Costs

- If New Construction:
  - 3200 sq. ft. clinic building @120 = \$384K
  - Dental Equipment = \$500K
  - MCDC Start up = \$50K
  - Total: Approximately \$950K
- If Remodel existing Space:
  - Re-model leased or free space for dental = \$200-250K
  - Dental Equipment = \$500K
  - Total: Approximately \$750K

## Financing the Dental Clinic

- Funding for Building and Equipment can be obtained via an installment purchase agreement with the **Northern Health Foundation**, and financed at advantaged interest rates over 20 years.
  - Current rates make NOW an ideal time to finance a project.
- Alternatively, local Foundations can provide the funds to create and/or equip the clinic.
- For an significantly advantaged rental agreement for the space, MCDC would be willing to provide the equipment.

**Michigan Community Dental Clinics, Inc.**  
**Pro Forma Financials**  
**Greater Thumb Area Community Clinic**

	Year 1	Year 2	Year 3
<i>Net Revenue</i>	\$ 686,000	\$ 1,004,000	\$ 1,786,000
<i>Direct Care Staffing Expense</i>	430,000	594,000	1,000,000
<i>Clinical and Lab Expense</i>	142,000	196,000	330,000
<i>Total Direct Care Staffing and Clinical Expenses</i>	<u>\$ 572,000</u>	<u>\$ 790,000</u>	<u>\$ 1,330,000</u>
<i>Net Revenues over Direct Costs</i>	\$ 114,000	\$ 214,000	\$ 456,000
<i>Administrative Expense</i>	82,000	115,000	195,000
<i>Equipment Expense</i>	20,000	20,000	20,000
<i>Facility Expense</i>	20,000	20,000	20,000
<i>Facility &amp; Equipment Lease</i>	75,000	75,000	75,000
<i>Total Facility and Equipment Expense</i>	<u>115,000</u>	<u>115,000</u>	<u>115,000</u>
<i>Total Operating Surplus/(Deficit)</i>	\$ (83,000)	\$ (16,000)	\$ 146,000
Estimated patient visits	5,000	8,000	14,000
Estimated Patients served	2,000	3,000	6,000

## Community Economic Benefit

- Increased employment probability for persons whose smiles are restored
- Reduces absenteeism for those with jobs & those in school
- Reduces emergency room visits to local hospitals
- Creates 8-12 new full-time healthcare jobs in the region
- Creates a Million Dollar asset for the community
- Annually adds hundreds of thousands to the regional economy
- Aligned with the Governor's collaborative models for Governmental ventures
- Bottom Line: It is a problem solver in a struggling economy



Partnering with the Local Community

MCDC provides Access to Comprehensive Dentistry

delivered in an

Efficient Fashion

with

Outcomes of Ever-improving Quality & Appropriateness of Care

Questions?

#4



84TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-0476  
FAX: (517) 373-9852  
E-MAIL: kurtdamrow@house.mi.gov

MICHIGAN HOUSE OF REPRESENTATIVES

**KURT DAMROW**  
STATE REPRESENTATIVE

June 19, 2012

Tuscola County  
Board of Commissioners  
125 W. Lincoln Street  
Caro, MI 48723

Dear Members of the Board,

The terms for the current state-appointed Department of Human Services Board members expire on October 31, 2012. I have been asked for my input regarding the selection of a new board member for the district and I would like to extend that invitation to you. Any candidate that you would like to nominate would most welcome.

As you may know, the board works cooperatively with the Department of Human Services to address the needs of county residents. Board member' duties include but are not limited to:

- Supervise the county infirmary or county medical care facility,
- Conduct annual reviews of social service programs operating within the county,
- Develop and administer employment programs and work-training projects, complementary to And not in conflict with state programs,
- Review and submit recommendations on contracts involving programs administered by DHS,
- Review applicants and make recommendations for county director positions.

The Department of Human Services would like to ensure that they appoint an exceptional person for this vacancy so please provide a résumé and letters of recommendation for anyone you may wish to nominate.

If you have any questions in this regard, please do not hesitate to contact me at (517) 373-0476.

Sincerely,

A handwritten signature in black ink, appearing to read "KA", with a long horizontal line extending to the right.

Kurt E. Damrow  
State Representative



#5

## Tuscola County Planning Commission

125 S. Lincoln St.  
Caro, MI 48723

email - [tcplanning@tuscolacounty.org](mailto:tcplanning@tuscolacounty.org)

989.672.3700  
Fax: 989.672.4011

June 21, 2012

Tuscola County Board Of Commissioners

Re: Appointment of New Member

Honored Sirs:

It was with the deepest of regret that we accepted the resignation on Don Richards this month. His insight and input on matters before the Planning Commission were invaluable.

As difficult as replacing him will be, we would like to recommend Nancy Barrios of Cass City to fill out Don's term which ends in December of 2014.

Thank you for you consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Ione K. Vyse". The signature is written in black ink and is positioned above a horizontal line.

Ione K. Vyse, Secretary

*Keith Kosik, Chairman ~ Don Richards, Vice Chairman ~ Ione Vyse, Secretary  
Gerald Peterson, Board Representative ~ Zygmunt Dworzecki ~ Cynthia Kapa ~ Lonnie Kester*

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 County Planning Commission

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

First Name\* Nancy

Middle Initial\* K

Last Name\* Barrios

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

If yes, provide names and explain:

Maiden Name Nancy Kay Adamczyk I married David J Barrios on 6-21-69

Home Address 4839 Seeger St

City Cass City

Zip 48726

Township Elkland

County Tuscola

Employer Name: Retired

Employer Address

City

Zip

Position Title

Work Number\* (10 digit)

Home Number\* (10 digit) 810-358-5755

Cell Number (10 digit) 810-358-5755

Email [dana@avci.net](mailto:dana@avci.net) (email is the preferred method of contact, please provide if available)

Are you a United States Citizen?  Yes  No

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

BA Spring Arbor College May 1998 Management and Organizational Development  
MA Central Michigan University December 2002 MA in Administration - Concentration in Human Resource Administration

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

See Resume

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

Became a licensed Realtor, in 2004. I retired and did not renew my license in 2010.

What special skills could you bring to this position?

I served on the North Branch Township Planning Commission and have served on the North Branch Township Board as well as my recent election to the Cass City Village Council. I have facilitation skills, having been a trained management

Previous government appointments:

Tuscola County Jury Board

Please provide us with the names of your:

State Senator Mike Green

State Representative Kurt Damrow

County Commissioner Roger Allen

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 63

Political Affiliation Republican

Military Service

Spouse or Partner's Name David J Barrios

**CONSENT AND CERTIFICATION**

Nancy K Barrios

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

Signed By Nancy K Barrios

## **NANCY K. BARRIOS**

4839 Seeger St.  
Cass City, MI 48726  
(810) 358-5755  
[dana@avci.net](mailto:dana@avci.net)

### **Summary of Experience**

A retired degreed Human Resource Generalist with exceptional facilitation and communication experience. I have worked with individuals, employee and community groups in both public and private sector environments. I have extensive experience in recruitment, employee relations, community development, employee development and labor relations. Experience in banking, public service, manufacturing (union and non-union) and service sectors.

#### **HUMAN DEVELOPMENT COMMISSION (HDC)** Caro, Michigan

A non-profit community action agency which services the human service needs of the thumb of Michigan – including Huron, Tuscola, Sanilac and Lapeer counties. HDC is a community action agency which assists low/moderate income families with housing, medical and human service programs which are funded through the State of Michigan, MSHDA, HUD, and other fund providers.

12-15-04 to **Community Development Operations Manager**. Reporting to the Director of  
5-30-06 Community Development (Tim Hardesty). Responsible for daily operations/management of housing and community development services, including weatherization, energy education, community development block grants, Links to Home ownership, Financial Self Sufficiency (FSS), Housing Choice Vouchers (formerly Section 8 vouchers) and community development grant programs. I was responsible for a staff of five (5) Community Development Specialists, and was responsible for the coordination of training materials and new program launches. I participated in the 2005 “Rebuild Tuscola County Through Entrepreneurship” program, the “Small Business Entrepreneurs” program and also attended the “Small Towns and Rural Development Conference” held at Crystal Mountain Resort in 2005. I served as liaison to Mayville village manager (James Wickman) and Marlette city manager (Steve Schaub) on HDC community development program grants. Designed and conducted community training program for Marlette community leaders as part of /City of Marlette grant.

#### **RED CARPET KEIM – DAN SCRIMGER, INC.**, Lapeer, Michigan

6-15-04 to **Realtor**. Responsible for sales, marketing and promotion of properties in Lapeer  
12-14-04 county and surrounding service area. Recognized as “Star” agent and received the Distinguished Service plaque for outstanding performance in 12 week nationally recognized real estate training program entitled “Sweathogs to Stars” which focuses on real estate sales and marketing.

**GREDE FOUNDRIES, INC.**, Vassar, Michigan (10 years)

A QS-9000, ISO 14001 certified, tier one, unionized, gray iron foundry which employs approximately 280 employees in a three shift operation. Primary function is producing high detail, close tolerance gray iron/aluminum castings to the automotive, OEM and heating/air conditioning markets.

- 2001 to  
6-1 2004      **Personnel Services Supervisor**. Reporting to Manager of Industrial Engineering, Production Control and Human Resources. Responsible for recruitment, selection, orientation, benefits, employee performance appraisals, retirement, unemployment, internal investigations, PeopleSoft data system (Human Resources applications) STD and LTD programs, administration of wage survey, annual business plan period reporting, and succession planning.
- 1997 to  
2001          **Human Resources Manager**. Reporting to Factory Manager. Responsible for labor and employee relations, internal and external communications, community development, employment policy implementation and tracking, Arbitration and Step III grievance issues, initial implementation of performance evaluations at manufacturing level, design, development and implementation of successful QS-9000 employee training and tracking programs, development of EIT (Employee in Training) Electrician training program, labor contract extension, administration of wage survey, payroll, HR audits, safety, plant security, and worker compensation program.
- 1996 to  
1997          **Asst. Human Resources Manager**. Reporting to HR Manager. Responsible for training and development function, recruitment, selection, payroll, Annual Needs Assessment, establishment of training tracking program to monitor Safety and quality training programs, Training Plan and budget.
- 1994 to  
1996          **Training and Development and Payroll Supervisor**. Reporting to HR Manager. Responsible for initial design and development of new employee training and tracking function – including all new procedures, policies and job design. Established budgets and annual training and development plans and schedules. Developed and presented management training programs. Certified as a Zenger-Miller management trainer. Developed and implemented new employee orientation program. Coordinated QS-9000 training structure, tracking and training program. Assisted with employment interviewing.

**LAPEER COUNTY BANK & TRUST CO.**, Lapeer, MI

A well known and highly respected independently owned Lapeer county financial institution which offers full service banking services – including investment, trust, lending and financial management accounts to individual, retail and commercial business entities.

- 1992 to  
1994          **Metamora Asst. Branch Manager**. Reporting to Branch Manager. Responsible for personal loan applications and processing, mortgage applications, opening all new accounts and investments, customer relations and new business development, customer service and cash vault operations.

- 1988 to 1992 **Main Office Customer Service Manager.** Reporting to Branch Manager. Responsible for all new accounts operations, all teller functions at Main Office and Pine Clay Branch locations. New business development, managed entire bank cash vault, bank office security, performance evaluations, discipline, investigations, and customer relations. Responsible for Development and implementation of "Certified/Executive teller" incentive and training program which is still in operation today.
- 1986 to 1988 **Training Coordinator.** Reporting to Human Resource Manager. Responsible for developing and conducting all training and development programs/activities, including sales, personal development, management, technical and teller training programs.

EDUCATION: Master of Science in Administration with a Concentration in Human Resource Management - December, 2002  
Central Michigan University - Mt. Pleasant, MI

Bachelor of Arts in Management and Organizational Development  
May, 1998  
Spring Arbor University - Spring Arbor, MI

CERTIFICATIONS: Human Resource Generalist - SHRM (Society for Human Resource Management)  
Zenger-Miller Certified Facilitator  
State of Michigan Licensed Real Estate Salesperson (June 2004 - 2010)  
Michigan State Housing Development Authority – LINKS Counseling Training

COMMUNITY SERVICE: Habitat for Humanity – Lapeer County Board Member 2005-06  
North Branch Area Schools – Board of Education (12 years)  
North Branch Summer Recreation Program – Secretary/Treasurer  
Lapeer County Heart Association -  
March of Dimes – Deerfield Chair/Co-Chair  
North Branch Sesquicentennial Committee – Secretary/Treasurer  
North Branch Chamber of Commerce (Past President)  
(introduced businesses to Lapeer County SCORE programs)  
Miss Lapeer County Scholarship Pageant (Executive Director)  
North Branch Township Planning Commission  
Lapeer County Planning Commission Alternate  
North Branch Township Trustee (August 2008)  
Tuscola County Jury Board -2010  
Cass City Village Council – 2011  
HDC – Dispute Resolution Advisory Board 2012

**Mike Hoagland**

**From:** Ryan Mitchell [RMitchell@senate.michigan.gov]  
**Sent:** Monday, June 18, 2012 3:00 PM  
**To:** mhoagland@tuscolacounty.org  
**Cc:** CLARKSS@michigan.gov; Frailey, Kevin (DNR) (fraileyk@michigan.gov)  
**Subject:** Tuscola County Wolverine Exhibit

Mike,

The Lone Wolverine Exhibit will be in Huron County from June 22<sup>nd</sup> to July 6<sup>th</sup>. We are planning on the exhibit to visit the Tuscola County Courthouse from July 6<sup>th</sup> to July 25<sup>th</sup>, with the opening ceremony tentatively scheduled for the 6<sup>th</sup> at 1:00pm.

This will allow DNR personnel enough time to move the exhibit from Bad Axe to Caro. Our office will handle the details of and media releases related to the ceremony. You will be getting a draft agenda shortly.

There are a few things that need to be taken care of on your end:

- You will need to review contracts from the DNR related to accepting the exhibit. These are available from Sandra Clark, who I have cc'd on this email.
- We will need a large tv and dvd player for a looping video presentation that accompanies the exhibit.
- We will also need a cloth cover to place over the exhibit until the unveiling (about half the size of a tablecloth suffices).

Please let me know if you have any further questions or concerns. Thanks!

Ryan D. Mitchell  
Communications Director  
Office of State Senator Mike Green  
517 373 1777

**Mike Hoagland**

**From:** Ryan Mitchell [RMitchell@senate.michigan.gov]

**Sent:** Monday, June 18, 2012 4:32 PM

**To:** mhoagland@tuscolacounty.org

**Subject:** Wolverine

Mike,

Also, can you ensure that Commissioner Bardwell or another commissioner representing the board can attending the opening? Of course everyone is invited but we need one representative to participate in the unveiling.

Ryan D. Mitchell  
Communications Director  
Office of State Senator Mike Green  
517 373 1777

## Mike Hoagland

**From:** Ryan Mitchell [RMitchell@senate.michigan.gov]  
**Sent:** Wednesday, June 13, 2012 9:49 AM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** Sample Agreements  
**Attachments:** Sanilac Contract.doc; CONDITION REPORT.doc

Mike,

The agreements may change slightly for Tuscola County but here is a sample from Sanilac for your review. I will put you in touch with Sandra Clark, director of the Michigan Historical Center, to get documents specific to you.

The following are the tentative details for the exhibit:

Arrival July 6<sup>th</sup>

Departure July 20<sup>th</sup>

Public Unveiling July 6<sup>th</sup> @ 1:00pm

Participants: Sen. Green, Jeff Ford (the wolverine guy), Commissioner Tom Bardwell (on behalf of the board), DNR personnel (if available)

DNR personnel will need access to the building at least 1-2 hours prior to the unveiling

Ryan D. Mitchell  
Communications Director  
Office of State Senator Mike Green  
517 373 1777

**From:** Clark, Sandra (DNR) [mailto:CLARKSS@michigan.gov]  
**Sent:** Wednesday, May 30, 2012 8:25 PM  
**To:** Ryan Mitchell; Kathy Dorman - SC Administrator  
**Subject:** RE: Wolverine Setup Coordination

Attached is the contract we will want Kathy to sign when we deliver the exhibit. My staff will bring two copies that I have signed so that Kathy can sign one to return to me and one to keep.

I've also attached the Condition Report. It should be signed both when the exhibit arrives and when it leaves and given to the staff that pick the exhibit up.

Let me know if you see any problems.

Sandra

Sandra S. Clark, Director  
Michigan Historical Center  
Department of Natural Resources

517-373-6362  
[clarkss@michigan.gov](mailto:clarkss@michigan.gov)

6/20/2012

**STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
MICHIGAN HISTORICAL CENTER**

**EXHIBITION LOAN AGREEMENT**

This Loan Agreement (Agreement) is made on June 4, 2012, between the Michigan Historical Center, 702 West Kalamazoo Street, Lansing, Michigan (Lender), and Sanilac County, 60 West Sanilac Ave., Sandusky, MI (Borrower).

1. The Lender has agreed to make available to the Borrower an Exhibit entitled "The Michigan Thumb Wolverine" to be displayed for the benefit of the Borrower's community.
2. The exhibit consists of a wolverine mount in a case and three pull-up banners.
3. The term of the loan is June 4, 2012-June 18, 2012.
4. The Borrower agrees to insure the exhibit or otherwise take responsibility for the cost of any repairs to the exhibit required by damage incurred during the time the exhibit is under the control of the Borrower. The Borrower understands that it may not attempt to do any repairs itself, but must immediately contact the Michigan Historical Center to report any damage or loss ( 517-373-6362 or [clarkss@michigan.gov](mailto:clarkss@michigan.gov) ) and receive direction on how to proceed. The exhibit is valued at \$5,000, including the taxidermy.
5. The Borrower agrees to furnish adequate security measures for the exhibit, which shall include security and fire protection according to local ordinances.
6. The Lender agrees to coordinate the exhibit pick-up and transportation to its next location.
7. The Borrower will complete the attached condition form upon receipt of the exhibit and review and verify the condition at the conclusion of the exhibit.
8. The Borrower agrees to send to the Lender copies of any press releases, printed publicity-oriented materials and press clippings by the close of the exhibit.

This Agreement sets forth the full and complete understanding between the Lender and the Borrower. This Agreement may be amended only in writing, which is signed by duly authorized representatives of both parties.

**Signatures**

**Lender**  
**Michigan Historical Center**

**Borrower**  
**Sanilac County**

By: \_\_\_\_\_  
Name: Sandra Sageser Clark  
Title: Director, Michigan Historical Center  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Kathleen Dorman  
Title: Sanilac County Admisistrator  
Date: \_\_\_\_\_

\_\_\_\_\_  
(517) 373-6362  
[clarkss@michigan.gov](mailto:clarkss@michigan.gov)

\_\_\_\_\_  
(810) 648-2944  
[kdorman@sanilaccounty.net](mailto:kdorman@sanilaccounty.net)

## CONDITION REPORT

Note minor scratches or other damage of case or panels, sign and date both when exhibit is received and when it is turned over to Lender. Please record larger problems, but also notify Sandra Clark immediately for repair at (517) 373-6362, [clarkss@michigan.gov](mailto:clarkss@michigan.gov).

	Condition Received		Condition at End of Exhibit	
	No damage	Damage (describe)	No damage	Damage (describe)
Wolverine Case				
Science Panel				
Center Panel				
History Panel				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



---

**Tuscola County Sheriff's Office**

---

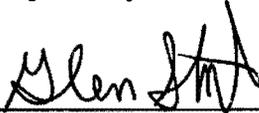
420 Court Street • Caro, MI 48723  
Lee Teschendorf, Sheriff  
Glen Skrent, Undersheriff

Phone (989) 673-8161  
Fax (989) 673-8164

To: Mike Hoagland and the Tuscola County Board of Commissioners  
From: Undersheriff Glen Skrent  
Ref: Inmate out-county housing  
Date: 6/18/2012

We are over budget in the housing of inmates in other counties. We had originally requested \$80,000 for that line item as that's what we had requested the year before. However when the budget came out it had been reduced to \$50,000. We are requesting that the \$30,000 be put back into that account. Jail population is very unpredictable. Last year might have been an anomaly and not a trend. Even with the extra beds recently installed we currently have 14 boarded out and it appears more need to be sent out this week.

Respectfully Submitted,

  
\_\_\_\_\_  
Undersheriff Glen Skrent

**Mike Hoagland**

**From:** Mike Hoagland [mhoagland@tuscolacounty.org]  
**Sent:** Thursday, June 14, 2012 12:26 PM  
**To:** Jerry Peterson (jerry58c@yahoo.com); Roger Allen (beetman95@yahoo.com); Tom Bardwell (tbardwell@hillsanddales.com); Tom Kern (commishkern@gmail.com)  
**Subject:** June 14, 2012 Finance Committee Meeting Summary of Recommendations  
**Attachments:** Cost Reduction Restructuring Proposal 1.doc  
Commissioners

Since only Commissioner Peterson was able to attend the Finance/Personnel Committee meeting today, I thought it would be helpful to provide a summary of those agenda items that were recommended for Consent Agenda action at the June 28, 2012 Board meeting:

- **Dog Licenses Fees** - the county treasurer and animal control officer were in attendance to discuss changes to dog license fees.....it has been at least 10 years since fees were increased.....after reviewing information from the animal control officer it was recommended that fees paid on-time for fixed dogs be increased from \$10 to \$15 and for unaltered dogs \$15 to \$20. Dog licenses paid late for either fixed or unaltered dogs be increased from \$40 to \$45.....these changes were recommended to take effect for 2013.
- **Sanilac County Requested Animal Control Contract Cost Increases** - proposed changes by Sanilac County are mileage from \$.42 to \$.47 per mile, animal control support staff increase from \$28.00 per hour to \$28.50 per hour and shelter operational costs from \$3,400 per month to \$3,500 per month.....it is estimated these increases will add about \$4,500 to \$5,000 to annual costs.....Sanilac County is planning to implement these changes effective July 1, 2012.
- **Concur with Hiring in Circuit/Family Court** - the committee recommended that the county hiring freeze be lifted and to concur with filling of the vacant Judicial Secretary/Assignment Clerk position.....this vacancy was created with the retirement of the previous employee in this position.....the individual now filling the position is classified temporary because the new Circuit Judge has the authority to fill the position with whom they choose.
- **Sheriff Department Employee Retirement** - Richard Hofmeister is retiring effective June 29, 2012.....his letter of retirement will be received and placed on file.....the Sheriff, Controller, Eean Lee and Richard Hofmeister met to discuss alternative methods of supporting computer systems and other technology in the

sheriff Department.....Sheriff is reviewing reassignment of certain process functions in the office.....also of great importance is determining the best method of providing the technical support to the sheriff department computers.....it was agreed that support for the Sheriff Computer needs to move to the Information Technology Department either as a county employee or increase the contract amount paid to Zimco for this added support.....the goal is to reduce overall costs (\$72,000 current wage/fringe costs) and continue to provide critical computer support.....recommendations will be provided for a future meeting.

- **Controller's Office Restructuring Proposal for Cost Reduction - attached is a proposal** that would save approximately \$59,000 by not refilling the the vacant Fiscal/Personal Analyst position.....total savings by not refilling this position is about \$64,500 which would be reduced to about \$59,000 by providing compensation to the Chief Accountant and Administrative Assistant for assuming work activities conducted by the former Fiscal/Personnel Analyst.....this proposal is consistent with other successful restructuring plans that the Board implemented including: combining Buildings and Grounds and Recycling Coordinator positions, changing from two to one magistrate, elimination of the Chief Probation officer position and MGT contract but making compensation changes or the Court Administrator and Director of Probation services, elimination of part-time position in County Clerk's office and combining the referee and Friend of the Court positions and awarding compensation changes.

Please call if you would like to discuss any of these proposed consent actions further before the June 28, 2012 Board meeting.

Mike h.

Tuscola County/Controller Administrator  
125 W. Lincoln  
Caro, MI. 48723  
989-672-3700  
[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

## Cost Reduction Restructuring Proposal Controller/Administrator Office

### Proposal in Brief

- Eliminate the Fiscal/Personal Analyst position - wage/fringe cost reduction of \$64,582
- Reassign former Fiscal/Personal Analyst functions to Chief Accountant and Administrative Assistant
- Compensate these two staff members for performing added new responsibilities previously performed by the Fiscal/Personal Analyst
- Net annual county savings of approximately \$59,000

### Cost Reduction

- |  |                 |
|--|-----------------|
| • Elimination of Fiscal/Personal Analyst position -                    | <b>\$64,582</b> |
| • Compensation for new assigned functions to remaining staff members - | <b>\$5,707</b>  |
| • Net annual general fund cost reduction -                             | <b>\$58,875</b> |

### Chief Accountant - Additional Assigned Responsibilities

- Short term direct and long-term backup responsibility for:
  - BC/BS overall administration including renewals, budgeting and interface with consultant
  - Life insurance and disability programs administration
  - COBRA administration
  - Flexible spending account
  - Retirement system interface including Actuarial Report and budgeting
  - State tax administration and reporting
- Accounts Payable processing
- Administration of all county debit cards along with bank security and distribution
- Budget preparation - entry of reports for initial process

### Administrative Assistant - Additional Assigned Responsibilities

- Payroll processing
- BC/BS retiree payment process and reconciliation of trust account
- Community corrections billings, payment processing and budget preparation
- Administration of phone system service changes and repairs, allocation of phone billing to departments and distribution of invoices and invoicing for Abilata savings
- Postage machine uploading updates, making repair service calls, ordering supplies and administration of invoices
- Copy machine service calls and monthly billings
- Administration of petty cash accounts
- Maintain master files of all county contracts

## Current and Proposed Wage Step Schedules

<b>Chief Accountant</b>	<b>Current Schedule</b>	<b>Proposed Schedule</b>
Step 1	\$39,181	\$40,552
Step 2	\$40,108	\$41,512
Step 3	\$41,036	\$42,472
Step 4	\$41,963	\$43,432
Step 5	\$42,890	\$44,391
Step 6	\$43,817	<b>\$45,570</b> Diff – \$1,753

<b>Administrative Assistant</b>	<b>Current Schedule</b>	<b>Proposed Schedule</b>
Step 1	\$30,030	\$31,081
Step 2	\$30,596	\$31,667
Step 3	\$31,142	\$32,232
Step 4	\$31,668	\$32,935
Step 5	NA	\$34,252
Step 6	NA	<b>\$35,622</b> Diff – \$3,954

- Increases Chief Accountant by 4%
- Increases Administrative Assistant by 4% and adds two steps placing the individual at Step 6

## Other Recent Approved Department Restructuring Actions that have been Successful in Reducing Service Base Costs

- Combining of Buildings and Grounds Director and Recycling Coordinator positions – wage increase to individual performing both functions
- Reduction from two to one magistrates – wage increase to remaining magistrate
- Restructuring of court eliminating the Chief Probation Officer position – wage increase to Court Administrator and Director of Probation Services
- MGT child care fund services contract elimination
- Friend of the Court Referee and Friend of the Court positions were combined – wage increase to individual performing both functions
- Drain office assessing in-house instead of outsourcing this function

## Proposed Action for Controller/Administration Staff

- Move to approve the Controller/Administrator office restructuring plan and corresponding changes explained below:
  - Eliminated the Fiscal/Personal Analyst position – estimated \$64,582 annualized wage/fringe cost reduction
  - Increase Chief Accountant wage/step schedule increasing steps by 4% and implement wage changes effective June 18, 2012 to compensate for the new assigned responsibilities resulting from elimination of the Fiscal/Personal Analyst position
  - Increase the Administrative Assistant wage/step schedule by adding two steps, increasing each step by 4%, and placing the current individual at step 6 with said wage change effective June 18, 2012 to compensate for the new assigned responsibilities resulting from elimination of the Fiscal/Personal Analyst position
  - Make appropriate 2012 general fund budget reduction amendments to account for the above changes

**DRAFT – Agenda**  
**Tuscola County Board of Commissioners**  
**Finance Committee – Thursday, June 14, 2012 - 8:30 A.M.**  
**HH Purdy Building –125 W. Lincoln, Caro, MI**

**Finance**

Committee Leaders-Commissioner Peterson and Allen

**Primary Finance Items**

1. **Potential Changes to Animal Control License Costs – Animal Control Officer**
2. **Sanilac County Fee Increase for Animal Control (See A)**
3. **January to April Financial Status Report (See B)**
4. **Millage Based Special Revenue Fund Balances (See C)**
5. **Potential Establishment of a Indigent Medical Clinic – June 15, 2012 (See D)**
6. **Wind Energy Assessing and Taxation Update (See E)**
7. **RAP Grant Approval**
8. **MMRMA Loss Fund Distribution (See F)**
9. **Lawsuit Settlement Finalized**
10. **Update Regarding Septic System Requirements (See G)**

**Secondary/On-Going Finance Items**

1. County Equalization Department Assessing Proposal for Akron Township
2. Cold War Veterans
3. County Hiring Freeze – Reducing Cost Through Attrition
4. Review Methods of Reducing Utility Costs
5. Soil Erosion
6. Review and Approval of Caro DDA/TIFA Agreement
7. Furlough Days Achieved Information
8. Health Insurance MOS Agreement
9. Health Insurance Renewal
10. State Budget Impacts on the County
  - State Revenue Sharing Reductions - Requirements
  - Personal Property Tax Changes

**Personnel**

Committee Leader-Commissioners Peterson and Allen

**Primary Personnel Items**

1. **Concur with the Hiring of Temporary Judicial Secretary/Assignment Clerk**
2. **Retirement in Sheriff Department and Potential Information Technology Restructuring (See H)**
3. **Potential Equipment Maintenance Intergovernmental Arrangement**
4. **Controller Office Restructuring Proposal for Cost Reduction**
5. **County Road Commission Restructuring Alternatives (See I)**
6. **ITC Loop Appreciation Event**

**Secondary/On-Going Personnel Items**

1. Prepare Labor Negotiations Strategy
2. Health Insurance Cost Reduction Alternatives
3. County Hiring Freeze – Reducing Cost Through Attrition
4. Monitor the Status of Lawsuits Filed Against the County
5. Review County Compliance with Act 152 Requirements
6. New Hire Wage/Fringe Benefits
7. Schedule Employee Training Sessions Regarding Conduct in the Workplace, Minimum Insurance Claims, etc.

**Correspondence/Other Business as Necessary**

**Public Comment Period**

**Closed Session – If Necessary**

**Other Business as Necessary**

1. Caro Residential Re-Entry Center Closure and Reuse Potentials – Monday, June 18, 2012
2. Noise Ordinance **(See J)**
3. Jail Bed Addition Update
4. Purdy Building Security Review
5. Night Deposit Box

**Notes:**

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

## Meeting Summary – June 13, 2012

---

Attendees – Jodi Essenmacher, Clark Elftman, Ron Wruble –Huron County Board of Commissioners Office; Laura Tyll & Carl Osentoski, Mike Krause-Huron County EDC; Fabian Knizacky – Mason County; Nancy Estola –Summit Twp., Mason County; Richard Maurer-Sigel Twp; Jerry Rhode-Wheeler Twp.; Joe Murphy-Huron ISD; Duane Lange-Sanilac ISD; Gene Pierce-Tuscola ISD; Mike Hoagland-Tuscola County Controller; and Craig Kirkpatrick – District 4 Commissioner Candidate for Tuscola County.

Phone Attendees – Wendy Willing – Sanilac County; Kathleen Anderson-Mason County; Rick Sundquist – Clark Hill.

Meeting was started by Carl Osentoski, Sanilac & Huron County EDC and coordinator of MRREC. Attendees introduced themselves and the organizations that they represented. After introductions, Osentoski outlined the agenda and MI Tax Tribunal Appeals.

DTE has appealed 56 turbines in Wheeler Twp. and 8 turbines in Bethany Twp.-Gratiot County; Huron County had no appeals and every township used the old tax tables; in Sanilac County no appeals and only one township Marion used the new tax tables. Discussion on setbacks for water; 3 miles on Lake Huron it was noted that along water in Mason County setback is only 2 miles.

It was at this time, Richard Sundquist, attorney with Clark Hill outlined the tax appeal process, DTE appealed 64 turbines at \$400 each all sent separately by Certified Letters. These were dated for May 30<sup>th</sup>, we have 28 days to file an answer to them, then next step is a council conference usually 126 day after filing (May 30<sup>th</sup>), this is usually done over phone but attorney for DTE is Michael Shapiro of Honigman/Miller is right across the street from Clark Hill will probably have a sit down with him. The petitioner can withdraw at anytime, things to be discussed will be discovery issues, settlement and dispute in general.

After council, parties are to file a joint summary within 21 days, court will determine when case should be tried, within one year, will have a pre hearing, at this time a prehearing statement will be filed with judge, the judge will insist on post hearing and give an opinion. This timeframe can be as short as 1 ½ years to 2 ½ years and may add another tax year on to settlement. The court can consolidate cases, a motion to consolidate these cases takes 21 days.

Rick asked Wheeler Twp. to check all postmarked dates on certified letters if any are after June 1<sup>st</sup>. All cases should be together, Rick will start to prepare a response to DTE, he will also confer with Bob Strong an attorney at Clark Hill regarding MPSC. Discussion on how wind farms should be valued, we need to gather more evidence.

Rick will put together a FOIA Request that 4 to 5 ISD's or people from the Collaborative will send to State Tax Commission, to keep them on **NOTICE**, that we will continue to monitor activities related to wind development.

For Rick to get started on appeal request he will need the following items from Wheeler Twp. (He will also put this in an email to Jerry Rhode – Wheeler Twp.)

1. Assessor Card for each turbine.
2. Tax Maps of Wheeler Twp.
3. Maps – PPV and RPV
4. Building Permits
5. List of Contacts – DTE, that may depose
6. Evidence of Date of Mailing
7. Tax Projection that DTE made to each county.
8. Minutes from Planning Commission
9. Board of Review minutes for these specific assessments.
10. Notice of BOR meetings, agenda and minutes.

An estimate of \$10,000 for legal appeals was provided by Rick Sundquist, this would include all 64 appeals, for Rick's time, legal secretary and a paralegal. Discussion held on next steps, how much time to prepare case, will DTE settle?

At this point Rick left the meeting, and we moved to next item on agenda, discussion of cost and how to allocate across the Counties.

Discussion held. The estimated \$10,000 at this point will be split 50% to all Counties for a total of \$1,000 each, then will be split 50% by megawatts or number of turbines per County to pay the remainder of the bill. Discussion was also held on possibly forming a 501 (c)6 or other type of legal structure to better handle billing and other situations.

There will be a follow up meeting in the near future to discuss these options.

May 24, 2012

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, May 24, 2012 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zaverucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Motion by Parsell seconded by Sheridan that the minutes of the May 10, 2012 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Matuszak that the minutes of the closed session of the Board dated May 10, 2012 be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the minutes of the May 17, 2012 special meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$90,478.64 and bills in the amount of \$198,454.41 covered by vouchers #12-18 and #05 were presented and audited.

Motion by Zwerk seconded by Parsell that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:  
None.

Fremont Township Supervisor Henry Wymore and Fremont Township Treasurer Charles Sherwin appeared before the Board to discuss their road projects for the 2012 season. Mr. Wymore reported that the Fremont Township Board requests a variance of the Local Road Improvement and Township Allowance Policy. Fremont Township requests that the gravel patching on Lobdell Road planned for the 2012 season be eligible for the Section II Township Matching Allowance. After discussion, the following motion was introduced:

Motion by Parsell seconded by Sheridan to grant Fremont Township a one-year variance of the Local Road Improvement and Township Allowance Policy by allowing the gravel patching on Lobdell Road for the 2012 season to be eligible for the Section II Township Matching Allowance, with the understanding that in 2013 Fremont Township will return to the policy that gravel patching is considered eligible for the Section III Township Matching Allowance. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the bids for Street Signs taken at the May 10, 2012 regular meeting of the Board be awarded to Vulcan Signs for bid items A and C and to Dornbos Sign, Inc. for bid item B. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell that bid item #20 for Ellington Township and bid item #37 for Tuscola Township of the 2012 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that addendum item #15 for Arbela Township, and addendum items #16, #17, #18, #19, #20 and #21 for Koylton Township of the 2012 Furnishing & Placing Crushed Limestone bids be awarded to the low bidder, Burroughs Materials. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Sheridan to request reimbursement from the Michigan Department of Transportation in the amount of \$10,000.00 for payments made during the period of July 1, 2011 through June 30, 2012 to a licensed professional engineer employed by the Tuscola County Road Commission in accordance with Section 12(2) of Act 51 as amended. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Management and the Board further discussed last season's paving projects in Millington Township previously discussed at the last regular meeting of the Board. County Highway Engineer Zawerucha presented to the Board a letter from Saginaw Asphalt Paving Company along with additional information regarding their paving projects last season. Zawerucha reported that the weather and paving conditions were within MDOT guidelines and within the criteria allowed by the Tuscola County Road Commission. Zawerucha further reported that after reviewing the projects, there is evidence of reflective cracking but finds no violations by Saginaw Asphalt Paving Company or the Tuscola County Road Commission regarding the quality of these paving projects. After further discussion, the following motion was introduced:

Motion by Parsell seconded by Matuszak to deny the request from the Millington Township Board for a refund of the inspection costs regarding their 2011 paving projects. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:30 A.M. the following bids were opened for a New IP Telephone System:

<u>Bidder</u>	<u>Manufacturer</u>	<u>Total Price w/ Installation</u>
SPI Innovations	ShoreTel	\$ 19,782.87
Hi-Tech System Service	ShoreTel	9,340.00
CenturyLink	Avaya	16,316.18
I.T.I., Inc.	Zulty's	14,782.93
I.S.I.	Cisco	8,502.73

Motion by Sheridan seconded by Zwerk that the bids for a New IP Telephone System be accepted, reviewed by Management, and tabled until the next regular meeting of the Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie -- Carried.

Director of Finance Michael Tuckey presented to the Board the Road Commission's 2011 Act-51 Reports. After review and discussion, the following motion was introduced:

Motion by Parsell seconded by Matuszak to approve the Road Commission's 2011 Act-51 Reports as presented. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Director of Finance Michael Tuckey presented to the Board the results of the assets sold at the Albrecht On-Line Public Auction held May 10-17, 2012.

Management and the Board discussed the Road Commission's adopted 2012 Capital Outlay Budget and recommended revisions for the remainder of the year. After reviewing the revisions and further discussion, the following motion was introduced:

Motion by Zwerk seconded by Parsell that the revised 2012 Capital Outlay Budget be approved as presented. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

County Highway Engineer Zawerucha reported to the Board that the Tuscola Township Board has requested that Main Street in the Village of Tuscola be abandoned. Zawerucha further reported that the Road Commission Board resolved to abandon and discontinue that portion of Main Street at the July 13, 2006 regular meeting of the Board. After further discussion, the following motion was introduced:

Motion by Zwerk seconded by Matuszak to assist the Tuscola Township Board in moving forward with any necessary action regarding the abandonment of Main Street in the Village of Tuscola. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the Board go into closed session at 9:25 A.M. for the purpose of discussing union negotiations. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 9:50 A.M. the Board returned to open session.

At 10:00 A.M. the Board met with various township officials and county commissioners to discuss roadwork completed in 2011 and roadwork to be completed in 2012.

The following township officials were present for the roadwork discussion: Arbela Township Supervisor Joe White, Denmark Township Supervisor Don Petro, Fremont Township Supervisor Henry Wymore, Fremont Township Treasurer Charles Sherwin, Indianfields Township Supervisor Ray Rendon, Juniata Township Supervisor Neil Jackson, Novesta Township Supervisor Dale Churchill, and Vassar Township Supervisor Bob Forbes.

The following county commissioners were present for the roadwork discussion: None.

Also, the following Road Commission employees were present for the roadwork discussion: Akron Division Foreman David Davidson, Deford Division Foreman Al Jacobs, Vassar Division Foreman Ron Spaulding, and County Weighmaster Ryan Herford.

All in attendance reviewed and discussed the 2011 Annual Financial Report. The following topics were also discussed: 2012 planned primary roadwork, 2012 federal aid projects, Local Road Improvement and Maintenance & Township Allowance Policy, township P.A.S.E.R. road rating system, current trends of the Michigan Transportation Fund, township road account billing, Local Brush Spray Policy and the 2012 Program, and Road Commission project estimates with the bidding process.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 11:30 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

---

Chairman

---

Secretary-Clerk of the Board

June 7, 2012

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, June 7, 2012 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zaverucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Also present: County Commissioner Roy Petzold.

Motion by Parsell seconded by Matuszak that the minutes of the May 24, 2012 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk that the minutes of the closed session of the Board dated May 24, 2012 be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$96,099.36 and bills in the amount of \$197,883.14 covered by vouchers #12-19 and #12-20 were presented and audited.

Motion by Zwerk seconded by Parsell that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:

(1) Millington Township Supervisor Bob Worth appeared before the Board to further discuss last season's paving projects in Millington Township. Mr. Worth reported of receiving a letter regarding those paving projects and the Board's decision to deny the request from the Millington Township Board for a refund of the inspection costs. Mr. Worth continues to dispute the township's road account billing and the variance from the original estimate. After further discussion, Management will provide the Millington Township Board with a detailed statement of charges for their 2011 paving projects.

Motion by Parsell seconded by Sheridan to rescind bid item #11 for Columbia Township of the 2012 bituminous resurfacing bids previously awarded at the April 26, 2012 regular meeting of the Board, as requested by the Columbia Township Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that revised bid item #11 for Columbia Township of the 2012 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that bid item #28 for Millington Township of the 2012 bituminous resurfacing bids be awarded to the low bidder, Albrecht Sand & Gravel Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Parsell to approve the completion of probationary periods for Road Commission employees Marc Southworth effective June 12, 2012 and Paul Hawley effective June 14, 2012, all in accordance with the Union Labor Agreement. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Matuszak that the Union's request for the "Floating Holiday" to be observed on Thursday, July 5, 2012 be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:30 A.M. the following bids were opened for Bridge Repair Work on the Bay City-Forestville Road Bridge east of M-25 over the Wiscoggin Drain in Columbia Township:

<u>Bidder</u>	<u>Project Total</u>
Anlaan Corporation	\$ 86,970.20
Slagter Construction	96,250.00
John Henry Excavating, Inc.	54,400.00
Marlette Excavating Company	52,000.00
McDowell Construction, LLC	61,300.00

Motion by Zwerk seconded by Matuszak that the bids for Bridge Repair Work on the Bay City-Forestville Road Bridge east of M-25 over the Wiscoggin Drain in Columbia Township be accepted and awarded to the low bidder, Marlette Excavating Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the bids for a New IP Telephone System taken at the May 24, 2012 regular meeting of the Board be awarded to Information Systems Intelligence (I.S.I.), contingent upon a satisfactory product demo. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Director of Finance Michael Tuckey presented to the Board the Road Commission's 2011 Equipment Profit and Loss Report. After review and discussion, the following motion was introduced:

Motion by Zwerk seconded by Parsell to approve the Road Commission's 2011 Equipment Profit and Loss Report as presented. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to adopt the revised policy for Returning a Local Hard Surface Road Back to Gravel, as presented by Management. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the Road Commission dispose as scrap Equipment #610 (Chain Saw), as recommended by Management. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Zwerk that the Board go into closed session at 9:25 A.M. for the purpose of discussing union negotiations. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 10:35 A.M. the Board returned to open session.

Management and the Board discussed the current duties and positions within the Caro Shop. After discussion, the following three (3) motions were introduced:

Motion by Parsell seconded by Matuszak to approve combining the duties and responsibilities of the Road Commission's positions of Stock Clerk and Shop Foreman, and to eliminate the position of Stock Clerk within the Road Commission's organizational chart. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Zwerk seconded by Parsell to approve creating a Road Commission position titled Working Foreman/Diesel Mechanic with the same wage rate and benefits as a current Division Working Foreman, and to post the new position to eligible Road Commission employees currently holding positions within the job classification of Diesel Mechanic. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the current annual salary for the position of Shop Foreman be set at \$53,797.20 effective June 18, 2012. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 10:45 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

---

Chairman

---

Secretary-Clerk of the Board

# Tuscola County Health Department

## Board of Commissioners Monthly Report for June 2012

Prepared by: Gretchen Tenbusch, RN, MSA, Health Officer

Visit our website at [www.tchd.us](http://www.tchd.us)

### Outcomes for the Month:

- All of our Immunization clients are receiving an automated phone call message three days before their immunization appointment, as a result, our no-show rate dropped from 20% in the month of May to 5%. The phone system is linked to our Electronic Medical Record appointment scheduler and that is how the reminders are activated. Our MIS Manager actually has to activate the system every week (takes approximately 10 minutes). We used to do this manually and it would take a clerk ½ day to make all of the phone calls. Clients are then able to reach a clerk to reschedule their appointments.

### Issues under consideration by the Local Health Department:

- There is a meeting on June 15, 2012, with the Tuscola, Huron and Sanilac Health Departments, Michigan Community Dental Clinics, Inc., Area members from the Boards of Commissioners, Boards of Health, Behavioral Health, EDC, Area Dentist, Thumb Rural Health Network, and other key stakeholder to look at the feasibility of working with the Michigan Community Dental Clinics, Inc. to establish a Medicaid/Indigent dental clinic for Huron, Sanilac, and Tuscola Counties. This is a much needed service, especially for the Indigent and the Adult Medicaid dental clients. There are no Medicaid dental clinics in the three counties and residents are having to drive to Saginaw, Bay City or Port Huron to receive dental care and wait long periods of time for appointments.
- We continue to prepare for our Accreditation site visit the week of July 23-27, 2012.
- The Health Department is waiting to hear if it received the Tobacco Grant. This grant would be used to continue our tobacco prevention activities. There is, however, less funding available and more entities eligible to apply.

- SB1082, SB789, HB5338 and HB5714 (all dealing with bath salts, and synthetic marijuana), overwhelmingly passed by both chambers. Every single legislator voted yes!
  - SB1082 essentially uses the chemistry to prohibit any alteration of the parent compound by using the 7 structural groups of synthetic cannabinoids and 4 rings on the ingredient compounds for synthetic cathinone instead of naming each chemical variation in statute.
  - SB789 is tie-barred with HBs5338 and5714 and would create the mechanism necessary for the Department of Community Health to issue a state-wide imminent danger notification and the Department of licensing and Regulatory Affairs to promulgate an emergency rule to place a harmful substance on the controlled substance list.
  - HB5338 would allow the Director of the Department of Community Health to declare a state-wide imminent danger notification and to begin the emergency rule-making process with the department of Licensing and Regulatory Affairs in order to temporarily schedule a substance as a controlled substance. This bill also clarifies some language related to imitation controlled substances and gives law enforcement additional tools in combating synthetic drugs that may not be in statute or an administrative rule, such as verbally telling a consumer how to use the product in a way that the product is not intended to be used, which may be harmful.
  - HB5714 would amend the Administrative Procedures Act to establish procedures for the adoption of an emergency rule without a public hearing if the Director of the Department of Community Health determined that an imminent danger to the health or lives of individuals in the State of Michigan could be prevented or controlled by scheduling a substance as a controlled substance under the Public Health Code, and the administrator (the Michigan Board of Pharmacy or its designated or established authority) determined that the substance should be scheduled or rescheduled as a controlled substance.

**Issues to be brought to Board of Commissioners:**

- None



Bureau of Juvenile Justice  
Terri Gilbert, Director  
www.michigan.gov

STATE OF MICHIGAN  
**Department of  
Human  
Services**

# Memo

Tel: 517-241-1938  
Fax: 517-373-2799

To: Irene Waller, Director  
Tuscola County DHS

Date: 5/17/2012

From:  Janie Ross, Child Care Fund Specialist  
Subject: Child Care Fund Site Review

Enclosed is the report resulting from my recent Site Review of the 2011/2012 Child Care Fund Budget. The program and fiscal reviews were conducted on May 17, 2012. The level of cooperation provided by your staff was extremely helpful and much appreciated.

If you have any questions concerning this report, please contact me at (517) 373-4876.

cc: Gerald Peterson, County Commissioner  
Kim David Glaspie, Family Court Judge  
Greg McDonald, Court Administrator  
CCF Program/Fiscal File  
CCF Specialist File

## IN HOME CARE REVIEW REPORT

<b>COUNTY:</b>	Tuscola County
<b>PERIOD OF REVIEW:</b>	December 2011 – March 2012
<b>PROGRAM SERVICE COMPONENT:</b> Supervised Visitation	<b>APPROVED COMPONENT EXPENDITURE:</b> \$54,660.00
<b>ADMINISTRATIVE UNIT:</b>	DHS
<b>DATE OF REVIEW:</b>	May 17, 2012
<b>TEST SAMPLE OF CASES:</b>	A total of 10 case files were reviewed
<b>DATE OF LAST PROGRAM REVIEW:</b>	May 6, 2010
<b>DATE OF LAST FISCAL REVIEW:</b>	May 6, 2010
<b>REVIEWER:</b>	Janie Ross, Child Care Fund Specialist

### **A. TUSCOLA COUNTY DHS FISCAL REVIEW**

#### **GENERAL PROGRAM STANDARDS AND CRITERIA:**

- The program was reviewed for the following In-Home Care program standards and criteria.
- Expenditures are not for judicial costs.
- Services are intensive, 1-20 ratios or less, not less than an average of one face to face contact per week.
- Non-scheduled payments are not for basic family needs otherwise available through public assistance programs.

**Fiscal reviews are completed to verify compliance with Child Care Fund Rules and Policies. Vouchers are reviewed to verify eligibility of expenses for state reimbursement, proper authorization, proper documentation, and appropriate submittal on the monthly 207/DHS 206B report.**

#### **Findings**

1. A fiscal review of the Child Care Fund In-Home Care was completed on May 17, 2012. All vouchers for a four month period, December 2011 through March 2012 were reviewed.
2. All vouchers reviewed had appropriate supporting documentation. The vouchers had the two signature sign off system in place.
3. All vouchers were properly classified into the appropriate Child Care Fund account and properly submitted to the state on the monthly 206B report. Difficulty of Care documentation reviewed was complete.

## **B. TUSCOLA COUNTY DHS IN HOME CARE PROGRAM REVIEW**

The review included assessment of the programs as described in the Annual Plan and Budget, and the results reflected in the period of review. The areas of review included the following:

- **YOUTH/FAMILIES SERVED (Number Projected - Number Served).**
- **FOCUS - Prevent placement, early return (Focus stated in the plan, focus reflected in the case reviewed).**
- **TARGET POPULATION - Youth/Families to be served as stated in Annual Plan and Budget. Population served as indicated by test sample.**
- **AREA(S) OF IMPACT- Area(s) of intended impact as stated in the Plan and results as reflected in data summary and impact on county's totals.**
- **EXPENDITURES - Expenditures approved in the Annual Plan and Budget and expenditures made as evidenced by reviewed voucher.**

### **Program Specific**

A review of the Tuscola County DHS In-Home Care programs was completed on May 17, 2012. Tuscola County DHS is approved for one In-Home Care Program. Ten case files were reviewed and the required documentation was easily obtained.

### **Supervised Visitation**

The Supervised Visitation Program provides supervised face to face parent contact with youth who remain out of the parental home via a current court order and who have a permanency planning goal of return home. This contracted person is responsible for providing a safe, nurturing environment for parenting time and will assist in furthering the development of parenting skills that are healthy and promote child well being.

The ten files reviewed include:

Y1653108A   Y1653070A   Y1590020A   Y1589929A   Y1589964A  
Y1567070A   Y1649616A   Y1649615A   Y1649614A   Y1608543A

### **Findings**

1. The youth and families served were within the projected number of youth anticipated to be served.
2. The youth are Foster Care Referrals, Parents are being taught good parenting skills to keep/return youth to their family homes.
3. Of the ten files reviewed, two families had successful visits with youth going to live with their fathers. Eight youth remain in the program, receiving on going services.
4. The program serves the youth in the intended area of impact to reduce the number of days of out of home placement.
5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.
6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

**Recommendations**

None

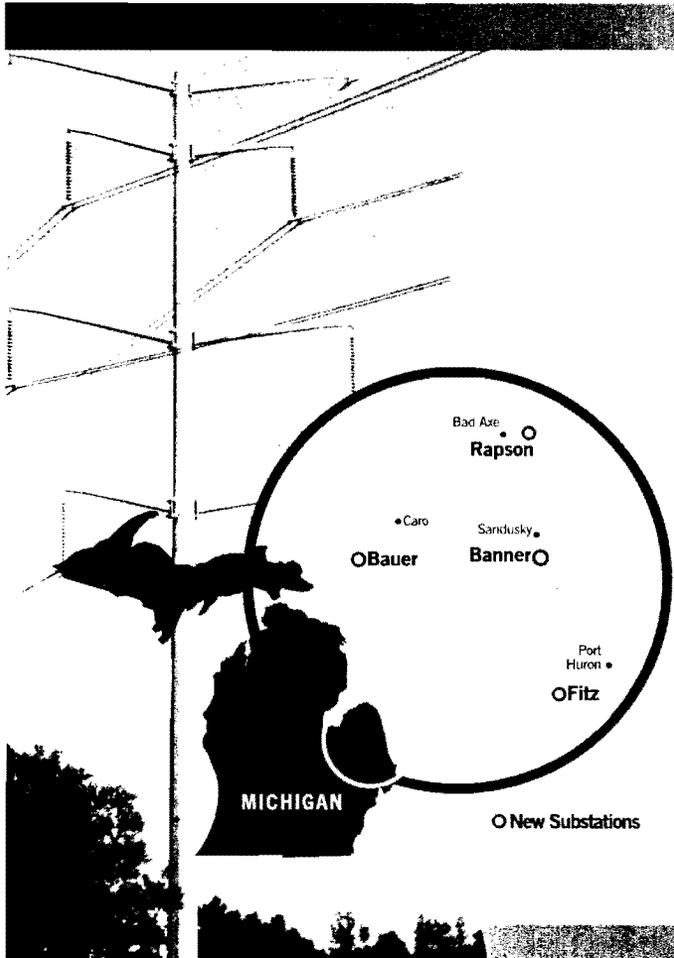
**Requirements**

None

**Summary**

After reviewing the 10 case files and completing a four month fiscal review, including all vouchers, Tuscola County DHS is in full compliance with the Child Care Fund rules and policies. The DHS staff was extremely helpful in assisting with the program and fiscal reviews, providing all the necessary information requested to complete the review.

#14



in recognition of your time and cooperative effort to advance the Thumb Loop Project

11:00 am – 1:00 pm

**BAUER SUBSTATION**  
4785 S. Reese Rd.  
Frankenmuth, MI 48734

*Light lunch will be provided*

Please **RSVP** to 1-877-482-4829 by **June 22**

**Mike Hoagland**

**From:** Bonacchi, Stephanie [sbonacchi@ltctransco.com]  
**Sent:** Monday, June 25, 2012 12:00 PM  
**To:** mhoagland@tuscolacounty.org  
**Subject:** Thumb Loop Project Appreciation Event Invite  
**Attachments:** invite\_ThumbLoop\_Tuscola.pdf

Dear Mr. Hoagland,

In recognition of your time and cooperative effort to advance the Thumb Loop Project, ITC invites you to the Thumb Loop Project Appreciation Event.

Date – Friday, June 29, 2012  
Time – 11:00 am – 1:00 pm  
Location – Bauer Substation  
4785 S. Reese Road  
Frankenmuth, MI 48734

Please RSVP to 1-877-482-4829 by June 22, 2012

We look forward to seeing you there,

Gary Kirsh  
ITC Regional Manager  
Local Government and Community Affairs

P.S. invitation also attached

Please consider the planet before you print.