

1. 8:00 A.M. 9-18-19 BOC Packet

Documents:

[**9-18-19 BOC PACKET \(FINAL\).PDF**](#)

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, September 18, 2019 @ 8:00 a.m.

Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

ANNUAL MEETING

"The annual meeting of the county boards of commissioners shall be held each year after September 14, but before October 16." MCL 46.1

General Meeting Policies:

- ❖ Please turn off all cell phones or switch them to silent mode.
- ❖ Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.

If you need auxiliary aid assistance, contact 231-922-4760.

CALL TO ORDER:

1. OPENING CEREMONIES, EXERCISES, OR INVOCATION (Hundley)

(If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.)

2. ROLL CALL:

3. APPROVAL OF MINUTES:

(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)

- a. Minutes of September 4, 2019 (Regular Meeting) 3

4. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provisions of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

Any person wishing to address the Board shall state his or her name and address.

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized, and shall not address the board until called upon by the chairperson. Please be respectful and refrain from personal or political attacks.

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Commission action adopting the consent calendar.

All Information identified on the Consent Calendar can be viewed in it's entirety at www.grandtraverse.org.

a.	Receive:	
1)	Department of Health & Human Services Minutes of 7-23-19	10
2)	Department of Health & Human Services Minutes of 7-26-19 (Pavilions)	13
3)	Michigan Townships Association Minutes of 9-5-19	17
4)	Road Commission Report for September 18 th meeting.....	18
5)	Expenditure Report >\$5000	20
6)	Conservation District – August Report	21
b.	Approvals:	
1)	Health Department – Contract Renewal for Medical Director	33
2)	August 2019 Claims Approval	48
3)	FY2019 Budget Amendments	72
4)	Michigan Indigent Defense Commission (MIDC) Amended Compliance Plan.....	76
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	COUNTY CLERK:	
1)	Board OF Canvassers Election	99
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	GTSO:	
1)	Bailiff Program	104
b.	Administration:	
1)	Proposed Dedicated Millage and Special Surcharge Review Policy.....	106
2)	Transitional Employee	108
10.	UNFINISHED BUSINESS:	
a.	Distribution of 2% Allocations of Tribal Funding (Hundley)	110
b.	Ethics Policy (Jewett)	
11.	NEW BUSINESS:	
a.	Transparency Project (Hentschel)	113
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
September 4, 2019

Chairman Hentschel called the meeting to order at 8:01 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

Chairman Hentschel asked for a moment of silence to remember our coworkers who recently passed away. An invocation was given by Gordie LaPointe, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Betsy Coffia (8:07 a.m.), Bryce Hundley, Brad Jewett, Addison Wheelock, Jr. Ron Clous, Gordie LaPointe and Rob Hentschel

APPROVAL OF MINUTES

Minutes of August 21, 2019 Regular Meeting
Minutes of August 28, 2019 Study Session

Moved by Hundley, seconded by Jewett to approve the minutes listed above. Motion carried.

Commissioner Coffia arrived at 8:07 a.m.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

**Brenda Rusch
Gretchen Iorio
Sylvia McCullough
David Petrove
Ann Rogers
Matt Schoech**

APPROVAL OF AGENDA

Add TIF 97 Discussion under New Business

Moved by Jewett, seconded by Clous to approve the agenda with the addition of TIF 97 discussion under New Business. Motion carried

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Traverse Area District Library Special Minutes of June 5, 2019
2. Traverse Area District Library Special Minutes of June 11, 2019
3. Traverse Area District Library Regular Minutes of June 20, 2019
Removed from calendar
4. Northwest Michigan Community Action Agency Minutes of June 20, 2019
5. Traverse Area District Library Regular Minutes of July 18, 2019
6. Airport Governance Advisory Committee Minutes of July 30, 2019
Removed from calendar
7. Northwestern Regional Airport Commission Minutes of June 20, 2019
Removed from calendar

B. APPROVALS

1. Resolution 123-2019
Central Dispatch
Staffing Plan Amendment
2. FY2019 Budget Amendments - Removed from calendar.
3. Commission on Aging-Point of Service Contract Renewal with Northern Lakes
Community Mental Health – Removed from calendar.
4. Resolution 124-2019
Commission on Aging
Snow Vendor Contracts
5. Resolution 125-2019
Facilities
D&W Mechanical
Boiler Installation in Hall of Justice

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record, the following items were removed:

a-6	Page 27	By Hundley
a-7	Page 28	By Hundley
a-3	Page 14	By Clous
b-2	Page 36	By Clous
b-3	Page 43	By LaPointe

Moved by Clous, seconded by Coffia to approve the Consent Calendar minus items a-3, a-6, a-7, b-2 and b-3.

Roll Call Vote: Yes 7

SPECIAL ORDERS OF BUSINESS

10a MERS – Annual Actuarial Valuation Report Discussion

Tony Radjenovic, MERS Representative, answered commissioners' questions regarding the Annual Actuarial Valuation Report that was presented at the August 7, 2019 meeting.

Commissioners took a break at 9:20 a.m.

Commissioners returned to regular session at 9:28 a.m.

ITEMS REMOVED FROM CONSENT CALENDAR

a-3 Traverse Area District Library Regular Minutes of June 20, 2019

Moved by Clous, seconded by Jewett to Receive the Traverse Area District Library Regular Minutes of June 20, 2019. Motion carried.

a-6 Airport Governance Advisory Committee Minutes of July 30, 2019

Moved by Hundley, seconded by Wheelock to Receive the Airport Governance Advisory Committee Minutes of July 30, 2019. Motion carried.

a-7 Northwestern Regional Airport Commission Minutes of June 20, 2019

Moved by Hundley, seconded by Wheelock to Receive the Northwestern Regional Airport Commission Minutes of June 20, 2019. Motion carried.

b-2 FY2019 Budget Amendments

Resolution 126-2019
Finance
FY2019 Budget Amendments

Moved by Clous, seconded by Coffia, to approve Resolution 126-2019. Motion carried.

b-3 Commission on Aging – Point of Service Contract Renewal with Northern Lakes Community Mental Health

Resolution 127-2019
Commission On Aging
Northern Lakes Community Mental Health
Purchase of Services

Moved by LaPointe, seconded by Jewett to approve Resolution 127-2019.
Motion carried.

DEPARTMENT ACTION ITEMS

a. Equalization

1) GIS Upgrades

Jim Baker, Equalization Director, Ming Mays, IT Director, and Larry LaCross, OHM Advisor Representative, explained the request for GIS upgrades and answered commissioners' questions.

Resolution 128-2019
Equalization/GIS
OHM Advisor
GIS Upgrades

Moved by Wheelock, seconded by Jewett to approve Resolution 128-2019.
Motion carried.

b. Veterans Affairs

1) Veterans Millage Request

Mike Roof, Veterans Affairs Director, explained the request to lower the Veterans Affairs millage due to changes in the department that reduced costs and increased services.

Resolution 129-2019
Veterans Affairs
Millage Reduction

Moved by Wheelock, seconded by Jewett to approve Resolution 129-2019.
Roll Call Vote: Yes 7

c. Drain Commissioner

1) Duck Lake & Silver Lake Special Assessment Districts

Steve Largent, Drain Commissioner, explained the need for special assessment districts for both Duck Lake and Silver Lake.

Resolution 130-2019
Drain Commission
Duck Lake
Determination of Special Assessment District
Reaffirm Intent for Determination of

Normal Inland Lake Level and
Establishment of a Special Assessment District

Resolution 131-2019
Drain Commission
Silver Lake
Determination of Special Assessment District
Reaffirm Intent for Determination of
Normal Inland Lake Level and
Establishment of a Special Assessment District

Moved by Wheelock, seconded by Jewett to approve Resolutions 130-2019 and 131-2019. Motion carried.

Commissioners directed staff to create a procedure policy for withdrawals from the revolving drain fund and bring it back to the board for approval.

2) Revised Deficit Elimination Plan – Drain Commission

An amended resolution was distributed at the meeting. Dean Bott, Finance Director, explained the amended resolution for the Revised Deficit Elimination Plan.

Resolution 132-2019
Drain Commission
Revised Deficit Elimination Plan

Moved by Wheelock, seconded by Coffia to approve Resolution 132-2019. Motion carried.

d. **Facilities Management**

1) Mold Update – Hall of Justice

Joe Berry, Facilities Director, gave an update on the mold issue in the Hall of Justice. He distributed a timeline of how they have been handling everything.

PUBLIC COMMENT

Sherise Shively
Dawn Rector

Moved by Hentschel, seconded by Jewett to appoint the following people to an Ad Hoc Committee to investigate and advise the staff and board on the ongoing mold situation in the Hall of Justice.

Commissioners: Coffia, Clous and Hentschel
District Court Representatives: Sherise Shively and Carol Stocking.

Commissioner Coffia suggested a friendly amendment to have the Ad Hoc Committee meet as soon as possible.

Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. TIF 97 Discussion

Moved by LaPointe, seconded by Clous to direct staff to create a resolution requesting the Downtown Development Association to conclude the TIF 97 for the county's tax capture at the end of the current 30 year term.

Roll Call Vote: Yes 5, No 1, Abstain 1

Nay: Hundley

Abstain: Coffia

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Matt Schoech

Bruce Moore

COMMISSIONER/DEPARTMENT REPORTS

Commissioners gave updates on meetings and events they attended.

NOTICES

September 18, 2019 – Annual Board of Commissioner's Meeting

October 2, 2019 – Regular Meeting

CLOSED SESSION - Collective Bargaining Negotiation Discussion and Consideration of a Written Attorney-Client Privileged Legal Opinion

Move by Coffia, seconded by Wheelock to go into closed session at 11:55 a.m. with labor counsel, Matt Nordfjord for the purpose of discussing strategy and negotiation connected with the negotiation of a collective bargaining agreement as permitted under MCL 15.268(c) as well as to consider a written attorney-client privileged legal opinion as permitted under MCL 15.268(h)

Roll Call Vote: Yes 7

Moved by Wheelock, seconded by Jewett to return to regular session at 1:37 p.m.
Motion carried.

13th CIRCUIT COURT

Moved by Wheelock, seconded by Clous to authorize County Administration, consistent with the requirements of Supreme Court Administrative Order 1998-5, to calculate the increased cost of

the Court employee's Defined Benefit Plan over that provided by the Funding Unit's Personnel Policies and to amend the Circuit Court's 2019 Budget to reflect the cost to maintain this inconsistent Defined Benefit Plan.

Roll Call Vote: Yes 7

Meeting adjourned at 1:40 p.m.

Bonnie Scheele, County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) _____ (Initials) _____

GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
JULY 23, 2019

PRESENT: Ralph Soffredine, Chair
 Rodetta Harrand, Vice-Chair
 Gordie LaPointe, County Commissioner

ABSENT: John Rizzo, Member
 Kristine Lagios, DHHS Director

GUESTS: Steve Wade, Helplink/Laundry Project
 Marjie Rich, Generations Ahead
 Sharon Vreeland, Grand Traverse Community Collaborative

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:04 AM** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: Commissioner LaPointe noted the county's interest is in participation in the TIFF. The health department got involved in a grant for \$200,000 to hire two counselors (one for Kingsley and one for Traverse City West High School) to specifically address suicide issues. The county is currently focused on budget season.

REVIEW AND FILE:

- A. Green Book – Assistance Data – May 2019
- B. Trend Report – Fiscal Years 2017, 2018, 2019

Motion to accept the May 2019 Green Book and Trend Report made by Harrand, seconded by Soffredine. Motion carried.

APPROVAL OF AGENDA – Motion to approve the agenda as presented made by Harrand, seconded by Soffredine. Motion carried.

Chair Soffredine noted he still wants a supervisor from Adult Protective Services to attend a meeting in the future.

APPROVAL OF MINUTES - The minutes from the June 25, 2019 meeting were reviewed. Motion to approve the minutes as presented made by Harrand, seconded by Soffredine. Motion carried.

FINANCIAL

A. Financial Report for June 2019

- The Financial Report for June 2019 was reviewed. Motion to accept the June 2019 Financial Report made by Harrand, seconded by Soffredine. Motion carried.

Rodetta would like to know why DHHS sent a child to the Westminster Church of Detroit Camp located in Higgins Lake.

NEW BUSINESS

A. Personnel Updates

- An assistance payments worker was hired effective 8/12/19, filling behind a resignation on 7/24.
- A conditional offer was extended for the CPS floater position.
- Interviews will be held on Thursday to fill the final LTA CPS position.
- Conditional offers were extended to fill two foster care workers positions, one permanent and one LTA, filling behind two leaving on 7/26.

B. Director Updates

- No update.

Commissioner LaPointe commented on how quickly he received a response from Kris regarding an email he sent to her for a client in dire need.

Vice-Chair Harrand announced the resignation of Board Member John Rizzo.

C. Helplink/Laundry Project (Steve Wade)

Steve Wade presented to the board and provided a background on Helplink, which was established 10 years ago. It was decided to dissolve Helplink as it was not sustainable to raise administrative dollars. Various programs went to other organizations to continue. Goodwill has indicated they would take on the laundry project short term, which costs approximately \$20,000-\$21,000/year. Helplink currently has about \$9,000 on hand and would like to hand the project off with one year of funding to the adopting organization.

A year and a half ago Shared Family Care received \$15,000 from the DHHS board. They had received approval to run a pilot program from the state, but then the state changed terms and it couldn't be achieved. The Board can expect a check from the fiduciary (Catholic Human Services), returning the \$15,000.

Motion to give \$11,000 to Goodwill for the Laundry Project made by Soffredine, not supported. Motion not carried.

D. Generations Ahead (Marjie Rich)

Marjie Rich provided an overview of Generations Ahead, formerly the Doula Teen Program. The program moved from Women's Resource Center to TCAPS for

administrative support. They are in partnership with GTCC (for the fiduciary piece). The program provides strong focus on education for teen parents. There is a social worker on staff to provide home visits and therapy. They are looking for funds to provide additional supports, which can vary from client to client, as well as basic self-care for clients. Proposing wellness and mental health programming for clients. The program is currently engaged with about 30 families, representing over 40 children.

Motion to provide \$5,000 to Generations Ahead program made by Soffredine, supported by Harrand. Motion carried.

E. Grand Traverse Community Collaborative (Sharon Vreeland)

Sharon Vreeland provided an overview of the GTCC. The collaborative is funded entirely by member contributions. Funding is used to compensate the coordinator, as well as an annual breakfast event. The total budget for the year is \$26,000-\$30,000.

Motion to continue paying \$1,000 in annual dues to GTCC made by Harrand, supported by Soffredine. Motion carried.

F. Circle of Friends

Motion to give \$500 for Circle of Friends made by Harrand, supported by Soffredine. Motion carried.

OLD BUSINESS

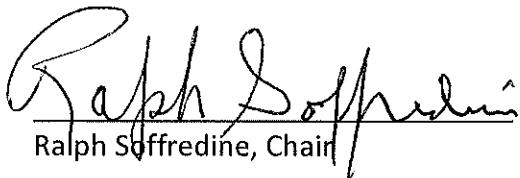
A. FY 20 Budget

- The Board would like to request the same amount as last year. Motion to request \$32,500 for FY20 made by Soffredine, supported by Harrand. Motion carried.

PUBLIC COMMENT: None

NEXT BOARD MEETING – August 27, 2019

ADJOURNMENT – The meeting was adjourned at 10:24 AM.



Ralph Soffredine, Chair

Date: 8/27/19



Kristine Lagios, Director

 Approved

Corrected and Approved

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE JULY 26, 2019 MEETING

PRESENT:	Ralph Soffredine, Rodetta Harrand Kory Hansen, Rose Coleman, Robert Barnes, Darcey Gratton Gordie LaPointe	Board Staff Commission Board
ABSENT:	John Rizzo	
GUESTS:		

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00 am by Board Chair Ralph Soffredine in the Board Room at the Grand Traverse Pavilions.

Public Comment

Andi Gerring, family member, shared information on the Green House workshop that her and former family member Alicia Dunaske attended at the end of June.

Alicia Dunaske, former family member, requested for staff and board members to look at a different perspective with the metrics used to rate the quality of care. Following Dunaske's suggestions, Soffredine again suggested having her ideas sent to Hansen for his review before bringing new ideas to the board so they have time to look them over instead of public comment.

County Liaison Report – LaPointe shared discussions at the most recent county board of commissioner meetings. The two main topics of discussion were on MERS funding and a study session regarding the airport.

Approval of Agenda – Chair Soffredine asked if there were additions, changes or corrections to the agenda. Motion was made by Harrand to approve the Agenda as presented, seconded by Soffredine and carried unanimously.

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REVIEW AND FILE

- (1) Minutes of the 6/21/19 Board Meeting
- (2) Hanna Thank You
- (3) Hiebert Thank You
- (4) Ritondale Thank You
- (5) Church Thank You
- (6) Nursing Home License Renewal
- (7) The Compass – July
- (8) P.E.P. Talk Employee Newsletter – July
- (9) Media Report – June

Motion was made by Rodetta to approve the Consent Calendar, with the exception of #7 pulled for discussion, as presented. Seconded by Soffredine and unanimously carried.

Items Removed From Consent Calendar – The Compass – Soffredine inquired about the most recent nursing home ratings that are provided in the Compass newsletter each month by the Michigan County Medical Care Facilities Council. Coleman reviewed how facilities are rated and stated the new methodology has heavily impacted the star rating on the last survey but the survey history speaks for itself and noted that GTP has not received any citations this calendar year. Discussed.

Second Quarter Overtime Report – Hansen reviewed the written report indicating that overtime for the second quarter was 4.7% of payroll which is a decrease of 19% from the 2nd quarter of 2018. Hansen stated the overtime is mainly due to open CNA positions, FMLA and call-ins. Coleman stated that there have also been multiple retirees this year.

Second Quarter Annual Plan 2019 Update – Hansen reviewed the highlights from the second quarter and stated a lot of time has been spent on recruitment and retention strategies with attending multiple job fairs, more advertising online and on the radio. Flexible hours with shifts have been offered along with more incentives for not calling in. A leadership training program is being developed with the goal of having it in place before the end of the year. Other highlights from the 2nd quarter included the Performance Improvement Plan (PIP) for pain has begun to reduce hospital readmission. Hansen stated that the contracts with Munson for on-site vascular services and Medline for wound care have been finalized and work continues with preparation for the Dialysis Den. The Service Improvement Team (SIT) has changed the STAR Award to the “Service from the Heart” award and created new mission statement cards in an effort to get all employees familiar with the Pavilions’ mission statement. A resident survey was sent out in June and the results are expected to be ready for the board by September. The Concerts on the Lawn started in June and Hansen stated that they are going very well with great weather and attendance. These concerts generated over \$16,000 in gross revenue in June. Sponsorships income of over \$18,000 for the season has also been secured. The Foundation has begun to collect sponsorships for the Grand Event: Life, whose proceeds will be used to support PACE operations. The nursing department continues to prepare for the new Medicare reimbursement model, PDPM that will begin October 1. Hansen stated that after requesting to discuss with the union the option of changing the pension plan for new hires to a Defined Contribution, the union responded that they were not interested. Therefore, the topic will be brought forward during the next open contract negotiations.

PACE Update – Hansen gave an update on PACE North and stated that with the recent approval from CMS we just need to sign the 3-way agreement between PACE North, CMS and the state. Once we have received the countersigned agreement, operations may begin with marketing and enrollment activities. Hansen stated the bond proceeds are down to \$3,000 with only the irrigation system invoice left to submit for the building project. A ribbon cutting ceremony is preliminarily scheduled for August 28 and Hansen said invites will be sent out to board members. Hansen stated that hiring is nearly complete and the website will be ready to go when allowed.

Chief Executive Officer Report – Hansen reviewed his monthly report and stated June was a pretty routine month with many of the highlights previously mentioned in the quarterly report. The Pavilions will be a participating provider as part of a Michigan Health Endowment Fund grant for a CNA training apprenticeship being coordinated by LeadingAge of Michigan, the Apprentice Institute, Area Agency on Aging (Region 3-B) and CareWell Services. The Pavilions sponsored Walk for Wishes/Make-A-Wish Michigan between GTP and Building 50 with residents included in the event. Also in June the MBG National Car Show held their annual convention and residents were able to see the cars parked on the grounds by Building 50. An audit of the Adult Day program and the Cottages was conducted by the State Agency to ensure Waiver participant’s needs are being met. The review went very well and we are awaiting a full report. The final touches were completed on the Pavilions new fountain. Harrand inquired

about the meeting Hansen, Soffredine and Coleman had with Nate Alger, County Administrator and County Commissioners Rob Hentzel and Gordie LaPointe. Hansen stated the meeting was to discuss the liaison's role and the Pavilions' relationship with the county. Soffredine suggested having Steve Girard, attorney from Clark-Hill, provide information on Public Act 280. LaPointe suggested including Alger and Deputy Administrator, Chris Forsyth at that meeting. Hansen indicated that he would look into arranging.

Financial Report – Hansen reviewed the financial operations report for June, 2019. Hansen outlined revenue and expenses compared to budget for each of the Pavilions' programs that include the Medical Care Facility (skilled nursing), The Cottages (Assisted and Independent Living) and Adult Day Services. Additional information was provided on respective census and accounts receivable along with the total cash ending balance. Hansen summarized the review of vouchers for the month that were in order without exception. The Social Accountability Summary was reviewed indicating the amount of uncompensated care provided and volunteer hours for the month. Motion made by Harrand to accept the financial operations report as presented. Motion seconded by Soffredine and carried unanimously.

Request to Purchase – Therapy Laptops - Hansen reviewed the need to replace twenty-five laptops used by the Therapy department. Three bids were received. Motion was made by Harrand to approve the purchase of twenty-five laptops as presented for the low bid of \$19,522.00 from Insight. Motion was seconded by Soffredine and carried unanimously.

Request to Purchase – Commercial Washing Machine - Hansen reviewed the need to purchase and replace the third of four commercial washing machines that are over 20 years old. Hansen stated that the last machine will be included in the capital budget for the following year. Three bids were received and the recommended bid was to A & B Equipment based on the lowest bid price. Motion was made by Harrand to approve the purchase of one new commercial washing machine as presented for \$23,506.00. Motion was seconded by Soffredine and carried unanimously.

MCACA Grant Submission Resolution 2019 - 6 - Hansen reviewed the Resolution to submit the grant application in the amount of \$4,000 from the Michigan Council for the Arts and Cultural Affairs (MCACA) for funding towards the 2020 Concert on the Lawn concert series. Motion was made by Soffredine to approve the grant application to be submitted in the amount of \$4,000 from the MCACA for funding towards the 2020 Concert on the Lawn concert series. Motion was seconded by Harrand and carried unanimously.

Retirees Health Insurance Resolution – Hansen reviewed the request to modify the employer-paid retiree health insurance benefit for eligible retirees who worked at least twenty continuous years for the Pavilions, and who have reached at least age sixty-two at the time of their retirement. With past union negotiations, Hansen stated that full benefits are no longer offered to new hires. Effective 1-1-19, new retirees may be provided a payment of up to \$500 per month (or the single subscriber premium cost to the organization, whichever is lower) up to age 65 to be used for the purchase of health insurance benefits. After reaching age 65, the retiree will be provided a payment of up to \$250.00 per month (or the single subscriber premium cost to the Organization, whichever is lower) to be used for the purchase of Medicare supplemental coverage. This resolution would make the same change to current retirees by offering a monthly dollar stipend. Hansen stated this change allows the retiree to shop around for the insurance coverage that meets their individual needs at the lowest price. The employer would deposit the funds monthly in a MERS Health Savings Account (HSA) which the retiree could also use for other medical-related costs. Hansen also reviewed the legal opinion obtained from legal counsel indicating the organization was on solid legal ground to make this change. Motion made by Harrand to approve the resolution to modify the Retiree Health Insurance Benefit as presented. Motion seconded by Soffredine and carried unanimously.

DHHS Eligibility Worker Contract – Hansen shared the agreement for a Medicaid Eligibility Specialist who would support both PACE North and the Pavilions and each would contribute equally toward the cost. Hansen also noted the state will be picking up the other half of the cost. Hansen stated there will be a correction to add the six additional counties in the PACE service area to the “COUNTY(IES) SERVED” line. Motion made by Soffredine to approve the DHHS Eligibility Worker Contract with the correction. Motion seconded by Harrand and carried unanimously.

Grand Traverse Pavilions Announcements -

(1) June Star Award - Hansen reviewed weekly winners

Public Comment/Input

Andi Gerring - Family member, shared her reasoning for attending the board meetings and her opinion on citations with family concerns.

Motion was made by Harrand, seconded by Soffredine to go into Closed Session at 10:06 am for the purpose of discussing QAPI Quarterly Update, Resident Council Summary, Resident Quarterly Incidents which all include discussion of Protected Health Information and for discussion of the Collective Bargaining Agreement.

10:06 am LaPointe out

Roll Call - Harrand - yes, Soffredine - yes

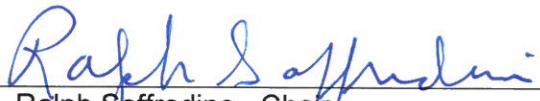
Motion was made by Harrand to come out of Closed Session at 10:43 am, seconded by Soffredine and carried unanimously.

QAPI Quarterly Update – Coleman reviewed the proposed revisions to the Quality Assurance Performance Improvement Plan (QAPI). Motion was made by Soffredine to approve the proposed revisions to the Quality Assurance Performance Improvement Plan (QAPI) as presented, seconded by Harrand and carried unanimously.

Collective Bargaining Agreement - Hansen reviewed the proposed mid-contract wage increase for the CNA classification. Motion was made by Harrand to approve the resolution to approve a mid-contract wage increase for the CNA classification as presented. Motion seconded by Soffredine and carried unanimously.

Meeting adjourned at 10:44 am

Signatures:


Ralph Soffredine

Ralph Soffredine - Chair
Grand Traverse County Department of Health and Human Services Board


Korbyn R. Hansen

Korbyn R. Hansen, Assistant-Secretary

Date: August 30, 2019

Approved
Corrected and Approved

MICHIGAN TOWNSHIPS ASSOCIATION

GRAND TRAVERSE COUNTY CHAPTER
09/05/19

The September 5, 2019 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

Presentation by Jean Derenzy, Director of the Traverse City, DDA on Tax Increment Financing. Marty Coburn, City Manager spoke regarding growth in Traverse City and economic development.

A.) APPROVAL OF MINUTES – Moved by Jay Zollinger second by Marv Radtke to approve the minutes of the May 2, 2019 meeting.

B.) TREASURER'S REPORT

The Treasurer reported that the current balance is \$1,843.49.

C.) REPORTS

1. Networks Northwest – There was no representative present.
2. Grand Traverse County DPW - Chuck Korn reported that they upgrading their water and sewer ordinances and will be starting a rate study.
3. Grand Traverse County Sheriff – Tom Bensley introduced Chris Ossee who was recently promoted to Lieutenant and is in charge of the Community Police Officer Program. Bensley also reported on other promotions in the department and the possible hiring of some part time bailiffs.
4. District 8 Representative – Radtke reported on the state budget, PFAS, sand and gravel mining operations legislation, short term rentals and the veterans property tax exemption.

There was no public comment.

D.) The door prize went to Trish Mehney.

ADJOURNMENT – 1:15 pm

Lynette Wolfgang, Secretary

TO: Chair – Board of Commissioners
FROM: Brad Kluczynski, Manager
DATE: September 9, 2019
SUBJECT: **REPORT FOR THE SEPTEMBER 18, 2019 MEETING**
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY
cc: Board of County Road Commissioners

A GTCRC representative will be available to provide more detailed responses on the following items.

1. **Bush Road** - Bush Road private property owners are signing an agreement. They have retained a contractor to perform summer maintenance. Consequently, we are now in a position to enter into an agreement with Green Lake Township to continue our historic method of winter operations on Bush Road.
2. **Traffic Signal Optimization** - OHM will begin its traffic signal optimization later this summer. This will allow normal traffic patterns to resume following summer road construction.
3. **MDOT Road Safety Audit (RSA)** - The RSA was performed at Potter/Garfield Road intersection and the final recommendation has been received. After on-site visits and reviewing past safety efforts at this intersection, the RSA Committee is recommending a roundabout be constructed. The Board authorized staff to submit a safety grant when MDOT advertises a call for grants.
4. **Budget Amendment 2019 #2** - The Board approved the second budget amendment for 2019. The amendment reflects delayed projects, changes due to increased winter maintenance expenses and other items to reflect current revenues/expenses.
5. **OPEB Waiver** - Our annual OPEB waiver was submitted. Past efforts to reduce these costs have significantly reduced our unfunded post-employment benefits cost.
6. **East-West Corridor Study Recommended Solutions** - The Board directed staff to begin the process of basic reviews of all the recommended solutions. General project costs will also be windshield estimated. Below is the first of many preliminary reviews on the “low-hanging fruit” solutions.
 - 1) River Road/Keystone-Beitner Road is proposed as a roundabout. There are no homes in the affected area; although, one residential drive needs review.
 - 2) Hammond Road/Four Mile Road is proposed as a roundabout. Right-of-way would be required from the church and farm market and two vacant parcels.
 - 3) Cass Road/Keystone Road is proposed as two-lane roundabout. Right-of-way may require a take, as well as realignment of a soccer field entrance and residential driveway realignment.
 - 4) Hammond Road/Keystone Road would have signal head and pavement marking changes to allow west-to-south double left-turns and a section of dual southbound lanes on Keystone Road.

Additional work sessions will be scheduled, with the next Work Session is scheduled for Tuesday, September 17, 2019 between 6 and 9 PM.

7. **Public Hearing of September 26, 2019** - The Board will a public hearing on two items. First are changes to right-of-way permits for events. The second is private sewers in county road right-of-way. The times are set for 7:15 and 7:20 PM respectively.
8. **Preventative Maintenance Guarantee** - The Board adopted change in their Local Match Contribution Policy for roads that are rehabilitated, reconstructed or newly constructed. Participating entities will have up to a five-year, no cost repairs to roads that have structural failures of subgrade, base and wearing surfaces. It does not cover routine wear.
9. **M-37 in Peninsula Township Jurisdictional Transfer** - The Board elected to accept the jurisdictional transfer of M-37 in the Old Mission Peninsula, Option B. This option allows GTCRC to perform the schedule maintenance of the road, rather than MDOT. There are long-term advantages to this transfer for GTCRC.



Action Request

Meeting Date:	September 18, 2019		
Department:	Administration	Submitted By:	
Contact E-Mail:	Contact Telephone: 922-4780		
Agenda Item Title:	Expenditure Report		
Estimated Time:	0 (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

Following is a list of purchases \$5,000 and over that have been issued since the last report.

Expenditures Over \$5,000

Purchase Order #	Department	Company Name	Description	Cost	Date
9403	Health	PHC Corporation	Vaccine fridges	\$15,750.00	7/25/19
9404	Health	Merck & Co, Inc.	Vaccines	\$12,850.40	8/7/19
9405	IT	Access Interactive LLC / Systime Inc.	VMware server	\$42,944.00	8/28/19
9406	IT	SHI International	Windows server & SQL licenses	\$30,922.00	8/28/19
9407	Health	Glaxosmithkline Pharmaceuticals	Vacines	\$7,335.00	9/3/19
9408	Facilities	D & W Mechanical	HOJ boiler installation	\$27,750.00	9/5/19
9409	Health	Sanofi Pasteur	Flu vaccines	\$17,167.96	9/11/19

Suggested Motion:

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Financial Information:

Total Cost:	General Fund Cost:	Included in budget:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews: Finance Director	Signature	Date
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	
Miscellaneous:		

Attachments:

Attachment Titles:

Grand Traverse Conservation District

August 2019 Report

CONSERVATION TEAM

OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area

Administration

- Continued BB Trust Parks Improvement Fund projects
- Ordered a donor plaque for the Brown's Landing Bridge
- Met with the Disability Network on site at Brown Bridge to make sure the plans met their needs.

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Cleaned, swept, and re-stocked outhouses on a weekly basis.
- Mowed sections of trail and trailheads, as needed.
- Removed several downed trees that fell over the trail

Grants

- Planned and conducted a Phase-II Wood project meeting
- Met with and obtained bids from Mike Horn Logging re: logs with root-wads for Phase-II project

Other

- Provided Image360 with the materials needed to design and produce onsite "Rules" signage
- Approached and spoke with parkland visitors that were flying drones on the property
- Approached and spoke with parkland visitors that were driving their dirt bikes onto the dam berm beyond the designated parking area.
- Cleaned up the pole barn area, including using the City's woodchipper to chip up old cedar post/rails
- Reviewed and commented on the City's draft Riparian Zone Ordinance.

OWNER/PARKLAND: Garfield Township – Various

Administration

- Attended and provided updates at the Township Parks and Recreation Commission meeting
- Met with Township Planners to review contracted services and the 2020 fiscal year budget
- Submitted a County Soil Erosion Permit for the north connector trail construction at Silver Lake Recreation Area
- Sought bids for aeration systems on Oleson Pond at Kids Creek Park

- Began permit process for construction of a pavilion at overlook of Kids Creek Park near junction of the Buffalo Ridge Trail
- Determine trail parameters for proposed crush gravel connection at Boardman Valley Nature Preserve
- Met with Popp Excavating at Boardman Valley Nature Reserve to review proposed crush gravel trail
- Created work orders for invasive species removal at all Garfield parks

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Mowed sections of trail and trailheads as needed
- Began to replace trash can surrounds at Silver Lake Recreation Area with sturdy fencing material
- Replaced railings on footbridge that spans Miller Creek
- Replaced railings on footbridge that spans Kids Creek tributary at the P
- Covered new graffiti found in several locations around the Commons
- Placed support structure on footbridge near Cedar Cathedral trail
- Replaced cedar rails on footbridge by Water Tower Trailhead at the Commons
- Replaced dog bag dispenser that was covered in graffiti
- Painted signs at Silver Lake Recreation Area
- Performed routine checks of the dog park at Silver Lake Recreation Area to ensure dog bags are stocked and waste disposal dispenser is rotated

Other

- Contracted Wildlife and Wetland Solutions for invasive phragmites control at Silver Lake Recreation Area and the Miller Creek Nature Reserve
- Treated poison ivy along trails at Silver Lake Recreation Area and Miller Creek Nature Reserve

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Assisted with the planning and accompanied Senator Gary Peters, his staff, and media on a float through the Boardman bottomlands. The Senator was very impressed with the dam removal process.
- Prepared and executed a contract with Knouse Outdoor Restoration (KOR) regarding the restoration of 10 erosion sites along the river in the Boardman bottomlands. Funding for this work is through grants issued to CRA.
- Attended and prepared agenda for the NER Advisory Committee meeting
- Prepared presentation and materials to report at the Parks and Recreation Commission meeting in September

- Met with Director Brian Klatt of Michigan Natural Features Inventory to discuss costs and process of a Floristic Quality Assessment and vegetative monitoring transect in Boardman bottomlands

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Cleaned, swept, and re-stocked outhouses on a weekly basis.
- Mowed sections of trail and trailheads, as needed.
- Replaced vandalized kiosk plexiglass at Meadows Pavilion trailhead
- Removed old broken bench from Lone Pine trail
- Installed river warning signage at Keystone Rapids trailhead
- Replaced broken boardwalk deck board along Sabin Pond loop
- Sprayed poison ivy along Fox Den loop
- Replaced toilet that was lit on fire in the outhouse at Beitner Park
- Further constructed the new fencing found at former Sabin Powerhouse location
- Worked with Norm Fred of Boardman River Clean Sweep to install security cameras on outhouses to reduce vandalism

Grants

- Began soliciting planting crews for fall in fulfillment of grants awarded by the Environmental Quality Incentive Program (EQIP) and the Great Lakes Restoration Initiative (GLRI)

Other

- Coordinated Wildlife and Wetland Solutions on the treatment of invasive plants within the Boardman bottomlands (work is being conducted through a contract between WWS and CRA).
- Installed a “Memorial” viewing bench along a stretch of trail
- Developed updated trail maps for planning purposes

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Prepared draft agenda for the monthly Hickory Meadows Advisory Committee (HMAC) meeting
- Attended and provided updates for the monthly Rec Authority Board meeting
- Corresponded with City Parks and Rec Superintendent Derek Melville on follow-up items post Hickory Hills developments

- Processed bills & invoices
- Met with Director Brian Klatt of Michigan Natural Features Inventory to discuss the need and cost of an update Floristic Inventory at Hickory Meadows

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Mowed sections of trail and trailheads as needed
- Pruned trails as necessary
- Removed several downed trees that fell over the trail
- Replaced broken plexiglass at M-72 trailhead
- Installed trail navigation signage to identify new trail segments

Other

- Ordered replacement tree watering bags for the West Bay Waterfront property
- Removed bootbrush station at Historic Barns park; relocated dog waste station and trail intersect map; composted/seeded/strawed disturbed areas

OWNER/PARKLAND: Rotary Camps & Services - East Creek Reserve & Canterbury Woods

Administration

- Processed bills and invoiced
- Contacted County Road Commission on drainage issues at Mayfield Road crossing

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to pick up trash
- Mowed sections of trail and trailheads, as needed.
- Repositioned trail intersect map post to better reflect trail system orientation
- Removed several downed trees that fell over trail

BOARDMAN RIVER STEWARDSHIP

- Planned and conducted a Phase-II Wood project meeting
- Met with and obtained bids from Mike Horn Logging re: logs with root-wads for Phase-II project
- Met with Blair Township & GT County emergency responders regarding 11 emergency calls related to the paddlers already this summer. Discussed the need for bigger and better signage warning paddlers and discussed preparing an emergency access map.

- Responded to a call from a concerned citizen about creosote buckets in a wetland next to the railroad tracks along River Road. Turned out to be empty “Spike Kegs” that the railroad uses to haul railroad spikes...not a pollution concern though it was requested that they remove them from the wetland.
- Floated the new section of the river through the Boardman bottomlands with Senator Gary Peters and others.
- Prepared for and conducted the annual Community Stewardship Series float from Scheck’s to Brown Bridge. Sixteen people signed up to learn more about dam removal and restoration activities.
- Met with a Junior High School student and his mother re: His desire to work in conservation as a career.
- Met with a paddling group (8 people) from Grand Rapids prior to their float through the Keystone Rapid and new Sabin Rapids. They wanted brief talk about dam removal. The person leading the event was 90 years old.
- Prepared for and participated in a panel discussion regarding the future of the Boardman River. The event was sponsored by the Brook Trout Coalition and the Adams Chapter of Trout Unlimited. Over 100 people packed the McGuire Room at the Traverse Area District Library.
- Prepared a pre-proposal for a MDNR Fisheries Habitat Grant opportunity to abandon and restore the North Branch sand trap. The MDNR is no longer permitting long-term sand traps except for large projects like dam removal...then it's only for the duration of the project.
- Cut and relocated several trees just upstream of Oleson’s Bridge that were considered safety concerns.
- Prepared and submitted Boardman River Clean Sweep Final Report to the Great Lakes Commission.
- Met with The Watershed Center, CRA, GT Band, and a consultant hired by TWC through a grant from Rotary to help determine a management structure for the Boardman River Watershed.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 1,290
 Program Participants this month: 867
 Drop ins this month: 423
 Nature Center Visitation this year: 7,011
 92,633

Nature Center Visitation Aug 2018: 1,292
 Program Participants Aug 2018: 909
 Drop-in Aug 2018: 383
 Nature Center Visitation since 2008:

Program Participation & Program Planning:

- Our 10-week Nature Day Camp season wrapped up serving over 2,900 campers. That is a 30% growth over 2018. The camp operated at capacity every day of the summer and most days had a waiting list.
- Fall 2019 schedule was released for the Boardman River Nature Center. Acorn Adventurers is a new program that will be offered on Friday mornings. The pre-registration is better than anticipated with 33 young explorers registered. Three

programs will be offered weekly (Peepers, Knee-high Naturalist, and Acorn Adventures). Along with family & adult focused weekend programs.

- “Late Night at the Nature Center” series continued in August. Families were able to come and test the health of Jacks Creek with our stream sampling equipment.
- Over 5,600 users interacted with the education/nature center posts on social media.
- Education staff attended the Colantha Garden Celebration at the Botanic Gardens and interacted with roughly 200 guests.

FAP REPORT FOR AUGUST 2019

Leelanau, Grand Traverse and Benzie Conservation Districts

Trainings: ReLeaf Michigan Tree Maintenance Workshop

On-Site Visits:

Leelanau County

1. Shidel, 5 acs., Elmwood Twp.
2. Kuchera, 30 acs., Empire Twp.
3. Bugai, 37 acs., Solon Twp.

Grand Traverse County

1. Arnolds, 10 acs., Peninsula Twp.
2. Neatawana Association, 60 acs., Peninsula Twp.
3. Carolus, 4 acs., Long Lake Twp.
4. Heethus, 20 acs., Paradise Twp.
5. Schick, 20 acs., Whitewater Twp.
6. Winkel, 17 acs., Whitewater Twp.
7. Toilene, 10 acs., Paradise Twp.
8. Westminster Church, City of TC

Benzie County

1. Bonderenko, 5 acs., Almira and Homestead Twps.
2. Houser, 4 acs., Crystal Lake Twp.
3. Kitzman, 40 acs., Benzonia Twp.

Written Forest Management Recommendations:

5 QFP Verifications: 0 MAEAP/FWH Verifications: 1

FAP Referrals to Private Sector: 2 FAP Referrals to Public Sector: 0

In-office Contacts: 36 landowners Follow-up Contacts: 41 landowners/qualified foresters

FAP Promotion/Program Development:

1. Youth camp at Congregational Summer Assembly (32 youth)
2. Vacation
3. Two Unique Tree Tours with botanist Chris Verderey (25 participants)
4. Day mentoring high school student, Anna Vi about forestry career
5. Plan FWH promotional event with Lauren and Parker
6. Ruby Ellen Farm – Field Day planning for October 12th event
7. Attend TC Tree Ordinance Meeting
8. Attend NW Hort. Station 40th anniversary event
9. Wrap up Maddy Baroli internship paperwork/evaluation
10. Cover LCD office
11. Bug Hike with Doug Tallamy at Saving Birds Through Habitat

PRODUCE SAFETY AND FSMA

- Total farm visits: 2, Follow-up visits: 1
- PSRA: 1 OFRR: 0
- Total completed PSRA Certificates to date: 2
- Farm Referrals by County to Date:

Manistee	4
Benzie	2
Grand Traverse	6
Leelanau	13
Antrim	5
Other	1
- Total farm contacts: 258
- Development of curriculum for Ag. Field Safety Day
- Presentation Preparation for upcoming events in September
- OFRR contact outreach and support
- Organized team Produce Safety Technician calls bi-weekly
- Attended Leelanau CD board meeting
- Attended Antrim CD board meeting
- Meeting with Food Safety Specialist for Region
- More Than a Message Webinar Training Series
- PSA Educators Call- PSA Updates and New Grower Training Curriculum review
- CANMaPP Webinar- Nutrient Management MSU Extension
- MACD District 3 Meeting Antrim Conservation District
- Continued development of Food Safety Plan template
- Revision of presentations and materials for upcoming events in September
- Coordinated distribution of information on events for growers with MAEAP Tech's

Important Past & Upcoming Events in 2019 (all locations are Michigan unless otherwise noted, this is not the extensive list for the year):

- *Northern Michigan Small Farm Conference 1/24/19-1/25/19*
 - *Outreach and education*
- *Kalamazoo OFRR Training 2/12/19-2/13/19*
- *Tree Planting Workshop 2/21/19*
- *Reisters Winter Growers Meeting Traverse City 2/28/19*
- *Water Wells and Water Fundamentals Training E. Lansing 3/1/2019*
- *Hops and Barley Conference Traverse City 3/2/19*
- *MCD Watershed Meeting 3/6/19*
- *PSA Training Fremont 3/14/19*
- *PSA Training Traverse City 3/15/19*
- *MCD Seed Swap and Annual Meeting 3/16/19*
- *CHARLESTON, SC PSA Train-the-trainer required for Produce Safety Techs 3/20/19-3/23/19*
- *Cornell Online GAP Course required for Produce Safety Techs 4/3/19 (3-week course)*
- *Benzie-Manistee Horticultural Society presents Looking Beneath the Canopy 4/10/19*
- *MCD Tree Sale week of 4/15, sale dates 4/19-4/20*
- *Food Safety Plan Writing Workshop hosting with Mary McGraw 4/26/19*
- *HAMMOND, LA OFRR required training for Produce Safety Techs 4/30/19-5/2/19*
- *Produce Safety Focus Group PSR Worker Training 5/6/19- cancelled*
- *MSU Extension IPM Updates GT, Leelanau, Antrim and Benzie Bi-weekly 5/7/19-6/26/19*
- *NCR FSMA Annual Conference 6/9/19-6/11/19*
- *PSRA Shadowing Victoria Toney 6/12/19*
- *MCD Native Plant Sale 6/14/19*
- *PSA Recap and OFRR Kickoff Meeting Mackinaw City 6/21/19*
- *OFF June 27th and 28th*
- *OFRR Season June-October*
- *OFF July 5th*
- *P45 V&W Biodynamic Farming & Composting in the Vineyard 7/12/19 (tentative)*
- *OFF July 20th - July 29th*
- *Soil Health Field Day, Lott Seed Potato Farm 7/25/19 (cannot attend but will provide materials)*
- *Michigan Agriculture and Environmental Education Workshop for Educators Novi 8/5/19*
- *MCD Household Hazardous Waste Collection 8/17/19*
- *NWMHRC 40th Anniversary Celebration 8/23/19*
- *OFF August 30th*
- *OFF September 4th Afternoon*
- *Demonstration at Farm Field Safety Day 9/12/19*
- *Advisory Committee Meeting PSP 9/18/19*
- *OFF September 18th Afternoon*
- *Presenting on Produce Safety with Grow Benzie 9/20/19*
- *Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19*
- *ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19*
- *The Community of Food, Society & Justice Conference Ann Arbor 10/18/19*

- MACD Fall Conference 10/28/19-10/30/19
- GLEXPO Conference 12/10/19-12/12/19

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 5 (Antrim/Grand Traverse), 11 (Benzie/Leelanau)

Risk Assessments Completed: 0 (Antrim/Grand Traverse), 0 (Benzie/Leelanau)

Farms Verified: 1

Updates:

- 8/6: Leelanau Conservation District Board Meeting
- 8/8: Leelanau Local Emergency Planning Committee Meeting
- 8/8: MAEAP Grant Level II Promotion (Parker Ameel and Lauren Silver)
- 8/9: Incubator Farm Team Meeting
- 8/15: Benzie Conservation District Board Meeting
- 8/19: Grand Traverse County Verification
- 8/20: MAEAP Communications Brainstorming Session
- 8/22: MACD Region 3 Meeting
- 8/23: NWMHRC 40th Anniversary Celebration
- 8/27: Ag Container Recycling Collection
- 8/27: Natural and Environmental Resources Advisory Committee Presentation (Farm Bureau)
- 8/27: Northwest Michigan County Farm Bureau Board Meeting
- 8/28: Antrim Conservation District Board Meeting

Current Projects:

- Working with:
 - 9 Farms in Antrim
 - 18 Farms in Grand Traverse
 - 20 Farms in Leelanau
 - 9 Farms in Benzie
- Promoting 2019 cost-share opportunities to our county growers.
- Assisting with utilizing MAEAP fund code for NRCS EQIP applications.
- Collaborating with Freshwater Roundtable to plan 2019 Freshwater Summit.
- Organizing tractor/large equipment tire recycling collection event.
- Implementing agrichemical container recycling program.
- Planning for Progressive Agriculture and Farm Safety Day.
- Collaborating on incubator farm project with GTCD executive director.
- Organizing regenerative agriculture film series to begin September 2019.

- Planning for Forest, Wetland, and Habitat Field Day (Phase 1).

Upcoming Events:

- 9/3: Benzie County Verification
- 9/3: Leelanau Conservation District Board Meeting
- 9/6: Leelanau County Verification
- 9/6: Grand Traverse County Verification
- 9/6: Northwest Michigan County Farm Bureau Annual Meeting
- 9/10: Tractor/Large Equipment Tire Recycling Event
- 9/12: Progressive Agriculture and Farm Safety Event
- 9/13: Freshwater Roundtable Meeting
- 9/18: Produce Safety Goal Setting Meeting
- 9/18: Forest, Wetland, and Habitat Field Day
- 9/19: Grand Traverse Local Emergency Planning Committee Meeting
- 9/23: Forestry Assistance Program Goal Setting Meeting
- 9/23: Northwest Michigan County Farm Bureau Board Meeting
- 9/24: Grand Traverse Conservation District Open House
- 9/25: Antrim County Verification
- 9/29: Farms, Food, and Health Conference

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 51

Active Contacts: 440

Passive Contacts: 26,635

Acres Surveyed: 115

Sites Surveyed: 132

Acres Treated: 104

Sites Treated: 131

Volunteer Hours: 8

Volunteers: 4

Meetings/Presentations:

- 8/5 - Held Michigan Invasive Species Grant Program (MISGP) brainstorming meeting
- 8/13-14 - Attended & reported at Cooperative Invasive Species Management Area field trip (Sault Ste. Marie); 30 contacts
- 8/15 - Crew's last day & exit interviews
- 8/19 - Fielded GTCD Board questions re: MISGP grants
- 8/20 - Presented *Habitat Matters* to Sweetwater Garden Club; 15 attendees
- 8/21 - Presented *Native Plants and Birds* to Fife Lake Senior Center; 26 attendees
- 8/29 - Assisted with Kingsley Library monarch release; 26 contacts

Treatments, Restoration, and Surveys:

- 8/20 - East Middle School native garden site visit
- **Early Detection Response:** Treated black swallow-wort: 17 sites 3.5 acres
- Knotweed treatments: 107 sites, 39.25 acres
- Phragmites treatments: 5 sites, 55.5 acres

Other Accomplishments:

- Drafted 3 Michigan Invasive Species Grant Program proposals:
 - Cooperative Invasive Species Management Area (CISMA)-only: continuing function
 - Competitive Early Detection and Response: survey & control for 9 species
 - Competitive Prevention: expanding *Go Beyond Beauty* statewide
- Exploring biomass burning invasive species partnership
 - 8/30 - Delivered invasive species biomass samples for analysis; 3 contacts
- Facebook reach: 4,083
- Website reach: 5,144
- Instagram reach: 2,328
- July 2019 eNews: 532 opens

Upcoming Events:

- Autumn Olive Landowner Workshops: September 19 (Leelanau), 30 (Manistee #2)
- Additional ISN events scheduled: www.habitatmatters.org/eventsworkbees

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

Action Request																	
Summary of Request: <p>This is a renewal of the professional services contract for Medical Director of the Health Department. Medical director oversight is required for many clinical programs standing orders, supervision of nurse practitioners, physician assistants and nurses, and required through accreditation as a local health department. R325.13002 requires the medical director to be a physician licensed in Michigan as a MD or DO, and has an public health masters degree . Additionally, public health reproductive health program accreditation requires that the medical director must be a licensed, qualified physician, with special training or experience in family planning and a drug control license for each of our 3 locations where clinical services are provided. Dr. Collins meets all of these criteria.</p> <p>Additionally, Dr. Collins is active in the community working to educate and prevent opioid use as an appointed advisory board member to the Grand Traverse County Drug Free Coalition and harm reduction services. He is an integral part of the Health Department's Performance Management team providing quality assurance reviews of medical charts and establishing clinical services protocols and policies and currently actively involved with our PFAS well water response activities and several vaccine preventable disease responses. Dr. Collins is an approved Medicaid and Medicare provider and his license is linked to all of our billable services and clinical fee revenue. A change in medical director at this time would result in decreased capacity to respond to public health day to day operations.</p> <p>This contract renewal is effective until October 1, 2019 and is a 2 year term. There are no changes in contract terms or monthly payments to the medical director. Per county policy, this professional services contract is excluded from the bidding process due to the quality and complexity of service being provided.</p>	Meeting Date	09/18/2019															
	Department:	Health		Submitted By:	Wendy Hirschenberger												
	Contact E-Mail:	whirsch@gtchd.org		Contact Telephone:	995-6100												
	Agenda Item Title:	Contract renewal for Health Department Medical Director															
	Estimated Time:	0 (in minutes)	Laptop Presentation: No														
Suggested Motion:	Approve contract renewal for Medical Director Services Agreement with Dr. Collings for 2 year term from October 1, 2019 to September 30, 2021.																
Financial Information: <table border="1"> <tr> <td>Annual Cost:</td> <td>\$49,087.44</td> <td>General Fund Cost:</td> <td>\$0</td> <td>Included in budget:</td> <td>yes</td> </tr> <tr> <td colspan="6"><u>If not included in budget, recommended funding source:</u> N/A</td> </tr> </table>						Annual Cost:	\$49,087.44	General Fund Cost:	\$0	Included in budget:	yes	<u>If not included in budget, recommended funding source:</u> N/A					
Annual Cost:	\$49,087.44	General Fund Cost:	\$0	Included in budget:	yes												
<u>If not included in budget, recommended funding source:</u> N/A																	
This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:																	
Reviews: Finance Director		Signature		Date													
Human Resources Director																	
Civil Counsel																	
Administration: Recommended		Date:															
<u>Miscellaneous:</u>																	
Attachments:	N/A																
Attachment Titles:	Medical Director Services Agreement																
(revised 9-2016)																	

R E S O L U T I O N

XX-2019

Medical Director

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on September 18, 2019 and reviewed a request to approve renewal of the contractor for Medical Director services with Michael Collins; and,

WHEREAS, This is a renewal of the professional services contract for Medical Director whose oversight is required for many clinical programs standing orders, supervision of nurse practitioners, physical assistants and nurses, and required through accreditation as a local health department; and,

WHEREAS, a medical director is required to be a physician licensed in Michigan as a MD or DO, and have an public health masters degree; additionally, public health reproductive health program accreditation requires that the medical director must be a licensed, qualified physician, with special training or experience in family planning and a drug control license for each of our 3 locations where clinical services are provided. Dr. Collins meets all of these criteria and is also active in the community regarding many other medical related issues; and,

WHEREAS, This contract renewal is for a 2 year term, October 1, 2019 – September 30, 2021 and there is no change in contract terms or monthly payments to the medical director.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves renewal of the contract for Medical Director Services with Michael Collins for a period of two years effective October 1, 2019.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: September 18, 2019

MEDICAL DIRECTOR SERVICES AGREEMENT

THIS AGREEMENT made and entered into this first (1st) day of October, 2018 by and between the COUNTY OF GRAND TRAVERSE, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and Michael Collins, M.D., who resides in Traverse City, Michigan (hereinafter referred to as the "Contractor").

W I T N E S S E T H:

WHEREAS, the County requires the services of a licensed physician to provide medical direction services, and

WHEREAS, the Contractor is a licensed physician in the State of Michigan, and has offered to enter into an independent contractor agreement with the County to provide the medical services which it requires; and

WHEREAS, the County accepts the Contractor's offer to perform the services required in an independent contractor capacity, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED, by and between the parties as follows:

FIRST: Services to be Performed by Contractor. The Contractor shall provide the Grand Traverse County Health Department (hereinafter referred to as the "Department") the required medical services for the County while this contract is in effect. The performance of medical services shall be in accordance with the Contractor's professional judgment and the standards of his profession and consistent with the County's policies and Federal and State law. The required medical services are more fully set forth in the Scope of Services attached hereto, labeled Exhibit "A", which is incorporated by reference into this Agreement and made a part hereof.

The Contractor shall meet with the Grand Traverse County Health Officer as needed, as mutually scheduled, to review departmental issues and policies.

SECOND: Times and Locations for Performance of Services. All medical services performed under this Agreement shall be provided to the County at the times and locations mutually agreed upon by the Health Officer and the Contractor.

THIRD: Compensation. The County shall pay the Contractor Four Thousand Ninety Dollars and Sixty-two cents (\$4,090.62) per month for medical services provided under this Agreement. The Contractor shall provide the County with a minimum of TWO (2) DAYS OF SERVICES PER WEEK.

FOURTH: Travel. All travel must be approved by the Health Officer and must conform to the travel policies as adopted by the Grand Traverse County Board of Commissioners.

FIFTH: Billing. The Contractor shall, by the tenth (10th) day of each month, submit a bill for travel and other expenses to the Health Officer. Each bill shall indicate the total billable miles traveled and other expenses; and the total amount due Contractor for that month. Upon the verification and approval by the Health Officer, each bill and the sum due there under shall be processed and paid in accordance with the County's expenditure procedure for Accounts Payable.

SIXTH: Patient Records. The Department shall have sole and exclusive right to the retention of all records pertaining to the patients and the services rendered pursuant to this Agreement. The Contractor shall have the right of access to any patient records required for the medical services to be provided pursuant to this Agreement.

SEVENTH: Questions, Concerns or Problems. Should the Contractor have a question, concern or problem with respect to appropriate support personnel and supplies, materials or facilities, the Contractor shall contact the Health Officer and communicate the question or problem.

EIGHTH: Compliance with the Law. The Contractor shall render the services to be provided pursuant to this Agreement in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations and shall ensure that special requirements mandated by the Michigan Department of Health and Human Services and any federal agencies are being achieved including, but not limited to, those requirements contained in the 2018-2019 and 2019-2020 Fiscal Year CPBC agreement for any funding received from those sources. The Contractor shall also comply with all applicable policies, rules and regulations of the County and with all federal and state laws and regulations governing the privacy and security of health information, including but not limited to compliance with Health Insurance Portability and Accountability Act (See Exhibit B & C).

NINTH: License Requirements. The Contractor shall meet all Federal, State and local license requirements and authorization to practice medicine. Failure by the Contractor to obtain and/or maintain any required license and authorization to practice medicine and/or loss of the same, shall be grounds for immediate termination of this Agreement by the County.

TENTH: Nondiscrimination. The Contractor, 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, handicap that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.

ELEVENTH: Independent Contractor: It is expressly understood and agreed that the Contractor is an independent contractor. The Contractor shall in no way be deemed to be and shall not hold himself out as an employee, servant of either the Department or the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. The Contractor shall be responsible for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes, to the proper Federal, State and local governments. The Contractor shall carry workers' compensation coverage, as required by law.

TWELFTH: Indemnification and Hold Harmless. The Contractor agrees to indemnify, hold harmless, and defend the Department, the County and their elected and appointed officers, employees and agents from any and all liability resulting from the acts, omissions or negligence of the Contractor, in the performance of the Contractor's responsibilities pursuant to the terms of this Agreement. The Contractor's responsibilities under this section shall not be mitigated by the insurance coverage pursuant to the requirements of this Agreement.

THIRTEENTH: Insurance. The County provides coverage through Michigan Municipal Risk Management Authority for Dr. Michael Collins for all administrative type functions or services that he provides on behalf of the County.

FOURTEENTH: Educational Reimbursement. The County shall not reimburse the Contractor for any educational courses, programs or continuing educational requirements in order to maintain any licensing requirements unless (a) The same is mandated by federal, state or local law, rule or regulation to perform the services under this contract as a Medical Director of the Health Department and (b) The cost and program are approved in advance by the County Administrator or the County Board. Contractor agrees that if the contract with Grand Traverse County is discontinued through his own initiative within twelve (12) months following completion of the course, or if course is dropped, Contractor shall be required to reimburse the County for the full amount of the tuition received.

FIFTEENTH: Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any right, power or privilege.

SIXTEENTH: Assignments. The Contractor shall not assign his duties and/or obligations under this Agreement.

SEVENTEENTH: Modification of Agreement. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

EIGHTEENTH: Agreement Duration and Termination. This Agreement shall become effective on the first (1st) day of October, 2019, and shall continue to the thirtieth (30th) day of September, 2021, at which time it shall terminate, Time Being of the Essence.

Notwithstanding any other provision in this Agreement to the contrary, either party may terminate this Agreement prior to the termination date set forth herein if notice is given in writing to the other party at least thirty (30) days prior to the date on which such termination becomes effective. In the event of early termination, the Contractor shall be compensated for all services performed up to the effective date of termination.

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

TWENTIETH: Completeness of the Agreement. This Agreement and the additional supplementary document incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

TWENTY-FIRST: Invalid Provisions. If any provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

TWENTY-SECOND: Certification. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS WHEREOF, The authorized representatives of the parties hereto have fully signed this instrument on the day and year first above written.

WITNESSED BY:

COUNTY OF GRAND TRAVERSE:

Robert Hentschel, Chairperson
Grand Traverse County
Board of Commissioners

Date

Date

CONTRACTOR:

Michael Collins, M.D.

Date

Date

EXHIBIT A

SCOPE OF SERVICES

MEDICAL DIRECTOR

Nature of Work

The Grand Traverse County Health Department's Medical Director position is an independent contractor professional medical position for a physician in preventive medicine and public health. The work requires independent judgment with a considerable degree of accountability. The Medical Director, in conjunction with the County's Health Officer, is responsible for the establishment and maintenance of basic public health services with guidance and direction received from the Michigan Department of Community Health, and the County Board of Commissioners. The Medical Director supervises and/or provides direct medical services provided by the County Health Department, is responsible for standing medical orders, and must exercise considerable skill in dealing with the public and public officials.

Examples of Work

The services to be provided by the Medical Director shall include, but are not limited to, the following:

1. Assisting the County Health Department with programs, plans, policies, procedures and priorities and evaluation methodologies.
2. Providing the County's Board of Commissioners with his/her professional opinion on matters that deal directly or indirectly with the prevention, containment and/or control of disease, including treatment and medical rehabilitation.
3. Carrying out such specific public health related clinical responsibilities that require the following:
 - A. Assisting the Department in the organization of Clinical services delivered by the County Health Department.
 - B. Providing medical direction to the County Health Department's clinical services and performing medical services including prescription writing and treatment.
 - C. Reviewing the County Health Department's medical protocols, providing standing orders, supervising medication, providing general consultation to the administrative staff or clinical administrative staff on clinical functions.

- D. Providing for adequate coverage in the event that the Medical Director is not available to the County Health Department.
- E. Being available for telephone consultations, as needed.
- F. Providing training, in-service education, consultation at the direct request of the Health Officer and/or Personal Preventive Health Services Director.

4. Maintaining medical liaison with the community physicians and other health personnel, institutions and organizations, ensuring that, whenever feasible, they have an opportunity to be involved in the development and/or implementation of public health programs.
5. Assisting in identifying continuing health risks to the population in Grand Traverse County. Describing the nature of these risks and any changes thereto. Specifying alternative solutions and communicating these effectively to the Health Officer, the County Board of Commissioners and the medical consumers and providers in the County.
6. Being available to assist the Health Officer and/or other professional employees where a need for medical epidemiological expertise is necessary in the event of a communicable disease and/or chronic disease outbreak.
7. Provide medical direction for external medical clinics at the discretion of the Health Officer, when the Grand Traverse County Health Department participates in their administration.

Knowledge, Skills and Abilities

The Medical Director must have and maintain the following knowledge and ability:

1. Knowledge of current laws, codes and regulations pertaining to public health.
2. Knowledge of current developments in the field of health and medicine.
3. Extensive medical practice knowledge and delivery of clinical skills.
4. Ability to coordinate and direct the medical activities of others.
5. Ability to work efficiently and effectively in a clinical setting.
6. Ability to work effectively with officials of other agencies, employees and the general public.

Qualifications

The Medical Director must, at all times, possess the following qualifications:

1. Be licensed to practice as a physician and surgeon in the State of Michigan.
2. Have previous clinical experience and meet the minimum requirements established by the rules and regulations adopted pursuant to the Michigan Public Health Code, 1978 PA 368, as it relates in the completion of these requirements.

EXHIBIT B

DESCRIPTION OF THE COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) PROCESS ASSURANCES REGARDING HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Grand Traverse County Health Department (GTCHD) may subcontract for the provision of any of the services specified in this agreement. The GTCHD shall assure, for any subcontracted service, the following information from the Michigan Department of Community Health's CPBC process for the period 10-01-19 through 9-30-21 regarding compliance with all federal and state laws and regulations governing the privacy and security of health information, including without limitation, the Health Insurance Portability and Accountability Act ("HIPAA") and the regulations promulgated thereunder, and shall remain in compliance with these laws and regulations as they may be amended from time to time. (Information is attached.)

EXCERPT FROM:

The Delivery of Public Health Services under the 2019-2021 Comprehensive Planning, Budgeting and Contract (CPBC) Agreement between Michigan Department of Health and Human Services and Grand Traverse County.

Part II – General Provisions

III Assurances

The following assurances are hereby given to the Department:

L. Health Insurance Portability and Accountability Act

To the extent that this act is pertinent to the services that the Grantee provides to the department under this agreement, the Grantee assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

- The Grantee must not share any protected health data and information provided by the Department that falls within HIPAA requirements except as permitted or required by applicable law; or to a subcontractor as appropriate under this agreement.
- The Grantee will ensure that any subcontractor will have the same obligations as the Grantee not to share any protected health data and information from the Department that falls under HIPAA requirements in the terms and conditions of the subcontract.
- The Grantee must only use the protected health data and information for the purposes of this agreement.
- The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
- The Grantee must have a policy and procedure to immediately report to the Department any suspected or confirmed unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware. The Grantee will work with the Department to mitigate the breach, and will provide assurances to the Department of corrective actions to prevent further unauthorized uses or disclosures.
- Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Part II, Section V. Agreement Termination.
- In accordance with HIPAA requirements, the Grantee is liable for any claim, loss or damage relating to unauthorized use or disclosure of

- protected health data and information by the Grantee received from the Department or any other source.
- The Grantee will enter into a business associate agreement should the Department determine such an agreement is required under HIPAA.

EXHIBIT C
DESCRIPTION OF THE
COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING
(CPBC) PROCESS ASSURANCES

The Grand Traverse County Health Department (GTCHD) may subcontract for the provision of any of the services specified in this agreement. The GTCHD shall assure, for any subcontracted service, the following information from the Michigan Department of Community Health's CPBC process for the period 10-01-19 through 9-30-21. (Information is attached.)

EXCERPT FROM:

The Delivery of Public Health Services under the 2019-2021 Comprehensive Planning, Budgeting and Contract (CPBC) Agreement between Michigan Department of Health and Human Services and Grand Traverse County.

Part II – General Provisions

III Assurances

The following assurances are hereby given to the Department:

J. Subcontracts

For any subcontracted service, activity or product, the Grantee will ensure:

- That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department upon written request.
- That any executed subcontract shall require the subcontractor to comply with all applicable terms and conditions of this agreement. In the event of a conflict between this agreement and the provisions of the subcontract, the provisions of this agreement shall prevail. A conflict between this agreement and a subcontract, however, shall not be deemed to exist where the subcontract:
 - a. Contains additional non-conflicting provisions not set forth in this agreement; or
 - b. Restates provisions of this agreement to afford the Grantee the same or substantially the same rights and privileges as the Department; or
 - c. Requires the subcontractor to perform duties and/or services in less time than that afforded the Grantee in this agreement.
- That the subcontract does not affect the Grantee's accountability to the Department for the subcontracted activity.
- That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services.
- That the Grantee will submit a copy of the executed subcontract if requested by the Department.
- That subcontracts in support of programs or elements utilizing funds provided by the Department, the State of Michigan or the federal government in excess of \$10,000 shall contain provisions or conditions that will:
 - a. Allow the Grantee or Department to seek administrative, contractual or legal remedies in instances in which the Contractor violates or breaches contract terms, and provide for such remedial action as may be appropriate.

- b. Provide for termination by the Grantee, including the manner by which termination will be effected and the basis for settlement.
- That all subcontracts in support of programs or elements utilizing funds provided by the Department, the State of Michigan or the federal government of amounts in excess of \$100,000 shall contain a provision that requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).
- That all subcontracts and sub grants in support of programs or elements utilizing funds provided by the Department, the State of Michigan or the federal government in excess of \$2,000 for construction or repair, awarded by the Grantee shall include a provision:
 - a. For compliance with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).
 - b. For compliance with the Davis-Bacon Act (40 USC 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5) (if required by Federal Program Legislation).
 - c. For compliance with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). This provision also applies to all other contracts in excess of \$2,500 that involve the employment of mechanics or laborers.



Action Request

Meeting Date:	September 18, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	August 2019 Claims Approval		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

Claims and payroll disbursement activity for the month of August 2019 is requested for approval, as attached. Further detail regarding disbursements may be requested directly from the Finance Department.

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of August 2019.

Financial Information:

Total Cost:	\$7,023,998.42	General Fund Cost:		Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director	Dean Bott	9/9/2019
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
August 2019 Claims Summary

RESOLUTION
XX-2019
Finance Department
August 2019 Claims Approval

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on September 18, 2019, and reviewed claims and payroll disbursements for the month of August 2019 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached CLAIMS AND PAYROLL DISBURSEMENT FOR THE MONTH OF August 2019 are hereby approved. (See file for attachments.)

APPROVED: September 18, 2019

AUGUST 2019 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	8/2/2019	517,063.34
CLAIMS AND ACCOUNTS	8/13/2019	478,577.52
CLAIMS AND ACCOUNTS	8/27/2019	654,309.89
TOTAL CLAIMS AND ACCOUNTS		1,649,950.75
IMMEDIATE PAYMENTS	8/2/2019	157,829.78
IMMEDIATE PAYMENTS	8/2/2019	315.00
IMMEDIATE PAYMENTS	8/6/2019	70,488.39
IMMEDIATE PAYMENTS	8/7/2019	29,956.40
IMMEDIATE PAYMENTS	8/7/2019	131.88
IMMEDIATE PAYMENTS	8/9/2019	18,483.86
IMMEDIATE PAYMENTS	8/14/2019	39,547.75
IMMEDIATE PAYMENTS	8/14/2019	1,207,260.21
IMMEDIATE PAYMENTS	8/16/2019	362,333.56
IMMEDIATE PAYMENTS	8/16/2019	1,242.57
IMMEDIATE PAYMENTS	8/20/2019	4,649.75
IMMEDIATE PAYMENTS	8/21/2019	35,157.09
IMMEDIATE PAYMENTS	8/21/2019	20.00
IMMEDIATE PAYMENTS	8/23/2019	391,532.26
IMMEDIATE PAYMENTS	8/27/2019	2,602.20
IMMEDIATE PAYMENTS	8/28/2019	16,632.09
IMMEDIATE PAYMENTS	8/30/2019	34,620.54
TOTAL IMMEDIATE PAYMENTS		2,372,803.33
TOTAL CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS		4,022,754.08
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	8/13/2019	116,338.35
HEALTH	8/27/2019	56,346.25
TOTAL HEALTH DEPARTMENT CLAIMS		172,684.60
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	8/1/2019	45,022.40
DPW Check Runs	8/8/2019	57,659.82
DPW Check Runs	8/14/2019	6,679.17
DPW Check Runs	8/22/2019	532,922.03
DPW Check Runs	8/30/2019	25,020.35
TOTAL DPW CHECK RUNS		667,303.77
Pending Claims:		945.00
TOTAL RECONCILING ITEMS		840,933.37
Total Claims, Immediate & Reconciling		4,863,687.45 ✓
Monthly Check Distribution Summary		4,863,687.45
Difference		0.00
PAYROLL		
PAYROLL	8/9/2019	926,441.82
PAYROLL	8/23/2019	934,525.93
BENEFITS	8/31/2019	299,343.22
TOTAL PAYROLL		2,160,310.97
FOR BOARD APPROVAL:		
TOTAL CLAIMS, IMMEDIATE, RECONCILING & PAYROLL		7,023,998.42

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
AUGUST 2019**

Payee Name	Amount
4FRONT CREDIT UNION Total	\$ 10,223.78
86TH DISTRICT COURT Total	\$ 760.50
A BROOKS DARLING Total	\$ 1,090.50
AAM PLUMBING & HEATING Total	\$ 100.00
AC PAW Total	\$ 120.00
ACCIDENT FUND Total	\$ 30.00
ACE BUYERS Total	\$ 31.25
ACE HARDWARE Total	\$ 234.16
ACME SPORTS, INC. Total	\$ 625.00
ACME TOWNSHIP Total	\$ 75,191.38
ACTION INDUSTRIAL SUPPLY Total	\$ 54.26
ADDICTION TREATMENT SERVI Total	\$ 6,657.00
ADDISON WHEELOCK, JR. Total	\$ 87.00
ADMIRAL PETROLEUM CO Total	\$ 200.00
ADRIANNA ZENEBERG Total	\$ 29.64
ADVANCED TURF SOLUTIONS Total	\$ 100.00
ADVANCED WINDOW SYSTEMS Total	\$ 150.00
ADVANTAGE BENEFITS GROUP, Total	\$ 2,140.00
AIRGAS Total	\$ 115.56
ALAN-MICHEAL LAFAVE Total	\$ 30.80
ALCOTEC PENSION FUND Total	\$ 413.56
ALEXANDER MICHAEL LOPEZ Total	\$ 36.60
ALEXANDER PAJKOWSKI Total	\$ 267.38
ALICE MAE GILLETT Total	\$ 18.25
ALICIA COLES Total	\$ 55.00
ALICIA MASON Total	\$ 7.56
ALICIA THAYER Total	\$ 222.37
ALISA GALLO Total	\$ 1,325.00
ALL ANIMAL VETERINARY CEN Total	\$ 22.50
ALLSTATE INSURANCE COMPAN Total	\$ 150.00
ALPERS EXCAVATING, INC. Total	\$ 7.00
ALYSSA GRACE STASIAK Total	\$ 18.75
AMANDA J FLOWERS Total	\$ 30.00
AMANDA JORGENSEN Total	\$ 272.00
AMANDA LAUREEN LADD Total	\$ 35.44
AMERICAN COPPER & BRASS L Total	\$ 39.18
AMERICAN WASTE Total	\$ 1,908.50
AMY MARIE PETERSON Total	\$ 29.64
AMY MICHELE MATTEUCCI Total	\$ 28.48
ANALYTICAL TECHNOLOGY INC Total	\$ 955.89
ANDREA COOPER Total	\$ 98.06
ANDREW DAVID OVERHEUL Total	\$ 23.50

Payee Name	Amount
ANDREW ELLIS KEMP Total	\$ 64.00
ANDREW WAITE Total	\$ 178.06
ANGELA SCHROEDER Total	\$ 33.12
ANILA SARWAR BHATTI Total	\$ 465.57
ANIMAL MEDICAL CENTER Total	\$ 67.25
ANITA COYNE Total	\$ 49.61
ANIXTER INC Total	\$ 45.42
ANNA M WEESE Total	\$ 5.71
ANSWER UNITED Total	\$ 96.90
ANTON TERENCE SHERIDAN Total	\$ 111.95
ANTRIM COUNTY Total	\$ 628.49
APPLIED IMAGING Total	\$ 235.24
APRIL RYAN Total	\$ 15.20
AQUATIC SOURCE Total	\$ 1,219.48
ARAMARK Total	\$ 15,510.53
ARK ELECTRIC Total	\$ 18.00
ARTHUR NICKERSON Total	\$ 23.56
ARTS AUTO & TRUCK Total	\$ 507.88
ASHLEY JUSTICE Total	\$ 222.72
ASTRO BUILDING PRODUCTS Total	\$ 65.45
AT&T GLOBAL SERVICES Total	\$ 5,737.89
ATT MOBILITY Total	\$ 7,340.80
AUSTIN KELLOGG Total	\$ 7.00
AUTO OWNERS INSURANCE Total	\$ 107.00
B&T APPLIANCE Total	\$ 25.00
BADGER METER, INC. Total	\$ 283.50
BAILEY LAW OFFICE, PLLC Total	\$ 162.50
BARB LUND Total	\$ 61.00
BARBARA ANNE MCGEE Total	\$ 7.00
BARRONE CONSTRUCTION Total	\$ 500.00
BARRY ATKINSON Total	\$ 50.68
BATTERIES PLUS Total	\$ 126.95
BAY AREA CONTRACTING INC Total	\$ 205.00
BAY AREA FIRE & SAFETY, L Total	\$ 187.00
BAY AREA PET HOSPITAL Total	\$ 1,351.93
BAY AREA RECYCLING FOR CH Total	\$ 100.00
BAY AREA TRANSPORTATION A Total	\$ 5,719.00
BAY SIDE DETAILING Total	\$ 374.00
BAY SUPPLY & MARKETING, I Total	\$ 136.50
BAY VIEW FLOORING Total	\$ 88.00
BAY WEST ANIMAL CLINIC Total	\$ 61.00
BAY WEST ANTIQUES Total	\$ 25.00
BEARTOOTH CONSTRUCTION Total	\$ 500.00
BENJAMIN SWAN Total	\$ 27.32
BENZIE HIGH SCHOOL Total	\$ 639.97
BERNARD JOSEPH SCHOPIERAY Total	\$ 25.58

Payee Name	Amount
BERNOL F SOUTAR Total	\$ 33.12
BETH KREIDER MADAY Total	\$ 25.87
BETHANY A EVANS Total	\$ 50.23
BETHANY CHRISTIAN SERVICE Total	\$ 5,838.49
BEVERLY A MORRISON Total	\$ 797.74
BILL MARSH AUTO GROUP Total	\$ 184.95
BILL MARSH AUTO RENTALS Total	\$ 363.94
BLAIR TOWNSHIP Total	\$ 130.97
BLUE H.E.L.P. Total	\$ 190.00
BODAMER BROTHERS Total	\$ 315.00
BONNIE SCHEELE Total	\$ 70.76
BOUND TREE MEDICAL, LLC Total	\$ 135.68
BOYNE COUNTRY SPORTS Total	\$ 33.00
BRAD FERGUSON Total	\$ 97.40
BRAD JEWETT Total	\$ 55.56
BRADLEY ANDERSON Total	\$ 100.00
BRADLEY RAYMOND MLUJEAK Total	\$ 33.12
BRADY JAMES MACOMBER Total	\$ 16.75
BRAMER AUTO Total	\$ 517.70
BRANDI N DAVIS Total	\$ 53.32
BRANDON JAMES SKOWRONEK Total	\$ 7.00
BRANDON M MEYER Total	\$ 14.00
BRANDY HANSEN Total	\$ 1,150.00
BRANT LAVERN SMITH Total	\$ 30.00
BRENDA SNYDER, M.D. Total	\$ 9.50
BRENDA VOIGHT Total	\$ 316.39
BRETT C BAIRD Total	\$ 2,300.00
BRIAN CHARLES SCHUCK Total	\$ 25.00
BRIAN MCALLISTER Total	\$ 50.00
BRIAN THOMAS VANDENBRAND Total	\$ 28.48
BRICKYARD TOWING Total	\$ 110.00
BRITNEY LOREN BLAKESLEE Total	\$ 32.54
BRITTANY B SAMPLE Total	\$ 283.67
BROAD CONDOMINIUM LLC Total	\$ 500.00
BRUCE & CATHERINE BUCHAN Total	\$ 500.00
BS&A SOFTWARE Total	\$ 8,353.00
BURDCO INC Total	\$ 50.00
BYTE PRODUCTIONS LLC Total	\$ 80.00
CAITLIN DORAN Total	\$ 30.00
CALHOUN COUNTY Total	\$ 6,750.00
CARAHSOFT TECHNOLOGY CORP Total	\$ 1,800.00
CAREER UNIFORMS Total	\$ 508.30
CAREY ANNE TAFELSKY Total	\$ 22.50
CAREY WILLS Total	\$ 2.50
CARL FRANK VANCONANT Total	\$ 16.00
CARLEY RUTH ELLIOTT Total	\$ 26.16

Payee Name	Amount
CARLISLE WORTMAN ASSOCIAT Total	\$ 3,200.00
CAROLINE KOVAS MAIER Total	\$ 15.75
CARRIE SORENSEN Total	\$ 46.00
CATHERINE STAUBER Total	\$ 125.86
CCH INCORPORATED Total	\$ 241.24
CDM MOBILE SHREDDING LLC Total	\$ 360.00
CDW GOVERNMENT,INC. Total	\$ 1,643.45
CECILIA ANN KLEINRICHERT Total	\$ 50.00
CENTRAL MICHIGAN PAPER CO Total	\$ 1,096.00
CENTURYLINK Total	\$ 230.54
CH2M HILL INC. Total	\$ 23,758.86
CHAD KENNETH HOEPPNER Total	\$ 26.16
CHARLES A CASTO II Total	\$ 3,586.90
CHARLES W COLLIER BUILDER Total	\$ 500.00
CHARTER COMMUNICATIONS Total	\$ 1,757.03
CHASE SCHELLING Total	\$ 10.44
CHEMICAL BANK MIDLAND Total	\$ 12.50
CHERRY HILL HAVEN AFC Total	\$ 226.00
CHERRYLAND ELECTRIC Total	\$ 16,435.95
CHERRYLAND HUMANE SOCIETY Total	\$ 2,439.77
CHERRYONETRANSPORTATION L Total	\$ 510.00
CHERYL PEARL SOLOWIEJ Total	\$ 20.00
CHICAGO TITLE Total	\$ 586.30
CHIEF SUPPLY CORPORATION Total	\$ 265.49
CHILD & FAMILY SERVICES Total	\$ 5,062.44
CHRIS HINTERMAN Total	\$ 54.76
CHRISTIE BURKE Total	\$ 7.00
CHRISTINE ANN BLACK Total	\$ 31.38
CHRISTINE ANN TWIETMEYER Total	\$ 27.90
CHRISTINE LYNN THOMPSON Total	\$ 40.08
CHRISTINE M LYSTER CSR Total	\$ 2,458.26
CHRISTOPHER THOLEN Total	\$ 35.95
CHRISTOPHER THOMAS LADRIG Total	\$ 6.00
CHUCK HILL Total	\$ 50.00
CINDY CODDINGTON Total	\$ 50.00
CINDY LAWRENCE Total	\$ 22.00
CINDY MATT Total	\$ 30.00
CINTAS CORP #729 Total	\$ 1,669.24
CIRCUIT COURT RECORDS Total	\$ 1,934.00
CITY OF TRAVERSE CITY Total	\$ 10,511.11
CITY SERVICES, INC. Total	\$ 7,250.00
CLARE SVEC Total	\$ 600.00
CLARISSA FASEL Total	\$ 303.23
CLARK HILL PLC Total	\$ 3,482.50
CLARKE-EVERETT DOG & CAT Total	\$ 152.75
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 1,724.81

Payee Name	Amount
CODE OFFICIALS CONFERENCE Total	\$ 1,505.00
COHL, STOKER & TOSKEY PC Total	\$ 945.55
COLLIN TODD JANDRESKI Total	\$ 16.25
COMPANION ANIMAL HOSPITAL Total	\$ 85.25
CONFLICT RESOLUTION SERVI Total	\$ 1,350.00
CONSOLIDATED ELECTRICAL C Total	\$ 1,660.00
CONSUMERS ENERGY Total	\$ 53,027.94
CONTROL SOLUTIONS Total	\$ 314.55
CORNERSTONE DETENTION Total	\$ 21,300.00
CORY WILLIAM STEPHENS Total	\$ 108.00
COUNTRY INN & SUITES OF T Total	\$ 25.00
COURT OF CLAIMS Total	\$ 20.00
COURTNEY L CIESLIK-SHANN Total	\$ 312.85
COVELL FUNERAL HOMES, INC Total	\$ 750.00
CRESTLINE SPECIALTIES CO Total	\$ 1,528.58
CRYSTAL LYNNE SEIGFRIED Total	\$ 50.00
CUTTIN IT CLOSE OUTDOOR Total	\$ 1,590.00
CYNERGYCOMM.NET INC Total	\$ 502.14
CYNTHIA ANN CONLON Total	\$ 8,235.00
CYNTHIA ANN KOTT Total	\$ 230.37
CYNTHIA DODD RUSSELL Total	\$ 31.96
CYNTHIA SHERMAN BLAZER Total	\$ 15.50
D & W AUTO Total	\$ 650.74
D & W MECHANICAL Total	\$ 1,002.50
D/LT. MIKE BUSH Total	\$ 1,242.57
DALE LEE HUESTIS Total	\$ 6.10
DALLAS CARY Total	\$ 35.70
DANIEL & CORA JABLONSKI Total	\$ 15.00
DANIEL & TAMMY STRICKER Total	\$ 600.00
DANIEL GEORGE SMITH Total	\$ 85.00
DANIEL SCHMIDTENDORFF Total	\$ 160.00
DANIEL STUMP Total	\$ -
DANIEL WEBSTER HINES Total	\$ 38.92
DARYL CASE Total	\$ 105.56
DAVE BRAYTON Total	\$ 33.67
DAVID A. DOBREFF Total	\$ 360.75
DAVID DODS ULSETH Total	\$ 37.76
DAVID GRAMS Total	\$ 67.50
DAVID HERSKOVIC Total	\$ 1,827.47
DAVID J CLARK Total	\$ 7,840.00
DAVID LEE BURGAN Total	\$ 34.28
DAVID LYLE MOORE Total	\$ 100.00
DAVID M AKERS Total	\$ 98.67
DAVID WEBSTER CONSTRUCTIO Total	\$ 500.00
DAVID WERDEN Total	\$ -
DAWN JOHNSON Total	\$ 87.50

Payee Name	Amount
DE LAGE LANDEN FINANCIAL Total	\$ 69,080.17
DEAN BOTT Total	\$ 178.00
DEBORAH MARIE NEWHOUSE Total	\$ 26.16
DEBORAH STERNAMAN Total	\$ 201.90
DEBRA A MIKOWSKI Total	\$ 34.10
DEDE APRIL DEMANIGOLD Total	\$ 20.00
DELL MARKETING LP Total	\$ 101,251.95
DELTA DENTAL Total	\$ 42,323.76
DEPARTMENT OF HEALTH & HU Total	\$ 50.00
DEWEENE HARDWARE Total	\$ 603.47
DIANA MACK Total	\$ 250.00
DIANE MARIE LIRONES Total	\$ 36.60
DIANE ST. CLAIRE PC Total	\$ 97.50
DIANNE DAWN ROCK Total	\$ 30.80
DIRK ALLAN ALPERS Total	\$ 34.28
DON ORR Total	\$ 12.50
DONALD & ARDELLA BENAK Total	\$ 75.00
DONNA RAE ANDRE Total	\$ 154.00
DONNA THOMA Total	\$ 33.67
DOROTHY PORRAFKE Total	\$ 8.00
DOUGLAS A KING Total	\$ 3,750.00
DOUGLAS SOUTHWORTH TRUST Total	\$ (6,013.21)
DR. ANGELA MAY, M.D. Total	\$ 40.00
DREW M. MARTIN Total	\$ 2,731.30
DRUG & LABORATORY DISPOSA Total	\$ 4,854.40
DTE ENERGY Total	\$ 5,612.12
DUANE E BARBER Total	\$ 48.20
DYLAN SCHWALM Total	\$ 40.00
E&J SUPPLY, INC. Total	\$ 92.97
EARL RICHARD CHARBONNEAU Total	\$ 6.50
EAST BAY ANIMAL HOSPITAL Total	\$ 50.75
EAST BAY CHARTER TOWNSHIP Total	\$ 244,180.61
EAST BAY HARBOR COMPANY Total	\$ 1,246.47
EAST BAY LEGAL Total	\$ 1,900.00
EASTWOOD CUSTOM HOMES Total	\$ 500.00
ECOLAB FOOD SAFETY SPECIA Total	\$ 56.48
EDWARD & LINDA HORN Total	\$ 54.07
EDWARD THOMA Total	\$ 394.82
ELENA BACLEON LACKIE Total	\$ 30.80
ELHORN ENGINEERING COMPAN Total	\$ 836.21
ELITE FABRICARE Total	\$ 429.25
ELK RAPIDS PUBLIC SCHOOLS Total	\$ 13,325.54
ELLEN ELIZABETH HARRINGTO Total	\$ 15.50
ELMER'S CRANE & DOZER Total	\$ 250.00
ELMWOOD TOWNSHIP Total	\$ 43,872.17
ELYSE Y MCELDERRY Total	\$ 295.86

Payee Name	Amount
EMILY CURTIN CULLER Total	\$ 42.40
EMILY DORNBOS OHEARN Total	\$ 26.74
EMILY KAY EARLE Total	\$ 18.00
EMILY LARKIN Total	\$ 25.00
EMILY RICE Total	\$ 62.41
ENCOMPASS INSURANCE Total	\$ 100.00
ENGINEERED PROTECTION SYS Total	\$ 1,827.50
ENTERPRISE FM TRUST Total	\$ 8,222.98
ERIC GIEM Total	\$ 46.94
ERICCA HOVIE Total	\$ 20.42
ERIN ANDERSON WHITING Total	\$ 1,000.00
ETNA SUPPLY COMPANY Total	\$ 275.87
EVAN PERRY Total	\$ 29.64
EVELYN LIVINGSTON Total	\$ 24.18
EXCEL OFFICE INTERIORS Total	\$ 1,995.00
FACILITYONE TECHNOLOGIES, Total	\$ 9,180.00
FAHEY SCHULTZ BURZYCH RHO Total	\$ 6,014.78
FAMILIES FIRST MONTHLY LL Total	\$ 250.00
FAMILY COURT RECORDS Total	\$ 1,427.50
FARM BUREAU INSURANCE GRO Total	\$ 12.50
FATHER FRED FOUNDATION Total	\$ 10,000.00
FAY JEAN JAROSZ Total	\$ 36.60
FELICIA A MORDEN Total	\$ 12.00
FERGUSON'S LAWN EQUIPMENT Total	\$ 6,285.76
FIDELITY SECURITY LIFE IN Total	\$ 1,966.48
FIDLAR DOUBLEDAY INC Total	\$ 1,266.95
FIFTH THIRD BANK Total	\$ 25,835.31
FINAL TOUCH CLEANING SERV Total	\$ 300.00
FIRST ADVANTAGE BACKGROUN Total	\$ 37.40
FREDERICK CARL CRAMER Total	\$ 18.75
FREDERICK SWAFFER Total	\$ 25.00
FRIEND OF THE COURT Total	\$ 100.00
FRIEND OF THE COURT ASSOC Total	\$ 375.00
FRONTIER COMMUNICATIONS Total	\$ 51.95
FYZICAL THERAPY & BALANCE Total	\$ 28.00
GALINA CHERKASOV Total	\$ 27.32
GALLAGHER BASSETT SERVICE Total	\$ 50.00
GAMESTOP Total	\$ 155.00
GANDER MOUNTAIN Total	\$ 100.00
GANDER OUTDOORS Total	\$ 50.00
GARFIELD CHARTER TOWNSHIP Total	\$ 655,899.61
GARY PATRICK YOKOM Total	\$ 27.50
GARY SCHAUB Total	\$ 15.00
GARY WALES Total	\$ 6.25
GERARDO SANCHEZ Total	\$ 100.00
GILBERT CORE Total	\$ 500.00

Payee Name	Amount
GIVE'EM A BRAKE SAFETY Total	\$ 160.80
GLAXOSMITHKLINE PHARMACEU Total	\$ 6,186.48
GMIS Total	\$ 375.00
GORDON FOOD SERVICE Total	\$ 35.94
GORDON LAPOINTE Total	\$ 595.00
GORDON LEO KING Total	\$ 20.00
GOSLING CZUBAK ENGINEERIN Total	\$ 3,780.00
GOURDIE-FRASER, INC Total	\$ 2,898.65
GRAFF, GRAFF & HELVESTON Total	\$ 4,525.00
GRAND BAY MARINE Total	\$ 13.25
GRAND RAPIDS PUBLIC SCHOO Total	\$ 320.42
GRAND TRAVERSE BAND OF Total	\$ 100.00
GRAND TRAVERSE CONSERVATI Total	\$ 1,217.01
GRAND TRAVERSE COUNTY Total	\$ 500,173.69
GRAND TRAVERSE DIESEL Total	\$ 1,847.94
GRAND TRAVERSE INDUSTRIES Total	\$ 648.94
GRAND TRAVERSE MOBILE COM Total	\$ 337.85
GRAND TRAVERSE RADIOLOGIS Total	\$ 33.00
GRAND TRAVERSE RESORT Total	\$ 50.21
GRAND TRAVERSE VETERINARY Total	\$ 126.50
GREAT LAKES BUSINESS SYST Total	\$ 2,365.17
GREG J WALDEN Total	\$ 30.89
GREGORY LYNN JONES Total	\$ 18.00
GUARDIAN MEDICAL MONITORI Total	\$ 15,488.00
GUMBO SOFTWARE INC Total	\$ 105.00
H.M. DAY SIGNS Total	\$ 718.00
HAGAN LAW OFFICES PLC Total	\$ 150.00
HANNAH R LONDON Total	\$ 56.24
HANOVER INSURANCE COMPANY Total	\$ 11,536.71
HASTINGS MUTUAL INSURANCE Total	\$ 100.00
HAVILAND CONSUMER PRODUCT Total	\$ 2,889.30
HAWTHORNE VINEYARDS Total	\$ 100.00
HBC CONTRACTING Total	\$ 2,400.00
HEATHER MARIE DIXON Total	\$ 31.96
HEATHER R BLANTON-DYKSTRA Total	\$ 198.25
HENRY TENBRINK Total	\$ 15.56
HERTLER & ASSOCIATES INC Total	\$ 600.00
HOLLY M WILLOUGHBY Total	\$ 270.69
HOLY CROSS CHILDRENS SERV Total	\$ 2,517.04
HOME DEPOT CREDIT SERVICE Total	\$ 262.46
HON LARRY NELSON Total	\$ 1,839.92
HOPE NETWORK BEHAVIORAL H Total	\$ 6,602.82
HORIZON BOOKS, INC. Total	\$ 314.22
IAED Total	\$ 50.00
IAN PEGAN-NAYLOR Total	\$ 327.00
IDENTISYS Total	\$ 116.24

Payee Name	Amount
IMAGE360 Total	\$ 252.96
IMAGESOFT, INC. Total	\$ 3,101.37
INTEGRITY BUSINESS SOLUTI Total	\$ 408.23
INTERKAL LLC Total	\$ 24,195.50
INTERLOCHEN CENTER FOR TH Total	\$ 4,000.00
INTERPHASE INTERIORS Total	\$ 2,475.10
ISABELL MARIE WEJROWSKI Total	\$ 18.75
IVAN BURGESS Total	\$ 127.20
J COLE TRANSPORTATION Total	\$ 75.00
JACALYN MONEY-BRUNO Total	\$ 348.71
JACK CAPEHART Total	\$ 50.00
JACK GORMAN BREWER Total	\$ 23.75
JACOB THOMAS TOLFREE Total	\$ 34.28
JADE JACOBSON Total	\$ 29.28
JAIME CROEL Total	\$ 39.24
JAMES & JANICE GAC Total	\$ 25.00
JAMES A HICKS Total	\$ 500.00
JAMES ANTHONY CUBR Total	\$ 500.00
JAMES BAKER Total	\$ 83.52
JAMES CASTILLO Total	\$ 31.96
JAMES M LINDSAY Total	\$ 875.00
JAMES RICHARD FRYE JR Total	\$ 25.58
JAMES STANDERFER Total	\$ 11.00
JAMES VANDENBROEK Total	\$ 28.75
JAMES WEMIGWANS Total	\$ 35.00
JANELLA SCHNEPT Total	\$ 50.00
JANET KRONK Total	\$ 78.30
JANET M MISTELE Total	\$ 4,848.50
JANET WILLIAM RYTKONEN Total	\$ 50.00
JARROD BILACIC Total	\$ 107.00
JASON A RAZAVI . Total	\$ 4,350.00
JASON ALLEN-ANDREW VIRUEG Total	\$ 6.35
JASON ANTHONY BENBOW Total	\$ 25.00
JASON HAMILTON Total	\$ 14.00
JASON LAWRENCE DUSSEAU Total	\$ 28.00
JASON POLZIEN Total	\$ 14.00
JASON ROELOFS Total	\$ 14.56
JASON SCOTT KENNEDY Total	\$ 26.40
JASON TORREY Total	\$ 276.72
JEANA M SEIDELMAN Total	\$ 28.00
JEANNIE HEYSTEK Total	\$ 19.00
JEFF & NORMA BEACH Total	\$ 500.00
JEFFERY LYNN CRITCHFIELD Total	\$ 42.40
JENNA MONTCASTLE Total	\$ 38.92
JENNIFER DELORES DURAND Total	\$ 120.00
JENNIFER GURNOE Total	\$ 30.00

Payee Name	Amount
JENNIFER LYNN CRAIG Total	\$ 39.50
JENNIFER PEDROZA Total	\$ 72.50
JENNY LYNN GRIST Total	\$ 182.93
JENNY ROBLES Total	\$ 327.00
JENTEES CUSTOM SCREEN PRI Total	\$ 399.90
JEREMIAH PRIEST Total	\$ 60.90
JESSICA ANN KLIMP Total	\$ 1,154.96
JESSICA JAYNES Total	\$ 168.48
JESSICA SCHAUB Total	\$ 52.00
JIM & MICHELLE REARDON Total	\$ 7.00
JOAN GARY Total	\$ 300.00
JOANNE KELLY Total	\$ 177.48
JOANNE MARY SMITH Total	\$ 393.52
JODI BROOKE NEUMANN Total	\$ 33.70
JOE RAY Total	\$ 50.00
JOEY ROUSCH Total	\$ 9.00
JOHN B WOLF SR Total	\$ 36.08
JOHN DAVID BABRICK Total	\$ 26.16
JOHN DOMINIC JENKS Total	\$ 52.84
JOHN SIDERICK READ Total	\$ 48.20
JOHN ULRICH PHD Total	\$ 460.00
JOHNSON OUTDOORS Total	\$ 10,650.00
JONATHAN WILSON Total	\$ 499.00
JORDAN BARRICK Total	\$ 84.10
JORDAN ROBERT ADCOCK Total	\$ 30.80
JORDAN WILCOX Total	\$ 36.60
JOSEPH BORNSCHEIN Total	\$ 7.00
JOSEPH EARL HAINES Total	\$ 36.60
JOSEPH G MOLICA Total	\$ 952.00
JOSEPH HARVEY VANDERBOSCH Total	\$ 2.50
JOSEPH LEE BABIK Total	\$ 42.40
JOSEPH RUTHKOWSKI Total	\$ 25.00
JOSHUA ENDRES Total	\$ 39.13
JOSHUA JOHN SMITH Total	\$ 50.00
JOSHUA SALYER Total	\$ 110.78
JOY VALLEY COUNSELING AND Total	\$ 1,350.00
JUDY E GILL Total	\$ 100.00
JUDY HANDLEMAN MURPHY Total	\$ 30.75
JULIE ANN MACGREGOR-WEBER Total	\$ 34.28
JULIE DODSON Total	\$ 185.08
JULIE DUBAY Total	\$ 257.52
JULIE MICHELLE WHITE Total	\$ 100.52
JULIE WHITE Total	\$ 50.00
JUSTIN STREET Total	\$ 17.00
JUSTIN WILLIAM SCHAUER Total	\$ 9.00
KALKASKA FUNERAL HOME Total	\$ 300.00

Payee Name	Amount
KALLISTA SHEE LAVEN Total	\$ 17.50
KANE & ASSOCIATES, PLC Total	\$ 6,990.00
KARA KECSKEMETY Total	\$ 200.00
KAREN ALLEN Total	\$ 100.00
KAREN ANN NICHOLS Total	\$ 18.00
KAREN BELANGER Total	\$ 35.00
KAREN E ARMSTRONG Total	\$ 206.30
KAREN ZENNER Total	\$ 171.79
KATHERINE ELIZABETH ZIMME Total	\$ 33.70
KATHLEEN A GEST Total	\$ 220.00
KATHLEEN GACA Total	\$ 39.50
KATHLEEN MARIE KOST Total	\$ 82.29
KATHY BASCH Total	\$ 14.00
KATHY M PAHL Total	\$ 140.82
KATIE LYNN HEATH Total	\$ 15.75
KATRINA GIRARDIN Total	\$ 84.32
KAY SCHAUB Total	\$ 98.20
KAYLA COLE Total	\$ 60.00
KEITH FRENCH Total	\$ 615.00
KEITH PLAMBECK Total	\$ 43.00
KELLEY MARIE MCLEAN Total	\$ 42.40
KELLI J. CLAXTON Total	\$ 500.00
KENDRA WILLETT Total	\$ 36.60
KENMAR COMPANY Total	\$ 135.95
KENNETH GIELDA Total	\$ 45.00
KEVIN BLAKE COLLINS Total	\$ 38.92
KEVIN CODY MCPEAKE Total	\$ 27.32
KEVIN CONRADY Total	\$ 176.00
KEVIN FORD MALONE Total	\$ 2.50
KEVIN NAGY Total	\$ 28.48
KEVIN PEABODY Total	\$ 300.00
KEVIN SCOTT KEYES Total	\$ 162.00
KIM MILWARD Total	\$ 25.00
KIMBERLY ANN WEBER Total	\$ 42.40
KIMBERLY JEAN AULTMAN Total	\$ 124.80
KINGSLEY YOUTH SOCCER LEA Total	\$ 200.00
KINNEY'S COMPLETE AUTO Total	\$ 12.50
KITCH DRUTCHAS WAGNER VAL Total	\$ 1,620.00
KONICA MINOLTA BUSINESS S Total	\$ 33.04
KORTNEA LEAH WILLIAMS Total	\$ 31.96
KRIS RANDALL Total	\$ 78.30
KRISTINA MATTIS Total	\$ 22.40
KRISTINE COOL Total	\$ 31.42
KRISTINE MARIE LANTZ Total	\$ 58.12
KRISTY DENNY Total	\$ 25.00
KRISTYN BRENDEL Total	\$ 222.00

Payee Name	Amount
KUSTOM SIGNALS INC Total	\$ 7,044.00
KYLE ATTWOOD Total	\$ 53.36
KYLE B TREVAS Total	\$ 3,140.00
LA PROFESSIONAL CLEANING Total	\$ 585.00
LA PUBLISHING, LLC Total	\$ 61.50
LACEY L EDGEcomb Total	\$ 508.91
LAINE OTTO Total	\$ 33.70
LAKEVIEW COUNSELING PC Total	\$ 100.00
LANA PAYNE Total	\$ 26.16
LAND INFORMATION ACCESS A Total	\$ 730.50
LANGUAGE LINE SERVICES Total	\$ 282.18
LARK LAWN & GARDEN INC. Total	\$ 194.18
LARRY DUANE SEIGFRIED Total	\$ (50.00)
LATITUDE SUBROGATION SERV Total	\$ 50.00
LAURA KATHARINE ANDERSON Total	\$ 27.32
LAURA LAISURE Total	\$ 126.25
LAW OFFICE OF MATTIAS JOH Total	\$ 3,720.00
LEELANAU COUNTY Total	\$ 9,509.02
LEELANAU ENTERPRISE & TRI Total	\$ 52.75
LEICA GEOSYSTEMS INC Total	\$ 1,111.04
LEIGH ANN KNISS Total	\$ 20.00
LELAND WOOD JR Total	\$ 300.00
LERETA LLC Total	\$ 500.00
LERMA INC. Total	\$ 85.00
LESLEY'S LANDSCAPING Total	\$ 3,605.00
LESLIE ANNE SNELLER Total	\$ 270.26
LESLIE ELLEN FRIEND Total	\$ 14.00
LESLIE MAHER Total	\$ 20.00
LEXISNEXIS RISK DATA MANA Total	\$ 567.26
LIFE STORY FUNERAL HOME Total	\$ 4,500.00
LINCOLN NATIONAL LIFE INS Total	\$ 6,537.42
LINDA E WASIELEWSKI Total	\$ 633.75
LINDSAY KING Total	\$ 18.56
LISA ANNE GOODRICH Total	\$ 36.60
LISA PHILO Total	\$ 304.38
LITTLE VALLEY HOMES INC Total	\$ 500.00
LLOYD HANK SWADLING Total	\$ 8.80
LONG LAKE ANIMAL HOSPITAL Total	\$ 71.75
LONG LAKE MARINA Total	\$ 7,851.89
LONG LAKE TOWNSHIP Total	\$ 6,137.10
LUKE MATTHEW GUTOWSKI Total	\$ 49.36
MAACO Total	\$ 300.00
MAC CUSTOM HOMES Total	\$ 500.00
MAGGIE SMITH Total	\$ 26.16
MALPH - ADMINISTRATOR'S F Total	\$ 50.00
MANSFIELD LAND USE CONSUL Total	\$ 2,500.00

Payee Name	Amount
MAPLE RIVER DIRECT MAIL L Total	\$ 10,000.00
MARC JOSEPH OKEEFE Total	\$ 500.00
MARCIE MONTGOMERY Total	\$ 398.73
MARGARET DRURY Total	\$ 255.68
MARGARET PIERCE Total	\$ 25.58
MARI ANN LIGGETT Total	\$ 35.44
MARIE WALKER, PLLC Total	\$ 1,159.00
MARIJANE LUCAS Total	\$ 224.74
MARIKAYE LONG Total	\$ 130.00
MARINA SILKOVSKYY Total	\$ 50.00
MARION COUNTY Total	\$ -
MARJORIE SPENCE Total	\$ 50.00
MARK A RISK Total	\$ 950.00
MARK ARGIR Total	\$ 100.00
MARK EDWARD NEITHERCUT Total	\$ 25.29
MARK L. DOBIAS Total	\$ 97.50
MARK SMITH Total	\$ 50.00
MARK WEBER Total	\$ 37.89
MARK'S PLUMBING PARTS Total	\$ 538.94
MARQUEE HEALTH LLC Total	\$ 975.00
MARSHALL & SWIFT Total	\$ 649.20
MARTHA THORELL Total	\$ 32.48
MARTY MICHELLE HILLIARD Total	\$ (50.00)
MARVIN PETER NORDEEN Total	\$ 25.00
MARY & MICHAEL MCKINNEY Total	\$ 54.58
MARY DOBRICK Total	\$ 83.12
MARY DORMAN Total	\$ 18.35
MARY URYASZ Total	\$ 222.14
MARY WENGER-TOWNSEND Total	\$ 339.20
MATTHEW CONNOLLY Total	\$ 5,235.00
MATTHEW DAVID GRAY Total	\$ 18.75
MATTHEW JOHN KARCZEWSKI Total	\$ 21.00
MATTHEW N HAGEN Total	\$ 347.60
MAUREEN A POLISKEY Total	\$ 12.48
MBC SIGNS Total	\$ 160.00
MCCARDEL CULLIGAN WATER C Total	\$ 200.75
MCKESSON MEDICAL SURGICAL Total	\$ 218.19
MEA - TC CAPSA Total	\$ 500.00
MEDLER ELECTRIC COMPANY Total	\$ 1,188.48
MEDLINE INDUSTRIES Total	\$ 760.63
MEDSYS SOFTWARE SOLUTIONS Total	\$ 9,600.00
MEIJER, INC Total	\$ 50.00
MEIJER, INC. Total	\$ 62.50
MELISA M SCHUSTER, LMSW, Total	\$ 145.00
MELISSA ZENNER Total	\$ 237.46
MEMBERS CREDIT UNION Total	\$ 30.00

Payee Name	Amount
MENARDS Total	\$ 282.49
MERCK & CO., INC. Total	\$ 25,926.06
MERRILL LYNCH Total	\$ 50.00
MI ASSOC OF LOCAL ENVIRON Total	\$ 300.00
MICHAEL & KATHLEEN SHEEAN Total	\$ 50.08
MICHAEL A MAKOWSKI Total	\$ 247.00
MICHAEL CHRIS STORMS Total	\$ 50.00
MICHAEL DAVID DOWLING Total	\$ 16.25
MICHAEL FREDERICK KURZ Total	\$ 60.00
MICHAEL HOROWITZ Total	\$ 670.00
MICHAEL LAHEY Total	\$ 237.96
MICHAEL P COLLINS Total	\$ 4,090.62
MICHAEL ROOF Total	\$ 1,179.09
MICHAEL SCHMERL Total	\$ 3,700.00
MICHAEL SHEA Total	\$ 236.00
MICHAEL SMITH Total	\$ 28.48
MICHAEL WOLSKI Total	\$ 32.49
MICHEAL TRAVIS Total	\$ 11.00
MICHELE LYNN RUMAN Total	\$ 39.50
MICHELLE HOPE CROSS Total	\$ 33.12
MICHELLE MARDLIN Total	\$ 27.32
MICHELLE MCGAHEY Total	\$ 90.45
MICHELLE PEARSON Total	\$ 29.64
MICHELLE RENEE HOUCHINS Total	\$ 38.92
MICHIGAN ASSOCIATION FOR Total	\$ 75.00
MICHIGAN DEPARTMENT OF ST Total	\$ 48.00
MICHIGAN DEPT OF HEALTH/H Total	\$ 125.00
MICHIGAN DIRECTORS OF SER Total	\$ 150.00
MICHIGAN INDIAN LEGAL SER Total	\$ 2,500.00
MICHIGAN LAWYERS WEEKLY Total	\$ 679.00
MICHIGAN MUNICIPAL LIABIL Total	\$ 12.50
MICHIGAN PIPE & VALVE Total	\$ 940.80
MICHIGAN PUBLIC HEALTH IN Total	\$ 2,250.00
MICHIGAN SEPTIC TANK ASSO Total	\$ 225.00
MICHIGAN SHERIFFS ASSOCIA Total	\$ 1,727.00
MICHIGAN STATE POLICE - B Total	\$ 1,050.00
MIDCOURSE CORRECTION CHAL Total	\$ 475.00
MIKA MEYERS,PLC Total	\$ 1,530.00
MIKE GRAY Total	\$ 327.00
MINDY M CASH Total	\$ 317.25
MISTY WRIGHT Total	\$ 5.00
MITCHELL & MCCORMICK, INC Total	\$ 600.00
MITCHELL ALEXANDER TREADW Total	\$ 26.16
MITCHELL GRAPHICS Total	\$ 844.15
MITTEN OUTDOORS, LLC Total	\$ 600.00
MML Total	\$ 350.00

Payee Name	Amount
MPARKS Total	\$ 135.00
MR & MRS DON HESS Total	\$ 225.00
MUNSON MEDICAL CENTER Total	\$ 1,304.30
MUTUAL OF OMAHA INSURANCE Total	\$ 3,706.85
NALY SIPHENGPHET Total	\$ 100.00
NANCY BEGEMAN Total	\$ 60.08
NANCY ICKES Total	\$ 360.18
NANETTE MARIE STEWART Total	\$ 28.48
NATHAN GERBE Total	\$ 39.95
NATHAPONG PARANONE & MOLL Total	\$ 39,341.69
NATIONAL ASSOCIATION OF S Total	\$ 35.00
NATIONAL RESTAURANT ASSOC Total	\$ 2,595.64
NETWORK FOR PUBLIC HEALTH Total	\$ 750.00
NEW DIRECTION TESTING Total	\$ 2,038.00
NEXUS FAMILY SERVICES INC Total	\$ 1,610.00
NICHOLAS FERGUSON Total	\$ 25.00
NICHOLAS JAMES CAMPBELL Total	\$ 110.88
NICHOLAS JAMES ORTEGA Total	\$ 7.00
NICHOLAS OLDS Total	\$ 25.00
NICHOLAS SEAN FOX Total	\$ 27.32
NICHOLS Total	\$ 2,109.19
NICKOLE COX Total	\$ 9.00
NICOLE HOLMGREN Total	\$ 25.54
NICOLE L HEIGES Total	\$ 326.37
NICOLE PAULINE BAGI Total	\$ 32.54
NIKKI MCMICHAEL Total	\$ 8.00
NMAVA Total	\$ 35.00
NOAH SCOTT MCGHEE Total	\$ 820.00
NORIS JAMES MCADAMS III Total	\$ 33.12
NORTHERN A-1 KALKASKA Total	\$ 190.00
NORTHERN BUILDING SUPPLY Total	\$ 435.77
NORTHERN LAKES COMMUNITY Total	\$ 170,550.00
NORTHERN MI. MECH. & PLG. Total	\$ 137.50
NORTHERN MICH JUVENILE OF Total	\$ 35.00
NORTHERN MICHIGAN REGIONA Total	\$ 193,049.50
NORTHERN MICHIGAN SUPPLY Total	\$ 1,097.32
NORTHERN MICHIGAN VETERIN Total	\$ 26.00
NORTHERN OFFICE EQUIPMENT Total	\$ 4,121.62
NORTHWEST LOCK INC Total	\$ 167.00
NORTHWEST MICHIGAN HEALTH Total	\$ 500.00
NORTHWESTERN BANK Total	\$ 25.00
NORTHWOOD ANIMAL HOSPITAL Total	\$ 1,621.14
NORTHWOODS PRINTERS/OFFIC Total	\$ 997.86
NYE UNIFORM CO., INC Total	\$ 3,896.67
OAKWOOD VETERINARY HOSPIT Total	\$ 725.04
OFFICE DEPOT,INC Total	\$ 6,889.10

Payee Name	Amount
OFFICIAL PAYMENTS CORPORA Total	\$ 5.95
OLGA TOPASH Total	\$ 42.92
OLLAR CONSULTING, LTD. Total	\$ 281.25
OLSON, BZDOK & HOWARD PC Total	\$ 1,258.90
OMINEX ENERGY INC Total	\$ 150.00
OPTUM Total	\$ 155.48
ORKIN PEST CONTROL Total	\$ 106.30
OSTERMAN JEWELERS Total	\$ 100.00
OVERHEAD DOOR COMPANY OF Total	\$ 716.80
PAKOR INC - NW8935 Total	\$ 286.27
PAM BLUE Total	\$ 23.20
PAMELA HAGERL Total	\$ 49.61
PARAGARD DIRECT Total	\$ 1,477.50
PATRICIA A FRIEDLI Total	\$ 314.71
PATRICIA A PECKHAM Total	\$ 25.00
PATRICK PREVO Total	\$ 45.47
PATTI BAKER Total	\$ 66.15
PATTY JEANNE STEEBY Total	\$ 30.80
PAUL ANDERSON Total	\$ 108.06
PAUL HUBBELL Total	\$ 2,970.00
PAUL T. JARBOE PLC Total	\$ 1,600.00
PAULA TILMANN Total	\$ 9.48
PENINSULA CONSTRUCTION Total	\$ 500.00
PENINSULA TOWNSHIP Total	\$ 54,783.84
PENNY LYNN WESENTER Total	\$ 106.46
PERFECT FENCE CO. Total	\$ 240.00
PETER FORTON Total	\$ 134.33
PETER NANSEN DIMERCURIO Total	\$ 2.50
PEZZETTI,VERMETTEN&POPOVI Total	\$ 2,454.09
PHC CORPORATION Total	\$ 15,750.00
PHILIP A SETTLES Total	\$ 3,370.00
PHILIP JOHN LOEW Total	\$ 3,674.00
PHILIP KENNETH DAVID Total	\$ 34.86
PHYLLIS JEAN KASHAZTA Total	\$ 98.20
PITNEY BOWES Total	\$ 700.00
POLICEONE Total	\$ 990.00
PORCELAIN PATROL SERVICE Total	\$ 70,079.93
POTTERS FINE PASTRIES Total	\$ 304.66
PREIN & NEWHOF Total	\$ 2,818.50
PREMIER OUTDOORS Total	\$ 335.00
PREVENTION INSPECTIONS Total	\$ 1,650.00
PRICED RIGHT BUILDERS, IN Total	\$ 500.00
PRIME TIME NEWS & OBSERVE Total	\$ 65.00
PRIORITY HEALTH Total	\$ 621,965.38
PRIORITY HEALTHCARE DISTR Total	\$ 3,910.20
PROFILE Total	\$ 280.00

Payee Name	Amount
PRO-TECH SECURITY SALES Total	\$ 1,291.00
PURE WATER WORKS Total	\$ 31.50
QDOBA MEXICAN GRILL Total	\$ 227.00
QUALIFICATION TARGETS INC Total	\$ 344.11
R W POPP EXCAVATING Total	\$ 6,119.86
R&S NORTHEAST LLC Total	\$ 1,773.55
RACHEL SCHLEENBAKER Total	\$ 33.87
RANDY FEWLESS Total	\$ 157.00
RAYMELL L ENGLISH Total	\$ 400.00
REBECCA JEAN FRY Total	\$ 6.35
RECOLLECT SYSTEMS INC. Total	\$ 2,450.00
REDWOOD TOXICOLOGY LABORA Total	\$ 212.28
REESE MACKENZIE MITCHELL Total	\$ 36.60
RENT A CENTER RETAIL SERV Total	\$ 50.00
REYNOLDS-JONKHOFF FUNERAL Total	\$ 50.00
RHONDA SHARON GILLESPIE Total	\$ 31.96
RHONDA YANSKA Total	\$ 309.32
RICHARD K STINER Total	\$ 140.00
RICHARD MICHAEL BECK, MD Total	\$ 25.00
RICHARD THOMAS HARNER JR Total	\$ 38.34
RICHARD VIDA Total	\$ 7.80
RICHARDSON BUSINESS SOLUT Total	\$ 206.87
RIDE ON TAXI Total	\$ 235.00
ROBBIN LYNN STOTT Total	\$ 35.44
ROBERT A MICKEVICIUS Total	\$ 2,500.00
ROBERT ALAN SHIELDS Total	\$ 30.80
ROBERT B MEYER Total	\$ 147.32
ROBERT D ROBBINS Total	\$ 150.85
ROBERT GODZIEBIEWSKI Total	\$ 200.00
ROBERT HENTSCHEL Total	\$ 717.92
ROBERT JAMES BECKER Total	\$ 30.80
ROBERT LEE JAKUBIAK Total	\$ 41.24
ROBERT MILLING BEAR Total	\$ 66.00
ROBERT PANTER Total	\$ 50.00
ROBERT R FILKINS JR Total	\$ 35.96
ROBIN RATCLIFFE Total	\$ -
RODETTA HARRAND Total	\$ 74.25
RON & JANET RAMOIE Total	\$ 323.05
RON BEYER Total	\$ 60.00
RON CLOUD Total	\$ 304.36
RONALD LONG Total	\$ 500.00
ROSCOMMON COUNTY Total	\$ 1,680.00
ROSE ANN, DAVIS Total	\$ 51.62
ROSE M BELLES Total	\$ 50.00
ROSEMARY ANN COOK Total	\$ 28.48
ROTO ROOTER OF NORTHERN M Total	\$ 278.00

Payee Name	Amount
ROXIE ARNOTT Total	\$ 797.04
ROY C. NICHOLS Total	\$ 100.00
RUSSELL RITCHIE Total	\$ 35.70
RYAN HUNTER SHAY Total	\$ 30.80
RYAN WALSH Total	\$ 112.75
SAGE SOFTWARE INC. Total	\$ 2,633.00
SAIKAT KUMAR DEY Total	\$ 250.00
SANDRA COOBAC Total	\$ 52.29
SANOFI PASTEUR, INC. Total	\$ 2,422.97
SARA ANN WINTERMAN Total	\$ 27.32
SARA ELIZABETH SALISBURY Total	\$ 7.60
SARA M DEMAN Total	\$ 160.08
SARAH GUM Total	\$ 197.20
SARAH R LORIGAN Total	\$ 64.96
SAULT TRIBE YOUTH FACILIT Total	\$ 1,200.00
SCHA-MI Total	\$ 450.00
SCHMELTZER LAW PLLC Total	\$ 100.00
SCHMIDT REALTOR Total	\$ 400.00
SCHMUCKAL OIL Total	\$ 300.00
SCHMUCKAL OIL CO Total	\$ 28,848.17
SCOTT CLARE HICKS Total	\$ 18.50
SCOTT CLARK Total	\$ 16.50
SCOTT HOWARD Total	\$ 100.00
SEAN MCCARDEL CONSTRUCTI Total	\$ 500.00
SEEDS Total	\$ 500.00
SETH A ADAMS Total	\$ 8.80
SHARON ANN KEMERER Total	\$ 26.74
SHARON ELIZABETH LONDON Total	\$ 37.76
SHARON KIM CRAWFORD Total	\$ 42.40
SHARRON JO WILDFONG-BURNS Total	\$ 88.92
SHAWN WORDEN Total	\$ 7,195.00
SHELBY FOX Total	\$ 85.50
SHELLEY LYNETTE VANBROCKL Total	\$ 18.75
SHERRY LEE COSTANZO Total	\$ 29.00
SHERWIN-WILLIAMS Total	\$ 49.97
SHERYL ANNE PETERS Total	\$ 48.20
SHIRLEY ZERAFA Total	\$ 12.30
SIG SAUER INC Total	\$ 80.00
SIMPLE CREDIT, INC. Total	\$ 105.00
SIRCHIE FINGER PRINT Total	\$ 593.27
SITEONE LANDSCAPE SUPPLY Total	\$ 700.13
SMART START MICHIGAN Total	\$ 1,020.00
SOCIAL SECURITY Total	\$ 100.00
SOCKS GROUP LLC Total	\$ 500.00
SOFTWARE FOR TODAY Total	\$ 487.50
SOPHIE P SOUTHWORTH Total	\$ 6,013.21

Payee Name	Amount
SOS ANALYTICAL Total	\$ 1,630.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,759.93
SPEAKERS FOR CHANGE LLC Total	\$ 4,100.00
SPS VAR, LLC Total	\$ 430.00
SQS INC Total	\$ 22,533.03
STACEY TRUESDELL Total	\$ 96.34
STACY LIN HOWE Total	\$ 194.00
STANDARD ELECTRIC COMPANY Total	\$ 15.20
STANLEY FLEECE JR Total	\$ 84.28
STATE FARM Total	\$ 85.00
STATE FARM INSURANCE CO. Total	\$ 75.00
STATE OF MICHIGAN Total	\$ 128,419.15
STEPHANIE NICOLE YOUNG Total	\$ 35.44
STEPHANIE STANULA Total	\$ 26.07
STEPHEN MICHAEL RATHS Total	\$ 45.88
STERICYCLE INC Total	\$ 130.86
STEVE & DENISE LOOMIS Total	\$ 30.00
STEVEN ALAN EGGLI Total	\$ 280.00
STEVEN L ROUSH Total	\$ 15.00
STEVEN LARGENT Total	\$ 306.88
STONEHOUSE BREAD Total	\$ 150.00
STT INC. Total	\$ 20,246.20
SUBROGATION DEPARTMENT Total	\$ 50.00
SUMMIT COMPANIES Total	\$ 1,367.71
SUN BADGE CO. Total	\$ 75.75
SUPER WASH Total	\$ 25.65
SUSAN BOWEN Total	\$ 70.00
SUSAN KAY GEIGER-PHELPS Total	\$ 36.60
SUZANNE BORSOS Total	\$ 214.89
TABATHA VANWINGERDEN Total	\$ 120.00
TAMARA MICHELLE ST-PIERRE Total	\$ 20.00
TAMARA MOLBY Total	\$ 33.03
TAMMY BOGEDIN Total	\$ 16.80
TARA AYLSWORTH Total	\$ 132.99
TARGET INFORMATION Total	\$ 40.98
TAWNY HAMMOND Total	\$ 102.00
TC CONCRETE LLC Total	\$ 24,393.92
TC TOWING & RECOVERY Total	\$ 75.00
TCTA Total	\$ 200.00
TEAM BOB'S Total	\$ 357.00
TELE-RAD, INC. Total	\$ 6,921.42
TERI QUINN Total	\$ 241.92
TERRAN DANIEL HANSEN Total	\$ 40.08
TERRY & JEANA PAQUET Total	\$ 30.00
THE BEHLER-YOUNG COMPANY Total	\$ 4.97
THE CHEFS IN Total	\$ 143.34

Payee Name	Amount
THE CONCRETE SERVICE, INC Total	\$ 93.60
THE COPY SHOP Total	\$ 71.50
THE HARTFORD INSURANCE Total	\$ 472.10
THE TROPHY TROLLEY Total	\$ 208.95
THEODORE VICTOR MCKAY Total	\$ 16.00
THOMAS EMMOTT Total	\$ 31.96
THOMAS J SEGER Total	\$ 3,895.00
THOMSON REUTERS - WEST Total	\$ 8,723.02
TIMOTHY JAMES GALANTE Total	\$ 34.86
TINA L BRADEN Total	\$ 169.14
TITLE CHECK LLC Total	\$ 1,765.88
T-MOBILE USA, INC. Total	\$ 51.00
TNVC INC. Total	\$ 3,195.00
TODD OOSTERHOUSE Total	\$ 16.25
TOP LINE ELECTRIC LLC Total	\$ 2,923.51
TOTAL COURT SERVICES OF M Total	\$ 25,226.32
TRACIE MULLEN Total	\$ 87.38
TRANSUNION RISK AND ALTER Total	\$ 106.88
TRAVERSE AREA SUPPORT SER Total	\$ 285.00
TRAVERSE BAY AREA CREDIT Total	\$ 103.64
TRAVERSE BAY CHILDREN'S A Total	\$ 8,326.02
TRAVERSE BAY MARINE INC. Total	\$ 450.00
TRAVERSE BODY & PAINT CEN Total	\$ 4,980.54
TRAVERSE CITY AREA CHAMBE Total	\$ 75.00
TRAVERSE CITY AREA PUBLIC Total	\$ 80,137.40
TRAVERSE CITY FLEET REPAI Total	\$ 11,925.36
TRAVERSE CITY LIGHT & POW Total	\$ 62,741.65
TRAVERSE CITY POLICE DEPA Total	\$ 10.00
TRAVERSE CITY RECORD EAGL Total	\$ 1,116.20
TRAVERSE CITY TREASURER Total	\$ 528,014.90
TRAVERSE NARCOTIC TEAM Total	\$ 125.00
TRAVERSE REALTY & DEVELOP Total	\$ 2,000.00
TRAVERSE REPRODUCTION & S Total	\$ 38.76
TRESSA ORLOWSKI Total	\$ 7.00
TRI-GAS DISTRIBUTING CO. Total	\$ 103.69
TUAN & CARRIE BUI Total	\$ 500.00
TVL, LLC Total	\$ 2,000.00
TYLER DAVID TAFELSKY Total	\$ 55.00
TYLER MICHAEL DENNIS Total	\$ 30.80
TYLER MICHAEL SHEPHARD Total	\$ 17.50
ULINE Total	\$ 136.50
UNION TOWNSHIP Total	\$ 431.82
UNIVERSAL UNDERWRITERS IN Total	\$ 75.00
US BANK EQUIPMENT FINANCE Total	\$ 271.63
USA BLUE BOOK Total	\$ 2,920.04
VANCE OUTDOORS INC Total	\$ 1,550.75

Payee Name	Amount
VARIPRO BENEFIT ADMINISTR Total	\$ 8,885.86
VERA LYNNE LOVETTE Total	\$ 902.25
VERA RILEY Total	\$ 96.50
VERIZON WIRELESS Total	\$ 4,627.88
VERONICA LOUISE BECKER Total	\$ 16.10
VINCENT J MALONEY Total	\$ 3,097.50
VIRGINIA SOLTOW Total	\$ 30.00
VOLTAGE ELECTRIC Total	\$ 55.00
WALMART Total	\$ 207.76
WALMART COMMUNITY CARD Total	\$ 226.90
WASH-N-GO CARWASH Total	\$ 18.00
WATKINS PHARMACY & SURGIC Total	\$ 522.10
WAYFAIR LLC Total	\$ 2,979.52
WELLPATH LLC Total	\$ 52,058.93
WENDY S HIRSCHENBERGER Total	\$ 248.76
WESLEY BARA Total	\$ 15.00
WEST MARINE PRO Total	\$ 5.50
WEST MICHIGAN STAMP & SEA Total	\$ 22.35
WESTFIELD INSURANCE Total	\$ 500.00
WHITEWATER TOWNSHIP Total	\$ 1,468.01
WILHELM & ASSOCIATES Total	\$ 100.00
WILLIAM & MARY POLLARD Total	\$ 400.00
WILLIAM & MICHELLE JACHAL Total	\$ 262.50
WILLIAM ALLEN SEARS Total	\$ 36.60
WILLIAM GREENWOOD Total	\$ 205.00
WILLIAM KEITH GONDER Total	\$ 41.24
WILLIAM MICHAEL FOSTER Total	\$ 500.00
WILLIAMS & BAY PUMPING SE Total	\$ 695.00
WILLIAMS CHEVROLET Total	\$ 1,172.23
WILSON BROTT Total	\$ 2.50
WMU HOMER STRYKER MD SCHO Total	\$ 27,562.00
WOLVERINE HUMAN SERVICES Total	\$ 16,986.76
WOMEN'S RESOURCE CENTER Total	\$ 190.00
WRIGHT EXPRESS FLEET SERV Total	\$ 158.24
YORK RISK SERVICES GROUP, Total	\$ 3,735.58
ZACHARY JAMES BEELER Total	\$ 8.00
ZACHARY RYAN EGERER Total	\$ 12.50
ZIMMERMAN LONG, PLLC Total	\$ 578.50
Grand Total	\$ 4,863,687.45 ✓



Action Request

Meeting Date:	September 18, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2019 Budget Amendments		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2019 budget as presented.

Suggested Motion:

Approve FY2019 budget amendments as presented.

Financial Information:

Total Cost:	n/a	General Fund Cost:	n/a	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:
n/a

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director	Dean Bott	9/9/2019
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	

Miscellaneous:

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2019

RESOLUTION

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on September 18, 2019, and reviewed budget amendments for Fiscal Year 2019 that have been requested by the Director of Finance and are recommended for approval; and,

WHEREAS, Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures; and,

WHEREAS, The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances; and,

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2019 budget are hereby approved. (See file for attachments.)

APPROVED: September 18, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Health Department

Submitted by:

Marissa Milliron

Budget Number:

27464

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
222 706 626.41		Insurance reimbursement	25,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
222 706 761.00		Drugs, pharmaceuticals	25,000.00
			<u>25,000.00</u>

Check Figure

Summary:

To increase insurance revenue and drugs and pharmaceuticals in preparation for the fall immunization season and the start of school immunizations.

Signature: Marissa Milliron

Date: 8/23/2019

Accountant Approval: C. Avery

Date: 8/30/19

Finance Director Approval: Wynne Ann Bott

Date: 8/28/2019

Board of Commissioner Meeting Approval Date: 9-18-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Senior Center

Submitted by: Senior Center/Lori Wells

Budget Number: 27491

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and Increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
Account Number			
298 728 860.15		Events Travel	21,000.00
			21,000.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
Account Number			
298	728	615.05	Sales Commission
			21,000.00

To amend budget for organized Senior travel tours for 2019 tours. Commission is based on per person enrollment.

Signature:

Date: 9.4.19

Date: 9/6/19

Date: 9/10/19

Accountant Approval: C. A. Woy

Date: 9/1/19

Finance Director Approval: Dean Bott

Date: 9/17/19

Board of Commissioner Meeting Approval Date: 9-18-19

Action Request



Meeting Date:	September 18, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Approval of Amended Michigan Indigent Defense Commission (MIDC) Compliance Plan and FY20 Cost Analysis		
Estimated Time:	10 (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

Included with this Action Request Memo, are proposed amendments to the County's approved MIDC Compliance Plan and FY20 Cost Analysis. The amended Compliance Plan provides for a third party vendor coordinator who would be responsible to ensure that there is compliance with the indigent defense standards as stated in the Compliance Plan, and would be responsible to report such compliance to the MIDC. Because of this amendment, the County's 2020 approved cost analysis also is amended to reflect an added cost of \$30,000, which includes an increase in the state grant and local match. However, this increased cost of having a coordinator does not impact the County's budget for MIDC related services.

The MIDC will review and act on the proposed amendment at their next regular meeting to be held on October 15th. If approved, I will then issue a request for proposal at the end October. Under the proposed amendment, and subsequent RFP, only a licensed attorney with experience in criminal law may serve as a coordinator. Moreover, although not stated in the amended Compliance Plan and Cost Analysis, the intent would be to pay the coordinator an annual fee of \$68,000 for the services, which again does not negatively impact the budget.

Suggested Motion:

RESOLVED that the Board of Commissioners approves of the amended MIDC Compliance Plan and FY20 Cost Analysis, authorizes the Chairperson of the Board of Commissioners, Deputy Administrator and Finance Director to execute the documents, and directs Administration to submit both documents to the MIDC for their review and acceptance.

Financial Information:

Total Cost:	General Fund Cost:	Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration:	<input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Amended Michigan Indigent Defense Commission (MIDC) Compliance Plan

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on September 18, 2019 and reviewed request to approve the amended MIDC Compliance Plan and FY 20 Cost Analysis; and,

WHEREAS, The amended Compliance Plan provides for a third party vendor coordinator who would be responsible to ensure that there is compliance with the indigent defense standards as stated in the Compliance Plan and report same to MIDC; and,

WHEREAS, The 202 approved Cost analysis is amended to reflect an added cost of \$30,000 which includes an increase in the state grant and local match but does not impact the County's budget for MIDC related services; and,

WHEREAS, the MIDC will review and act on the proposed amendment at their next meeting, October 15th and if approved, a RFP will be sought for a licensed attorney with experience in criminal law; and,

WHEREAS, The intent would be to pay the coordinator an annual fee of \$68,000 for the services, which does not negatively impact the budget.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County, approve the amended MIDC Compliance Plan and FY20 Cost Analysis and direct Administration to submit the documents to the MIDC for review and acceptance.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: September 18, 2019



MICHIGAN INDIGENT DEFENSE COMMISSION

Amended¹

Compliance Plan for Indigent Defense Standards 1 – 4

INSTRUCTIONS

Local indigent defense systems have until **November 20, 2017**, to submit to the Michigan Indigent Defense Commission (MIDC) a plan for compliance with the first four approved minimum standards for indigent criminal defense services. This document includes instructions and a compliance plan structure for the submission and information on how to calculate your request for state funding. All application questions must be answered within the requirements, and all attachments and signatures included for a complete application. Failure to submit a complete application will result in the application being disapproved and returned, per MCL 780.993(4). Applications should be submitted through the MIDC's web portal at <http://portal.michiganidc.gov/>.

The application document includes the following sections: Applicant Information, Compliance Plan Narrative, Cost Analysis, Local Share Calculation, Data Collection, and Grant Calculation. The MIDC website, <http://michiganidc.gov>, hosts helpful information for compliance planning including additional guidelines, detailed white papers on each of the four standards and several model plans including sample cost analyses for different local indigent defense delivery systems.

Guidelines for the Cost Analysis and Local Share in the Compliance Plan

All proposed, estimated, or actual expenditures reported in either the Cost Analysis or the Local Share should be reflective of direct indigent defense system activities. For any funding requests for ancillary agencies, the claimed expense must be reasonably and directly related to the indigent defense function, with a clear justification and compelling rationale. The Local Share calculation – which acts as a baseline for continued funding unit contribution to the indigent defense system – may be reported as an estimate if the actual funding level cannot be calculated. If an estimate is provided for the Local Share, the methodology to calculate the estimate must be reported. All Local Share calculations must be certified

¹ All amendments to the Compliance Plan are in red font.

by the authorizing official on the application. The following instructions provide general guidance for the Cost Analysis and, specifically, the enhanced costs to meet the provisions of the four standards. The costs, expenditures, and rates proposed are presumed reasonable; variations will be considered on a case-by-case basis.

Standard 1 - Indigent defense systems may achieve this standard by having attorneys register for a specific training or by facilitating a local or regional training program. Registration for CLE hours will be allowed at the rate of \$25 per credit hour. Instructors for training programs will be reimbursed at reasonable consultant rates commensurate with the local market. A guideline for illustrative purposes may be up to \$75/hr. with allowance for program development and preparation time for the training. Travel expenses for the attorneys to attend training or instructors for training programs will be reimbursed at current State of Michigan travel rates for mileage, meals, and lodging, if needed.

Standard 2 - Attorney time to meet this standard will be reimbursed according to reasonable local attorney rates, whether salaried, contract, or assigned attorneys. To facilitate early communication, practical use of technologies available for digital face-to-face communication may be employed. Supplies and equipment needed for technology-based communications will be considered. If it is necessary to create or alter building space to provide a confidential setting for attorneys and their clients, renovation expenses are allowed up to a maximum of \$25,000 per location. Requests exceeding \$25,000 will be reviewed with higher due diligence and considered with accompanying documentation for justification.

Standard 3 - Expenses for investigators will be considered at hourly rates not to exceed \$75. Expenses for expert witnesses will follow a tiered level of compensation based on education level and type of expert,* not to exceed these amounts:

High School or Equivalent	\$30/hr
Associate's Degree	\$50/hr
Bachelor's Degree	\$70/hr
Master's Degree	\$85/hr
Crime Scene and Related Experts	\$100/hr
CPA/Financial Expert	\$100/hr
Pharmacy/PharmD	\$125/hr
Information Technology Experts	\$150/hr
Ph.D./Licensed Doctor	\$200/hr

**The table of expert hourly rates is adopted from the guidelines published by the North Carolina Indigent Defense Services Commission. Variations will be considered on a case-by-case basis.*

Each indigent defense system will be limited to a capped amount of funds for investigators and experts based on the total new circuit adult criminal filings within the jurisdiction in the most recent calendar year, as reported and certified with the State Court Administrative Office. Systems within district courts of the 3rd class are considered in Tier I unless special circumstances are presented.

0 - 499 cases/year = Tier I - \$10,000

500 - 999 cases/year = Tier II - \$25,000

1,000 – 9,999 cases/year = Tier III - \$50,000

Over 10,000 cases/year = Tier IV – To be determined bases on further discussion and review of records of the system(s)

Standard 4 - Attorney time to meet this standard should be reimbursed according to reasonable attorney rates, whether salaried, contract, or assigned attorneys. Methods for implementation can include on call or appointed attorney systems, or other efficient models.

APPLICANT INFORMATION

Applicant Funding Unit(s): **Grand Traverse County**

Trial Courts Included in this Compliance Plan Submission: **86th District Court & 13th Circuit Court**

Fiduciary Funding Unit: **Grand Traverse County**

Federal ID Number: 38-6004852

Street Address/City/Zip Code: **400 Boardman Ave, Traverse City, MI 49684**

AUTHORIZED OFFICIAL (Person Authorized to Enter into Agreements):

Name and Title **Robert Hentschel, Chairman Board of Commissioners**
Nathan Alger, County Administrator

Street Address/City/Zip **400 Boardman Ave, Traverse City, MI 49684**

Telephone: **231-922-4780**

Email Address **rhentschel@grandtraverse.org**
nalger@grandtraverse.org

Signature

Date

CONTACT INFORMATION

PRIMARY CONTACT

(Person Responsible for Oversight and Reporting of Standards Implementation):

Christopher Forsyth, Deputy County Administrator

Street Address/City/Zip:

400 Boardman Ave, Traverse City, MI 49684

Telephone **231-922-4780**

Email Address **cforsyth@grandtraverse.org**

Signature

Date

FINANCIAL CONTACT

(Person Responsible for Grant Accounting):

Name and Title **Cheryl Wolf, Deputy Director Finance, Dean Bott, Finance Director**

Street Address/City/Zip **400 Boardman Ave, Traverse City, MI 49684**

Telephone **231-922-4680**

Email Address **dbott@grandtraverse.org**

Signature

Date

AMENDED
COMPLIANCE PLAN NARRATIVE

Briefly describe the indigent defense delivery system(s) – contract, assigned counsel, or public defender – that the funding unit(s), for which this application is being considered, employed to deliver services before the MIDC Act took effect (July 1, 2013).

Currently, the 86th District Court and the 13th Circuit Court ~~will continue to~~ utilize an assigned counsel system to provide representation for indigent defendants. None of the attorneys are salaried employees of the funding unit and are paid a per-case or per-hour fee depending upon the type of case.

By submitting this amended plan, Grand Traverse County intends to retain the existing counsel system but assign the responsibility of compliance with the MIDC Act to a new Indigent Defense Coordinator position (“Coordinator”). The Coordinator shall be a licensed Michigan attorney qualified to be an Indigent Defense Counsel. Grand Traverse County intends to partner with one or more neighboring counties to contract with an experienced criminal defense attorney for the overall management of the assignment system, and compliance with current and future standards. More specifically, Grand Traverse County’s contract with the Coordinator will require him or her to be responsible for, included but not limited to, the following:

- (1) Verify that Indigent Defense Counsel have completed the required education and training;
- (2) Verify that Indigent Defense Counsel have completed client interviews prior to arraignments;
- (3) Appear at all felony and misdemeanor arraignments with indigent defendants, or ensure that other Indigent Defense Counsel are present for arraignments;
- (4) Maintain the list of Indigent Defense Counsel to be present for all proceedings;
- (5) Monitor the rotation of the Indigent Defense Counsel list;
- (6) Provide notice of the rotation schedule to all eligible Indigent Defense Counsel as well as notice of each appointment;
- (7) Oversee and approve attorney invoices for handling arraignments and appointments;
- (8) Oversee and approve investigators and/or investigator fees;
- (9) Oversee and approve expert witnesses and expert witness and other extraordinary fees;
- (10) Comply with all statistical and financial reporting requirements to the MIDC as may be mandated by state law or under the terms of an executed grant agreement.

Generally, how does the system(s) intend to comply with the MIDC standards 1-4? Please address whether you will continue with the model in place above, whether you have already made a transition to a new delivery system, or whether you intend to transition to a new delivery system.

The plan is to continue to operate in ~~the same~~ a similar manner with ~~oversight of this compliance plan by the Coordinator as described above and throughout this compliance plan. The County also reserves the right to modify~~ ~~ication~~ this plan as the MIDC Standards are released, because of the anticipated financial and operational impact to the Funding Unit to change the model of service. Future discussions are reserved as necessary in the event the delivery model should be necessary to change.

Please identify the name and position held (e.g., county administrator, judge, defense attorney, etc.) for each person involved in the compliance planning process for this delivery system.

Amended Compliance Plan Discussion Participants:

Noelle Moeggenberg, Grand Traverse County Prosecutor

Carol Stocking, 86th District Court Administrator

Hon. Robert Cooney, District Court Judge

Teri Quinn, 13th Circuit Court Administrator

Hon. Thomas Power, 13th Circuit Court

Hon. Kevin Elsenheimer, 13th Circuit Court

Matthew C. Connolly, Public Defense Attorney

Janet Mistele, Public Defense Attorney

Kyle Trevas, Public Defense Attorney

Paul Jarboe, Public Defense Attorney

Stephen Kane, Public Defense Attorney

~~Captain Todd Ritter, Grand Traverse County Sheriff's Department~~

~~Lieutenant Ed Lassa, Grand Traverse County Sheriff's Department~~

Nathan Alger, Grand Traverse County **Interim** Administrator

Provide an attachment with the names, license or P#’s, and years of criminal defense experience for all attorneys the funding units(s) intends to have deliver services as part of the local indigent defense system.

86th District Court: Misdemeanors

Stephen J. Kane – 4 Years (P76248)

Kyle Trevas – 10 Years (P70550)

Paul A. Hubbell – 25 Years (P37404)

Mattias Johnson – 4 Years (P78199)

Jacob Jackson Graff – 10 Years (P70494)

~~ReAnn R. Gorton – 4 Years (P78002)~~

Thomas J. Seger – 14 Years (P65609)

Jason A. Razavi – 7 Years (P74373)

David J. Clark – 32 Years (P34659)

Cynthia A. Conlon – 11 Years (P41736)

Matthew C. Connolly – 14 Years (P66456)

Kelli Claxton – 4 Years (P77718) TBD/less than 2 years

*Potential addition of one attorney with fewer than 2-years criminal experience for trial skills college participation through CDAM

13th Circuit Court: Felony:

Matthew Connolly- 14 years (P66456)

Shawn Worden -13 years (P66943)

Cynthia Conlon- 11 years (P41736)

David Clark- 31 years. (P34659)

Paul Jarboe -33 years. (P34343)

Jacob Graff- 7 years (P70494)

Stephen Kane -4+years (P76248)

Janet Mistele -28 years (P43026)

Philip Settles -25+ years (40213)

*List is subject to addition/deletion

Standard 1 – Training and Education

Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. Do any of the attorneys included in this plan have fewer than the required experience and require this training? How many?

None currently. However, the budget includes registration for CDAM Trial Skills College for one new attorney as we anticipate that the roster of attorneys may change by FY2019. It is likely that will include one attorney with fewer than two years of criminal defense experience.

All attorneys shall annually complete at least 12 hours of continuing legal education. How many attorneys require training in this plan?

All current and future attorneys require CLE.

- Registration Fee
- Mileage: IRS tax rate
- Hotel & Food: IRS tax rate (consistent with rate paid for assistant prosecutors)

How will the funding unit(s) ensure that the attorneys satisfy the 12 hours of continuing legal education during the plan year?

Currently, the 86th District Court requires attorneys to attend one-day of CLE and provide verification to the Court Administrator. This process will ~~continue~~ be modified with the additional requirement to document the completion of 12-hours of CLE, rather than just one day ~~and provide that to the funding unit or Coordinator for required reporting instead of the Court Administrator. The Attorney is currently responsible for these costs.~~

Currently, the 13th Circuit Court requires attorneys to attend one continuing education seminar through an approved organization such as the Criminal Defense Attorneys of Michigan (CDAM) once every two years.

Continuing legal education costs will be incurred and paid by the Funding Unit, as noted above. The Estimated costs for 16 attorneys are as follows:

Number of Attorney	Reimbursement	Cost	Total
Up to 16	Conference Registration	\$300/atty	Up to \$4,800
Up to 16	Mileage (475 miles)	\$0.535	Up to \$4,066
Up to 16	Hotel (3 nights)	\$129/night	Up to \$6,192
Up to 16	Food (4 days)	\$46/day	Up to \$2,944
Up to 1	Trial skills college CDAM Training	\$900	Up to \$900

Costs are dependent upon membership of the attorney in CDAM and are subject to change. If additional attorneys are added to serve indigent defendants the costs will continue to increase.

Standard 2 – Initial Interview

When a client is in local custody, counsel shall conduct an initial client intake interview within three business days after appointment. When a client is not in custody, counsel shall promptly deliver an introductory communication so that the client may follow-up and schedule a meeting. To be successful, this requires immediate notification of appointment and client contact information.

How does the plan facilitate immediate attorney assignment and notification of new cases? How will the system ensure attorneys are completing their interviews within three business days? How will the initial interview be accomplished?

The 86th District Court assigns public defenders for misdemeanor cases at arraignment. The Court Appointed Attorneys are notified via e-mail of the appointment from the Court with contact information for the defendant. For felony appointments of Court Appointed Attorneys, the District Court *sends the file/order* to the Circuit Court for appointment by the Circuit Court's Office and the Court assigns the Court Appointed Attorney. The Attorney is notified via e-mail that they have been appointed to the case with contact information for the defendant.

Upon notification of assignment, the Court Appointed Attorney sends a letter to the defendant with the Attorneys contact information and request to be contacted to discuss the case.

The requirement to conduct an interview with the defendant within 3-days is a new requirement for both the 86th District Court and the 13th Circuit Court. This additional work will require additional compensation to the Court Appointed Attorneys. The estimated cost is \$85 for each case. In 2015, there were 1,171 Court Appointed Cases in Grand Traverse County. At an estimated minimum of 1hour, the annual cost could exceed \$99,500. Interviews may be conducted through electronic means. ~~Prisoner interviews are necessary within an appropriate amount of time and access is necessary to defense counsel. It is requested that MDOC make polycom/phone available as needed for defense attorneys.~~ Prisoner and out-of-county interviews shall be conducted within a reasonable period of time when confidential Polycom/telephone access is permitted by MDOC or the out-of-county facility. MDOC is urged to make these confidential Polycom/telephone communications available to defense counsel, in keeping with the purposes of Standard 2.

~~Verification of the completion of the interview will be tracked on the invoice submitted for payment by the Court Appointed Attorney.~~ Indigent Defense Attorneys will be required to verify to the Coordinator that they have met with their locally incarcerated clients within three business days, or when the clients are not incarcerated, delivery of introductory communication. The Coordinator will develop a policy and protocol regarding verification and appropriate standards.

This standard further requires a confidential setting be provided for all client interviews.

Does the jail have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

The County's jail was originally constructed in the 1960's and modified numerous times since. While there is space available, the space is not adequate and will require renovation. The renovation will require design services, furniture, security systems to monitor entering and exiting of the confidential interview space, and may require additional officers to monitor and move inmates from the jail to the "attorney-client interview area."

The estimated costs for remodeling would require an initial appropriation of \$5,000 and subsequent appropriations for the project costs which would be determined through the study. Additional staff time would also have to be evaluated in that study to determine the best means available to maintain security in the facility.

Estimated total costs could be up to \$32,893 for the renovation. Additional staff costs will be required for one additional officer. In order to provide full-time 8-hours per day access to inmates for attorney visits at least one full-time corrections officer would be needed to ensure access and security. The estimated cost would be:

Annual Gross	PTO 5 days assumed	FICA (7.65%)	Medical Benefits	STD/LTD	Life Insurance	Retirement (6% assumed)	Workers Comp	Total for Position
\$ 44,054.40	\$ 847.20	\$ 3,434.97	\$ 13,844.99	\$ 440.54	\$ 125.60	\$ 2,694.10	\$ 44.05	\$ 65,485.85

Does the courthouse have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

The Courthouses have space available for attorney-client interviews. Small conference rooms are available throughout the building. However, depending upon the definition of confidentiality not all preserve confidentiality due to sight and sound movement. Some offices have shaded glass windows while others do not. Some modification may be necessary with further definition of confidentiality. While sufficient space is available, access to that space so as to allow confidential communications between counsel and their in-custody clients is limited and modifications are required, such as access to use of the jury rooms and holding rooms with floor chains.

86th District Court in the Hall of Justice currently has holding cells that are not used because they do not provide the security requirements as needed by the correctional facility.

Standard 3 – Experts and Investigators

This standard requires counsel to conduct an independent investigation. When appropriate, counsel shall request funds to retain an investigator to assist with the client's defense. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. Counsel has a continuing duty to evaluate a case for appropriate defense investigations or expert assistance.

How will this standard be complied with by the delivery system?

~~This will continue to follow the same process as is currently undertaken. The Coordinator will oversee and approve investigators and/or investigator fees as well as expert witnesses and expert witness fees. The Coordinator will continue to follow the guidelines as adopted by the 13th Circuit and 86th District Court that provide for reimbursement. Consistent with the current process, The following applies for the 86th District Court:~~

The County agrees, upon Court approval, additional costs such as, but are not necessarily limited to: long distance and collect telephone charges (if they are accepted by counsel for a client), reproductive or transcription expenses for which third-party charges are incurred, expert witness fees and reports, certified document charges, polygraph and mental examination fees and/or reports, subpoena and mileage fees advanced, and mileage or prevailing County reimbursement rates for out of county consultation and/or investigation relative to case merit. Reimbursement shall be added to the next payment due the attorney so requesting. Execution of the necessary County documents, as approved by the Court and the

County Finance Committee, shall permit disbursement of the reimbursement sought as an increment to the next remittance.

~~Consistent with the current process,~~ The following applies for the Circuit Court:

The County will reimburse counsel for expenses reasonably incurred in the defense of the litigation; e.g., necessary medical and legal records, expert witness examination and testimony, fees for photographs and costs for photocopies of police reports... Miscellaneous expenses such as postage, telephone expenses and photocopying charges, other than for police reports or necessary medical or legal records shall be included in the contract case amount...

Should costs exceed the local share, it is expected that up to an additional \$20,000 will be necessary to cover additional expert and investigation costs.

Standard 4 – Counsel At First Appearance and Other Critical Stages of the Case

Counsel shall be appointed to provide assistance to the defendant as soon as the defendant's liberty is subject to restriction by a magistrate or judge. All persons determined to be eligible for indigent criminal defense services shall also have appointed counsel at pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court.

How will this standard be complied with by the delivery system?

Currently, Court Appointed Attorneys are appointed at arraignment by the judge. In order to implement this Standard, the County may have request a rotation of on-call scheduled Court Appointed Attorneys or to retain additional Court Appointed Attorneys to be available on a daily basis.

It is proposed that in order to meet this standard that the existing Criminal Defendant Attorneys rotate daily representation at every criminal arraignment. ~~The proposed fee of \$500 will be paid each day for all time required to work during their rotation. If scheduled on call rotation is required 5 days per week, the estimated annual cost to have a Criminal Defense Attorney available on scheduled days: 260 Business Days at \$500 per day = \$130,000. In addition, an on-call fee of \$100 shall be paid to each additional defense attorney required in cases involving co-defendants arraigned on the same day or in the event of other conflicts of interest.~~ There will be a payment of \$600 for a half day to handle arraignments to be scheduled in the morning, which is split equally between the two attorneys handling the arraignments. There may be additional District Court arraignments, and Circuit Court felony probation violation arraignments set in the afternoon. Attorneys will be compensated an additional \$100 for handling such arraignments in the afternoon. Additional District Court staff time will be required to access and provide Criminal Defense Attorneys law enforcement information network information, which ensures that the

Attorneys are adequately representing defendants at arraignments and other critical stages of the proceedings.

Court Appointed Attorneys will be required to attend all pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court; or to have an authorized individual in their stead.

On June 18, 2019, the MIDC approved Grand Traverse County's FY20 Compliance Plan and Cost Analysis. The approved Cost Analysis is attached to this amended Compliance Plan with all amendments to the Cost Analysis in red font.

Summary of Estimated Funding Unit Costs To Meet MIDC Standards		
Attorney CLE	\$ 18,902	Review terms of DC and CC payment for CLE
Interview w/in 3 days	\$ 99,500	Estimated 1 hour for each new interview
Jail Modification	\$ 32,893	Estimate
Counsel at 1st Appearance	\$ 130,000	(See above)
Corrections Officer	\$ 65,486	Estimated 1FTE
Expert/Investigation Cost	\$ 20,000	Estimated to Tier II based on caseload and intention to educate and encourage court-appointed attorneys to utilize this resource. Rates based on MIDC Standards.
Estimated Total Cost To Meet MIDC Standards	\$ 366,781	

CURRENT COSTS TO MEET CURRENT STANDARDS	
CIRCUIT COURT	\$145,008
DISTRICT COURT	\$270,469
TOTAL	\$415,477

THE FOLLOWING PAGES ARE TO BE COMPLETED - COST ANALYSIS

~~The MIDC Act requires funding unit(s) to provide a cost analysis as part of a request for state funding. The cost analysis should include all total indigent criminal defense services costs for compliance with minimum standards and the amount of funds in excess of the local share necessary to comply with the standards.~~

~~Refer to the instructions guide for grant allowances.~~

Personnel

~~Include staff, if any, whose work is or will be reasonably and directly related to the indigent defense function.~~

Name	Position	Computation	Total
New Employee	Jail Officer		\$65,486
Total			\$65,486

~~Describe the duties of the positions listed (whether full time or part time) the number of hours worked, and rate of pay. Identify whether the positions will be a new cost as a result of the compliance plan.~~

~~Additional staff costs of one additional officer is required to be available to transport and move inmates to the attorney interview area may be necessary. In order to provide full time 8 hours per day access to inmates for attorney visits at least one full time corrections officer would be needed to ensure access and security. The funding for this position will ensure that attorneys have safe and consistent access to clients. The funds will be used exclusively for indigent defense. This position is necessary to meet MIDC standards. The estimated cost would be:~~

Annual Gross	PTO 5-days assumed	FICA (7.65%)	Medical Benefits	STD/LTD	Life Insurance	Retirement (6% assumed)	Workers Comp	Total for Position
\$ 44,054.40	\$ 847.20	\$ 3,434.97	\$ 13,844.99	\$ 440.54	\$ 125.60	\$ 2,694.10	\$ 44.05	\$ 65,485.85

~~Describe the fringe benefits listed here with the positions above. The table above identifies/outlines each benefit provided by Grand Traverse County.~~

Contractual

~~For assigned counsel, you may group all attorney contracts in one line item. You may list the computation as "various" to indicate various rates of pay and provide detail below for the pay structure. List contractors for training programs. Also, list contractors who will be providing construction services for confidential space, if needed. Confidential space costs should be discussed in detail below but costs cannot exceed \$25,000 per location. Requests exceeding \$25,000 will be reviewed with higher due diligence and considered with accompanying documentation for justification. List contracts for investigators and experts here. (Outline is contained within document)~~

CONTRACTOR	COMPUTATION	SERVICES TO BE PROVIDED	TOTAL
Contract Defense Attorney Interview w/i 3 days	\$85.00/case (estimated at 1,171 cases)	conduct an interview with the defendant within 3 days	\$99,500
Expert / Investigation	Estimated at Tier II based on number of attorneys on list who intend to increase utilization of this resource, caseload statistics, and historic usage of experts in GT County	counsel to conduct an independent investigation	\$20,000
Contract Defense Attorney	\$500/day @ 260 business days per year	rotation of on-call scheduled Court Appointed Attorneys or to retain additional Court Appointed Attorneys to be available on a daily basis	\$130,000

Jail Modification	Request for proposals will be sought to complete work (Estimate for work attached)	The space is not adequate and will require renovation. The renovation will require design services, furniture, security	\$32,893
		systems to monitor entering and exiting of the confidential interview space	
TOTAL			\$283,393

~~Provide detail for the types of contractors listed above, rates and hours, and services to be provided. Identify if the contractor will be a new cost or includes cost enhancements for implementation of the compliance plan.~~

Travel and Training

~~Include registrations for continuing legal education hours and training. Travel expenses should adhere to local funding unit travel policies, not to exceed State of Michigan standardized travel rates.~~

Number of Attorney	Reimbursement Type	Cost	Total
Up to 16	Conference Registration	\$300	Up to \$4,800
Up to 16	Mileage (475 miles)	\$0.535	Up to \$4,066
Up to 16	Hotel (3 nights)	\$129/night	Up to \$6,192
Up to 16	Food (4 days)	\$46/day	Up to \$2,944
1	Trial skills college CDAM Training	\$900	\$900

		TOTAL	\$18,902

~~Complete overview of the above table is identified within grant application.~~

Supplies and Other

~~Include all other expenses not provided elsewhere in the cost analysis.~~

ITEM	TOTAL

~~Provide details for supplies and other expenses. Identify whether the expense is new as a result of the compliance plan.~~

~~Total Cost Analysis (sum of all expenditure sections)~~

~~\$ 366,781~~

~~The MIDC Act, MCL 780.993(2), allows for an indigent defense system to request reimbursement as part of the total grant for the cost of developing the compliance plan. If submitting a claim for this expense, provide an explanation and calculation with details of all plan development costs. Attach a separate document with the compliance plan submission if needed.~~

GRANT CALCULATION

TOTAL COST ANALYSIS	\$415,477 (Current Costs)
	+ \$366,781 (new Standards)
COMPLIANCE PLANNING COSTS	
LOCAL SHARE	- \$153,580
COMPLIANCE PLAN GRANT REQUEST	\$628,678

~~The Local Share is defined as an indigent criminal defense system's average annual direct expenditures for adult criminal defense services for three fiscal years preceding the creation of the MIDC Act (effective July 1, 2013). Collections or reimbursements made to the system for partially indigent defendants are applied to the calculation.~~

~~Expenditures to be included in the calculation:~~

- Payments to criminal defense attorneys (contracts, public defenders, appointed systems, hybrid systems) for providing indigent adult criminal defense services including services for expedited docket programs, criminal contempt, juveniles waived into adult court, appeals from district to circuit court or eligible interlocutory appeals to the Court of Appeals
- Payments to experts and investigators
- Other expenses including attorney supplies, travel, or training

Services not included as expenditures:

- Post-sentencing appeals
- Probate, Juvenile Delinquency, Abuse and Neglect cases
- Civil Contempt
- Counsel at lineup (before charges are filed)

Reimbursements:

- Fees paid by or on behalf of a defendant for indigent criminal defense services including payments by the Michigan Department of Corrections and grant payments that include indigent defense services as eligible grant expenditures (i.e. expedited docket programs)

If the actual expenses and reimbursements cannot be calculated as exact, identify that you are providing estimates and discuss the methodology for determining the estimated local share.

FISCAL YEAR	TOTAL EXPENSES	REIMBURSEMENTS	NET EXPENSES
2010	\$495,361	\$278,810	\$216,551
2011	\$360,058	\$256,472	\$103,586
2012	\$391,013	\$250,410	\$140,603
Average of Three Fiscal Years	\$415,477	\$261,897	\$153,580

Certification: I certify to the best of my knowledge and belief that the calculation of the local share is correct and complete and that all fiscal details included are direct indigent defense system expenditures and reimbursements in the given fiscal years.

Authorizing Official Name _____

_____ (Printed)

_____ (Signature)

Title _____ Date _____

Data Collection

In the future, the MIDC expects to collect data on the following topics related to the first four standards. Data points include "system-wide data" (pertaining to each indigent defense system), "attorney-level data" (pertaining

~~to each attorney) and “case level data” (pertaining to each individual court case). This list is not exhaustive but offers guidance on the types of data that will be critical to demonstrating standards compliance.~~

System-Wide Data Points

- ~~Local requirements for training~~
- ~~Existence of local training options~~
- ~~Structure of any local administrative bodies responsible for identifying training needs and implementing training~~
- ~~Mechanism(s) and timeline for notifying attorneys of new appointments~~
- ~~Existence of confidential space for attorney-client interviews in holding facilities and courthouses~~
- ~~Mechanism(s) by which attorneys request investigators or expert witnesses~~
- ~~Delivery models for provision of counsel at first appearance~~

Attorney-Level Data Points

- ~~P numbers and contact information~~
- ~~Total number of annual completed CLE credits~~
- ~~Location, date and content of all completed training courses~~

Case-Level Data Points

- ~~Defendant request for appointed counsel~~
- ~~Court appointment of counsel and date~~
- ~~Date of attorney notification of appointment~~
- ~~Date of initial client interview~~
- ~~Request for investigator, date granted or denied~~
- ~~Request for expert witness, date granted or denied~~
- ~~Presence of counsel at first appearance~~
- ~~Mechanism by which counsel at first appearance was provided~~ • ~~Type and amount of bail issued, if any~~

~~The MIDC Act, MCL 780.993 (9), requires the state to appropriate funds for the reasonable costs associated with data required to be collected by the MIDC in excess of the local government’s data costs for other purposes. Costs associated with data collection are not required to be submitted with this compliance plan submission but will be addressed at a future date and are remarked here for informational purposes.~~

Amended Indigent Defense System Cost A

1

Grant Year October 1, 2019 - September 2020

Funding Unit Name (s) Grand Traverse

Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Corrections Officer	Corrections/Jail	\$21.82/hour - 2080 Hours	45,385.60		45,385.60		

Category Summary	45,385.60	0.00	45,385.60	0.00	45,385.60
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Personnel Justification - List all positions to be funded by the grant budget (state grant/local share). Please * highlight all positions that are new personnel requests for FY2020 and provide justification for need.

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
PTO		873.00		873.00		
FICA	7.65%	3,539.00		3,539.00		
Health, Dental, & Vision		14,568.88		14,568.88		
STD/LTD		551.00		551.00		
Life Insurance		193.00		193.00		
Retirement	6.00%	2,775.52		2,775.52		
Workers Compensation		1,085.00		1,085.00		

Category Summary	13.65%	22,712.40	0.00	22,712.40	0.00	22,712.40
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Fringe Benefits Justification

Contractual

Contracts for Attorneys	Services Provided	Calculation hours and rate		Total	State Grant	Local Share	Other Funding Sources		Total
		Total	Rate				Source	Amount	
District Court	Indigent Defense			279,200.00	234,200.00	45,000.00			
Circuit Court	Indigent Defense			160,308.00	135,308.00	25,000.00			
Assigned Counsel	Initial Interview	\$85.00/Case		99,500.00	99,500.00				
Arraignment Counsel	Arraignments	\$600.00/Day		156,000.00	156,000.00				

Category Summary	695,008.00	625,008.00	70,000.00	0.00	695,008.00
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Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please * highlight rates or attorney line requests that are a change from your FY19 approved contract and contract rates.

Contracts for Experts and Investigators	Services Provided	Calculation hours and rate		Total	State Grant	Local Share	Other Funding Sources		Total
		Total	Rate				Source	Amount	
Investigators		\$75/Hour		10,000.00	10,000.00				
Experts		MIDC Rates		10,000.00	10,000.00				

Category Summary	20,000.00	20,000.00	0.00	0.00	20,000.00
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Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY19 approved contract along with an explanation if requesting to adjust the rates from your FY19's approved contract rates.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources		Total
						Source	Amount	
Category Summary			0.00	0.00	0.00	0.00	0.00	0.00

Construction Project Justification - Provide as much detail as possible for the requested construction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Contracts Other	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources		Total
						Source	Amount	
Coordinator	Plan Implementation and Reporting	\$32 x 937.5 hours	30,000.00	24,000.00	6,000.00			

Category Summary	30,000.00	24,000.00	6,000.00	0.00	30,000.00
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The Coordinator will be responsible for the overall management of the attorney assignment system, and compliance with current and future standards.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			0.00	0.00	0.00	0.00	0.00
Equipment Justification - Provide justification for new equipment requests for FY20							
Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Conference Registrations		\$300/Attorney	4,800.00		4,800.00		
Mileage		\$.535/Mile	2,946.00		2,946.00		
Hotel		\$125/Night	6,192.00		6,192.00		
Meals		\$46/Day	2,944.00		2,944.00		
Trial College			900.00		900.00		
NAPD and SADO Memberships		\$70/Attorney	1,120.00		1,120.00		
Category Summary			18,902.00	0.00	18,902.00	0.00	18,902.00
Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY20.							
Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Onbase Licenses Annual Maint.		3 at \$367.40	1,102.20	200.00	902.20		
Network Infrastructure		3 at \$75/Month	900.00	180.00	720.00		
PC Server Access and Support		3 at \$270/Month	3,240.00	600.00	2,640.00		
Thumb Drives		20 at \$10 and 20 at \$5	300.00	60.00	240.00		
Category Summary			5,542.20	1,040.00	4,502.20	0.00	5,542.20
Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY20.							
Budget Total			837,550.20	670,048.00	167,502.20	0.00	837,550.20



Action Request

Meeting Date:	September 18, 2010		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverese.org	Contact Telephone:	231-922-4760
Agenda Item Title:	Board of Canvasser Election		
Estimated Time:	5 minutes (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

The terms of two members of the Board of County Canvassers in our county expire on October 31st this year. The current members whose terms will be expiring are Republican, Linda Witt, and Democrat, Joel Casler. The Republican and Democratic chairs have both provided three nominees for the party's expiring seat. The County Clerk will distribute the ballots at the meeting. Please note: the Open Meetings Act prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted, a "secret" balloting process cannot be employed by the Commissioners when filling the positions.

Suggested Motion:

Election of 1 Republican Canvasser and 1 Democratic Canvasser by open ballot.

Financial Information:

Total Cost:	General Fund Cost:	Included in budget: <input type="radio"/> Yes <input checked="" type="radio"/> No
<u>If not included in budget, recommended funding source:</u>		

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration:	<input type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

**OFFICIAL BALLOT
BOARD OF CANVASSERS
GRAND TRAVERSE COUNTY, MICHIGAN**

TO VOTE: Completely darken the box opposite each choice as shown:

DO NOT vote for more candidates than indicated under each office title.

WHEN YOU HAVE COMPLETED VOTING: Return the ballot to the County Clerk.

VOTE FOR A DEMOCRATIC CANVASSER AND A REPUBLICAN CANVASSER

DEMOCRATIC CANVASSER	REPUBLICAN CANVASSER		
Term expiring October 31, 2023 Vote for not more than 1		Term expiring October 31, 2023 Vote for not more than 1	
<input type="checkbox"/> Stephen Horne	Democratic	<input type="checkbox"/> Karen Roth	Republican
<input type="checkbox"/> Diana Ketola	Democratic	<input type="checkbox"/> Camilla Williams	Republican
<input type="checkbox"/> John Snow	Democratic	<input type="checkbox"/> Linda Witt	Republican



GRAND TRAVERSE COUNTY CLERK BONNIE SCHEELE

400 BOARDMAN AVENUE • SUITE 101
TRAVERSE CITY, MICHIGAN 49684-2577
(231) 922-4760 FAX (231) 922-4794
www.grandtraverse.org

August 2, 2019

John Roth
Republican Party Chairperson
PO Box 5226
Traverse City, MI 49696

Dear John:

Linda Witt's term on the Grand Traverse County Board of Canvassers will expire on October 31, 2019. The requirements for filling this position are as follows:

4. The county committee of each political party is required to provide the County Clerk with the names of three nominees for the party's expiring seat on the Board no later than September 1, 2019. (MCL 168.24c(2))
5. The County Board of Commissioners is required to fill the two vacancies on the Board by electing a Republican member and a Democratic member from the submitted names. Michigan election law specifies that the County Board of Commissioners use ballots when filling the seats. (MCL 168.24c(3)) (Note: As the Open Meetings Act prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted, a "secret" balloting process cannot be employed by the Board of County Commissioners when filling the positions.)
6. The County Clerk is required to notify the appointees within five days. (MCL 168.24a(7))

Michigan election law grants the County Board of Commissioners the authority to request any of the following from county canvasser nominees before making the required appointments:

4. A letter signed by the nominee indicating 1) an interest in serving on the Board of County Canvassers and 2) an intent to discharge the duties of the position to the best of his or her ability.
5. Information on any prior election experience, including canvassing elections.
6. Information on whether the nominee has been convicted of a felony or election crime.

Please submit the names of the three (3) nominees from the Republican Party to me by September 1, 2019. If you have any questions, please contact me at 231-922-4760.

Sincerely,

Bonnie Scheele
Bonnie Scheele
County Clerk

Cc: Chris Cramer – GTC Board of Commissioner Secretary



GRAND TRAVERSE COUNTY CLERK BONNIE SCHEELE

400 BOARDMAN AVENUE • SUITE 101
TRAVERSE CITY, MICHIGAN 49684-2577
(231) 922-4760 FAX (231) 922-4794
www.grandtraverse.org

August 2, 2019

Chris Cracchiolo
Democratic Party Chairperson
PO Box 1532
Traverse City, MI 49685

Dear Chris:

Joel Casler's term on the Grand Traverse County Board of Canvassers will expire on October 31, 2019. The requirements for filling this position are as follows:

1. The county committee of each political party is required to provide the County Clerk with the names of three nominees for the party's expiring seat on the Board no later than September 1, 2019. (MCL 168.24c(2))
2. The County Board of Commissioners is required to fill the two vacancies on the Board by electing a Republican member and a Democratic member from the submitted names. Michigan election law specifies that the County Board of Commissioners use ballots when filling the seats. (MCL 168.24c(3)) (Note: As the Open Meetings Act prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted, a "secret" balloting process cannot be employed by the Board of County Commissioners when filling the positions.)
3. The County Clerk is required to notify the appointees within five days. (MCL 168.24a(7))

Michigan election law grants the County Board of Commissioners the authority to request any of the following from county canvasser nominees before making the required appointments:

1. A letter signed by the nominee indicating 1) an interest in serving on the Board of County Canvassers and 2) an intent to discharge the duties of the position to the best of his or her ability.
2. Information on any prior election experience, including canvassing elections.
3. Information on whether the nominee has been convicted of a felony or election crime.

Please submit the names of the three (3) nominees from the Democratic Party to me by September 1, 2019. If you have any questions, please contact me at 231-922-4760.

Sincerely,

A handwritten signature in cursive script that reads "Bonnie Scheele".

Bonnie Scheele
County Clerk

Cc: Chris Cramer – GTC Board of Commissioner Secretary

September 5, 2019

Ms. Bonnie Scheele
County Clerk
400 Boardman Avenue
Traverse City, MI 49684-2577

Ms. Scheele:

In response to your letter of September 3, 2019 regarding my nomination as a Democratic Canvasser I provide the following:

I am interested in serving on the Board of County Canvassers and will, to the best of my ability, discharge all duties faithfully.

I have been a candidate for public office in Grand Traverse County. In 2018 I ran for the position of the Board of County Commissioners in District 4. I have also been active, in both Michigan and Indiana (my previous residence), in local politics in support of local, state and national candidates and issues. Generally, but not always these candidates have been Democratic Party candidates. I presently serve as a Precinct Delegate for the Democratic Party in Grand Traverse County and am an appointed member of the Green Lake Township Planning Commission. Additionally, I have served on committees in support of Democratic Party candidates and have supported candidates for local, state, and national office with both financial contributions and volunteer work. I have marched with and canvassed door to door for particular candidates, but I have not served in an elected or appointed position to monitor election processes or results. I attended the Democratic Party Convention in 2018.

I attest that I have not been accused of or convicted of a felony or an election crime.

It would be my great privilege to serve Grand Traverse County in this capacity.

Respectfully,



Stephen A. Horne



Action Request

	Meeting Date:	9/18/2019		
	Department:	GTSO	Submitted By:	T. Bensley
	Contact E-Mail:	tbensley@gtsheriff.org		
	Contact Telephone:	995-5019		
	Agenda Item Title:	Bailiff program.		
Estimated Time:	30 (in minutes)	Laptop Presentation:	yes	

Summary of Request:

The Sheriff's Office is requesting that a Court Bailiff Program be established for the Probate, Family Court and 86th District Court as a separate division within the Sheriff's Office. Five to six part-time bailiffs equivalent to 2.5 full time employees would be hired and overseen by the Sheriff's Office. A projected start date is November 1, 2019, with funds available from the MiDC Grant, the Probate, Family, District Court and Sheriff's Office current 2019 budgets. Funding for 2020 would come from the MiDC Grant and reductions in the recommended 2020 Court and Sheriff's Office budgets. Bailiffs for the Hall of Justice greatly assist with staffing issues in the jail which would mean more corrections officers in the jail for more and increased safety for the corrections officers and inmates, less overtime and, most importantly, a reduction or elimination of forced overtime, the ability to house more inmates in the Grand Traverse County Jail and reduce the need to house inmates in other facilities, and the ability to allow more programming which has been eliminated due to the need to move inmates in the facility. Powerpoint presentation at the Board meeting.

Suggested Motion:

To implement a Bailiff Program within the Sheriff's Office budget beginning on or about November 1, 2019, using identified funds in various court and sheriff's office budgets and MiDC funds.

Financial Information:

Total Cost:	\$125,000.00	General Fund Cost:	\$0.00	Included in budget:	yes
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*Nominal cost, depending on classification.

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews: Finance Director Human Resources Director Civil Counsel	Signature	Date	
Administration:	Recommended	Date:	

Attachments:

<u>Attachment Titles:</u>					
(revised 9-2016)					

RESOLUTION

XX-2019

Bailiff Program

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on September 18, 2019, and reviewed request from the Grand Traverse County Sheriff to implement a Bailiff Program within the Sheriff's Office budget beginning on or about November 1, 2019, using identified funds in various court and sheriff's offices budgets and Michigan Indigent Defense Counsel (MiDC) funds; and,

WHEREAS, the Sheriff's Office is requesting that a Court Bailiff Program be established for the Probate, Family and 86 District Courts as a separate division within the Sheriff's Office; and,

WHEREAS, five to six part-time bailiffs (equal to 2.5 full time employees) would be hired and overseen by the Grand Traverse County Sheriff's Office; and,

WHEREAS, the projected start date is November 1, 2019 with funds available from the MiDC Grant, the Probate, Family and District Courts and the Sheriff's Office 2019 budget; and,

WHEREAS, the Bailiff Program would assist with staffing issues in the jail and a reduction in forced overtime.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS
THAT Grand Traverse County approves implementation of a Bailiff Program within the Sheriff's Office

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: September 18, 2019



Action Request

Meeting Date:	September 18, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Proposed Dedicated Millage and Special Surcharge Review Policy		
Estimated Time:	10 (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Summary of Request:

As you know, the Board of Commissioners prioritize certain goals for 2019. One goal is "annually review from all special millages and the 911 surcharge, and determine what funding levels from these millages/surcharge are appropriate." Attached is a proposed policy, which was drafted to implement this identified goal. Administration is requesting that the Board of Commissioners reviews and adopts this policy.

Suggested Motion:

Resolved, the Grand Traverse County Board of Commissioners adopts the "Dedicated Millage and Special Surcharge Review Policy" as drafted by Administration.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget: <input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Dedicated Millage and Special Surcharge Review Policy

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on September 18, 2019, and reviewed request to adopt the Dedicated Millage and special Surcharge Review Policy; and,

WHEREAS, The proposed policy is recommended in accordance with the Board of Commissioner's goals for 2019, to annually review from special millages and 911 surcharge to determine the appropriate level; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County adopts the "Dedicated Millage and Special Surcharge Review Policy".

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: September 18, 2019

Dedicated Millage and Special Surcharge Review Policy

PURPOSE

The purpose of this policy is to establish a uniform procedure for the Board of Commissioners to determine the appropriate funding levels after the voters have approved a dedicated millage or special surcharge.

RELATED POLICIES

Submission of Countywide Millage Requests
Fund Balance Policy

REVIEW

After the voters of Grand Traverse County have authorized a dedicated millage or special surcharge and such has been levied and collected for a given fiscal year, the Board of Commissioners will annually review the revenue generated by the mills levied for the dedicated millage, or fee issued for the surcharge, at a regular meeting held in August of each year the dedicated millage or surcharge is in effect as stated in the voter approved ballot proposal.

The Board of Commissioners annual revenue review will be based on the following criteria:

1. The purpose of the dedicated millage or surcharge;
2. The operating expenses of the program or department for which the dedicated millage or surcharge supports including, personnel costs, capital improvements and other direct and indirect costs;
3. Other revenue used to support the program or department related to the millage or surcharge such as user fees, grants, or a general fund appropriation for the program or department;
4. Application of the County's Fund Balance Policy

The County Administrator shall prepare and present a report to the Board of Commissioners to assist the Board with its review. In preparing the report, the Administrator shall seek input from the County Equalization Director, Treasurer, Finance Director and the relevant Department Manager affected by the dedicated millage or surcharge. The Administrator's report shall include a recommendation to the Board of Commissioners to levy the millage or surcharge at their current rate, reduce the rate, or increase the rate as may be permitted by law. The Board of Commissioners may adopt a resolution to maintain or change the millage rate based on the criteria outlined above in this Policy.

POLICY REVIEW

The Board of Commissioners shall review this Policy at least every three years.



Action Request

Meeting Date:	September 18, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Transitional Employee for Administration		
Estimated Time:	10 (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Grand Traverse County Administration is comprised of 4 employees, Chris Cramer, Administrative Assistant to the Board of Commissioners, Sarah Adams our Office Manager, Chris Forsyth, our Deputy Administrator, and me. Mrs. Cramer, a county employee that has served the Board of Commissioners with distinction for more than 18 years, has informed me that she has plans to retire from Grand Traverse County within the next 4 to 6 months. We need to locate a replacement for Mrs. Cramer as soon as possible so her replacement can work with her and learn what she does for the Board and for the county.

Due to various projects we have been asked to do, we are collectively very busy and I am concerned that having a vacancy would have an additional impact on the ability of the Administrative Team to accomplish the tasks at hand. I am requesting that the Board of Commissioners give me approval to hire a transitional employee as soon as possible. We will go out for applications and report progress back to you.

Suggested Motion:

To give approval to the Administartor to hire a transitional employee in Administration.

Financial Information:

Total Cost:		General Fund Cost:	\$14,430.07	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:

Miscellaneous:

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Transitional Employee for Administration

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on September 18, 2019, and reviewed request from the County Administrator to approve the hiring of a transitional employee in Administration; and,

WHEREAS, County Administration is comprised of four employees with one of the long term employees planning to retire; and,

WHEREAS, Due to various projects, we are collectively very busy and a vacancy would have a detrimental impact on the Administrative Team to accomplish the tasks at hand and hiring a transitional employee is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS
THAT Grand Traverse County approve the County Administrator to hire a transitional employee in County Administration.

APPROVED: September 18, 2019

RESOLUTION

13-2016

Grant Policy and Procedure

WHEREAS, the Administrator has recommended a host of changes to streamline the Board meetings and lessen the heavy meeting workload of the Board of Commissioners; and,

WHEREAS, The Board updated the grant policy in 2004 to enable a department to make application for grant funding with no in-kind or financial commitment with no pre-approval from the Board of Commissioners; and,

WHEREAS, The amendment to the grant policy will provide clearer direction to the Administrator and Departments on when a grant should be submitted for approval or acceptance to the Board and clarification on notification to the Finance Director to ensure financial reporting is done appropriately and any indirect costs can be recovered from the grant.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the Grant Policy attached hereto and hereby made part of the resolution, effective immediately.

APPROVED: January 27, 2016



GRAND TRAVERSE COUNTY

GRANT POLICY

PURPOSE

To maintain proper administrative and fiscal control of all funds appropriated to the County from the Federal, State and local governments, non-profit agencies, and other sources, this policy sets forth guidelines for the application, acceptance and administration of grants for the County.

Departments are encouraged to seek revenues in the form of grants or other funding sources to expand programs and services to meet existing community needs which are consistent with the established mission of the County and the submitting department or court. While the Board of Commissioners supports these efforts, no commitment will be made for funding beyond the grant period.

GRANT APPLICATION APPROVAL

All grant applications will be required to obtain approvals as follows:

- A grant application requiring no County financial match or financial commitments that have been budgeted and acknowledged in the budget process may be submitted with notification to the Administrator and Finance Director.
- A grant application requiring in-kind services requires approval of the Administrator.
- A grant application that requires financial commitment from the County not budgeted or budgeted but not acknowledged as such in the budget process requires the review of the Finance Director and approval of the Administrator and the Board.
- A grant application that creates a new employee position requires Board of Commissioners approval.

GRANT ACCEPTANCE

All grant agreements will be accepted as follows:

- A grant agreement requiring no County financial match or financial commitments that have been budgeted and acknowledged in the budget process may be

accepted with notification to the Administrator and Finance Director and the signature of the Board Chairman, or a designated official where authorized.

- A grant agreement requiring in-kind services requires approval of the Administrator and the signature of the Board Chairman, or a designated official where authorized.
- A grant agreement that requires financial commitment from the County not budgeted or budgeted but not acknowledged as such in the budget process requires approval of the Administrator and the Board and requires the signature of the Board Chairman, or a designated official where authorized.
- A grant agreement that creates a new employee position requires Board of Commissioners approval.

Copies of final grant agreements must be provided to the Administrator and Finance Director within 30 days of receipt of agreement.

EXPEDITED APPROVAL

In an emergency or unforeseen situation, the Administrator, in consultation with the Board Chairman and the Finance Director, may make an exception which must be ratified by the Board of Commissioners as soon as possible. An emergency is defined as an act that prevented the grant from being completed under normal procedures (i.e., a grant application was received and requested to be submitted prior to a Board meeting).

REPORTING

All reports, including close out reports, must be provided to the Finance Director within 15 days of submittal to the grant administration agency.



Action Request

Meeting Date:	September 18, 2019		
Department:	Board of Commissioners	Submitted By:	Robert Hentschel
Contact E-Mail:	rhentschel@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	Transparency Project		
Estimated Time:	(in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

I would like to ask the Board of Commissioners to give direction to staff to make available on our county website all videos of all past county board meetings and a PDF version of all past board minutes and available packets.

I understand there would be an expense to accomplishing this and would like the board to direct staff to get an estimate of that expense.

Suggested Motion:

Direct staff to obtain pricing for making all board meeting videos, packets and meeting minutes available on the website.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews: Finance Director	Signature	Date
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	

Miscellaneous:

Attachments:

Attachment Titles: