

# GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, June 5, 2019 @ 8:00 a.m.

Governmental Center, 2<sup>nd</sup> Floor Commission Chambers

400 Boardman, Traverse City, MI 49684

## 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

(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 May 15, 2019 (Regular Meeting).....  | 3  |
| b. Minutes of May 22, 2019 (Special Meeting) ..... | 9  |
| c. Minutes of May 22, 2019 (Study Session) .....   | 11 |

### 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](http://www.grandtraverse.org).

a.	Receive:	
1)	Northern Lakes Community Mental Health Minutes of 4-18-19 .....	12
2)	Hentschel – Potential Appearance of Conflict of Interest Disclosure .....	17
b.	Approvals:	
1)	Commission on Aging - Approval of Contract for On-call Contracting for In-home Services.....	18
2)	Administrative Consent Order - Duck Lake .....	32
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
	Steve Currie – Michigan Association of Counties Presentation	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Facilities Management/Park & Recreation:	
1)	Grounds Maintenance FTE for Facilities Management .....	75
b.	Grand Traverse Sheriff's Office – Corrections Division:	
1)	Resident Banking Software/Commissary Services Contract.....	77
c.	Administration:	
1)	Board of Commissioners Goal Setting Affirmation .....	86
2)	Construction Code Department Audit .....	90
10.	UNFINISHED BUSINESS:	
a.	Adoption of Policies Related to Community Development Block Grant (CDBG) Subrecipient Agreement .....	100
b.	Administrator's Evaluation .....	106
11.	NEW BUSINESS:	
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  
May 15, 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Commissioner LaPointe, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Addison Wheelock, Jr., Gordie LaPointe, Brad Jewett, Bryce Hundley,  
Betsy Coffia, Ron Clous, and Rob Hentschel

APPROVAL OF MINUTES

Minutes of May 1, 2019 Regular Meeting

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

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

**Sylvia McCullough**  
**Carol Shuckra**  
**David Petrove**  
**Linda Pepper**  
**Matthew Schoech**  
**Ann Rogers**  
**Al McCullough**  
**Mary Marois**  
**Marilyn Fitzgerald**  
**Herb McCullough**

APPROVAL OF AGENDA

Moved by Wheelock, seconded by Hundley to approve the agenda as presented. Motion carried.

CONSENT CALENDAR

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Information identified on the Consent Calendar can be viewed in its entirety at [www.grandtraverse.org](http://www.grandtraverse.org)

#### A. RECEIVE AND FILE

1. 1<sup>st</sup> Quarter 2019 Treasurer's Investment Report
2. Conservation District – April 2019 Report
3. Northwest Michigan Community Action Agency Minutes of March 21, 2019  
*Removed from calendar*
4. Department of Health and Human Services Board (Pavilions) minutes of March 21, 2019
5. Michigan Townships Association minutes of May 2, 2019

#### B. APPROVALS

1. 13<sup>th</sup> Circuit Court Community Corrections Grant Application & Acceptance  
*Removed from calendar*
2. Resolution 71-2019  
Commission on Aging  
Home Chore Lawn Maintenance Vendor Program
3. Road Commission Monthly Report
4. Resolution Authorizing Road Commission to Purchase Surety or Fidelity Bonds for Board Members – *Removed from calendar*
5. Resolution 72-2019  
Finance  
April 2019 Claims
6. Tribal Council Allocation of 2% Fund Grant Applications – *Removed from calendar*

#### ACTION ON THE CONSENT CALENDAR

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

B-1	Page 27	By Wheelock
B-6	Page 69	By Wheelock
A-3	Page 19	By Hundley
B-4	Page 45	By David Petrove

Moved by Wheelock, seconded by Coffia to approve the Consent Calendar as presented.  
Roll Call Vote: Yes 7

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR

**A-3 Northwest Michigan Community Action Agency Minutes of March 21, 2019**

Moved by Hundley, seconded by Wheelock to Receive & File Northwest Michigan Community Action Agency Minutes of March 21, 2019. Motion carried.

**B-1 13<sup>th</sup> Circuit Court Community Corrections Grant Application and Acceptance**

Sherise Shively, Community Corrections Manager, spoke about the role and duties of the Community Corrections Department

Resolution 73-2019

13<sup>th</sup> Circuit Court

Michigan Department of Corrections

Office of Community Corrections

Grant Application for FY 2020

Moved by Wheelock, seconded by Clous to approve Resolution 73-2019. Motion carried.

**B-4 Resolution Authorizing Road Commission to Purchase Surety or Fidelity Bonds for Board Members**

Phil Masserant, Road Commission Finance Manager, and Dean Bott, County Finance Director explained the request for surety bonds for Road Commission board members and answered Commissioners' questions.

David Petrove had asked that this item be pulled and he spoke about the Road Commission's responsibilities and decisions.

Andy Marek, Road Commissioner, answered Commissioners' questions regarding compensation for board members.

Resolution 74-2019

Road Commission

Michigan County Road Commission Self-Insurance Pool

Surety/Fidelity Insurance

for Road Commission Members

Moved by Wheelock, seconded by Jewett to approve Resolution 74-2019 with the amendment to the last paragraph to add **per member** after the amount of \$10,000.00. Motion carried.

**B-6 Tribal Council Allocation of 2% Fund Grant Applications**

Moved by LaPointe, seconded by Coffia to approve Resolution 75-2019.

Roll Call Vote: Yes 3, No 4

Nay: Jewett, Clous, Wheelock and Hentschel

Motion failed.

**DEPARTMENT ACTION ITEMS****a. Administration****1) Revised Purchasing Policy**

Chris Forsyth, Deputy County Administrator, explained the changes made to the Purchasing Policy.

Commissioner LaPointe requested that they vote separately on some of the changes to the policy.

**Section VIII – Purchasing Guidelines**

Commissioner LaPointe's requested changes to the table in Section VIII.

Moved by LaPointe, seconded by Hundley to change the Total Purchase Amount required for approval by the Department Head and County Administrator in column 1, row 3 be **\$5,000 to \$20,000** and the Total Purchase Amount required for approval by Department Head, County Administrator, Board Approval and purchase order in column 1, row 4, be **\$20,000** and over.

Roll Call Vote: Yes 2, No 5

Nay: Hundley, Coffia, Clous, and Wheelock

Motion failed.

Moved by LaPointe, seconded by Coffia to add to column 2, row 3 that the purchase should be identified in the **original** budget.

Roll Call Vote: Yes 1, No 6

Nay: Coffia, Clous, Wheelock, Jewett, Hundley and Hentschel

Motion failed.

Moved by LaPointe, seconded by Hentschel to add to Approving Entity in column 3, row 3, that **the County Administrator may, at his or her discretion, also request Board approval.**

Roll Call Vote: Yes 6, Absent 1

Absent: Ms. Coffia was out of the room during the vote.

**Resolution 75-2019****Purchasing****Revised Purchasing Policy**

Moved by Wheelock, seconded by Jewett to approve Resolution 76-2019 with the amendment under the \$5,000 to \$24,999.99 category, column 3, row 3, that **the**

**County Administrator may, at his or her discretion, also request Board approval.**

Roll Call Vote: Yes 7

UNFINISHED BUSINESS

**a. Recommendations for Appointments**

**Community Mental Health and Commission on Aging**

Commissioners decided to vote on each of the appointments separately.

PUBLIC COMMENT

**Barb Willing**

Moved by Wheelock, seconded by Coffia to reappoint Mary Marois (general citizen) to the Northern Lakes Community Mental Health Board for a 3 year term ending March 31, 2022.

Roll Call Vote: Yes 5, No 2

Nay Clous and Hentschel

Moved by Hentschel, seconded by Clous to reappoint Randall Kamps (general citizen) to Northern Lakes Community Mental Health for a 3 year term ending March 31, 2022; to appoint Dr. Dan Lathrop (Health Professional) to Northern Lakes Community Mental Health for the remainder of a 3 year term ending March 31, 2020; and to appoint Tonya Cook to the Commission on Aging Advisory Board for a 3 year term ending February 28, 2022.

Commissioners discussed the composition and requirements for different members of the Mental Health Board.

**Mary Marois** answered Commissioners' questions about the member composition on the Mental Health board.

Chairman Hentschel amended his motion to exclude Dr. Dan Lathrop from appointment and to add Barb Willing as an alternate if any future vacancies occur.

Chairman Hentschel amended his motion to **only** include the reappoint of Randall Kamps to Northern Lakes Community Mental Health for a 3 year term and to appoint Tonya Cook to the Commission on Aging Advisory Board for a 3 year term.

Roll Call Vote: Yes 7

Commissioners directed civil counsel to research the qualifications for the position of Health Professional on the Northern Lakes Community Mental Health Board and determine if Dr. Lathrop would meet the requirements to serve as the Health Professional.

NEW BUSINESS

**a. Goal Setting Session**

John Amrhein, MSU Extension, facilitated a goal setting session. Commissioners identified their top priorities. Administration will compile the results and report back to the Commissioners.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

**Tom Bousamra**  
**Mary Beth Novak**

COMMISSIONER/DEPARTMENT REPORTS

Commissioners gave updates on meetings and events they attended.

NOTICES

**May 22, 2019 - Emergency Management for Elected Officials (9:00 a.m.) – Health Department**

**May 22, 2019 - Study Session (11:30 a.m.) – Health Department**

**June 5, 2019 - Regular Session**

CLOSED SESSION

None

Meeting adjourned at 12:12 p.m.

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Bonnie Scheele County Clerk

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Rob Hentschel, Chairman

APPROVED: \_\_\_\_\_  
(Date) (Initials)

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Meeting  
May 22, 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Health Services Building.

OPENING CEREMONIES, EXERCISES OR INVOCATION

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Betsy Coffia (arrived 8:03 a.m.), Bryce Hundley, Brad Jewett, Ron Clous,  
Gordie LaPointe, and Rob Hentschel

EXCUSED: Addison Wheelock, Jr.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

**Matthew Schoech**  
**Cami Fraser**  
**Rebecca Rogan**  
**Josephine Hendrix**  
**Pam Darling**  
**Mike Matteucci**  
**Tom Bousamra**

RECOMMENDATION FOR CONSIDERATION OF APPLICATIONS FOR GRAND  
TRAVERSE BAND 2% FUNDING

Resolution 76-2019

Administration

Grand Traverse Band of Ottawa & Chippewa Indians  
Approval to Submit Grant Applications  
For Grand Traverse Band 2% Funding

WHEREAS, The Grand Traverse County Board of Commissioners met in special session on May 22, 2019, and reviewed applications for Tribal Council Allocation of 2% Funds, and,

WHEREAS, it is recommended that the following applications be forwarded to the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians for consideration:

Michigan Indian Legal Services, Inc. - \$10,000.00  
GTC/Traverse Bay Children's Advocacy Center - \$30,000.00  
Father Fred Foundation - \$15,000.00  
Civil Air Patrol – \$30,000.00

BDAI - \$59,840.000  
 Conflict Resolution Services – \$25,000

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS that the applications summarized above will be forwarded to the Grand Traverse Band of Ottawa and Chippewa Indians for consideration for funding from the Tribal Council's semi-annual 2% distribution as defined in the Stipulation for Entry of Consent Judgment from Tribes v. Engler (Case No. 1:90-CV-611, U.S. District Court, West. Dist. Mich.)

BE IT FURTHER RESOLVED that this Board hereby notifies the Grand Traverse Band of Ottawa and Chippewa Indians that Grand Traverse County can only be the fiscal agent for Tribal grants that are determined to be lawful county expenditures by the County's Civil Counsel, and that the funds specified by the Tribal Council to be distributed to non-county agencies cannot be distributed until the county has signed agreements from those entities for the services that the Tribal Council has approved.

BE IT FURTHER RESOLVED that if it is determined that funds specified and granted by the Tribal Council are for services that are not lawful county expenditures, or if the County, for whatever reason, does not enter into an agreement with a non-county agency that has been awarded a grant from the Tribal Council, such funds shall be returned to the Tribal Council.

Moved by LaPointe, seconded by Clous to approve Resolution 76-2019. Motion carried.

PUBLIC COMMENT

None

Meeting adjourned at 8:28 a.m.

\_\_\_\_\_  
 Sarah B. Lutz, Chief Deputy County Clerk

\_\_\_\_\_  
 Rob Hentschel, Chairman

APPROVED: \_\_\_\_\_  
 (Date) (Initials)

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Study Session  
May 22, 2019

Chairman Hentschel called the meeting to order at 11:41 a.m. at the Health Services Building.

OPENING CEREMONIES OR EXERCISES

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Betsy Coffia, Bryce Hundley, Brad Jewett, Ron Clous, Gordie LaPointe,  
and Rob Hentschel

EXCUSED: Addison Wheelock, Jr.

PUBLIC COMMENT

NONE

GOV INVEST PRESENTATION

Dean Bott, Finance Director, introduced Ted Price, CEO of GovInvest.

Ted Price, gave a presentation on the GovInvest software and answered Commissioners' questions.

Commissioner Coffia left at 12:05 p.m.

Commissioner Jewett left at 12:41 p.m.

Commissioner Hundley left at 12:48 p.m.

PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 12:49 p.m.

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Sarah B. Lutz, Chief Deputy County Clerk

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Rob Hentschel, Chairman

APPROVED: \_\_\_\_\_  
(Date) (Initials)



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

## Board of Director's Meeting Minutes

APRIL 18, 2019

2:15 PM

### 1. CALL TO ORDER:

Northern Lakes Community Mental Health Authority, 105 Hall Street, Traverse City, Michigan. Nicole Miller called the meeting to order at 2:22 p.m.

Board Members Present: Pam Babcock, Betty Bushey, Mary Marois, Sherry Powers, Nina Zamora, Nicole Miller, Randy Kamps, Ben Townsend, Rose Denny, Sherise Shively, Ty Wessell, Al Cambridge, Angela Griffis and Lorelei King.

Board Members Absent: Dean Vivian (advance notice).

Others Present: Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Tracy Rosinski, Director of Recipient Rights; Joanie Blamer, Chief Population Officer for Mental Health Services; Matt Leiter, Human Resources Director; Lauri Fischer, Director of Finance; Becky Vincent, Director of Integrated and Managed Health Services; Andy Babcock; Mike Long; Haider Kazim; and Dave Simpson, Residential Services Administrator.

Confirmation of a Quorum – Yes

Timekeeper – Betty Bushey

### 2. AGENDA:

<b>MOTION:</b>	<b>Accept the Board Agenda for April 18, 2019 as presented.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Marois
<b>SECONDER:</b>	Lorelei King

### 3. CONFLICT OF INTEREST DECLARATION:

No conflict of interest was declared.

### 4. CLOSED SESSION – OPEN MEETINGS ACT MCL 15.268€ Update on Litigation:

Moved into Closed Session at 2:25 p.m.

<b>MOTION:</b>	<b>Move into Closed Session and include Karl Kovacs, Deb Lavender and Andy.</b>
<b>RESULT:</b>	<b>Roll Call Vote: Kamps, Marois, Bushey, Babcock, Griffis, Zamora, Cambridge, Shively, Wessell, Powers, Townsend, King, Denny and Miller. MOTION APPROVED.</b>
<b>MOVER:</b>	Randy Kamps
<b>SECONDER:</b>	Lorelei King

ITEM #1

<b>MOTION:</b>	<b>Move out of Closed Session.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Nina Zamora
<b>SECONDER:</b>	Betty Bushey

Moved out of Closed Session at 3:16 p.m.

<b>MOTION:</b>	<b>Authorize our Attorney to follow the strategy as discussed.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Al Cambridge
<b>SECONDER:</b>	Angela Griffis

## 5. **CONSENT AGENDA:**

### *A. Consideration of the Consent Agenda*

<b>MOTION:</b>	<b>Approve the Consent Agenda for April 18, 2019 and removal of the financial statements.</b>
<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Randy Kamps
<b>SECONDER:</b>	Mary Marois

Lauri responded to the question regarding the request by the Milliman actuaries and MDHHS asking for extensive data from every CMHSP and PIHP to be used to develop a fee schedule. There was also a request about the Direct Care Worker increase and we decided to comply with the NMRE to offer .28 per unit if the provider will attest that they would give their employees the increase. Regarding Medicaid spending, the Medicaid capitation flows through the NMRE to the CMHs. We can only keep the local funding and 423 funds. Lauri identified that we submitted the annual submission and the community data set includes the number of individuals covered by Medicaid in our six counties. The number is the lowest it has been in eleven years.

<b>MOTION:</b>	<b>Receive and file the financial statements as presented.</b>
<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Randy Kamps
<b>SECONDER:</b>	Nina Zamora

## 6. **OWNERSHIP LINKAGE:**

*A. Citizen Comment – None.*

*B. Ownership Communication – None.*

## 7. **CHIEF EXECUTIVE OFFICER'S REPORT:**

Karl referenced his written report in the Board Packet. He thanked the Board for his evaluation, comments and the trends. The attachments to his report were from the Director's Forum held on April 8 and 9 including the FY 20 Executive Budget Proposal, FY 20 MDHHS Executive Recommendation, FY 19-20 CMHAM Legislative and Policy Platform and Information on the Public Mental Health System.

We received a communication from Pine Rest Christian Mental Health Services terminating their Traverse City contract effective May 4 for outpatient, case management and psychiatric services. They have agreed to work with us to ensure there is a smooth transition for our consumers.

Last Board meeting Pam brought up about a radio ad and after discussion with our Human Resources staff it was noted they are using Michigan 4Hire. The company had IT issues in that there was variation of the information displayed based on the web browser that was used. Dave Simpson provided an update on the six Board operated residential homes that are licensed. We are using Michigan Works and Indeed to receive additional applications. We are bringing technology into the homes.

Karl shared that after 25 years of service Becky Vincent will be retiring on July 5. The Board congratulated her and on her next chapter.

## **8. NORTHERN MICHIGAN REGIONAL ENTITY REPORT:**

Minutes for the February 27 meeting were included in the packet. Randy reported that MDHHS will be expanding the Health Home Pilot to the twenty-one counties in our region by January 1, 2020. They have been focusing on Substance Use Disorders and Eric Kurtz has been meeting with courts and providers to make sure we are all heading in the right direction and needs are being met. Mary noted that they are trying to have communities consider the individual's needs when they get out of jail. Sherise reported that she attended a meeting that included Grand Traverse, Leelanau, Missaukee, Wexford and Antrim Counties and were educated about the levels of care. They do not have the providers in the area for the levels of care that are appropriate for the people that get out of jail. Mary noted that this is her first meeting at the NMRE and she has learned a lot that will help the communities understand where the gaps are.

## **9. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:**

- A. Receipt of CEO Response to Monitoring Report – 1.0 Consumer and Community Ends (Internal Inspection)

<b>MOTION:</b>	<b>The Board has reviewed Policy 1.0 Consumer and Community Ends (1.0.1 – 1.0.5) at 100% compliance.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rose Denny
<b>SECONDER:</b>	Nina Zamora

- B. New Operational Worries – None.

- C. April Monitoring Assignment  
2.8 Communication & Support to the Board (Internal Inspection) will complete and turn in.

## **10. BOARD MEANS SELF-ASSESSMENT:**

- A. Receipt of CEO Response to Monitoring Report – 3.3 Board Member Code of Conduct (Direct Inspection)

<b>MOTION:</b>	<b>The Board has reviewed Policy 3.3 Board Member Code of Conduct at 100% compliance.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Randy Kamps
<b>SECONDER:</b>	Nina Zamora

Receipt of CEO Response to Monitoring Report – 3.6 Board Chair Functions (Direct Inspection)

<b>MOTION:</b>	<b>The Board has reviewed Policy 3.6 Board Chair Functions at 100% compliance.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Marois
<b>SECONDER:</b>	Rose Denny

*B. April Monitoring Assignment*

3.7 Governance Committees (Direct inspection) complete and turn in.

3.7A Recipient Rights Advisory Committee (Direct inspection) complete and turn in.

3.7B Recipient Rights Appeals Committee (Direct inspection) complete and turn in.

## **11. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:**

*A. Ends – None*

*B. Executive Limitations – None.*

*C. Governance Process/Ownership Linkages*  
- Receive and File RRAC Minutes April 2, 2019

<b>MOTION:</b>	<b>The Board Received and Filed RRAC Minutes for April 2, 2019.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rose Denny
<b>SECONDER:</b>	Betty Bushey

- Approve Audited Financial Statements

<b>MOTION:</b>	<b>The Board Approved the Audited Financial Statements ending on September 30, 2018.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Al Cambridge
<b>SECONDER:</b>	Randy Kamps

Complete the Conflict of Interest and Code of Conduct forms and turn in.

*D. Board/CEO Linkage – None.*

## **12. OWNERSHIP LINKAGE: None**

## **13. ANNOUNCEMENTS/BOARD MEMBER REPORTS/BOARD**

- Randy invited everyone to attend the 77<sup>th</sup> Annual Rotary Show on Wednesday through Saturday. He identified the funds goes back into our community.

## **14. MAY 16, 2019 AGENDA PLANNING (HOUGHTON LAKE):**

Reviewed the agenda for the May 16, 2019 meeting.

## **15. MEETING EVALUATION:**

- #1- we spent our time on the most important governance topics: majority was excellent
- #2- we encouraged diversity of viewpoints: majority was excellent
- #3- our decisions were made collectively: majority was excellent
- #4- The Board used its time effectively: majority was excellent

#5- What is the most important thing the Board could do to improve our function as a board? None.

**16. ADJOURNMENT:**

The meeting adjourned at 4:16 p.m

Respectfully Submitted,

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Nicole Miller, Chairperson

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Lorelei King, Board Secretary

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Debra Lavender, Recording Secretary



**GRAND TRAVERSE COUNTY  
ADMINISTRATION OFFICE  
BOARD OF COMMISSIONERS**

400 BOARDMAN AVENUE, SUITE 305  
TRAVERSE CITY, MI 49684-2577

ADMINISTRATION 231-922-4780  
BOARD OF COMMISSIONERS 231-922-4797

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June 5, 2019

Dear Fellow Commissioner,

While there is no requirement to do so, I wish to avoid any appearance of conflict of interest with my duties as a Grand Traverse County Commissioner. As is public knowledge, I have an ownership interest in a family business located in Grand Traverse County called Roy's General Store. From time to time county departments may make purchases at our store for governmental purposes. I have no direct influence over those purchasing decisions, the amounts are nominal and unrelated to my compensation from the store and do not influence county commission decisions.

Sincerely,

Robert Hentschel, Chairman  
Grand Traverse County  
Board of Commissioners



## Action Request

Meeting Date:	May 1, 2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	231-9224688
Agenda Item Title:	Approval of contract for on call contracting for in-home services.		
Estimated Time:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

Attached is the contract proposal submitted from Independence Home Health Care to provide services for Home Health Services on "as needed" basis. This provides additional coverage for hours that we are unable to cover.

The RFP was placed on Bidnet from March 15-April 5, 2019. Legal notice was placed in the Record Eagle 3/16 and 3/17. Proposals were also sent directly to four Home Care Companies. Independence Home Health Care was the only organization to respond.

The attached contract and liability specifications have been reviewed by Kit Tholen and Chris Forsyth.

### Suggested Motion:

To approve the attached contract for in home services with Independence Home Health Care.

### Financial Information:

Total Cost:	\$15,000	General Fund Cost:	0	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		
<b>Administration:</b> <input type="checkbox"/> Recommended    Date: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
Miscellaneous:		

### Attachments:

Attachment Titles:

RESOLUTION

**XX-2019**

**Commission on Aging – Independence Home Health Care Contract for In-Home Service**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019, and reviewed the request from the Commission on Aging Director to approve a contract with Independence Home Health Care for in-home services; and,

WHEREAS, a contract proposal was received from Independence Home Health Care to provide services for Home Health Services on an “as needed” basis to provide additional coverage for hours that we are unable to cover with staff; and,

WHEREAS, an RFP was placed on Bidnet, a legal notice was placed in the Record Eagle and four Home Care Companies were contacted directly with Independence Home Health Care being the only organization to respond; and,

WHEREAS, the contract and liability specifications have been reviewed by civil counsel.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a contract for in-home services with Independence Home Health Care on an “as needed” basis up to a total amount of \$15,000, for the period May 1, 2019 through April 30, 2021.

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: June 5, 2019



**CONTRACT AGREEMENT**

**BETWEEN**

**GRAND TRAVERSE COUNTY**

**AND**

**INDEPENDENCE HOME HEALTH CARE**



## GRAND TRAVERSE COUNTY

### SERVICE CONTRACT

Grand Traverse County Commission on Aging

**CONTRACTOR:** *Independence Home Health Care*

**ADDRESS:** **2150 South Airport Road West  
Traverse City, MI 49684**

GRAND TRAVERSE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

**Section 1.** Independence Home Health Care of Traverse City, Michigan agrees to provide On-Call Contracting services to Grand Traverse County Commission on Aging for the home health care, respite care, and homemaker services.

**Section 2.** Duration of Contract

Beginning Date:  
May 1, 2019

Ending Date:  
April 30, 2021

**Section 3.** Compensation

- A. The County agrees to pay the Contractor as follows:
  - a. Home Health Care  
\$21 per hour, regular hours (2 hour minimum)
  - b. Respite Care  
\$21 per hour, regular hours (2 hour minimum)
  - c. Homemaker Aide  
\$20 per hour, regular hours (2 hour minimum)
- B. Payment under this contract shall be made upon receipt and approval by the Project Manager of the Contractor's billing statement stating that the work for which payment is requested has been performed in accordance with the project specification attached to and incorporated in this contract.

**Section 4.** Insurance Documentation

Documentation of liability and workers compensation insurance are attached to and made a part of this contract.



## GENERAL TERMS AND CONDITIONS

**Section 1.** Cancellation: *CANCELLATION OF THIS AGREEMENT* by the County may be for a) default by the Contractor, or b) lack of a further need for the service. Default is defined as the failure of the contractor to fulfill the obligations of this contract, and in this case, cancellation may be immediate. In the event the County no longer needs the service specified in this contract due to program changes, changes in laws, rules or regulation, relocation of office, or lack of funding, the County may cancel this contract by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. If this contract is terminated, the County, may require the Contractor to transfer title and deliver to the County such partially completed reports or other documentation as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated. Payments for completed reports and other documentation delivered to and accepted by the County shall be at the contract price. Payment for partially completed reports and other documentation delivered to and accepted by the County shall be in an amount agreed upon by the Contractor and Contracting Officer.

**Section 2.** Contractor's Liability: The Contractor will provide as Rider A of this contract documentation of public and professional liability, directors and officers, property damage, and workers' compensation insurance insuring, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor operations under the terms of this contract. It is agreed that in the event any carrier of such insurance exercises cancellation, notice will be made immediately to the County of such cancellation.

**Section 3.** County's Liability: Grand Traverse County, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in this agreement. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

**Section 4.** Assignability: This agreement is not assignable by the Contractor either in whole or in part, without the prior written consent of the Contracting Officer.

**Section 5.** Officials Not To Benefit: No member of the County Board of Commissioners or any individual employed by the County shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, unless the contract or transaction has been approved by 3/4 of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's or employee's interest.

**Section 6.**        **Nondiscrimination:** The Contractor agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action including, but not limited to Title VI of the Civil Rights Act of 1964, and Act No. 453, Michigan Public Acts of 1976.

**Section 7.** Oral Agreements: This contract is to be considered a complete document between the County and the Contractor and each warrants that there are no mutual oral agreements.

**Section 8.** Federal State and Local Regulations: The provisions of this contract shall be construed in accordance with the provisions of State and Federal laws and local ordinances. The Contractor assumes sole liability for any non-compliance of these regulations.

**Section 9.**      **Publication Rights:** All property rights, including publication rights, in the interim, draft and final reports and other documentation, including machine readable materials, produced by the Contractor in connection with the work provided for under this contract shall vest in the County. The Contractor shall not publish any of the results of the work without the written permission of the Contracting Officer.

**Section 10.**      *Records, Accounts and Audits:* The Contractor shall maintain such records and accounts, including property and personnel records, time sheets, travel vouchers, fringe benefit rates, overhead rates and other necessary documentation to assure a proper accounting of all contract funds for a period of three (3) years. The retention period starts from the date of the Contractor's accepted final report. Such records shall be made available to the County upon request for audit purposes.

**Section 11.**      Signatories: The signatories warrant that all statements contained in and riders attached to this contract are complete and accurate and that they are empowered to enter into this contract.

THIS CONTRACT IS HEREBY ACCEPTED:  
IN WITNESS THEREOF, we sign our names:

\_\_\_\_\_  
Grand Traverse County Date \_\_\_\_\_

\_\_\_\_\_  
Date

*Independence Home Health Care*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue, 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 978.344.4200 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> contactus@insurancebee.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hiscox Insurance Company Inc. <b>NAIC #</b> 10200 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Independence Home Care 1212 Veterans Drive Ste 206 Traverse City MI 49685	

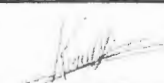
**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	33886451-GL	03/20/2019	03/20/2020	EACH OCCURRENCE \$ 300,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 300,000 GENERAL AGGREGATE \$ 300,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N	N	33886451-PL	03/20/2019	03/20/2020	Each Claim: \$250,000 Aggregate: \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Independence Home Care 1212 Veterans Drive Ste 206 Traverse City MI 49685	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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KABBE-1

QP ID: TB

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

05/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Top O' Michigan Ins-Trav City  
3183 Logan Valley Rd  
Traverse City, MI 49684-4772  
Tyler M. Bartosh, CIC

231-947-1164

**CONTACT NAME:** Tyler M. Bartosh, CIC**PHONE** (A/C, No, Ext): 231-947-1164**FAX** (A/C, No): 888-686-8664**E-MAIL**: TBartosh@TOMIA247.com**ADDRESS:****INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** Accident Fund General Ins Co

12304

**INSURED** Kabbes Corporation  
Doug Kabbes  
1212 Veterans Dr, Ste 206  
Traverse City, MI 49684

**INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:****COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>					
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMP/OP AGG \$
						\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>					BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/>					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					AGGREGATE \$
	<b>DED</b> <input type="checkbox"/> <b>RETENTION S</b> <input type="checkbox"/>					\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>Y/N</b>	<b>WCV6165693</b>	<b>05/03/2018</b>	<b>05/03/2019</b>	<b>PER STATUTE</b> <b>OTH-ER</b>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI)	<b>N/A</b>				<b>E L EACH ACCIDENT</b> \$ <b>500,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below					<b>E L DISEASE - EA EMPLOYEE</b> \$ <b>500,000</b>
						<b>E L DISEASE - POLICY LIMIT</b> \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****INSURED**

Insured's Copy  
This Proof of Insurance  
is for the Client's use only.  
Not Valid as Proof to others.

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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**SPECIFICATIONS: Home Health Care Program**

<b>Grand Traverse County Commission on Aging Home Health Care</b>		
<b>Category</b>	<b>Specifications</b>	<b>Bidder Proposes to Furnish</b>
Hourly Rate Monday – Friday		21.00
Hourly Rate Holidays	Please Provide	21.00
Minimum hours of service per client	1 hour minimum	2
Days Available during week	Monday-Friday	7 days a week
Hours Available during the days	8am – 5pm	8am – 5pm every day
State Certified Nurse's Aide	Required, provide proof if requested	✓
<b>Assist with Bathing:</b>		
Shower		✓
Tub		✓
Sponge Bath		✓
Bed Bath		✓
<b>Dressing:</b>		
Partial/Total Assist		✓
<b>Grooming:</b>		
Hair Care		✓
Shave		✓
Skin Care		✓
Nail Care		✓
Oral Care		✓
Peri Care		✓
<b>Toileting:</b>		
Partial/Total Assist		✓
<b>Transferring/Ambulation:</b>		
Partial/Total Assist		✓
<b>Vitals:</b>		
Blood Pressure/Pulse/Respirations	Must have own equipment	✓
<b>Change and Launder Linens:</b>		
Strip and put on new bedding		✓
Launder Bedding		✓

# **SPECIFICATIONS: Respite**

Grand Traverse County Commission on Aging Respite		
Category	Specifications	Bidder Proposes to Furnish
Hourly Rate		
Hourly Rate Holidays	Please Provide	
Minimum hours of service per client	2 hours	
Maximum hours of service per client	4 hours	
Days Available during week	Monday-Friday	
Hours Available during the days	8am – 5pm	
State Certified Nurse's Aide	Required, provide proof if requested	
<b>Assist with Bathing:</b>		
Shower		
Tub		
Sponge Bath		
Bed Bath		
<b>Dressing:</b>		
Partial/Total Assist		
<b>Grooming:</b>		
Hair Care		
Shave		
Skin Care		
Nail Care		
Oral Care		
Peri Care		
<b>Toileting:</b>		
Partial/Total Assist		
<b>Transferring/Ambulation:</b>		
Partial/Total Assist		
Transfer Belt	Must have own equipment	
<b>Vitals:</b>		
Blood Pressure/Pulse/Respirations	Must have own equipment	
<b>Housecleaning</b>		
<b>Social Activities</b>		
<b>Meal Preparation</b>		
<b>Medication Reminders</b>		
<b>Range of Motion Exercises</b>		

**SPECIFICATIONS: Homemaker Aide Program**

Grand Traverse County Commission on Aging Homemaker Aide		
Category	Specifications	Bidder Proposes to Furnish
Hourly Rate		\$ 20. <sup>00</sup>
Minimum hours of service per client	Please advise company minimum	2 Hour
Days Available during week	Monday-Friday	Monday-Friday
Hours Available during the days	8am – 5pm	8-5 pm
<b>Light housecleaning activities:</b>		
Vacuuming	Vendor must have own equipment and supplies	
Dusting	✓	✓
Washing Dishes	✓	✓
Changing linens	✓	✓
Making beds	✓	✓
Mopping Floors	✓	✓
Laundry	✓	✓
Cleaning bathrooms	✓	✓
Washing Inside Windows	✓	✓
Washing Inside of Refrigerators	✓	✓
Washing Inside of Stoves	✓	✓

**SPECIFICATIONS: Company/Vendor**

<b>Grand Traverse County Commission on Aging</b>		
<b>Category</b>	<b>Specifications</b>	<b>Bidder Proposes to Furnish</b>
Provide all equipment/tools necessary to complete the job	Required	
MIOSHA Compliant	Required	
Formal orientation for new staff	Required	
Criminal and DHS background checks for all employees who may perform work on site	Required	
Notice to Commission on Aging if any background checks are returned with records	Required	
Staff In Service Training plan	Required	
Protect client confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA)	Required	
Transportation to & from client homes	Required	
Formal orientation for new staff	Required	
Vendor will only bill GTCOA the actual number of hours at the clients home, with a minimum charge of 1 hour for homemaker aide and home health care and two hour minimum for community living support	Required	
State of Michigan Certified Nurse's Aide	Required for HHC & Respite programs	
Completed W-9 (taxpayer identification number and certification)	Required, provide copy if contract awarded	
3 professional letters of reference	Required, provide copies with RFB packet	

## AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 90 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

### LEGAL STATUS AND SIGNATURE OF BIDDER

1. Check appropriate section and complete information.

☒ Corporation under the laws of the State of Michigan  
☐ Partnership

Names and Address of all members

<u>NAME</u>	<u>ADDRESS</u>
Douglas Kabbes	2150 South Airport Road West TC M1 49684 Suite D
Brenda Kabbes	2150 South Airport Road West TC M1 49684 Suite D

Sole Proprietorship, doing business as \_\_\_\_\_

2. Complete all information below.

Authorized Negotiator

Name Brenda Kabbes

Title CEO

Federal ID # 81-1123439

License # \_\_\_\_\_ Type \_\_\_\_\_  
(if applicable)

Bidder \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Signed this 20 day of March, 2019



## Action Request

Meeting Date:	June 5, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Department of Environment, Great Lakes, and Energy (EGLE) Administrative Consent Agreement; Duck Lake Control Structure		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

When I was Deputy Civil Counsel, I with Co-Counsel Scott Howard filed a petition in the Circuit Court to determine the normal lake level and establish a special assessment district for Duck Lake. On September 25, 2017 Judge Power entered an order setting the lake level and also permitting a special assessment district be established to assess benefitted properties the cost of planned improvements to the Duck Lake Control Structure. After the order was entered, representatives of Department of Environment Quality, now EGLE claimed that they did not receive notice of the Circuit Court proceedings prior to the order being entered on September 25th as required under Part 307 of the Natural Resources and Environmental Protection Act (NREPA), MCL 324.30307 et seq. As set forth in the attached letter from EGLE Representative David Pingel, EGLE does not object to Judge Power's order, but instead EGLE has concerns with the drawn down and refill procedures, which may harm aquatic resources at Duck Lake. Instead of reopening the case in Circuit Court, Mr. Pingel requested that the County execute a proposed Administrative Consent Agreement, which includes conditions that the Drain Commissioner must comply with to address EGLE's concerns. The proposed Agreement is attached, which I, the Drain Commissioner and Mr. Howard have reviewed and request that you authorize the Board Chair to sign on behalf of Grand Traverse County.

### Suggested Motion:

Resolved, the Grand Traverse County Board of Commissioners approve the attached Administrative Consent Agreement and authorize the Chair of the Board of Commissioners to sign the Agreement on behalf of the Board of Commissioners.

### Financial Information:

Total Cost:	<input type="text"/>	General Fund Cost:	<input type="text"/>	Included in budget:	<input 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	<input type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>
Administration:	<input type="checkbox"/> Recommended	Date: <input type="text"/>
Miscellaneous:		

### Attachments:

Attachment Titles:

## RESOLUTION

**XX-2019**

### **Department of Environment, Great Lakes, and Energy (EGLE) Administrative Consent Agreement – Duck Lake Control Structure**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019, and reviewed request to approve an Administrative Consent Agreement which includes conditions that must be complied with in accordance with the Department of Environment, Great Lakes, and Energy (EGLE) regarding the Duck Lake Control Structure; and,

WHEREAS, on September 25, 2017, Judge Power entered an order setting the Duck Lake level and permitting a special assessment district be established to assess benefitted properties the cost of planned improvements; and,

WHEREAS, The DEQ, now EGLE) claimed the did not receive the court order and does not object, but has concerns with the drawn down and refill procedures, which may harm aquatic resources at Duck Lake; and,

WHEREAS, instead of reopening the case, the proposed Administrative Consent Agreement, which includes conditions that the Drain Commissioner must comply with to address EGLE's concerns; and

WHEREAS, the proposed agreement was reviewed by Scott Howard and Chris Forsyth and they are requesting the Board to authorize the Chair to sign the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the Administrative Consent Agreement which includes the conditions that the Drain Commissioner must comply with regarding drawn down and refill procedures.

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: June 5, 2019



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

May 23, 2019

Mr. Robert Hentschel, Chair  
Grand Traverse County Board of Commissioners  
400 Boardman Avenue  
Traverse City, Michigan 49684

Dear Mr. Hentschel:

SUBJECT: Compliance Communication  
Dam-1952 Duck Lake Control Structure  
Green Lake Township T26N, R12W, Section 22, Grand Traverse County

The Department of Environment, Great Lakes, and Energy (EGLE); formerly the Department of Environmental Quality (DEQ); Water Resources Division (WRD), was recently made aware of Circuit Court proceedings undertaken by the Grand Traverse County Board of Commissioners in the Grand Traverse County Circuit Court (15-31213-CE) regarding the inland lake level of Duck Lake located in Section 22 of Green Lake Township, Grand Traverse County. Under the provisions of Part 307, Inland Lake Levels, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL324.30307 *et seq.* (Part 307), the County shall notify EGLE prior to the Circuit Court Hearing to allow EGLE to comment on the petition to set or modify a legal lake level. In this instance, EGLE was not notified in advance of the Circuit Court hearing and subsequently did not have opportunity to comment on the lake level, drawdown, and refill operations. The Circuit Court hearing was held and an Order was issued by the Court dated August 4, 2017.

EGLE has no objections to the lake level or seasonal variations allowed in the order; however, EGLE requires certain conditions on the drawdown and refill procedures to address potential impacts to aquatic resources which would have been brought forward at the Circuit Court hearing. In consideration of the requirements of Part 307, the WRD is willing to address this oversight through an Administrative Consent Agreement (Agreement) which would include the conditions EGLE would have brought forward at the Circuit Court hearing.

Enclosed with this letter, please find three original copies of the proposed Agreement between EGLE, WRD; the Grand Traverse County Board of Commissioners; and the Grand Traverse County Drain Commissioner, to resolve the pending issue involving Part 307. This Agreement has been prepared pursuant to previous discussions between your counsel and Mr. Daniel Bock, Assistant Attorney General, Michigan Department of Attorney General. The enclosed Agreement has also been reviewed by Mr. Bock.

Mr. Robert Hentschel  
Page 2  
May 23, 2019

If the Agreement is acceptable, please sign all three original documents and return them to me at the address below on or before **June 14, 2019**. Upon receipt of the signed Agreements, I will secure the signatures of the director of the WRD and the Department of Attorney General and return two fully-executed original documents to you for your records. The Agreement becomes effective on the date the Agreement is signed by the director of the WRD.

If you have any questions you may contact Mr. Bock at 517-373-7540 or [bockd@michigan.gov](mailto:bockd@michigan.gov); or you may contact me at 517-243-8854; [pingeld@michigan.gov](mailto:pingeld@michigan.gov); or EGLE, P.O. Box 30458, Lansing, Michigan 48909-7958.

Sincerely,



David R. Pingel, Supervisor  
Enforcement Unit  
Water Resources Division

Enclosures

cc: Mr. Christopher Forsyth, Grand Traverse County  
Mr. Ross Hammersley, Olson, Bzdok & Howard, P.C.  
Mr. Scott Howard, Olson, Bzdok & Howard, P.C.  
Mr. Luke Trumble, EGLE

**STATE OF MICHIGAN  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION**

In the matter of:

ACO-05362

Date Entered: \_\_\_\_\_

Dam-1952 Duck Lake Control Structure  
Grand Traverse County Drain Commissioner  
400 Boardman Avenue  
Traverse City, Michigan 49684

\_\_\_\_\_/

**ADMINISTRATIVE CONSENT AGREEMENT**

This Administrative Consent Agreement (Agreement) is entered into by and between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), the Grand Traverse County Board of Commissioners, and Grand Traverse County Drain Commissioner (Grand Traverse County) and shall become effective on the date this Agreement is signed by both Grand Traverse County and the WRD (Effective Date). All times for performance of activities under this Agreement shall be calculated from the Effective Date.

**RECITALS**

Executive Order 2019-06, signed by Governor Gretchen Whitmer on February 20, 2019, renamed the Department of Environmental Quality (DEQ) as EGLE. Effective April 22, 2019, a reference to the DEQ will be deemed to be a reference to EGLE. After April 22, 2019, a reference to the director of the DEQ will be deemed to be a reference to the director of EGLE.

By correspondence dated April 9, 2019, the WRD issued a Compliance Communication (Communication) to Grand Traverse County pursuant to Part 307, Inland Lake Levels, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL324.30307 *et seq.* (Part 307). The WRD alleged in the Communication that Grand Traverse County failed to notify the WRD of the Circuit Court hearing set to establish the legal lake level of Duck Lake (Failure of Notice) on property located within Green Lake Township T26N, R12W, Section 22 Grand Traverse County, Michigan (Property).

The WRD requested in the Communication that the comments that would have been presented at the Circuit Court hearing be included in the standard operation procedures for drawdown and refilling of the impoundment. EGLE does not object to other aspects of the Circuit Court's Order regarding the established legal lake level of Duck Lake.

Grand Traverse County owned or had control of the Property and was the proper petitioner under Part 307 but failed to notify WRD of the date of the Circuit Court hearing as required under Part 307.

Grand Traverse County and the WRD acknowledge that prior to the Failure of Notice, a dam and impoundment regulated under Part 307 existed on the Property.

The WRD and Grand Traverse County desire to resolve this dispute without the necessity of additional administrative and/or judicial proceedings.

This Agreement identifies the necessary actions to be taken by Grand Traverse County and the WRD and imposes certain conditions upon performance of these actions. Successful completion of the terms of this Agreement will, in the opinion of the WRD, meet the statutory provisions of Part 307 and thereby resolve the allegations set forth in the Communication.

NOW, THEREFORE, in considerations of the mutual covenants contained herein, the parties agree as follows:

#### **COMPLIANCE AND IMPLEMENTATION SCHEDULE**

1. Grand Traverse County shall perform drawdown operations and procedures which incorporate the following conditions, when refilling the impoundment, the dam operator shall maintain a minimum discharge to the downstream channel at least equal the monthly 95 percent exceedance flow. Monthly 95 percent exceedance flows for the Betsie River at the Duck Lake Level Control Structure are as follows:

Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Flow (cfs):	22	23	25	29	25	24	24	21	22	22	24	24

2. The dam operator shall not begin refilling the impoundment prior to April 15 each year and shall not begin drawdown of the impoundment until October 15 each year. The dam operator shall perform temperature monitoring immediately downstream of the dam each year from April 15 to October 15. The Michigan Department of Natural Resources (DNR),

Fisheries Division, shall provide a temperature monitor to the County Drain Commissioner. The County Drain Commissioner shall be responsible for installation of the monitor, data transfer, and removal of the monitor and return to the DNR, Fisheries Division. The County Drain Commissioner shall check the monitor quarterly for as long as monitoring is required and shall download the monitor's data as part of each quarterly check. The County Drain Commissioner shall compile this data once per year for as long as monitoring is required and report it to the DNR, Fisheries Division, Traverse City fisheries biologist. This monitoring shall continue for a minimum of three years. EGLE shall have the option to extend the monitoring requirement by two years if it determines additional monitoring is necessary based on the data derived from the monitoring. If EGLE exercises this option, it shall notify the County Drain Commissioner of that decision prior to the expiration of the initial three-year monitoring period.

3. The dam operator shall obtain any permits required under Michigan law.
4. All reporting required under this agreement shall be provided to EGLE and the DNR at the address provided in Paragraph 5 of this Agreement.
5. All notices, applications, reports, and any other submittals, required to be provided by Grand Traverse County to EGLE and the DNR pursuant to this Agreement shall be addressed, unless otherwise indicated, to:

Ms. Heather Hettinger  
Michigan Department of Natural Resources  
Fisheries Division  
970 Emerson  
Traverse City, Michigan 49686

Mr. Luke Trumble  
Michigan Department of Environment, Great Lakes, and Energy  
Water Resources Division  
P.O. Box 30458  
Lansing, Michigan 48909-7958

#### **GENERAL PROVISIONS**

6. **PROPERTY ACCESS:** WRD and Fisheries Division staff shall have access to the Property to inspect and determine compliance with this Agreement. The WRD shall

provide a minimum of 24-hour advance notice to Grand Traverse County prior to inspection of the Property.

7. **RESOLUTION OF WRD VIOLATION NOTICE:** As part of the successful completion of the terms of this Agreement, the WRD shall deem resolved the April 9, 2019, Notice and close WRD complaint file.
8. **OTHER PERMIT REQUIREMENTS:** With respect to the Property, Grand Traverse County shall not conduct any activity within wetlands, watercourses or structures regulated under Part 303, Part 301, and Part 307 except as provided by this Agreement, or as authorized by separate permit issued by the WRD. This Agreement does not obviate the need to acquire additional state, local, or federal permits as may be required by law.
9. **FORCE MAJEURE:** Grand Traverse County shall perform the requirements of this Agreement within the time limits established herein, unless performance is prevented or delayed by events, which constitute a "Force Majeure" event. For the purpose of this Agreement, "Force Majeure" means an occurrence or nonoccurrence arising from causes not foreseeable, beyond the control of, and without the fault of, Grand Traverse County, such as an "Act of God," untimely review of permit applications or submissions by the WRD or other applicable authority; and acts or omissions of third parties that could not have been avoided or overcome by Grand Traverse County's due diligence, and that delay the performance of an obligation under this Agreement. "Force Majeure" does not include, among other things unanticipated or increased costs, failure to secure funding, change in financial circumstances or failure to obtain a permit or license as a result of Grand Traverse County's actions or omissions.
10. **FORCE MAJEURE NOTICE:** Grand Traverse County shall notify the WRD by telephone within 48 hours after discovering any event, which causes delay in their compliance with any provision of this Agreement. Verbal notice shall be followed by written notice within ten calendar days, and shall describe in detail the anticipated length of delay, the precise cause of the delay, the measures taken by Grand Traverse County to prevent or minimize the delay, and the timetable by which those measures shall be implemented. Failure of

Grand Traverse County to comply with the notice requirements above shall render the "Force Majeure" exemption void and of no effect as to the particular incident involved.

11. **AGREEMENT AMENDMENTS**: This Agreement may be amended or revoked at any time by a written Agreement executed by all parties to this Agreement. No change or modification to the Agreement shall be valid unless in writing and signed by all parties to this Agreement.
12. **DISPUTE RESOLUTION**: The parties to this Agreement agree to diligently and in good faith pursue informal negotiations to resolve any disputes arising out of this Agreement prior to resorting to judicial enforcement. Such negotiations shall proceed in a timely manner.
13. **DENIAL OF LIABILITY**: Nothing contained in this Agreement shall be construed as an admission of liability or wrongdoing by Grand Traverse County. The WRD and Grand Traverse County agree that the signing of this Agreement is for settlement purposes only.
14. **AGREEMENT PROVISIONS**: The invalidity or unenforceability of any particular portion of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if invalid or unenforceable provisions were omitted.
15. **GOVERNING LAW**: This Agreement shall be executed and delivered in the State of Michigan and shall be governed by and construed and enforced in accordance with the laws of the State of Michigan.
16. **TERMINATION OF AGREEMENT**: This Agreement may remain in full force for an unspecified time period contingent upon successful completion of all requirements of this Agreement and operation under the authority of Part 307. This Agreement shall terminate only upon written notice of termination issued by the director of the WRD. Prior to issuance of a written notice of termination, Grand Traverse County shall submit a request consisting of a written certification that Grand Traverse County has fully complied with all requirements of this Agreement.

17. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement among the parties hereto and contains all of the Agreements among said parties with respect to the subject matter hereof.

**Signatories**

The undersigned certify that they are fully authorized by the party they represent, to enter into this Agreement and to legally bind that party to this Agreement.

**DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**

\_\_\_\_\_  
Teresa Seidel, Director  
Water Resources Division

\_\_\_\_\_  
Date

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Mr. Robert Hentschel, Chair

Date: \_\_\_\_\_

**GRAND TRAVERSE COUNTY DRAIN COMMISSIONER**

By: \_\_\_\_\_  
Mr. Steve Largent, Drain Commissioner

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
By: Daniel P. Bock, Assistant Attorney General  
For: S. Peter Manning, Chief  
Environment, Natural Resources, and Agriculture Division  
Michigan Department of Attorney General

\_\_\_\_\_  
Date



# Presentation to Grand Traverse County



# Services



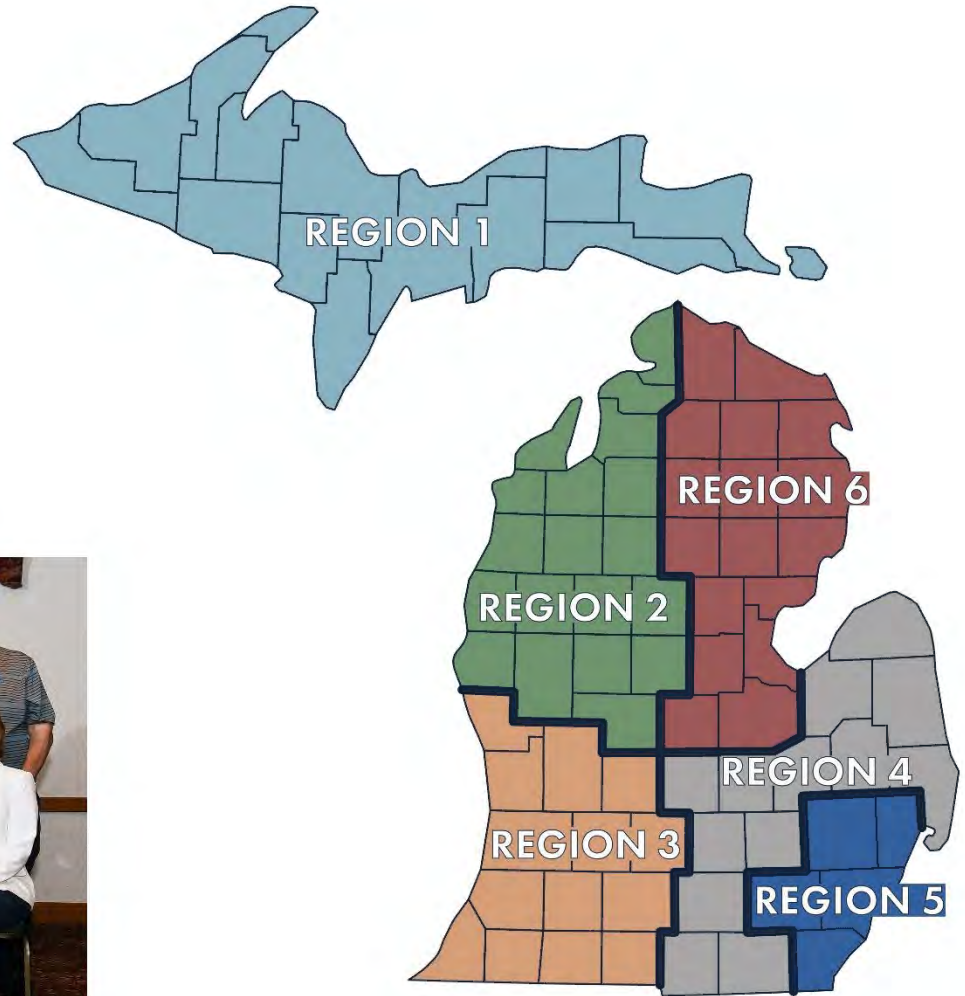
[WWW.MICOUNTYMATTERS.ORG](http://WWW.MICOUNTYMATTERS.ORG)

## COMMISSIONERS FORUM

- Online message board gives commissioners a way to communicate directly with their peers around the state
- To register, go to <http://micounties.boards.net/>

## Leadership

- **Board of 16 members elected by commissioners**
- **Two seats from each of six regions ensure broad representation**
- **Board sets policy positions and oversees staff**



# Leadership



**Ken Borton**  
**President**



**Stephan W. Currie**  
**Executive Director**  
[scurrie@micounties.org](mailto:scurrie@micounties.org)



**Veronica Klinefelt**  
**First Vice President**



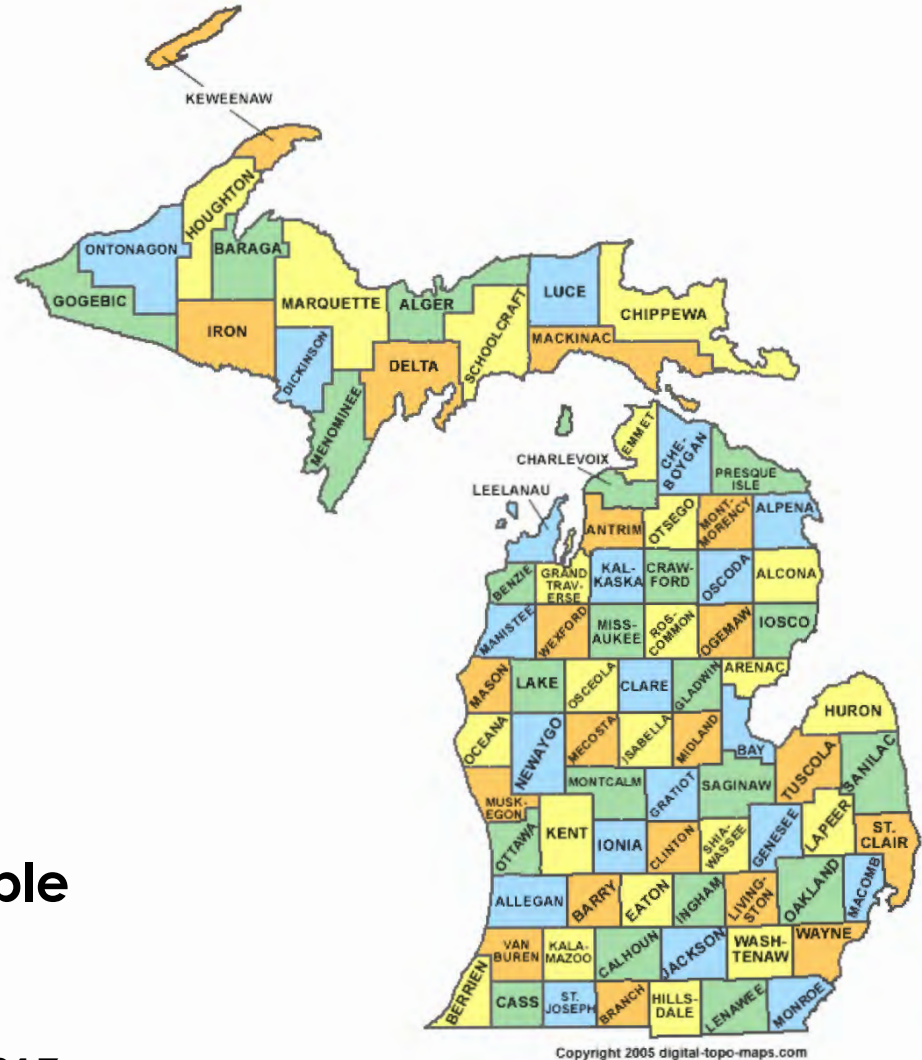
**Phil Kuyers**  
**Second Vice President**



**Shelley Taub**  
**Immediate Past President**

# 83 counties in Michigan

- **Big and small**
  - Wayne (pop. 1,754,000)
  - Keweenaw (pop. 2,105)
- **Governed by 622 county commissioners**
  - Part-time compensation
  - Two-thirds Republican
- **Employ more than 33,000 people**
  - 13.8% work in state/local gov'n't
  - Ranks Michigan 42<sup>nd</sup>
  - Employment fell 8% from 2007 to 2017



## Counties 101

- Counties are front-line agencies in providing social and public safety services:
  - Foster care system
  - Public health
  - Circuit courts
  - Sheriff and jail
  - Other constitutional offices (clerk, treasurer, prosecutor, register of deeds)
- Counties collaborate every day with other local units on tax assessment and collection
- Counties receive statutory revenue sharing **ONLY**



## Victories Mark 2017-18 Session

- Protecting Local Government Retirement & Benefits Act
- Personal Property Tax changes
- Trial Court Funding Commission
- 9-1-1 Surcharge Increase
- Child Care Fund Changes
- County Veterans Service Funds
- Assessing Reform
- Small Cell Technology
- Tax Increment Financing Reporting
- Michigan Infrastructure Council (WAMC, TAMC)

**WIN  
WIN  
WIN  
WIN**

## State Priorities for 2019

- Reforming Michigan's System of Financing Local Government
- Ensuring State Funding for Changes to Juvenile Justice
- Reforming Tax Capture Districts
- Establishing Stable & Comprehensive Funding for Trial Courts
- Enhancing Programs to Divert Offenders from County Jails
- Breaking Lansing Habit of Funding Its Tax Cuts with Local Dollars
- Reforming the Michigan Tax Tribunal
- Investing in and Properly Managing Michigan's Infrastructure



# Advocacy: Issues

- **Court funding**
- **Child Care Fund**
- **Brownfields**
- **Land Banks**
- **Drains**
- **Fracking**
- **Invasive Species**
- **Recycling**
- **Septage Waste**
- **Stormwater**
- **Solid Waste Management**
- **Wetlands**
- **Bonding/ Financing Projects and Debt**
- **Animal Shelters**
- **Digital Records**
- **Elections**
- **FOIA**
- **Regionalism**
- **Unfunded Mandates**
- **Foster Care**
- **Medicaid**
- **Medical Care Facilities**
- **Medical Examiners**
- **Mental Health**
- **Veterans**
- **Arbitration/Labor Contracts**
- **Land Management/Purchase/Use**
- **911**
- **Act 312**
- **Prisoner Re-Entry**
- **Probation**
- **Assessing/Assessors**
- **Personal Property Tax**
- **PILT**
- **Property Tax**
- **Act 51**

## Road Funding

- **Governor**
  - \$2.5B gas tax increase of 45 cents/gallon (\$2.1B goes to roads)
  - New distribution model favors MDOT roads
- **Senate**
  - Accelerate ~\$130M from 2015 plan
  - No new revenues
- **House**
  - TBD
- **MAC Board (March 25) advised staff to:**
  - *Support addt'l road funding*
  - *Defend PA 51 funding model*
  - *Neither support nor oppose governor's plan at this time*



## Fiscal 2020 Budget

- **Revenue Sharing**

- Governor: 3% increase (tied to road \$\$)
- Senate: No increase; House 2.5%

- **Indigent Defense**

- \$80.8M General Fund for ongoing MIDC requirements

- **CMH Local Funds (section 928)**

- Governor: Continue \$25.2M of local funds to CMHs to draw down additional Medicaid funds
- Senate: \$100 point of difference and cap
- House: \$200 difference, cap and phaseout language
- **MAC: End required local contribution**

FY20 General Fund

**\$10.7 billion**

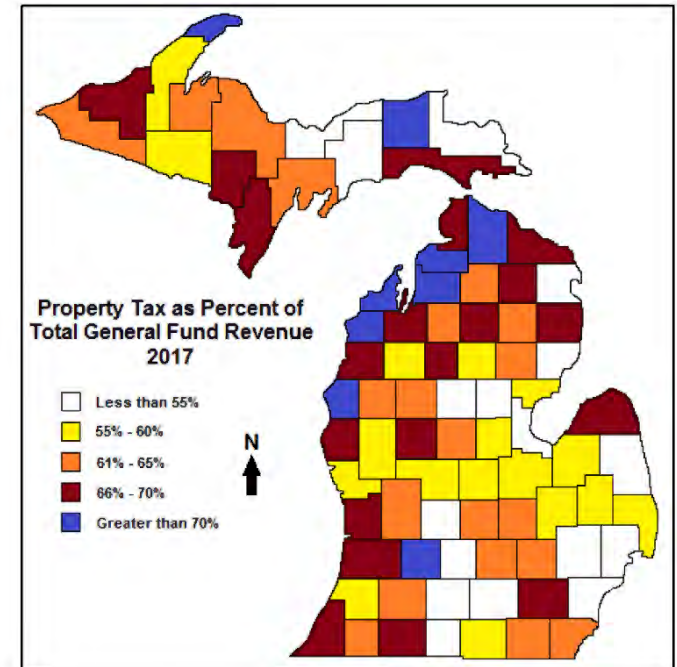
FY00 General Fund

**\$10.7 billion\***

\*Not adjusted for inflation

## Reforming Michigan's System of Financing Local Government

- In 2017, 66 of 83 counties relied on property taxes for at least 55 percent of GF revenue
- Proposal A prevents revenue recovery
- **MAC supports:**
  - policies that create stable and sufficiently funded revenue streams for counties by requiring state to reimburse counties for revenues lost to exemptions
  - the creation of a secure and dedicated county revenue sharing trust fund, mandated reimbursements for increases in services, flexibility in local revenue options and cost-sharing models
  - elimination of millage reduction requirement when revenues exceed inflation



## Ensuring State Funding for Changes to Juvenile Justice

- Michigan remains one of the last states to prosecute 17-year-olds as adults
- While MAC supports the concept of further accessibility to rehabilitation and community-based programs for 17-year-olds, moving them to the juvenile system will add significant costs
- **MAC supports full state funding for any mandate incorporating 17-year-olds in the juvenile justice system**



## Reforming Tax Capture Districts

- Counties are at whim of tax-increment financing plans authored by ~ 1,000 tax capture districts
- Capture of special millages, approved by voters to ensure funding of specific priorities, should be prevented
- **MAC supports legislation**
  - that ensures county tax dollars are not captured without a county's approval
  - to reset baseline property values after a certain number of years of tax capture, thereby allowing counties to receive tax revenue increases they have been denied for decades
  - to require county approval of any extension of a capture or change in scope of a district capturing county revenue



## Establishing Stable & Comprehensive Funding for Trial Courts

- Operation of Michigan's local courts = single largest unfunded mandate on counties
- 2014 *Cunningham* decision highlighted uncertain funding foundation for courts
- Stopgap measures since 2014 have restored fee authority to judges and established commission to identify comprehensive solution
- **MAC supports continuance of the fee system until the commission can identify a long-term funding solution that is verified by data and creates efficiencies at the local and state levels**



## Enhancing Programs to Divert Offenders from County Jails

- Data needed to verify and understand anecdotal evidence from counties where jail populations and costs continue to rise
- MAC encouraged by PEW Charitable Trusts' decision to evaluate Michigan's efforts
- **MAC supports coordinated effort with PEW and the state to fully understand Michigan's jail system; and supports cost-saving efforts, such as successful jail diversion programs, without creating onerous, one-size-fits-all state mandates**



## Breaking Lansing Habit of Funding Its Tax Cuts with Local Dollars

- In last decade, legislators have produced a torrent of bills to exempt specific groups or activities from the property taxes local governments use to fund local services
- State legislators should fund their tax-cutting preferences with state, not local, resources
- **MAC supports a conversion of the existing property tax exemption for veterans and surviving spouses to a credit from the state income tax**
- **MAC supports a moratorium on exemptions to real and personal property taxes**



## Reforming the Michigan Tax Tribunal

- Since 2013, the Tax Tribunal has pursued policies that have reduced local revenues by more than \$100 million by incorrectly lowering values of “Big Box” retail locations
- A 2016 decision by the Michigan Court of Appeals detailed why these “Dark Stores” appeals do not conform to Michigan law
- **MAC continues to support legislation that**
  - ensures all three methods of property valuation (cost, sales, income) are considered by the tribunal
  - prevents the consideration of deed-restricted properties as fair “comparables”
  - enhances the training and qualifications of tribunal members



## Investing in & Properly Managing Michigan's Infrastructure

- Counties play a central role in our states most critical infrastructure needs, from building and maintaining roads and bridges, to the preservation of drainage and ensuring safety at county beaches
- **MAC supports increased funding and efforts to address the PFAS contamination crisis of our waters**
- **MAC continues to support legislation to adequately fund infrastructure upgrades, strikes a balance between efficient use of existing revenue and new revenue to meet county infrastructure needs and develops better statewide asset management tools**



## MAC POLICY COMMITTEES

- MAC has seven committees that study legislation and make recommendations to the MAC Board:
  - Finance – Meets the 1st Friday at 10 a.m.
  - Environmental, Natural Resources and Regulatory Affairs – Meets the 2nd Friday at 10 a.m.
  - General Government – Meets the 3rd Friday at 10 a.m.
  - Health and Human Services – Meets the 4th Monday at 10 a.m.
  - Judiciary and Public Safety – Meets the 4th Monday at 2 p.m.
  - Transportation – Meets the 4th Friday at 10 a.m.
  - Agriculture and Tourism – Meets at the call of the chair
- To join a MAC committee, fill out application at [micounties.org](http://micounties.org)

## MEET WITH YOUR LEGISLATORS

- Schedule regular sessions with your state legislators back in your county
- **TIP: Set a day of the month – first Friday, third Thursday, etc.**
- TIP: Breakfasts are good focal point
- TIP: Appoint a member of your board as legislative liaison to arrange coordinate local events, etc.



# Advocacy



- Provides financial support to incumbent state legislators who are friends of county government
- 27 former county commissioners now serving in the Michigan Legislature (MAC County Caucus)

**Donate at [www.micounties.org](http://www.micounties.org)**

## YOUR MAC TEAM



**Deena Bosworth**  
**Director of**  
**Governmental Affairs**  
[bosworth@micounties.org](mailto:bosworth@micounties.org)



**Meghann Keit**  
**Governmental Affairs**  
**Associate**  
[keit@micounties.org](mailto:keit@micounties.org)



**Robert Kosowski**  
**Governmental Affairs**  
**Associate**  
[kosowski@micounties.org](mailto:kosowski@micounties.org)



**Michael Ruddock**  
**Governmental Affairs**  
**Assistant**  
[ruddock@micounties.org](mailto:ruddock@micounties.org)

## Conferences

### *Legislative Conference (winter/spring)*

- April 15-17, 2020
- April 27-29, 2021

### *Annual Conference (summer/fall)*

- Aug. 18-20, 2019
- Aug, 16-19, 2020

**MAC conferences provide top speakers, intensive policy workshops and plenty of opportunities to network with county leaders**



## Regional Summits

- One-day “mini-conferences” held in summer

### ***Four locations across Michigan***

- *June 3 in Grand Rapids*
  - *June 10 in Escanaba*
  - *June 17 in Frankenmuth*
  - *July 23 in Gaylord*
- Designed for busy county leaders
  - Registration now open at [micounties.org](http://micounties.org)



## Service Corp. Sponsored Programs

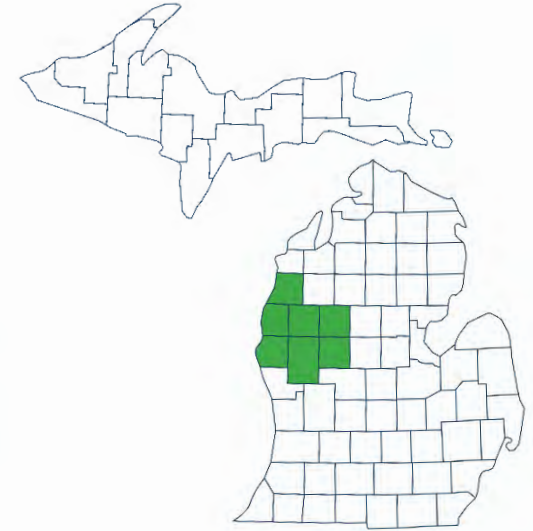
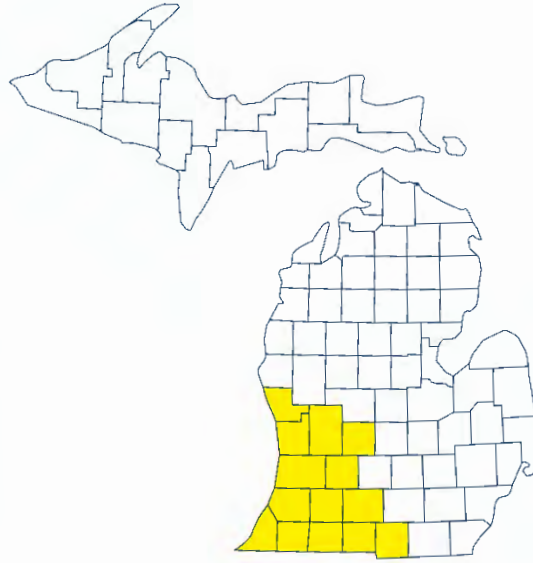
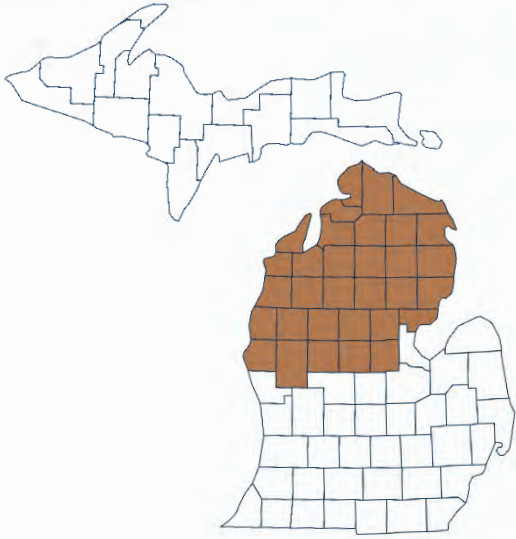
- **Abilita** program — Telecommunication consulting services, with average savings of 29 percent
- **AllState Voluntary Benefits** — Voluntary benefits on accident and critical illness coverages
- **Blue Cross Blue Shield Administrative** program — Health insurance with one-stop customer service
- **COBRA Administration** program — free administration and compliance with all COBRA regulations
- **CoPro+** program — Collaborative purchasing with bulk pricing and shareholder rewards
- **Lincoln Financial** program — 10 percent discount on current life and disability insurance rates as a MAC member
- **Nationwide 457** program — State-of-the-art retirement planning with more than \$1 billion of Michigan public funds under management



## Services

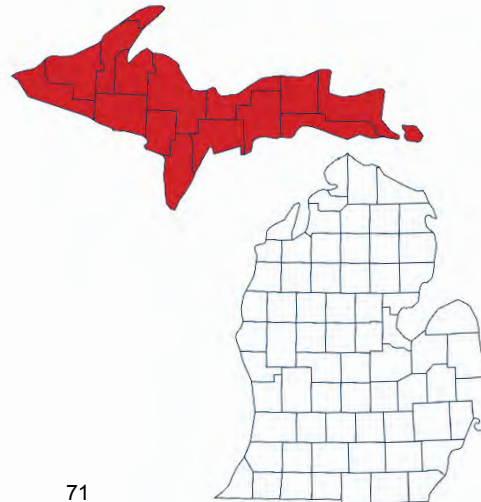
- Nonprofit owned by its members; managed by 11-member Board of Trustees whose counties participate in the fund
- Fund provides coverage to employees in counties, road commissions, medical care facilities and transit groups
- Fund has 80 members and routinely issues premium dividends in excess of \$3 million each year
- Bookmark website: [www.michigancountieswcf.org](http://www.michigancountieswcf.org)





## Regional County Groups

- **SMART**
- **UPCAP**
- **7<sup>th</sup> District**
- **Northern**
- **WCMA**

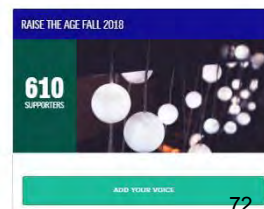


## NEW micounties.org

- Revamped website (April 2019)
  - Single county logon to ease access
  - Improved site navigation
  - County resolutions database
  - Direct access to digital advocacy tool



### Advocacy Center



## Communications

- Full suite of social media channels
- Podcast 83 is biweekly audio briefing on news and trends in county government



**Facebook.com/  
MIcounties**



**Podcast 83**

## Services



**@MIcounties**



**@MIcounties**





## Action Request

Meeting Date:	6/5/2019		
Department:	Facilities, Finance, and Human Resources	Submitted By:	Dean Bott
Contact E-Mail:	<a href="mailto:dbott@grandtraverse.org">dbott@grandtraverse.org</a>	Contact Telephone:	(231) 922-4680
Agenda Item Title:	Grounds Maintenance FTE for Facilities Management		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

Parks and Recreation and Facilities have determined there is a significant need to increase the .5 FTE grounds maintenance worker in Facilities to a full (1.0) FTE. This position is currently a .5 FTE in the approved Staffing Plan. This position is used primarily to support year round activities including Civic Center ballfield maintenance and preparation, general groundskeeping at various county facilities and buildings, Spring and Fall clean up activities, snow removal and shoveling at county facilities as well as other duties and tasks as needed and assigned by the facilities manager. The Parks and Recreation Fund has personnel funds budgeted in their 2019 budget that will be better utilized by the facilities grounds maintenance worker skill set. Parks and Recreation would like to move some of their personnel funds to Facilities to help with the up keep of the ball fields and the parks. The departments have determined the budgeted personnel funds would be more effectively used by increasing the facilities grounds maintenance worker from a .5 to 1.0 FTE. The cost to increase this position to a full FTE would be \$18,200 based on the funds currently budgeted in 2019 for this FTE.

### Suggested Motion:

Approve Staffing Plan Increase of .5 FTE for Facilities Grounds Maintenance Worker with funding covered by personnel funds in the Parks Fund Budget. This would be a reduction in the Parks and Recreation Fund appropriation that would cover the increase in FTE costs for 2019 and subsequent years.

### Financial Information:

Total Cost:	\$18,200.00	General Fund Cost:	\$0.00	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
-------------	-------------	--------------------	--------	---------------------	---

If not included in budget, recommended funding source:

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

<b>Reviews:</b>	Signature	Date
Finance Director	Dean Bott	21-May-19
Human Resources Director		c
Civil Counsel		
<b>Administration:</b> <input type="checkbox"/> Recommended	Date:	
Miscellaneous:		

### Attachments:

Attachment Titles:

## RESOLUTION

**XX-2019**

### **Facilities Management – Grounds Maintenance Staffing Plan Increase**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019 and reviewed request to increase the staffing plan for a Facilities Grounds Maintenance worker by .5 FTE to one (1) full time FTE; and,

WHEREAS, Parks and Recreation and Facilities have determined that there is a significant to increase this position to support year round activities including Civic Center ballfield maintenance and preparation, general groundskeeping at various county facilities, Spring and Fall clean-up activities and snow removal and shoveling; and,

WHEREAS, The Parks and Recreation Fund has personnel funds budget in their 2019 budget that would be better utilized by the facilities grounds maintenance worker skill set and would like to move some of their personnel funds to facilities to help with upkeep of the ball fields and parks; and,

WHEREAS; The cost to increase a grounds maintenance worker from .5 to 1.0 FTE would be \$18,200 based on funds budgeted in 2019; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a staffing plan increase of .5 FTE to 1.0 FTE for a Facilities Grounds Maintenance Worker to be covered by an appropriation of personnel funds in the Parks Fund Budget for 2019 and subsequent years.

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: June 5, 2019



## Action Request

Meeting Date: June 5, 2019	
Department: Sheriff Dept -Corrections	Submitted By: Lt. Ed Lassa
Contact E-Mail: elassa@gtsheriff.org	Contact Telephone: 922-6881
Agenda Item Title: Resident Banking Software/Commissary Services Contract	
Estimated Time: 5 <small>(in minutes)</small>	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

Consideration for entering in to a four year contract with Canteen Services (TIGGS) from Tekonsha Mi. to provide the Resident Banking Software and Commissary Services for the Grand Traverse County Jail

### Suggested Motion:

To award the Resident Banking Software and Commissary Services to Canteen Services (TIGGS) for a period of four years beginning July 1, 2019 and ending June 30, 2019

### Financial Information:

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

There is no cost to the county. Profit is realized from commission on the sale of commissary items. The profit is used for the bebbfit of the inmates.

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:** ☐ Recommended Date: \_\_\_\_\_

Miscellaneous:

### Attachments:

Attachment Titles:

RESOLUTION

**XX-2019**

**Grand Traverse Sheriff's Office**

**Resident Banking Software/Commissary Services Contract**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019, and reviewed a request to award the Resident Banking Software and Commissary Services to Canteen Services (TIGGS) for a period of four years beginning July 1, 2019; and,

WHEREAS, Request for Proposals were advertised as well as sent out to specific vendors who provide these services with 3 vendors responding and attending the mandatory "Pre-Proposal Conference"; and,

WHEREAS, an evaluation team performed a thorough in-depth analysis and contacted references and unanimously recommends Canteen Services for a contract period beginning July 1, 2019 and ending June 30, 2023; and,

WHEREAS, there is no charge to Grand Traverse County for these services and the profit which is realized from the commission on the sales of commissary items to the inmates are tracked in a special account and can only be used for the direct benefit of the inmates; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County awards the Resident Banking Software and Commissary Services to Canteen Services (TIGGS) for a period of four years beginning July 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: June 5, 2019

# THOMAS J. BENSLEY, SHERIFF

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## Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue  
Traverse City, Michigan, 49686

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To: Grand Traverse County Board of Commissioners  
From: Lieutenant Ed Lassa  
RE: **Resident Banking Software/Commissary Services Contract**  
Date: May 13, 2019

### **INFORMATION:**

The Grand Traverse County Sheriff's Office has recently received proposals from three (3) vendors to supply the Grand Traverse County jail with **Resident Banking Software and Commissary Services** for a period of four (4) years. The current contract with Keefe Commissary Network, LLC expired October 19, 2018. Keefe has provided these services to Grand Traverse County for the past three and one half years. Prior to Keefe, Swanson Services Corporation provided these services for six (6) years.

The **Resident Banking Software** provides the jail the ability to accurately track the deposits, expenditures and applications of all inmate monies while incarcerated. Twenty-five percent of any deposits to an inmate's account are automatically withdrawn and applied to any outstanding debt the inmate has with our department (Booking Fees, Housing Fees, Medical Reimbursements, etc.). Upon release from jail, any remaining funds in the inmate's account are applied to any outstanding debt. If all debts are paid, the software program clears any remaining fund balance for the inmate and issues a debit card to the inmate in the amount of the remaining funds.

The **Commissary Services** portion of the service offers commissary order availability to the inmates once a week for additional personal items such as specialized hygiene items, snack foods, stationery items, etc. Family members and friends are also able to go online and order additional items for the inmates.

There is **no charge** to Grand Traverse County for these services and the profit which is realized from the commission on the sales of commissary items to the inmates are tracked in a special account and can only be used for the direct benefit of the inmates (purchase of indigent supplies, wrist I.D. bands, cable television fees, replacement televisions, etc.).

### **VENDOR SOLICITATION:**

We mailed RFP's (Request for Proposals) to several vendors as well as advertised the request in the Traverse City Record-Eagle newspaper on two (2) days (Saturday, March 9<sup>th</sup> and Sunday, March 10<sup>th</sup>), as per county policy.

Vendors who received RFP invites were:

**Stellar Services, LLC**

301 Business Park Circle  
Stoughton, WI 53589

**Canteen Services (TIGGS)**

905 N. Church St.  
Tekonsha, MI 49092

**Keefe Commissary Network, LLC**

21848 Commerce Parkway  
Strongsville, OH 44149-5559

**Aramark Correctional Services**

2300 Warrenville Road  
Downers Grove, Illinois 60515

These vendors represent the leading Commissary and Resident Banking Software vendors in the industry. Only these three vendors responded to the RFP with written proposals. No additional vendors responded as a result of the advertisement in the newspaper.

**MANDATORY PRE-PROPOSAL CONFERENCE:**

On Thursday, March 21, 2019, a mandatory "Pre-Proposal Conference" was held at the jail for any interested vendors. The conference offered prospective vendors the opportunity to review the Request for Proposal and ask any clarifying questions. They were also given the opportunity to demonstrate their banking software

Vendors who attended the mandatory pre-proposal conference were:

1. **Stellar Services**
2. **Canteen Services (TIGGS)**
3. **Keefe Commissary Network, LLC**

### **EVALUATION OF PROPOSALS:**

An evaluation team, consisting of personnel from the jail who regularly use the banking software, jail administration, and the County Finance Department, who are familiar with and regularly use the Resident Banking Software Program to maintain inmate financial records, performed an in-depth analysis of each proposal.

The team separated the proposals into two categories; the Commissary operation (including the items being sold to the inmates, the cost, the quality, and procedures to reconcile incorrect orders) and the Resident Banking Software (to include financial records, reconciliation procedures, reclamation ability, security, reporting, and ease of operation).

The team also looked at the history of each vendor and their ability to perform the services we are seeking. The team contacted several references to determine actual performance abilities of each vendor.

The team also looked at the vendors' response to the technological requirements of the proposal. The vendors are required to provide a lobby kiosk to assist the public with the ability to deposit money in the inmates' accounts 24 hours a day. The vendors are also required to provide the jail with a Booking kiosk which will accept money from newly admitted inmates. This will negate the need for officers to handle any money; the inmates will put their money directly into the kiosk.

### **Commissary Services:**

In comparing the Commissary Services of each vendor, it was determined by the evaluation team that the items being sold to the inmates were comparably pretty much the same in terms of diversity, cost, packaging and quality.

There was a slight difference in how the vendors handled discrepancies in the individual orders, but any of the resolutions were acceptable.

In all cases, the commissary product would be shipped to the jail already pre-packaged for each inmate.

### **Resident Banking Software:**

All three (3) vendors offer software packages which would work in the Grand Traverse County Jail.

All three (3) vendors offered lobby kiosks and internet options for family/friends to make deposits to the inmates' accounts. This greatly enhances the possibility of collection on debts owed by the inmates for housing, booking fees, medical reimbursements, etc. by allowing family/friends the ability to use credit cards and debit cards.

The Evaluation Team cited significant issues with our current Resident Banking Software provider:

- When we initiated our contract we were promised more of a user friendly version of their software to read debt transactions and that software has yet to be installed after many attempts/contacts with Keefe to update the software.
- Their customer service system is very cumbersome and time consuming. We were promised our own team of support technicians, however, we have not seen consistency in this so each time a support request is made it seems the technician isn't as familiar with our facility.
- The Intake Kiosk had to be replaced within the first year of getting it, however the replacement is giving us more problems than the original kiosk and is continually out of service. On-site service technicians are third-party vendors who are not familiar with the equipment which results in staff members making many of the repairs themselves.

These issues listed above reflect just a few of our local concerns. The evaluation team contacted many of the references supplied by the vendors in their proposals for an outside look at the successes/failures and reliability of the Resident Banking systems proposed by each vendor.

### **References:**

The evaluation team contacted the following counties for references:

#### **Stellar**

References contacted:

1. Alpena County (Alpena, Michigan)  
Comments:
  - Has been with Stellar since 2014
  - Very satisfied with their services
  - Kiosks are very reliable
  - Software is extremely easy to use
  - Stellar staff described as amazing
  - They will renew their contract
2. Wexford County (Cadillac, Michigan)  
Comments:
  - Has terrific customer service
  - Ease of use for line staff
  - Highly recommend their banking software

3. Benzie County (Benzonia, Michigan)  
Comments:
  - Customer service is fantastic
  - Software is very easy to use
  - No issues with equipment failure
  - Highly recommended

### **Canteen Services (TIGGS)**

#### References contacted:

1. Muskegon County (Muskegon, Michigan)  
Comments:
  - Great customer service
  - Software is very easy to use
  - Very low error rate
  - Minimal kiosk problems
  - Described as a valuable stock holder
2. Ingham County (Mason, Michigan)  
Comments:
  - Little issues with Canteen Services
  - Kiosks are highly reliable and easy to use
  - Very pleased with the software
  - Super responsive to fix problems
3. Midland County (Midland, Michigan)  
Comments:
  - The software is easy to use and staff are able to quickly learn
  - Kiosks are super reliable
  - Customer service is great
  - Highly recommend

### **Keefe Commissary Network, LLC**

#### References contacted:

1. Calhoun County (Battle Creek, Michigan)  
Comments:
  - Overall satisfied
  - Currently still using server based software
  - Positive interaction with the help desk and are responsive
  - Have been with Keefe since 2011 and renewed with a 5 year contract in 2018

It should be noted that six inquiries were sent out to listed Keefe references and only one responded.

**Service:**

**Stellar:**

- Phone contact available 24/7 – most repairs done via remote access
- Technical on-site repair service available 24/7
- Repairs done by Stellar

**Canteen:**

- Technical support provided by Canteen Services, most repairs done via remote access
- Designated technicians available after normal business hours
- Repairs done by Canteen Services

**Keefe:**

- Has technical support available by phone 24/7 – most repairs made via remote access
- Has regional support in Ohio available 24/7
- On-site repairs to kiosks are performed by third party contractors

**Experience:**

**Stellar:**

- Has been in business since 2001
- Serves 150 jails in 7 states
- Has 11 jails in Northern Michigan

**Canteen:**

- Has been in the commissary business since 1990
- Has thirty one (32) facilities in Michigan
- Parent organization has over one hundred seventy (170) facilities throughout the United States
- Preferred vendor status of the Michigan Sheriff's Association

**Keefe:**

- Has been in commissary business since 1993
- Has ten (10) facilities throughout Michigan listed as references
- Has four hundred (400) facilities throughout the United States

**FINAL**

The evaluation team rated each of the vendors in a myriad of categories with the possible maximum score of 100 points. The final scores from the evaluation process are as follows:

**Keefe      63 points**

**Stellar      81.8 points**

**Canteen      82.8 points**

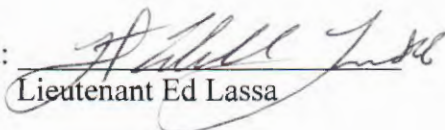
After careful review and evaluation, it is the unanimous recommendation of our evaluation team that the County award the proposal for **Resident Banking Software and Commissary Services** to **Canteen Services (TIGGS)** for a contract period beginning July 1, 2019 and ending June 30, 2023.

**RESOLUTION:**

The Grand Traverse County Sheriff's Office requests authorization from the Grand Traverse County Board of Commissioners to award the **Resident Banking Software and Commissary Services** proposal and contract to **Canteen Services (TIGGS)** for a period of four (4) years beginning July 1, 2019 and ending June 30, 2023.

Thank you.

Respectfully submitted:

  
Lieutenant Ed Lassa



## Action Request

Meeting Date:	June 5, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	Board of Commissioners Goal Setting Affirmation		
Estimated Time:	10 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

On May 15, 2019 the Board of Commissioners held a goal setting session. During that session, Commissioners were able to identify short term goals that they wished the Administration to focus on. Of the 51 identified goals for consideration, 1 received 7 dots, 3 received 6 dots, 7 received 3 dots, 5 received 2 dots, 14 received 1 dot and 21 received 0 dots. We are requesting that the Board of Commissioners verify by motion that the Administration should prepare plans on how to achieve any goal that was identified by three dots or more, representing at least 3 Commissioners believed that goal should be pursued.

The goals and associated priorities are attached with this agenda item.

### Suggested Motion:

Move to affirm the goals with three or more Commissioner votes as being goals that the Board of Commissioners find as priorities and direct staff to identify work plans to achieve those goals.

### 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		
<b>Administration:</b> <input type="checkbox"/> Recommended <span style="margin-left: 20px;">Date:</span>		
<u>Miscellaneous:</u>		

### Attachments:

Attachment Titles:	
Word Document of Goals	

## May 2019 BOC listing of prioritized goals

### **7 dots**

Implement vehicle replacement/inventory policy

### **6 dots**

Streamline permitting for development, construction and all permits

Create a Correctional Infrastructure Committee that should study how to best improve county corrections

Complete an audit of all County facilities and buildings

### **3 dots**

Fully fund the pension obligation ahead of schedule

Annually review revenue from all special millages and the 911 surcharge and determine what funding levels from these millages/surcharge are appropriate

Develop an easily accessed DASHBOARD that tracks the County's critical metrics including information on the County's finances

Study workforce housing needs in the County and develop a strategy to address such needs

Conduct countywide surveys to establish priorities

Embrace wellness opportunities that will make not only county employees healthier but the region as well

Engage in a Strategic Planning Session and update the County's Master Plan

### **2 dots**

Upgrade technology, which will reduce paper, reduce operating costs, improve efficiency and ultimately provide a better service to the public

Study the possibility of partnering with the YMCA to provide more services for the Parks and Recreation Department including programs for seniors

Implement supervisor training on documentation and employee performance reviews

Lead the discussion with partners on issues like affordable housing, higher paying jobs, and economic development

Support efforts to bring fiber/broadband to Grand Traverse County

## **1 dot**

Review and renegotiate (if necessary) all agreements with other local units of government so that county tax payers are getting the best deal possible

Determine when unrestricted fund balance in excess of 25 percent should be applied to the County's unfunded pension obligation

Adopt a 25 percent unrestricted fund balance policy

Adopt a policy applicable to all TIF capturing entities or authorities to ensure that County millage dollars are being captured only in appropriate and fair circumstances that benefit all county residents

Develop an easily accessed DASHBOARD that tracks the County's critical metrics including information on the County's finances

Re-evaluate elected official roles & compensation

Evaluate most cost effective medical examiner options and needs

Embrace and use multiple types of social media to better communicate the County's information and services

Complete review of all county ordinances and repeal or modify those that are outdated or conflict with state law

Re-evaluate our county mental health needs and services

Professionalize commissioner's public facing role and build in best practices around this

Update the County's ethics policy

Participate in the 2020 census by establishing a Complete Count Committee

Strive to be an employer of choice

## **No Dots**

Embrace bike shares, scooter rentals and ecotourism

Audit Department/Elected Office budgets for areas of efficiencies

Re-evaluate regional airport goals & governance model

Schedule meetings with governmental and non-governmental partners

Reevaluate the County's policy of distributing 2% settlement funds as provided by the Grand Traverse Band of Ottawa and Chippewa Indians

Implement a claims review/process committee

Take a lead role in community events and discussions

Establish sinking funds by setting aside revenues over a period of time to fund future capital expenses

Better define roles of the Board of Commissioners and its interaction with County staff

Review Board of Commissioners policies and encourage Commissioners to receive training on a variety of governance issues

Schedule Board of Commissioners Team Building Activities

Expanded audits of invoices and payments

Revisit Per Diem policy and clarify which meetings and activities are eligible for Per Diem

Engage our staff and introduce them to the community; publicly highlight County departments and elected officials

Host community open houses or events- such as holiday gatherings or community forums

Recognize that the area is no longer rural and a resort community but see it as a major commercial area for technology, manufacturing, and health care

Take leadership roles in such associations like MAC, NACO, MME, MTA and MML

Build a better website that presents more information in an easy to find and usable format

Be on the cutting edge of innovative services and see Grand Traverse County as a leader in not just the region but the State

Install better signage so that County facilities and parks are easily identified and located

Scheduled Board of Commissioners visits to County Departments/Offices



## Action Request

Meeting Date:	June 5, 2019		
Department:	County Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4756
Agenda Item Title:	Construction Code Department Audit		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	(in minutes)		

### Summary of Request:

As you know, the Board of Commissioners identified streamlining permitting at the County's Construction Codes Office as a key goal to be accomplished in 2019/2020. Part of achieving this goal is the development of an online permitting process that the County's I.T. Department is creating with Tyler Technologies. In order to not only meet the Board's identified goal and properly develop the right online permitting process, Administration would like to audit this department. We have met with Richard Carlisle with Carlisle/Wortman Associates ("C.W.A.") who is highly qualified to conduct such an audit. I have worked with Mr. Carlisle and the staff at C.W.A. when I served as a City Attorney for the Cities of Troy and Allen Park and so I know of his skills and his expertise. He and his firm focuses on a unique service of providing innovative recommendations for improving all aspects of the community development permitting process including zoning, planning and construction codes. His proposal dated April 18, 2019, is attached for your review and consideration. Please note that his proposal is for an amount not to exceed \$15,000, which would be paid from the Construction Codes Enterprise Fund, not the General Fund. Administration is recommending that the Board of Commissioners authorize the County Administrator to engage Richard Carlisle and Carlisle Wortman Associates for the services in the amount as stated in the April 18th proposal.

### Suggested Motion:

Authorize entering into an agreement with Richard Carlisle and Carlisle Wortman Associates to provide an audit of the building codes department as identified in the attached proposal for the Construction Code Office in an amount not to exceed \$15,000, with funding coming from the Construction Code Enterprise Fund.

### Financial Information:

Total Cost:	\$15,000.00	General Fund Cost:	0	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

Construction Code Enterprise Fund

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

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

### Attachments:

Attachment Titles:

Proposal for Construction Code Department Audit Work Plan from Carlisle Worman Associates.

R E S O L U T I O N

**XX-2019**

**Construction Code Department Audit – Carlisle Wortman Associates**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019, and reviewed a request to authorize entering into an agreement with Carlisle Wortman Associates to provide an audit of the building codes department; and,

WHEREAS, one of the goals identified by the Board of Commissioners identified streamlining the permitting process at the County's Construction Codes Office; and,

WHEREAS, in order to meet the Board's goal and properly develop the right online permitting process, Administration would like to audit this department; and,

WHEREAS, a proposal was submitted for consideration to conduct an audit of the building codes department for the Construction Code Office in an amount not to exceed \$15,000, with funding coming from the Construction Code Enterprise Fund.

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: June 5, 2019



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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April 18, 2019

Nathan Alger, County Administrator  
Chris Forsyth, Deputy County Administrator  
Grand Traverse County  
324 County St.  
Traverse City, MI 49684

Gentlemen:

It was great speaking with you this week. I would be very interested in helping you evaluate the full range of community development services and offer recommendations for improvement.

I know that Chris is most familiar with our involvement in the reorganization of community development functions in the City of Troy. However, our work has also included assisting communities such as Ann Arbor, Plymouth, Northville, Riverview, Allen Park, Woodhaven, Howell and numerous Townships improve the efficiency and professionalism in various aspects of their building and community development department functions.

I have prepared a Building Department Audit Work Plan. This is a typical process we have followed which has proven to be very successful. We emphasize interviewing existing staff and find they have very useful suggestions. I would also suggest involving key stakeholders (i.e. home builders, Traverse City, Townships, etc.)

Thank you for the opportunity. We can begin this work upon your authorization.

Yours Truly,

**CARLISLE/WORTMAN ASSOC., INC.**

**Richard K. Carlisle, AICP**  
**President**

## **Grand Traverse County Building Department Services Audit Work Plan**

**Purpose:** The purpose of the building services audit is to assist Code Enforcement Services (CES) in the preparation of options available to the County in providing and improving upon Building Department services.

**Methodology:** CWA/CES believes it is essential to involve leadership, staff and stakeholders in the evaluation. We will need the assistance of County Administration to identify the appropriate sources to interview. Both one-on-one and group interviews will be conducted.

A second major component is to evaluate sources of revenue. CWA/CES will review fees being charged to determine whether they are on par with other jurisdictions. We will also evaluate revenue trends based on activity.

Finally, service delivery will be evaluated. In the course of this evaluation we will determine if the County is delivering the service efficiently and within an acceptable time frame. We will also evaluate whether technology is being used to the maximum advantage to improve service delivery.

**Deliverables:** A comprehensive management plan which addresses the following:

- Description and evaluation of services currently performed, identifying services in need of improvement, services that need to be done in partnership with others and services that should be eliminated
- Department organizational chart
- Staffing plan including training needs
- Technology plan
- Implementation plan and schedule

A full audit will help us provide a report that will better address the actual needs of the County. The following tasks will be completed as part of the audit:

### **Task 1.0      Audit of Building Department**

Craig Strong, a Certified Building Official, Larry Pickel, Lead Plan Reviewer, and Richard K. Carlisle, AICP, will visit and interview Building Department Staff for the same purpose as noted above.

Tasks will include:

- A. Meet with members of County Staff
- B. Review procedures and policies of the Building Department
- C. Review staffing and time allocation
- D. Perform field study of the County
- E. Interview key stakeholders (Builders Association, Traverse City, Townships, et.al.)
- F. Review integration of new permit software with current operations and improved service delivery

**Task 2.0 Findings of Audit**

CES will present an audit summary to the County administration. The summary will include information on the operation of the Building Department, an overview of State Construction Code requirements, use of technology and appropriate fees.

**Task 3.0 Draft Report**

CES will prepare a draft report of the findings and provide initial recommendations on improving service, if needed, and how CES can assist the county with implementation. The report will include:

- A. A summary of the observations of the audit
- B. A full review of the current protocol and procedures in the County
- C. A prioritization of critical areas needing attention
- D. Recommendations for improvement in management, field operations and use of technology.
- E. Implementation plan

**Task 4.0 Presentation of Final Report**

Based on comments received from the County administration and key decision makers on the draft document, CES will prepare a final report. If requested, CES will also attend a County Board of Commissioners meeting to formally present the Final Report and recommendations found therein.

**Task 5.0 Implementation**

CWA/CES will assist the County Administration with implementing recommendations. Implementation assistance may include, but not be limited to:

- A. Staff training
- B. Establish a monthly reporting format
- C. Assist with fee schedule revisions, if required
- D. Provide procedural checklists
- E. Provide and monitor process for closing open permits

**Cost:** While the full scope may be subject to further discussion with County Administration, we recommend a budget not to exceed \$15,000. The detail is as follows:

Personnel	Hours	Rate/hr	Budget
Principal-in-Charge (RKC)	25	\$125	\$3,125
Lead Investigator (CS)	45	\$120	\$5,400
Support Investigator (LP)	45	\$110	\$4,950
Support Staff	10	\$60	\$600
Expense (travel, meals, etc.)			\$1,000
<b>Amount Not to Exceed</b>			<b>\$15,000</b>

### **Project Team**

**RICHARD K. CARLISLE, AICP, PRESIDENT**, has been practicing community planning for more than thirty-five years. During this time, he has been instrumental in guiding development of diverse communities throughout southeast Michigan, drafting planning and zoning enabling legislation, establishing state-wide community planning policy, and guiding education and growth in both state and national planning associations. His involvement demonstrates his commitment to the deliberate and sustainable growth of Michigan communities. He has also served as an expert witness in over one hundred zoning cases.

**CRAIG STRONG, DIRECTOR OF CODE ENFORCEMENT SERVICES**, has been in the construction field for 32 years. He served 10 of those years as the City of Milan, Michigan Building/Zoning Official responsible for plan reviews and construction inspections. Mr. Strong's vast experience in the field and of current construction codes allows him to provide quality service to communities seeking professional assistance in code enforcement areas. He holds current State of Michigan registration as a Building Official, Construction Plan Reviewer and Building Inspector.

**LARRY PICKEL, PLAN REVIEWER/CODE CONSULTANT**, has been involved in the construction industry for nearly 45 years in a variety of capacities. He is a licensed architect, registered in the State of Michigan, and a registered building official and plan reviewer. Larry retired from the City of Ann Arbor in 2004 after nearly 26 years there. He was a plan examiner for 18 years before being promoted to Building Department Director in 1996. A graduate of the University of Michigan with a master's degree in architecture, he has also had architectural experience with several firms prior to his career with the City. He has taught numerous classes to construction industry professionals since 1990, including architects, builders, and government officials. He has also worked as a program manager for continuing education classes in the areas of business, construction and professional development with Washtenaw Community College in Ann Arbor, Michigan.

Building Department Audit

Employee Questionnaire

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

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

1. How would you describe the goals or mission of your function
2. Please list the major tasks or work activity you undertake and provide a rough estimated percentage of your time for each task. The percentages should total 100%. If appropriate relate your time to specific types of activities.

<u>Tasks</u>	<u>Percent</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Are there any duties or activities you would eliminate or reduce from your job and why?
4. Are there any duties or activities you would add to your job and why?

5. What would help you perform your specific duties more effectively and efficiently?
6. What problems, if any, do you experience with your records or files and what should be done to eliminate these problems? (Please be specific).
7. Are there any problems in providing good service to applicants? If so, please list them and give recommendations to solve these problems.
8. Do you feel that the processing of applications and permits should be shortened, or simplified? If so, what do you suggest?
9. What suggestions do you have for improving internal communications?
10. Do you have any difficulty in carrying out your functions due to problems with other departments? If so, Please explain and provide suggestions on how to correct these problems.

11. Have you received sufficient training for your responsibilities? If not, please comment and indicate areas you would like more training.
12. What functions are you currently handling manually that you believe could or should be automated? (Please be specific).
13. What functions that are currently computer-automated need improvement? List your suggested improvements.
14. What problems, if any, do you have with the telephone system and what would you suggest to correct the problems.
15. What problems, if any, do you have with the email system and what do you suggest to correct these problems?
16. Do you have all the equipment you need to properly do your job? If not, please list what you need.





## Action Request

Meeting Date:	June 5, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Adoption of policies related to Community Development Block Grant Subrecipient Agreement		
Estimated Time:	15 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

As you know, on March 20, 2019, the Board of Commissioners adopted a resolution to approve a subrecipient agreement with Venture North, which under the terms of the agreement, has the responsibility to administer community development block grants on behalf of Grand Traverse County. The Michigan Economic Development Corporation ("MEDC") has requested through Venture North, that the County adopt three policies in order to comply with the terms of the subrecipient agreement. The three policies are an anti-residential displacement and relocation policy, a fair housing policy, and a grievance procedure policy under Section 504 of the Rehabilitation Act of 1973. The County Adopted a Fair Housing Resolution on March 6, 2019. The other two policies are included for your review and consideration.

Civil Counsel has reviewed the policies as requested by the Board on May 1st and recommends the (1) Anti-Residential Displacement and Relocation Policy and (2) Grievance Procedure Policy under Section 504 of the Rehabilitation Act of 1973, as presented.

### Suggested Motion:

Adopt the (1) Anti-Residential Displacement and Relocation Policy and (2) Grievance Procedure Policy under Section 504 of the Rehabilitation Act of 1973 as presented to comply with the terms of the subrecipient agreement with Venture North under Section 504 of the Rehabilitation Act of 1973.

### Financial Information:

Total Cost:	General Fund Cost:	Included in budget:	<input 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:
Miscellaneous:		

### Attachments:

Attachment Titles:

RESOLUTION

**XX-2019**

**Adoption of Policies Related to CDBG Subrecipient Agreement**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 5, 2019, and reviewed request to adopt three (3) policies in order to comply with the terms of the subrecipient agreement with Venture North that was approved on March 20, 2019; and,

WHEREAS, The Michigan Economic Development Corporation (“MEDC”) has requested through Venture North, that the County adopt these policies in order to comply with the terms of the subrecipient agreement; and,

WHEREAS; the three policies are (1) an anti-residential displacement and relocation policy, (2) a grievance procedure policy under Section 504 of the Rehabilitation Act of 1973, and (3) a Fair Housing Policy (adopted on March 6, 2019); and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County adopt the (1) Residential Anti-displacement and Relocation Policy, and the (2) Grievance Procedure, attached hereto, as required to comply with the terms of the subrecipient agreement with Venture North under Section 504 of the Rehabilitation Act of 1973. The County adopted the (3) Fair Housing Resolution, #43-2019, on March 6, 2019.

BE IT FURTHER RESOLVED THAT, the Residential Anti-displacement and Relocation Policy and the Grievance Procedure shall only apply in situations related to expenditure of Community Development Block Grant funds;

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: June 5, 2019

# **Residential Anti-displacement and Relocation Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended.**

*The purpose of this policy is to regulate situations involving the expenditures of Community Development Block Grant (CDBG) funds. This policy does not apply to any other County action.*

## ***Minimize Displacement***

Consistent with the goals and objectives of activities assisted under the Act, if Grand Traverse County undertakes any activities that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing then Grand Traverse County will take the following steps to minimize the displacement of persons from their homes:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

## ***Relocation Assistance to Displaced Persons***

If Grand Traverse County undertakes any activities that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing ***when expending CDBG funds*** then Grand Traverse County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

## ***One-for-One Replacement of Lower-Income Dwelling Units***

If Grand Traverse County undertakes any activities housing ***when expending CDBG funds*** that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing then Grand Traverse County will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted

# **GRAND TRAVERSE COUNTY GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

*The purpose of this policy is to regulate situations involving the expenditures of Community Development Block Grant (CDBG) funds. This policy does not apply to any other County action.*

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by a person alleging a complaint of discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Grand Traverse County **when expending CDBG funds**. This policy does not cover County employees. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain detailed information about the alleged discrimination including the name, address, phone number of the grievant, and a detailed description of the location, date, and type or manner of the discrimination being alleged. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request where reasonable and not unduly burdensome.

The grievant and/or his/her designee should submit the complaint as soon as possible but no later than 21 calendar days after the alleged violation. All complaints received after 21 days are deemed untimely and shall not be considered by the County. All written complaints must be sent by first class mail addressed to:

Christopher J. Forsyth Deputy County Administrator, Section 504 Coordinator,  
Grand Traverse County Administration 400 Boardman Avenue Traverse City, MI 49684

Within 30 calendar days after receipt of the complaint, Mr. Forsyth or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the Deputy County Administrator to discuss the complaint. Within 21 calendar days after the meeting, Mr. Forsyth or his designee will respond in writing, and where reasonable, not unduly burdensome, and appropriate, in a format accessible to the grievant, such as large print, Braille, or audio tape. The response will explain the position of the Grand Traverse County.

If the response by Mr. Forsyth or his designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision of the Deputy County Administrator within 15 calendar days after receipt of the response to the County Administrator or his designee. The appeal should be in writing, clearly marked or labelled as an appeal, articulate the basis of the appeal, and sent by first class mail to the above address, attention County Administrator. All appeals received after 15 days are deemed untimely and will not be reviewed and considered by the County Administrator.

Within 21 calendar days after receipt of the appeal, the County Administrator or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the County Administrator to discuss the complaint. Within 15 calendar days after the meeting the County Administrator or his designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final determination of the complaint.

All written complaints received by the Deputy County Administrator or his designee, appeals to the County Administrator or his designee, and responses from these two County Officers, will be retained by Grand Traverse County for a time period as mandated by Federal Law, and the State of Michigan retention schedule.

with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing Grand Traverse County to provide funds for an activity that will directly result in demolition or conversion, Grand Traverse County will make public in a publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the [jurisdiction] will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

#### ***Contacts***

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, Grand Traverse County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Grand Traverse County Deputy County Administrator Christopher J. Forsyth, 231 922-4780 is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

Grand Traverse County Deputy County Administrator Christopher J. Forsyth, 231 922-4780 is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.

RESOLUTION

**43-2019**

**Fair Housing Resolution**

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

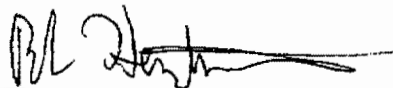
LET IT BE KNOWN TO ALL PERSONS that it is the policy of **Grand Traverse County** to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, **Grand Traverse County** does hereby pass the following Resolution:

BE IT RESOLVED that in accordance with Executive Order 11063, **Grand Traverse County** shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;

**Grand Traverse County** will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

**Grand Traverse County** will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

This Resolution shall take effect as of the date listed below.



Grand Traverse County Board of Commissioners  
Robert Hentschel  
Chairperson

March 14, 2019

~~March 6, 2019~~



## Action Request

Meeting Date:	June 5, 2019		
Department:	Board of Commissioners	Submitted By:	
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	Administrator's Evaluation		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

Nate Alger's employment agreement became effective July 1, 2018. Under Section 4c of his agreement, the Board shall complete his performance evaluation no less than 60 days before his anniversary date. Even though his evaluation was not completed before May 1st, which is 60 days prior to his anniversary date, and thus the Board did not fully comply with Section 4c of the employment agreement, six (6) commissioners did complete the evaluations. Commissioner Coffia indicated that she "wanted to work longer than 5 months with our administrator before giving my review".

A summary of the written statement of the evaluations is attached and both the Administrator and Commissioners will have an opportunity to discuss the responses at today's meeting.

### Suggested Motion:

In accordance with the County Administrator's Employment Contract, The Administrator shall receive an annual increase of \$3,000 as he has met or exceeded the expectations of the employer.

### 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		

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

### Attachments:

Attachment Titles:

Consolidated Administrator Performance Evaluation

## Grand Traverse County

### Administrator Performance Evaluation

**General Responsibility:** The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

#### SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.		1	5
Establishes and maintains positive and effective working relationships with each member of the Board.		1	5
Conforms to Board policies and directives.		2	4
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.		2	4
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.		1	5

Comments, Section A: Having worked with and observed several administrators in Grand Traverse County and elsewhere, Mr. Alger has demonstrated an unsurpassed ability to empathize with a commissioners perspective while remaining neutral on controversial policy decisions. Nate has helped me to work better with other commissioners by reminding me of their different positions on issues.

Comments, Section A: I personally find Nate to be very approachable and ready to discuss any topic and is very accepting of my input. After working with Nate for the past 4 months, through some rocky issues, I remain confident that the decision to appoint Nate as the county administrator will serve the county well now and well into the future. I truly enjoy working with Nate and his staff.

Comments, Section A:

Being a new commissioner, I have not experienced working with other Administrators. I feel from my short time on the BOC that Administrator Alger is doing a great job as Administrator. Administrator Alger seems to be able to answer all my questions. He has helped me look at things from different perspectives. Administrator Alger demonstrates his wanting to move the county forward. Administrator Alger truly cares about the county, the county employees and the future of the county. I look forward to working with Administrator Alger and the rest of administration in the future.

Comments, Section A: \_Nate maintains a very accessible office. I have been able to have very open conversations on a variety of topics.

Comments, Section A:

The orientation in Gaylord and the 2-day facilities/departments tour were excellent ideas. Time well spent. I appreciate the Administrator's effort in making those happen and in making the experience so productive.

Comments, Section A:

I appreciate Mr. Alger's open-door policy for commissioners like myself who stop in without an appointment and he (most often) makes time to **listen**.

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## SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.		2	4

Comments, Section B:  
None.

Comments, Section B: Having years of experience within our organization gives Nate a solid understanding of where we have been & where we are headed.

Comments, Section B:  
While we've not yet had a goal setting session, Administrative Alger is goal oriented. He is aware and mindful of strategic strengths, weaknesses, opportunities, and threats facing Grand Traverse County.

Comments, Section B: Although Nate has only been in the position of Administrator for a relatively short period of time, he has demonstrated a broad knowledge of the overall working of the organization. I am looking forward to the strategic planning session.

Comments, Section B:  
Administrator Alger seems to be very goal oriented. I believe once we have our strategic planning / goal setting session we all will have a clearer vision of Administrator Alger and of the BOC's

Comments, Section B:  
It's really rather early to evaluate this, but I am confident the upcoming planning process will go well. Up to now, he has been helpful in navigating several thorny issues including library board appointments and shoring up the pension.

## SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.		2	4
Facilitates teamwork and collaboration internally and externally.		1	5
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.		2	4
Delivers on commitments.		2	4
Shares knowledge with others.		2	4
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.		2	4

### Comments, Section C:

I have little direct knowledge of his relations with staff outside of how I see him relate to employees at the County meetings, but from what I've seen there, and staff's response to him on our county tour, he appears to command the respect of his staff.

Comments, Section C: Nate always conveys a demeanor of a true professional.

Comments, Section C: Based on the interactions I have observed between Nate and staff it is my sense that he inspires teamwork and is willing to delegate the necessary authority to staff in order for them to accomplish the task at hand. Nate appears to interact with staff by providing them direction, soliciting input and allowing them do their job and giving credit where credit is due. I had high expectations in Nate's managerial and interpersonal skills and he has met those expectations so it would be difficult to exceed my expectations.

### Comments, Section C:

Department heads seem to enjoy working with Administrator Alger. Nate uses a shared leadership style that involves his subordinates in the decision making process and increases their personal buy-in to projects.

### Comments, Section C:

Department heads / county employees seem to enjoy working with Administrator Alger. Administrator Alger uses a leadership style that county heads / county employees seem to like. I've talked with several dept heads and employees and all have had nothing but praises in Administrator Alger and his leadership.

### Comments, Section C:.

Nate somehow finds time to interact with department heads and employees. I have received no negative feedback from any department head or employee regarding Nate.

## SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.		2 (3-NA)	2
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.		4	3
Oversees the development and implementation of the organization's financial strategies.		2	4
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.		1 (3-NA)	2

Comments, Section D:

Administrator's financial management in concert with the Finance Director – excellent as evidenced by the fact that the County approved a balanced budget and came in with a 7 figure surplus at the end of the year. Managed the County within our means and only surprised to the positive.

Comments, Section D:

Nate keeps the board informed of the county's financial status.

Comments, Section D: The current board has not been in place through a budget cycle with Nate so it is difficult to respond to these questions but I am confident, based on conversations I have had with Nate, that he will do an outstanding job.

Comments, Section D:

Administrator Alger seems to have a very good understanding of government accounting practices. He is aware of the county's finances. Administrator Alger seems to work well with the finance dept (and all depts).

Comments, Section D:

Nate has a solid understanding of government accounting practices. He is consistently aware of the counties financial status and appropriately delegates to qualified staff.

Comments, Section D: \_\_\_\_ Open dialog with Departments & Commissioners is crucial to our budget process. However we have to realize that we cannot do everything & must prioritize the best use of our resources.

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Additional Comments:

Being part of the Administrator interview and hiring process I cast my yes vote with "high expectations" for Mr. Alger so for me to give a mark of exceeds expectations Nate would be short of walking on water. The county administration gained a high level of ethics and integrity with the hiring of Nate Alger.

Additional Comments: Nate is fully engaged in supporting the boards number one priority of addressing the counties unfunded pension liability and attaining 100% funding by the 2034 target date. There is a fine line that an administrator has to walk between motivating and supporting the county employees and those that pay the bills, the tax payers, whom the county employees service.

Additional Comments: I'm glad to know Mr. Alger and the atmosphere in the building has been much improved in his tenure.

Evaluated By: Hundley, Jewett, Wheelock, Clous, LaPointe and Hentschel

Date: June 5, 2019