

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Brian R. Bousley - County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

The Menominee County Board of Commissioners
will meet on Tuesday, September 27, 2011 @ 5:30 p.m. CST
at the Menominee County Annex, Stephenson, MI

AGENDA

- A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Approval of the Agenda
 - E. Approval of Previous Minutes
 - F. CB – September 13, 2011
 - G. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
 - H. Presentations (*limited to twenty minutes*)
 - I. Department Head/Elected Officials Reports (*limited to ten minutes*)
 - J. Action Items
1. Moved by _____ seconded by _____ to appoint (Jayne Eichhorn or Audrey Jerzyk or Ruby Ivens) as the Democratic representative on the Menominee County Board of Canvassers, term to commence on November 1, 2011 and expires on Nov. 1, 2015.
 2. Moved by _____ seconded by _____ to appoint (Leon Felch or Janis Linderoth or Bill Hafeman) as the Republican representative on the Menominee County Board of Canvassers, term to commence on November 1, 2011 and expire on Nov. 1, 2015.
 3. Moved by _____ seconded by _____ to appoint (Mary Bradley) to the Menominee County DHS Board, term to commence on October 1, 2011 and expire on September 30, 2014.
 4. Moved by _____ seconded by _____ to increase the annual salary by _____% and increase the employee health insurance contribution to _____% of the monthly premium for the following County Elected Officials, commencing October 1, 2011 and ending September 30, 2012. (Current salaries are: Clerk/ROD: \$52,718, Treasurer: \$50,084, Sheriff: \$59,309, Prosecuting Attorney: \$88,304)
 5. Moved by _____ seconded by _____ to approve the payment of the invoice submitted by Menominee Township in the amount of \$48,939.09 from the Three Way Road Program Fund (account #401-446-970.00) for No. 9 Road project.

James Furlong - Chairperson

Bernie Lang - Vice Chairperson

Charlie Meintz

Mark Jasper

Jim Pearson

6. Moved by _____ seconded by _____ to approve RESOLUTION 2011-16, FUND BALANCE POLICY.
7. Moved by _____ seconded by _____ to approve the General Appropriations Act 2011-2012 Resolution, regarding appropriating money, to accompany the County Budget of FY 2011-2012.
8. Moved by _____ seconded by _____ to approve the proposed FY 2011-2012 Menominee County Budget.
9. Moved by _____ seconded by _____ to approve Miscellaneous Bills as paid on Aug. 17-19 & Sept. 1-2, 2011 in the amount of \$229,092.37.
10. Moved by _____ seconded by _____ to approve Commissioner Per diems and expenses as submitted.
11. Moved by _____ seconded by _____ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

K. New Business (*discussion only*)

1. Personnel Items:
 - a.
2. Building and Grounds/Parks Items:
 - a. Excavating Bids for Shakey Lakes Bathhouse
3. Miscellaneous Items:
 - a.
4. Finance Items:
 - a.
 - b. Miscellaneous Bills as paid on Sept. 15-16, 2011 in the amount of \$84,835.07.

- L. Misc. Boards/Committees/Commissions Reports
- M. Public Comment (*limited to 5 minutes*)
- N. Commissioner Comment
- O. Any other items members may wish to present
- P. Adjourn

September 13, 2011

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the County Annex, Stephenson, Michigan.

Chairman Furlong called the meeting to order at 5:30 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Furlong, Jasper, Lang, Meintz, Pearson

Absent: Com. Meintz was excused

Moved by Com. Lang, seconded by Com. Pearson to approve the minutes from the August 23, 2011 Regular County Board Meeting. Motion was approved 4-0.

Brian Bousley stated we need to amend the agenda to add Resolution 2011-16 under New Business Finance Item C.

Moved by Com. Pearson, seconded by Com. Jasper to approve the agenda as amended. Motion was approved 4-0.

Chairman Furlong called for public comment.

Public Comment:

-Bob Desjarlais – Thought there was going to be discussion of the Maintenance Contract under New Business – Building and Grounds/Parks Items.

Presentations: Sheriff Ken Marks – Jail Video Surveillance System.

Department Head/Elected Officials Reports: None.

Moved by Com. Jasper, seconded by Com. Lang to approve Miscellaneous Bills as paid on August 4, 8, 10, & 11 2011 in the amount of \$109,744.79. Motion was approved 4-0.

Moved by Com. Pearson, seconded by Com. Jasper to approve Commissioner Per diems and expenses as submitted. Motion was approved 4-0.

Moved by Com. Lang, seconded by Com. Pearson to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 4-0.

New Business (discussion only)

Personnel Items:

- a. 95A District Court Contract – Discussion ensued about the contract. Brian Bousley explained that it is the same contract that was just approved for AFSCME/E911. Brian stated that if it was not approved by September 15th the employees would be subject to the increase to 20% of their health insurance premium. Com. Furlong asked Brian if he was comfortable with this contract, and he stated he was.

Moved by Com. Pearson, seconded by Com. Furlong to make the 95A District Court Contract an action item. Motion was approved by a roll call vote 4-0.

Moved by Com. Lang, seconded by Com. Pearson to approve the 95A District Court Contract. Motion was approved 4-0.

Building and Grounds/Parks Items:

- a. Jail Video Surveillance System – Com. Furlong asked what direction the board would like to take. Com. Pearson asked how long the current system has not been working properly and how long it will take to replace it. Com. Jasper stated that we need to know how much this is going to cost before we go forward. Sheriff Ken Marks and Brian Bousley will explore the cost and how long it will take to replace. They will report their findings back to the County Board.

Miscellaneous Items:

- a. Board of Canvassers appointment – County Clerk Marc Kleiman explained that there are two terms expiring. One Republican, one Democrat. Three letters of interest have been submitted by individuals of both parties. The County Board will vote at the next meeting on one Republican representative and one Democratic representative. The consensus of the board is to move this item forward to the next meeting.
- b. Dept. of Human Services Board vacancy – Com. Lang asked if this appointment needed to be a partisan appointment. Com. Pearson read the statute regarding this appointment and it does not appear to be necessary. Com. Lang stated that he believed in the past this is how it was filled. Com. Lang asked County Clerk Marc Kleiman to look into this. The consensus of the board is to move this item forward to the next meeting.

Finance Items:

- a. Salaries of County Officers/Elected Officials – Com. Lang stated that it would be unfair to move the officials to 20% health care premium payment since they just approved contracts only increasing employees to 12.5% health care premium payment. Com. Furlong stated that a move to 12.5% premium makes sense to him. Com. Jasper thinks it should be moved to 12.5%. Com. Lang asked if increasing the percent of premium is legal since salaries of elected official can't be reduced during their term of office. Com. Lang asked County Clerk Marc Kleiman to look into this matter. The consensus of the board was to increase employee cost of health insurance to 12.5% with no pay raise if it is legal. The consensus of the board is to move this item forward to the next meeting.
- b. Three Way Road Funding – Reimbursement for Menominee Township – Brian Bousley explained that Menominee Township has had their work done in accordance to the project they submitted for the three way road program. Now we request permission from the county board to make payment to the Road Commission for the work completed. Com. Furlong that the bill has already gone to the Road Commission and this is the last step in the process. The consensus of the board is to move this item forward to the next meeting.
- c. Resolution 2011-16 Fund Balance Policy – Brian Bousley read the resolution. County Treasurer Diane Lesperance explained further the need to pass this resolution before the end of our fiscal year to comply with GASB 54 Standards otherwise we would be written up by our auditors. Com. Furlong asked who wrote the resolution. He did not agree with some of the wording. Diane Lesperance stated that it was drafted based upon resolutions other counties have passed. The consensus of the board is to change some of the wording and bring it back as an action item at the next meeting.
- d. Miscellaneous Bills as paid on Aug. 17-19 & Sept. 1-2, 2011 in the amount of \$229,092.37. - The consensus of the board is to move this item forward to the next meeting.
- e. Commissioner Per Diems and expenses - The consensus of the board is to move this item forward to the next meeting.

Misc. Boards/Committees/Commissions Reports:

The consensus of the board is to move this item forward to the next meeting.

Public Comment: None

Commissioner Comment:

-Com. Pearson – Thanked the townships for hosting the Menominee County Board Meetings over the past few months.

-Com. Lang – Stated that he was approached by an individual with a hanger at the airport who is contesting that the City of Menominee has the right to tax him. This person believes his hanger is actually on Menominee County property and not city property. Brian Bousley stated that he has been talking to the City of Menominee about this issue.

- Com. Jasper asked if there has been a survey done in the courthouse yet to see where people who are using services at the courthouse are coming from.

-Dale Axtell – Talked about a land survey at the airport.

-Com. Furlong – Said surveying is part of the 5 year plan for the airport. And, the property is now in the process of being surveyed.

Moved by Com. Pearson, seconded by Com. Jasper to adjourn at 6:36 p.m. Motion was approved

4-0.

James Furlong, Chairman

Marc Kleiman, County Clerk

September 13, 2011

UNAPPROVED

Proceedings of a Public Hearing on the Proposed 2011-2012 County Budget in and for the County of Menominee and the State of Michigan were held at the Menominee County Annex Building, Stephenson, Michigan.

Chairman Furlong called the meeting to order at 6:37 P.M.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Furlong, Jasper, Lang, and Pearson

Absent: Com. Meintz was excused

Moved by Com. Lang, seconded by Com. Jasper to approve the agenda. Motion was approved 4-0.

Chairman Furlong called for public comment.

Public Comment:

-Ray Gurgall – Asked about the \$20,000 that is given to the Menominee County EDC, and can it be split between them and the Carney and Hermansville EDC.

Presentations: Public Hearing on the Proposed 2011/2012 County Budget

-Ray Gurgall - Asked about the \$20,000 that is given to the Menominee County EDC, and can it be split between them and the Carney and Hermansville EDC.

-Com. Furlong explained what the EDC money is used for.

-Jon Anderson – commented that in the past 95% - 98% of the EDC money has been spent in the City of Menominee.

-Mari Negro – Asked if Nancy Douglas could be required to meet with the local EDC groups from Carney and Meyer Township.

-Brian Bousley said that there would be a meeting held between all three groups.

-Bob Desjarlais – EDC money.

-Penny Mullins – asked if individual making comments could please state their name and where they are from.

-Jon Anderson – stated that several years ago a County Commissioner implemented a plan that all entities requesting money from Menominee County need to report back with what they are doing with the money, and provide a copy of their financials.

-Brian Bousley – stated that we already receive appropriation letters from these entities and they supply this information.

-Com. Lang – stated that the County Board has to enter into agreements with those who receive money from them.

-Brian Bousley - said that he is happy with the budget, and it is very sound. His only concern is in the health insurance premiums being unpredictable.

-Bob Desjarlais – asked about the \$10,000 that has annually been appropriated to the Parks, and no money has been designated in this budget to create a fund balance again.

- Com. Pearson – stated that he thought the 20% increase in parks fees was suppose to cove the \$10,000 normally designated.
- Com. Furlong – stated that the money that would normally be designated was included in the bathhouse project for this year.
- Bill Haefman – asked if the State Park permit fee paid when you renew your license states it is also for County Parks. Is this true.
- Com. Furlong – he does not believe that is correct.
- Com. Jasper – he stated he agrees with Jon Anderson

Public Comment:

- Bill Haefman – Thanks the County Board for a balanced budget.
- Jon Anderson – Thanks for holding a budget hearing.
- Bob Desjarlais – Board did a good job on creating a balance budget with a surplus of \$37,000.
- Com. Furlong – Thanked Administrator Brian Bousley and Sherry Smith for all of the hard work they did preparing the budget.
- County Treasurer Diane Lesperance – Agreed with Com. Furlong.
- Bill Haefman – Asked if the budget that was provided tonight is the same as is on the county website.
- Ray Gurgall – Thanks the County Board for holding meetings in Meyer Township.

Moved by Com. Jasper, supported by Com. Pearson to adjourn at 7:05 p.m. Motion was approved 4-0.

James Furlong, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Board of Canvassers Appointment
DEPARTMENT:	Clerk
ATTACHMENTS:	Yes
SUMMARY	
<p>There are two vacancies on the board of canvassers (one republican one democratic Rep.). The County Clerk has received letters of recommendation from the Democratic and Republican parties. The Board will be asked to appoint one candidate from each party for the Board of Canvassers. Appointments will commence Nov. 1, 2011 and will expire on Nov. 1, 2015.</p>	
RECOMMENDED MOTION	
<p>to appoint (Jayne Eichhorn or Audrey Jerzyk or Ruby Ivens) as the Democratic representative on the Menominee County Board of Canvassers to appoint (Leon Felch or Janis Linderoth or Bill Hafeman) as the Republican representative on the Menominee County Board of Canvassers</p>	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

August 31, 2011

Menominee County Board of Commissioners
Menominee County Courthouse
839 10 Avenue
Menominee, Michigan 49858

Hon. Members of Menominee County Board of Commissioners:

The term of two members of the Board of County Canvassers will expire on November 1, 2011. Michigan election law provides that the expired terms must be filled as follows:

- The county political party committees are required to provide the local county clerk with the names of three nominees for the part's expiring seat on the Board no later than September 1 2007 (MCL 168.24c)

Names submitted for the Democratic member are as follows:

Jane Eichhorn, N 14998 Eichhorn Ln., Powers, MI 49874

Audrey Jerzyk, N 4124 CR 577, Wallace, MI 49893

Ruby Ivens, N 1511 River Dr., Menominee, MI 49858

Respectfully,

Ruby Ivens

Ruby Ivens, Chair
Menominee County Democratic Party
906-864-4199

Jayne Eichhorn
N14998 Eichhorn Lane
Powers, MI 459874

August 16, 2011

Menominee County Board of Commissioners
Menominee County Court House
839 Tenth Avenue
Menominee, MI 49858

Dear Menominee County Board,

I am asking to be appointed for a second term having gained the experience and knowledge of a term. I believe that we as a board of canvassers, have executed our duties per election law and I am willing to work together with a diverse group anytime. I would encourage you to ask the people I have been seated with for their opinion as to my fairness; Mr Mark Klieman, Wes Branyan, Tom Cheski, and Mary Jo Wangererin.

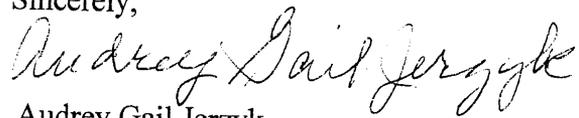
Respectively submitted,

Jayne Eichhorn

Dear Sirs,

I would appreciate being considered for the Board of Canvassers. I have served on it in the past. I would be glad to serve as an alternate. Thank you for considering me.

Sincerely,

A handwritten signature in cursive script that reads "Audrey Gail Jerzyk". The signature is written in black ink and is positioned above the printed name.

Audrey Gail Jerzyk

September 1, 2011

Menominee County Board of Commissioners
839 10th Avenue
Menominee, MI 49858

Gentlemen:

I would like to be considered for the Board of County Canvassers. If selected I will carry out the duties to the best of my ability. Although I have not been a member of this board in the past I have been an observer on several occasions and am familiar with the duties of this position.

I have never been convicted of a felony or an election crime.

Thank you for your consideration.

Ruby Ivens
N 1511 River Drive
Menominee, MI 49858

Menominee County Republican Committee
P.O. Box
Menominee, Mi. 49858
Phone # 906-497-5466

August 29, 2011

Marc Kleiman
Menominee County Clerk
839 Tenth Avenue
Menominee, Mi. 49858

Dear Marc Kleiman,

The Menominee County Republican Committee has selected Leon Felch, Janis Linderoth, and Bill Hafeman as its nominees for the party's expiring seat on the board of canvassers. Please call if you have any questions.

Sincerely,



John Anderson, Chairman

August 25, 2011

Leon R. Felch
1715 26th Avenue
Menominee, MI

RE: Board of County Canvassers

To whom it may concern,

Please accept this letter of intent expressing my interest in seeking the available position on the Board of County Canvassers for the Menominee County Republican Party. I am including my resume along with the completed application form with this letter.

Thank you in advance,

Leon R. Felch

August 29, 2011

Menominee County Board of Commissioners
839 10th Avenue
Menominee, MI 49858

Dear Commissioners,

I am writing to express my interest in the position of Board of County Canvasser.

I believe that I am qualified to serve in this important position and if selected, you have my commitment to serve in a professional manner.

Here is a list of my experience and qualifications:

- I am a registered voter who actively exercises this privilege. In addition, I have served on the election board in the township of which I reside.
- I currently serve as the Menominee County representative on the U.P. State Fair Authority Governing Board.
- For twenty years I have served as the advisor to the U.P. Jr. Market Livestock Board and youth exhibitors.
- I am serving a second term on the USDA Farm Service Agency Committee for Menominee County.
- In addition to these accomplishments, I was a life skills educator at Stephenson Area Public Schools for 30 years. During my tenure, I worked with youth in the classroom and served as an advisor for extracurricular activities.

Thank you for considering me for this position.


Janis Linderoth

N9308 Linderoth Road P-3
Daggett, MI 49821
906.753.4504

August 26, 2011

Menominee County Clerk & Register of Deeds
Attn: Marc Kleiman, County Clerk
Menominee County Court House
839 Tenth Avenue
Menominee, Michigan 49858

To whom it may concern:

Enclosed is my application for a position on the Menominee County Board of Canvassers.

It is my intent to represent Menominee County with honesty and integrity and to assure the voters of this County that every vote cast is counted and reported with the utmost accuracy.

Please consider my application carefully. As a retired Menominee County businessman and owner and immediate past State Commander of The American Legion combined with my education and taking a leadership position on many business and veteran boards, I feel that I have the qualifications to give the voters of this County the assurance that they need.

Sincerely,


Bill Hafeman

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Department of Human Services Board (DHS) appointment
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Administration has advertised for Candidates for the DHS board through Sept. 13th. Nominees will be selected at the Sept. 27 CB meeting. Only one letter of interest was received. Mary Bradley would like to be reappointed.</p>	
RECOMMENDED MOTION	
<p>to appoint (Mary Bradley) to the Menominee County DHS Board, term to commence on October 1, 2011 and expire on September 30, 2014</p>	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Sept.6, 2011

Mr. Brian Bousley -County Administrator
Menominee County Court House
893 10th Avenue
Menominee MI 49858

Dear Mr. Bousley,

In response to your letter, I am sincerely interested in continuing my appointment to the Menominee Count DHS board and the Pinecrest Medical Care Facility Board of Trustees. I am dedicated to provide the best service to both of these entities.

I am proud of the work that we have accomplished at DHS and hope to continue to be a support to the director and staff there as our community and our state plow through some very tough times economically. Menominee County DHS is blessed with a great director who is able to make some tough decisions with diplomacy. As a board member, our advice is always solicited. I feel that I am able to contribute by being aware of the more subtle needs of our constituents. It has been my sincere pleasure to be involved with DHS and I hope to continue as a board member.

At Pinecrest Medical Care Facility, in addition to the Pinecrest board, I also chair the board of the Whispering Pines, Great Northern Home Care and the Northern Pines Center. Great Northern Home Care was chosen to provide the home care services at the Harbors. Our client base there is growing rapidly and not limited to the residents there as we provide service to other residents in the county.

In conjunction with the Pinecrest board, I serve on the House Committee. I have gone through the training for Interest Based Bargaining and was part of the negotiating team for the last contract with AFSCME.

I was also part of the design team for our Green Houses and the Eden Alternative Program at Pinecrest. We were the second facility in the nation to have the Green House Philosophy put into practice. Our elders have a really unique long term care experience in these homes. Eden continues to be the driving philosophy at Pinecrest and I am proud to have been a part of that.

I hope to continue in my positions as there are many changes coming forward in our reimbursements. I have a good relationship with the staff at MAC and am active in the Michigan County Social Services Association and fell that I have a lot to bring to the appointment.

Thank you for your time and consideration. I am looking forward to hearing from you.

Sincerely,


Mary J. Bradley



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
MENOMINEE COUNTY



MAURA CORRIGAN
DIRECTOR

August 30, 2011

Menominee County Board of Commissioners
Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

RE: Menominee County DHS Board member, Mary Bradley.

Dear Commissioners,

Ms. Bradley's term of service on the Menominee County DHS Board expires on September 30, 2011. I respectfully request that you appoint Ms. Bradley to another three year term beginning on October 1, 2011 and expiring on September 30 2014.

Ms. Bradley has been highly active on the board and is a significant asset. She has taken on various tasks on behalf of the board, such as representing the board on the Menominee County Community Collaborative. She is active in the Michigan Council of Social Service Administrators, both at the district and state level. She has proven to be a strong advocate for the people of Menominee County with the Legislature and she has a good relationship with the current Senator and Representative for our area. She also maintains many other important contacts at all levels of state government, which are helpful toward ensuring that Menominee County has a strong voice in Lansing.

Ms. Bradley's continued active participation on the Menominee County DHS Board is critical to the functioning of the board.

Thank you for your consideration in this matter.

Sincerely,

Russell K. Sexton, Director

THE SOCIAL WELFARE ACT (EXCERPT)
Act 280 of 1939

COUNTY DEPARTMENT OF SOCIAL SERVICES

400.45 Creation, powers, duties, and composition of county family independence agency; powers and duties of family independence agency board; offices; salary and expenses; prohibition; appointment and oath of board members; appointment and qualifications of directors, employees, and assistants; evaluation of county director; availability of writings to public.

Sec. 45. (1) A county family independence agency is created in each county of this state, which shall possess the powers granted and perform the duties imposed in this act. The county family independence agency shall consist of a county family independence agency board and the director of the county family independence agency, together with assistants and employees as may be necessary to operate the county family independence agency. As used in this act, references to "county department of social services" or "county department" mean the county family independence agency and references to "county social services board" and "county board" mean the county family independence agency board.

(2) The powers and duties of the county family independence agency board include all of the following:

(a) Supervision of and responsibility for the administration of the county infirmary and county medical care facility and child caring institution, except as provided in sections 55(c) and 58.

(b) Conduct, in conjunction with the family independence agency, an annual review of social service programs operating within the county.

(c) Development of policy and supervision of the administration of social service programs authorized by the county board of commissioners or financed solely from county funds or county administered funds.

(d) Development and administration of employment programs and work training projects complementary to and not in conflict with state programs.

(e) Review and submit recommendations on contracts involving programs administered by the family independence agency proposed to be entered into between the family independence agency and public or private agencies within the county including proposed purchases of service contracts from applicant agencies within the county eligible for funding under title XX of the social security act, chapter 531, 49 Stat. 620, 42 U.S.C. 1397 to 1397f. A contract shall not be entered into between the family independence agency and a public or private agency within the county until the board has been provided an opportunity for review of the contract. The board shall be advised by the family independence agency within 30 days after contracts have been signed with an explanation of the differences between contracts recommended by the board and those actually entered into.

(f) Act as the agent for the county board of commissioners in the development of coordinated or consolidated approaches to the delivery of social services and cooperative service delivery arrangements between the family independence agency and each public and private social service agency within the county.

(g) Represent the county board of commissioners in all negotiations between the county and the family independence agency.

(h) Make annual policy recommendations to the Michigan county social services association on annual departmental appropriations, priorities for utilization of title XX funds, eligibility standards for general public relief and burial, employment programs, work training projects, and other related issues.

(3) The family independence agency shall provide suitable office accommodations for programs funded in whole or in part with state funds. The county family independence agency board shall review and recommend to the director proposed office sites within the county. The director shall notify the board before final site selection with an explanation of the selection of a site other than that proposed by the board.

(4) The salary and expenses of each member of the county board shall be fixed by the county board of commissioners according to the amount of time the member devotes to the performance of official duties. A member of the county board may not serve as the director or an employee of the county family independence agency. The members of the county boards shall be appointed at the annual October session of commissioners, and members shall qualify by taking and filing the oath of office with the county clerk, and shall assume their duties as prescribed by this act not later than November 1 of the year appointed.

(5) The director, employees, and assistants of the county family independence agency shall be appointed by the family independence agency from among persons certified as qualified by the state civil service commission. The county family independence agency board shall review the qualifications of and interview each applicant for the position of county family independence agency director. The county director shall be appointed from among persons certified as eligible and recommended by the family independence agency and

by the county board. These appointment provisions do not apply under conditions of reduction in state work force, in which case the administrative employment preference rules for bumping promulgated by the Michigan civil service commission apply. The county board shall advise and make recommendations to the state director regarding the performance of the county director within 6 months after the appointment of the county director and annually after that time. A copy of each evaluation shall be provided to the county director.

(6) Except as prescribed in sections 35 and 64, a writing prepared, owned, used, in the possession of, or retained by the county family independence agency in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

History: 1939, Act 280, Imd. Eff. June 16, 1939;—Am. 1945, Act 53, Eff. Sept. 6, 1945;—CL 1948, 400.45;—Am. 1965, Act 401, Imd. Eff. Oct. 17, 1965;—Am. 1966, Act 74, Imd. Eff. June 10, 1966;—Am. 1975, Act 237, Eff. Dec. 1, 1975;—Am. 1978, Act 224, Imd. Eff. June 13, 1978;—Am. 1995, Act 223, Eff. Mar. 28, 1996.

Popular name: Act 280

400.46 County social services board; administration of powers and duties; appointment and terms of members; oath; vacancies; conducting business at public meeting; notice; quorum; meetings; chairperson; effect of failure to attend meetings; compensation and expenses; availability of writings to public.

Sec. 46. (1) The administration of the powers and duties of the county department shall be vested in a county social services board of 3 members, appointed from persons residing within the county and not holding an elective office, for 3-year terms as follows: 2 members shall be appointed by the county board of commissioners, and 1 member by the director of social services. Members appointed before October 27, 1965, shall continue in office until the expiration of their terms and until successors are appointed and qualified. Each member shall qualify by taking and filing with the county clerk the constitutional oath of office, and shall hold office until the appointment and qualification of a successor. Vacancies in the membership of the board shall be filled for the expiration of the unexpired term, in the same manner as provided for appointment of the original members.

(2) The business which the county social services board may perform shall be conducted at a public meeting of the county social services board held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976. A majority of the board constitutes a quorum for the transaction of business. The board shall meet on the call of the chairperson, or on a written request to the chairperson signed by 2 members of the board, or at times and places as prescribed by the rules of the board. The board shall hold not less than 12 meetings each fiscal year with an interval of not more than 5 weeks between 2 meetings.

(3) At the first meeting following the appointment of a new member to the board, the members shall choose 1 member as chairperson, who shall continue to act as chairperson of the board until the selection of a successor.

(4) If a member of the county social services board, upon receiving notification, fails to attend 3 consecutive regularly scheduled meetings of the board, the county board of commissioners after notification from the county social services board of the failure of a member to attend without reasonable cause such as illness or other circumstances beyond the member's control shall by formal vote excuse the member or declare the office vacant. The vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment was made.

(5) Members of the board shall be reimbursed for necessary travel and other expenses, and shall be paid such amount as shall be fixed by the board of commissioners or board of county auditors.

(6) Except as prescribed in sections 35 and 64, a writing prepared, owned, used, in the possession of, or retained by the county social services board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

History: 1939, Act 280, Imd. Eff. June 16, 1939;—Am. 1945, Act 53, Eff. Sept. 6, 1945;—CL 1948, 400.46;—Am. 1965, Act 401, Imd. Eff. Oct. 27, 1965;—Am. 1967, Act 60, Imd. Eff. June 20, 1967;—Am. 1978, Act 224, Imd. Eff. June 13, 1978.

Popular name: Act 280

400.47 Organization of district department of social welfare and medical relief; powers and duties vested in district social welfare board and medical advisory council; appointment, qualifications, and terms of members; applicability of references; chairperson; conducting business at public meeting; notice; availability of writings to public.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Salaries of County Officers/Elected Officials
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
By state laws, the annual salary of each salaried county officer shall be fixed by the board before November 1.	
RECOMMENDED MOTION	
to increase the annual salary by _____% and increase the employee health insurance contribution to _____% of the monthly premium for the following County Elected Officials, commencing October 1, 2011 and ending September 30, 2012. (Current salaries are: Clerk/ROD: \$52,718, Treasurer: \$50,084, Sheriff: \$59,309, Prosecuting Attorney: \$88,304)	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

SALARIES OF COUNTY OFFICERS
Act 154 of 1879

AN ACT relative to the salaries of county officers.

History: 1879, Act 154, Eff. Aug. 30, 1879.

The People of the State of Michigan enact:

45.421 Salaries of county officers; determination; change in compensation.

Sec. 1. (1) The annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the board during the officer's term of office.

(2) Notwithstanding subsection (1), for a county which has a county officers compensation commission, the compensation of each nonjudicial elected officer of the county shall be determined by that commission. A change in compensation for those officers of a county which has a county officers compensation commission shall commence at the beginning of the first odd numbered year after the determination is made by the county officers compensation commission and is not rejected.

History: 1879, Act 154, Eff. Aug. 30, 1879;—How. 508;—CL 1897, 2649;—CL 1915, 2514;—CL 1929, 1426;—CL 1948, 45.421;—Am. 1967, Act 163, Eff. Nov. 2, 1967;—Am. 1978, Act 487, Imd. Eff. Dec. 1, 1978.

ELECTED OFFICIAL ANNUAL SALARIES
AS OF OCTOBER 1, 2009
AND CURRENT

Clerk/ROD - \$52,718

Treasurer - \$50,084

Sheriff - \$59,309

Prosecuting Attorney - \$88,304

Chairman of the Board - \$4,500

Board Members - \$4,000

Drain Commissioner - \$500

P.A.	Board	\$88,303	0%	\$88,303	0	Family	\$16,890.50	\$30.00	\$5,325.18	\$1,245.41	\$215.28	\$12,848.09	\$124,857	\$2,412.93	12.5%
P.A.	Board	\$88,303	0%	\$88,303	0	Family	\$16,407.92	\$30.00	\$5,295.26	\$1,238.41	\$215.28	\$12,848.09	\$124,338	\$2,895.51	15%
P.A.	Board	\$88,303	0%	\$88,303	0	Family	\$15,442.75	\$30.00	\$5,235.42	\$1,224.41	\$215.28	\$12,848.09	\$123,299	\$3,860.69	20%
P.A.	Board	\$88,303	1%	\$89,186	0	Family	\$16,890.50	\$30.00	\$5,379.93	\$1,258.21	\$217.44	\$12,976.57	\$125,939	\$2,412.93	12.5%
P.A.	Board	\$88,303	1%	\$89,186	0	Family	\$16,407.92	\$30.00	\$5,350.01	\$1,251.21	\$217.44	\$12,976.57	\$125,419	\$2,895.51	15%
P.A.	Board	\$88,303	1%	\$89,186	0	Family	\$15,442.75	\$30.00	\$5,290.17	\$1,237.22	\$217.44	\$12,976.57	\$124,380	\$3,860.69	20%
P.A.	Board	\$88,303	2%	\$90,069	0	Family	\$16,890.50	\$30.00	\$5,434.68	\$1,271.01	\$219.59	\$13,105.05	\$127,020	\$2,412.93	12.5%
P.A.	Board	\$88,303	2%	\$90,069	0	Family	\$16,407.92	\$30.00	\$5,404.76	\$1,264.02	\$219.59	\$13,105.05	\$126,500	\$2,895.51	15%
P.A.	Board	\$88,303	2%	\$90,069	0	Family	\$15,442.75	\$30.00	\$5,344.92	\$1,250.02	\$219.59	\$13,105.05	\$125,461	\$3,860.69	20%
Sheriff	Board	\$59,309	0%	\$59,309	0	Family	\$16,890.50	\$30.00	\$3,527.56	\$824.99	\$2,219.22	\$8,629.46	\$91,431	\$2,412.93	12.5%
Sheriff	Board	\$59,309	0%	\$59,309	0	Family	\$16,407.92	\$30.00	\$3,497.64	\$818.00	\$2,219.22	\$8,629.46	\$90,911	\$2,895.51	15%
Sheriff	Board	\$59,309	0%	\$59,309	0	Family	\$15,442.75	\$30.00	\$3,437.80	\$804.00	\$2,219.22	\$8,629.46	\$89,872	\$3,860.69	20%
Sheriff	Board	\$59,309	1%	\$59,902	0	Family	\$16,890.50	\$30.00	\$3,564.33	\$833.59	\$2,241.42	\$8,715.75	\$92,178	\$2,412.93	12.5%
Sheriff	Board	\$59,309	1%	\$59,902	0	Family	\$16,407.92	\$30.00	\$3,534.41	\$826.60	\$2,241.42	\$8,715.75	\$91,658	\$2,895.51	15%
Sheriff	Board	\$59,309	1%	\$59,902	0	Family	\$15,442.75	\$30.00	\$3,474.57	\$812.60	\$2,241.42	\$8,715.75	\$90,619	\$3,860.69	20%
Sheriff	Board	\$59,309	2%	\$60,495	0	Family	\$16,890.50	\$30.00	\$3,601.10	\$842.19	\$2,263.61	\$8,802.05	\$92,925	\$2,412.93	12.5%
Sheriff	Board	\$59,309	2%	\$60,495	0	Family	\$16,407.92	\$30.00	\$3,571.18	\$835.20	\$2,263.61	\$8,802.05	\$92,405	\$2,895.51	15%
Sheriff	Board	\$59,309	2%	\$60,495	0	Family	\$15,442.75	\$30.00	\$3,511.34	\$821.20	\$2,263.61	\$8,802.05	\$91,366	\$3,860.69	20%

Clerk	\$52,718	0%	\$52,718	0	family	\$16,890.50	\$30.00	\$3,118.91	\$729.42	\$162.06	\$7,670.47	\$81,319	\$2,412.93	12.5%
Clerk	\$52,718	0%	\$52,718	0	family	\$16,407.92	\$30.00	\$3,088.99	\$722.43	\$162.06	\$7,670.47	\$80,800	\$2,895.51	15%
Clerk	\$52,718	0%	\$52,718	0	family	\$15,442.75	\$30.00	\$3,029.15	\$708.43	\$162.06	\$7,670.47	\$79,761	\$3,860.69	20%
Clerk	\$52,718	1%	\$53,245	0	family	\$16,890.50	\$30.00	\$3,151.60	\$737.07	\$163.68	\$7,747.17	\$81,965	\$2,412.93	12.5%
Clerk	\$52,718	1%	\$53,245	0	family	\$16,407.92	\$30.00	\$3,121.68	\$730.07	\$163.68	\$7,747.17	\$81,446	\$2,895.51	15%
Clerk	\$52,718	1%	\$53,245	0	family	\$15,442.75	\$30.00	\$3,061.84	\$716.08	\$163.68	\$7,747.17	\$80,407	\$3,860.69	20%
Clerk	\$52,718	2%	\$53,772	0	family	\$16,890.50	\$30.00	\$3,184.28	\$744.71	\$165.30	\$7,823.88	\$82,611	\$2,412.93	12.5%
Clerk	\$52,718	2%	\$53,772	0	family	\$16,407.92	\$30.00	\$3,154.36	\$737.71	\$165.30	\$7,823.88	\$82,092	\$2,895.51	15%
Clerk	\$52,718	2%	\$53,772	0	family	\$15,442.75	\$30.00	\$3,094.52	\$723.72	\$165.30	\$7,823.88	\$81,053	\$3,860.69	20%
Treasurer	\$50,084	0%	\$50,084	0	Out	\$3,600.00	\$30.00	\$3,328.41	\$778.42	\$153.96	\$7,287.22	\$65,262	\$0.00	
Treasurer	\$50,084	1%	\$50,585	0	Out	\$3,600.00	\$30.00	\$3,359.46	\$785.68	\$155.50	\$7,360.09	\$65,876	\$0.00	
Treasurer	\$50,084	2%	\$51,086	0	Out	\$3,600.00	\$30.00	\$3,390.51	\$792.94	\$157.04	\$7,432.97	\$66,489	\$0.00	

Current Pay for Elected Officials, no pay increase and paying 10% of their insurance.

P.A.	\$88,303	\$88,303	0	Family	\$24,573.02	\$30.00	\$5,305.51	\$1,280.39	\$209.19	\$12,848.09	\$132,549	\$2,730.34	10%
Clerk	\$52,718	\$52,718	0	family	\$24,573.02	\$30.00	\$3,099.24	\$764.41	\$157.47	\$7,670.47	\$89,013	\$2,730.34	10%
Sheriff	\$59,309	\$59,309	0	Family	\$24,573.02	\$30.00	\$3,507.08	\$859.98	\$2,156.42	8,629.46	\$99,066	\$2,730.34	10%
Treasurer	\$50,084	\$50,084	0	Out	\$3,600.00	\$30.00	\$3,105.21	\$726.22	\$149.60	\$7,287.22	\$64,982	\$0.00	

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Three Way Road Funding – Reimbursement for Men. Township
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Menominee Township has had their work done in accordance to the project they submitted for the three way road program. Now we request permission from the county board to make payment to the Road Commission for the work completed.</p>	
RECOMMENDED MOTION	
<p>To approve the payment of the invoice submitted by Menominee Township in the amount of \$48,939.09 from the Three Way Road Program Fund (account #401-446-970.00) for No. 9 Road project.</p>	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

COMMISSIONERS:

WILLIAM ANDERSON
POWERS, MI 49874

ROGER BETZINGER
DAGGETT, MI 49821

ANTHONY KAKUK
DAGGETT, MI 49821



MENOMINEE COUNTY
BOARD OF COUNTY ROAD COMMISSIONERS

P. O. BOX 527 • STEPHENSON, MICHIGAN 49887 • 877-867-9444 or 906-753-6914
FAX 906-753-4319

DARRELL W. MOILANEN
ENGINEER-MANAGER

LISA K. SAVORD
FINANCE DIRECTOR / CLERK

August 23, 2011

Mr. Brian Bousley, Administrator
Menominee County
839 10th Avenue
Menominee, MI 49858

Re: Three Way Funding Program Reimbursement Request

Dear Mr. Bousley:

Enclosed is a reimbursement request from the three way funding program. The invoice is for the paving of No. 9 Road from S-1 Road to River Road in Menominee Township.

Since, this is the first reimbursement request from the three way funding program, please advise the Road Commission as to whether or not the enclosed documentation is satisfactory.

If you have any questions, please do not hesitate to contact me.

Sincerely,

MENOMINEE COUNTY ROAD COMMISSION

A handwritten signature in cursive script that reads "Darrell W. Moilanen".

Darrell W. Moilanen, Engr-Mgr., P.E.

Enclosure

cc: Lisa Savord, Finance Director-Clerk

Menominee County Road Commission

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

INVOICE

Invoice #: 3WFP-001

Date: August 22, 2011

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Menominee Township Project: Paving No. 9 Road HMA 13A resurfacing of No. 9 Road. Work performed by Bacco Construction Co., Iron Mountain, MI.	48,939.09
TOTAL	\$48,939.09

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

**Three-Way Funding Program Statement
Menominee Township**

	Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent	Remaining Balances
Project Cost							
MCRC	22,670.36	22,670.36	-	-	-	22,670.36	-
County	21,014.98	21,014.98	-	-	-	21,014.98	-
Township	5,253.75	5,253.75	-	-	-	5,253.75	-
Total	48,939.09	48,939.09	-	-	-	48,939.09	-

Project Descriptions:

- | | Date: | Work done: |
|-----|----------|--|
| # 1 | 07/12/11 | Pave No. 9 Road (work performed by Bacco Construction Co.) |
| # 2 | | |
| # 3 | | |
| # 4 | | |

Menominee County Three-Way Road Funding Program Allocation by Township/City/Village

	BEGINNING BALANCE				DOLLARS SPENT				BALANCE REMAINING			
	MCRC	COUNTY	TOWNSHIP CONTR.	TOTAL	MCRC	COUNTY	TOWNSHIP CONTR.	TOTAL	MCRC	COUNTY	TOWNSHIP CONTR.	TOTAL
Cedarville	10,515.32	9,747.50	2,436.87	22,699.69	-	-	-	-	10,515.32	9,747.50	2,436.87	22,699.69
Daggett	9,084.58	8,421.23	2,105.31	19,611.12	-	-	-	-	9,084.58	8,421.23	2,105.31	19,611.12
Faithorn	8,141.47	7,546.98	1,886.75	17,575.20	-	-	-	-	8,141.47	7,546.98	1,886.75	17,575.20
Gourley	6,837.55	6,338.27	1,584.57	14,760.39	-	-	-	-	6,837.55	6,338.27	1,584.57	14,760.39
Harris	23,811.74	22,073.02	5,518.25	51,403.01	-	-	-	-	23,811.74	22,073.02	5,518.25	51,403.01
Holmes	14,252.03	13,211.36	3,302.84	30,766.23	-	-	-	-	14,252.03	13,211.36	3,302.84	30,766.23
Ingallston	13,934.09	12,916.63	3,229.16	30,079.88	-	-	-	-	13,934.09	12,916.63	3,229.16	30,079.88
Lake	14,323.48	13,277.59	3,319.40	30,920.47	-	-	-	-	14,323.48	13,277.59	3,319.40	30,920.47
Mellen	10,325.98	9,571.98	2,393.00	22,290.96	-	-	-	-	10,325.98	9,571.98	2,393.00	22,290.96
Menominee	22,670.36	21,014.98	5,253.75	48,939.09	22,670.36	21,014.98	5,253.75	48,939.09	-	-	-	
Meyer	9,784.76	9,070.29	2,267.57	21,122.62	-	-	-	-	9,784.76	9,070.29	2,267.57	21,122.62
Nadeau	20,259.00	18,779.70	4,694.93	43,733.63	-	-	-	-	20,259.00	18,779.70	4,694.93	43,733.63
Spalding	21,654.01	20,072.85	5,018.21	46,745.07	-	-	-	-	21,654.01	20,072.85	5,018.21	46,745.07
Stephenson	14,405.64	13,353.75	3,338.44	31,097.83	-	-	-	-	14,405.64	13,353.75	3,338.44	31,097.83
Total	\$ 200,000.01	\$ 185,396.13	\$ 46,349.05	\$ 431,745.19	\$ 22,670.36	\$ 21,014.98	\$ 5,253.75	\$ 48,939.09	\$ 177,329.65	\$ 164,381.15	\$ 41,095.30	\$ 382,806.10

	BEGINNING BALANCE				DOLLARS SPENT				BALANCE REMAINING			
	MCRC	COUNTY	CITY/VILLAGE CONTR.	TOTAL	MCRC	COUNTY	CITY/VILLAGE CONTR.	TOTAL	MCRC	COUNTY	CITY/VILLAGE CONTR.	TOTAL
City of Stephenson	-	1,561.39	390.35	1,951.74	-	-	-	-	-	1,561.39	390.35	1,951.74
City of Menominee	-	10,495.90	2,623.98	13,119.88	-	-	-	-	-	10,495.90	2,623.98	13,119.88
Village of Carney	-	882.52	220.63	1,103.15	-	-	-	-	-	882.52	220.63	1,103.15
Village of Daggett	-	799.74	199.93	999.67	-	-	-	-	-	799.74	199.93	999.67
Village of Powers	-	864.31	216.08	1,080.39	-	-	-	-	-	864.31	216.08	1,080.39
Total	-	\$ 14,603.86	\$ 3,650.97	\$ 18,254.83	\$ -	\$ 14,603.86	\$ 3,650.97	\$ 18,254.83				
Grand Total	\$ 200,000.01	\$ 199,999.99	\$ 50,000.02	\$ 450,000.02	\$ 22,670.36	\$ 21,014.98	\$ 5,253.75	\$ 48,939.09	\$ 177,329.65	\$ 178,985.01	\$ 44,746.27	\$ 401,060.93

From: BACCO CONSTRUCTION COMPANY
 PO BOX 458
 IRON MOUNTAIN, MI 49801-0458

To: MENOMINEE CO ROAD COMMISSION
 N2283 O-1 DRIVE
 MENOMINEE, MI 49858

Contract: 21105- MENOMINEE TWP NO. 9 RD - MENOMINEE CO.

Invoice: 21105-01
 Date: 07/12/11
 Application #: 1
 Customer Reference: 2011 - NO. 9 ROAD
 Invoice Due Date: 08/11/11
 Payment Terms: NET 30 DAYS

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored To Date	%	Amount Previous	Quantity This Period	Amount This Period
1.00	AGGR SHLDR CL II: 2:inch	2,360.00	2,360.000	SYD	0.000	1.00000	0.00	0.00	0.00%	0.00	0.000	0.00
2.00	HMA 13A	60,147.60	994.460	TON	994.460	60.00000	0.00	55,667.60	99.20%	0.00	994.460	59,667.60
											59,667.60	0.00
											0.00	0.00
											59,667.60	0.00

Total Billed To Date: 59,667.60
 Less Retainage: 0.00
 Less Previous Applications: 0.00
 Total Due This Invoice: 59,667.60

WARNING: DO NOT DESTROY THIS CHECK OR SECURE CHECKS IF ANY FEATURES LISTED ON THE FRONT ARE DAMAGED OR TAMPERED OR COPIED

Memphis Township
11-3083 Q-1 Drive
Mankin, MI 49858
800-833-9410

FIRST NATIONAL BANK & TRUST CO
3000 TOWN STREET
MANKIN, MI 49858
74-178711

24230

7/19/2011

PAY TO THE ORDER OF Bacco Construction Company

\$ 59,667.60

Fifty-Nine Thousand Six Hundred Sixty-Seven and 60/100

DOLLARS

Bacco Construction Co.
PO Box 458
Iron Mountain, MI 49801

James R. Caldwell
TWO SIGNATURES REQUIRED

Elizabeth Merwin

⑆024230⑆ ⑆091101730⑆ 000090969⑆

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 2011-16 ~ Fund Balance Policy
DEPARTMENT:	Treasurer/Admin.
ATTACHMENTS:	Yes
SUMMARY:	
Discussion from 9/13, This resolution is to be passed before the end of our fiscal year to comply with GASB 54 standards. Wording has been adjusted per commissioner comments.	
RECOMMENDED MOTION	
To approve Resolution 2011-16 ~ Fund Balance Policy	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Brian R. Bousley - County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

RESOLUTION 2011-16

FUND BALANCE POLICY

WHEREAS, Fund balance measures the net financial resources available to finance expenditures of future periods; and

WHEREAS, The County's Unassigned General Fund Balance will be maintained to provide the County with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund balance may only be appropriated by resolution of the Board of Commissioners; and

WHEREAS, The Fund Balance of the County may be committed for a specific source by formal action of the board of Commissioners. Amendments or modification to the committed fund balance must also be approved by formal action of the Board of Commissioners. Committed fund balance does not lapse at year-end; and

WHEREAS, For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance and lastly unassigned fund balance; and

WHEREAS, the Board of Commissioners has the authority to deviate from this policy if it is in the best interest of the County;

THEREFORE, BE IT RESOLVED that the Menominee County Board of Commissioners recognizes that good fiscal management comprises the foundational support of the entire County.

James Furlong, Board Chairperson

Marc Kleiman, County Clerk

Date

Date

James Furlong - Chairperson

Bernie Lang - Vice Chairperson

Charlie Meintz

Mark Jasper

Jim Pearson

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	General Appropriations Act 2011-12
DEPARTMENT:	Administration
ATTACHMENTS:	Yes

SUMMARY

The General appropriations Act is included as part of the County Budget on a yearly basis. Commissioners are asked to approve the appropriation act for FY 2011-12.

RECOMMENDED MOTION

to approve the General Appropriations Act 2011-2012 Resolution, regarding appropriating money, to accompany the County Budget of FY 2011-2012.

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

COUNTY OF MENOMINEE
GENERAL APPROPRIATIONS ACT - 2011/2012

A resolution appropriating monies and adopting the 2011/2012 Menominee County Budget including: The General Fund, Special Revenue, Debt Service and Internal Service Fund Budgets. It is intended that this resolution comply with requirements of Public Act 621 of 1978.

It being the finding and opinion of the Menominee County Board of Commissioners:

The Menominee County Board of Commissioners has had under consideration the taxes for the local units of government and the needs of various County Departments.

The Menominee County Board of Commissioners after considerable deliberation has recommended adoption of the budgets and reports attached and made a part of this appropriations act.

In recognition of the above listed findings and opinion:

The Menominee County Board of Commissioners hereby resolves to adopt the attached 2011/2012 Budget, levy tax rates of the General Fund 7.0612 mills, Senior Citizens .6000 mills, and Road Patrol 1.0978 mills, and appropriate monies from the various County revenues to authorize expenditures in accordance with the various fund expenditures.

The Board further resolves that an appropriation is not a mandate to spend, but shall limit the amount which may be spent for such purposes as are defined by the Board of Commissioners and which shall be limited to the 2011/2012 fiscal year. All Non-General Fund Department Fund Balances at year-end are to be considered the initial allotment under the budgetary appropriation for the new fiscal year. If a department contends that part of the department's unexpended balance is either obligated or otherwise restricted, it will be incumbent upon that department to demonstrate the obligation or restriction to the satisfaction of the Menominee County Board of Commissioners.

The Board further resolves that all County Elected Officials and Department Heads shall abide by all County Board policies, rules and procedures, as adopted and amended by the Board and that these budgeted funds are appropriated contingent upon compliance with these polices, rules and procedures.

Be it further resolved, that the approved Position Allocation List contained in the Budget shall limit the number of employees who can be employed, and no funds are appropriated for any position or employee not on the Approved Position List. Further, there may be a need to increase or decrease various portions of the budget and/or impose a hiring freeze and/or impose layoffs due to unforeseen

financial changes; therefore, the Board of Commissioners may, from time to time, change the approved Position Allocation List and/or impose a hiring freeze. The County's Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Position Allocation List.

Be it further resolved, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered, and hereby declared to be vacated positions and shall not be refilled, except by specific Board authorization. Further, the existence of a hiring freeze that may be imposed by the Board of Commissioners shall be, and is hereby declared to be a contingency on the expenditure of the budgeted funds, as well as on the approved Position Allocation List.

Be it further resolved, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. The Department Head shall immediately notify the Administrator in the event outside funding is not received or the County is notified that it will not be received, and said positions shall be considered not funded and removed from the approved Position Allocation List.

Running a County is similar to running a business. In order to insure that the taxpayer's money is wisely spent and that accountability of allotted funds in each department is used for the purpose they were originally allocated the Board further resolves that there will be no line item transfers in any department budget without approval of the Menominee County Board.

Running this County as a business may require the Board to investigate transferring services or duties to private sources. Should it be deemed to provide substantial savings to the County the Board reserves the right to do so and remove funds and terminate employees from any department effected by such transferring of services or duties.

Should duties now held in one department be deemed by this Board to be better suited within another department this Board will reserve the right to transfer any funds and employees from the Position Allocation List between departments effected.

The County Treasurer shall provide, monthly, a report of actual vs. budgeted revenues and expenditures together with trial balances for all funds held in the name of Menominee County.

The County Administrator shall provide a quarterly projection of year-end revenues and expenditures for the County's General, Park, Road Patrol and Law Library Funds and others as directed by the

Menominee County Board of Commissioners.

Any County Department, agency, board, commission or unit whatsoever and any organization public or private which accepts a county appropriation shall do so subject to inspection and/or audit by the Menominee County Board or its designee. The Board, or its designees, shall have access for the purpose of audit and examination, to any and all books, documents, papers and records of the recipient organization.

The Board further resolves that the budget may be amended as conditions indicate upon the recommendation of the Menominee County Board of Commissioners provided the budget remains in a balanced state, and further authorizes the County Treasurer to make certain budget transfers as required to maintain positive balances in all Funds. Such transfers shall be subject to subsequent approval of the Board of Commissioners.

I, Marc Kleiman, Clerk of the County of Menominee, State of Michigan, do hereby certify that the above stated Appropriations Act was taken under consideration at the Special Meeting of the Menominee County Board of Commissioners, and the following action was taken. It was moved by Commissioner _____ and seconded by Commissioner _____, and carried by the following vote that the resolution be passed.

AYES:

NAYS:

ABSENT:

Sworn to me on the ___ day of _____, 2011

Marc Kleiman, Clerk
COUNTY OF MENOMINEE

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	FY 2011-2012 Menominee County Budget
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Final draft of the 2011/12 budget was discussed at the 9/13/11 County board meeting. Discussion to make a few minor accounting changes, and capital outlay changes. Then bring back to the board for final approval.</p>	
RECOMMENDED MOTION	
<p>to approve the proposed FY 2011-2012 Menominee County Budget.</p>	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on Aug. 17-19 & Sept. 1-2, 2011 in the amount of \$229,092.37.	
RECOMMENDED MOTION	
To approve miscellaneous bills as paid on Aug. 4, 8, 10, & 11, 2011 in the amount of \$109,744.79.	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-635 B&G/Hospital Operation
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

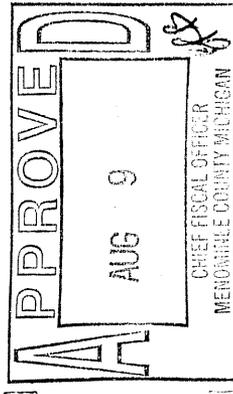
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
276 CERT-Citzns Emerg. Response Team
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY
Check Register Report

Check	Vendor Name	Vendor's Ref#	Description	Status	Check Date	Check Amount
	Vchr#			Debit Account	\$Amount	\$
Check Date: 8/17/2011 - 8/17/2011 Check Number: 86648 - 86648 Bank Account: General - General						
86648			Delta/Menominee Health Dept.			
	19426		Variance	Open	08/17/2011	\$62.00
			Shakey Lakes - Request for Deviation	220-752-953.01		\$62.00
Total General						\$62.00
Grand Total:						\$62.00



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware								
	19381	7/28/2011	202650	Washer & Bolts	101-265-934.00	45.48		\$45.48
Adams, Mercedes								
	19499	8/17/2011	Per Diem	Jury Commission Per Diem 7/15 - 8/17/2011	101-150-710.00	300.00		\$333.00
	19500	8/17/2011	Reimbursement	Mileage Jury Commission 7/15 - 8/17/2011	101-150-860.00	33.00		
AIRGAS NORTH CENTRAL								
	19496	8/3/2011	105546563	Oxygen	205-315-755.00	4.33		\$4.33
American Legion Dept of MI								
	19467	8/17/2011	Registration	September 9, 10, 11, 2011 - Mike Dellis	101-682-860.00	175.00		\$175.00
ANGELIS MENOMINEE INC								
	19477	7/2/2011	0072177-IN	Inmate Groceries	101-301-770.00	28.08		\$437.02
	19478	7/5/2011	0019307-IN	Inmate Groceries	101-301-770.00	75.02		
	19479	7/11/2011	0993321-IN	Inmate Groceries	101-301-770.00	104.52		
	19480	7/15/2011	2712119-IN	Inmate Groceries	101-301-770.00	65.83		
	19481	7/23/2011	2384211-IN	Inmate Groceries	101-301-770.00	69.72		
	19482	7/27/2011	1803211-IN	Inmate Groceries	101-301-770.00	93.85		
AT&T - Carol Stream, IL								
	19446	8/1/2011	906R41083908	August 2011	101-103-850.00	699.45		\$1,203.21
	19446	8/1/2011	906R41083908	August 2011	101-103-850.00	10.50		
	19447	8/1/2011	906753458208	August 2011	101-103-850.00	64.25		
	19447	8/1/2011	906753458208	August 2011	101-103-850.00	11.00		
	19448	8/1/2011	906753220908	August 2011	101-103-850.00	407.01		
	19448	8/1/2011	906753220908	August 2011	101-103-850.00	11.00		
AT&T Global Services, Inc.								
	19386	8/1/2011	MI666672	Maintenance Billing 8/13/11 - 11/12/11	266-326-728.01	3,150.00		\$3,150.00
Barrette, Tom								
	19439	8/8/2011	502002	Lawn Care & Snow Removal 3/31 - 7/11/2011	517-252-931.00	225.00		\$225.00
BP								
	19470	8/5/2011	30950372	July 2011 Gasoline Charges	101-301-742.00	238.73		\$238.73
Brunelle, Jennifer								
	19463	8/12/2011	4586	Reimb Supplies & Fines paid to Spies for	296-667-801.02	38.55		\$102.38
	19465	8/17/2011	4588	Mileage Reimbursement	296-664-860.00	63.83		
Cayla Graves								
	19458	8/15/2011	2011-37340-FY	Witness \$6.00 - Paris	101-267-804.00	6.00		\$6.00
Cellcom Wisconsin RSA 04								
	19399	8/5/2011	051159	Medical Examiner - Cellular Services	101-648-727.00	90.91		\$786.65
	19437	8/5/2011	044565	Cellular Services	101-132-850.00	31.18		
	19437	8/5/2011	044565	Cellular Services	296-664-850.00	102.01		
	19437	8/5/2011	044565	Cellular Services	296-665-850.00	27.88		
	19491	7/27/2011	002-01524254	Cellular Services	101-301-850.00	522.19		
	19491	7/27/2011	002-01524254	Cellular Services	101-426-755.00	12.48		
Charlevoix, Maureen R.								
	19445	8/11/2011	Reimbursement	Travel/Meals 8/2/11 & 8/5/11	101-131-860.00	159.06		\$159.06

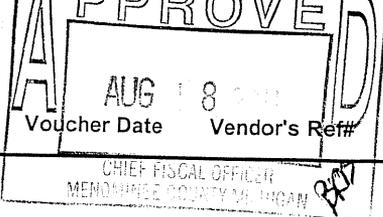
APPROVED
AUG 18 2011
CHIEF FISCAL OFFICER
MENOMINEE COUNTY
Page 5 of 5



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CLOVERLAND PAPER CO								
	19360	8/5/2011	96052	Liners	101-265-755.01	29.95		\$411.31
	19361	8/5/2011	96051	Toilet Tissue, Towels, Air Freshner	101-265-755.01	121.49		
	19451	8/12/2011	96120	Multifold Towels	101-265-755.01	30.37		
	19452	8/12/2011	96095	Janitorial Supplies	101-265-755.01	43.50		
	19453	8/12/2011	96118	Damp Mop Cleaner, Twels, Tissues, To	101-265-755.01	186.00		
Cody, Glenn								
	19357	8/4/2011		Reimbursement Parks Committee on 8/2/11 - Mileage	208-751-860.00	18.87		\$18.87
Country Mile Document Destruct								
	19367	8/5/2011	11304	Shred Documents on 8/4/2011	101-265-801.00	110.19		\$110.19
CVS Pharmacy Inc.								
	19488	7/28/2011	6005432044049416	Inmate Medical - P621005WDXETRE1\	101-301-770.01	86.69		\$86.69
Delta-Menominee County DHS								
	19390	8/15/2011		Appropriation 3rd Quarter - FY 2011	101-601-837.00	2,250.00		\$2,250.00
Dictation Systems, Inc.								
	19436	7/27/2011	20448	Maintenance on Sony Court Recorder	101-132-931.00	62.50		\$250.00
	19436	7/27/2011	20448	Maintenance on Sony Court Recorder	101-148-931.00	62.50		
	19436	7/27/2011	20448	Maintenance on Sony Court Recorder	101-136-931.00	125.00		
EAGLEHERALD PUBLISHING, LLC								
	19359	7/31/2011	1445	July 2011 Advertising	101-101-901.00	100.00		\$384.75
	19359	7/31/2011	1445	July 2011 Advertising	101-262-727.00	284.75		
ESSER PAINT & GLASS								
	19454	7/30/2011	2795	Plexiglass & Tube of Clear Silicone	101-265-930.01	54.50		\$54.50
Fidlar Technologies, Inc.								
	19380	7/31/2011	DD04271-IN	Surveys #5 - Binder for ROD	101-268-727.00	140.86		\$140.86
Forms Trac Enterprises, Inc.								
	19444	8/8/2011	58477	3-part NCR continuous receipts (x4 cas)	101-136-727.00	272.92		\$272.92
Friends Ofc Prod Whse Direct								
	19396	8/11/2011	0147671	Jewel Case (x25)	101-257-727.00	19.98		\$248.96
	19466	8/17/2011	0147841	Toner Cartridges for Printer & Copy Mac	101-132-727.00	228.98		
Good Source								
	19475	7/31/2011	S10258706	Inmate Groceries	101-301-770.00	984.14		\$1,036.26
	19476	8/4/2011	S10258933	Inmate Groceries	101-301-770.00	52.12		
GREAT AMERICAN DISPOSAL CO THE								
	19352	7/31/2011	17X01439	Shakey Lakes & Kleinke - July & Augus	208-751-942.00	2,138.28		\$2,239.37
	19460	7/31/2011	17X01441	Annex - July & August 2011	101-261-930.04	101.09		
Hi Tec Building Services								
	19392	7/30/2011	1296	Cleaning Services - July 2011	101-265-801.00	1,397.00		\$1,397.00
IMAGEWORKS								
	19455	8/5/2011	3922	Vinyl - County Clerk & Treasurer	101-265-930.01	15.00		\$15.00
Ivrens, Ruby E.								
	19356	8/10/2011		Reimbursement Parks Committee for 8/1/11 - Mileage	208-751-860.00	8.88		\$8.88
J S ELECTRONICS, INC.								
	19363	7/22/2011	16615	PO# 02572 - Bagley Tour Maintenance	266-325-934.01	1,388.50		\$1,388.50
Jason Felter								
	19459	8/15/2011	2011-37340-FY	Witness \$6.00 - Paris	101-267-804.00	6.00		\$6.00

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Jeremy Felter	19457	8/15/2011	2011-37340-FY	Witness \$6.00 Mileage \$49.95 - Paris	101-267-804.00	55.95		\$55.95
Joel Hensley, RN	19400	8/14/2011	Nursing Services	J.D., J.D., S.W., & K.P.	101-267-801.01	400.00		\$400.00
Kakuk, Ricky	19435	8/11/2011	4583	Juvenile Restitution - D. K. Godfrey	292-000-201.00	49.00		\$49.00
Kleiman, Marc	19389	8/9/2011	Reimbursement	Mileage for meeting in Hermansville 8/9/	101-215-860.00	48.84		\$48.84
Lesperance, Diane	19442	8/17/2011	Reimbursement	Mileage, Meals, Bridge Tolls - MACT St	517-252-860.00	330.59		\$330.59
MATHIEU MARYE	19503	8/17/2011	Per Diem	Per Diem - Jury Commission 8/1 - 8/17/	101-150-860.00	200.00		\$203.36
	19504	8/17/2011	Reimbursement	Mileage - Jury Commission 8/1 - 8/17/20	101-150-860.00	3.36		
Menards - Marinette	19353	8/5/2011	59948	Battery, Extension Pole (x2)	101-265-934.00	68.37		\$478.12
	19366	8/5/2011	59946	Gate Spring (x5), Hinge (x12), Hook & L	208-751-756.01	248.61		
	19383	7/29/2011	58136	Stoney Point Pit Toilet	208-751-756.01	161.14		
MENOMINEE COUNTY JOURNAL	19358	8/1/2011	140	Deputy County Clerk Payroll Position	101-101-901.00	39.00		\$105.00
	19374	8/1/2011	138	Proposal for Boiler Replacement	101-101-901.00	38.00		
	19379	8/1/2011	142	Public Land Auction	517-252-900.00	28.00		
MENOMINEE COUNTY ROAD COMMISSI	19472	8/3/2011	10529	Power to Radio - July 2011	101-301-755.00	56.26		\$56.26
MENOMINEE MARINA	19494	6/8/2011	666334	Gasoline	101-331-755.00	477.04		\$477.04
MENOMINEE MEDICAL CLINIC	19489	7/28/2011	4437 10	Inmate Medical - Sorensen	101-301-770.01	351.00		\$351.00
MGT of American, Inc.	19371	8/9/2011	20889	Preparation DHS-286 billings - April-Jur	101-141-801.00	1,182.00		\$1,182.00
MICHIGAN STATE INDUSTRIES	19473	7/27/2011	1229 9074	Inmate Supplies	101-301-770.00	168.40		\$168.40
MILLERS ACTION OFFICE SUPPLY I	19372	8/15/2011	079478	Office Supplies	266-325-727.00	16.99		\$485.03
	19373	8/11/2011	079438	Pens, Label Maker	266-325-727.00	52.10		
	19387	8/9/2011	079366	4 GB Drive, Binder	266-325-727.00	23.96		
	19388	8/9/2011	079367	Dry Erase Board & Markers	101-426-727.00	29.18		
	19393	8/10/2011	079399	Toner - Lisa Frost in Clerk's Office	101-215-727.00	113.99		
	19432	8/15/2011	0794391	Clasp Envelopes, Binders, Manilla Fold	101-215-727.00	182.84		
	19441	8/12/2011	079458	Disk Mailers, Self Adhesive Fastener	101-253-727.00	65.97		
MOORE MEDICAL CORP	19490	8/1/2011	96871121 RI	Inmate Medical Supplies	101-301-770.01	225.38		\$225.38
Office Depot, Inc.	19378	7/28/2011	572940649001	Laminating Pouch, Business Cards, Tra	101-261-752.00	58.20		\$119.11
	19398	8/5/2011	5739944935001	Envelopes, Labels, Highlighter, Correcti	101-136-727.00	60.91		

MENOMINEE COUNTY
Claims Audit Report

APPROVED
 AUG 18 2011
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

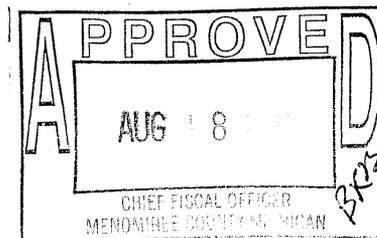
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Omnicare Pharmacy								
19486		7/31/2011	2917624	Inmate Medical Supplies - Erdman	101-301-770.01	1,692.48		\$1,873.97
19487		7/31/2011	2917615	Inmate Medical Supplies - Benson	101-301-770.01	181.49		
Pack-N-Ship Center								
19492		8/10/2011	735804	El-Com Services - Mailing	101-301-934.02	39.57		\$39.57
Pan-O-Gold Baking Co.								
19484		8/2/2011	40683121402	Inmate Groceries	101-301-770.00	58.45		\$104.30
19485		7/26/2011	40683120703	Inmate Groceries	101-301-770.00	45.85		
Pearson, Jim								
19375		8/2/2011	Reimbursement	July 2011 Mileage	101-101-860.03	91.32		\$91.32
Polasky, Nancy								
19501		8/17/2011	Per Diem	Per Diem - Jury Commission 8/1 - 8/17/	101-150-860.00	200.00		\$222.20
19502		8/17/2011	Reimbursement	Mileage - Jury Commission 8/1 - 8/17/11	101-150-860.00	22.20		
Poupore Collision & Towing								
19497		8/1/2011	468	2003 Dodge Durange - Oil Change	205-315-934.02	26.70		\$26.70
Quill Corporation								
19469		7/29/2011	5770388	Batteries & Envelopes	101-301-727.00	107.64		\$107.64
REDWOOD TOXICOLOGY LABORATORY								
19397		7/31/2011	00718420117	Drug Testing	101-136-727.00	8.75		\$188.75
19464		8/12/2011	7198	Drug Test Results	101-132-730.00	180.00		
Reinhart Foodservice								
19483		8/2/2011	961615	Inmate Groceries	101-301-770.00	638.71		\$638.71
Robert Gallagher								
19382		8/4/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	66.00		\$66.00
Sandy Hartman								
19385		8/3/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	22.00		\$22.00
Schwaab, Inc.								
19468		7/28/2011	784205	Pre-Inked Stamp (x2)	101-301-727.00	109.00		\$109.00
Sherry Wier								
19456		8/15/2011	2011-37340-FY	Witness \$6.00 Mileage \$2.22 - Paris	101-267-804.00	8.22		\$8.22
Spades Counseling Agency								
19401		8/15/2011	J. Peters	Counseling 7/1/2011	101-131-858.01	90.00		\$270.00
19402		8/15/2011	K. Peters	Counseling 7/1/11 & 7/6/11	101-131-858.01	180.00		
State of Michigan - MI Dept. of Human Services								
19395		8/5/2011	4582	Monthly Offset - June 2011	292-662-843.01	7,998.47	x	\$7,998.47
State of Michigan - MI Dept. of Labor & Economic								
19354		7/29/2011	1181626	Annual Certificate	101-265-801.00	185.00	x	\$185.00
State of Michigan/Notary								
19429		8/17/2011	Notary Fee	Renewal of Notary - Gail Svinicki	101-267-804.00	10.00	x	\$20.00
19430		8/17/2011	Notary Fee	Notary - Dana Cole	101-267-804.00	10.00	x	
STEPHENSON MARKETING COOPERATI								
19355		7/31/2011	462643	July 2011 Gasoline Charges	208-751-930.03	132.09		\$3,141.35
19495		7/31/2011	015579	Gasoline Sales - July 2011	205-315-742.00	3,009.26		
Steve Lettenberg								
19384		8/5/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	24.00		\$24.00

**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
TEACHING FAMILY HOMES OF UPPER	19394	8/5/2011	4581	Out of Home Placement Costs (E.I.)	292-662-843.05	5,941.77		\$5,941.77
Time Warner Cable	19474	7/30/2011	004-620475202-001	August 6 - September 5, 2011	101-301-770.00	124.13		\$124.13
TWIN CITY SERVICE AGENCY INC	19433	8/17/2011	9472	Notary Bond - Gail Svinicki	101-267-804.00	55.00	x	\$110.00
	19434	8/17/2011	9471	Notary Bond - Dana Cole	101-267-804.00	55.00	x	
U.E.S. COMPUTERS, INC.	19364	8/4/2011	33528	Clerk's Office Carol Johnson - Printer M	101-103-857.00	35.00		\$485.00
	19368	8/4/2011	33525	Outgoing Mail Delivery Maintenance	101-103-857.00	155.00		
	19369	8/4/2011	33513	FOC - Unable to access the internet	101-103-857.00	35.00		
	19370	8/5/2011	57017	Extra Large Black Ink Cartridge	101-172-727.00	27.00		
	19450	8/8/2011	33565	Kim Kewley's - Excel Update Issues	101-103-857.00	35.00		
	19498	8/11/2011	57081	Government Adobe Acrobat Program - I	101-268-931.00	198.00		
UNIFORM SHOPPE	19471	8/7/2011	201505	Under Armor Valsetz Boot	101-301-745.00	119.95		\$119.95
UPCAP SERVICES INC	19440	7/31/2011	1331	Work Crew 6/1/11 - 7/27/11	517-252-931.00	55.16		\$101.95
	19493	7/31/2011	1332	Work Crew Services 6/22, 7/13, 7/27/2011	101-301-935.00	46.79		
WALTER BROTHERS INC	19376	8/5/2011	B120254	Primer/StainKiller	208-751-756.01	16.99		\$16.99
Warner, Fredrick	19461	8/12/2011	4584	Supplies & Mileage Reimbursement	296-667-801.01	34.71		\$204.26
	19461	8/12/2011	4584	Supplies & Mileage Reimbursement	296-668-801.00	63.80		
	19462	8/12/2011	4585	Can Zone	296-668-801.00	105.75		
WEST GROUP PAYMENT CENTER	19391	8/1/2011	823251794	July 1 - July 31, 2011	269-145-801.00	385.65		\$459.65
	19443	8/4/2011	823351883	Subscription Charges 7/5 - 8/4/11	101-136-802.00	37.00		
	19449	8/4/2011	823335074	Subscription Charges 7/5/11 - 8/4/11	101-267-802.00	37.00		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003	19365	8/4/2011	0402055840-00001	Jail - Electrical Charges 8/2011	101-265-920.03	5,529.14		\$5,893.64
	19377	8/2/2011	0402191663-00001	Health Care Center - Electrical & Gas	101-265-920.03	354.04		
	19377	8/2/2011	0402191663-00001	Health Care Center - Electrical & Gas	101-265-920.04	10.46		
WORMWOOD, DEBRA	19362	7/22/2011	Reimbursement	Lunch - MCDA - UP Committee Mtg in C	266-325-860.00	8.43		\$145.46
	19438	8/17/2011	Reimbursement	LEIN Terminal Agency Coordinator Trai	266-326-881.00	137.03		

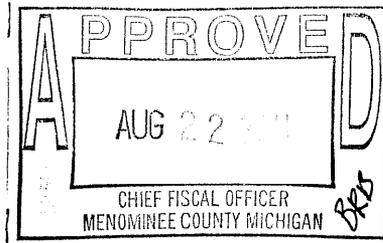
Total Amount for Bank Account: General

\$50,661.00



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Joel Hensley, RN	19505	8/14/2011	Nursing Services	6-19-11 to 7-2-11	101-301-770.01	1,365.00		\$1,365.00
Total Amount for Bank Account: General								\$1,365.00



MENOMINEE COUNTY
Claims Audit Report

SEP - 1 2011
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
A B C PRINTERS							
19693	8/17/2011	93515	Employment Search Reports (x400)	101-141-931.00	147.39		\$147.39
Ace Hardware							
19656	8/4/2011	202697/2	Garden Sprayer & Sprinkler	101-265-931.00	23.48		\$95.98
19657	8/10/2011	202731/2	Cleaner, Hook, Insert, Dustpan/Broom	101-265-931.00	30.75		
19658	8/15/2011	202757/2	Switch, Ant Killer	101-265-931.00	6.99		
19658	8/15/2011	202757/2	Switch, Ant Killer	208-751-930.03	17.99		
19659	8/19/2011	202799/2	Killr Hse/Grd Ace	101-265-931.00	4.79		
19660	8/22/2011	202806/2	Fuel Pumps - Joint Teflon, PVC	208-751-930.03	11.98		
AT&T - Carol Stream, IL							
19601	8/19/2011	906863444108	August 19 - September 18, 2011	101-103-850.00	993.12		\$1,992.39
19602	8/19/2011	906863202308	August 19 - September 18, 2011	101-103-850.00	587.53		
19653	8/19/2011	906863661408	August 19 - September 18, 2011	266-325-850.00	411.74		
AT&T Long Distance							
19589	8/19/2011	854528091-7	Telephone Charges	101-103-850.00	11.66		\$11.66
Banc of America Leasing							
19612	8/22/2011	011954177	Sheriff Dept & MSU Extension	101-301-934.00	317.84		\$571.66
19612	8/22/2011	011954177	Sheriff Dept & MSU Extension	101-261-942.00	253.82		
Body Works Plus							
19637	8/15/2011	2585	Moving of Pumps for Parks	208-751-984.00	150.00		\$400.00
19691	8/23/2011	2590	2009 Chevy Impala - Deductable	205-315-934.02	250.00		
Brunelle, Jennifer							
19701	8/30/2011	4594	Training Reimbursement	296-664-860.00	31.49		\$54.48
19702	8/30/2011	4590	Reimbursement for Teen Court	296-667-801.02	22.99		
BRUNO STEPHANIE							
19697	8/31/2011	Reimbursement	Mileage - August 2011	101-261-860.12	112.11		\$112.11
CLOVERLAND PAPER CO							
19588	8/26/2011	96260	Damp Mop Cleaner, Toilet Tissue, Towel	101-265-755.01	214.83		\$758.39
19618	8/22/2011	96198	White Wall Cabinet	101-265-755.01	22.80		
19619	8/22/2011	96175	Wall Block /w Cherry	101-265-755.01	34.16		
19622	8/5/2011	96054	Towels, Latex Gloves	208-751-755.01	142.38		
19623	8/12/2011	96121	Tidyfoam Soap, Dispenser, Bowl Clean	208-751-755.01	78.16		
19673	8/19/2011	96176	Lysol Foam Cleaner	101-301-770.00	40.95		
19674	8/19/2011	96199	Inmate Supplies	101-301-770.00	119.65		
19675	8/12/2011	96119	Inmate Supplies	101-301-770.00	105.46		
EMP Distributors							
19679	8/10/2011	28167	Glock, G22	101-301-881.03	455.00		\$455.00
ave & Tracy Bricker							
19628	8/19/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	44.00		\$44.00
ebbie Kleiman							
19629	7/19/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	48.00		\$48.00
EKETO, LLC							
19696	9/1/2011	CL 08-11	August 2011 Documents (x381)	256-277-857.00	838.20		\$838.20
nnis-Ruleau, Dawn							
19698	8/29/2011	4591	Training Reimbursement (D.D.R.)	101-132-860.00	155.01		\$1,199.65
19699	8/29/2011	4592	Training Reimbursement (G.K.)	296-665-860.00	271.32		
19700	8/29/2011	4593	Training Reimbursement (J. B.)	296-664-860.00	133.32		
19706	8/31/2011	4598	Crisis Intervention - August 2011	296-668-801.00	640.00		

MENOMINEE COUNTY
Claims Audit Report

SEP - 1 2011
Voucher Date
Vendor's Ref#
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General Don & Patti Guzowski 19630	8/19/2011		Reimbursement Shakey Lakes Camping Refund	208-751-964.00	72.00		\$72.00
Dreamscape Communications 19611	8/20/2011	w1679	Annex - Wireless Internet	101-261-850.00	69.99		\$69.99
EAGLEHERALD PUBLISHING, LLC 19613	8/29/2011	8/29/2011	Laminating for County maps @ \$3.50/e;	101-104-727.00	56.00		\$56.00
ECES 19682	5/31/2011	101170	AHA Heartsaver CPR/AED Course (x3E	205-315-881.03	250.00		\$950.00
19682	5/31/2011	101170	AHA Heartsaver CPR/AED Course (x3E	101-301-881.00	700.00		
Eugene Homan 19631	8/19/2011		Reimbursement Shakey Lakes Camping Refund	208-751-964.00	44.00		\$44.00
Fly-Me Flag 19683	7/14/2011	68	US Yacht Ensign	101-331-755.00	24.40		\$24.40
Friends Ofc Prod Whse Direct 19634	8/19/2011	014814I	Labels, Protector Sheets, Sorter, Paper	101-141-931.00	84.44		\$175.12
19695	8/31/2011	014885I	FOC - Toner, Clips, Folders	101-141-931.00	90.68		
GBS Inc. 19689	8/22/2011	11-10231	Michigan Traffic Citations (x25)	205-315-755.00	259.42		\$259.42
Hartz, John 19713	8/18/2011		Reimbursement Mileage - Airport Commission	101-101-860.08	2.50		\$52.50
19714	8/18/2011		Per Diem Airport Commission	101-101-860.08	50.00		
Hasse, Jean 19650	8/18/2011		Reimbursement Lunch on 8/16/2011	266-326-881.00	9.90		\$9.90
HERRILD, RENEE 19694	8/31/2011		Reimbursement UPS Charges	101-141-803.00	15.92		\$15.92
Hi Tec Building Services 19680	8/30/2011	1492	August 2011	101-265-801.00	1,495.00		\$1,495.00
J S ELECTRONICS, INC. 19684	8/4/2011	16647	Replacement Battery for Motorola Page	101-331-755.00	21.50		\$21.50
J.F. Ahern Company 19672	7/28/2011	A 8168	Maintenance - Semi Annual Restaurant	101-301-770.00	134.00		\$134.00
Joel Hensley, RN 19678	8/29/2011		Nursing Services July 3 - July 16, 2011	101-301-770.01	1,365.00		\$1,365.00
Kulwich, Gerald 19703	8/31/2011	4595	Mileage & Training Reimbursement	296-665-860.00	531.24		\$531.24
ENCA SURVEYING 19641	8/19/2011	11090	Remon Project Year 2011 - 7/28 - 8/21/	243-245-801.07	3,148.25		\$3,148.25
esperance, Diane 19594	8/25/2011		Reimbursement Mileage, Meals, Tolls - Boyne Mountain	517-252-860.00	326.43		\$326.43
nder Implement Co., Inc. 19638	6/30/2011	93202	Belt for Business on Wheels	208-751-930.02	74.00		\$216.25
19639	7/21/2011	93640	Blades (x3)	208-751-930.02	62.25		
19640	7/22/2011	93646	Chute	208-751-930.02	80.00		

MENOMINEE COUNTY
Claims Audit Report

SEP 1 2011
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MOORE MEDICAL CORP	19676	8/19/2011	96899223 RI	Inmate Medical Supplies	101-301-770.01	345.71		\$345.71
Nault, Tamra	19711	8/11/2011	Reimbursement	HRA Deductable Reimbursement	101-103-712.02	1,662.26		\$1,662.26
Nicholas Cuyler	19633	8/23/2011	11-071-NA-1	Witness \$6.00 Mileage \$1.67	101-132-804.00	7.67		\$7.67
NMU Financial Services	19690	8/23/2011	mechosh-48	Precision Driving Update (x8)	205-315-881.03	464.00		\$464.00
Northern Menominee Health Cent - South	19677	5/12/2011	Erdman	DOS 3-22-11	101-301-770.01	169.00		\$169.00
Office Depot, Inc.	19615	8/16/2011	575210447001	Printer Ink	101-172-727.01	26.58		\$56.49
	19616	8/19/2011	575210723001	Stamp, Ink Refill	101-172-727.01	29.91		
OTIS ELEVATOR COMPANY	19642	8/22/2011	CVE05003911	Service for 9/1/11 to 11/30/11	101-265-801.00	689.46		\$689.46
PAIDL'S TRUE VALUE HARDWARE	19663	6/29/2011	A21940	Library - Foam Mounting Tape	101-265-931.00	5.49		\$5.49
Pan-O-Gold Baking Co.	19670	8/9/2011	40683122102	Inmate Groceries	101-301-770.00	49.70		\$106.26
	19671	8/16/2011	40683122803	Inmate Groceries	101-301-770.00	56.56		
Quill Corporation	19649	8/12/2011	6065746	File Folders, Shredder Oil, Pens, Post-It	101-267-727.00	223.75		\$486.24
	19687	8/23/2011	6270972	Apc back ups & Presto box	205-315-727.00	107.98		
	19687	8/23/2011	6270972	Apc back ups & Presto box	101-301-770.00	96.02		
	19688	8/23/2011	6272286	Ink Cartridge	205-315-727.00	58.49		
Randall Phillipps	19595	8/5/2011	2005-11275-DS	Court Appointed Legal - Lentz	101-131-807.00	400.00		\$400.00
Raymond G. Gregory	19692	8/31/2011	2011-121-MI	Court Appointed Legal - Tiernan	101-148-807.00	85.00		\$85.00
Reinhart Foodservice	19707	8/16/2011	964621	Inmate Groceries	101-301-770.00	920.28		\$1,096.13
	19708	8/16/2011	963332	Inmate Groceries	101-301-770.00	276.80		
	19709	8/16/2011	964623	Inmate Groceries	101-301-770.00	15.45		
	19710	6/29/2011	954100	Credit Memo to be Applied #952090	101-301-770.00	-116.40		
Restorer & Schnell, Inc.	19587	8/22/2011	271798	Wheel (x10)	208-751-930.02	219.00		\$219.00
Robert Gallagher	19627	8/22/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	66.00		\$66.00
Software, Inc.	19621	8/30/2011	1047248	One Year Support 9/30/11- 9/29/2012	101-103-857.00	2,185.00		\$2,185.00
Throt Sheryl/4-H Agent	19610	8/26/2011	Reimbursement	Mileage	101-261-860.12	116.72		\$116.72
Waco FS Cooperative 100	19592	8/24/2011	65515	Shakey Lakes Park	208-751-743.00	349.18		\$1,358.01
	19593	8/24/2011	66290	Shakey Lakes Park	208-751-742.00	1,008.83		

MENOMINEE COUNTY
Claims Audit Report

SEP - 1 2011
Voucher Date
Vendor's Ref#
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

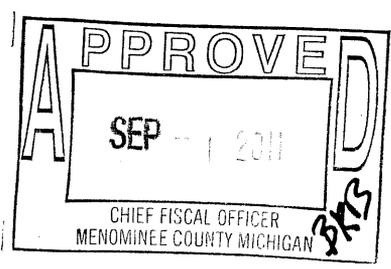
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Sherry Smith	19605	8/25/2011		Reimbursement				
				Mileage for 8/9 & 8/23 - County Board M	101-172-860.00	39.96		\$39.96
Short, Mary Kay	19712	8/31/2011		Reimbursement				
				Mileage 8/24 & 8/31/2011	101-131-860.00	155.40		\$155.40
Standard Insurance Company								
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-101-713.00	11.50		\$195.50
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-132-713.00	6.32		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-136-713.00	11.50		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-141-713.00	9.20		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-148-713.00	0.58		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-215-713.00	11.50		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-172-713.00	4.60		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-261-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-267-713.00	9.20		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-268-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-253-713.00	6.90		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-257-713.00	4.60		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-265-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-301-713.00	43.70		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-682-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-103-713.00	4.60		
	19681	8/31/2011	STA53	Life Insurance for September 2011	101-426-713.00	1.15		
	19681	8/31/2011	STA53	Life Insurance for September 2011	271-790-713.00	9.20		
	19681	8/31/2011	STA53	Life Insurance for September 2011	296-663-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	296-664-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	296-665-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	208-751-713.00	4.60		
	19681	8/31/2011	STA53	Life Insurance for September 2011	205-316-713.00	2.30		
	19681	8/31/2011	STA53	Life Insurance for September 2011	205-315-713.00	20.70		
	19681	8/31/2011	STA53	Life Insurance for September 2011	266-325-713.00	14.95		
	19681	8/31/2011	STA53	Life Insurance for September 2011	266-326-713.00	2.30		
State of Michigan - MI Dept. of State/Cash/Notary								
	19636	8/22/2011	Notary	Notary Application for Stacy Hansen	101-215-727.00	10.00	x	\$10.00
Straight Stitch								
	19686	8/18/2011	2154	Webbing, Velcro Hook & Loop, Gromm	101-331-755.00	19.37		\$19.37
Time Warner Cable								
	19614	8/20/2011	004-700185701-001	August 25 - September 24, 2011	101-103-851.01	329.95		\$329.95
Tony & Traci Millette								
	19626	8/22/2011	Reimbursement	Shakey Lakes Camping Refund (1 Nigh	208-751-964.00	24.00		\$24.00
WIN CITY ELECTRIC, Inc.								
	19643	8/18/2011	77488	Add Mail Box #362 for Brandon Erdman	101-103-850.00	63.00		\$228.00
	19647	8/17/2011	77479	Emergency 24 Annual Monitoring Fee	101-265-801.00	165.00		
E.S. COMPUTERS, INC.								
	19620	8/16/2011	57157	Annex - Video Card	101-261-727.00	59.99		\$780.72
	19625	8/9/2011	57043	Black Ink Cartridge	208-751-727.00	21.00		
	19644	8/18/2011	33533	Carol Johnson's printing issues	101-103-857.00	134.00		
	19655	8/25/2011	57289	Video Boards that Weren't Compatable	101-268-931.00	-177.00		
	19667	4/7/2011	32185	Sheriff's Department - Laptop Maintenai	101-301-727.00	437.73		
	19668	8/23/2011	33649	Sheriff's Dept - Set up 2 Motorola Lipto	101-301-727.00	305.00		

**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
UP Assoc of Cty Commissioners	19599	8/30/2011	Registration	Fall 2011 Conference - Pearson, Lang,	101-101-859.00	150.00		\$150.00
UPCAP SERVICES INC	19624	7/31/2011	1333	Work Crew at Shakey Lakes 6/28 - 7/28	208-751-930.04	290.00		\$290.00
US Bancorp Equip Finance Inc.	19669	8/14/2011	184025542	Sheriff's Dept - Konica Minolta	101-301-755.00	149.49		\$149.49
WALTER BROTHERS INC	19661	8/1/2011	B119997	Screen	208-751-930.03	15.18		\$24.69
	19662	8/16/2011	B120815	Nuts/Bolts/Screws (x12)	208-751-930.03	2.54		
	19685	7/15/2011	A141744	Bolt Snap, Safety Snaps, & Breech Sna	101-331-755.00	6.97		
Warner, Fredrick	19704	8/31/2011	4596	Mileage Reimbursement - Can Zone	296-668-801.00	80.30		\$235.40
	19705	8/31/2011	4597	Can Zone	296-668-801.00	155.10		
Waste Management	19606	9/1/2011	1288938-1856-6	September 2011	101-265-801.00	407.12		\$407.12
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003	19603	8/24/2011	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.08		\$1,215.79
	19604	8/24/2011	1035161803-00000	Bailey House	208-751-920.01	41.62		
	19604	8/24/2011	1035161803-00000	Kleinke Park	208-751-920.01	29.03		
	19604	8/24/2011	1035161803-00000	Kleinke	208-751-920.01	51.94		
	19604	8/24/2011	1035161803-00000	Bailey Park Street	208-751-920.01	12.65		
	19645	8/17/2011	0402047856-00005	Kleinke Park Electrical Charges	208-751-920.01	108.35		
	19646	8/17/2011	0402047856-00008	Kleinke Park Electrical Charges	208-751-920.01	939.12		
WORMWOOD, DEBRA	19654	8/30/2011	Reimbursement	Mileage - to Escanaba live CAD demo v	266-325-860.00	66.05		\$66.05

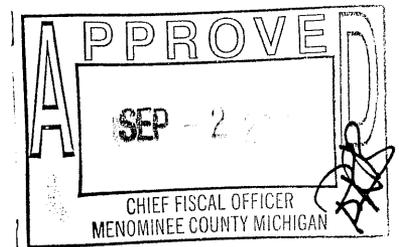
Total Amount for Bank Account: General

\$59,179.99



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Blue Cross Blue Shield of MI								
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	101-103-712.00	60,458.99		\$106,409.81
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	205-315-712.00	13,503.24		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	205-316-712.00	1,639.51		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	208-751-712.00	2,732.51		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	266-325-712.00	3,113.45		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	266-326-712.00	1,355.33		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	271-790-712.00	6,967.91		
	19716	8/25/2011	October 15, 2011	45478 \$7100.56/400 \$97984.27/401 \$1:	296-663-712.00	1,639.51		
	19716	8/25/2011	October 15, 2011	Retiree's	701-000-231.10	1,324.98		
	19716	8/25/2011	October 15, 2011	Airport	701-000-231.10	2,049.38		
	19716	8/25/2011	October 15, 2011	EE Contribution	704-000-232.00	10,106.94		
	19716	8/25/2011	October 15, 2011	Brian Neumier	701-000-231.10	759.03		
	19716	8/25/2011	October 15, 2011	Lynn Somero	701-000-231.10	759.03		
Furlong, James								
	19720	8/31/2011	Reimbursement	August 2011 Mileage	101-101-860.02	109.33		\$109.33
Johnson, Carol								
	19717	8/23/2011	Reimbursement	Mileage - County Board Mtg in Hermsns	101-215-860.00	49.95		\$49.95
Kleiman, Marc								
	19718	9/2/2011	Reimbursement	Mileage, Meals, Bridge Tolls - Clerk's C	101-262-860.00	528.57		\$528.57
LANG BERNARD								
	19719	8/31/2011	Reimbursement	August 2011 Mileage	101-101-860.01	515.59		\$515.59
MILLERS ACTION OFFICE SUPPLY I								
	19726	8/24/2011	079686I	Paper, Lam Pouches, Pens, Pencils	101-215-983.00	33.98		\$225.55
	19726	8/24/2011	079686I	Paper, Lam Pouches, Pens, Pencils	101-215-727.00	191.57		
Valley Mechanical, Inc.								
	19725	8/31/2011	1897	Compressors for 2 roof tops on Health I	101-265-934.00	3,490.88		\$3,490.88
Verizon Wireless								
	19721	8/22/2011	2619542494	B & G Cellular Services	101-265-850.01	157.47		\$157.47
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
	19722	8/26/2011	0402055840-00001	Jail - Electrical Charges	101-265-920.03	5,514.95		\$6,337.23
	19723	8/26/2011	0402047856-00004	Commercial Gas - Courthouse	101-265-920.04	422.92		
	19724	8/26/2011	0402191663-00001	Health Care Center - Electrical Service	101-265-920.03	399.36		
Total Amount for Bank Account: General								\$117,824.38



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Commissioner Per Diems and Expenses
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY	
Board to review Commissioner Per Diems & Expenses as recently submitted for payment.	
RECOMMENDED MOTION	
To approve commissioner per diems & expenses as recently submitted for payment	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED

9/2/11

Menominee County Administrator

COPY

Mileage: \$.51/mile ~ effective 01 Jan. 2011

*Meals Breakfast ~ up to \$7.50
Lunch ~ up to \$10.00
Dinner ~ up to \$17.50

*must attach receipt for reimbursement

Name: Bernie Lang ~ District 1

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
08-04	CAA 116	101-101-860.01	
08-04	MILWAUKEE 118	101-101-860.01	
08-09	CO. BD 100	101-101-860.01	
08-16	CO. FINANCE 3	101-101-860.01	
08-17	PUBLIC HEALTH 3	101-101-860.01	
08-18	MH (PERS & BD) 144	101-101-860.01	
08-22	CAA (PERS) 116	101-101-860.01	
08-23	CO. BD 100	101-101-860.01	
08-26	UPCAP (EX. FBD) 110	101-101-860.01	
08-30	SOC. SERV. 3	101-101-860.01	
08-31	CAA (FINANCE) 116	101-101-860.01	
	Conference Expenses 929	101-101-860.01	
	X 281.555	101-101-859.00	
		101-101-859.00	
	473.79	101-101-859.00	
	575.59	101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			473.79

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

515.59

B. Lang

Signed

08-31-11

Date

Commissioner Per Diem Expense Form

RECEIVED
9/2/11 #
Menominee County Administrator

COPY

Name of Commissioner BERNIE LANG

\$50.00 per meeting - Reg. or Special County Board meeting (Not more than \$100 for unrelated meetings on any one day)

\$75.00 MAC or UPACC Conference

2011

Date	Meeting Description & Duration	Meeting Expense
08-04	CAA	50.
08-04	MI. WKS!	50.
08-09	CO. BD.	50.
08-16	CO. FINANCE	50.
08-17	PUBLIC HEALTH	50.
08-18	M.H. (PERS. & BD.)	50.
08-22	CAA (PERS.)	50.
08-23	CO. BD.	50.
08-26	LPCAD (EX. & BD)	50.
08-30	SOC. SERV.	50.
08-31	CAA (FINANCE)	50.
Total Per Diem		550.00

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Commissioner Signature: B. Lang

Date: 08-31-11

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED

9/2/11
Menominee County Administrator

**RECEIVED
COPY**
Menominee County Administrator

Mileage: \$.51/mile ~ effective 01 Jan. 2011

*Meals Breakfast ~ up to \$7.50
Lunch ~ up to \$10.00
Dinner ~ up to \$17.50

*must attach receipt for reimbursement

Name: Mark Jasper ~ District 5

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
9/3/11	PARKS 6:30AM RIVER PARK - 40	101-101-860.05	
9/9/11	MCRC - 900AM Step - 20 miles	101-101-860.05	
9/9/11	MCC 5:30 HERMANVILLE 22 miles	101-101-860.05	
9/16/11	MCC FINANCE Men - 50 miles	101-101-860.05	
9/17/11	Men-Delta Hedsh Men - 50 miles	101-101-860.05	
9/17/11	MCRC Step-900AM - 20 mile	101-101-860.05	
9/23/11	HERMANVILLE MCC 5:30 - 22 miles	101-101-860.05	
9/24/11	MCRC Step- 900 20 mile	101-101-860.05	
9/31/11	MCRC Step 900 20 miles	101-101-860.05	
	264 miles	101-101-860.05	X55.5
		101-101-860.05	
		101-101-860.05	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			\$146.52

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Mark Jasper

Signed

9/1/11

Date

Commissioner Per Diem Expense Form

RECEIVED

9/2/11

Menominee County Administrator

Name of Commissioner MARK J JASPER

RECEIVED
COPY

\$50.00 per meeting - Reg. or Special County Board meeting (Not more than \$50.00 for unrelated meetings on any one day)

\$75.00 MAC or UPACC Conference

Menominee County Administrator

Date	Meeting Description & Duration	Meeting Expense
8/2/11	Parks - River Park 6:30pm	\$50.00
8/9/11	MCRC 9:00 AM	\$50.00
8/9/11	M.C.C. 5:30	\$50.00
8/16/11	M.C.C. 4:30	\$50.00
8/17/11	Health 4:30	50.00
8/17/11	MCRC 9:00 AM	\$50.00
8/23/11	MCC 5:30	\$50.00
8/24/11	MCRC 9:00 AM	\$50.00
8/31/11	MCRC 9:00 AM	\$50.00
Total Per Diem		\$450.00

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Commissioner Signature: Mark J Jasper

Date: 9/1/11

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/committees/commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 9/13/11 County board meeting.	
RECOMMENDED MOTION	
To place miscellaneous reports on file in the County Clerk's office.	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887
 TELEPHONE:(906) 753-6343 FAX:(906) 753-2200 www.menomineecounty.com

MONTHLY BUILDING PERMIT REPORT

09/01/2011

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12560-11	08/09/11	COREY JOHN	N7254 RAILROAD STREE	MELLEN TWP.	\$175.80
Work : 1.NEW DWELLING REPLACE EXISTING MOBILE HOME W/NEWER HOME					009-420-037-00
P12561-11	08/03/11	CHOUINARD SCOTT M & CYNTHIA	VEGA RD	SPALDING TWP.	\$184.44
Work : 1.NEW DWELLING PREMANUFACTURED STEEL BUILDING TO BE USED AS A CAMP					013-622-004-10
P12562-11	08/09/11	DAWSON KAREN D & PORTERS JER	N8823 PELKEY RD K-3	STEPENSON TWP.	\$171.00
Work : 3.GARAGE 24X50 DETACHED GARAGE					014-017-008-00
P12563-11	08/12/11	HAUNS PETER & SUSAN	CO RD 356	LAKE TWP.	\$110.84
Work : 3.GARAGE 16X24 GARAGE W/ 8X16 PORCH					008-214-001-00
P12564-11	08/09/11	MOLN THOMAS ETAL	BLOM RD	LAKE TWP.	\$266.68
Work : 1.NEW DWELLING USED MOBILE HOME W/GARAGE					003-227-012-00
P12565-11	08/12/11	HOLLO JAMES R & SANDRA E	N8851US HWY 41	STEPENSON TWP.	\$119.00
Work : 3.GARAGE 22X50 LEAN TO ADD. TO EXISTING GARAGE					014-114-004-00
P12566-11	08/12/11	CRAIG NEAL H & POTTER HEIDI	N21806 JUNEAU RD.	SPALDING TWP.	\$110.28
Work : 3.GARAGE 21X21 POLE BUILDING					013-535-015-00
P12567-11	08/12/11	SADAUSKAS SAULIUS & LORETA	CO RD 563	SPALDING TWP.	\$151.88
Work : 3.GARAGE 24X40 POLE BUILDING					013-335-012-00
P12568-11	08/15/11	ST. JOHN EARL JR	HWY M-69	HARRIS TWP.	\$228.60
Work : 4.MANUFACTURED 16X80 SINGLE WIDE					005-229-005-00
P12569-11	08/15/11	SECKINGER CRAIG S & CAMERON J	N11790 HWY M-35	CEDARVILLE TWP	\$141.56
Work : 3.GARAGE 26X32 POLE BUILDING					001-004-019-00
P12570-11	08/16/11	TESSMER DONALD I & CARLA	W5495 26 LN	DAGGETT TWP.	\$126.84
Work : 3.GARAGE 24X27 GARAGE					002-326-004-00
P12571-11	08/16/11	PARRISH VONNIE & HUBBARD ROY	N8327 OLD MILL LN 20.	CEDARVILLE TWP	\$75.00
Work : 3.GARAGE 24X24 GARAGE					001-500-010-00

P12572-11	08/19/11	MASSARINI RICHARD D & SUSAN MN11995 P-1 RD		HOLMES TWP.	\$137.40
Work :	3.GARAGE	26X30 DETACHED GARAGE			006-004-008-00
P12573-11	08/18/11	MULLINS JEFFREY & PENNY	W5369 EVERGREEN RD	MENOMINEE TWP.	\$190.20
Work :	12.OTHER	GREEN HOUSE / PERGOLA			010-014-106-00
P12574-11	08/19/11	WEBBER ALLAN C & ROSANNA C	N13027 CO RD 551	GOURLEY TWP.	\$171.00
Work :	3.GARAGE	30X40 POLE BUILDING			004-022-016-50
P12575-11	08/22/11	PHILLIPS KENNETH J & KATHLEEN AN6255 MARSH RD		INGALLSTON TWP.	\$137.40
Work :	2.ADDITION	20X24 ADDITION TO CAMP			007-413-011-10
P12576-11	08/22/11	BAYERL JULIE & MARK & MICHAEL N1861 US HWY 41		MENOMINEE TWP.	\$50.00
Work :	6.REPAIR/REMODEL	NEW ROOF			010-010-020-00
P12577-11	08/22/11	MCGIVERN BRIAN & PENNY	N8433 PALMER RD T-2	LAKE TWP.	\$102.60
Work :	7.DECK/PORCH	690 SQ. FT. DECK			008-223-006-00
P12578-11	08/25/11	HEIDEN ANTON M	N8789 US HWY 41	STEPENSON TWP.	\$222.20
Work :	3.GARAGE	40X40 POLE BUILDING			041-735-040-10
P12579-11	08/25/11	RULEAU GREGORY & JINNY	N1080 HWY M-35	MENOMINEE TWP.	\$155.64
Work :	3.GARAGE	3 CAR DETTACHED GARAGE			010-401-001-00
P12580-11	08/25/11	WURTH DAVID & JODY	W6587 9 LN	MENOMINEE TWP.	\$164.60
Work :	3.GARAGE	28X40 DETTACHED GARAGE			010-120-001-50
P12581-11	08/26/11	SAVAGE GLENN & RENEE	N11111 EFFA LANE	HOLMES TWP.	\$85.56
Work :	7.DECK/PORCH	8X33 PORCH			006-604-007-00
P12582-11	08/26/11	SAVAGE JENNIFER M & GABRIEL A	N11107 EFFA LN	HOLMES TWP.	\$82.04
Work :	7.DECK/PORCH	8X22 PORCH			006-213-010-00
P12583-11	08/26/11	DUBORD RICHARD LEE & KATHRYN	MEN C RD	HARRIS TWP.	\$205.56
Work :	1.NEW DWELLING	24X32 CAMP			005-012-027-00
P12584-11	08/26/11	STEVENSON JEFFREY L & JULIE K	W5183 41 RD	MEYER TWP.	\$105.72
Work :	3.GARAGE	16X24 POLE BUILDING			011-012-003-50
P12585-11	08/26/11	HILDRETH YVONNE	CO RD 358	DAGGETT TWP.	\$50.00
Work :	6.REPAIR/REMODEL	REMODEL EXISTING HOME			041-735-005-00
P12586-11	08/26/11	NELSON DWAIN & MARY	N1973 US HWY 41	MENOMINEE TWP.	\$75.00
Work :	9.DEMOLITION				010-010-007-00

P12587-11 08/29/11

TALLMAN KIRK

N10843 CO RD 577

HOLMES TWP.

\$75.00

Work: 9.DEMOLITION

006-224-003-00

P12590-11 08/31/11

STRAHL STEPHEN

W5921 CO RD G-18

NADEAU TWP.

\$50.00

Work: 6.REPAIR/REMODEL NEW ROOF TREUSSES

012-127-005-00

Total Permits

29

Total Fees

\$3,921.84

Regular Monthly Meeting

MINUTES

703 Second Ave., Iron River, Michigan

July 21, 2011 - 1:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 1:00 p.m. Ms. Raether stated that Peggy Erickson is a new member on the Northpointe Board of Directors who was appointed by the Dickinson County Commissioners. Ms. Raether stated that Ms. Erickson will be a welcome addition to the Board but was not able to be at today's Board meeting. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy	X			Luhtanen, Joan	X		
DeDie, William	*X			Martin, Ann	X		
DeGrave, Marylee	*X			Negro, Mari	*X		
Erickson, Peggy		X		Raether, Karen	X		
Hofer, Millie		X		Plumley, Robert		X	
Lang, Bernie	X			Spence, Christine	*X		

*(VTC-Video Television Conference from Northpointe Kingsford Office)

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, *T. Wendt, G. Takala, M. Wendt

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance to the Flag was recited by all

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA: There were no additions to the agenda

ACTION: Moved to approve the agenda as presented.

Motion by: P. Connors; supported by J. Luhtanen. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

The June 16, 2011 Board minutes will be corrected as follows: Ann Martin stated that under Issue #3-Contracts it should state: "A motion was made by A. Martin, supported by M. Negro to table Dr. Razdan's contract until more information is received and will be acted on no later than the July meeting". There were no other additions or corrections to the minutes from the Regular Board of Directors meeting on June 16, 2011.

ACTION: A motion was made to dispense with reading the minutes from the June 16, 2011 Regular Board of Directors meeting and approve as corrected as stated above.

Motion by: A. Martin; supported by P. Connors. **Motion carried unanimously.**

PRESENTATION: Northpointe Retirement Plan – Terri Wendt

Terri Wendt, Human Resources Directors, provided an informational handout on retirement plans that Northpointe offers to their employees. Ms. T. Wendt stated that there are four different types of retirement plans and reviewed each plan. Questions were addressed by Ms. T. Wendt.

FINANCE COMMITTEE REPORT – C. Spence

Ms. Spence highlighted the following from the Finance Committee meeting minutes:

1. **ISSUE:** Review Check Disbursement Report

The check disbursement report in the amount of \$1,514,451.69 was reviewed and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. Negro to approve the check disbursement report for bills paid in the amount of \$1,514,451.69 as presented.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie			Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** Review Financial Report – June 2011

The committee reviewed the June 2011 financial report and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the June 2011 financial report.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie			Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

3. **ISSUE:** Contract(s)/Agreement(s)

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Ronald Corey	Transportation	6/1/11-5/31/12	n/a	\$50.00/day	new
This is a new agreement for transportation services for one individual who requires a wheel chair lift van for two days per week from their home to Northern Pines Activity Center.						
B.	Catholic Social Services	Outpatient counseling	7/1/11- 6/30/12	n/a	90806 - \$70.00	new
This is a new agreement for outpatient services for two consumers through self-determination single case agreements.						
C.	Birchwood AFC	Specialized residential	7/1/11-12/31/11	n/a	\$30/day	new
This is an addendum to the current contract to add a rate for one consumer with declining health and increased personal care needs in the home.						
D.	Dr Amit Razdan	Medical Director and Psychiatric Services	10/1/11-9/30/14	\$145/hr. plus Expenses	Performance Payment	Performance Payment
This is a renewal agreement for Medical Director and Psychiatric Services. The expenses include quarterly visits to Northpointe, air fare, motel, etc. The performance payment would be paid in December of each year, based on job performance and available funding as follows: Year 1 - \$6,000; year 2 - \$8,000 and year 3 - \$10,000.						
E.	Anderson Tachman	Fiscal Intermediary	8/1/11-7/31/12	\$170/mo.	\$175/mo.	\$5 inc.
This is a renewal agreement with Anderson, Tachman to function as the fiscal intermediary for one consumer in Dickinson County through self-determination.						
F.	Whispering Pines	Lease Agreement	8/1/11-7/31/12	\$850/mo.	\$850/mo.	n/a
This is a renewal agreement for them to lease the Carney home from NBHS						
G.	Whispering Pines	Residential services	8/1/11-7/31/12	\$129.05	\$129.05	n/a
This is a renewal agreement for residential services at Whispering Pines South in Carney. They are currently licensed for 6 residents.						
H.	Superior Therapy Services	Occupational Therapy	7/1/11-6/30/12	n/a	\$59/hr. \$0.50/mile	n/a
This is a new contract for occupational therapy for 30 hours per week.						

ACTION: A motion was made by C. Spence, supported by P. Connors to approve contracts A-H excluding contract D.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie			Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

ISSUE: Contract D

Additional information that was requested by the Finance Committee was reviewed by Karen Thekan. Ms. Spence stated that Millie Hofer voted nay at the July 18 Finance Committee meeting as she believed that the amount of patient hours being delivered by the psychiatrist does not justify the amount of money being spent.

D.	Dr Amit Razdan	Medical Director and Psychiatric Services	10/1/11 – 9/30/14	\$145/hr. plus Expenses	Performance Payment	Performance Payment
This is a renewal agreement for Medical Director and Psychiatric Services. The expenses include quarterly visits to Northpointe, air fare, motel, etc. The performance payment would be paid in December of each year, based on job performance and available funding as follows: Year 1 - \$6,000; year 2 - \$8,000 and year 3 - \$10,000.						

ACTION: A motion was made by C. Spence supported by P. Connors to approve contract D as stated above.

DISCUSSION: Karen Thekan stated that information was just received from Copper Country Community Mental Health on their psychiatric services and was provided to Board members. Peggy Connors stated that from everything she is hearing, from a clinical point of view, is that Dr. Razdan is doing a fantastic job. Ms. Connors further stated that she feels very strongly that since Dr. Razdan is doing such a good job, especially with children, that it is a bonus to have him as a psychiatrist on staff.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie			Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. Miscellaneous

- Administrative staff salaries were provided to Board members as they related to administrative General Fund (GF) costs and Karen Thekan followed-up on this information as there were some questions regarding the information provided. Millie Hofer provided that site directors, group home managers, utilization review manager, community support director, DD manager; anyone who is a manager, all fall under the umbrella of administrative and requested that these additional salaries also be provided. Karen Thekan stated that these additional salaries were provided to Board members in their Board folders.
- Bill Adrian provided that Northpointe placed an ad in the local newspapers for vehicle bids. This issue will be brought to the Finance Committee at their August meeting. Mr. Adrian also provided that Northpointe's cell phone plan has been restructured and cell phone cost has now been cut in half. Mr. Adrian addressed miscellaneous questions regarding Northpointe's restructured cell phone plan.
- Karen Thekan provided that the phone systems in the Iron River and Menominee offices need to be upgraded and information will be presented to the Board in the near future on this issue.

Peggy Connors excused at 1:45 p.m.

RECIPIENT RIGHTS COMMITTEE REPORT – M. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Committee meeting:

1. Review of Recipient Rights Operating Budget

The Recipient Rights operating budget was reviewed by Bill Adrian.

2. Quarterly Rights Office Report

The Recipient Right quarterly report for April, May, and June 2011 was reviewed by Kevin Newlin.

3. Recipient Rights Training

Trainings will be provided to Recipient Rights Committee member at the next few meetings on how complaints are investigated. At the July 18 meeting, Kevin Newlin reviewed a power point presentation training on allegations.

CHAIRPERSONS REPORT – K. Raether

- Information regarding the formation of a NorthCare Advisory Council was reviewed by Ms. Raether. NorthCare is requesting that 3 Board members from each U. P. CMH be appointed to the advisory council. Discussion ensued and consensus was to appoint Karen Raether and Mari Negro to the NorthCare Advisory Council. **Action:** A motion was made by A. Martin, supported by J. Luhtanen to send the above two stated individuals from Northpointe to participate in one exploratory meeting of the NorthCare Advisory Council with a decision made upon further participation after that meeting. **Motion carried unanimously.**
- Karen Thekan's annual CEO evaluation is due August 3.
- A Personnel Committee meeting is scheduled for Thursday, August 18 at 3:00 p.m.

CEO REPORT

Karen Thekan stated that her July 2011 CEO report was in Board packets; she provided the following updates and highlights:

Federal/State Activity:

- Lynda Zellar was appointed as the new Deputy Director of the Behavioral Health and Developmental Disabilities Administration. Ms. Zellar and Olga Dazzo will be attending the fall Great Lakes conference which will be a nice opportunity to meet them.
- The Department of Community Health is holding public forums and one is scheduled in Marquette on August 2 which will be a great opportunity for individuals to provide input on community health.
- Information on the future of integrated healthcare was e-mailed to Board members.
- Dual eligibles, individuals with Medicaid and Medicare, is also an issue being discussed at the State level to give this group of individuals to the health plan to manage their dollars.

Regional Activity:

- The regional U.P. directors recently met and there will be three U.P. CMH directors who will be retiring within the next year. There will be a Medicaid rebasing of rates this fall and there will be another GF cut in the fall.

Local Activity:

- Ms. Thekan and Bill Adrian will be attending the Menominee County Commissioner meeting in Hermansville on August 9 to talk about how Menominee County appropriations to Northpointe are used.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Ann Martin commented on the suicide rate and how individuals are at a loss as they are not able to recognize the signs. Karen Thekan stated that Northpointe continues to do Question, Persuade, and Refer (QPR) training in the community and hopefully this will eventually have an impact to help individuals recognize and take action for individuals.
- Joan Luhtanen asked if there were any further updates on the State's plan for health insurance to be an 80/20 split. Bill Adrian stated that there are no further updates at this time to provide.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 2:26 p.m.

The next regular monthly Board meeting is scheduled for August 18, 2011 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

Menominee County
Department of Human Services Board
2612 10th Street
Menominee, MI 49858

BOARD MEMBERS

MARY BRADLEY
MICHAEL KAUFMAN
PEGGY BASTIEN

DIRECTOR

RUSSELL K. SEXTON

Date: July 26, 2011

The regular meeting of the Menominee County Department of Human Services Board was called to order by Michael Kaufman, Board Chair, at 9:00 a.m. The meeting was held in the Menominee County Department of Human Services Board Room.

Present: Michael Kaufman, Board Chair; Mary Bradley, Board Member; Peggy Bastien, Board Member and Russell Sexton, Board Secretary.

Others Present: Bernie Lang, Menominee County Board of Commissioners

APPROVAL OF AGENDA:

A motion to approve the agenda was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

APPROVAL OF June 28, 2011 MINUTES:

Minutes of the June 28, 2011 Board Meeting were reviewed. A motion to accept the minutes was made by Peggy Bastien and seconded by Mary Bradley. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for June 2011 was reviewed. There was \$150.00 in expenditures for DHS Board meeting attendance; leaving a balance of \$5,523.96. There were no expenditures from the Child Care fund, leaving a balance of \$3,500.00.

A motion to accept the financial report was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

DIRECTOR'S REPORT:

Staffing Information: Mr. Sexton reviewed the status of the hiring processes for Menominee County, what vacancies continue to exist and the anticipated staffing for FY 2012.

MCSSA Information: Various MCSSA documents were distributed.

The next District One meeting scheduled for July 27, 2011 is cancelled since none of the DHS Directors could make this meeting due to a conflict with mandatory state meeting.

The next scheduled MCSSA District One meeting will be on October 26, 2011, in Marquette at the Ramada Inn.

The MCSSA Summer Conference will be held August 15th through August 17th at the Double Tree Hotel in Bay City. Board Chair, Michael Kaufman, will be attending.

Statewide Director's Meeting Information: Mr. Sexton went over his notes from the July 7, 2011 Statewide Director's Conference Call.

Collaborative Issues: No new information.

Business Plan Update: Mr. Sexton related that things continue to be fine at this time – especially given the current staffing situation in the AP unit.

Miscellaneous: Mr. Sexton reviewed the current Assistance Payments caseload with the board.

For the month of July Menominee County had the following cases: 47 Cash Assistance; 1543 Food Assistance; 544 Family Medical; 954 Children and Pregnant Women Medical; 616 Non-SSI Medical; 396 SSI Medical; 71 < 21 Medical; 22 State Disability; 155 Adult Medical; 55 Child Day Care; and 667 Medical Cost Share cases.

Monthly Expenditures: Cash Assistance = \$27,640; Food Assistance = \$311,233; State Disability Assistance = \$5,801; Child Day Care = \$21,897; State Emergency Relief = \$29,714.

Mr. Sexton related that there are other expenditures for which we do not have data at this time, including contractual expenditures, emergency services, work support services and others. With all expenditures combined – there is an economic impact of just under a million dollars per month.

Board Member Input/Suggestions: The Board Members provided a variety of input, which was greatly appreciated by the director.

Motion to accept the Director's Report as submitted made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition.

UNIT REPORTS: No unit report was provided.

BOARD BUSINESS:

Approval of Vouchers: Vouchers were reviewed and approved. Motion made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition.

Mr. Sexton presented the board with a resolution appointing Kim M. Boucher-Elliot, Children's Services Specialist, as the representative for the Opportunity Passport program to open an account with Peninsula Federal Credit Union on behalf of, and in the name of, the participants in the Opportunity Passport program.

This is a savings and match program for older youth in foster care who are likely to age out of the foster care system without being adopted. The program assists them to save for specific situations and does not allow withdrawals without Ms. Boucher-Elliot's authorization.

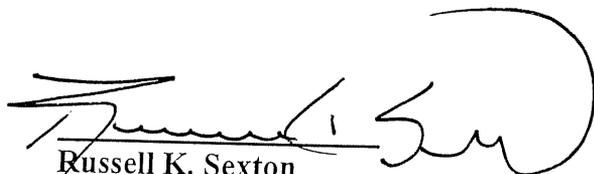
Ms. Bastien made a motion to accept the resolution and Ms. Bradley supported the motion. Motion passed without opposition.

NEW BUSINESS: There was no new business presented. There was a notification of a contract increase for contract STOP-11-21001, which is with the Alliance Against Violence and Abuse. This was a one year contract that was increased to two years at the same amount of \$78,081.00 for a two year total of \$156,162.00.

PUBLIC COMMENT: None.

NEXT MEETING: August 30, 2011 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition. Meeting adjourned at 9:40 a.m.


Russell K. Sexton
Board Secretary


Michael Kaufman
Chairperson

Pc: DHS Board Members
DHS Northern Area Office
Menominee County BOC
Menominee DHS Office File
Bernie Lang, Menominee County BOC Liaison

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Excavating Bids for Shakey Lakes Bathhouse
DEPARTMENT:	Parks
ATTACHMENTS:	No
SUMMARY:	
Discussion of the progress of the bathhouse project at the parks. The well has been dug and we're at the point of the project to request to go out for bids for the excavating for the bathhouse.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on Sept. 15-16, 2011 in the amount of \$84,835.07.	
RECOMMENDED MOTION	

Submitted by: Brian Bousley

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

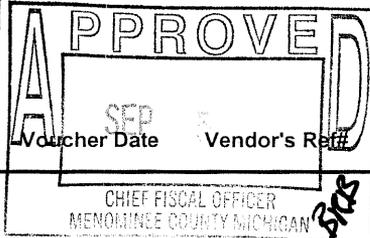
General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-635 B&G/Hospital Operation
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

Special Revenue Funds

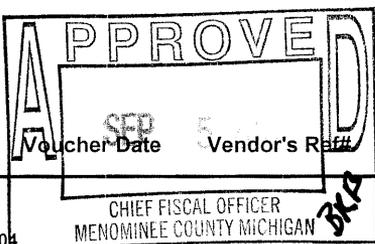
205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
276 CERT-Citzns Emerg. Response Team
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure



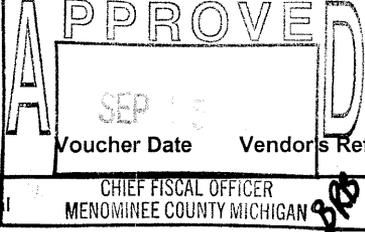
MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware								\$19.66
	19858	8/24/2011	202822/2	Bleach & Fasteners	101-265-755.00	10.17		
	19859	8/29/2011	202848/2	Light Control	101-265-755.00	9.49		
AIRGAS NORTH CENTRAL								\$4.33
	19933	9/7/2011	105681583	Oxygen	205-315-727.00	4.33		
ALGER-DELTA COOPERATIVE ASSOCI								\$5,125.02
	19797	8/31/2011	383001	Shakey Lakes Park	208-751-920.01	52.84		
	19798	8/31/2011	383301	Shakey Lakes Park	208-751-920.01	353.31		
	19799	8/31/2011	383200	Shakey Lakes Park	208-751-920.01	1,020.69		
	19800	8/31/2011	1503500	Shakey Lakes Park	208-751-920.01	683.03		
	19801	8/31/2011	367200	Shakey Lakes Park	208-751-920.01	1,279.41		
	19802	8/31/2011	369802	Shakey Lakes Park	208-751-920.01	561.32		
	19803	8/31/2011	367100	Shakey Lakes Park	208-751-920.01	533.53		
	19804	8/31/2011	379700	Shakey Lakes Park	208-751-920.01	240.12		
	19805	8/31/2011	380300	Shakey Lakes Park	208-751-920.01	274.08		
	19806	8/31/2011	370500	Shakey Lakes Park	208-751-920.01	126.69		
Allvest Information Services								\$200.00
	19953	9/13/2011	211105	Mental Health Assessments 10/1/11 - 1,	296-668-801.00	200.00		
ANGELIS MENOMINEE INC								\$417.98
	19920	8/4/2011	7152119-IN	Inmate Groceries	101-301-770.00	84.85		
	19921	8/10/2011	0022563-IN	Inmate Groceries	101-301-770.00	115.98		
	19922	8/14/2011	0277614-IN	Inmate Groceries	101-301-770.00	74.99		
	19923	8/21/2011	1715211-IN	Inmate Groceries	101-301-770.00	53.05		
	19924	8/30/2011	0192621-IN	Inmate Groceries	101-301-770.00	89.11		
AT&T - Carol Stream, IL								\$1,141.78
	19898	9/1/2011	906753458209	September 1 - September 30, 2011	101-103-850.00	56.71		
	19899	9/1/2011	906753220909	September 1 - September 30, 2011	101-103-850.00	387.90		
	19900	9/1/2011	906R41083909	September 1 - September 30, 2011	101-103-850.00	697.17		
Banc of America Leasing								\$139.97
	19848	8/22/2011	011954176	Probation/Parole Office - September 20	101-131-942.00	139.97		
BAY AREA MEDICAL CENTER								\$65.00
	19809	8/31/2011	MENCTY	Stacy Lynn Hansen - PreEmployment P	101-215-727.00	65.00		
Bob Barker Company, Inc.								\$351.23
	19914	9/7/2011	WEB000184975	Inmate Supplies	101-301-770.00	56.15		
	19915	9/2/2011	WEB000184597	Inmate Supplies	101-301-770.00	34.77		
	19916	8/31/2011	WEB000183996	Inmate Supplies	101-301-770.00	170.85		
	19917	8/25/2011	WEB000183252	Inmate Supplies	101-301-770.00	89.46		
BP								\$705.18
	19778	9/2/2011	31261473	Gasoline Sales - August 2011	249-371-742.00	380.97	x	
	19910	9/5/2011	31344677	Gasoline Charges	101-301-742.00	324.21		
BRANYAN WESLEY C								\$55.55
	19844	9/2/2011	Per Diem	Board of Canvassers - August 2, 2011 E	101-192-705.00	50.00		
	19845	9/2/2011	Reimbursement	Board of Canvassers - August 2, 2011 E	101-192-860.00	5.55		
Brunelle, Jennifer								\$51.62
	19952	9/13/2011	Reimbursement	Mileage	296-664-860.00	51.62		
Carquest Auto Parts								\$58.66
	19832	9/7/2011	2825-190661	Oil & Carb/Choke Cleaner	101-265-934.00	58.66		



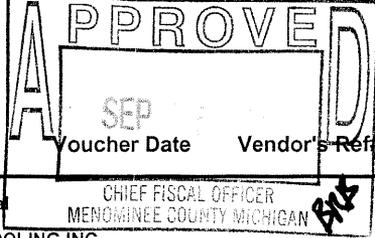
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Cellcom Wisconsin RSA 04								\$537.88
	19930	8/27/2011	130809	Cellular Services	101-426-755.00	12.48		
	19930	8/27/2011	130809	Cellular Services	101-301-850.00	525.40		
Charlevoix, Maureen R.								\$172.56
	19906	9/13/2011		Reimbursement Mileage & Meals	101-131-860.00	172.56		
Cheski, Tom								\$59.44
	19840	9/2/2011	Per Diem	Board of Canvassers - August Election	101-192-705.00	50.00		
	19841	9/2/2011	Mileage	Board of Canvassers - August Election	101-192-860.00	9.44		
City of Stephenson - P.O. Box 467								\$519.68
	19808	8/26/2011	904	Annex - July & August 2011	101-261-920.01	57.00		
	19808	8/26/2011	904	Annex - July & August 2011	101-261-920.02	60.00		
	19808	8/26/2011	904	Annex - July & August 2011	101-261-920.03	402.68		
CLOVERLAND PAPER CO								\$248.64
	19792	9/2/2011	96327	Kitchen Towels, Tissues, Bowl Brush	101-265-755.01	101.03		
	19941	9/9/2011	96389	Toilet Tissue & Center Pull Towels	101-265-755.01	147.61		
Coast to Coast Computer Prod.								\$138.00
	19964	9/2/2011	A801974	FOC - Fax Toner (x2)	101-141-931.00	138.00		
Cooper Office Equipment								\$2,896.44
	19769	9/1/2011	80670	Konica Copier - District Court Office	101-136-931.00	440.07		
	19770	8/31/2011	80644	Konica Copier - Treasurer's Office	101-253-931.00	140.00		
	19783	8/31/2011	80645	Konica - 2nd Floor Copier	101-172-931.01	236.34		
	19784	8/31/2011	80646	Konica - 1st Floor Copier	101-172-931.01	900.99		
	19785	8/31/2011	80648	Konica - ROD	101-172-931.01	239.94		
	19786	8/31/2011	80643	Konica - Annex	101-261-942.00	699.10		
	19908	9/7/2011	80781	Labor & Travel - Printing Issue	101-301-727.00	50.00		
	19909	9/2/2011	80725	Contract Charge for 8/20/11 to 11/19/11	101-301-727.00	190.00		
Country Mile Document Destruct								\$49.82
	19940	9/12/2011	11570	Shredding of Documents 9/9/2011	101-265-801.00	49.82		
Dickinson County Treasurer								\$42,441.02
	19854	8/31/2011	Circuit Court 2011	Quarters 1 & 2	101-131-702.00	42,441.02		
DTE Energy								\$31.93
	19810	8/9/2011	462245200011	Annex - Commercial Heating	101-261-920.04	31.93		
EAGLEHERALD PUBLISHING, LLC								\$186.94
	19796	8/31/2011	1406	August 2011 Advertising	101-101-901.00	186.94		
Eichhorn, Jayne								\$94.96
	19846	9/2/2011	Per Diem	Board of Canvassers - August 2, 2011 E	101-192-705.00	50.00		
	19847	9/2/2011	Reimbursement	Board of Canvassers - August 2, 2011 E	101-192-860.00	44.96		
EL-COM SERVICES INC								\$367.00
	19938	8/29/2011	43049	Radio Maintenance	205-315-934.01	367.00		
Family Dollar								\$0.61
	19821	9/9/2011	4608	Juvenile Restitution - Zuraski	292-000-201.00	0.61		
Fazer, Walter								\$20.00
	19824	9/9/2011	4607	Juvenile Restitution - McNellis	292-000-201.00	20.00		
Friends Ofc Prod Whse Direct								\$527.14
	19815	9/1/2011	014890I	Magnetic Clips, toner, Wireless Mouse,	101-268-727.00	289.73		
	19902	9/12/2011	014964	Toner & Rollers	101-257-727.00	133.95		
	19951	9/13/2011	014904I	Office Supplies (J.P.O.)	296-665-727.00	103.46		



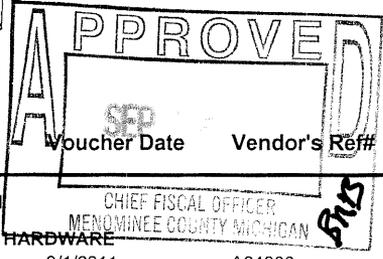
MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendors Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN								
Gallardo, Amy								
	19829	9/7/2011	4601	Community Service/Mentor - Supplies	296-668-801.00	185.77		\$353.77
	19830	9/7/2011	4602	Community Service/Mentor	296-668-801.00	168.00		
GREAT AMERICAN DISPOSAL CO THE								
	19780	9/1/2011	19100145	Shakey & Kleinke - Garbage Removal	208-751-942.00	1,025.15		\$1,075.70
	19811	9/1/2011	19100147	Annex - September 2011	101-261-930.04	50.55		
Harding Portables, LLC								
	19787	8/24/2011	3315	Monthly Rental - 1 Unit at Airport Park	208-751-801.00	80.00		\$160.00
	19945	9/10/2011	3419	Monthly Rental	208-751-801.00	80.00		
Havelka, Glen								
	19817	9/9/2011	4611	Juvenile Restitution - Gignac	292-000-201.00	178.00		\$356.00
	19818	9/9/2011	4612	Juvenile Restitution - Gignac	292-000-201.00	178.00		
HOLIDAY STATION STORE								
	19816	9/9/2011	4609	Juvenile Restitution - Zuraski	292-000-201.00	8.27		\$8.27
IOD Incorporated								
	19948	9/13/2011	298588	Medical Records (B.B.)	101-132-730.00	16.74		\$16.74
Ivens, Ruby E.								
	19814	9/12/2011	Reimbursement	Mileage - Redistricting of County	101-104-860.00	110.16		\$110.16
J S ELECTRONICS, INC.								
	19837	9/1/2011	16701	Quarterly Billing - Numeric Paging Svc	101-648-727.00	69.00		\$928.14
	19838	9/1/2011	16699	Tower Lease - September 2011	266-326-942.00	425.00		
	19853	9/1/2011	16702	Quarterly Billing - PA's Office	101-267-850.00	27.00		
	19911	9/1/2011	16700	Paging Service	101-301-755.00	90.00		
	19939	9/1/2011	16711	Squad 5517 - LED Light Bar Maintenance	205-315-934.02	317.14		
Jasper, Mark								
	19776	8/1/2011	Reimbursement	Mileage - August 2011	101-101-860.05	146.52		\$146.52
Joel Hensley, RN								
	19839	9/4/2011	Blood Draws	D.S. & W. L. (9/3/11)	101-267-801.01	200.00		\$1,565.00
	19929	9/9/2011	Nursing Services	July 17 - July 30, 2011	101-301-770.01	1,365.00		
K MART 7031								
	19861	9/9/2011	4610	Juvenile Restitution (M. Z.)	292-000-201.00	8.65		\$104.96
	19936	6/23/2011	070310623110060597	Office	101-301-770.00	41.94		
	19937	6/30/2011	070310630110109297	Vehicle Cleaning Supplies	205-315-755.00	54.37		
Kewley, Diane								
	19949	9/13/2011	10-138	Holdover Attendant - Detention	101-132-801.01	82.50		\$82.50
Koehne								
	19888	9/1/2011	38556	2002 Jeep Liberty - Oil Change & Brake	101-265-981.00	284.46		\$341.77
	19889	8/31/2011	38496	2001 Dodge Ram - Oil Change & Tire R	101-265-981.00	28.90		
	19890	8/30/2011	38426	2000 Dodge Dakota - Oil Change & Tire	101-265-981.00	28.41		
Krygoski Construction								
	19825	9/9/2011	4604	Juvenile Restitution - Kiefer	292-000-201.00	90.00		\$90.00
LENCA SURVEYING								
	19943	9/12/2011	11108	Remon Project Yr 2011 - 8/22 to 9/12/11	243-245-801.07	2,026.90		\$2,026.90
Lesperance, Diane								
	19813	8/30/2011	Reimbursement	Mileage for July 2011	101-253-860.00	66.16		\$245.90
	19836	8/30/2011	Reimbursement	Supplies & Mileage for Site Visits	517-252-955.00	51.31		
	19836	8/30/2011	Reimbursement	Supplies & Mileage for Site Visits	517-252-860.00	128.43		



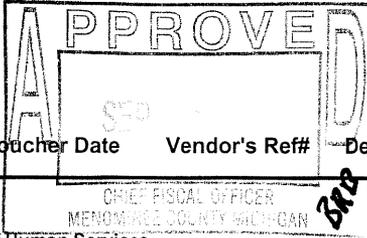
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
LONG HEATING & COOLING INC								\$9.24
19779	8/31/2011	33715		Threads, Compression Sleeves & Nuts	101-265-934.00	9.24		
Lufts Advertiser								\$517.25
19849	8/27/2011	Advertising		July & August 2011	101-101-901.00	382.25		
19849	8/27/2011	Advertising		July & August 2011	101-262-727.00	96.00		
19849	8/27/2011	Advertising		July & August 2011	517-252-900.00	39.00		
Manpower								\$236.00
19963	9/11/2011	22873213		Regina Mistarik 9/8 & 9/9/2011	101-141-705.00	236.00		
Meintz, Charlie								\$116.55
19775	9/6/2011	Reimbursement		Mileage - August 2011	101-101-860.04	116.55		
Menards - Marinette								\$141.43
19907	8/31/2011	67418		Window Blinds (PA's), Tub & Tile (B &	101-267-970.00	124.00		
19907	8/31/2011	67418		Window Blinds (PA's), Tub & Tile (B &	101-265-755.00	17.43		
MENOMINEE ANIMAL SHELTER								\$480.91
19789	9/1/2011	9111		July 2011 Impoundment	101-601-958.00	300.52		
19790	9/1/2011	8111		August 2011 - Impounding	101-601-958.00	180.39		
MENOMINEE COUNTY JOURNAL								\$141.00
19855	9/1/2011	134		ROD Automation Position	101-101-901.00	36.00		
19860	9/1/2011	132		Snow Removal & Pit Toilet Cleaning	101-101-901.00	105.00		
MENOMINEE COUNTY ROAD COMMISSI								\$133.40
19931	9/9/2011	10539		Power to Radio's for August 2011	101-301-934.01	133.40		
Mid-American Research Chemical								\$102.07
19960	9/9/2011	0450604-IN		Red Currant Room Diffuser	101-265-755.01	102.07		
MID-COUNTY SMALL ENGINES, LLC								\$14.95
19791	9/2/2011	686		6 Pack Mix Oil	208-751-930.02	14.95		
MILLERS ACTION OFFICE SUPPLY I								\$300.26
19903	9/13/2011	080159		Ink Cartridge	101-426-727.00	71.98		
19947	9/13/2011	080027		Ink Cartridge, Toner, Appt Book, Legal I	296-664-727.00	228.28		
NAPA AUTO PARTS PITSTOP								\$15.36
19782	8/2/2011	39362		Blake Fluid & Cleaner	208-751-930.02	15.36		
Northern Safety Co., Inc.								\$70.26
19944	9/7/2011	P310740200016		Lens Cleaner, Tape Measure, Earmuffs	101-265-934.00	70.26		
Office Depot, Inc.								\$403.46
19771	8/26/2011	576727673001		Annex - Pens	101-261-727.00	43.20		
19772	8/26/2011	576728319001		Binder Clip, Memory Card, Business Ca	101-261-727.00	116.03		
19773	8/26/2011	576728320001		Appointment Book	101-261-727.00	21.99		
19774	8/26/2011	576730782001		Laminating Pouch's	101-261-727.00	128.14		
19896	9/1/2011	577539334001		Weekly Planner	101-136-727.00	24.39		
19897	9/1/2011	577539247001		Weekly Planner, Deskpadd, Steno Pad	101-136-727.00	69.71		
Pack-N-Ship Center								\$22.56
19934	9/9/2011	735816		Mailing	205-315-727.00	22.56		



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
PAIDL'S TRUE VALUE HARDWARE								
	19954	9/1/2011	A24080	Nuts/Bolts/Washers	208-751-930.03	37.80		\$80.24
	19955	8/1/2011	A24089	Credit Memo	208-751-930.03	-10.81		
	19956	8/3/2011	C1160	Shower Arm Mount	208-751-930.03	6.99		
	19957	8/12/2011	A24598	Connector, Adapters, Bushing	208-751-930.03	16.34		
	19958	8/19/2011	A25053	Roach Killer	208-751-930.03	14.94		
	19959	8/19/2011	A25406	Vac Breaker	208-751-930.03	14.98		
Pan-O-Gold Baking Co.								
	19918	8/23/2011	00040683123504	Inmate Groceries	101-301-770.00	49.70		\$94.50
	19919	8/30/2011	00040683124202	Inmate Groceries	101-301-770.00	44.80		
Pearson, Jim								
	19777	9/2/2011	Reimbursement	Mileage - August 2011	101-101-860.03	108.24		\$108.24
Pinecrest Medical Center								
	19935	9/1/2011	August 2011	Telephone Charges	205-315-727.00	15.00		\$15.00
Plunger, Kelly								
	19823	9/9/2011	4606	Juvenile Restitution - McNellis	292-000-201.00	20.00		\$20.00
Pontem Software by RIA								
	19857	9/1/2011	37982	Pontem Annual Support Fee (GL, CR, A	101-103-857.00	3,376.00		\$3,376.00
QUALITY WATER SPECIALISTS								
	19856	8/31/2011	01/15	Service water softener	101-265-801.00	72.25		\$72.25
Quill Corporation								
	19864	9/6/2011	6544333	Daily Planner, Binder Clips - PA's Office	101-267-727.00	41.85		\$41.85
R.T. Electric								
	19788	9/6/2011	5098	Removed Old Boxes & Disconnects at (101-265-934.00	392.54		\$392.54
Ray's Plumbing, Inc.								
	19946	9/13/2011	9-13-11	Used Water Cooler	101-265-934.00	50.00		\$50.00
REDWOOD TOXICOLOGY LABORATORY								
	19950	8/31/2011	00719820118	Drug Testing	296-668-835.00	10.00		\$10.00
REGISTER OF DEEDS								
	19862	9/1/2011	Copies	Remon - Grant Year 2011	243-245-801.08	11.00		\$11.00
Reinhart Foodservice								
	19925	8/30/2011	967550	Inmate Groceries	101-301-770.00	710.74		\$786.26
	19926	8/30/2011	967747	Inmate Groceries	101-301-770.00	44.62		
	19927	8/30/2011	967553	Inmate Groceries	101-301-770.00	30.90		
Riesterer & Schnell, Inc.								
	19962	8/23/2011	272401	Air Cleaner, Filters	101-265-934.00	192.96		\$192.96
Rise N Shine Bakery								
	19835	9/10/2011	900779	ICS 300 & 400 Training held at Mellen F	277-426-955.00	102.60		\$102.60
Sage Abra								
	19863	8/26/2011	70001197345	Tax Forms	101-172-727.01	232.02		\$232.02
Schneider, Robert								
	19822	9/9/2011	4605	Juvenile Restitution - McNellis	292-000-201.00	20.00		\$20.00
Sherwin Williams Company								
	19892	9/8/2011	5683-0	Blue Tray Liners, CFK Cover	101-265-934.00	197.33		\$197.33

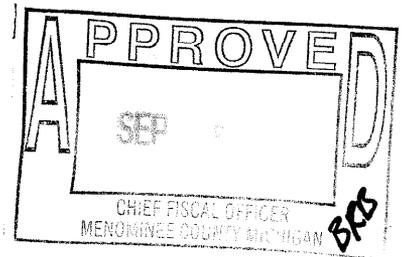


**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
State of Michigan - MI Dept. of Human Services	19827	9/7/2011	4599	Monthly Offset Statement/Billing - July 2	292-662-843.01	6,981.80		\$6,981.80
Stellar Services	19928	8/22/2011	CK275	Checks (x500)	101-301-770.00	96.36		\$96.36
Stephenson Area Public Schools	19826	9/9/2011	4603	Juvenile Restitution - Harper	292-000-201.00	40.00		\$40.00
STEPHENSON MARKETING COOPERATI	19905	9/12/2011	3513-386147	Steel Toe Work Boot - Jim Quist	208-751-745.00	96.00	x	\$270.37
	19961	8/31/2011	462643	August 2011 Gasoline Sales	208-751-930.02	36.14	x	
	19961	8/31/2011	462643	August 2011 Gasoline Sales	208-751-742.00	138.23	x	
Straight Stitch	19807	9/1/2011	2168	Sound Deadening Materials	101-265-934.00	47.60		\$47.60
SUPERIOR STATE ADMINISTRATORS	19901	9/1/2011	18354	HRA Plan (x7)	101-103-712.02	24.25		\$24.25
TEACHING FAMILY HOMES OF UPPER	19828	9/7/2011	4600	Out of Home Placement Costs (E.I.)	292-662-843.05	1,725.03		\$1,725.03
The First National Bank&Trust	19852	8/31/2011	628840339	FOC Service Charge	101-141-817.00	32.40		\$32.40
Thompson, Al	19833	9/6/2011	Reimbursement	Postage	208-751-920.00	8.88		\$8.88
Time Warner Cable	19913	8/30/2011	004-620475202-001	September 6 - October 5, 2011	101-301-770.00	124.13		\$124.13
TWIN CITY ELECTRIC, Inc.	19851	8/22/2011	125599	Notary Bond for Stacy Hansen	101-215-727.00	55.00		\$55.00
U.E.S. COMPUTERS, INC.	19831	9/1/2011	57355	P.O. # 02575 Work Station for Tina Nas	101-103-857.00	735.00		\$1,302.97
	19850	8/22/2011	33413	Deliver & Install 3 New PCI Video Cards	101-268-931.00	172.97		
	19850	8/22/2011	33413	Deliver & Install 3 New PCI Video Cards	101-103-857.00	295.00		
	19891	9/2/2011	57370	Monthly DVD Backup - August 2011	101-103-857.00	100.00		
UPPER PENINSULA TELEPHONE CO	19781	9/2/2011	639-MEM	White Page Advertising - Admin Office	101-172-900.00	24.00		\$24.00
WALTER BROTHERS INC	19932	8/10/2011	B120504	Glass Sealer	101-331-755.00	4.69		\$4.69
Wells Fargo Bank - Finance & Accounting EI Segund	19904	9/12/2011	4/1/11 - 9/30/11	Quarterly Interest Payment (x 2)	272-692-998.00	500.00		\$500.00
Wennergren, Mary Jo	19842	9/2/2011	Per Diem	Board of Canvassers - August 2, 2011 E	101-192-705.00	50.00		\$52.78
	19843	9/2/2011	Reimbursement	Board of Canvassers - August 2, 2011 E	101-192-860.00	2.78		
White Water Associates, Inc.	19942	9/9/2011	124762	Water Analysis	208-751-920.00	60.00		\$60.00
Wil-Kil Pest Control	19793	8/29/2011	1896341	Courthouse	101-265-801.00	60.00		\$120.00
	19794	8/29/2011	1896388	Annex	101-265-801.00	30.00		
	19795	8/29/2011	1896387	Library	101-265-801.00	30.00		

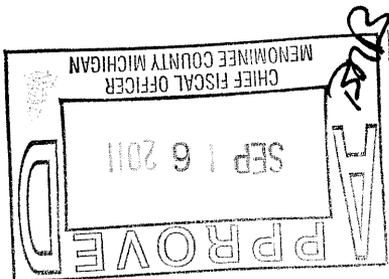
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WMAM-AM	19912	9/1/2011	62527	Back to School Radio Advertising	101-301-755.00	163.50		\$163.50
WORMWOOD, DEBRA	19834	9/12/2011	Reimbursement	300 & 400 ICS Training 9/9/11 & 9/10/1	101-426-860.00	42.18		\$42.18
Zindler, Ronald	19819	9/9/2011	4613	Juvenile Restitution - Tiernan	292-000-201.00	100.75		\$135.75
	19820	9/9/2011	4614	Juvenile Restitution - Wilson	292-000-201.00	35.00		
Total Amount for Bank Account: General								\$84,559.55



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ivens, Ruby E.	19965	9/11/2011	Reimbursement	Park Committee - Mileage - August 201	208-751-860.00	35.52		\$35.52
Michigan Works!	19966	9/16/2011	Registration	2011 Upper Great Lakes Economic & W	101-172-802.00	40.00		\$40.00
Nault, Tamra	19967	9/15/2011	Reimbursement	HRA Reimbursement	101-103-712.02	200.00		\$200.00
Total Amount for Bank Account: General								\$275.52



MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Boards/committees/commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Miscellaneous board/committee/commission reports, discussion
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 09/22/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County Parks and Recreation Committee

Meeting Minutes

August 2, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at River Park on August 2, 2011.

Reporting for roll call were: Gail Jerzyk, Bob Desjarlais, Ruby Ivens, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting. Al Thompson, Buildings and Grounds Supervisor, also attended the meeting.

Approval of agenda: Motion was made by Mark and seconded by Ruby. The motion carried.

Minutes: Minutes from the previous meetings on July 5, 2011 were approved. Charlie made the motion that was seconded by Ruby. The motion carried.

Public Comment: Two long-term campers at Klenke Park thanked Al for improvements to the women's restroom. Another camper thanked the committee for the new fireworks ban in all county parks.

Business:

- a. **Discussion of Camp Training:** Ruby suggested that we establish a host camper program initially at Klenke Park citing the following reasons: The park is very close to the highway, the park suffers from a layout that is confusing to first-time visitors, and a host-camper would make all campers feel more welcome. Mr. Valdez, manager of Wells State Park was invited to the meeting to talk about the host-camper program there. In particular, he discussed the duties of the host-camper and the method for selecting them. He also stated that in his opinion, the host-camper program was a great asset to the park.
- b. **Park Office Manager/Park Ranger Report:** Park Manager Karen Kayser reported via an occupancy graph that usage of the county parks was about the same as last year. In addition, the parks were drawing patrons from the same residential areas. She mentioned that there had been numerous electrical problems especially at Shakey Lakes Park.
- c. **Budget-monthly review** Brian reported that the bottom line was O.K.
- d. **2011/2012 Budget:** Brian announced that next year's budget was probably going to be as tight as the current year's. In particular, he reported that the spraying regimen for phragmites at Airport Park and Bailey Park would cost about \$5,000 each.
- e. **Maintenance Contract Discussions:** This item was tabled until a future meeting pending the receipt of a proposal for the maintenance of park equipment (e.g. mowers and snow-blowers)

- f. **Summer Projects and the Parks:** Brian announced that a few issues were still in the process of resolved with the DNR and the health department.
- g. **Grant Opportunities:** Brian reported that the county had applied for a matching grant through the Conservation District for the planting of trees in the county parks.
- h. **Bylaws, Park Rules Review:** Brian announced that the Board of Commissioners had ruled that there was to be no alcohol at county committee meetings and that the compensation for mileage for committee members had been increased to 55.5 cents per mile.
- i. **Lease site policy and procedures:** Park Manager Karen Kayser requested a ruling on whether or not campers were entitled to a refund in the event of bad weather. The answer was no. She also raised the issue of how to handle disorderly campers. She was told that the employees of the park do have the right to deny camping privileges to disorderly patrons.
- j. **Any other matters:** One long-term camper from Klenke Park requested clarification of the policy regarding long-term camping sites as they become available.

There was no correspondence and no further public comment.

A motion to adjourn the meeting at 8:15 pm. was offered by Charlie and seconded by Gail

Respectfully submitted by Glenn D. Cody

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, August 9, 2011. Chair Betzinger called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Darlene Nerat, John Nerat, David Wesoloski, Joe Skrobiak, Joe Linder, Jim Moraska, Jim Revall, John Nelson and Mark Jasper.

ABSENT: None

Public comments – Joe Skrobiak asked why the mowing on G-18 had not been finished. Moilanen stated that the mowers were pulled off the county system to work on the state trunkline for a week and would then be returning to finish up the county roads. Mr. Skrobiak also asked what needed to be done to have a portion of road brought back into the county system. Moilanen advised that the property owners would have to bring the road up to construction standards before it could be added back to the county road system.

Darlene Nerat stated that a resident had requested that 2.5 Lane, west of the bridge, be brushed out. Moilanen will take a look at the area. Ms. Nerat asked who is responsible for cutting the grass near the historical marker. Moilanen will contact MDOT regarding this. Ms. Nerat also asked who removes the carcasses of small animals such as raccoons and skunks from the roadway. Moilanen replied that road commission personnel would remove them as soon as possible if they are in the tire lane of the road. All others are moved off the roadway as time permits.

Public appearances – None.

Additions/corrections to minutes of 07/12/11 – There being no additions or corrections, Betzinger declared that the minutes will stand as recorded.

Financial Report:

	Receipts	Expenditures	Payables/ Reserves	Balances
Balance, July 11, 2011				\$1,592,976.49
Receipts thru 07/30/11	32,955.52			
Expenditures thru 07/30/11		206,111.81		
Balance, July 30, 2011				\$1,419,820.20
Michigan Transportation Funds	286,264.99			
Receipts thru 08/08/11	3,604.84			
Expenditures thru 08/08/11		123,083.33		
State Maint. & Equip. Advances			76,676.00	
Balance, August 08, 2011	322,825.35	329,195.14	76,676.00	\$1,509,930.70

Payables & Reserves

Payroll 08/18, 09/01 (Est.)	130,000.00
Soc. Sec. 08/18, 09/01 (Est.)	9,945.00
Reserve for workers comp insurance	30,045.00
Reserve for liability insurance	47,844.00
Reserve for rental grader lease (Dec 2009)	73,871.12
Reserve for rental grader leases (Oct 2010)	323,179.20
Reserve 4% set-aside for twp. allocations (2005/2006)	12,110.91
Reserve 4% set-aside for twp. allocations (2006/2007)	39,557.03
Reserve for MCRC balance of Old US2 over Wilson Crk	85,059.58
Reserve Hannahville 2% Funds-Town Line Rd to Vincent Ln Const.	17,632.69
Reserve Hannahville 2% Funds-Town Line Rd to Vincent Ln Pave	26,092.51
Reserve for MCRC balance of Town Line Rd to Vincent Ln Pave	47,907.00
Reserve Hannahville 2% Funds-County Line Rd. Borings	1,217.76
Reserve Hannahville 2% Funds-Office	192.60

Copier		
Reserve Hannahville 2% Funds-Sign Truck	22,500.00	
Reserve for Design of F-4 Bridge over Big Cedar River	0.00	
Reserve for Culverts for special projects	12,784.52	
Reserve for siding on Menominee shop	8,512.00	
Reserve for 2011 bridge inspections & load ratings	30,505.00	
Reserve for F-4 Lane bridge (Harris Twp)	20,359.40	
Reserve for County 3-way Road Program	200,000.00	
Reserve for Forest Funds	161,023.46	
Reserve for equipment	100,000.00	(1,400,338.78)
		\$ 109,591.92

There being no questions or comments, Betzinger declared the financial report accepted as read.

Vouchers # 11-0052, 11-0053, and 11-0731 – Moved by Anderson, seconded by Kakuk, that the vouchers be approved and ordered paid. Carried unanimously.

Open bids for Old US 2/41 Paving – Bids were received and read aloud as follows:

Bacco Construction Company, Iron Mountain, MI: \$ 75,690.35
 Payne & Dolan, Inc., Gladstone, MI: \$ 67,261.25

Moved by Kakuk, seconded by Anderson, to tabulate the bids and award to the low bidder, Payne & Dolan, Inc., if there are no irregularities in the bids. Carried unanimously.

Open bids for Pavement Patches – Bids were received and read aloud as follows:

Bacco Construction Company, Iron Mountain, MI: \$ 190,350.20
 Payne & Dolan, Inc., Gladstone, MI: \$ 156,630.85

Moved by Anderson, seconded by Kakuk, to tabulate the bids and award to the low bidder, Payne & Dolan, Inc., if there are no irregularities in the bids. Carried unanimously.

Discuss bid opening for Wilson Creek Guardrail and Crushed Gravel – It was decided that a special meeting would be held on Wednesday, August 17, 2011 at 9:00 a.m. for the purpose of opening the bids for the Wilson Creek Guardrail and that a special meeting will be held on Wednesday, August 24, 2011 at 9:00 a.m. to open bids for crushed gravel.

Permission for Engineer/Manager to attend annual Assoc. of County Road Superintendents Seminar on Oct. 5 – 7, 2011 – Moved by Kakuk, seconded by Anderson to grant permission. Carried unanimously.

Discuss attendance at NMARC annual meeting – Kakuk & Anderson may attend and will advise Savord. Betzinger will not be attending.

Schedule Budget Hearing for 2011/2012 Budget – The Annual Budget Hearing will be held on Tuesday, September 13, 2011 at 8:45 a.m.

Sign contract with Havelka Construction for Con-Span Installation – Moved by Anderson, seconded by Kakuk to sign the contract. Carried unanimously.

Discuss Three-way Road Funding Program – Moilanen stated that the estimated cost for gravel, including the trucking, is \$9.50/cy. Discussion was held on the class of gravel to be used. It was moved by Kakuk, seconded by Anderson to use class 22A gravel. Carried unanimously.

Any other business – Moilanen presented correspondence from the Harris Township Clerk requesting that the road commission pay half of the cost to replace the fence at the Presbyterian Cemetery. The township feels the damage to the fence was done during snow plowing operations by the road commission. Since the fence is only 21 feet from the centerline of the county road, rather than the required 33 feet, it was moved by Anderson, seconded by Kakuk, to deny the request for payment. Carried unanimously.

Moilanen presented correspondence that had been received from EnviroSolutions requesting access to the Menominee shop location for the purpose of installing groundwater monitoring wells to

determine if there is any contamination from the old Clark gas station property adjacent to the road commission property. Moved by Kakuk, seconded by Anderson, to deny the request. Carried unanimously.

Moilanen stated he had received a phone call from American Pavement Solutions stating they had made an error in their bid on the Overband Crack Sealing for CR 571 (from CR 346 to No. 15 Road). Moved by Anderson, seconded by Kakuk to strike this line item from the project. Carried unanimously.

Kakuk stated that he would like the board to consider adding an inch of pavement to Badish Road to bring the road up to Class A so that the Debacker Dairy could truck out their finished products during weight restrictions.

Public comments – Discussion returned to the three-way road funding program, with John Nelson asking the road commission to reconsider the amount of the trucking cost for the gravel, and also if the road commission would contribute the trucking cost of the gravel up to the amount of gravel that would have normally been laid outside of the three-way program. A 5 year average of the amount of gravel put down for the townships without trucking costs will be prepared by the road commission staff for review. Jim Moraska stated that the townships have not had money to put into the roads for the past several years. John Nelson, Jim Moraska and Joe Linder all stated the need for additional funding for roads in the county. There will be another meeting of the ad-hoc committee on Thursday, August 11, to discuss the issues further.

Dave Wesoloski asked if Birch Creek Road would still be patched this year. Moilanen stated that it would.

There being no further business, Betzinger declared the meeting adjourned at 10:25 a.m.

Road Commission Finance Director/Clerk

Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Wednesday, August 17, 2011. Vice-Chair Anderson called the meeting to order at 9:09 a.m. with the following persons present or absent:

PRESENT: William Anderson, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present was Mark Jasper.

ABSENT: Roger Betzinger

The Pledge of Allegiance was recited.

Public comments – None.

Public Appearances – None.

Open bids for guardrail installation on Old US2/41 over Wilson Creek – Bids were received and read aloud as follows:

Snowden, Escanaba, MI - \$24,499.56

Moved by Kakuk, seconded by Anderson, to award the bid to Snowden, if no irregularities were found. Carried unanimously.

Designate person authorized to vote at the CRASIF Annual Meeting – Moved by Anderson, seconded by Kakuk, to list Kakuk as the authorized voter and Anderson as the alternate. Carried unanimously.

Other Business – Moilanen requested permission to bid out the pavement patch undercuts and/or obtain quotes for trucking due to the heavy work load of the road commission crews which may not allow time for them to complete all of the necessary work. Moved by Kakuk, seconded by Anderson to allow Moilanen to go out for bids/quotes as needed. Carried unanimously.

Moilanen requested permission to put surplus items in the annual auction that Marinette County would be holding in the fall, pending discussion with the auctioneer, Superior Auction, regarding any sales tax issues, etc. Moved by Anderson, seconded by Kakuk to grant permission. Carried unanimously.

Kakuk asked about the work to be done on US41 on Hubbard's hill south of Stephenson. Moilanen stated that MDOT wants to have the shoulders cut, the old material hauled out and gravel added for better drainage on this hill and also in Carney north of UP Telephone's office.

Anderson asked the width of the geogrid that is being used on various jobs. Moilanen stated that the rolls are generally about 13 feet wide, and the geogrid is overlapped when placed.

Public Comments – None.

There being no further business, Anderson declared the meeting adjourned at 9:22 a.m.

Road Commission Finance Director-Clerk

Road Commission Vice-Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Wednesday, August 24, 2011. Chair Betzinger called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Bonnie Nyquist and Mark Jasper.

ABSENT: None

The Pledge of Allegiance was recited.

Public comments – None.

Public Appearances – None.

Open bids for crushed gravel – Bids were received and read aloud as follows:

Iron City Enterprises, Menominee: Area 1: 2.99/ton; total \$40,365.00
Area 2: 4.45/ton; total \$50,062.50

A Lindbergh & Sons, Ishpeming: Area 1: 3.25/ton; total \$43,875.00
Area 2: 4.25/ton; total \$47,812.50

Northstar Crushing & Screening, Gladstone: Area 1: 3.97/ton; total \$53,595.00
Area 2: 4.66/ton; total \$52,425.00

Northstar noted that they would not be able to meet the October 21, 2011 deadline.

Havelka Construction, Wallace: Area 1: 4.00/ton; total \$54,000.00
Area 2: 5.75/ton; total \$64,687.50

Havelka noted that Area 2 would be 100% crush blasted rock.

Payne & Dolan, Gladstone: Area 1: 4.70/ton; total \$63,450.00
Area 2: No Bid

Payne & Dolan provided an alternate bid to crush all 24,750 tons in the Area 1 pit at 3.76/ton for a total cost of \$93,060.00.

Moved by Anderson, seconded by Kakuk, to have the bids tabulated and to award the bid at the August 31, 2011 meeting. Carried unanimously.

Discuss correspondence regarding request for signs at the Carney Fen – Moved by Anderson, seconded by Kakuk, to allow placement of the signs as long as there is no expense to the road commission. Carried unanimously.

Permission to sign two-party agreement with Hannahville Indian Community for sign installation – Moved by Anderson, seconded by Kakuk to have the Chair sign the agreement. Carried unanimously.

Discuss bid opening/award for dirt work for pavement patches – Moved by Kakuk, seconded by Anderson to hold a special meeting on Wednesday, August 31, 2011 at 9:00 a.m. for the purpose of opening/reviewing bids for the dirt work for the various pavement patches. Carried unanimously.

Other Business – Moilanen stated that Gourley Township is applying for 2% Grant funds from the Hannahville Indian Community to use toward chip sealing the remaining part of Depas Lane. The township would like a letter of support from the road commission for the project. Moved by Anderson, seconded by Kakuk to have a Resolution and Letter of Support prepared. Carried

unanimously. Moilanen also noted that Gourley Township officials wanted to express their appreciation to the road commission crew for the great job they have done with grading, mowing, etc. within their township.

Moilanen stated that Birch Creek Road is in need of drains, culverts, grade lift and geogrid in the area of O-1 Lane and that Menominee Township has said they will pay 50% of the cost of the project. It is estimated that the total project cost would be approximately \$40,000.00. Moved by Kakuk, seconded by Anderson to proceed with the project, splitting the cost with Menominee Township. Carried unanimously.

Moilanen stated that he had received an invitation from Aquila Resources / Back Forty Project for the commissioners to attend a luncheon on August 25, 2011 at 12:30 p.m. at Menominee River Golf Club to hear speakers from HudBay. All three commissioners agreed to attend.

Kakuk asked the status of the CR338 project. Moilanen stated work would be starting this week and that there is about three weeks of dirt work to be done prior to paving.

Public Comments – Mark Jasper asked if the road commission intended to hire any additional employees. Moilanen stated no, due to the road commission is moving toward becoming a maintenance only organization.

There being no further business, Betzinger declared the meeting adjourned at 9:29 a.m.

Road Commission Finance Director-Clerk

Road Commission Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Wednesday, August 31, 2011. Chair Betzinger called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present was Mark Jasper.

ABSENT: None

The Pledge of Allegiance was recited.

Public comments – None.

Public Appearances – None.

Open bids for dirt work for pavement patches – Bids were received and read aloud as follows:

Sally Ann Construction, Inc., Vulcan, MI: \$125,555.00

Havelka Construction, Wallace, MI: \$133,720.00

Havelka Construction, Wallace, MI: \$112,345.00 (Alternate bid for pulverizing the existing base and revising as 22A gravel)

Moved by Anderson, seconded by Kakuk, to award the bid to Havelka Construction at their alternate bid amount of \$112,345.00. Carried unanimously.

Award bid for gravel crushing – Moved by Anderson, seconded by Kakuk, to award the bid to Iron City Enterprises at their low total bid of \$90,427.50. Carried unanimously.

Sign contracts with Payne & Dolan for paving projects – Contracts for paving on Old US2/41 and the 2011 HMA Pavement Patches were signed by the board.

Permission to sign contract with Michigan Department of Treasury for annual audit – Moved by Anderson, seconded by Kakuk to sign the contract for the financial audit for the FYE 09/30/11. Carried unanimously.

Other Business – Moilanen presented the contract with Harris Township for the township's share of the cost of the F-4 Lane bridge. The contract was signed by the commissioners.

Kakuk reviewed the candidates for the open trustee positions on the CRASIF Board. The positions will be voted on at the CRASIF annual meeting on September 7, 2011.

Public Comments – Mark Jasper asked what part of Spring Green Road Harris Township was considering reconstructing. Moilanen stated it was the 1 ½ mile length starting at CR 557.

Mark Jasper also asked what portion of the damage to K-1 Road was caused by the commercial manure hauling operation last spring. Moilanen stated it may be about 50 – 60%. Mr. Jasper asked what the road commission planned to do about the repair cost once the road was patched. Moilanen stated the information would then be presented to the prosecuting attorney. Kakuk stated that some of the southern Michigan counties that had encountered the same problems were turning their roads back to gravel.

There being no further business, Betzinger declared the meeting adjourned at 9:27 a.m.

Menominee County Road Commission
FISCAL 2011/2012 RECOMMENDED BUDGET

	FY 2009/2010 <u>Actual Prior</u>	FY 2010/2011 <u>Est. Current</u>	Budget 2011/2012 <u>Recommended</u>
<u>REVENUES</u>			
Mich. Transportation Funds	\$3,240,611	\$3,239,426	\$3,239,426
Special State Funds	562,350	773,039	241,023
Federal Funds	2,089,071	569,064	1,388,800
County Raised Funds	1,232,828	1,375,539	1,331,781
Gain/Loss Equip. Disposal	77,561	0	5,000
Other Contributions	<u>26,200</u>	<u>15,500</u>	<u>0</u>
TOTAL REVENUES	<u>\$7,228,621</u>	<u>\$5,972,568</u>	<u>\$6,206,030</u>
<u>EXPENDITURES</u>			
Primary Roads	2,409,743	1,966,941	3,080,554
Local Roads	2,571,645	1,975,269	1,796,355
State T/L Maintenance	576,499	550,000	550,000
TWA/Other T/L Maintenance	17,075	15,625	12,500
Equipment Expense (Net)	(26,445)	(265,000)	(160,000)
Administrative Expense (Net)	323,701	178,700	178,925
Distributive Expense	827,240	1,489,456	1,465,000
Capital Outlay (Net)	143,274	529,710	(55,000)
Miscellaneous	1,169	970	1,500
Special Projects	0	0	0
Contingencies	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$6,843,901</u>	<u>\$6,441,671</u>	<u>\$6,869,833</u>
	YEAR END		
Budgeted Net Revenue (Expenditures)	9/30/2012		(<u>\$663,803</u>)
(NOTE: 4% Township Funds from prior years)			
	YEAR END		
Current Estimated Operating Surplus (Deficit)	9/30/2011	(\$469,103)	
Accumulated Avail. Surplus (Deficit)	DATE		
from Prior Yrs.	9/30/2010	<u>\$2,642,576</u>	
	9/30/2011		\$2,173,473
Projected Surplus at End of Budget Year (2011/2012)			<u>\$1,509,670</u>

Adopted: September 13, 2011

FISCAL 2011/2012 RECOMMENDED BUDGET
REVENUES

	FY 2009/2010 Actual Prior	FY 2010/2011 Est. Current	Budget 2011/2012 Recommended
<u>MICH. TRANSPORTATION FUNDS</u>			
Engineering	10,000	10,000	10,000
Primary Roads	1,973,552	1,973,000	1,973,000
Local Roads	1,191,436	1,191,000	1,191,000
Primary Urban	55,551	55,500	55,500
Local Urban	7,548	7,500	7,500
Snow Funds	2,524	2,426	2,426
Total Mich. Transportation Funds	3,240,611	3,239,426	3,239,426
<u>SPECIAL STATE FUNDS</u>			
Forest ("E") Funds	161,023	161,023	161,023
"D" Funds	226,107	137,016	80,000
Exchange Fed. for State Funds	0	0	0
Local Bridge Funds	175,220	475,000	0
Total Special State Funds	562,350	773,039	241,023
<u>FEDERAL FUNDS</u>			
STP	356,187	269,691	540,800
Critical Bridge Funds	934,505	32,729	0
B.I.A.	95,772		768,000
Federal "D" Funds	284,559	265,505	80,000
ARRA Funds	414,211	1,138	0
High Priority Funds	3,836		
Total Federal Funds	2,089,071	569,064	1,388,800
<u>COUNTY RAISED FUNDS</u>			
State Trunkline Maintenance	565,922	550,000	550,000
TWA/Other T/L Maint.	17,075	15,625	12,500
Twp. Contributions	394,131	175,000	332,725
Hannahville 2% Funds	23,665	27,500	20,000
Interest Earned	20,263	17,000	15,000
State Critical Bridge	0	0	0
County 3-Way Road Program		48,939	382,806
Other	211,772	541,475	18,750
Total County Raised Funds	1,232,828	1,375,539	1,331,781
Gain/Loss on Equip. Disposal	77,561	0	5,000
Other Contributions	26,200	15,500	0
Total Revenues	7,228,620	5,972,567	6,206,030

FISCAL 2011/2012 RECOMMENDED BUDGET
EXPENDITURES

	FY 2009/2010 <u>Actual Prior</u>	FY 2010/2011 <u>Est. Current</u>	Budget 2011/2012 <u>Recommended</u>
<u>PRIMARY ROADS</u>			
Preservation Improvements/Roads	1,664,677	987,600	2,020,554
Preservation Improvements/Structures	8,684	0	90,000
Routine Preventive Maintenance	427,103	636,640	450,000
Routine Winter Maintenance	289,070	322,701	500,000
Routine Structure Maintenance	20,209	20,000	20,000
Total Primary Roads	<u>2,409,743</u>	<u>1,966,941</u>	<u>3,080,554</u>
<u>LOCAL ROADS</u>			
Local Const/Capacity Improvement	477,613	0	0
Preservation Improvements/Roads	377,266	319,939	596,355
Preservation Improvements/Structures	805,443	731,625	180,000
Routine Preventive Maintenance	739,474	774,600	800,000
Routine Winter Maintenance	151,604	129,105	200,000
Routine Structure Maintenance	20,245	20,000	20,000
Total Local Roads	<u>2,571,645</u>	<u>1,975,269</u>	<u>1,796,355</u>
STATE T/L MAINTENANCE	<u>576,499</u>	<u>550,000</u>	<u>550,000</u>
TWA/OTHER T/L MAINTENANCE	<u>17,075</u>	<u>15,625</u>	<u>12,500</u>
<u>EQUIPMENT EXPENSE (NET)</u>			
Direct Expense	752,042	450,000	550,000
Indirect Expense	341,826	315,000	320,000
Operating Expense	243,851	350,000	350,000
Less Rental Credits	(1,364,164)	(1,380,000)	(1,380,000)
Net Equipment Expense	<u>(26,445)</u>	<u>(265,000)</u>	<u>(160,000)</u>
<u>ADMINISTRATIVE EXPENSE (NET)</u>			
Administrative Expense	385,081	240,000	240,000
Less Handling	(1,260)	(1,300)	(1,075)
Less State Overhead	(60,120)	(60,000)	(60,000)
Net Administrative Expense	<u>323,701</u>	<u>178,700</u>	<u>178,925</u>
<u>DISTRIBUTIVE EXPENSE</u>			
Fringe Benefits	660,234	1,289,456	1,290,000
Other	167,005	200,000	175,000
Total Distributive Expense	<u>827,240</u>	<u>1,489,456</u>	<u>1,465,000</u>
<u>CAPITAL OUTLAY (NET)</u>			
Capital Outlay	322,747	784,710	200,000
Less Depreciation	(179,277)	(250,000)	(250,000)
Less Equip. Retirement	(196)	(5,000)	(5,000)
Net Capital Outlay	<u>143,274</u>	<u>529,710</u>	<u>(55,000)</u>
MISCELLANEOUS	<u>1,169</u>	<u>970</u>	<u>1,500</u>
SPECIAL PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>
CONTINGENCIES	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>6,843,901</u>	<u>6,441,671</u>	<u>6,869,833</u>

MINUTES

TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408
FAX 906-863-7392

Regular Session Committee Meeting 4:00 p.m. – 8/17/2011

MEMBERS PRESENT: Pearson, Lakari, Berman, Hartz, Furlong and Sauve

MEMBERS EXCUSED:

MEMBERS ABSENT:

OTHERS PRESENT: Airport Manager Sreen, Eagle Herald and Peshtigo Times

1. Call to order.

Pearson called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

3. Approve/Amend agenda

Motion (Hartz/Lakari) to move agenda item 11 to before item 7. To add agenda item "Discuss/consider Young Eagles fuel purchase" as item 12. Motion carries. No negative votes.

4. Approve/amend minutes

7/20/2011 Regular Meeting

Motion (Berman/Hartz) to approve as presented. Motion carries. Furlong opposed.

5. Public comment

None

6. Discuss/consider guest speaker Dan McGraw, action if any

Mr. McGraw spoke to the board about the importance of aviation in our community and nation wide.

7. Discuss/consider approving Bylaws that were adopted July 20, 2011, action if any

Motion (Hartz/Berman) to approve Bylaws as presented. Motion carries. No negative votes.

8. Discuss/consider fuel farm upgrade and funding, action if any

Motion (Hartz/Sauve) to move forward with information on money and time and bring back to the next meeting. Motion carries. No negative votes.

9. Discuss/consider Manager attending the Michigan Association of Airport Executives (MAAE) conference 9/12 thru 9/16, action if any

Motion (Furlong/Berman) to allow manager to attend conference. Motion carries. No negative votes.

10. Discuss/consider Marinette County tourism guide advertisement, action if any

Motion (Sauve/Furlong) to not advertise at this time. Motion carries, 5/0. Nick Lakari elects to not participate due to being on the Economic Development/Tourism Committee. No negative votes.

11. Discuss/consider Young Eagles program and the TCAC funding the fuel.

Motion (Hartz/Berman) for the TCAC to authorize paying for the Young Eagles fuel. Motion carries. No negative votes.

12. Managers report:

- a. **Discuss/consider Profit and Loss for 7/2011, action if any**
- b. **Discuss/consider Recon Summary for 7/2011, action if any**
- c. **Discuss/consider Vendor balance for 7/2011, Action if any**
- d. **Discuss/consider Customer balance for 7/2011, action if any**
- e. **Discuss/consider Check Detail and paying monthly bills for 7/2011 and 8/2011 action if any**
- f. **Discuss/consider Airport Traffic for 7/2011, action if any**

F was discussion only.

Motion (Berman/Hartz) to accept Managers report and to put all on file. Motion carries, no negative votes.

13. Communication/correspondence.

Letter from Epic Aviation

14. Dialog between Manager and TCAC.

13. Dialog between airport users and the TCAC

14. Public comment.

Tony Krysiak commented on revenue from businesses on the field (Freight Runners)

15. Schedule next meeting

4:00 p.m., 9/21/2011

16. Adjourn

Motion (Sauve/Furlong) to adjourn. Motion carried. No negative Votes.

1:20 PM

09/08/11

Twin County Airport
Reconciliation Summary
Checking Account, Period Ending 08/29/2011

	<u>Aug 29, 11</u>
Beginning Balance	47,028.92
Cleared Transactions	
Checks and Payments - 26 items	-74,415.95
Deposits and Credits - 11 items	29,420.09
Total Cleared Transactions	<u>-44,995.86</u>
Cleared Balance	<u>2,033.06</u>
Uncleared Transactions	
Checks and Payments - 4 items	-1,066.40
Total Uncleared Transactions	<u>-1,066.40</u>
Register Balance as of 08/29/2011	<u>966.66</u>
New Transactions	
Checks and Payments - 10 items	-15,885.32
Deposits and Credits - 1 item	17,000.00
Total New Transactions	<u>1,114.68</u>
Ending Balance	<u>2,081.34</u>

1:15 PM

09/08/11

**Twin County Airport
Reconciliation Summary
Fuel Sales Bank Account, Period Ending 08/31/2011**

	<u>Aug 31, 11</u>
Beginning Balance	36,161.56
Cleared Transactions	
Checks and Payments - 1 item	-14,000.00
Deposits and Credits - 30 items	19,647.13
Total Cleared Transactions	<u>5,647.13</u>
Cleared Balance	<u>41,808.69</u>
Uncleared Transactions	
Checks and Payments - 2 items	-52.78
Total Uncleared Transactions	<u>-52.78</u>
Register Balance as of 08/31/2011	<u>41,755.91</u>
New Transactions	
Checks and Payments - 1 item	-17,000.00
Total New Transactions	<u>-17,000.00</u>
Ending Balance	<u>24,755.91</u>

1:08 PM

09/08/11

**Twin County Airport
Reconciliation Summary
Capital Projects Account, Period Ending 08/31/2011**

	<u>Aug 31, 11</u>
Beginning Balance	15,386.63
Cleared Transactions	
Deposits and Credits - 1 item	21.23
Total Cleared Transactions	<u>21.23</u>
Cleared Balance	<u>15,407.86</u>
Register Balance as of 08/31/2011	15,407.86
Ending Balance	15,407.86

1:22 PM

09/08/11

**Twin County Airport
Check Detail
August 2011**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DB E...	8/4/2011	MasterCard	Checking Account		-93.56
				Mastercard	-93.56	93.56
TOTAL					-93.56	93.56
Bill Pmt -Check	12296	8/3/2011	blueglobes lic	Checking Account		-144.85
Bill	I #MN...	7/15/2011		Bulbs/signs	-144.85	144.85
TOTAL					-144.85	144.85
Bill Pmt -Check	12297	8/3/2011	EPIC Aviation	Checking Account		-184.05
Bill	Inv #...	7/19/2011		Airfield Maintenanc...	-184.05	184.05
TOTAL					-184.05	184.05
Bill Pmt -Check	12298	8/3/2011	Halron Lubricants ...	Checking Account		-308.80
Bill	Inv #3...	7/27/2011		Aviation Oil Purchase	-308.80	308.80
TOTAL					-308.80	308.80
Bill Pmt -Check	12299	8/3/2011	Norway Springs, Inc	Checking Account		-24.15
Bill	07/20...	8/1/2011		Supplies	-24.15	24.15
TOTAL					-24.15	24.15
Bill Pmt -Check	12300	8/3/2011	Pendl Companies	Checking Account		-89.00
Bill	I #03...	7/22/2011		Supplies	-89.00	89.00
TOTAL					-89.00	89.00
Bill Pmt -Check	12301	8/3/2011	Treasurer, Menom...	Checking Account		-3,809.77
Bill	7/29/...	7/29/2011		Salary/Wages	-3,809.77	3,809.77
TOTAL					-3,809.77	3,809.77
Bill Pmt -Check	12302	8/3/2011	Waste Manageme...	Checking Account		-66.90
Bill	I#128...	8/1/2011		Sanitary Sup	-66.90	66.90
TOTAL					-66.90	66.90
Bill Pmt -Check	12303	8/3/2011	Yingling Aviation	Checking Account		-1,183.55
Bill	I#INV...	8/2/2011		Repairs	-1,183.55	1,183.55
TOTAL					-1,183.55	1,183.55
Bill Pmt -Check	12304	8/4/2011	Air BP Aviation Se...	Checking Account		-38,050.60
Bill	Inv #6...	7/11/2011		Fuel Purchase	-38,050.60	38,050.60
TOTAL					-38,050.60	38,050.60
Bill Pmt -Check	12305	8/5/2011	Spreen, T	Checking Account		-10.17
Bill	6/16/11	8/4/2011		Meals	-10.17	10.17
TOTAL					-10.17	10.17

1:22 PM

09/08/11

**Twin County Airport
Check Detail
August 2011**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12306	8/15/2011	Air BP Aviation Se...	Checking Account		-2.00
Bill	Inv #...	7/31/2011		Fuel Purchase	-2.00	2.00
TOTAL					-2.00	2.00
Bill Pmt -Check	12307	8/15/2011	ARAMARK	Checking Account		-118.34
Bill	July, ...	7/29/2011		Employee Uniforms	-118.34	118.34
TOTAL					-118.34	118.34
Bill Pmt -Check	12308	8/15/2011	Graybar	Checking Account		-13.40
Bill	I #95...	8/2/2011		Repairs	-13.40	13.40
TOTAL					-13.40	13.40
Bill Pmt -Check	12309	8/15/2011	Holiday Fleet	Checking Account		-155.96
Bill	July, ...	7/28/2011		Fuel/Oil	-155.96	155.96
TOTAL					-155.96	155.96
Bill Pmt -Check	12310	8/15/2011	Nerat Merchandisi...	Checking Account		-20.00
Bill	I #56...	8/4/2011		Bulbs/signs	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	12311	8/15/2011	Office Planning Gr...	Checking Account		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	12312	8/15/2011	Time Warner Cable	Checking Account		-244.48
Bill		7/26/2011		Phone/Cable/Internet	-244.48	244.48
TOTAL					-244.48	244.48
Bill Pmt -Check	12313	8/15/2011	Twin City Electric	Checking Account		-12.72
Bill	I #80...	7/18/2011		Repairs	-12.72	12.72
TOTAL					-12.72	12.72
Bill Pmt -Check	12314	8/15/2011	Walter Bros, True ...	Checking Account		-5.49
Bill	July, ...	7/31/2011		Repairs	-5.49	5.49
TOTAL					-5.49	5.49
Bill Pmt -Check	12315	8/15/2011	WI Public Svc Corp	Checking Account		-627.08
Bill		7/26/2011		Gas/Elect	-26.13	26.13
				Gas/Elect	-26.04	26.04
				Gas/Elect	-10.37	10.37
				Gas/Elect	-506.07	506.07
				Gas/Elect	-58.47	58.47
TOTAL					-627.08	627.08
Bill Pmt -Check	12316	8/16/2011	State of Michigan-...	Checking Account		-1,271.64
Bill	July, ...	8/15/2011		Credit Card Charges	-1,271.64	1,271.64

1:22 PM

09/08/11

**Twin County Airport
Check Detail
August 2011**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
TOTAL					-1,271.64	1,271.64
Bill Pmt -Check	12317	8/25/2011	Amway Grand Plaza	Checking Account		-601.92
Bill	MAA...	8/19/2011		Lodging	-601.92	601.92
TOTAL					-601.92	601.92
Bill Pmt -Check	12318	8/25/2011	MAAE	Checking Account		-200.00
Bill	8/12-...	8/19/2011		Meetings/Conferenc...	-200.00	200.00
TOTAL					-200.00	200.00

1:35 PM

09/08/11

**Twin County Airport
Vendor Balance Summary
As of August 31, 2011**

	<u>Aug 31, 11</u>
ARAMARK	173.41
Automotive Supply Company	67.50
Cellcom	52.60
Francour Oil Co	36.90
Menominee Industrial Supply	9.63
Nerat Merchandising	56.00
Office Planning Group	2,200.00
Schroeder Implement	129.00
Swenson Enterprises, Inc	1,236.90
Time Warner Cable	245.27
Treasurer, Menominee County	8,728.24
Twin City Concrete	3,205.37
Walter Bros, True Value	23.05
WI Public Svc Corp	602.65
TOTAL	<u>16,766.52</u>

1:58 PM

09/08/11

Twin County Airport
Customer Balance Summary
As of August 31, 2011

	<u>Aug 31, 11</u>
Coldwell Banker	100.00
Cramer, Ken	150.00
Enstrom Helicopter Corp.	5,676.44
FAA	575.00
Freight Runners	1,429.45
Green Bay Packaging	300.00
Martin, Dennis	176.72
Townsend, Dave	750.00
TOTAL	<u>9,157.61</u>

Twin County Airport
Profit & Loss Budget vs. Actual
 October 2010 through August 2011

	Oct '10 - Aug 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Commission	8,225.18	4,358.33	3,866.85
Fees	45,769.15	31,075.00	14,694.15
Fuel Sales	223,705.60	113,437.50	110,268.10
Reimbursement -Supplies	174.18		
Total Income	<u>277,874.11</u>	<u>148,870.83</u>	<u>129,003.28</u>
Cost of Goods Sold			
Aviation Fuel Purchases	196,007.58	78,750.00	117,257.58
Total COGS	<u>196,007.58</u>	<u>78,750.00</u>	<u>117,257.58</u>
Gross Profit	81,866.53	70,120.83	11,745.70
Expense			
Aviation Oil Purchase	308.80		
Buildings & Grounds	26,356.51	10,312.51	16,044.00
Capital Outlay Expense	-2,500.00	4,000.00	-6,500.00
Depreciation Expense	198,173.34		
Insurance	35,679.91	42,166.66	-6,486.75
Lic/Permits	560.00	870.83	-310.83
Marketing	2,943.15	3,208.33	-265.18
Meetings/Conferences	4,247.82	2,291.67	1,956.15
Office Expense	3,295.47	916.67	2,378.80
Processing Fee	5,115.53		
Prof Svc	4,433.75	3,666.67	767.08
Salary/Wages	74,494.97	77,641.67	-3,146.70
Utilities	15,517.55	21,450.00	-5,932.45
Total Expense	<u>368,626.80</u>	<u>166,525.01</u>	<u>202,101.79</u>
Net Ordinary Income	-286,760.27	-96,404.18	-190,356.09
Other Income/Expense			
Other Income			
Appropriation	112,280.00	124,000.00	-11,720.00
Disposal of Fixed Assets	6,250.00		
Fed/State Contributed Capital	78,555.26		
Total Other Income	<u>197,085.26</u>	<u>124,000.00</u>	<u>73,085.26</u>
Net Other Income	<u>197,085.26</u>	<u>124,000.00</u>	<u>73,085.26</u>
Net Income	<u><u>-89,675.01</u></u>	<u><u>27,595.82</u></u>	<u><u>-117,270.83</u></u>

1:59 PM
09/08/11
Accrual Basis

Twin County Airport Fuel Sales Report August 2011

	<u>Aug 11</u>	<u>Oct '10 - Aug 11</u>
Ordinary Income/Expense		
Income		
Fuel Sales		
Business Charge Accounts	2,439.25	50,194.22
Credit Card Charges	14,775.28	173,511.38
Total Fuel Sales	<u>17,214.53</u>	<u>223,705.60</u>
Total Income	17,214.53	223,705.60
Cost of Goods Sold		
Aviation Fuel Purchases		
Equipment Fuel Purchase	0.00	5,111.90
Fuel Purchase	0.00	190,887.11
Aviation Fuel Purchases - Other	0.00	8.57
Total Aviation Fuel Purchases	<u>0.00</u>	<u>196,007.58</u>
Total COGS	<u>0.00</u>	<u>196,007.58</u>
Gross Profit	<u>17,214.53</u>	<u>27,698.02</u>
Net Ordinary Income	<u>17,214.53</u>	<u>27,698.02</u>
Net Income	<u><u>17,214.53</u></u>	<u><u>27,698.02</u></u>

B Y - L A W S
TWIN COUNTY AIRPORT COMMISSION
Approved August 17, 2011

Pursuant to the agreement establishing the Menominee/Marinette Twin County Airport Commission and its Board of Directors, the Board adopts the following Bylaws:

A R T I C L E I

NAME

- A. The name of the organization shall be the Menominee/Marinette Twin County Airport Commission. For convenience sake, hereinafter referred to as the Twin County Airport Commission or the Commission.

- B. The following Rules and Regulations are adopted and shall, until amended or repealed by act of the Twin County Airport Commission constitutes the Rules of Order to govern the conduct of business of the Twin County Airport Commission.

ARTICLE II

STRUCTURE

- A. The Fiscal Year for this Commission shall be October 1 through September 30.

- B. There shall be appointed a governing and policymaking Board of Commissioners composed of six (6) members. Three (3) from Menominee County, Michigan and three (3) from Marinette County, Wisconsin. Each County membership shall consist of two (2) County Board members and one (1) layperson, appointed by the respective County Board.

- C. In the event a member of the Airport Commission, is also a member of the County Board terminates their position as a member of the County Board, they shall be considered to have resigned as a member of the Airport Commission and a vacancy created. Any vacancy so created, shall be filled for the remaining term thereof by appointment, and approval by its respective County Board. The same policy shall apply and hold true for laypersons that are members of the Airport Commission.

- D. The respective County Board has the power for removal of its appointees from the Airport Commission. However, there must be just cause; written charges must be given to the Airport Commissioner being accused, and if the Airport Commissioner requests, (s) he must be given a hearing by the respective County Board, which then renders its decision.

A R T I C L E I I I

OFFICERS

- A. The officers of the Board shall be selected from the Commission membership and shall consist of a Chairperson, Vice-Chairperson and a Secretary/Treasurer. Their respective terms are to be for a period of one (1) year, from January 1 through December 31, with election being held the first meeting in January of each year.

ARTICLE IV

DUTIES OF OFFICERS

- A. Chairperson shall be the Chief Executive Officer and shall preside over and conduct all meetings of the Commission and its members. (S) he shall have the power to appoint Standing and Special Committees, subject to Commission approval, and shall be an ex-officio, non-voting, member of all of the Committees.
- B. Vice-Chairperson, shall preside over all meetings of the Commission, and shall perform all duties, in the absence of the Chairperson.
- C. Secretary/Treasurer shall attend all meetings of the Commission and shall preserve, in true and complete minutes of all proceedings of such meetings. The Secretary/Treasurer shall send minutes of previous meetings, together with financial reports and meeting notices to all members.

ARTICLE V

COMPENSATION

- A. Compensation to all Commission Members shall be in conjunction with each county's rates of per-diem, mileage and other expenses necessary to carry on the business of the Commission.

ARTICLE VI

ADMINISTRATION

A. Responsibilities of the Commission

1. Personnel

- a. The Commission shall employ an Airport Manager who shall be the recorder for the Commission. In the event of the Airport Manager's absence the Commission Secretary will act as temporary recorder for commission meetings and other related functions. The Airport Manager shall be hired by a majority vote of the full Commission, and may be removed from office only for cause; defined as including but not limited to the duties described in paragraph B, below, and then only by a majority vote of the full Commission.
- b. The Twin County Airport Commission shall have the duty to advertise interview and select the hiring of an Airport Manager. Shall screen all applicants for interview and are responsible for negotiations for wages and benefits
- c. The Airport Manager is empowered to fill all staff positions provided for in the adopted budget with the approval of the Commission. Subordinate staff shall only be removed from office by the Commission with or without recommendation of the Airport Manager, or for cause, by a majority vote of the full Commission.

B. Duties of the Airport Manager

- 1. Develop and implement administrative, environmental, maintenance and safety programs or as directed by the Commission.
- 2. Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record and transcribe minutes of board meetings in compliance with the open meeting laws, prepare checks for payment, prepare routine correspondence and advise news media

of pending board meetings.

3. Seek to obtain State and Federal Grants for Airport Development Projects and each application to be approved by the Airport Commission.
4. Responsible for recruitment, placement, orientation and termination of employees. The Commission must approve termination of employees, by a majority vote **of the full commission.**
5. Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
6. Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
7. Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Commissioners apprised of matters dealing directly with the problem(s).
8. Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Commission.
9. Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Commission. Retain records for a period of three years, or such period required by the Commission.
10. Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
11. Promote utilization and expansion of the airport towards a goal of financial self-support.
12. Develop recommendations for preparation of the annual budget and report status to the Commission on a monthly basis.
13. Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the full board.
14. Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
15. Performs as Freedom of Information Act, (FOIA) Coordinator and shall be responsible for accepting and processing requests for the public body's public records and shall be responsible for approving a denial. FOIA Coordinator may designate another individual to act on his behalf in accepting and processing requests for the public body's public records, and approving a denial.
16. The Airport Manager is the designated person to be the keeper of all public records.

C. Fiscal Control

All funds pertaining to the operation of the Twin County Airport shall be deposited in a local bank and accounted for by the Marinette County Finance Officer, compiling a balance sheet and the statement of income, revenues, expenses and cash flows in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Menominee County Treasurer's Office shall appear on the banking account. A copy of the monthly compilation and annual financial report is to be submitted to Treasurer's Office of Menominee and Marinette Counties.

All payment check vouchers shall contain the signatures of the TCAC Commissioners and/or the Airport Manager as indicated on the official bank signature card.

D. Committees of the Commission.

- a. Executive/Finance Committee shall consist of the officers of the Commission, elected by the Commission and shall have the power to transact all regular business of the Commission during the period between meetings of the governing Commission, subject to any prior limitations imposed by the governing Commission and with the understanding that all matters of major importance will be referred to the governing Commission. The Executive/Finance Committee shall be responsible for the preparation, and shall submit to the governing Commission at its last meeting before the end of the fiscal year, a budget showing proposed expense for the ensuing fiscal year. Minutes of the Executive/Finance Committee meetings shall be submitted to the Commission and its actions shall be subject to the approval of the Commission at its next regular meeting.

Standing Committees shall consist of three members each:

- b. By-laws Committee is to, at least annually, review the by-laws, rules and regulations of the airport Commission and make amendment recommendations to the Commission of the Whole, when necessary.
- c. Planning Committee shall work with the Consulting Engineer, Michigan Bureau of Aeronautics, Wisconsin Bureau of Aeronautics and the Federal Aviation Administration to develop the Twin County Airport according to the Master Plan and the Michigan State Airport System Plan. Actions of the Planning Committee are subject to the approval of the Commission.
- d. Buildings and Grounds Committee shall have the duty to preserve all Twin County Airport real estate and buildings in an appropriate operational condition. Actions of the Building and Grounds Committee are subject to the approval of the Commission.
- e. The Personnel Committee shall be responsible for wages, hiring of coordinators and investigation of grievances, reviewing and updating personnel policies as well as any disciplinary action necessary. Personnel Committee recommendations are subject to the approval of the Commission.

E. Contracts

The Twin County Airport Commission may enter into contractual agreements, without discrimination against anyone in connection with the award and performance of any contract on the basis of race, color, sex, or national origin, on behalf of the Commission in order to carry out any of its: Planning, Administration, or Fiscal responsibilities. All contracts **shall be reviewed** by legal authority and subject to Commission approval prior to signing.

ARTICLE VII

MEETINGS

- A. Regular meetings shall be conducted as often as required, but not less than once, each month tentatively on the second Wednesday. The exact time and place of the regular meeting shall be announced in writing to all members at least five (5) days prior thereto. Special meetings of the Commission may be called at any time by the Chairperson, or in his/her incapacity, by the

Vice-Chairperson or by two (2) members of the Commission. Notice of regular meetings shall specify, by the agenda, the business to be transacted.

An official meeting shall be defined as that which has a quorum, composed of at least four (4) members of the Commission conducting business relative to the operation, development or maintenance of the Twin County Airport.

Meetings of a standing committee shall be at the call of the chair of the committee or by the written request of any two-committee members.

- B. Minutes shall be kept of each regular meeting, Committee meeting or special meeting of the Commission and copies thereof shall be mailed to each Commissioner for approval at a regular meeting and such other persons and agencies as the Commission may designate. Commission and committee meetings and other proceedings of the Twin County Airport Commission shall be governed by and conducted according to standard parliamentary practices.
- C. Commission meetings shall be open to the public and be governed by State and Local laws governing the meetings of local governmental bodies.
- D. Publicity, news releases and interviews shall only be with the knowledge and consent of this Commission and/or the Executive Committee.

ARTICLE VIII

PROCEDURES

Meetings shall be governed by "Roberts Rules of Order, Revised".

ARTICLE IX

AMENDMENTS

- A. These By-laws may be amended or repealed by the affirmative vote of the majority of the members of the Twin County Airport Commission present at any regular meeting. Notices of the proposed amendments or repeals shall be contained in the written notice of the meeting. Amendments are to be submitted to the Commission, **discussed**, and approval to be taken at the next regular meeting by a majority vote of the Commission.
- B. These By-laws were adopted as and for the By-laws of the Menominee/Marinette Twin County Airport Commission at the regular meeting of said Commission on **2011** and for approval at the next scheduled monthly meeting.

Approved August 17, 2011

Jim Pearson, Chairperson, TCAC

A T T A C H M E N T “ B ”

Twin County Airport
Credit Card Policy
August 17, 2011

The Commission Chairman is responsible for the issuance of **one credit card account** accounting, monitoring and retrieval and for overseeing compliance with the credit card policy.

The credit card may be used by individuals designated by the Commission Chairman for the purchase of goods or services for the official business of the TCA.

The individual using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the official business. The credit card may only be used for out-of-county expenses as follows: lodging, meals, tools, emergency auto expenses, fuel purchases, commercial transportation expense and rental vehicles. The credit card may only be used for in-county expenses as follows: Emergency auto expenses, fuel purchases, postage **and any other purchase approved in writing by the Commission Chairman.**

The individual who is issued the card is responsible for its protection and custody and shall immediately notify the Commission Chairman if the card is lost or stolen.

The individual must immediately surrender the card upon termination of employment.

The Commission Chairman will maintain a system of internal control to monitor the use of the credit cards.

The Commission Chairman **or** the designated individual **shall** approve credit card invoices before payment.

The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the of the initial statement date. The **TCA** shall comply with this provision of the credit card policy.

Misuse of credit cards shall be subject to discipline or criminal prosecution.

The policy will be incorporated as an attachment to the Bylaws.

The total combined credit limit of **the credit account** issued shall not exceed \$1000.00

Approved:

Jim Pearson, TCAC Chairman

August 17, 2011
Date

ATTACHMENT "A"

Twin County Airport Commission Purchasing Policy

Purpose: To obtain the necessary goods and services at the least cost for the effective and efficient operation of the TCA.

Authority: The provisions in this policy shall take effect immediately upon formal adoption by the TCAC.

Scope: These purchasing policies shall apply only to funds controlled by the TCAC.

Revision: These policies can be modified by a formal decision of the TCAC.

Responsibility: The Airport Manager is authorized to spend up to and including \$5,000 for maintenance, repair and/or goods in the everyday operation of the TCA. The Airport Manager shall not take any steps to circumvent the \$5,000 limit.

Standing Payment Approval: The TCAC may approve certain types of purchases, with a standing order for any of the following:

- Fuel purchases
- Employee payrolls and insurance
- Local share grant settlements, if funded from Airport's own reserve

Disposal of Surplus Property: It will be the policy of the Airport Manager to follow these steps in disposing of Airport surplus property.

1. Airport property to be disposed of must first be declared as surplus by the Airport Manager.
2. The Airport Manager will make available to the TCAC, Marinette County and Menominee County the list of available surplus property, which may be assigned to any department having governmental use for it.
3. Any surplus property not reassigned to other departments will then be disposed of in a public manner to be determined by the TCAC.

Purchasing Guidelines:

Written Quotation: Procurements of goods and services over \$500 shall be through obtaining quotations from one or more suppliers, if available.

Procurement of goods and services over \$500 and less than \$5,000 shall be obtained as follows:

1. Submit a written request to the TCAC or designated Committee.
2. Provide written quotes from three vendors to be attached to the request.

Procurement of goods and services over \$5,000 shall be through a sealed bid process in accordance with specification listed in an advertisement to bid. A project may not be

subdivided into individual items for the purpose of circumventing the bid procedure. When appropriate, bid specifications shall be prepared by proper professionals and shall be reviewed by the TCAC prior to being advertised. The appropriate committee of the TCAC shall open bids. All bids for which an outside professional prepared bid specifications shall be reviewed by that professional and he/she shall make a recommendation to the Commission regarding the bid award.

Formal Bid: The formal bid is for purchases or services exceeding \$5,000 requiring detailed written specifications and/or conditions associated with the purchase.

The Twin County Airport Commission reserves the right to reject any and all bids or quotes.

Services Contracts: It shall be the policy of the Twin County Airport Commission to enter into agreements with vendors of various products or services upon recommendation of the Building and Grounds Committee, Finance Committee and/or Planning Committee, and approval of the full commission.

Approved:

Jim Pearson, TCAC Chairman

August 17, 2011

Date

**Menominee-Delta-Schoolcraft
Community Action Agency**

GOVERNING BOARD MEETING

Thursday, July 21, 2011

Menominee VFW

12:15 p.m. (CST)

MINUTES

The meeting was called to order at 12:16 by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Gil Sablack, Schoolcraft
Myra Croasdell, Delta
George Arkens, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Tom Lippens, Delta
Charmaine Lehman, Schoolcraft
George Lyon, Schoolcraft
Karen Wigand, Delta
Mary Harrington, Delta
Dave Rivard, Delta
Ruth Helwig, Delta
Brenda Moya, Menominee
Ken Bryant, Schoolcraft
Beth Pletcher, Menominee
Pastor Ingmar Levin, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Pat Johnson, Receptionist
Theresa Nelson, RSVP Director
Kim Johnson, Early Childhood Director
Sally Kidd, Senior Services Director
Renelle Betters, Menominee Sr. Ctr. Admin.
Jenny Brault, Menominee Head Cook
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Beau Miller, Finance Director
Joe Dehlin, WX Director
Rick Rudden, WX Intake Specialist

MEMBERS ABSENT

Mari Negro, excused
Geri Nelson, excused
Helen Walker, excused
Bernie Lang, excused
John Stapleton, excused
Ken Penokie, excused
Dave Anthony, excused
Ernie Hoholik

ACCEPTANCE OF WALTER MULTERER'S REAPPOINTMENT

The Chair told the board that the Menominee Senior Center has reappointed Walter Multerer to represent them on the Governing Board. **DAVE RIVARD MOVED TO ACCEPT THE REAPPOINTMENT OF WALTER MULTERER TO REPRESENT THE MENOMINEE SENIOR CENTER ON OUR GOVERNING BOARD; SECONDED BY MR. LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF MAY 19, 2011 GOVERNING BOARD MINUTES

Members received a copy of the 5/19/2011 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM MR. LYON, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on July 14, 2011 and reviewed the Head Start credit card charges as well as the June Accounts payable schedules **AND HE MOVED FOR APPROVAL OF THE CAA JUNE ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE RIVARD; MOTION CARRIED. (see attachment "A")**

PERSONNEL COMMITTEE REPORT

The Chair called on William Dubord who reported that the Personnel Committee has met several times to review the Personnel Policies. They will be having another meeting very soon and hope to have the draft revision ready for the October Governing Board meeting.

NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

Karen Wigand called on George Lyon who reported that the following members have placed their names in nomination for the various board officer positions: Karen Wigand – Chair, Bernie Lang – Vice Chair, Ken Bryant – Secretary, Dan LaFoille – Treasurer. Mr. Lyon asked three times for nominations from the floor for each office and there were none. **TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR THE FOLLOWING SLATE OF OFFICERS: KAREN WIGAND – CHAIR, BERNIE LANG – VICE-CHAIR, SECRETARY – KEN BRYANT, TREASURER – DAN LAFOILLE. DAVE RIVARD SECONDED THE MOTION; MOTION CARRIED.** Bill congratulated and thanked the officers for volunteering to serve.

ACCEPTANCE OF 4/27/2011 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 4/27/2011 Head Start Policy Council minutes. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MR. RIVARD; MOTION CARRIED.**

APPROVAL OF 2011-2012 HEAD START APPLICATION

Chair Wigand called on Kim Johnson who thanked the 14 board members who participated in the budget and programmatic meetings required to prepare the application. She reviewed primary details regarding changes being made to accommodate increased operating costs since funding is expected to remain flat and operating costs continue to rise.

MR. LAFOILLE MOVED TO APPROVE THE 2011-2012 HEAD START APPLICATION, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED. (see attachment "B")

APPROVAL OF 2011-2012 EARLY HEAD START APPLICATION

Ms. Wigand called on Ms. Johnson who explained the Early Head Start application was part of the budget and programmatic meeting with the board as well, but it needs a separate motion. **MR. BRYANT MOVED TO APPROVE THE 2011-2012 EARLY HEAD START APPLICATION, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL OF 2010-2011 HEAD START/EARLY HEAD START SELF ASSESSMENT REPORT

The Chair called on Kim Johnson who reminded the members that some members participated in the self-assessment process when they visited a classroom or rode one of the buses this past Spring. This is a very involved process that includes all the staff as well. Members were given a copy of the report **AND IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. RIVARD; MOTION CARRIED. (see attachment "C")** Kim gave a special thanks to Myra Croasdell who gave a great deal of her time throughout the self-assessment and application process.

APPROVAL OF 2012-14 HS/EHS STRATEGIC PLAN

Members were given a copy of the 2012-14 Head Start/Early Head Start Strategic Plan for their review. There no questions or commens **AND THE STRATEGIC PLAN WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. RIVARD; MOTION CARRIED. (see attachment "D")**

ACCEPTANCE OF MAY & JUNE EARLY CHILDHOOD REPORTS

Members received copies of the May & June Early Childhood monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MARV MAYER, SECONDED BY GEORGE LYON; MOTION CARRIED.**

AUTHORIZATION TO APPLY FOR WAIVER FOR NON-FEDERAL SHARE

Ms. Wigand called on Kim Johnson who indicated we once again need to get a waiver for part of our non-federal share requirement, but it is about \$100,000 less than we anticipated. Kim told the members that our full obligation for non-federal share (in-kind) is \$765,536 and she will ask for an initial waiver of \$375,000 since the request has to be made 90 days before the end of the fiscal year. She noted that she will file subsequent updates as more in-kind is received so the total amount will be less than the \$375,000 request. **GIL SABLACK MOVED TO APPLY FOR A WAIVER FOR NON-FEDERAL SHARE FOR HEAD START, MR. MAYER SUPPORTED THE MOTION; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Mr. Dubord who indicated there is not much happening with the federal budget, primarily because of the current debt ceiling issues. **RUTH HELWIG MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. ARKENS SECONDED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

The Executive Director thanked the members for volunteering their time and expertise. Mr. Lippens thanked Cathy for coordinating the meeting details and the kitchen staff. Mr. Dubord told the board to keep board member Helen Walker in their thoughts and prayers and she continues to face a difficult health battle.

Ms. Wigand called on Marv Mayer who indicated there was a negative article in a recent Time magazine about the Head Start Program in general. The Executive Director indicated there have also been many good studies and reports on the benefits of Head Start.

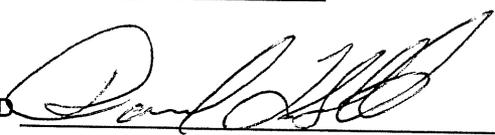
The Chair reminded the members that ***the next Governing Board meeting is Thursday, September 8, 2011.***

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM GEORGE LYON, SUPPORTED BY DAVE RIVARD; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF MAY & JUNE 2011 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	\$	302,333
EARLY HEAD START		94,646
EARLY-ON CHILDHOOD		3,387
GSRP		35,111
ASSET & LIABILITY ACCOUNTS		236,220
TOTAL	\$	671,697

SIGNED 
(TREASURER)

DATE 7-21-11

machinery 21

Finance Committee Meeting
Thursday, July 14, 2011
10:00 a.m.

MINUTES

The following were present: Dan LaFoille, Omer Doran, Karen Wigand, Bernie Lang, Pastor Levin, Bill Dubord and Beau Miller. Gil Sablack, excused

The committee reviewed the Head Start credit card charges from May 26 – June 23, 2011.

The members were mailed the CAA June accounts payables for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

The members were also mailed the HRA June accounts payables for their review and **THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

Mr. LaFoille asked if it is possible to have financial information presented on a year to year comparison. He indicated that it might be useful, but if it takes an inordinate amount of Finance Department time he understands. After discussion Beau said he will attempt to work within our system to see if this information is able to be easily presented.

Due to an oversight by Kim, a portion of the Head Start self-assessment was not completed. The committee recommended that Kim, Beau, Bill and Myra Croasdell (Head Start Policy Council Chair and Governing Board Rep.) meet prior to the 7/21/2011 Governing Board meeting to complete this assessment.

The meeting adjourned at 10:45 a.m. **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

**Finance Committee Meeting
Wednesday, June 29, 2011
1:00 p.m.**

MINUTES

The following were present: Dan LaFoille, Omer Doran, Karen Wigand, Bernie Lang, Pastor Levin, Bill Dubord, Beau Miller, Cathy Pearson. Gil Sablack, excused

Members were mailed a copy of the Head Start credit card charges from April 26 – May 25, 2011 for their review. The members found the charges to be reasonable.

The Finance Committee reviewed the May CAA accounts payable schedules and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY PASTOR LEVIN, MOTION CARRIED.**

The Finance Committee also reviewed the May HRA accounts payable schedules and **THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN, MOTION CARRIED.**

Members were given information on a sole source bid from the Building Science Academy in Sparta MI for presenting a 5 day Building Analyst Class as well as a 3 day Air Sealing Class for 4 Weatherization personnel. They are recognized by the Building Performance Institute for energy efficiency and weatherization retrofitting. (**see attached**) The cost is \$3,690 per person plus \$1,700 to transport air sealing props for the training.

MR. LANG MOVED TO ACCEPT THE SOLE SOURCE TRAINING BID FROM THE BUILDING SCIENCE ACADEMY FOR \$16,460, SECONDED BY PASTOR LEVIN, MOTION CARRIED.

The next Finance Committee meeting will be on Thursday, July 14th at 10:00 a.m. We will schedule the Head Start budget and work plan meeting for 11:00 a.m. the same day and all board members will be invited/encouraged to attend. Lunch will be provided.

There being no further business **THE MEETING ADJOURNED AT 1:40 p.m. WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. DORAN; MOTION CARRIED.**

Attachment B

MDS CAA Early Childhood Program

Program Modifications for 2011-12

1. Increase the number of 3-day per week combination-option classes.
 - Rationale: Our program's three-year trend data indicates child outcomes for our 3 day and 4 day models have shown similar progress; 3 day provides more contact with child's parent and research has shown increased parent involvement in children's education improves educational outcomes for children; more individualized time for the teacher and child – this provides high quality assessment and interaction time between the teacher & child and the parent & child; the 3 day model is slightly less expensive than the 4 day model and the program needs to reallocate expenses among program activities to accommodate increased costs for health insurance, fuel, and other general operations.
2. Increase the joint planning time for teacher/teaching assistant teams.
 - Rationale: The skills children require in order to thrive in kindergarten have increased. Teachers need to be able to respond more quickly and effectively to the instructional needs of the children in their class in order to increase the pace and scope of children's developmental progress – this will require more ongoing time for reflection and planning by the teaching teams.
3. Improve the educational experiences of children during the time their parents are engaged in policy council and/or parent committee meetings and other parent involvement program activities by staffing each event with a minimum of at least one teaching assistant per class.
 - Rationale: At-risk children benefit from engaging in high quality educational experiences whenever possible – teaching assistants generally possess higher level skills and experience than center aides (who previously were the staff assigned to work with the children during PC/pc & PI events).
4. Identify and implement a research-based family development curriculum and assess outcomes related to improved family functioning and increased resilience factors.
 - Rationale: We want to increase our ability to partner effectively with parents in order to provide the appropriate support services and resources they need to maximize their ability to help their child prepare for school success. We also want to improve our capacity to provide more comprehensive evidence of the value and effectiveness of Head Start / Early Head Start family services and parent involvement efforts.
5. Eliminate transportation services for GSRP-funded classes.
 - Rationale: Providing transportation services is not a grant requirement. The level of GSRP funding is inadequate to cover the operating costs of all required activities in addition to providing optional transportation services.
6. Serve only one meal per class (discontinue serving 2 meals and/or meal & snack) while still maintaining compliance with Head Start nutrition regulations.
 - Rationale 1: The amount of time children spend in transition to meals and during meals will be more beneficial used for providing extended learning time for children. Research has demonstrated that high quality learning experiences require the opportunity for significant periods of uninterrupted time to maximize developmental gains for children. The

developmental skills intended to be learned during meal time will still be met through one daily meal period.

- Rationale 2: Head Start requires the program to provide $\frac{1}{3}$ to $\frac{1}{2}$ of a child's nutritional requirements. Serving both Breakfast and Lunch exceeds the requirement and increases program costs.
7. Facilitate at least one session per county for parents interested in learning more about how to obtain funding for college.
 - Rationale: Based on the results of the community assessment, this is a need perceived by many people in the community.
 8. Provide families with specific information re: the dollar value of monthly food provided for children through participation in WIC and resources provided through other community nutrition programs.
 - Rationale 1: The community assessment showed many people are struggling with the cost of groceries. While that is a problem we can't directly resolve, we can do our best to be sure parents in our program are aware of the value of participating in WIC both from a nutritional viewpoint and a budgetary perspective as well.
 - Rationale 2: There are additional community resources available [example: WIC, SNAP Ed. through MSUE] to assist parents with menu planning, food selection and budgeting, and other ways to reduce costs and increase nutritional value.
 9. Discontinue providing supplemental work to staff that is assigned only for the purpose of maintaining full time status.
 - Rationale: The expense of continuing to blend part time positions/duties for the primary purpose of continuing eligibility for FT benefits is in conflict with the program's ability to compensate staff in an equitable manner for similar work. The practice of providing additional Center Aide / Program Assistant hours for three Bus Driver's for the sole purpose of maintaining their full time status resulted in the program expending an estimated extra \$22,000 for no additional hours worked – the additional hours provided to the three drivers cost the program approximately \$40 per hour for work that is assigned a wage of \$9.18 per hour. (Impact: 3 staff with FT work schedules to PT work schedules).
 10. Request Regional Head Start Office approval to reduce our Head Start enrollment from 271 to 254 (-17 children served).
 - Rationale: Head Start regulations allow programs the option of reducing the number of children served when necessary to maintain high quality services and compliance with Head Start program requirements. The increase in Teacher-Teacher Assistant planning time and projected increases in health insurance premiums, fuel, utilities and food costs will require additional budget allocations that cannot be removed from other program line items without compromising program quality and/or compliance with state and federal operating requirements.

MDS CAA Early Childhood Program
2010-11 Annual Self-Assessment – Key Points

CHILD DEVELOPMENT

Findings:

- The data indicates that the majority of children have demonstrated a developmentally appropriate rate of growth in readiness skills as and in the process skills within the content areas. However, within the content areas, there remain high percentages of children being assessed at an emergent level.
- Significant percentages of both three and four year olds are meeting or exceeding the expectations for their age in the developmental domains.

Response:

- There will be an emphasis in the area of “instructional support” for specific objectives in which the data is showing 25% or more of children assessed at below or within the lowest range of expectations.
- Increased attention will be given to providing for and assessing the knowledge and skills for all children within the content areas of Science and Technology, Social Studies and the Arts.
- Professional development activities that have a positive impact on child outcomes will continue to include self study and in-service trainings focused on in depth knowledge of the development and learning objectives in the new assessment tool, the use of the Studies approach and the elements of the CLASS Instructional Support domain.
- Given the research on the significant positive correlation between language development and success in kindergarten and future grades, the Language/Communication domain will continue as a focus area for improvement in outcomes.
- Attention will also be given to the Gross Motor domain in our work with infants and toddlers as the spring levels were lower than those in the fall, which is unusual compared to past assessment cycles. Further analysis of this data is ongoing.

DISABILITIES

Findings:

- There was inconsistent implementation, monitoring and reporting of children referred to the Special Education system who ended up being assigned to the relatively new practice “Response to Intervention” of RtI approach for early intervention services.

Response:

- ECP and DSISD adoption of the consistent RtI Tracking Forms (Data Collection) and Progress Notes (including final report) for children in the Response to Intervention process
- Restructure services tracking for children in the RtI process.
- Expand use of the Accommodations Checklist to children who will have behavioral support strategies in place.

HEALTH

Findings:

- There were some inconsistencies among the four Child Development Managers related to the process of addressing child behavior concerns.
- There is a continued need for trainings to assist staff in increasing their competency to work effectively with parents who have unresolved mental health issues.
- Improvements are needed in the number and timeliness of the completion of dental follow-up visits.
- Improvements are needed in the number and timeliness of the completion of EHS Well Child Check-ups.
- The program is providing meals in excess of the nutrition requirements of Head Start – increased cost and time concerns.

Response:

- The Program Improvement Plan to increase completion of follow-up dental treatment visits will be implemented.

- Health Manager will do some pre-planning with the Menominee Health Department to be sure that the Health Department staff knows what documentation we need as a result of the screenings, and perhaps find out what would make it easier for us to help families schedule appointments.
- Continue to offer on site dental screenings and other screenings as possible.
- Modify food services to ensure nutritional requirements are met with minimal excess cost and time.

CLASSROOM ENVIRONMENTS

Findings:

- Strengths (average ratings of 2.7 or greater) indicate that current practices are effective and our goal will be to maintain or exceed these ratings in 2011-12.
- Improvements are needed in the area of "Instructional Support" (*CLASS tool indicator*).
- Improvements are needed in implementation of "Studies" within classrooms.
- Improvements are needed in facilitating meaningful child planning and recall discussions/experiences with children

Response:

- Provide, in collaboration with the Mentor-Coach, individualized coaching to teachers on indicators rated at or below 2.0.
- Review and provide guidance at quarterly intervals (minimally) for the Action Plans developed by teams that will include focus areas for improvement.
- Provide ongoing support and professional development activities, for all teachers and teaching assistants, aimed at increasing the effective implementation of Studies within the classrooms.
- Teachers will receive additional professional development and support from the program's Child Development Managers and Mentor-Coach in the implementation of effective planning and recall practices.

FAMILY PARTNERSHIPS

Findings:

- Some parents reported difficulty in attending parent involvement activities due to schedule challenges.

Response:

- We will try offering parent involvement activities on occasional Saturdays and avoiding Wednesday evenings when possible (so families don't have to choose between program and church-related family activities).

MANAGEMENT SYSTEMS

Findings:

- Many Policy Council representatives did not participate on a consistent basis.

Response:

- We will initiate new strategies designed to increase consistent participation among the 2011-12 Policy Council members. Ideas from parents and other Head Start programs will be solicited along with a review of research-based family involvement strategies for new ideas.

PRESCHOOL CHILD DEVELOPMENT OUTCOMES

EVALUATION METHOD

The research-based assessment tool used by the program (Teaching Strategies GOLD) has been enhanced to measure the skills and behaviors that are most predictive of school success. Teachers have gathered information to assess skills of 3-5 year old children in 51 objectives across areas of development and learning. The levels of development are assessed at three "checkpoints" over the program year to determine whether skills and behaviors fall within widely held expectations for children's' age ranges, or below or above those expectations.

SUMMARY/ANALYSIS

This data indicates that the majority of children have show positive growth in readiness skills as and in process skills in the content areas. Significant percentages of both three and four year olds are meeting or exceeding the expectations for their age in the developmental domains. However, within the content areas, there remain high percentages of children being assessed at an emergent level. Percentages assessed as performing below expectations are very low, although mathematics objectives for four year olds were somewhat higher.

A comparison of assessment outcomes by option will be made next spring, after teachers have had a second year becoming proficient in the use and application of the new Teaching Strategies GOLD assessment they began using this past fall.

Children with special education Individualized Education Plans (IEPs) are showing growth as well, although fewer percentages are meeting expectations for their age in the language domain, especially the three year olds. The majority of three year children (68%) with IEPs are in combination option classes, while 80% of four year olds with IEPs are in center based classes. Outcomes in the language domain were better for three year olds in combination option classes and better in center-based classes for four year olds.

There were three year olds in combination-option classrooms with attendance problems that resulted in teacher's being unable to gather sufficient assessment information (5% in the fall and 13% in the spring). 11% of three year olds in the center base option were also excluded from assessment data in the spring due to excessive absences. Of the four year olds, 55 of those in combination option classes were excluded in the fall, but by the spring fewer than 2% of four year olds in all options were excluded.

APPLICATION

Child Development Managers (CDMs) and teachers will continue to use class profile reports to plan ways to support ongoing learning and development for individuals as well as for groups of children. One focus of CDM monitoring will be the in those domains that are showing 20% or more difference in outcomes for combination option classes and center base classes. An emphasis on all children's individual goals will be evident in assessment notes and lesson plans. IEP goals center on speech and communication skills, and teachers integrate those goals into their individualized planning. Alignment of the preschool development and learning objectives to the state's revised core learning standards for kindergarten will be completed by fall 2011.

An emphasis in instructional support is recommended for specific objectives in which the data is showing 25% or more of children assessed at below or within the lowest range of expectations.

Additionally, increased attention will be given to providing for and assessing the knowledge and skills for all children within the content areas of Science and Technology, Social Studies and the Arts. The use of the program's self-assessment tools will focus on ensuring that environments and activities are designed to support growth in these areas.

The correlation between our assessment data and the Head Start Child Development and Early Learning Framework and state early learning standards will also be presented when these reports are made available in the revised online assessment system.

Professional development activities that have a positive impact on child outcomes will continue to include self study and in-service trainings focused on in depth knowledge of the development and learning objectives in the new assessment tool, the use of the Studies approach and the elements of the *CLASS* Instructional Support domain. Additionally, teachers and their assistants will use assessment data to intentionally plan responsive curriculum weekly. The Child Development Managers will continue to closely monitor the quality of the assessment data and meet with individual teachers at each checkpoint to review how this data will be used to inform curriculum planning by the teaching team and with parents.

INFANT / TODDLER CHILD DEVELOPMENT OUTCOMES

EVALUATION METHOD

Child assessment data for infants and toddlers served in the “home-based” program was collected quarterly using a research-based assessment tool – the *Individual Developmental Assessment or IDA*. Assessment areas include: gross motor, fine motor, relationship to objects, language/communication, self-help, relationship to persons, emotion states/feelings, and coping skills.

Child assessment data for toddlers served in the “combination-option” program was collected quarterly using a research-based assessment tool Teaching Strategies GOLD to assess skills of toddlers - in a classroom setting - in 51 objectives across areas of development and learning.

Program options included “home-based” with home visitors providing weekly home visits and “combination option” that includes 2 class days per week and 2 home visits per month by the child’s teacher.

SUMMARY/ANALYSIS

Most children are demonstrating skills appropriate for their age ranges. Positive outcomes are noted in the domains related to self-regulation, which the research points to as a strong predictor of school success. Although many of the children not yet meeting a developmental milestone are receiving services through Early On, our current computer-based monitoring and reporting system does not include confirming that the area of concern(s) being addressed through Early On services are the same areas our developmental assessments are noting delays. Next year’s monitoring and reporting reporting system needs to include an analysis of the specific services being received as compared to the domains in which milestones are not met at the time of the assessment. The two children who did not show growth between assessment periods are enrolled in Early On.

Of the children transitioning out of Early Head Start, more of those in the combination option are meeting the developmental milestones for their age. Only the Language/Communication domain had children in combination option classes not yet meeting milestones and both of those children have IEPs for speech/language delays.

An additional dimension of the assessment data is included in this year’s reports. The state’s Early On system has recently been required to report on child outcomes, and we have adapted this method of aggregating the data in which the domains of the *IDA* are correlated to three broad child outcomes statements. This gives us a more qualitative view of how children are doing at the end of an assessment period, and helps staff focus on all aspects of development within a domain and age range. The majority of children are showing competence with all of the outcomes statements, especially those in the combination option classes, with positive relationships being the strongest. Percentages of those rated as “competent” have increased for all outcomes since the fall baseline and those who are rated at a “somewhat” level are primarily still within the age range in which we would expect them to master the skills. Those who are rated at a “somewhat” level are primarily still well within the age range in which we would expect them to soon master the skills. All of the children whose outcomes statements were rated as “not yet” are currently enrolled in Early On.

Older toddlers enrolled in the 2 day per week classroom are assessed with both the *IDA* on home visits with parents and with *Teaching Strategies Gold*, which is aligned with the classroom curriculum, *Creative Curriculum*. A comparison between the two tools should be limited as they measure different skills in different settings.

Significant progress from the fall baseline data is evident in the classroom assessment items determined to be important readiness skills (i.e. widely held expectations), with 87-100% of children assessed as meeting or exceeding expectations in all domains as compared to 6-56% rated as performing below expectations in the fall.

Positive Outcomes:

- The majority of children (83%) have remained enrolled in the program since the fall.
- More children have met the developmental milestones in the Language/communication domain, meeting a program improvement goal.
- All children (with the exception of one child with developmental delays) have shown developmental growth over the course of the program year.
- 100% of children who did not meet the developmental milestones as expected were referred for further evaluation.

APPLICATION

Child Development Managers will continue to review this data with the home visitor/teacher to ensure that curriculum planning is individualized to each child's strengths and needs. Home visitors will use the *IDA* to determine appropriate referral for developmental concerns, as well as to educate parents on age-appropriate expectations for their children and ways that they can support their progress.

Given the research on the significant positive correlation between language development and success in kindergarten and future grades, the Language/Communication domain will continue as a focus area for improvement in outcomes. Attention will also be given to the Gross Motor domain as the spring levels were lower than those in the fall, which is unusual compared to past assessment cycles. Further analysis of this data is ongoing. The Child Development Managers will provide for additional resources and training to EHS staff as needed to enhance their knowledge and skills in these areas of development. The toddler classroom assessment has made a dramatic impact on children's outcomes, although a small percentage remained below expectations for Literacy skills. Teachers will focus additional instructional efforts on these skills, as well as continue to support growth across all domains.

DISABILITIES SERVICES

EVALUATION METHOD

Data was gathered from the following:

1. Review of Disabilities Performance Standards and Workplan
2. Monthly Reporting on Disabilities Services Tracking – Referrals and Services
3. Successes and Solutions Report
4. Health Services Advisory Committee
5. Risk Management Meeting

SUMMARY / ANALYSIS

Recommendations for improvement:

- Expansion of Early On Service Coordination to EHS Home Visitors in Schoolcraft County
- ECP and DSISD adoption of the consistent RtI Tracking Forms (Data Collection) and Progress Notes (including final report) for children in the Response to Intervention process
- Expanded use of the Accommodations Checklist to children who will have behavioral support strategies in place.
- Restructure services tracking for children in the RtI process.

APPLICATION

All of these recommendations will be implemented in PY 2011-12

MENTAL HEALTH SERVICES

EVALUATION METHOD

- 1 Review of Mental Health Performance Standards and Child Mental Health Policies & Procedures
- 2 Review of Monthly Reports on Mental Health Services Tracking – Referrals and Services
- 3 Successes and Solutions Report
- 4 Health Services Advisory Committee
- 5 Risk Management Meeting

SUMMARY / ANALYSIS

Two areas for continued improvement efforts were recommended by the Child Health and Development Workgroup (CHD Workgroup):

- Develop a system to ensure consistency in management of social/emotional concerns among each of the four Child Development Managers, to include evaluation and determination of temporary aide placements.
- Determine if external contract for classroom behavioral support consultations is a continued need or if our improved internal capacity can meet behavioral support needs throughout the program.

There is a continued need for trainings to assist staff in increasing their competency to work effectively with parents who have unresolved mental health issues.

APPLICATION

Both improvement recommendations made by the CDH Workgroup will be implemented beginning in Fall 2011.

Professional development priorities will include:

- Mental Health First Aid training for all EHS Staff and FSWs.
- Mental Health First Aid training for Combination Option teachers.
- Continued implementation and fidelity to Conscious Discipline curriculum.

MEDICAL AND DENTAL CARE - SUPPORT SERVICES

EVALUATION METHOD

1. Review of Child Health & Development Performance Standards and Child Health Policies & Procedures
2. Review of Monthly Reporting on Health Services Tracking
3. Successes and Solutions Report
4. Health Services Advisory Committee
5. Risk Management Meeting

SUMMARY / ANALYSIS

Recommended areas of improvement:

- Improve completion of dental follow-up visits - Refer to 2010-11 RMM – Program Improvement Plan 6.30.11
- Review of systems to increase Early Head Start WCC completion rate within 90 timeline and maintain up to date WCCs.
- Implementation of a monitoring system for WCC screen components (Lead, TB, Cholesterol) when doctor completes a screen after a program screen has been completed.
- See RMM Program Improvement Plan for increasing dental treatment completion rates.
- Improve completion rates for EHS WCCs.

Overall, it seems that staff are pleased to be able to have access to on-sight screenings etc. in order to meet timelines. The area of health is a very time consuming and demanding part of the job for all family service staff and can be intimidating for new staff especially. It takes a lot of time and energy for staff to encourage parents to complete follow up, therefore it is very rewarding when the follow is completed. Staff expressed appreciation for support from supervisors and Health Manager.

Tracking for health continues to be a challenge and it seems that staff are continually working to find a better way to do it and stay on top of the many requirements. Also communication with medical providers by Health Manager has been helpful to staff.

APPLICATION

- The Risk Management – Program Improvement Plan to increase completion of follow-up dental treatment visits will be implemented.
- Health Manager will do some pre-planning with the Menominee Health Department to be sure that the Health Department staff knows what documentation we need as a result of the screenings, and perhaps find out what would make it easier for us to help families schedule appointments.
- Continue to support staff as they work through health issues with parents. Be aware of what a struggle it can be.

- Continue to offer Child Plus assistance and training to staff to try and keep data entry consistent and help staff feel confident in that area of their job.
- Continue to offer on site dental screenings and other screenings as possible.
- Look into the Calendar option on Child Plus to help with tracking health components.
- Review if older health events (particularly EHS WCCs) can be deleted from CP

NUTRITION SERVICES

EVALUATION METHOD

- 1 Review of Child Nutrition Services Performance Standards and Workplan.
- 2 Review of Monthly Menus
- 3 Successes and Solutions Report
- 4 On-Site CACFP Monitoring
- 5 Health Services Advisory Committee
6. Risk Management Meeting

SUMMARY / ANALYSIS

Improvement recommendations:

1. Determine feasibility of serving one meal per day to part day classes while meeting the standard of serving a child 1/3 of their daily nutritional needs. (Example: AM class = Breakfast and PM class = Lunch)
2. Establish process/procedure at each Center for lunch menu review with option for some changes to be implemented as approved by Senior Kitchen.
3. Establish system for all Center Aides at Escanaba Center to be trained at Kitchen Aide subs.
4. Implement process for nutritional analysis of food served to include: Calories, Protein, Calcium, Iron, Vitamin A, Vitamin C, Total fat and Saturated fat as defined in the FNS Nutrient Analysis Protocols: How to analyze menus for USDA's School Meals Programs.
5. Train more staff to be able to fill-in for Kitchen Aide to alleviate need to pull staff from the same one or two classrooms all the time.
6. To put more emphasis on fruits and vegetables i.e. design menus so they are listed first, when serving foods consider passing fruits and vegetables first.
7. Incorporate more rice (brown and wild), more pastas (whole wheat), more fresh fruits and vegetables into menu.

APPLICATION

- Plan to implement recommendations 1-5 in PY 2-11-12
- Consider implementation of recommendation 6.
- Explore options for implementing recommendation 7 – implement if feasible.
- Procedure and training of Center Administrators will take place for working with the Center's Senior Kitchen for lunch menu changes. This should cut back on the issues of too many casseroles or some additional menu items that are not "kid friendly".
- Develop process for training all Center Aides at the Escanaba Center in Kitchen Aide duties.

CLASSROOM ENVIRONMENTS

EVALUATION METHOD 1

Both staff and community volunteers conducted the observations at in 15 of 16 Head Start classes during the week of March 14, 2011. A substitute teacher in one class resulted in exclusion in this portion of the self-assessment. The observation tool used was adapted from the *Creative Curriculum Implementation Checklist* and the *Program Quality Assessment* to include the most observable indicators of quality. The tool consisted of 45 items.

SUMMARY / ANALYSIS

Observers overwhelmingly rated all quality indicators as being "in place". No items were rated as being completely absent or "not in place". 12 of the 15 classrooms achieved 100% of the ratings as "in place". Review by the supervising Child Development Managers and follow up with staff, resulted in the opinion that the few "Partially in Place" ratings were isolated issues - not indicative of a systemic issue requiring a programmatic improvement plan. All follow-up items were corrected and/or through discussion subsequently rated as being "In Place." Reviewing with staff the process of ensuring that observers completed the checklist and have an opportunity to ask questions appears to have helped reduce the number of unrated items.

APPLICATION

The observation checklist will continue to be used in this format for self assessment. CDMs will continue to monitor lesson plans, observe in classrooms and provide feedback and ongoing professional development to classroom staff.

EVALUATION METHOD 2

Child Development Managers use the *Creative Curriculum Implementation Checklist*, the *Program Quality Assessment* and the *Classroom Assessment Scoring System* annually to assess the quality of our child development services. Ratings are based on information gathered from 19 classroom observations and the review of weekly lesson plans and assessment data from September through February.

SUMMARY / ANALYSIS

The *Creative Curriculum Implementation Checklist* is aligned with the curriculum in use in the MDS ECP preschool classrooms, and is reflective of the indicators that should be present when the Creative Curriculum is fully implemented. A modified version of this checklist was also used in the program's self-assessment in March 2011. The annual ratings summarize information gathered over the course of the program year through ongoing monitoring of lesson plans, supervisory meetings and classroom observation in the preschool program. All areas noted for improvement from last year's *Creative Curriculum Implementation Checklist* scores showed improvement.

APPLICATION

Strengths (average ratings of 2.7 or greater) indicate that current practices are effective and our goal will be to maintain or exceed these ratings in 2011-12. Areas for Improvement in 2011-12 will be indicators with average ratings of 2.0 or less. CD Managers plan to implement the following improvement activities for 2011-12:

- Provide, in collaboration with the Mentor-Coach, individualized coaching to teachers on indicators rated at or below 2.0.
- Review and provide guidance at quarterly intervals (minimally) for the Action Plans developed by teams that will include focus areas for improvement.
- Facilitate provision of materials required to meet improvement goals. The Education budget will be used to supplement existing classroom materials as needed.
- Provide ongoing support and professional development activities, for all teachers and teaching assistants, aimed at increasing the effective implementation of Studies within the classrooms.

EVALUATION METHOD 3

The MDS Early Childhood Program operated 3 Great Start Readiness classrooms and one blended classroom that served both GSRP and Head Start preschoolers during the 2010-11 program year. The *Program Quality Assessment* (PQA) was administered by the program's Early Childhood Specialist as required by the Michigan Great Start Readiness Program (GSRP). Included in the assessment are three GRSP classrooms and one blended classroom of GSRP and Head Start funded children.

SUMMARY/ANALYSIS

PQA ratings continue to indicate strengths in providing quality environments, time for children to choose activities, appropriate meal experiences, supportive and responsive relationships with adults and assessment and curriculum planning. The *Creative Curriculum Implementation Checklist* does not require that a specific part of the day be set aside for small group time, but rather that small group activities are both planned and occur spontaneously over the course of the day. This accounts for the discrepancy between the PQA rating of the quality of small group times and that obtained when using the *Creative Curriculum Implementation Checklist*. This assessment tool is aligned to the curriculum in both GSRP and Head start classrooms and reflected the highest rating possible for small group items (1-3 scale).

APPLICATION

Items that are rated less than 3.0 will be targeted for improvement:

- Time for child planning
- Time for child recall

Teachers will receive additional professional development and support from the program's Child Development Managers and Mentor-Coach in the implementation of effective planning and recall practices.

EVALUATION METHOD 4

The Classroom Assessment Scoring System tool (*CLASS*) was completed by the Child Development Managers and the program's preschool consultant during the weeks of March 8, 14, 21 and April 4. A total of nineteen preschool classrooms were assessed, with an overall program score derived from the average of 4 observation cycles.

SUMMARY/ANALYSIS

All dimensions of the *CLASS* domains have shown a marked improvement in scores between fall and spring. This can be attributed, in part, to the increased skill levels of the children and the relationships that have been built with each other and with teachers. The overall domain of Emotional Support is a strength of the program, as is behavior management and productivity.

APPLICATION

Professional development efforts throughout the 2011-12 program year will continue to focus on the Instructional Support domain, and will include large group training sessions, ongoing Child Development Manager observation and feedback, and support from the teacher mentor-coach for selected teachers. While the scores in this domain are higher in the spring than in the fall, attention to this domain should continue, along with the dimension of Instructional Learning Formats. Focusing professional development on intentionality and the use of a Studies approach will be complimentary to these *CLASS* dimensions, as well.

EVALUATION METHOD 5

A Child Development Program Manager completed the observation in our only toddler classroom (2 teachers) during the first week of February using a tool adapted from the *I.T.E.R.S.* and the *Creative Curriculum Implementation Checklist* to focus on quality indicators that are most directly observable. The observation tool consists of 58 items.

SUMMARY/ANALYSIS

55 Of 58 items rated were found to be in place, indicating a quality classroom experience is being provided for toddlers participating in this option. Upon review and follow up with staff, the supervising Child Development Manager, the items that were rated as “partially in place” were subsequently found to be “In Place” and will be monitored for consistent implementation.

APPLICATION

The quality of the toddler classroom will continue to be ensured through ongoing monitoring, feedback and the provision of professional development with staff. Given that new toddler teacher will soon be hired, team building activities will be emphasized along with monthly reflection time with the supervising CDM to ensure that the teachers receive adequate support in providing an environment that promotes the security and attachment of the children in the classroom setting. The Early Head Start staff binder will have an updated section with the newly developed and/or revised policies, procedures and forms by September, 2011.

EVALUATION METHOD 6 – Health & Safety

- The observation tool 2010-11 Health & Safety Checklist for HS and EHS Classrooms consists of 46 items. Ratings reflect total responses. * TPP = Total Points Possible
- 11 Community Volunteers, 1 Administrative Assistant and 1 Family Partnership Manager conducted observations
- 13 of 13 Head Start Classrooms and 1 of 1 Early Head Start Classrooms

SUMMARY

595 of 598 items on the Health and Safety Checklist are in place, not applicable for the classroom being observed or weather did not permit observation. 3 of 598 items needed follow up and were observed as ‘partly in place.’ In review of these 3 items, responses were immediately addressed by the Health/Disabilities Manager, the supervising CDM and/or the Facilities Manager.

ANALYSIS

Of the 3 items needing follow up, none of them were rated as “Not in place”. With follow up investigation, 1 was an ‘incident’ observation that upon investigation was re-interpreted as a normal preschool classroom issue, 1 was a misinterpretation of a posting location, and 1 was a procedural review that needed to take place with classroom staff.

APPLICATION

In review of the partly in place findings, no systemic changes are necessary at this time. The program will continue to implement standard health and safety policies and procedures.

EVALUATION METHOD 7 – Health & Safety

- The observation tool 2011 YEP Health & Safety Checklist EHS Playgroups consists of 43 items. Ratings reflect total responses. * TPP = Total Points Possible
- 3 Administrative Staff conducted the observations
- 3 of 6 Early Head Start Playgroups (1 Delta, 1 Menominee and 1 Schoolcraft)

SUMMARY

125 of 129 items on the Health and Safety Checklist are in place or weather did not permit observation. 5 of 129 items needed follow up with 1 rated as not in place and 4 rated as partly in place. In review of these 5 items needing follow up, responses were immediately addressed by the Health/Disabilities Manager or the supervising CDM.

ANALYSIS

Of the 5 items needing follow up, one was rated as "Not in place" and 4 were rated as "Partly in place". With follow up investigation, all were procedural reviews that needed to take place with EHS playgroup staff.

APPLICATION

Procedural reviews were conducted with EHS playgroup staff. The program will continue to implement and monitor comprehensive health and safety procedures. The 2010-2011 Health and Safety Checklist format was effective and efficient and will continue to be used next year.

EARLY HEAD START PARENT-CHILD PLAYGROUPS / SOCIALIZATIONS

EVALUATION METHOD

Staff from the administrative office conducted observations at the Manistique, Escanaba and Menominee centers between February and May. Four of six home visitors were observed facilitating playgroups, as well as a facilitator for the playgroups in Schoolcraft County. The observation tool consists of 11 items.

SUMMARY/ ANALYSIS

All of the quality indicators were rated as being "in place," providing evidence that observers believe the playgroups are providing a positive experience for the children and parents. The facilitators of the playgroups are demonstrating a high level of skill in providing appropriate environments and guidance to optimize parent-child interactions.

Ratings in Schoolcraft County, where the playgroups have been inclusive of Early On (Part C provider) and community families, indicate that standards of quality can be maintained with a mixed group of families who may participate for a variety of reasons.

APPLICATION

Ongoing monitoring of the playgroups with feedback to staff will continue to ensure quality and compliance with Early Head Start and ECP standards. Early Head Start home visitors will facilitate all playgroups with each session lasting two hours. Program education funds will be used to maintain appropriate materials in playgroup classrooms. Parents will be surveyed in order to schedule times and days of the week most likely to be convenient for families to attend to ensure maximum participation rates. Child Development and Family Partnership Managers will take advantage of opportunities to learn of additional ways to engage more parents in playgroups.

HOME VISITS

HOME VISITING AND COMBINATION OPTION PROGRAMS:

EVALUATION METHOD

Family Partnership and Child Development Program Managers conducted all observations which took place beginning the week of January 3 and concluding May 3, 2011. Observations were completed on:

- 6 of 6 Early Head Start home visitors
- 2 of 2 Early Head Start combination option teachers
- 6 of 6 Head Start combination option teachers

The observation tool consists of 44 items for EHS home base/ combination option and 43 items for preschool combination option.

SUMMARY/ANALYSIS

No systemic issues were identified. Practices that were rated partially in place have all received follow up and have subsequently been rated as being "In Place." Aligning the observation tool with existing assessment tools used by administrative supervisors, as well as using a consistent approach to completing the ratings, resulted in a comprehensive review of home visiting practices. The overwhelming majority of items were rated as being in place either through direct observation or interview with the home visitor, indicating that home visiting services are meeting program requirements and expectations.

APPLICATION

Supervisors will continue to monitor the home visit planning forms, observe home visits and provide ongoing feedback to staff. Both Child Development and Family Partnership Managers will continue to complete home visit observations a minimum of quarterly, and will work on improving methods for collecting, sharing and reflecting together on self-assessment information over the course of the program year to promote ongoing quality improvement.

HEAD START FAMILY SERVICES:

METHOD OF EVALUATION

Family Partnership Program Managers conducted observations of home visits done in Menominee, Delta, and Schoolcraft counties. The observation tool titled *FSW 2nd Home Visit Observation* was used.

6 of the 7* Family Service Workers were observed during a Fall/Winter 2011 home visit.

**NMC did not have an observation due to family cancelling scheduled home visit.*

SUMMARY

Rating results:

In Place: 84 Partially In Place: 2 Not In Place: 4 Not Rated: 0

ANALYSIS

The majority of quality indicators were rated as being "In Place," indicating that the family service home visits are meeting program requirements/expectations. The items that were rated as "Partly in Place" or "Not in Place" were addressed and determined to be isolated situations versus an indication of a systematic concern.

APPLICATION

The Home Safety Checklist has been added as an additional item for next year's self evaluation of Family Service Worker (FSW) visits. The items that were rated as "Partially In Place" or "Not In Place" differed among the seven FSWs, and did not indicate a systematic problem. These items were reviewed on an individual basis with FSWs at regular supervisory meetings.

MANAGEMENT SYSTEMS

EVALUATION METHOD

A four member assessment team – the agency's Executive Director, Finance Director, ECP Director and the parent who is the ECP Policy Council Chair and member of the agency governing board – met in July 2011 to review the program's administrative systems. The tools used to guide the administrative systems assessment were obtained from the Head Start Self-Assessment Guide available on the OHS-resource site: ECKLC (Early Childhood Knowledge and Learning Center). Emphasis was placed on fiscal management, shared governance, communication, planning, ERSEA, human resources, ongoing monitoring and community partnerships.

SUMMARY

All indicators of program compliance with Head Start requirements were reviewed and determined to be in place and properly implemented. Current administrative systems appear to be meeting program needs for operating a high quality program. It was noted that several parent Policy Council members did not maintain consistent participation and this is an area deserving special attention next year. It was also noted that, as a matter of general policy/procedure review practiced throughout the agency, the Financial Procedures manual would be reviewed and updated during 2012.

APPLICATION

We will initiate new strategies designed to increase consistent participation among the 2011-12 Policy Council members. Ideas from parents and other Head Start programs will be solicited along with a review of research-based family involvement strategies for new ideas.

PARENT SATISFACTION

METHOD

400 Surveys Distributed / 54 Returned – Return Rate: 14%

SUMMARY & ANALYSIS

Most of the feedback received from parents was positive. According to the responses, the program has made an impact on the families that are served. All families reported that they are satisfied in the areas of classroom services, playgroups, home visits, communication, transportation, and family support. While a few families seemed to show some confusion about program participation and help regarding their child's disability, the number was very minimal. Most responses reflect that families feel they are knowledgeable about the services and volunteer opportunities that we provide. Responses also show that parents who attend the parent involvement activities enjoy them. Our biggest challenge continues to be the relatively low percentage of parents participating at these activities. Families feel that they do not have the time to attend these events due to work or school schedules. Some parents commented that Wednesday nights are difficult because of church obligations. Home-School Links continue to be a successful strategy for parent participation.

APPLICATION

1. We will consider not scheduling Family Fun Nights on Wednesday so that there is no conflict with church group meetings.
2. We will consider offering parent involvement activities on occasional Saturdays to increase participation opportunities.
3. We will continue to promote participation in weekly Home-School Link activities.
4. We will continue to explore new ways of marketing the parent involvement activities as a way to increase participation.

PARENT COMMENTS

- I really enjoy this school. I feel comfortable knowing that my son is taken care of and well protected at school. The staff is always friendly and very helpful whenever I need anything.
- I am very pleased to say the programs my children have attended at the MDS CAA programs have been a very educational experience for my entire family and I would be proud to pass on these programs to other families.
- [Teacher's name] is an amazing teacher. She is very informative, helpful, and understanding. She does anything it takes to accommodate my daughter and our family. My daughter has learned so much. [Teacher's name] is there with us every step along the way and I feel honored my daughter was blessed with her as a teacher.
- I am so glad I learned about your program last spring at the Delta Plaza Mall Fun Fest. My experiences with the CAA Early Head Start Program have been consistently positive. We feel lucky to have had the two best home visitors. First [Home Visitor's name] then [Teacher's name]. They are both fabulous and are so supportive. I believe they really have my child's best interests at heart.

- Very pleased with how my son has ended up after just one year. (He) is an only child and doesn't get to be around other children very often. Attending school has made him understand how to act with other children and has gotten him ready for Kindergarten, which he will be attending this Fall.
- Once again I have nothing but great things to say about the Head Start program! All 3 of my kids were fortunate enough to be able to attend and all 3 love it! It got them prepared for Kindergarten, that's for sure! "Great Job!" to everyone, and "Thank you".
- This program is amazing. Ya'll do wonderful work. Keep it up. I thank you so much for making this last year a great experience for my child and myself. Thank you.
- I think the program is great, but I think the activities should be planned for maybe on the weekends. More parents would be able to attend. I would have loved to go to parent nights, but with the lack of transportation and also my husband working, it was most difficult. Also I think child care should also be available for babies so parents can attend fun nights. Thank you to all the teachers and staff who have worked so hard with my son. You all do a great job!
- Excellent all around program. Thank you!
- Wonderful program. My child loved to go to school!
- The Head Start program has been wonderful for my daughter and our family. It is a great tool for helping her transition to kindergarten. I hope you can continue the program in the future. My only regret is that I was unable to contribute more of my time due to work scheduling and obligations. Keep up the good work! Thanks for everything! ☺
- This program has been very helpful for (my son). He has learned a lot and all of the staff is wonderful.
- Thank you!! x 3 Just wanted to say thank you to everyone. (My son) loves everyone there! Thank you again.
- My entire experience with Head Start is great. I only wished that parent/child get-togethers were on a different night since my children attend their church kids' club on Wednesday nights.
- I think [Teacher's and Teachings Assistant's names] are wonderful and have done a great job! (My son) has learned so much and has really opened up. He loves to go to school and looks forward to it! The teachers have so much care and patience with the children. I have been in the classroom on a weekly basis and I can tell they truly like their job and care for the kids. I have always felt like I can ask them anything and they have been helpful. I've had a great experience with Head Start and I'm so glad we could be a part of it!
- You're doing perfect!

MDS CAA Early Childhood Program

2012-2014 Strategic Plan

Goal 1 – Funding: Secure & utilize funding & resources to deliver high quality services for the children & families we serve.

Objective 1: Increase by \$50,000 (NFS) by Oct. 31, 2012

Objective 2: Reduce flexible expenses by 15-25% by October 31, 2012

Objective 3: Explore three new partnerships for resources to supplement Professional Development and/or NFS activities by October 31, 2012.

Objective 4: Locate two resources (grant writing) for financial support of program activities by Oct 31, 2012

Goal 2-Strengthen school readiness skills in order to positively impact children's future success in school.

Objective 1: Increase collaborative activities with LEAs each year beginning Fall 2011.

Objective 1: By June 2014: Increase the number of preschool children assessed as achieving or exceeding higher levels of the Widely Held Expectations for performance in the language, literacy and mathematics objectives for development and learning by 10%.

Goal 3 – Enhance program quality through the selection, training and retention of highly qualified staff.

Objective 1: By Fall 2011: Develop a new system to ensure classroom staff receive and report a minimum of 12 training hours annually.

Objective 2: Expand program wage chart to include pay level for MA credentials for administrative staff, teachers, home visitors and family service workers effective November 2011.

Objective 3: Initiate the implementation of a communication systems improvement plan at January Center Meetings each year beginning in 2012.

Objective 4: Develop a training plan with priorities for all administrative and direct service staff by June, 2012

Objective 5: Revise the current orientation system to provide additional support to new staff by September 2012

Goal 4 – Full Enrollment: Maintain full enrollment & active waitlists to ensure compliance with program regulations (EHS & HS)

Objective 1: Ensure partnerships with existing & new providers serving the EHS & HS eligible population to include reciprocal recruitment & selection components by March of each year

Objective 2: Confirm program design & number served by 6/20 of each year

Objective 3: Identify & implement an effective & efficient recruitment & selection plan by 7/1 of each year

Goal 5 – Family Involvement: Improve & sustain parent participation to actively involve families in their children’s education

Objective 1: Increase the number of parents that attend family involvement activities by 10% each year beginning Fall 2011.

Objective 2: Increase parent attendance at policy council meetings to include all three counties by October, 2012

Objective 3: Increase the number of policy council members that actively participate on a consistent basis by Fall 2012.

**Menominee-Delta-Schoolcraft
Human Resources Authority**

**GOVERNING BOARD MEETING
Thursday, July 21, 2011
Menominee VFW
12:45 p.m. (CST)**

MINUTES

The meeting was called to order at 1:01 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoilie, Schoolcraft
Omer Doran, Schoolcraft
Gil Sablack, Schoolcraft
Myra Croasdell, Delta
George Arkens, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Tom Lippens, Delta
Charmaine Lehman, Schoolcraft
George Lyon, Schoolcraft
Karen Wigand, Delta
Mary Harrington, Delta
Dave Rivard, Delta
Ruth Helwig, Delta
Brenda Moya, Menominee
Ken Bryant, Schoolcraft
Beth Pletcher, Menominee
Pastor Ingmar Levin, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Pat Johnson, Receptionist
Theresa Nelson, RSVP Director
Kim Johnson, Early Childhood Director
Sally Kidd, Senior Services Director
Renelle Betters, Menominee Sr. Ctr. Admin.
Jenny Brault, Menominee Head Cook
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Beau Miller, Finance Director
Joe Dehlin, WX Director
Rick Rudden, WX Intake Specialist

MEMBERS ABSENT

Mari Negro, excused
Geri Nelson, excused
Helen Walker, excused
Bernie Lang, excused
John Stapleton, excused
Ken Penokie, excused
Dave Anthony, excused
Ernie Hoholik

ACCEPTANCE OF WALTER MULTERER'S REAPPOINTMENT

The Chair told the board that the Menominee Senior Center has reappointed Walter Multerer to represent them on the Governing Board. ***DAVE RIVARD MOVED TO ACCEPT THE REAPPOINTMENT OF WALTER MULTERER TO REPRESENT THE MENOMINEE SENIOR CENTER ON OUR GOVERNING BOARD; SECONDED BY MR. LIPPENS; MOTION CARRIED.***

ACCEPTANCE OF MAY 19, 2011 GOVERNING BOARD MINUTES

Members received a copy of the 5/19/2011 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY DAVE RIVARD; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on July 14, 2011 and reviewed the HRA June Accounts payable schedules **AND HE MOVED FOR APPROVAL OF THE HRA JUNE ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE RIVARD; MOTION CARRIED. (see attachment "A")** In addition, on June 29, 2011 the committee reviewed and approved a sole source training agreement for Weatherization with the Building Science Academy for \$16,460

PERSONNEL COMMITTEE REPORT

The Chair called on William Dubord who reported that the Personnel Committee has met several times to review the Personnel Policies. They will be having another meeting very soon and hope to have the draft revision ready for the October Governing Board meeting.

NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

Karen Wigand called on George Lyon who reported that the following members have placed their names in nomination for the various board officer positions: Karen Wigand – Chair, Bernie Lang – Vice Chair, Ken Bryant – Secretary, Dan LaFoille – Treasurer. Mr. Lyon asked three times for nominations from the floor for each office and there were none. **TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR THE FOLLOWING SLATE OF OFFICERS: KAREN WIGAND – CHAIR, BERNIE LANG – VICE-CHAIR, SECRETARY – KEN BRYANT, TREASURER – DAN LAFOILLE. DAVE RIVARD SECONDED THE MOTION; MOTION CARRIED.** Bill congratulated and thanked the officers for volunteering to serve.

SAFETY COMMITTEE REPORT

Ms. Wigand called on Gil Sablack who reported that the committee met today and reviewed one accident of an in-home worker who was stuck in the finger by a used needle in the home of a client who is diabetic. The employee did go to the doctors to get a shot. Brenda Moya asked if the employee has been rechecked for hepatitis and Sally Kidd indicated she will check on this. It was suggested that in-home staff be reminded about the importance of being careful around used needles. It was also suggested that staff be strongly encouraged to get a hepatitis shot as hepatitis is very contagious. **MARV MAYER MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, MR. DORAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "E")**

AAA RESPONSE REGARDING TAKE-OUT MEALS

The Chair called on Bill Dubord who noted that members were mailed a copy of Bill's letter requesting clarification on the rule that does not allow meals to be taken out of the senior centers, a copy of the

response from the Area Agency on Aging as well as the federal transmittal notice which clearly states that no take-out meals will be allowed. There was discussion on some possible options such as: 1) have staff determine a dollar amount for take-out meals 2) ask for a waiver for seniors who are active at the center but choose to take home their meal. Sally Kidd, Senior Services Director, indicated a waiver has never been granted for take home meals. She also noted that we do not get USDA reimbursement for take-out meals. It was noted that we need to stay in compliance with our contract, which clearly states that no take-out meals will be allowed (that will be reimbursed by USDA). **MR. LAFOILLE MOVED TO HAVE STAFF DEVELOP A POLICY EFFECTIVE AUGUST 1, 2011 THAT TAKE-OUT MEALS WILL ONLY BE ALLOWED FOR A CHARGE OF \$4/MEAL FOR THOSE 60 & OVER (UNLESS THERE IS A HOMEBOUND SENIOR AT HOME), SECONDED BY MR. MULTERER.** There was further discussion and Pastor Levin called the motion to question and the **MOTION CARRIED. (see attached policy "F")**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the staff monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM CHARMAINE LEHMAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following Policy Advisory Committee minutes for their review:

- 6/10/11 (Delta) Foster Grandparent Program PAC minutes
- 5/24 (Schoolcraft) & 6/23/11 (Delta) Senior Companion Program PAC minutes
- 4/12 (M/M), 4/14 (Delta), 5/10 (M/M), 5/19/11 (Delta) RSVP Program PAC minutes
- 6/13 (Hermansville), 6/20 (Mid-County) & 6/29/11 (Menominee) Senior Citizen Program PAC minutes

There were no questions or comments and **THEY WERE ACCEPTED UPON A MOTION FROM DAN LAFOILLE, SUPPORTED BY GEORGE LYON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Mr. Dubord who reminded the members that they were mailed a copy of the compilation of the meeting time survey which indicated that there were 23 responses with the majority wishing to keep the same meeting time of 1:30 p.m.

He informed the board that Phase 2 of the Gladstone renovation has just begun. The contractor expects the project will take somewhere between 4-8 weeks and during that time all of the meals in Delta County are being prepared out of the Escanaba kitchen.

The Executive Director noted that our in-home staff are very aware of the vulnerability of their clients, particularly when it is extremely hot and humid.

Mr. Dubord told the board that July 1st was the start of the RSVP federal funding year that has received a 40% cut, requiring that we only operate for 7 months with the federal funds (RSVP also receives state funds).

The board was reminded that the Weatherization ARRA funding ends 3/31/2012. We have over 400 homes weatherized so far with these funds. We are waiting for "ramp down" instructions from our funding source especially since there was so much involved in gearing up for these funds. We want to ensure that we tie everything out properly.

PUBLIC COMMENT/OTHER BUSINESS

The Executive Director thanked the members for volunteering their time and expertise. There were no other comments or other business.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:58 P.M. WITH A MOTION FROM GEORGE LYON, SUPPORTED BY MR. LAFOILLE; MOTION CARRIED.***

7/21/11

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF MAY & JUNE 2011 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	\$	247,484
VOLUNTEER PROGRAMS		80,948
NUTRITION		187,239
STATE & LOCAL PROGRAMS		102,238
ENERGY AND HOUSING		365,303
ASSET & LIABILITY ACCOUNTS		112,619
TOTAL	\$	1,095,831

SIGNED 
(TREASURER)

DATE 7-21-11

SAFETY COMMITTEE MEETING

July 21, 2011

11:05 a.m.

MINUTES

The following were in attendance: Omer Doran, Gil Sablack, Marv Mayer, Walter Multerer, George Arkens, Tom Lippens, Sally Kidd and Pat Johnson. Excused: Mari Negro

The committee reviewed the following accident:

(Personal Care Service): An experienced aide who has been with the program for a long time pierced her finger with a used needle when cleaning off the table at a client's home. She went to the emergency room and received a shot to counteract any possible diseases. There was no lost work time or follow-up treatment.

A discussion of this incident followed and some interesting questions were raised.

- Does the client administer shots to herself or does a family member or aide give her the shot?
- Is there a box available for discarding the used needles?
- Was the aide aware this client was receiving shots?
- Was the table cluttered or fairly clean?

It was suggested that all aides who come in contact with clients receiving shots should receive a refresher course in proper procedures. An in-service meeting for all aides is held each month and Sally will see if this can be put in the agenda and thoroughly reviewed. Sally will report back with the follow-up of these questions at the next Safety Committee meeting.

The meeting adjourned at 11:20 a.m.

TAKE OUT MEAL POLICY

Effective 8/1/2011

- 1) Participants must pay \$4 for a take out meal and a receipt provided.
- 2) A separate sign-in sheet must be utilized for take out meals.
- 3) Take out meals must be tracked separately on all reports, as they cannot be counted for USDA reimbursement.
- 4) Anyone under age 60 still must pay \$6 for a meal.

Exceptions:

- 1) If participant (60+ and unpaid caregiver) is picking up for a homebound person. However, an assessment must be completed and on file for the homebound person, with caregiver NAPIS form. (Both meals would be eligible.) These meals would be documented under home delivered.
- 2) If participant has already consumed a meal at the congregate site, and is taking a second meal home. Document under congregate.