"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

Brian Bousley– County Administrator
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The Menominee County Board of Commissioners will meet on **Tuesday** ~ October 13, 2015 @ 6:00 p.m. CDT At Harris Township Hall W905 US-2/41, Wilson, MI 49896

AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of the Agenda
E. Approval of Previous Minutes
   September 22, 2015 – CB Meeting
   September 22, 2015 – Closed session minutes
F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
G. Presentations *(limited to twenty minutes)*
H. Department Head/Elected Officials Reports *(limited to ten minutes)*
I. Action Items

1. Moved by _____ seconded by _____ to approve the E 9-1-1 ~ General Schedule #34 (retention and disposal schedule) – For Local 9-1-1 Call Centers

2. Moved by _____ seconded by _____ to approve Twin County Airport Committee ~ Bylaws, Rules & Charter as submitted.

3. Moved by _____ seconded by _____ to approve Twin County Airport ~ Minimum Standards as submitted.

4. Moved by _____ seconded by _____ to approve the agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff-Supervisory Unit (Sergeants & Lieutenants) and Teamsters Local Union No. 406, effective October 1, 2015 through September 30, 2018.

5. Moved by _____ seconded by _____ to approve commissioner per diems as recently submitted.

6. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on August 27 & 28, 2015 in the combined amount of $182,891.21.

Charlie Meintz – Chairperson *Bernie Lang* *James Furlong* *Larry Schei – Vice Chairperson*

John Nelson *Jan Hafeman* *Gerald Piche* *Raymond Williams* *William Cech*

7. Moved by _____ seconded by _____ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
   a. None

2. Building and Grounds/Park Items:
   a. None

3. Miscellaneous Items:
   a. General Appropriations Act ~ 2015/16 Budget Resolution change

4. Finance Items:
   a. Three Way Road project invoices – Menominee, Gourley, Daggett Twps.
   b. 2015 Apportionment Report – Equalization
   c. Elected officials salaries for 2016
   d. Commissioner Per Diems and expenses
   e. Miscellaneous bills as paid on September 23, 24, 28, 30 & Oct. 8, 2015 in the combined amount of $347,838.92

K. Misc. Boards/Committees/Commissions Reports

L. Public Comment *(limited to 5 minutes)*

M. Commissioner Comment

N. Adjourn

September 22, 2015

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 in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Meintz called the meeting to order at 6:01 P.M. followed by the Pledge of Allegiance.

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

Present: Com. Cech, Furlong, Hafeman, Lang, Meintz, Nelson, Piche, Schei and Williams.

Absent: None.

Moved by Com. Schei, seconded by Com. Hafeman to approve the agenda. Motion was approved 9-0.

Moved by Com. Schei, seconded by Com. Williams to amend the minutes from the August 25, 2015 County Board Public Input Meeting. The minutes state that Chairman Meintz called the meeting to order. They should reflect that Vice-Chairman Schei called the meeting to order. Motion was approved 9-0.

Moved by Com. Schei, seconded by Com. Williams to approve the minutes from the August 25, 2015 County Board Public Input Meeting as amended. Motion was approved 9-0.

Moved by Com. Furlong, seconded by Com. Nelson to approve the minutes from the September 8, 2015 County Board Public Input Meeting. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Nelson to amend the minutes from the September 8, 2015 Regular County Board Meeting. The motion appointing Jayne Eichhorn to the Menominee County Board of Canvassers states she represents the Republican Party. It should state Democratic. Also, under Miscellaneous Items B, the last sentence has a typo and should state "will schedule" not "with schedule". Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the minutes from the September 8, 2015 Regular County Board Meeting as amended. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the September 8, 2015 County Board Closed Session. Motion was approved 9-0.

Public Comment: None.

Presentations: None.

Department Head/Elected Officials Reports:

- Diane Lesperance, County Treasurer – Would like to address the board when they get to Miscellaneous Items. Also, she attended a BS&A class and found it every educational and gave the board some updates.
- Brian Bousley, County Administrator – Informed the board that Mary Palmer applied and received an EMS Grant for $300,000. We were only one of two counties in the U.P. to receive the grant. She will provide us with quarterly reports over the next 3 years on what they are doing with the grant money.

Moved by Com. Furlong, seconded by Com. Williams to approve a bid by Mechanical Technologies Inc. in the amount of $78,450 for the air cooled chiller package for the Courthouse. Motion was approved 9-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve invoice #3WFP – 006 in the amount of $30,838.61 be paid to the M.C. Road Commission for work done within the 3-way road project for Stephenson Township. Motion was approved 9-0.

Moved by Hafeman, seconded by Com. Nelson to approve invoice #3WFP – 007 in the amount of $22,315.94 be paid to the M.C. Road Commission for work done within the 3-way road project for Mellen Township. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the General Appropriations Act ~ 2015/16 Budget Resolution regarding appropriating money, to accompany the Menominee County Budget for FY 2015/16. Discussion ensued. Com. Hafeman asked about the second page where it state the County Treasurer shall provide monthly a report of actual vs. budgeted revenues and expenditures. She stated that the board does not receive these. Brian Bousley explained that he receive those reports every month and can forward them to the Commissioners. Motion was approved by roll call vote 9-0. (Attachment A)

Moved by Com. Hafeman, seconded by Com. Cech to approve the proposed FY 2015-2016 Menominee County Budget. Motion was approved 9-0.

Moved by Com. Williams, seconded by Com. Hafeman to approve commissioner per diems as recently submitted. Motion was approved 9-0.

Moved by Com. Schei, seconded by Com. Lang to approve miscellaneous bills as paid on August 27 & 28, 2015 in the combined amount of $182,891.21. Motion was approved 9-0.

Moved by Com. Williams, seconded by Com. Schei to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 9-0.

New Business (discussion only)

Personnel Items:

a. None.

Building and Grounds/Parks Items:

a. None.

Miscellaneous Items:

a. E 9-1-1 ~ General Schedule #34 (retention and disposal schedule) – For Local 9-1-1 Call Centers. – Brian Bousley explained that the E 9-1-1 Governing Board met to discuss the General Schedule. They approved the schedule and forwarded it to the County Board for approval. The consensus of the board is to move this item forward to the next meeting for approval.
b. Twin County Airport ~ Bylaws, Rules & Charter changes. – Brian Bousley explained that the Airport Committee met on 9/15/15 and discussed changing the wording in the Bylaws, Rules & Charter for the Airport Committee. Changes discussed are shown on the attached document. The most important issue to address is that of the term commissioners are appointed for. Com. Schei commented that originally it was his feeling that the Chairman of the Twin County Airport Committee should be appointed for 2 years. This would be different than the other committees the commissioners sit on. Com. Nelson feels we need to stay consistent and the Twin County Airport Committee terms should be the same as the other committees. The consensus of the board is to have it be 1 year terms. The board is also in consensus with the other proposed changes. The consensus of the board is to move this item forward to the next meeting for approval.
c. Twin County Airport ~ Minimum Standards changes. – Brian explained the Twin County Airport Committee met on 9/15/15 to discuss the Minimum Standards to reflect the "committee" structure rather than the "commission" structure. Changes discussed are reflected in the attached document. Com. Lang asked who enforces the Minimum Standards. Brian explained that the County Board has the final say but the Administrator's office will monitor the day to day activities. Com. Schei also stated that the FAA will always have the final say in anything the county wants to do at the airport. The consensus of the board is to move this item forward to the next meeting for approval.

Finance Items:

a. 2014/15 Budget Amendments (#27-32)
   #27 – Increase in State DELL Grant received ~ $3,000
   #28 – Funds from Non Lapsing Carryover acct. 2013/14 Casino Grant ~ $6,138.42
   #29 – Hannahville Grant Received 2014/15 ~ $36,708.00
   #30 – Paint Project-Health/Jail building exteriors ~ $3,498.36
   #31 – Balance Travel Account ~ $336.85 (This budget Amendment is no longer needed)
   #32 – County Airport transition ~ expenses $111,261 & revenues $94,413

Moved by Com. Hafeman, seconded by Com. Nelson to move the approval of 2014/15 Budget Amendments #27-30 and #32 as an action item tonight. Motion was approved by a roll call vote 9-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve 2014/15 Budget Amendments #27-30 and #32. Motion was approved by a roll call vote 9-0.

b. Commissioner Per Diems and expenses. - The consensus of the board is to move this item forward to the next meeting for approval.
c. Miscellaneous bills as paid on September 9 & 10, 2015 in the combined amount of $111,576.67. – Com. Hafeman asked about a few items. First she would like to know what the Pontem software bill and why it is being paid out of Other Legislative. Brian explained that this is the software used for the County Budget. She also asked about the hazardous waste collection. The county budgeted $19,000, the bid was for $13,000 and we ended up almost paying double. Brian explained that the bid wasn't really what the cost was supposed to be. He stated that by the time he was able to stop the collection we had already passed the amount of money we had budgeted. Brian also explained that we have not done is program in a couple of years and that is why we had a greater turnout. Com. Furlong commented that he appreciates that we kept the collection going. If we had not done so, we would probably have more people dumping these items along the sides of the roads. Com. Schei commented about the need to have a collection of old television sets. Brian explained that Sherry DuPont looked into this, but it would be very expensive. The consensus of the board is to move this item forward to the next meeting for approval.

Misc. Boards/Committees/Commissions Reports:

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

Public Comment:

- Diane Lesperance – Commented that the Trial Balance Sheets do not come from her office, but they come from the County Clerk's office and she feels the 2015/16 Budget Resolution should be changed to reflect that.

Commissioner Comment:

- Com. Cech – Commented on 2014-15 Budget Amendment #31and that instead of the account being at a negative balance of $336.85 it is actually at a positive balance of over $900 because of an error in which account some bills were charged to.
- Com. Meintz – Commented that we did not have as short of a meeting as he hoped, but it is a nice day outside and we should have nice weather all week. He also stated that Fall is just around the corner.

Moved by Com. Piche, seconded by Com. Nelson to go into closed session to consult with Brian Bousley for the Sheriff's Department Supervisory Unit contract negotiation strategies pursuant to Section 8 (c) of the Open Meetings Act. (For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing). Member present will be all nine commissioners, County Administrator Brian Bousley and County Clerk Marc Kleiman. Motion was approved by a roll call vote 9-0 at 6:58 p.m.

Moved by Com. Williams, seconded by Com. Nelson to return to open session at 7:11 p.m. Motion was approved by roll call vote 9-0.

Moved by Com. Williams, seconded by Com. Nelson to adjourn at 7:11 p.m. Motion was approved 9-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**E 9-1-1 ~ General Schedule #34 (Retention and Disposal schedule)**
DEPARTMENT:	**9-1-1**
ATTACHMENTS:	**Yes**

SUMMARY:

The E 9-1-1 Governing Board met to discuss the General Schedule. They approved the schedule and forwarded it to the County board for approval.

RECOMMENDED MOTION

To approve the E 9-1-1 ~ General Schedule #34 – For Local 9-1-1 Call Centers

Submitted by: Brian Bousley **10/09/2015**
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 E-9-1-1 Governing Board

Mark Petersen – Chairman Carl Johnson – Vice-Chairman Sharline Corrigan – Secretary/Treasurer

September 18th, 2015

Menominee County Board of Commissioners:

At our September 15th, 2015 meeting, the E-9-1-1 Governing Board discussed the Central Dispatch records retention policy. Through a unanimous vote by the members present, we recommend that the Menominee County Board of Commissioners adopt Michigan General Schedule #34.

Mark Petersen, Chairman

GENERAL SCHEDULE #34 – Local 9-1-1 Call Centers

This Retention and Disposal Schedule covers records that are commonly found in Local 9-1-1 Call Centers. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

3/1/10

Steve Leese, President (Date)
Michigan Communication Directors Association

5/28/10

Mark Harvey, State Archivist (Date)
Department of Natural Resources & Environment, State Archives of Michigan

4/20/10

Debra Gearhart, Director (Date)
Department of Management & Budget, Records Management Services

APPROVED 7/20/2010

State Administrative Board (Date)

General Retention Schedule # 34
Local 9-1-1 Call Centers

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. These schedules are not official until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A **"general schedule"** will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an **"agency specific schedule"** . An agency-specific schedule will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency. Agencies must complete a DMB-43 (available at RMS Website), print, sign and return original to Records Management Services.

Government agencies may want to use a combination of schedules. An example of this would be to adopt General Schedule # 34 for 9-1-1 Call Centers. Then if the government agency still has a specific record series that they are considered the "office of record" of that is not covered on this schedule (or any of the other general schedules) they would submit an agency specific schedule for that particular record series. Once the agency specific schedule is authorized by the state, the local government agency could utilize the schedule in conjunction with the general schedule to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Please note: The "office of record" refers to the local government agency that is responsible for maintaining the official record. For example, the local government's human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government's business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, the 9-1-1 Call Centers is not required to retain these types of records, because they are duplicates that are used for reference purposes only (see General Schedule #1) and can be disposed of when they are no longer needed. If the 9-1-1 Call Centers is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats. Government agencies are responsible for ensuring that their records are properly retained and remain accessible during the entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Please consult with your attorney or Records Management Services if you need additional information.

General Retention Schedule # 34
9-1-1 Call Center Retention Schedule

Item Number	Series Title and Description	Total Retention
34.001	Annual Reports This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.	PERM
34.002	AMA (Automatic Mutual Aid') Cards & Maps These cards and maps are used by the dispatcher to request AMA (Automated Mutual Aid) for departments responding to incidents. The maps are typically color coded by township and municipality in conjunction to the cards. The cards contain agency name, emergency service numbers for equipment and alarm codes.	SUP
34.003	Apparatus/Vehicle Inspections These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment	ACT
34.004	Budget Information These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.	CR+6
34.005	Centerline Change Request to GIS Department This packet is submitted to the GIS Department to make changes to the centerline mapping system as needed. It may include a spreadsheet describing road/address, community, and what change needs to be made and supporting documentation such as screen prints, maps & aerial photos highlighting what changes to make. These are copies and used to verify corrections have been made. CR+0/6 = 6 months	ACT

Item Number	Series Title and Description	Total Retention
34.006	Committee Records These documents are from the various internal committees associated with the department, such as the awards committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.	CR+2
34.007	Communication Training Officer (CTO) Observations This document is used to evaluate new employees or those being considered for promotion and document their performance. It is completed by the Communication Training Officer (CTO) and typically reviewed and signed by the employee and/or supervisor. They may include copies of daily reports, daily observations, weekly summaries, incidents reports, etc	CR+2
34.008	Complaints These records document any complaints filed against department personnel and include both external and internal complaints involving agency personnel. It states the problem, action that was taken and results of investigation.	CR+2
34.009	Computer Aided Dispatch (C.A.D.) Database This database is used to stored information associated with calls made to the call center. It documents the date, time, locations and course of action.	SUP
34.010	Contracts These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires	EXP+6
34.011	Correspondence – General These records include various correspondences received and/or created that does not pertain to a specific issue. If it does pertain to a specific issue it should be filed with other relevant records. This correspondence is typically arranged chronologically or by correspondent name.	CR+2

Item Number	Series Title and Description	Total Retention
34.012	Correspondence – Transitory These records contain information of short term interest and have no documentary value or administrative value. They do not set policy, establish guidelines or procedures. Examples include routine request that require no administrative action, invitations, meeting notifications and similar records. ACT = Until no longer relevant, these need not be retained more than 30 days after receipt.	ACT
34.013	Daily Activity Logs (Journals) These records document the daily activities of the department or its staff.	CR+2
34.014	Daily Activity Packet This record is a packet of information that includes position assignment sheets, dispatch reports, EMS check in sheets (who's working what), police dispatch duty roster (prepared before and updated during shift), daily summary, and land line system printouts that detail caller name, number, time and address.	CR+2
34.015	Discovery Orders These are copies of discovery orders submitted by attorneys for information related to incidents.	CR+1
34.016	Dispatch Log These computer logs are reports that are printed from the C.A.D. (Computer Aided Dispatch) system. These records are logs of all radio and telephone transmissions received or transmitted from dispatch and document any/all calls that the department was sent or dispatched on they are used to document communications that occurred during a call. These are not dispatch recordings. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports, but should not be retained any longer than the 10 years needed for that purpose.	SUP

General Retention Schedule # 34
9-1-1 Call Center Retention Schedule

Item Number	Series Title and Description	Total Retention
34.017	Dispatch Recordings These records document the actual communications made through dispatch. These recordings are stored either electronically or on another media. The recordings contain incoming and out going telephone and radio traffic. Typically these are rotated every 30 days and re-recorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc.. CR+0/1 = 30 days	CR+0/1
34.018	Educational Programs/Emergency preparedness – Schools, Community, Etc.. These records document activities where department personnel go into organizations and discuss emergency preparedness, fire safety and/or fire prevention. ACT = While Relevant	ACT
34.019	Equipment Inventory These records document what equipment is assigned to the agency and may or may not include equipment inventories by vehicle or unit. They are also used to track equipment units used by patrol officers, EMS units and certain fire departments. It typically contains agency name, model number, serial number, and who it was assigned to. The inventory is updated as equipment is added, replaced or disposed of.	SUP
34.020	Equipment Maintenance/Repair Log This document is a running log of equipment repairs. It contains information regarding date reported, date repair started/completed, description of problem, what was done, who it is assigned to, and any upgrades done at that time. EVT = Date taken out of service	EVT+1
34.021	F.C.C. Radio Station Authorization This record documents what frequency and call signs are to be used by the Agency and the locations of the towers as required by FCC 601 requirement.	EXP + 1

Item Number	Series Title and Description	Total Retention
34.022	Freedom of Information Act (FOIA) Requests This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	CR+1
34.023	Grant Records These records may contain but not be limited to the application, correspondence, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.	ACT+7
34.024	Hard Copy System Event Log These print outs document line trouble, hardware information, trunk line problems, non- published numbers, name and address of callers and is produced from the server. These issues are resolved by system technicians and are used as a snapshot of system to determine what may have caused the problem. CR+0/1 = 30 days	CR+0/1
34.025	Historical Records These records document the agencies' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The agency will determine what "Historical" is. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.	ACT
34.026	Incident Activity Monthly Summary Reports These 9-1-1/Emergency Management reports summarize the number of calls received/made for the month/year. They are broken down to show activity by department and split to show each shift. They may include summaries, statistics, # of runs, injuries, charts, graphs, and other various reports that summarize the number of dispatches by categories (i.e. wreckers, alarms, police, fire department, ambulance, med flights, etc).	CR+7

Item Number	Series Title and Description	Total Retention
34.027	Incident Activity - Worksheets These 9-1-1/Emergency Management records contain tally sheets for each shift that documents the number of dispatches by categories (i.e. wreckers, alarms, police, fire department, ambulance, med flights, etc). Also included in this series is the daily summary listing total incidents for the day. This summary may contain but not be limited to incident #, caller name, time received/dispatched, incoming location, phone number, and disposition. These records support the reports listed in the "Incident Activity Summary Reports" record series. CR+0/2 = 60 days	CR+ 0/2
34.028	Incident Recovery Plans These files document the response plans to be used by personnel during and after an emergency. The plans typically define and document the responsibilities and activities necessary for recovery from an incident as well as key contact information.	SUP+2
34.029	LEIN Messages These records consist of weather, emergency or security broadcast issued through the Law Enforcement Information Network. ACT = while relevant	ACT
34.030	Litigation Files These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.	ACT+10
34.031	MSAG (Master Street Address Guide) Change Requests/Misroute Corrections These documents are typically copies of electronic requests submitted to the software database provider requesting changes to information in its database. These requests typically include MSAG changes, additions, and deletions from the MSAG coordinator of a 9-1-1 center. These requests also include misroutes' misroutes occur when a 9-1-1 call routes into the wrong PSAP (Public Safety Answering Point). This could be due to technical reasons or because an address was entered incorrectly into the system by a telephone vendor. A misroute file would include a request from a 9-1-1 telecommunicator or another PSAP to the MSAG coordinator to notify the software database provider (Intrado) that a misroute occurred. ACT = Until Verified	ACT

Item Number	Series Title and Description	Total Retention
34.032	MSAG (Master Street Address Guide) Reference Documentation These files include information received from village, city, township, county, state, or federal government departments regarding changes in address ranges, new streets, new subdivisions, changes in public safety agency responders, etc. ACT = while relevant	ACT
34.033	MSAG (Master Street Address Guide) — Reports This record series covers reports produced by the MSAG software and requested annually that may contain but not be limited to street name, address range, community, entity, ESN (Emergency Service Number) and exchange. It is used as a quick reference tool to verify information that is being supplied to the CAD (Computer Aided Dispatch) system.	SUP
34.034	MSAG (Master Street Address Guide) - Software This records series covers the data in the software that is used to maintain address locations associated with phone numbers and communicates with the CAD (Computer Aided Dispatch) system to verify location. The software is often maintained offsite by a third party vendor.	SUP
34.035	MSAG (Master Street Address Guide) Verification Reports These reports are completed to verify that address corrections, misroutes, or any other issue related to the MSAG database have been resolved by the database service provider. Actual test calls may be completed by a caller or the corrections may be verified by checking the service provider database (Intrado) and the ALI/ANI information in theCAD system. A report is then completed that states the results of the test call and/or database query. ACT = Until Correction Verified	ACT
34.036	Material Safety Data Sheets (M.S.D.S.) The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.	ACT

Item Number	Series Title and Description	Total Retention
34.037	Meeting Minutes These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, administrative oversight boards, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years. However, agencies are encouraged to retain these records permanently for legal and historical purposes. Agencies can contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.	CR+10
34.038	Mutual Aid Agreements These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.	ACT+10
34.039	National Weather Service Reports These reports consist of testing announcements, severe weather watches, and severe weather warnings. They typically are only of use until the inclement weather has passed by and no other issues arise. ACT = While Relevant	ACT
34.040	Notifications from Townships & Municipalities These are notifications sent from Townships & Municipalities when they become aware of new streets, subdivisions, or future zoning changes. They are used to preemptively make changes to the GIS system before an error occurs. ACT = While Relevant	ACT
34.041	Outside Agency Communications This is correspondence received from public safety agencies or village, city, township, county, state, and federal governmental agencies and is official in nature. Some examples would be new policies enacted, updated employee rosters, etc. ACT = While Relevant	ACT

Item Number	Series Title and Description	Total Retention
34.042	Overtime Equalization Records These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.	CR+2
34.043	Photographs These are photographs of incidents, including crime scenes, natural disasters, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department	ACT
34.044	Policies, Procedures and Directives These records document internal policies, procedures, directives and orders issued by the Department Head, Chiefs, Commanders, Directors, Administrative Oversight Boards, etc... They may also contain official bulletins or guides that are used to convey information to the staff, officers and volunteers. When modified or superseded only one "official" version should be maintained to avoid accidental use of outdated information. The remaining copies can be destroyed.	SUP+6
34.045	Press Releases These records document press releases issued by the department.	CR+1
34.046	Program Server Data-Base Backup These tape backups contain the statistical data from the system software. These systems are typically set up to dump data approximately every 4 to 10 hours depending on how full the system is. These tape backups provide a snapshot of the system that is used to provide information for the statistical reports. The backups are performed daily and the tapes are reused every 7 days. CR+0/.25 = 7 days	CR+0/.25

Item Number	Series Title and Description	Total Retention
34.047	Project Files These records contain documentation on minor and major projects. These records may include documentation of a board's approval of the project, quotes, copies of purchase orders, invoices, timetables, e-mail or letter correspondence between the agency and vendors, etc. ACT = Until project is completed	ACT+3
34.048	Promotional Results These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc. ACT = While test are active	ACT
34.049	Reference Files These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.	ACT
34.050	Rotation Logs These logs track the assignment of flights for air ambulance services, wrecker service providers, and ambulance service providers. They document the date, time, who it was requested by, location of incident, availability, and operator number.	CR+1
34.051	Siren Test These document the test performed on the public warning sirens that are used to alert the community of danger.	CR+3
34.052	Staff Meeting Summary/Department Newsletter These documents are summaries or newsletters of staff meetings and other various departmental events. They are used as a tool to distribute general information.	CR+2

Item Number	Series Title and Description	Total Retention
34.053	Subpoenas These are copies of subpoenas received to appear in court or requesting for information.	CR+1
34.054	Surcharge Revenue Documentation These files may include original, receipted 9-1-1 surcharge returns from telephone companies which may include landline/VoIP/cellular/other vendors, check stubs of 9-1-1 surcharge remittances, if provided, spreadsheets, and any related correspondence. These returns are original and are receipted for auditing purposes.	CR+6
34.055	Training/Exercise Rosters These records document the names and titles of those attending training courses offered through the agency.	CR+6
34.056	Training – Individual Staff These records are used to document what training staff has received. They may contain medical/biological/ radiological hazard training, training schedules, certificates, course descriptions and receipts. ACT = While employed by the department.	ACT+6
34.057	Training Fund These records document money available and spent from the training fund.	CR+6
34.058	Work Schedules These records document the work schedule showing who is on duty when. It is used to track vacation request, time swapping, and scheduled unpaid time gone of employees.	CR+2

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Twin County Airport ~ Bylaws, Rules & Charter changes**
DEPARTMENT:	**Twin County Airport committee**
ATTACHMENTS:	**Yes**

SUMMARY:

The Airport Committee met on 9/15/15 and discussed changing the wording in the Bylaws, Rules & Charter for the Airport Committee. Changes discussed are shown on the attached document.
The County board met to discuss changes on 9.22.15. Recommend to approve at next CB meeting.

RECOMMENDED MOTION

To approve Twin County Airport Committee ~ Bylaws, Rules & Charter as submitted.

Submitted by: Brian Bousley **10/09/2015**
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):

Twin County Airport Committee Bylaws

Article I
Name/Purpose

A. The name of the Committee shall be the Twin County Airport Committee.
B. The purpose the Twin County Airport Committee is act as an advisory committee for the airport and to offer recommendations to the County Board for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Twin County Airport.

Article II
Members

A. The Twin County Airport Committee will consist of three (3) Menominee County Board of Commissioners members. The Commissioners will be appointed for a one year term.
B. Voting
    1. All members who are present shall vote whenever the question is put forth by the chair.
    2. If there is an appearance of a conflict of interest, the Commissioner shall so state before a vote is called for. No member may **ABSTAIN** from voting "yes" or "no".

Article III
Officers

A. The officers of the Twin County Airport Committee shall be the Chairperson and Secretary.
B. The term of office shall be for one year. The individual may succeed her/himself.
C. Candidates for these offices shall be nominated from the floor at the first meeting of the year (year is defined as January 1st to December 31st). It shall take a simple majority vote of the Committee to elect. Voting for the Chairperson shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall take place. After the recess the presiding chair of the meeting will ask each nominee if the wish their name to remain in nomination. Another random roll call vote and the above process continued until one nominee obtains a simple majority. The nomination and election for secretary shall take place after the selection of a Chairperson. The voting shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall be called. After the recess the Chairperson will ask each nominee if they wish their names to remain in nomination. Another random roll call vote shall be taken and the above process continued until the secretary is selected.

Article IV
Duties of Officers

A. Chairperson shall preside over and conduct all meetings of the Committee. The Chairperson will be responsible for the preparation of the meeting agendas with cooperation from the Menominee County Administration Office. Except for those powers and duties prescribed to the Chairperson by the County Board and the above mentioned duties, the Chairperson has no power to act on behalf of the committee unless the committee specifically grants that power.
B. Secretary (or designee) shall attend all meetings of the Committee and shall record meeting minutes. The Secretary shall be responsible for sending all meeting minutes to the Menominee County Administration Office to be placed on file. In the absence of the Chairperson the Secretary shall assume the duties of the Chair.

Article V
Meetings

A. The Twin County Airport Committee is only an advisory committee and all final decisions pertaining to but limited to the operations, personnel, buildings and grounds, and policy and procedures will be determined by the Menominee County Board of Commissioners.
B. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year. The Twin County Airport Committee will meet once a month.
C. Special Meetings will comply with the Michigan Open Meetings Act (MCL 15.261). Reason for a Special Meeting is to deal with important matters that may arise between regular meetings and requires actions before the next regular meeting. Special Meetings of the Committee shall be held only when two members of the Committee request a special meeting. The Special meeting will be posted at least eighteen (18) hours before the time of the meeting. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least eighteen (18) hours prior to the time of the meeting.
D. A majority of the members of the Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise during the meeting of the committee shall be determined by the votes of the majority of the members present.
E. Minutes will be recorded by the Secretary. The names and votes of members shall be recorded on an action which is taken by the Twin County Airport Committee if the action is on an ordinance, resolution or appointment or election of an officer. A record which is made pursuant to this section shall be available for public inspection.

Article VI
Parliamentary Authority

A. The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

Article VII
Amendment of Bylaws

A. The following bylaws may not be suspended.
B. These bylaws, rules regulations and policies shall remain in effect until properly amended.
C. These bylaws may be amended at a regular meeting of the Menominee County Board of Commissioners by a 2/3 majority vote of the County Board.

The Twin County Airport Committee Shall follow all Bylaws (not addressed here) as set forth by the Menominee County Board of Commissioners.

Twin County Airport Committee Rules

R15-1 The Order of Business shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (pertaining to agenda items only, limited to 5 minutes)
7. Presentations (limited to 20 minutes)
8. Business
9. Public Comment
10. Commissioner Comment
11. Adjournment

R15-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion (s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.

R15-3 Committee Members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging at the Menominee County Board of Commissioners rate stated in the bylaws of the County board. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed the rate listed in the current bylaws of the Menominee County Board of Commissioners. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual cost shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.

R15-4 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's Office.

R15-5 Dissemination of Information. It shall be the policy of the Committee that all information pertaining to the business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the County Administrator so that it may be included in the meeting packet. Committee agenda packets will be available to the public three (3) days prior to the meeting date.

R15-6 Purchasing Policy. The Twin County Airport Committee has no authority to make purchases. Purchases of five hundred dollars ($500.00) or less can be made by the Airport Manager/Assistant Airport Manager. Any purchases greater than five hundred dollars ($500.00) and up to five thousand dollars ($5,000.00) the County Administrator must approve. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees, ~ Purchasing Guidelines (P91-4).

R15-7 Credit Card Policy – Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees ~ Credit Card Policy P98-3.

R15-8 Committee Communications. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee's Chairperson or the County Administrator.

R15-9 Public Comment. It shall be the policy of the Committee that all meetings of the Committee come under the jurisdiction of the Michigan Open Meetings Act that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available on the Menominee County website at www.menomineecounty.com.

R15-10 Committee Member Compensation – Compensation will follow Menominee County Board of Commissioners compensation structure and rules.

NOTE: The Twin County Airport Committee shall follow all rules (not addressed here) as set forth by the Menominee County Board of Commissioners. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees.

Twin County Airport Committee Charter

The Twin County Airport Committee is an advisory committee with the purpose of providing advice, direction and recommendations to the Airport Manager/Airport Assistant Airport Manager, County Administrator and the Menominee County Board of Commissioners. The Committee has no final authority or responsibility for final policy making or administration.

Responsibilities of the Twin County Airport Committee are as follows:

1. Recommend objectives and goals of the Twin County Airport
2. Recommend rules and policies governing the Twin County Airport
3. Recommend annual and long term financial plans
4. Recommend establishing and maintaining an effective public relations program
5. Recommend establishing and maintain an effective public use program
6. Recommend short-term and long-term planning necessary to develop and maintain facilities and services to meet the needs of the county.
7. Encourage economic development within the Twin County Airport
8. Recommend a Twin County Airport fee structure
9. Act as a mediator between citizens and management disputes
10. Receive public input on the Twin County Airport
11. Annually recommend revisions to the Twin County Airport Capital Improvement Plan
12. Work with the aeronautic engineering firm to determine capital projects and maintenance schedules.
13. Review the Financial of the Twin County Airport

The Twin County Airport Committee shall follow all Charters, rules and policies and Bylaws as set forth by the Menominee County Board of Commissioners.

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Twin County Airport ~ Minimum Standards – Changes**
DEPARTMENT:	**Twin County Airport Committee**
ATTACHMENTS:	**Yes** - attached separately

SUMMARY:

On 9/15/15 the Twin County Airport Committee discussed changing the Minimum Standards to reflect the "committee" structure rather than the "commission" structure. Changes discussed are reflected in the attached document.
On 9.22.15, the County Board moved this item forward to the next meeting for approval.

RECOMMENDED MOTION

To approve Twin County Airport ~ Minimum Standards as submitted.

Submitted by: Brian Bousley **10/09/2015**
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
AGENDA ITEM

SUBJECT:	**Sheriff-Supervisory Unit Contract**
DEPARTMENT:	**Administration/Sheriff**
ATTACHMENTS:	**Yes** – attached separately

SUMMARY:

Discussions at previous closed sessions ended in a final contract ready for approval for the Sheriff Supervisory Unit Contract.

RECOMMENDED MOTION

To approve the agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff-Supervisory Unit (Sergeants & Lieutenants) and Teamsters Local Union No. 406, effective October 1, 2015 through September 30, 2018.

Submitted by: Brian Bousley **10/09/2015**
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
AGENDA ITEM

SUBJECT:	**Commissioner Per Diems and Expenses**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review Commissioner Per diems and expenses as recently submitted for payment.

RECOMMENDED MOTION

To approve commissioner per diems as recently submitted.

Submitted by: Brian Bousley **10/09/2015**
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):

Rec
9-8-15
BKB

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **William Cech ~ District 5**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
	Menominee River Pk				
8/3/15	~~Menominee Courthouse~~	16	9.20	9.20	101-101-860.05
8/7/15	menominee Ct house	16	9.20	9.20	101-101-860.05
8/11/15	~~menom~~ Cedarville	42	24.15	24.15	101-101-860.05
8/25/15	Cedarville	42	24.15	24.15	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
		116		66.70	
			Total Mileage		
				Total Mileage Fee	

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

William J Cech
Signed

9/1/15
Date

Rec 9-8-15 RMB

Commissioner Per Diem (Meeting Fee) Expense Form

Name of Commissioner William Cech

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
8/3/15	County Park Meeting	50.00
8/7/15	Finance Comm.	50.00
8/11/15	Cty Bd. meeting	50.00
8/25/15	Cty Bd meeting	50.00
	Total Per Diem	200.00

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

Commissioner Signature: William J Cech

Date: 9/1/15

Rec 9-8-15 BRB

Commissioner Meeting Fee
Expense Form

Name of Commissioner Gerald Piche

$50.00 per meeting - Reg. or Special County Board meeting (and assigned committee meetings)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
8/11/15	County Board - Cedarville Twsp.	50.—
8/25/15	County Board - Cedarville Twsp.	50.—
Total Per Diem		100.—

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

Commissioner Signature: Gerald Piche

Date: 9/6/15

Rec 9-8-15 HAS

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **Gerald L. Piche ~ District 7**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
8/11/15	County Board Cedarville	58		33.35	101-101-860.07
					101-101-860.07
8/25/15	County Board - Cedarville	58		33.35	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
		116	Total Mileage		
				Total Mileage Fee	66.70

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Gerald Piche
Signed

9/6/15
Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Rec 9-9-15 MLB

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **Bernie Lang ~ District 2**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
2015 08-11	CO. BD.	53		30.47	
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	30.47

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

B. Lang
Signed

09-02-15
Date

Commissioner Per Diem (Meeting Fee) Expense Form

rec 9-9-15 BRD

Name of Commissioner BERNIE LANG

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

2015

Date	**Meeting Description & Duration**	**Meeting Expense**
08-11	CO. BD.	50.00
Total Per Diem		50.00

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: 09.02.15

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Miscellaneous Bills**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review recently submitted Miscellaneous Bills as paid on September 9 & 10, 2015 in the combined amount of $111,576.67

RECOMMENDED MOTION

To approve Miscellaneous Bills as paid on September 9 & 10, 2015 in the combined amount of $111,576.67

Submitted by: Brian Bousley **10/09/2015**
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
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
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
216 Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
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
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
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

APPROVED

SEP 1 0 2015

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							$117.84
43302	08/31/2015	281	Building & Ground Maintenance Suppli	101-265-930.01	117.84		
ANGELIS MENOMINEE INC							$176.06
43319	08/19/2015	10:25:39	Marine Supplies	101-331-755.01	157.31		
43320	08/21/2015	08:15:04	Marine Supplies	101-331-755.01	18.75		
ARAMARK UNIFORM SERVICES INC - 25259 Network PL							$41.12
43260	09/02/2015	1677214137	Airport - Janitorial Supplies	216-585-755.01	41.12		
AT&T - Carol Stream, IL							$326.82
43305	08/19/2015	906863661408	August 19 - September 18, 2015	266-325-850.00	326.82		
AT&T Long Distance							$2,954.54
43269	08/19/2015	854528091	Telephone Services	101-103-850.00	2,954.54		
Badger Mailing & Shipping							$832.23
43254	08/26/2015	78675	Ink Cartridge - Postage Machine	101-253-729.01	164.43		
43354	08/31/2015	78730	Contract #1193-01 Postage Machine	101-253-729.01	667.80	*	
Barrette, Jodie							$11.85
43281	09/01/2015	Reimbursement	International Mailing (2015-15114-DM)	101-141-729.00	11.85		
Big O's Lube and Service, Inc.							$1,029.06
43328	08/24/2015	17624	PO# 03145 Vehicle Maintenance	205-315-934.02	553.24		
43329	08/25/2015	17634	2014 Chevy Impala - Vehicle Maintenai	205-315-934.02	377.07		
43330	08/25/2015	17635	2012 Chevy Impala - Vehicle Maintenai	205-315-934.02	37.90		
43331	08/27/2015	17664	2012 Chevy Impala - Vehicle Maintenai	205-315-934.02	32.90		
43332	09/01/2015	17697	2013 Chevy Impala - Vehicle Maintenai	205-315-934.02	27.95		
CBM Managed Services							$4,122.84
43335	08/19/2015	STDINV88204	Inmate Meals	280-362-755.00	2,040.80		
43336	08/26/2015	stdinv88419	Inmate Meals	280-362-755.00	2,082.04		
CITY OF MENOMINEE - 2511 10TH ST.							$2,521.93
43266	09/09/2015	September 2015	Monthly Rent	266-326-942.00	351.67		
43324	07/31/2015	4060	July Gasoline Sales (Sheriff Dept)	205-315-742.00	2,170.26		
City of Stephenson - P.O. Box 467							$293.72
43306	08/20/2015	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		
43306	08/20/2015	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
43306	08/20/2015	709	Annex - Water/Electric/Sewer	101-261-920.03	243.08		
CLOVERLAND PAPER CO							$493.59
43268	08/28/2015	109309	Courthouse - Janitorial Supplies	101-265-755.01	306.69		
43337	08/21/2015	109189	Inmate Supplies	280-362-755.00	97.84		
43338	08/28/2015	109311	Inmate Supplies	280-362-755.00	89.06		
Cooper Office Equipment							$1,004.88
43251	08/27/2015	125396	Contract # 1406-01 (2nd Floor Halwway	101-172-931.01	200.00		
43252	08/27/2015	125399	Contract # 1849-01 (First Floor Copy R	101-172-931.01	239.94		
43277	08/27/2015	125397	PA's Office	101-267-801.00	190.00		
43299	08/27/2015	125398	Contract # 1413-01 (District Court Offic	101-136-931.00	239.94		
43323	08/27/2015	125395	Contract # 1408-01 (Pinecrest)	205-315-727.00	135.00		
Corey's Auto Salvage							$79.50
43333	08/11/2015	1097	2009 Impala - Left Side Headlight	205-315-934.02	79.50		
DEKETO, LLC							$906.00
43278	09/01/2015	DK 8-15	August 2015 Documents (x453)	256-277-857.00	906.00		

APPROVED

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
EAGLEHERALD PUBLISHING, LLC							$15.82
43261	09/01/2015	9/1/15	Public Hearing on Proposed 2015/2016	101-101-901.00	15.82		
Eichhorn, Gary							$99.45
43292	08/28/2015	Per Diem	DHS Board	101-601-837.00	50.00		
43293	08/28/2015	Reimbursement	Mileage - DHS Board	101-601-837.00	49.45		
Fresh Clean							$100.00
43250	08/14/2015	8/19/15	Carpet Cleaning	266-325-934.00	100.00		
Galls, LLC							$208.08
43325	08/24/2015	003963514	Uniform Allowance (Judy)	205-315-745.00	135.68		
43326	08/24/2015	003963531	Uniform Allowance (Judy)	205-315-745.00	42.94		
43327	08/26/2015	003977777	Uniform Allowance (Judy)	205-315-745.00	29.46		
Great Lakes Foods							$523.24
43321	08/18/2015	444755	Brats for Breakfast	101-331-755.01	447.04		
43322	08/20/2015	445116	Brats for Breakfast	101-331-755.01	76.20		
Hafeman, Jan							$231.15
43290	09/01/2015	Reimbursement	Mileage - August 2015	101-101-860.10	231.15		
Hi Tec Building Services							$1,400.00
43256	08/30/2015	010068	August 2015 Cleaning Services	101-265-801.00	1,400.00		
J S ELECTRONICS, INC.							$452.00
43267	08/31/2015	18936	Tower Lease - September 2015	266-326-942.00	425.00		
43301	09/01/2015	18947	Numeric Pagin (PA's Office)	101-267-850.00	27.00		
Jeff Naser							$100.60
43294	08/24/2015	Per Diem	DHS Board	101-601-837.00	50.00		
43295	08/24/2015	Reimbursement	Mileage - DHS Board	101-601-837.00	50.60		
Kandace R. Curran							$128.00
43271	09/08/2015	Reimbursement	Mileage to Marquette	101-257-727.00	128.00		
LENCA SURVEYING							$3,247.50
43307	08/28/2015	15144	Remon Yr 2015 (8/8 - 8/30/15)	243-245-801.07	3,247.50		
Manpower							$945.00
43259	08/23/2015	29036489	Week Ending 8/23/15 (Molly McRae)	215-141-705.00	315.00		
43300	08/30/2015	29070470	Week Ending 8/30/15 (Molly McRae)	101-267-704.00	630.00		
Marinette Co Emergency Mgmt							$75.00
43340	09/09/2015	Registration	Workplace Violence - Debra Wormwoo	266-325-860.00	75.00		
Marinette Farm & Garden							$31.99
43317	08/28/2015	332520	K9 Supplies	101-301-881.01	31.99		
Menards - Marinette							$119.11
43273	08/26/2015	90594	Respirator (35 pk) and Batteries	101-265-755.00	36.90		
43346	09/04/2015	91196	Building Maintenance Supplies	101-265-930.01	82.21		
MENOMINEE COUNTY ROAD COMMISSI							$110.14
43318	09/02/2015	10930	Power to Radio Tower (July & August)	101-301-934.01	110.14		
Michelle Larson							$385.30
43343	09/09/2015	5980	Duby Park & Can Zone	296-667-801.01	360.00		
43344	09/09/2015	Reimbursement	Mileage	296-668-801.00	25.30		
Michigan State University - ANR Communications Event Svcs							$55.00
43272	08/31/2015	Land Division Class	Kandace Curran	101-257-860.00	55.00		

APPROVED

SEP 1 0 2015

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
MILLERS ACTION OFFICE SUPPLY I							$166.43
43263	08/31/2015	0111938-001	Labels	215-141-934.00	2.55		
43264	08/28/2015	0111900-001	Labels	215-141-934.00	2.55		
43265	08/27/2015	0111863-001	Labels	215-141-934.00	5.10		
43279	09/08/2015	0112090-001	Bond Paper - Clerk's Office	101-215-727.00	27.98		
43283	09/01/2015	0111973-001	Planner (Treasurer's Office)	101-253-727.00	4.49		
43284	08/27/2015	0111889-001	Office Supplies (Treasurer's Office)	101-253-727.00	123.76		
Nutt, Michael							$181.13
43345	09/09/2015	Reimbursement	Mileage	296-664-860.00	181.13		
Owens, Karen A.							$270.00
43342	09/09/2015	5979	After School Program & JDFS Program	296-668-801.00	270.00		
Pacific Bulletproof Co.							$8,675.00
43303	08/10/2015	62834	PO# 03124 Level 3 Security Doors (x2)	101-103-970.10	4,337.50		
43304	08/10/2015	62816	PO# 03125 Level 3 Security Doors (x2)	101-103-970.10	4,337.50		
PAIDL'S TRUE VALUE HARDWARE							$380.61
43285	08/14/2015	150007	Glass Plus Cleaner	101-265-755.01	7.47		
43287	08/31/2015	150012	Remonumentation Supplies	243-245-765.00	28.27		
43288	08/31/2015	150008	Parks	208-751-984.00	6.29		
43288	08/31/2015	150008	Parks	208-751-755.02	10.47		
43288	08/31/2015	150008	Parks	208-751-755.01	234.99		
43288	08/31/2015	150008	Parks	208-751-755.02	38.99		
43288	08/31/2015	150008	Parks	208-751-755.02	38.99		
43288	08/31/2015	150008	Parks	208-751-755.02	8.56		
43288	08/31/2015	150008	Parks	208-751-755.02	6.58		
PLASTOCON, INC							$410.80
43339	08/26/2015	85911	Disposable Tray Liners	280-362-755.00	410.80		
Pontem Software by RIA							$3,714.00
43341	09/01/2015	1350	Pontem Software - Support	101-103-857.00	3,714.00		
Quill Corporation							$284.43
43255	08/20/2015	7026411	PA's - Office Supplies	101-267-727.00	284.43		
RAINBOW HOUSE THE							$1,946.00
43313	09/04/2015	HIC Grant	SAVE project - Students Against Violen	205-315-934.03	1,946.00		
Rehmann, Patricia A.							$80.00
43312	08/31/2015	2013-068-MI	Court Appointed Legal - Anderla	101-148-807.00	80.00		
Riverside Chevrolet							$188.16
43334	08/12/2015	6096127/3	2013 Chevy Tahoe - Vehicle Maintenar	205-315-934.02	188.16		
Salfai, Sharon							$90.50
43309	09/03/2015	Reimbursement	Training in Marquette	101-132-860.00	90.50		
Schei, Larry							$100.06
43291	08/31/2015	Reimbursement	Mileage - August 2015	101-101-860.04	100.06		
Signarama Menominee							$79.40
43262	08/31/2015	4532	No Trespassing Sign (Parks)	208-751-755.04	68.64		
43298	08/25/2015	4504	No Smoking/Stop Motor	216-585-755.02	10.76		
Squires-Stepniak, Rebecca							$173.57
43310	09/03/2015	Reimbursement	Office Supplies and Adopt A Highway	296-668-801.00	42.07		
43310	09/03/2015	Reimbursement	Office Supplies and Adopt A Highway	296-665-727.00	131.50		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
State of Michigan - MI Dept. of Human Services							$19,695.05
43311	09/03/2015	5978	Monthly Offset - July 2015	292-662-843.01	19,695.05		
Stericycle, Inc.							$31.41
43316	09/01/2015	4005783297	Medical Supplies	101-301-770.01	31.41		
TARGET INFORMATION MANAGEMENT							$53.70
43282	08/26/2015	279177	District Court Forms (x10)	101-136-727.00	53.70		
Time Warner Cable							$660.84
43253	08/24/2015	10404-710008401-108	September 2 - October 1, 2015	101-103-850.00	531.34		
43315	08/29/2015	10404-620475202-80	9/6/15 - 10/5/15 (Sheriff Dept)	101-301-770.00	129.50		
TopComp Incorporated							$687.50
43308	09/04/2015	2015092	PO# 03146 Updates/Corrections to Dig	266-325-728.00	687.50		
U.E.S. COMPUTERS, INC.							$2,114.98
43286	08/31/2015	43589	August - Computer Maintenance	101-103-857.00	1,820.00		
43286	08/31/2015	43589	August - Computer Maintenance	101-103-857.02	294.98		
Veolia ES Technical Solutions							$25,126.42
43347	09/09/2015	520699507	PO# 03147 Household Hazardous Was	101-526-882.00	25,126.42		
Waste Management							$597.91
43270	09/01/2015	1504433-1856-6	Twin County Airport	216-585-801.00	96.45		
43274	09/01/2015	1504427-1856-8	September 2015	101-265-801.00	501.46		
WISCONSIN PUBLIC SERVICE CORP							$5,351.77
43275	08/27/2015	0402191663-00001	Health Care Center	101-265-920.03	255.37		
43275	08/27/2015	0402191663-00001	Health Care Center	101-265-920.04	10.35		
43276	08/27/2015	0402047856-00004	Courthouse	101-265-920.04	548.94		
43280	08/27/2015	0402055840-00001	Jail	101-265-920.03	4,455.99		
43289	08/26/2015	0403823200-00005	Gate Center (Twin County Airport)	216-585-920.03	28.16		
43296	08/25/2015	1423665403-00000	Fire/Crash	216-585-920.00	1.49		
43296	08/25/2015	1423665403-00000	Main Terminal	216-585-920.00	1.09		
43296	08/25/2015	1423665403-00000	Main Terminal	216-585-920.03	54.72		
43296	08/25/2015	1423665403-00000	Airport	216-585-920.03	-6.95		
43297	08/25/2015	0403823200-00006	Hanger Gate Center	216-585-920.03	2.61		
Xerox Corporation - 26152 Network Place							$134.85
43314	09/01/2015	081056253	August - Sheriff Department	101-301-755.00	36.65		
43352	09/01/2015	081056254	September 2015 - Probation/Parole	101-131-942.00	98.20		
Total Amount for Bank Account: General							$94,333.88

APPROVED
SEP 10 2015 BKS
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
ALGER-DELTA COOPERATIVE ASSOCI							$4,742.71
43362	09/01/2015	1614900	Bath House	208-751-920.01	90.84		
43363	09/01/2015	370500	Shakey Lakes Office/Shop	208-751-920.01	113.32		
43364	09/01/2015	379700	Storage Shed	208-751-920.01	186.18		
43365	09/01/2015	380300	Shower Building	208-751-920.01	208.53		
43366	09/01/2015	367100	N8390 Beach House	208-751-920.01	481.50		
43367	09/01/2015	367200	Northwest Campsites	208-751-920.01	1,133.89		
43368	09/01/2015	369802	W8449 Co Rd G12 Campsites	208-751-920.01	450.05		
43369	09/01/2015	383001	Shakey Lakes Park/Horse	208-751-920.01	44.77		
43370	09/01/2015	383200	N8380 Co Park Rd 20.5	208-751-920.01	969.25		
43371	09/01/2015	383301	Shakey Lakes Park/Cattle	208-751-920.01	404.77		
43372	09/01/2015	1503500	N8380 Co Pk Rd 20.5	208-751-920.01	659.61		
AT&T - Carol Stream, IL							$439.98
43361	09/01/2015	906753220909	September 1 - September 30, 2015 (An	101-103-850.00	393.32		
43374	09/01/2015	906753458209	Parks - Telephone Services	208-751-850.00	46.66		
Cech, William							$66.70
43376	09/01/2015	Reimbursement	Mileage - August 2015	101-101-860.05	66.70		
EAGLEHERALD PUBLISHING, LLC							$30.49
43375	08/31/2015	1406	August 2015 Advertising	101-101-901.00	30.49		
Explorer Solutions, LLC							$9,900.00
43380	12/24/2014	US141205	PO# 03148 - Installment 4 of 5 Phase 3	216-585-801.00	9,900.00		
Frontier - Servco F.S. - P.O. Box 359							$580.74
43373	09/10/2015	2003527	Bulk Gasoline - Parks	208-751-742.00	580.74		
Joel Hensley, RN							$1,365.00
43360	09/10/2015	Nursing Services	Nursing Services	101-301-770.01	1,365.00		
Lang, Bernard							$30.47
43378	09/02/2015	Reimbursement	Mileage - August 2015	101-101-860.02	30.47		
MENOMINEE COUNTY JOURNAL							$20.00
43379	09/01/2015	125	Bids for Drilled Well - River Park	208-751-755.02	20.00		
Piche, Gerald L.							$66.70
43377	09/06/2015	Reimbursement	Mileage - August 2015	101-101-860.07	66.70		
Total Amount for Bank Account: General							$17,242.79

APPROVED
SEP 1 0 2015 BRB
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Miscellaneous Boards/Committees/Commission Reports**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Miscellaneous reports discussed at the 9.22.2015 County Board meeting

RECOMMENDED MOTION

To approve the miscellaneous reports discussed at the 9.22.2015 County Board meeting

Submitted by: Brian Bousley **10/09/2015**
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-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:00 noon (CST)
Little Nugget, Wallace, Michigan

MINUTES

Chair Karen Wigand called the meeting to order at noon. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcrft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Dementer, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden, Communications & Special Projects
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May CAA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY TOM LIPPENS; MOTION CARRIED.*** The committee also reviewed the June CAA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.*** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit

for the period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. ***THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. DORAN, SUPPORTED BY TOM LIPPENS. MOTION CARRIED; ONE ABSTENTION.***

DAVE ANTHONY MOVED THAT IN UPCOMING YEARS THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A, A-1 – A-5)

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and ***RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM MR. THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

The committee also recommends ***ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.***

Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none ***KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.*** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations form the floor and there being none ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. ***OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations form the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A***

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and ***THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED WITH A UNANIMOUS SHOW OF HANDS.***

ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT

Members were mailed a copy of the Early Childhood Report dated 7/20/15 for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE ANTHONY, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF 4/15 & 5/20/15 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 4/15 & 5/20/15 Head Start Policy Council minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on ECP Director, Myra Heslip who reviewed the program design for the upcoming school year. It was noted that 7 board members participated in the budget meeting and Policy Council approved the grant figures last night. Ms. Heslip reviewed the budget in the amount of $2,268,274 for the Head Start Program for 11/1/15 – 10/31/16 ***AND IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")***

APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on Myra Heslip who reviewed the program design and reviewed the budget in the amount of $817,224 for the Early Head Start Program for 11/1/15 – 10/31/16 ***AND IT WAS APPROVED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")***

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. ***(see attachment "D")*** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the

Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who-reported that are numbers are down in the Early Childhood Program so staff are working diligently to get them raised and have been in contact with the Head Start Regional Office. ***SUSAN PHILLIPS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill thanked the members for their time and experience in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:15 ***WITH A MOTION FROM MS. KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

THE NEXT BOARD MEETING IS THURSDAY, SEPTEMBER 9, 2015 @ 12:30 P.M.

Attachment "A"

FINANCE COMMITTEE MEETING
Tuesday, June 9, 2015
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. and the following were present: Dan LaFoille, Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord and Kris Thibeault.

Members reviewed the April CAA credit card charges in the amount of $2,209.44.

Members reviewed the May CAA Accounts Payable Schedule and ***it was approved with a motion from Tom Lippens, seconded by Susan Kleikamp; motion carried.***

Members reviewed the April HRA credit card charges in the amount of $541.88.

Members reviewed the May HRA Accounts Payable Schedules and ***they were approved with a motion from Omer Doran, supported by Mr. Lippens; motion carried.***

Mr. LaFoille informed the committee that he is resigning from the Schoolcraft County Board of Commissioners and therefore will no longer be serving on our board effective immediately. He indicated he has enjoyed working on our board and finance committee very much.

The audit will be presented to the Finance Committee at the next meeting which is ***Tuesday, July 21st at 11:00 a.m.*** This will be the first meeting that the new Executive Director designee will be attending (in that capacity)

The meeting adjourned at 11:45 a.m.

Attachment "A-1"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	$	291,607
EARLY HEAD START		77,599
EARLY-ON CHILDHOOD		654
GSRP		42,969
ASSET & LIABILITY ACCOUNTS		29,621
TOTAL	$	442,450

SIGNED _____
(TREASURER)

DATE 6-9-15

Attachment "A-2"

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	$	130,104
EARLY HEAD START		53,019
EARLY-ON CHILDHOOD		290
GSRP		9,820
ASSET & LIABILITY ACCOUNTS		24,428
TOTAL	$	217,661

SIGNED Karen J. Wigand, Chair
(TREASURER)

DATE 7/21/15

Attachment "A-3"

FINANCE COMMITTEE MEETING
Tuesday, July 20, 2015
10:30 a.m.

MINUTES

The meeting was called to order at 10:30 a.m. and the following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault, Cathy Pearson

Brandi Olson, lead auditor, presented the audit for the period 10/1/13 – 9/30/14. She reviewed the audit and reminded members that if they have any questions that come up after they have more time to review the audit, they are more than welcome to contact her. She reported that there were no compliance issues, deficiencies, material weaknesses or questioned costs so that shows that management is doing a good job. Because we have had several years without any deficiencies we are considered a low risk auditee. ***SUSAN KLEIKAMP MOVED TO RECOMMEND TO THE FULL BOARD THAT THE AUDIT FOR THE PERIOD 10/1/13 – 9/30/14 BE ACCEPTED, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

The auditor reviewed the opinion letter and noted that these contain some recommendations. She indicated it is very difficult to stay on top of all of the federal and state requirements as they are always changing so she strongly recommends that a fraud risk assessment be done at least annually.

The committee reviewed the CAA credit card charges from the statement due 6/22/15 in the amount of $2,321.93.

The committee reviewed the HRA credit card charges from the statement closing date of 6/17/15 in the amount of $269.83.

The committee reviewed the June CAA Accounts Payable Schedule and ***IT WAS APPROVED WITH A MOTION FROM MR. LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

The committee reviewed the June HRA Accounts Payable Schedules and ***THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.***

The committee was also reminded that Dan LaFoille has resigned from our board, therefore we have no Treasurer. The Chair noted that although Susan Kleikamp has put her name in to run for Secretary, she would consider running for Treasurer if we have no one else. We really need the Treasurer to be a member of the Finance Committee so this would be a good fit.

The meeting adjourned at 11:40 ***WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	$	184,857
VOLUNTEER PROGRAMS		60,161
NUTRITION		127,327
STATE & LOCAL PROGRAMS		102,342
ENERGY AND HOUSING		23,682
ASSET & LIABILITY ACCOUNTS		49,928
TOTAL	$	548,296

SIGNED _____
(TREASURER)

DATE 6-9-15

Attachment "A-5"

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	$	115,181
VOLUNTEER PROGRAMS		39,491
NUTRITION		87,566
STATE & LOCAL PROGRAMS		122,598
ENERGY AND HOUSING		8,772
ASSET & LIABILITY ACCOUNTS		60,399
TOTAL	$	434,007

SIGNED Karen Wiegand, Chair
(TREASURER)

DATE 7/21/15

Attachment "B"

NOMINATING COMMITTEE REPORT
Tuesday, July 23, 2015
12:00 Noon

MINUTES

The meeting was called to order at noon with the following in attendance: Susan Phillips, Omer Doran, Dave Anthony, Karen Wigand, Bill Dubord, Julie Moberg and Cathy Pearson

Bill noted that Dan LaFoille has resigned from the Schoolcraft County Board as well as all of the other boards he serves on. He indicated he might be willing to come back on our board if there is a need. Mr. LaFoille also served as Treasurer, so we need to fill that officer seat. ***SUSAN PHILLIPS MOVED TO ACCEPT DAN LAFOILLE'S RESIGNATION WITH REGRET, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

Schoolcraft County Transit has also named John Stapleton to represent them on our Governing Board. ***MS. PHILLIPS MOVED TO ACCEPT THE APPOINTMENT OF JOHN STAPLETON TO REPRESENT THEM IN THE PRIVATE SECTOR OF OUR BOARD, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.***

Members were mailed a draft ballot reflecting Karen Wigand running for Chair, Myra Croasdell running for Vice-Chair, and Susan Kleikamp running for Secretary. Dan LaFoille had expressed interest in running for Treasurer, but has since resigned so we have no one running for Treasurer. Susan Kleikamp has indicated she would volunteer to serve as Treasurer if need be.

Karen asked Susan Phillips if she would give the Nominating Committee report and run the election. She will note that Karen has agreed to run for Chair and ask three times for further nominations from the floor. Then she will not that Myra is running for Vice-Chair and ask three times for further nominations from the floor. Since no one has indicated interest in the Treasurer position, she will ask three times for nominations from the floor. Should Susan K. accept the nomination for Treasurer, then Susan will ask three times for nominations from the floor for Secretary. If any positions are contested races we will do a paper ballot.

The meeting adjourned at 12:25 ***WITH A MOTION FROM MS. PHILLIPS, SECONDED BY OMER DORAN; MOTION CARRIED.***

Attachment "C"-1

Head Start/Early Head Start Budget Work Session (2015 – 2016)

To better help the Governing Board understand and have input in the HS/EHS budget, a work session was held at 12:30 on July 21, 2015, at the CAA office.

Board members attending: Omer Doran, Karen Wigand, Dave Anthony, Susan Kleikamp, Susan Phillips, Bernie Lang, and Lee Robbert. Staff attending: Myra Heslip, Bill Dubord, and Julie Moberg.

Myra informed the members of the proposed classroom configuration and staffing needs based on the numbers of eligible children as of today. Minor changes normally occur up to the start date in September. She indicated that EHS is currently 8 children short as an unusually large number of EHS children transitioning into HS. Regional office is aware and wanted to know our recruitment methods and our need for TA.

Myra then explained the budget plan that the full board will act on Thursday, July 23, 2015. The funding is the same as last year so there is little change. She noted that training costs were higher than planned because more teachers were working to acquire degrees than anticipated. We will monitor more closely the T&TA costs. Board members felt it would be helpful if comparisons to last year's budget were available. Staff will provide that information at Thursday's meeting.

Bill pointed out that Policy Council must also approve submission of next year's budget and that meeting will be held Wednesday, July 22nd.

Board members pointed out their good experiences with the program as a result of evaluating aspects of operation this past spring. Questions were asked and answered about servicing eligible children in geographic areas where the numbers do not warrant a physical classroom.

Attachments

C-2

STG International

GRANTEE NAME: MDS Community Action Agency GRANT #:05CH8417
DIRECTOR: Myra Heslip HS: ☐ EHS: ☐ Both: ☒
PY:2016 FUNDING CYCLE: 11-01-15 / 10-31-16
PO: TAS/STATE: Tammy Funnell-Michigan
DATE COMPLETED:7/20/2016
DATE UPDATED: ____

Grantee Profile

PLEASE NOTE: Protect form to complete this section only. Unprotect form to complete pages 2-9.

T/TA AREAS COVERED IN THE TA PLAN:

☒PREVENTION AND EARLY INTERVENTION
☐HEALTH CARE TRACKING AND FOLLOW UP
☐DISABILITIES
☐MENTAL HEALTH
☒CURRICULUM, ASSESSMENT AND CHILD OUTCOMES
☒FAMILY PARTNERSHIP BUILDING
☐PARENT INVOLVEMENT
☐COMMUNITY PARTNERSHIPS
☐ERSEA
☐FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION
☒MANAGEMENT SYSTEMS
☐PROGRAM GOVERNANCE
☒HUMAN RESOURCES MANAGEMENT
☒FISCAL MANAGEMENT
☐NATIONAL INITIATIVES

COMMENTS:

Can the grantee fully implement this T/TA Plan within its current budget? Yes:☒ No:☐
Please specify the amount of additional funds requested:

C-3

PREVENTION AND EARLY INTERVENTION

Goals: 1) Staff will have the knowledge and skills to respond effectively in case of emergency.

Objectives: 1) Staff will be certified in CPR and First Aid.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
CPR and First Aid training	Health/Disabilities Manager	By October 1, 2016	Center staff will be certified and competent in performing CPR and First Aid procedures	Certification	American Red Cross		700		300	
Area Budget Total						$	$700	$	$300	$

HEALTH CARE TRACKING AND FOLLOW-UP

Goals: No T/TA Need Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

DISABILITIES SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

C-4

MENTAL HEALTH SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

CURRICULUM, ASSESSMENT, AND CHILD OUTCOMES

Goals: The program will provide comprehensive and high quality school readiness services to all enrolled children and families.

Objectives: 1) Staff will demonstrate increased knowledge and skills related to curriculum fidelity and valid child assessment.
2) Staff will demonstrate increased knowledge and skills that support social/emotional intelligence in children, families and staff.
3) Outcomes in mathematics and literacy objectives will improve across all ages.
4) Outcomes in language and motor skills will improve for infants and toddler.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Classroom staff and home visitors will participate in trainings to improve and/or maintain outcomes related to: • Mathematics and literacy skills in all children • I/T Language and motor skills Classroom staff and home visitors will participate in trainings to improve outcomes related to: • CLASS scores • Creative Curriculum Fidelity Scores Classroom staff and home visitors will participate in trainings to improve and/or maintain their competencies	CD Managers	Fall 2015 through Fall 2016	Staff will identify professional development needs with increased specificity. Additional materials and resources will be identified and purchased Increased percentages of all children will demonstrate consistent growth in mathematics and literacy outcomes. Increased percentages of infants and toddlers will demonstrate consistent growth in mathematics and literacy outcomes. Improvements in:	Professional development plans Child assessments Self-assessments Training evaluations	CDMs T/TA Consultant Workshops / Conferences Webinars to include: *TS Gold inter-rater reliability*		5000		5000	

related to: • Knowledge and implementation of curriculums and assessment			• CLASS scores • Creative Curriculum Fidelity Scores Lesson planning, classroom environments, teaching strategies, observation and assessment skills will improve.							
Area Budget Total						$	$5000	$	$5000	$

FAMILY PARTNERSHIP BUILDING

Goals: The program will enhance implementation of the PFCE Framework.

Objectives: **Parents will report improvements in one or more protective factor(s):**

1) **Child Development**
2) **Health**
3) **Family Relationships**
4) **Family Self-Sufficiency**

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Understanding and working more effectively with children and families living in poverty	FPM	Fall 2015	Improved staff knowledge	Survey			1500		1500	
Area Budget Total						$	$1500	$	$1500	$

PARENT INVOLVEMENT

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

C-6

COMMUNITY PARTNERSHIPS

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

ERSEA

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

MANAGEMENT SYSTEMS

Goals: Maintain high quality services that meet or exceed all applicable national and state regulations

Objectives: (1) Maintain effective and efficient SA system.
(2) Improve efficiency and accuracy of recordkeeping and reporting systems.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Staff will participate in PD activities to maintain and/or improve skills in the following areas: ➢ SA Process and Product(s) ➢ Employee Relations ➢ Supervision ➢ Employment Law ➢ Preparing for and Conducting Effective Performance Evaluations ➢ Monitoring, Record-keeping and Reporting ➢ Program Outcomes ➢ Efficient/Effective Communication	ECP Director and Managers	Ongoing / as available	Self Assessment follow-up, analysis and application summaries will be timely, concise and comprehensive. Administrative staff, teachers, HV and FSWs will demonstrate core computer skill competencies.	Year-end SA Summary Report CPlus Reports Monthly reports Performance Appraisals	UCLA HS AMI National and/or regional HS / AEYC trainings Webinars CPlus TA		4014		4573	
Area Budget Total						$	$4014	$	$4573	

PROGRAM GOVERNANCE

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

Objectives: (1) All TAs will have a CDA (minimum) or AA in ECE 9Preferred)
(2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants – coursework to attain a CDA or AA in ECE	TA *HR Manager*	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers *HR Manager*	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						$	$13750	$	$7560	$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

Objectives: All 2013-14 federal expenses will meet program and funding regulations.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						$	$750	$	$750	$

C-9

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

	PA 22	PA 20	PA 25	PA 21	Other
Grand Total Budget	$0	$25,714	$0	$19,683	$0

C-1i

HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

Objectives: **(1) All TAs will have a CDA (minimum) or AA in ECE 9Preferred)**
(2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants – coursework to attain a CDA or AA in ECE	TA *HR Manager*	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports. -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers *HR Manager*	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						$	$13750	$	$7560	$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

Objectives: **All 2013-14 federal expenses will meet program and funding regulations.**

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						$	$750	$	$750	$

C-4

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

Grand Total Budget	PA 22	PA 20	PA 25	PA 21	Other
	$0	$25,714	$0	$19,683	$0

2015-16 ECP Program Design Status and Projections
as of July 20, 2015

2014-15	Projection for 2015-16
Escanaba ECC	
2 HS CB Class *(@17-18)*	2 HS CB Class *(@17-18)*
2 HS/GSRP SD Classes *(@16)*	2 HS/GSRP SD Classes *(@16)*
3 HS CO-3 Classes *(@ 14)*	3 HS CO-3 Classes *(@ 14)*
2 EHS CO-2 Classes *(@ 8)*	2 EHS CO-2 Classes *(@ 8)*

Soo Hill ECC	**Projection for 2015-16**
No classroom	**No longer reporting on Soo Hill**

Webster ECC	
1 HS/GSRP SD *(@ 16)*	1 HS/GSRP SD *(@ 16)*

****

Gladstone ECC	
1 HS CO-3 *(@14)*	1 HS CO-3 *(@14)*

Cameron ECC	
1 HS/GSRP SD *(@ 16)*	1 HS/GSRP SD *(@ 16)*

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Manistique	
1 HS/GSRP SD Class *(@ 16)*	1 HS CB Class *(@17-18)*
1 CB-3 Class *(@17-18)*	1 HS CO-3 Class *(@ 14)*

****

Menominee	
1 HS/GSRP SD Classes *(@ 16)*	1 HS/GSRP SD Classes *(@ 16)*
2 HS CO-3 Class	1 HS CO-3 Class *(@14)*
	1 HS CB Class *(@17-18)*

1 HS CO-3 Class *(@ 14)*	1 HS CO-3 Class *(@ 14)*

Projected 2015-16 Program Design Summary

2014-15	2015-16
9 HS Part-Day Classes	11 HS Part-Day Classes
7 HS/GSRP School-Day Classes	5 HS/GSRP School-Day Classes
2 Infant/Toddler Classes	2 Infant/Toddler Classes

Projected Staff Changes

2014-15	2015-16
16 FT Preschool Teachers	*No change*
7 PT Preschool Teaching Asst. *(31-34 h per wk)*	*5 PT Preschool Teaching Asst. (31-34 h per wk)*
9 PT Preschool Teaching Asst. *(< 30 h per wk)*	*11 PT Preschool Teaching Asst. (<30 h per wk)*
26 PT Preschool Center Aides	*24 PT Preschool Center Aides*
5 PT FSWs	*1FT FSW, 5PT FSW*
6 PT HS Preschool Bus Drivers	*7 PT HS Preschool Bus Drivers*
2 FT Toddler Teachers	*No change*
1 PT Toddler CA	*No change*
2 PT Toddler Bus Monitors	*No change*
5 FT I/T Home Visitors	*No change*
2 PT I/T Home Visitor	*No change*
1 PT Toddler Bus Driver	*No change*
3 PT Custodians	*No change*
2 PT Records Clerks	*No change*
1 ECP Director	*No change*
1 Human Resources Manager	*No change*
4 Child Development Managers	*No change*
1 ECE Quality Assurance Manager	*No Change*
2 Family Partnerships Managers	*No change*
1 Health/Disabilities Manager	Temp Changes *1 HD manager* *1 Health Coordinator*
1 Transportation/Facilities Manager	*No change*
1 Program Secretary	*No change*
Total: 98-99	*Total: 98-99*

	A		B	C	D	E	F	G
1	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
2		20-Jul						
3	Salaries, Wages, & Fringes							
4								
5	Salaries & Wages	7311	$ 1,130,529	$ 1,214,623	-7%	$ 421,052	$ 438,423	-4%
6			$ 1,130,529	$ 1,214,623	-7%	$ 421,052	$ 438,423	-4%
7								
8	FICA	7351	$ 82,524	$ 92,919	-11%	$ 33,000	$ 33,539	-2%
9	Health Ins	7361	$ 209,800	$ 146,172	44%	$ 62,611	$ 38,613	62%
10	W Comp	7366	$ 15,600	$ 16,534	-6%	$ 8,000	$ 6,213	29%
11	UE	7371	$ 66,669	$ 77,135	-14%	$ 22,000	$ 23,298	-6%
12	Annuity	7376	$ 52,021	$ 59,750	-13%	$ 18,166	$ 20,679	-12%
13								
14	TOTAL		$ 426,614	$ 392,510	9%	$ 143,777	$ 122,342	18%
15								
16	Total Salary/Fringe		$ 1,557,143	$ 1,607,133	-3%	$ 564,829	$ 560,765	1%
17								
18	Contracted Services/Admin							
19								
20	Contracted Svcs	7420	$ 8,000	$ 16,000	-50%	$ 6,000	$ 12,000	-50%
21	Admin Costs	7421	$ 45,000	$ 61,000	-26%	$ 12,500	$ 19,000	-34%
22	Disab Contract Costs	7423	$ 500	$ -	100%	$ 100	$ -	100%
23	Legal Expenses	7427	$ 3,000	$ 3,000	0%	$ 1,000	$ 1,000	0%
24	Bookkeeping	7480	$ 65,000	$ 63,000	3%	$ 20,700	$ 19,000	9%
25								
26	Total		$ 121,500	$ 143,000	-15%	$ 40,300	$ 51,000	-21%
27								
28	Travel / Vehical Expense							
29								
30	O of A mileage	7501	$ 500	$ -	100%	$ 300	$ -	100%
31	O of A Per Diem	7502	$ 500	$ -	100%	$ 500	$ -	100%
32	O of A Registration	7503	$ 1,000	$ -	100%	$ -	$ -	0%
33	Local Mileage	7511	$ 16,500	$ 18,700	-12%	$ 18,500	$ 15,000	23%
34	Vehicle Fuel	7560	$ 20,000	$ 18,000	11%	$ 1,000	$ 4,000	-75%
35	Vehicle Expense	7561	$ 30,000	$ 30,000	0%	$ 6,500	$ 3,000	117%
36								
37	TOTAL		$ 68,500	$ 66,700	3%	$ 26,800	$ 22,000	22%
38								
39	Space Costs							
40								
41	Rent	7613	$ 15,000	$ 17,000	-12%	$ 5,000	$ 6,500	-23%
42	Space Costs	7631	$ 110,500	$ 60,000	84%	$ 20,500	$ 20,000	3%
43	Utilities	7634	$ 30,000	$ 33,000	-9%	$ 14,075	$ 10,000	41%
44								
45	TOTAL		$ 155,500	$ 110,000	41%	$ 39,575	$ 36,500	8%

	A		B	C	D	E	F	G
46	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
47	Supplies							
48								
49	Office Supplies	7711	$ 8,000	$ 8,000	0%	$ 3,000	$ 3,000	0%
50	Computer HW/SW	7712	$ 8,000	$ 10,500	-24%	$ 5,000	$ 5,000	0%
51	Program Supplies	7721	$ -	$ 10,000	-100%	$ 100	$ 5,000	-98%
52	Disab Supplies	7722	$ 500	$ 500	0%	$ 100	$ 100	0%
53	Educational Supplies	7731	$ 33,000	$ 30,000	10%	$ 13,000	$ 8,438	54%
54	Med/Dent Supplies	7733	$ 3,000	$ 2,000	50%	$ 300	$ 700	-57%
55	Consumable Supplies	7751	$ 14,000	$ 15,458	-9%	$ 2,000	$ 4,200	-52%
56	Maintenance Supplies	7771	$ 8,500	$ 6,000	42%	$ 3,000	$ 1,800	67%
57	Xerox Supplies	7780	$ 7,000	$ 5,000	40%	$ 3,000	$ 2,000	50%
58	Meeting Supplies	7781	$ 2,000	$ 1,500	33%	$ 500	$ 500	0%
59								
60	TOTAL		$ 84,000	$ 88,958	-6%	$ 30,000	$ 30,738	-2%
61								
62	Equipment							
63								
64	Depreciation Expense	7632						
65	Major Equipment	7811	$ 35,000	$ 18,000	94%	$ 10,000	$ 12,000	-17%
66	Minor Equipment	7821	$ 500	$ -	100%	$ -	$ -	100%
67	Equip Repair/Lease	7831	$ 18,000	$ 18,000	0%	$ 4,000	$ 6,000	-33%
68								
69	TOTAL		$ 53,500	$ 36,000	49%	$ 14,000	$ 18,000	-22%
70								
71	Communications							
72								
73	Phone/Internet	7961	$ 30,000	$ 38,000	-21%	$ 10,000	$ 10,400	-4%
74	Postage	7971	$ 6,500	$ 5,000	30%	$ 2,000	$ 2,000	0%
75								
76	TOTAL		$ 36,500	$ 43,000	-15%	$ 12,000	$ 12,400	-3%
77								
78	Other Costs							
79								
80	Emp Physicals/EAP	7377	$ 2,000	$ 4,000	-50%	$ 400	$ 200	100%
81	Parent Participation	7901	$ 20,000	$ 15,000	33%	$ 15,000	$ 12,000	25%
82	Male Involvement	7902	$ 100	$ 500	-80%	$ 100	$ 200	-50%
83	Awards/Recognition	7910	$ 4,000	$ 4,000	0%	$ 300	$ 500	-40%
84	Insurance	7911	$ 22,000	$ 21,000	5%	$ 500	$ 7,000	-93%
85	Training	7915		$ 31,369	-100%	$ 14,691	$ 6,888	113%
86	Membership Dues	7920	$ 4,300	$ 4,000	8%	$ 1,000	$ 1,000	0%
87	Student Physicals	7938	$ 600	$ 400	50%	$ 500	$ 300	67%
88	Misc Expenses	7982	$ 75,717	$ -	100%	$ 30,296	$ -	100%
89								
90	TOTAL		$ 128,717	$ 80,269	60%	$ 62,787	$ 28,088	124%

	A		B	C	D	E	F	G
91	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
92	Raw Food	7761	$ 18,000	$ 55,000	-67%	$ 4,200	$ 35,000	-88%
93	TOTAL		$ 18,000	$ 55,000	-67%	$ 4,200	$ 35,000	-88%
94								
95	Printing/Publications							
96								
97	Printing/Recruitment	7924	$ 18,000	$ 12,000	50%	$ 2,500	$ 2,500	0%
98	Publications	7922	$ 1,200	$ 500	140%	$ 550	$ 550	0%
99								
100	TOTAL		$ 19,200	$ 12,500	54%	$ 3,050	$ 3,050	0%
101								
102								
103	GRAND TOTALS		$ 2,242,560	$ 2,242,560	0%	$ 797,541	$ 797,541	0%
104	*Operating Budget*		*$ 2,242,560*	*$ 2,242,560*	0%	*$ 797,541*	*$ 797,541*	0%
105			$ -	$ -		$ -	$ -	
106								
107								

Attachment "

Community Action Agency Boards of Directors and the CSBG Organizational Standards

The Boards of Directors plays a unique and important role in the life of a Community Action Agency. While staff members transition, founding directors retire, and programs change, the board offers consistency in purpose, intent, and responsibility. The governing board acts as a body, not as individuals, and its members are bound by the Duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.

In Community Action Agencies, the board embodies the core belief and value of *maximum feasible participation*. Through its tri-partite structure and the involvement of those representing the people our Network serves, elected officials, and private sector individuals, this elegant, yet challenging board structure allows Community Action to be in and of the community, all across the U.S.

The role and responsibilities of nonprofit board members has grown in the past decade and today, board members shoulder significant responsibility for the oversight of finance, executive leadership, human resources, and planning. In addition, the CSBG Act states that boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Community Action Agency boards must find ways to fulfill their responsibilities while maintaining their governance role and not engage dipping into operational activities.

The proposed **CSBG Organizational Standards** are a new element of Community Action accountability that boards need to be aware of and consider when carrying out their responsibilities. These 56 Standards address three broad categories: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability and include areas such as leadership, governance financial management, human resources, strategic planning, customer input, community engagement, community assessment, and data and analysis,

These Standards will likely be incorporated into your Community Action Agency's CSBG contract with your State CSBG Office over the next 1-2 years. Your staff will work to ensure your CAA meets all 56 Standards and very likely, your CAA already meets the vast majority of them. Part of meeting the Standards may mean adding some work to the plate of the Board of Directors in terms of oversight and approval, and may lead to some changes in general process. The Standards were designed, however, to minimize this while ensuring the board is informed over time of critical elements of organizational functioning.

It is important that Board members are aware of the Organizational Standards and that your CAA will be working to meet them. These Standards may cause new items to be brought to the board table for discussion or approval, or for new activities to be conducted. You may find that your CAA is already meeting the 56 Standards, or very close to that number; or you may find that your CAA has some work to do. This document is designed to assist you in explaining how the Standards may impact your regular board work. There are additional resources and other training videos on the Standards for boards that can help you dig a deeper into each area and explain the Standards in more detail. We also encourage boards to read the full Standards document and access these training materials at www.communityactionpartnership.com.

What does this mean for Board Members?

- **Your Duties of Care, Loyalty, and Obedience remain unchanged.** Your current legal requirements to be informed, conduct your duties in a prudent manner, ensure the agency meeting legal compliance, and work as a body remain intact.

- **Board meetings may include additional action items for approval, acceptance, or review.** The CSBG Act calls on boards to be engaged in the development, planning, implementation, and evaluation of CSBG activities. Boards carry out this responsibility through board action and oversight. Given this, the Standards may increase the number of action items you vote on at board meetings over the course of the year.
- **Strategic Planning will be an element of work the board carries out.** Many CAAs regularly conduct Strategic Planning but others do not. The Standards may impact your role in planning and the frequency in which it is conducted.
- **ED/CEO evaluation and compensation setting will be annual activities.** Many CAA boards regularly evaluate their Chief Executive and the Standards will require this as well as the annual update on compensation of the executive.
- **Financial and programmatic reporting may become more frequent.** Most CAAs receive financial and programmatic updates at each meeting and the Standards require it for those that currently do not. In addition, you will be asked to approve an annual agency-wide budget and for some CAAs, this will be new.
- **Customer Satisfaction Data will be collected and reported to you.** Standards related to satisfaction do not call on your CAA to achieve a certain satisfaction level, only that the board and staff collect, review, and use this information in your deliberations and planning.
- **Additional policies may be created.** The Standards call for certain policies and plans to be in place and the board will need to review and approve.
- **Legal review of documents may need to occur.** The Standards include legal review of bylaws and personnel policies periodically.
- **Training and Orientation of board members will occur.** As with any position, good orientation and regular training is important and the Standards provide for both for board members.

<u>What does this NOT mean for board members?</u>

- **Your role on the board has not changed.** You maintain the same legal responsibilities
- **You do not need to be onsite to observe the agency's procedures to ensure that all the Standards are met.** You need to maintain your governance role and leave responsibility for operations to your Chief Executive
- **Your board structure does not need to change.** There are no term limits, mandated committees, meeting frequencies, or other structural mandates in the Standards.

Please keep the lines of communication open with your Chief Executive and leadership team. They will have access to updates on how Standards are being implemented, tools to help CAAs be successful with implementing Standards that may be new to the agency, and resources for information and training.

Questions? The Community Action Network has several national groups that can assist you and your board as you learn more about the Standards. You may also have a State or Regional Association that can of assistance as well. Please don't hesitate to reach out if you have questions.

Community Action Partnership-Denise Harlow dharlow@communityactionpartnership.com

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Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:15 p.m. (CST)
Little Nugget, Wallace, Michigan

MINUTES

Chair Karen Wigand called the meeting to order at 1:17 p.m.. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcrft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Dementer, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden,
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May HRA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY KEN PENOKIE; MOTION CARRIED.*** The committee also reviewed the June HRA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.*** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit for the

period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. ***THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. THOUNE, SUPPORTED BY MYRA CROASDELL. MOTION CARRIED; ONE ABSTENTION.***

DAVE ANTHONY MOVED THAT THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A & A1-5")

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and ***RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY MR. THOUNE; MOTION CARRIED.***

The committee also recommends ***ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY BERNIE LANG; MOTION CARRIED.***

The Chair turned the meeting over to Susan Kleikamp to conduct the election of the Chair. Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none ***KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.*** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations form the floor and there being none ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. ***OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations form the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A***

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and ***THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MR. THOUNE; MOTION CARRIED BY A UNANIMOUS SHOW OF HANDS.***

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed a copies of the FGP & SCP monthly reports for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MS. PHILLIPS; MOTION CARRIED.***

APPROVAL TO ACCEPT WELCOME NEWBORNS PROGRAM

The Chair called on Julie Moberg for more information. Ms. Moberg reported that the Welcome Newborns Program has been around since 1995 and has been a partnership between the Delta County Community Foundation and the MSU Extension Office. Julie has overseen this program but since she is now employed by CAA/HRA MSU Extension no longer has the capacity to provide the oversight. We would like to house the program at our office with Julie continuing to provide the oversight. The program fits well within our mission as it provides support to newborns up to age three. Our agency would provide in-kind in the form of space and supervision and have no other financial obligation. ***MR. PENOKIE MOVED TO ACCEPT THE WELCOME NEWBORNS PROGRAM INTO OUR AGENCY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

APPROVAL TO SUBMIT CSBG REFUNDING APPLICATION FOR $175,000

Ms. Wigand called on Bill Dubord who reminded the board that this is an annual authorization needed to apply for these funds that are the glue the holds the agency together. ***KEN PENOKIE MOVED TO AUTHORIZE APPROVAL TO SUBMIT THE CSBG REFUNDING APPLICATION, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

ACCEPTANCE OF CSBG MONITORING REPORT DATED 6/4/15

Members were mailed a copy of the CSBG monitoring report dated 6/4/15 for their review. Mr. Penokie thanked staff for a job well done. ***TOM LIPPENS MOVED TO ACCEPT THE CSBG MONITORING REPORT DATED 6/14/2015; SUPPRTED BY MYRA CROASDELL; MOTION CARRIED.***

ACCEPTANCE OF WEATHERIZATION MONITORING REPORT DATED 5/28/2015

Members were mailed a copy of the Weatherization monitoring report dated 5/28/15 for their review. Mr. Penokie again thanked staff for a job well done. ***THE WEATHERIZATION MONITORING REPORT DATED 5/28/2015 WAS ACCEPTED WITH A MOTIN FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

ACCEPTANCE OF MSHDA MONITORING REPORT DATED 6/25/2015

Members received a copy of the MSHDA monitoring report dated 6/25/2015. Again staff were thanked for a job well done and ***THE REPORT WAS ACCEPTED UPON A MOTION FROM MS. CROASDELL, SECONDED BY OMER DORAN; MOTION CARRIED.***

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. ***(see attachment "D")*** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to see that ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who reported that we hope to disengage from the Thorntree Development Project in Gladstone by the end of this calendar year when we reach the 15 year mark of our agreement.

Mr. Dubord informed the members that the groundbreaking at Bishop Noa Home for the Adult Day Care facility we are collaborating on with them, was held recently. They hope to open in November and we may invite them to give an update on the project at the September Governing Board meeting.

The Executive Director noted that wood provided as part of our deliverable fuel services has caused some difficulties at time with complaints about the quality of wood and quantity (even though the recipient is told to sign the receipt indicating the amount delivered). We received a complaint a few months ago from a gentleman who was very upset about someone who received wood from us who went on to put his home up for sale noting that there was enough wood to last for two years. The recipient was eligible and we cannot prevent someone from selling their home. We tried reporting the situation to the State Fraud line as instructed by our funding source and were told the person who was making the complaint needed to contact them. He did so and was told our agency to contact them. Needless to say, he was very frustrated, as were we, but no it appears the complaint has been forwarded to the proper authorities. ***LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill indicated we hope to have one more personnel committee before having a draft revision ready to go to the full board for approval.

Bill thanked the members for their time and expertise in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:52 ***WITH A MOTION FROM MR. THOUNE, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, SEPTEMBER 10, 2015 AT 12:30 P.M.

Menominee County Planning Commission
S904 U.S. Highway 41 Stephenson, MI 49887
Planning Commission Minutes
July 27, 2015

The Menominee County Planning Commission meeting was called to order at 5:03 PM CDT by Chair Lillian Schultz at the Lake Township Hall *(due to scheduling conflicts at MSU Extension office)* in Stephenson, MI with the Pledge of Allegiance.

Roll Call: Present: Bill Anderson, Paul Anderson, Charlene Peterson, Lillian Schultz and County Comm Ray Williams. Late: Gary Scholtz. (One vacancy on the Planning Commission)

Approval of Agenda: Motion by Ray Williams to approve agenda, support by Paul Anderson. Motion carried.

Approval of Previous Minutes: Motion by Bill Anderson to approve minutes of April 27, 2015 regular meeting; support by Paul Anderson. Motion carried.

Public Comment: no one present
Presentations: None.

Old Business:

A) Brownfield Redevelopment Authority-to remain on the agenda pending start up info
B) Airport Commission Ordinance-As the Airport is currently being re-organized as a solely managed unit of Menominee County it is likely that all ordinances and other documents will be reviewed at some point in the future. Item to be dropped from MCPC agenda for now.
C) Review of presentation made to the Menominee Township Planning Commission on Tuesday July 21, 2015 with suggestions for ways to correct and improve their draft. Charlene Peterson made the presentation on behalf of the County Planning Commission.

New Business:

a) Veteran's Park grant request from CUPPAD on boardwalk project at Veteran's Park in Powers, MI. Received too late to take action. By consensus, these plans will be put on File at the Annex but a letter is being sent to register comments after the deadline (05-13-15) as they are putting a burden on the township for maintenance for 100 years.

Next Meeting Date: Monday, September 28, 2015 at 5:00 PM with alternate date of Monday, October 26, 2015 or as needed. Brief discussion was held about continuing to meet at Lake Township Hall with a consensus to do so.

Adjournment: Motion by Bill Anderson to adjourn, support by Ray Williams. Meeting adjourned at 5:53 pm.

Minutes Submitted by:

Charlene Peterson

Charlene Peterson, Secretary pro tem
Menominee County Planning Commission

Approved 9/14/15

Menominee County Personnel Committee
Minutes of Meeting
July 31, 2015

****************APPROVED 9.2.15****************

The Personnel Committee met on July 31, 2015 at 8:30 AM at the Menominee County Courthouse, Administrative Office – moved to Courtroom B ~ 2nd floor.

Present at the meeting were Coms. Lang, Piche, Williams, Furlong and Brian Bousley & Sherry DuPont. Other members of the public.

Call Meeting to order: Chairperson Furlong called the meeting to order at 8:30 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; all Personnel Committee Commissioners are present.

Agenda was approved by Com. Williams and supported by Com. Lang to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from 3/6/2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

Public Comment: None

Business:

a. **County Treasurer DMG wage and Classification – All Treasurer office positions:** Diane: I feel with all the changes that have been done with extra work in my office that the girls haven't been compensated the way they should. We had a DMG a while back and it didn't look like the person who did it didn't do anything we ended up not paying for that DMG because it was done so poorly. Nothing was done after that, we never resubmitted it. So I asked Brian if we could put it back through with this new company, and that's what we did. The fact that Kim has half of the GL now, I know there was some adjustment made, but if you look at her position and the clerk's accts payable person, they pretty much do the same thing and Kim is a grade 8 and Jessy is a grade 10. They do pretty much the same thing. In fact, Kim having more experience with GL things, many times she has to answer questions and fix things to get things figured out correctly. Julie is doing all of the PA stuff which has never been addressed since we started doing it in 1999. We get $175 for every forfeiture that we do. We end up with $45,000 in revenues each year. Julie does all of the title searches on them. Furlong: How does one get to be a grade 8 and the other a grade 10? (Marc corrected, it's a grade 9). Diane: It's a job that was created when Jodie was there, some of the responsibilities went to Kim when Jodie left, but when Jessy came into the job, it was never re-evaluated to remove those duties. I'm not saying Jessy doesn't deserve that, it's hard to have one person doing equal work, if not more, and getting less. Furlong: If we were to recommend a DMG study for the Treasurer's office, how would we go about doing that? Bousley: Diane filled out the paperwork, we sent it in to this new company MGT, they evaluate everything and it comes back us, we bring it back to the personnel committee. The personnel committee reviews it, if the personnel committee accepts it, we move it to the board. It's a 15 page questionnaire, basically filling in all of the duties they do in their job. That gets compared to the current job description and they come back with a determination and recommendation. Lang: How often can a Department head request a classification for their employees? Bousley: I don't know that answer. It's at our discretion. Lang: we've been down this road quite a few times before and it can get ugly. Bousley: You have a third party doing the DMG it keeps the "I like you; you get a raise; I don't like you; out of the equation. Lang: And you have to adhere to the study, you can't be making an exception. Furlong: This new co. they don't come here and see what every employee does. They rely on the 15 page questionnaire and they will place a point value on the job duties and come up with a wage classification. Can't the department head pad it a little bit and say they're doing more than what they really do? Piche: The request is to get the DMG study going for all of the

Treasurer's office positions. To me that would be the correct way to go. Lang: It was explained to me a while back, these job studies are designed to measure the complexity of the job, not the amount of work the person has to do. Example given, if it was your job to raise the flag every morning, and take it down every evening. Now we ask you to raise the flag in the back and take it down too. That's not a change in complexity, so that wouldn't justify an increase in evaluation. Furlong: I realize jobs have changed and people are taking over different jobs; unless the person is doing something that needs additional training or a different level of expertise...Diane: which in this case it has in both positions. Details on title searches for the PA. It's detailed work and nothing has ever been compensated for that. It's the same thing with Kim. Furlong: And when the airport comes into play, they'll be doing additional duties. Bousley: The DMG could always come back recommending it stay the same grade, increase or lower. That's what can happen. Williams moves to allow the DMG study for the County Treasurer's office positions; Lang supports. All Commissioners concur.

b. **County Clerk DMG wage and classification – Records & Payroll Clerk and Circuit/Family Ct. Clerk:** Marc Kleiman: Basically the same thing. There are four positions in my office but only two I feel need to be re-evaluated. The payroll position and our Circuit Court clerk position. Things have changed, we just want to have them looked at. Lang moves, Piche supports to approve allowing the Clerk's office to re-evaluate two positions within his office. All Commissioners concur.

c. **Elected official salary discussion:** Bousley: Currently the undersheriff makes more than the sheriff. Furlong: How does that happen? Bousley: Sometimes the board voted to not give the elected officials an increase in pay when the other employees did. And with the DMG (dept. head pay scale) move for the undersheriff, that also moved his pay up. Furlong: what does the undersheriff make right now? DuPont: Assuming a 2% increase for next years budget, the Sheriff is at $64,199 and the undersheriff is at $64,896. Furlong: This is a discrepancy, but I really don't know how to handle it. The Department heads really shouldn't be making less than their subordinates; that's common sense. Lang: Are the Sheriff and undersheriff included in the classification study? Bousley: The undersheriff is. We do have job descriptions for the elected officials, but the salaries are set by the board. Sheriff Marks: Over time when the employees got their union raises and the elected officials salaries were frozen, this caused the issue. For me it's not how much money goes into my bank acct. but it's my successor, the future of the department. In my department, with some of the officers working overtime, many of the officer exceed my salary. No one wants to give up money and benefits to go into a "higher" position. Right now, my undersheriff is not inclined to take the sheriff position and give up what he currently has. Williams: Why can't we do a DMG study for the Sheriff position? Kleiman: The original DMG that was done in 2001 included the elected officials. It placed them into the DMG payscale, though the board didn't adopt that, they kept the EO's separate from the other employees. DuPont: And their pay did coincide with the other employees within the payscales at that time. They just didn't take the Grade/step within their title. Furlong: I wonder if we can have the top person in the office, paid not less than 3% of the highest paid subordinate. Lang: We're looking at three times when there was no pay increase for the elected officials. Furlong: Brian to explore the 2 or 3% above the top paid employee, under the Dept. head. I don't want to recommend some sort of action until I know what the effect of this will be. I'd suggest to work together with the department heads to come up with a solution. All commissioners agree.

d. **Prosecuting Attorney – Budget request – One part time "Secretary/Computer operator" position to a full time position.** Dan Hass: History of my office: Myself, Chief Asst. Bill Merkel, we "had" two full time legal secretaries, and 1 full time investigator, who deals with paternities and child support orders, etc. Approx. 5 years ago when the county board was in a very cutting mode and claiming that we were in such financial dire straits, that positions had to be cut; I had a pending retirement in my office and as a pre-empted strike to save the other FT positions in my office; and to work with the county board, believing that we were in dire financial straits, I made the decision to change one full time legal secretary position, to part time. In retrospect, it was probably a mistake on my part. It may have saved a full time job in my office, but what I've see over the years, other than the sheriff dept., no other departments took any action to reduce staff. Other departments maintained, some grew. By me making that move, I saved the county half the salary and fringe benefits. What I've learned is that my office cannot operate efficiently at the current staffing level. I'm asking the board to reinstate what was there for years and elevate the part time position to a full time position. I'm just asking to be restored back to the efficiency level that we were at approx. four years ago. Approx. 65 to $80,000 of my budget is reimbursed annually through the 4D funding and the crime victim rights compensation grant. That will continue even if the position is elevated to full time. Furlong: are we getting any complaints about the lack of getting the work done in a timely manner? Hass: at times, yes. I would say we're understaffed by at least one half time staff attorney and one half time legal secretary positions. It's caused a great burden on the current staff I have. I'm very thankful that they've been able to deal with it. Furlong: I am very familiar with everything that happened at the

time when you gave up that half time employee. Taking your word for it, that the case load is the same or more as back then, I don't have a problem recommending to the Finance Committee that the position be upgraded to a full time position. Motion to recommend to the finance committee that the part time position in the PA's office be moved to a full time position. Williams moves, Lang supports.

e. **Friend of the Court – Budget request – Add one full time "Case worker" position:** Jodie Barrette: My request is coming from the management analysis study done in 2012 by the state court administrators. Their recommendation indicated that our office has the lowest staffing level of comparable counties. We have a much higher than average number of cases per full time employee. Right now we have a part time person helping us through manpower that helps with a file project and backing up our secretary. This position as a caseworker will fall under the 4D reimbursements which is 66%. Our current support collections are going down. We need to work more on the cases that aren't paying support. Adding this position will help with the collections also. Lang: will the manpower position be eliminated? Barrette: Yes. Williams: It seems to me having a full time case worker who knows their job and knows what they're doing would be much more efficient than having a part time person from manpower who may not. Piche: I'm assuming the caseworkers have to take time off for seminars for training. Barrette: Yes, every year we go for training. The Secretary doesn't always have to go, but the caseworkers do. Piche: We have a new person in as dept. head, I would think that we hold off. Williams: I think the other way. The fact that there is compensation back from the state, I would be more inclined to go with another employee. Furlong: I think, right now, the manpower position is needed. In my mind, even if you added another caseworker, the part time person will still be needed to finish the file project. I've been on the CB for over six years. Budget and dept. head requests, there's always justification, and it seems there's always going to be a "savings", but we never see the savings in black and white. At this time, I agree with Jerry, to hold off on this position until you get more familiar with your position and maybe come back with where the savings will be. Barrette: I think Renee would have asked for it, but we were in a hiring freeze when the study was done. This is coming from the state court. They're saying, comparatively we're down. It's not going to get any better. We have people getting divorced every day and parties having children, it's nonstop. Furlong: What have we got, a split consensus? All commissioners agree. Furlong: I would think we should forward back to the finance committee to make the recommendation. If it's budget-able to keep in the budget, if not, then remove from the budget.

f. **Sheriff Dept. – Budget request – Move one part time corrections officer to full time; and add one full time corrections officer (security) to replace two part time positions.** Sheriff Marks: We used to operate the jail with six part time positions. In the last year or two, it's been a hard go to make that work. Last year we did a hiring process…Had two applicants. Went through the testing and one qualified. The board said neither one was qualified. That was sobering. What's happening is, we get a part time person in, train them and then we lose them to a full time position somewhere else. I like part timers. But right now we're having a tough time. The jail is on mandatory overtime. We are maintaining the jail, but it's challenging. What I'm asking for is, we have a trained part timer working for us right now; he has a passion for corrections. I would like to move him to full time. I have money in the PT budget, but I'm not using it. Instead I'm burning it on overtime. I would like to go back to part time in the future. Right now, if you can't get the applicants, you can't hire. Furlong: Why are we so short handed in the jail? Sheriff: Traditionally we relied on filling the four part time positions in the jail; due to people quitting. Furlong: We have a full staff in the corrections dept. Sheriff: We run 12 hr. shifts. Night shift we try to maintain our three man minimum. Day shift we go up to four, because those same deputies go into the courthouse, when court's in session. Furlong: Have the twelve hour shifts created a scheduling problem? Sheriff: Yes. Furlong: Is the twelve hr. shift contractual? Sheriff: Yes. The manning level is very difficult to deal with. A few weeks ago we agreed to try something else to man the 12 hr. shifts. We have gaps, and we're doing the best that we can. The 12 hr. shifts are in the contract. Furlong: What does the union contract say? Bousley: Basically it says, if the shifts need to be changed, it has to be agreed upon between the union and the sheriff. The sheriff does have the right to petition for different types of shifts if that becomes a problem. Furlong: To me the problem started to multiply when you went to 12 hour shifts. It's great for the employee and I give them all credit for doing it. To me what you're asking for is for the County to sustain the 12 hr. shifts. That means the taxpayer has to put out more money to sustain the "comfort zone" for the employees. Sheriff: The twelve hour shift has been here since before me. Road Patrol has wanted to go to 12's and I've resisted it. We struggle on a regular basis with filling shifts. Bousley: The additional person would be for Courthouse Security in the vestibule. Sheriff: I'm required to provide courtroom security. Courthouse security you have two options. You can outsource it to "rent a cop", what is their training level? Is it consistent? I would rather source one of my well trained deputies to be at that front door to screen their purses and personal belongings before entering the courthouse. Furlong: As far as the corrections officer position, I would recommend opposing the

full time corrections officer. But the security for the Courthouse. I think to be proactive to move toward that goal would benefit the county. Lang: I agree. Piche: It doesn't seem like you're in disagreement. Sheriff it sounds like you're willing to make some changes. Williams: It sounds to me like you're on board with changing the two part time to a full time for security purposes. But you're not willing to change the pt. to full time. Furlong: I recommend we take the four part time positions and make one full time and one part time. Lang: is that going to compromise your ability to schedule? Sheriff: It will help me out. Whatever it takes, I'll make it work. Lang/Williams move/support to take the two part time positions and make one full time. And leave the part time corrections alone for now.

g. **Sheriff Dept. – Animal control enforcement; personnel or contract discussion** ~ We have a local ordinance from May 11, 1981 which has not been updated since. In Jan. 1997 based on having a lot of animal troubles in the county; Sheriff Unger created a job description within the sheriff dept. It's called a CSA Corrections/Security/Civil process/Animal control. What we do right now is have him investigate animal abuse cases in Menominee County. I do not have him out driving around waiting for a call. He's needed here. His job is a corrections deputy first. We have no program, no revenue and no budget. I have no budget for animal control. The vehicle was purchased from a 2% grant. The county should be taking in up to 90,000/year for licenses and kennels, and that's not happening now. This dept. could be supported with funds from licensing/kennel fees. Piche: Has there been some success with the vets. helping out with the licenses? Diane: Yes. We started some clinics to make people aware that they need a license for their dogs. Sheriff: Diane asked for a program for tracking the licenses. This program will help with billing. Lang: Perhaps we should approach the city of Menominee and ask them to share in the process of animal control. Sheriff: Our ordinance needs to be updated. Brian and I can work on that. Just understand there is a potential revenue stream that we can continue to develop. The software program is about $5,000 and maintenance each year is about $630/yr. Williams: the current rules are not being enforced and need to be. Sheriff: this has to be an effort of the whole county. The city can vote to abolish their ordinance, then we become responsible. Furlong: Currently the sheriff dept. has no authority to pick up animals within the city. I'm opposed to the county funding the whole program. I'm not ready to recommend an animal control position or contract position until we have some paths. We're in the beginning stages of gathering these facts and I think we should wait till these facts come out first. Lang: If we don't include the city of Menominee, we're defeating the purpose because the majority of the problems come from the city of Menominee. Jerry: We are all saying the same thing. I found it interesting when I read the ordinance. We don't have the right to provide services within the City of Menominee. They have their own ordinance. Sheriff: The City manager and Chief of police are willing to start talking. Furlong: I'd like to table this until we get more information back from the City. Williams: Who picks these animals up if the Animal control officer is elsewhere? Get a few people contracted and pay them on a per diem basis. Sheriff: Revenue is there, we need to get enforcement going. It's got to be across the board for all involved to enforce the laws. Diane: I brought up the cat idea at one of our conferences. Different counties tried to license cats, but there was literally so much controversy it failed. All commissioners agree to table this item until more information can be obtained.

Public Comment: Sheriff: Informational issue: Brian and I went to a meeting yesterday. There has been a bill passed (5929), the Gov. signed it. Community Corrections work van program has been taken away. Funding has been eliminated from the state. (As of Oct. 1, 2015) We are looking at a database to take over the billing ourselves. Looking at taking our work van supervisor, a retired undersheriff, he makes $10/hr. and looking at putting him in some type of part time position. We work all over the county with the prisoners. Can we self-fund it? I believe we can. I don't feel that we want to let this go. We own the van and the trailer. The state owns the tools. I don't think the state will take those back, they're all older tools. Diane: Sorry to hear the work van won't be funded, I use them all the time for the foreclosure properties. The cost is very reasonable. Kleiman: I agree with the work van program. When I was a probation officer, I utilized the work van program. I think it's an excellent program. Lang: Does that mean that Becky McIntyre's position has been eliminated? Furlong: I believe so. Diane: I just want to say this was a very beneficial meeting.

Commissioner Comment: Furlong: keep in mind this committee can only make recommendations. All still needs to go to the full board for approval. I appreciate the department heads for coming and stating their cases. Williams: The state is making all the mandates, with no funding, it just means we've got more to do.

Adjourn: Moved by Com. Piche supported by Com. Furlong to adjourn the meeting at 10:48 A.M. Motion approved 4/0.

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
August 27, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:
John Nelson, Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, conducted the roll call.

MEMBERS	Present	Excused Absent	Absent	MEMBERS	Present	Excused Absent	Absent
DeDie, William	X (4:12 pm)			Negro, Mari	X(phone)		
Dehn, Janet		X		Nelson, John	X		
Freeman, Peggy	X(phone)			Peretto, Patti	X		
Hofer, Millie	X			Phillips, Patricia		X	
Luhtanen, Joan	X			Spence, Christine	X		
Martin, Ann	X			Zevitz, Michael, Dr.	X		

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA
Chair Nelson asked for a motion to approve the agenda.
ACTION: Moved to approve the agenda as presented.
Motion by: J. Luhtanen, supported by M. Hofer to approve the agenda.
Chair Nelson asked if there were any additions to the agenda. There were no additions. **Motion carried unanimously.**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES
There were no additions to the August 13, 2015 Board meeting minutes.
ACTION: Moved to approve the August 13, 2015 Board meeting minutes as presented.
Motion by: M. Hofer, supported by P. Freeman. A. Martin and C. Spence abstained. **Motion carried unanimously**

PRESENTATION - No presentation

ACTION ITEMS
- **Finance**
  a) Check Disbursement Report-Period through August 5, 2015
  Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.
  ACTION: A motion was made by C. Spence, supported by M. Zevitz to approve the August 5, 2015 check disbursement report. No discussion. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)
- **Finance**
  a) Check Disbursement Report through August 19, 2015
  Jennifer McCarty asked if there were any questions regarding the check disbursement report. Bill Adrian reviewed the following: #75147-$100 for lawn services and #75175-$7,956.00 for 4 months of speech therapy services. Consensus of the Board is that this item will move forward to the next meeting for approval.
  b) Contracts August 27, 2015
  Jennifer McCarty asked if there were any questions regarding the following contracts:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Anderson, Tackman & Co. PLC	Fiscal Intermediary	8/1/15-7/31/16	$190/mo.	$200/mo.	$10/mo. increase
This is a renewal for fiscal intermediary services for one Individual.						
B.	Cornerstone/Hernandez AFC	Specialized Residential	10/1/15-9/30/16	$190-$250/day Rate is dependent on the home and staffing pattern	same	n/a
This is a renewal for Specialized Residential services for 3 Individuals at this time.						
C.	Beacon Residential Services	Specialized Residential	10/1/15-9/30/16	$219/diem PC & CLS, $39.50/unit-Targeted Case Management, $200/encounter-Med. Review, $400/encounter-Psych Eval. $120 /encounter-Indiv. Therapy, $125/diem for Lifestyles Recovery Apt., $1400-Behav. Plan & Monitoring, $120/encounter-DBT/Substance Abuse Therapy, $70/encounter-Group Therapy	Same	n/a
D.	Trico	Vocational Services	9/1/15-8/31/15	n/a	$10.88/hr.	n/a
This is an addendum to the current Trico contract for one Individual to receive intensive skills coaching.						

No discussion. Consensus of the Board is that the contracts will move forward to the next meeting for approval.

c) Financial Statement-July 2015
Jennifer McCarty asked if there were any questions regarding the financial statement. Bill Adrian stated at this point in time there is $841,000.00 in revenue over expenditures and the General Fund (GF) has been cut dramatically over the last 18 months.

W. DeDie - present at 4:12 p.m.

Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the July 2015 financial statement will move forward to the next meeting for approval.

- **Longevity Pay**
Jennifer McCarty stated that a copy of the Longevity Pay Policy was provided to the Board for their review and at this time the Board needs to look at whether or not to approve longevity pay for staff this year. The amount of longevity pay that will need approval is $62,000.00. Ms. McCarty asked the Board for a discussion regarding payment of longevity for staff this year. Millie Hofer stated that she had asked what percentage of longevity pay was from Medicaid versus GF. Bill Adrian stated that the GF portion would be approximately 7% and the Medicaid portion would be approximately 93% for the longevity payment based on numbers through June 2015. Mr. Adrian further stated the 7% GF portion would be approximately $4,000.00. Joan Luhtanen stated it is

important there is good morale among staff and she would personally like to see longevity pay continue as long as Northpointe can financially afford it. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that longevity pay will move forward to the next meeting for approval.

- **Michigan Association of Community Mental Health Boards (MACMHB) Fall Conference**
  Jennifer McCarty stated the MACMHB annual fall conference is in October. Board members should let Mary Wendt know by September 18 if they will be attending this conference so registrations can be sent in for them. Ms. McCarty stated that she would like to point out that at the fall conference there is a State legislative panel scheduled as the Board was interested in talking with politicians and this may be an interesting opportunity to participate in this at the conference. Miscellaneous questions were addressed by Ms. McCarty.

- **CEO Report**
  Jennifer McCarty stated her CEO report was in Board packets and provided the following additions: TRICO will be presenting at the September 10 Board meeting along with a tour of TRICO at 3:30 before the Board meeting. Ms. McCarty asked that if anyone is interested in attending this tour to let Mary Wendt know. Ms. McCarty stated at the last Board meeting it was discussed that the Board is interested in having a politician attend a meeting. Ms. McCarty stated she has talked with Paul Burns, who works with Representative McBroom, and they are willing to entertain the idea to come and speak with the Northpointe Board. Representative McBroom covers Delta, Dickinson and Iron Counties for his constituency; however, he is doing work in Menominee County at this time looking at transportation concerns with local communities. Ms. McCarty stated if the Board is interested in having Representative McBroom attend a meeting they will have to decide when to have him attend a meeting. In the fall months, Representative McBroom works in Lansing on Tuesday, Wednesday, and Thursday and would be available to meet with the Board early on a Monday or on a Friday. Ms. McCarty stated that since Representative McBroom can only meet on a Monday or Friday would the Board like to meet with Representative McBroom on one of these days instead of having a Board meeting or meet with him in addition to a Board meeting. Ms. McCarty also stated that an agenda of potential talking points that the Board would be interested in discussing with Representative McBroom would need to be compiled and there needs to be an assurance there would be good Board attendance at this meeting. John Nelson stated that the court system and law enforcement would also have an interest in this meeting and should be invited to it. Discussion ensued. Ms. McCarty asked Board members to send her any talking points they would like to discuss with Representative McBroom and then at the September Board meeting talking points and a meeting date will be further discussed. Ms. McCarty stated that the Operations Team will begin looking at strategic planning for the proposed Autism benefit expansion that is to begin in January 2016. There is talk that the service age currently being served, children with an Autism diagnosis from ages 0 to 5, will be expanded to potentially up to age 18 or 21. Ms. McCarty stated that the children's waiver service program in the State of Michigan will be restructuring which will hopefully allow some children, who potentially use GF dollars, to be covered under Medicaid. Patti Peretto provided information from a Department of Human Services meeting she recently attended regarding a grant from Easter Seals that Scott Parrott found out about. The grant is to have 8 trauma centers for youth in Michigan with hopefully 1 of these trauma centers located in Ishpeming. Ms. Peretto stated that collaboration will be needed from a lot of different entities, it would be good for the Northpointe Board to collaborate on this, and provided Mr. Parrott's contact information to Ms. McCarty. Miscellaneous questions were addressed by Ms. McCarty.

John Nelson, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS - No committee reports

PUBLIC COMMENTS - No public comments

BOARD COMMENT

- Joan Luhtanen provided information on a YouTube video regarding post-traumatic stress disorder: Hometown Battle Field by J.P. Cormier.
- Ann Martin stated that Dickinson County recently wrote a letter to NorthCare regarding the Western U.P. Substance Abuse Agency as she was under the understanding that NorthCare was going to take over substance abuse for the U.P. Patti Peretto stated that she is on the Western U.P. Substance Abuse Board and they will no

longer be an agency with their last meeting being in September 2015. Ms. Peretto provided information on how funding may now be allocated.

- John Nelson stated that he is on the Substance Use Disorder (SUD) Board and at their last meeting suggested that Judi Brugman, from NorthCare Substance Use Services, attend the County Board meetings to provide information on substance abuse funding. Mr. Nelson also stated that his mom is not well and he would appreciate it if everyone would think about her.

ADJOURN

A motion was made by C. Spence, supported by M. Hofer to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 4:58 p.m.

The next regular Board meeting is scheduled for **September 10, 2015 in** Kingsford, Michigan at 4:00 p.m.

_____

John Nelson, Chairperson

_____

Mari Negro, Secretary

_____

Mary Wendt, Board Secretary

MENOMINEE COUNTY 9-1-1 GOVERNING BOARD
MINUTES

Date: March 17, 2015

Approved 28July2015

Location: Stephenson City Hall

Present: Jim Gardner, Mark Petersen, Bill Cech, Carl Johnson, Gerald Christiaens,
Brett Botbyl, Josh Jones, Ken Marks, and Brian White (late arrival).

Others: Brian Bousley, Rich Bastien and Debra Wormwood, 9-1-1 Director.

1. Approval of Agenda: Debra Wormwood, 9-1-1 Director requested to add 2-1-1 Memo of Understanding (MOU) added under Director's Report. A motion was made by Josh Jones, second by Brett Botbyl to appove the Agenda with the addition of 2-1-1 MOU under Director's Report. Motion carried.

2. Approval of Previous Meeting Minutes: A motion was made to accept the previous meeting minutes as written by Jim Gardiner, second by Josh Jones. Motion carried.

3. Public Comment-agenda items only: none. A motion was made by Brett Botbyl, second by Gerald Christiaens to close public comment. Motion carried.

4. Lake Township fire response: Chairperson Mark Petersen advised he received a request from Brian White to add Lake Township fire response as an agenda item. Brian White was not present. Jim Gardiner advised that Lake Township went with Mellen Township for fire service and there was a conflict between the Stephenson Fire Chief and the Lake Township Board. Brian White's concern is regarding response time from Stephenson as opposed to Mellen. Mark Petersen advised we would table this item.

5. Director's Report:

a) 9-1-1 Surcharge: Debra Wormwood asked if the Governing Board would recommend that the 9-1-1 Surcharge be placed on the ballot for a rate increase to replace the radio consoles in 9-1-1. The current surcharge amount is $2.20 which was approved by a vote of the people and expires June 30, 2016. The rate that can be approved by the County Board without a vote of the people after the class action law suit against MPSC was settled is $2.12. After a

discussion, the request to put a 9-1-1 surcharge increase on the ballot was not supported.
During the same discussion, a motion was made by Gerald Christiaens to authorize Debra to get numbers to upgrade the radio console with state bid pricing from Motorola. Second by Brett Botbyl. Motion carried.

b) Next Gen 9-1-1 (NG911) – Text to 9-1-1: The UP 9-1-1 Authority (UPA) picked INdigital as the vendor the text to 9-1-1. The tentative date set for installation is April 15, 2015.

c) Record Retention: Debra advised that work on this was not completed and would have to be discussed at a later time.

d) Hiring Freeze: The hiring freeze for 9-1-1 will be lifted when the contract is settled. Believe that it should be approved at the County Board meeting on March 24th. We do have some applicants on file that have been tested, and are considering advertising once more.

e) 2-1-1 Memo of Understanding: U.P. 2-1-1 is a nonprofit referral and information agency that serves all 15 counties in the U.P. They have requested we sign a MOU with them. Governing Board members indicated they supported cooperation with U.P. 2-1-1.

6. Public Comment: Rick Bastien, Stephenson Fire Department, started to speak about the Lake Township fire response agreement when Fire Chief Brian White arrived. Stephenson is concerned with the coverage area outlined by Lake Township. Debra indicated that the fire response areas for 9-1-1 were completed before the end of 2014, and copies of the road names with ranges were sent to Lake Twp., Mellen FD, Stephenson FD and Daggett FD in January 2015.

Next Meeting Date: To be determined

Adjournment: A motion was made by Brett Botbyl and second by Gerald Christiaens to adjourn. Motion carried. Meeting adjourned at 1958

DKW

Approved
28July2015

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Menominee County General Appropriations Act 2015/16**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

The county board approved the 2015/16 Act on 9.22.15. At that time there was a discussion of the "Treasurer" providing monthly, a report of actual vs budgeted revenues and expenses with trial balances.

The County Administrator is the person who can provide the report to the board, not the County Treasurer. Request to change from Treasurer to Administrator.

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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):

COUNTY OF MENOMINEE
GENERAL APPROPRIATIONS ACT - 2015/2016

A resolution appropriating monies and adopting the 2015/2016 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 2015/2016 Budget, levy tax rates of the General Fund 7.0612 mills, Senior Citizens .6000 mills, and Road Patrol 1.7950 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 2015/2016 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~~ Administrator 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 Regular Meeting of the Menominee County Board of Commissioners, and the following action was taken. It was moved by Commissioner Hafeman and seconded by Commissioner Nelson, and carried by the following vote that the resolution be passed.

AYES: 9
NAYS: 0
ABSENT: 0

Sworn to me on the 22nd day of September, 2015

Marc Kleiman, Clerk
COUNTY OF MENOMINEE

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**3-Way Road Commission invoices**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

We received an invoice from Menominee Township ($49,078.83); Gourley Township ($14,802.54), & Daggett Township ($19,667.10) for the 3 way road funding…to be approved and paid to the Road Commission.

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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 Road Commission

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914 Fax (906) 753-4319

INVOICE

09/23/15

Invoice #: 3WFP-008

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Menominee Township Project #1 - Crack Filling - $23,784.45 Bay de Noc Road No. 10 Road Menominee Township Project #2 - Chip Seal - $35,090.00 Bay de Noc Road & Fairland Loop Total spent: $58,874.45 **NOTE: Please remit payment directly to Menominee Township at the address below.**	$49,078.83
TOTAL DUE	$49,078.83

Please Remit Payment To:

Menominee Township

N2283 O-1 Drive

Menominee , MI 49858

Menominee County Road Commission

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914 Fax (906) 753-4319

INVOICE

09/23/15

Invoice #: 3WFP-009

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Gourley Township Project - Chip Seal Maple Lane Total project cost: $26,484.27	$14,802.54
TOTAL DUE	$14,802.54

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

Menominee County Road Commission

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914 Fax (906) 753-4319

INVOICE

09/23/15

Invoice #: 3WFP-010

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Daggett Township Project - Reconstruct No. 25 Road Total project cost: $121,613.76	$19,667.10
TOTAL DUE	$19,667.10

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**2015 Menominee County Apportionment Report**
DEPARTMENT:	**Equalization**
ATTACHMENTS:	**Yes**

SUMMARY:

The Equalization Director has submitted the 2015 Apportionment Report. Law states this has to be approved at a County Board Meeting prior to October 31.
This may be revised at a later date due to townships that have millage proposals on their November election ballot.

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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 EQUALIZATION DEPARTMENT
839 TENTH AVENUE
MENOMINEE MI 49858
(906) 863-2683

MEMO

DATE: October 7, 2015

TO: Menominee County Board of Commissioners

FROM: Peggy Schroud
Menominee County Equalization Director

RE: 2015 Apportionment Report

Attached please find a copy of the 2015 Apportionment Report which must be approved by the County Board of Commissioners at an October apportionment session (MCL 211.37 AND 207.12). Please be aware that the apportionment report may have to be revised if the taxpayers vote for any additional millages on the November 2015 ballot. At this time, there are a couple of townships (Holmes and Meyer) who have millages on the November 2015 ballot that would affect the 2015 Apportionment report requiring the Board of Commissioners to approve a revised report after the November election if these millages are approved by the voters.

If you have any questions, please feel free to contact me.

Thank you.

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of _____ ***for the year*** _____

_____
Signature of County Equalization Director

NOTARIZATION

_____ *Notary Public*

_____ *County, Michigan*

STATE OF MICHIGAN

County of _____ } ss

Subscribed before me this _____

Day of _____ *year* _____

My commission expires _____ , _____

Ver. 4/2015

Year 2015

Comment / Date Amended

County Name	County Allocated Rate	Total County Extra Voted / General Law Operating Rate	Total County Debt Rate
MENOMINEE	7.0010	2.3250	0.0000

Enter County and Local Unit Information in columns B through E
Enter Community College and Authority Information in columns G through I
Enter ISD and Local K12 School Information in columns K through P
Enter Information in the yellow highlighted boxes.

Local Unit Name Townships Cities Villages Listed Alphabetically	Total Allocated / Charter Rate	Total Other Extra Voted / General Law Operating Rate	Total Debt Rate
CEDARVILLE TWP.	1.2050	0.0000	
DAGGETT TWP.	1.3120	2.9862	
FAITHORN TWP.	1.2554	1.0000	
GOURLEY TWP.	1.3237	2.3423	
HARRIS TWP.	1.3348	1.0000	
HOLMES TWP.	1.3587		
INGALLSTON TWP.	1.1768		
LAKE TWP.	1.2156	0.9621	
MELLEN TWP.	1.3934		
MENOMINEE TWP.	0.0000		
MEYER TWP.	1.3725		
NADEAU TWP.	1.3444	1.0000	
SPALDING TWP.	1.3598	2.4636	
STEPHENSON TWP.	1.4066	1.0000	
MENOMINEE CITY	14.7953	8.4919	3.1800
STEPHENSON CITY	9.5000		
CARNEY VLG			
DAGGETT VLG	2.5000		
POWERS VLG	2.8700		

Community College Name	Total Operating Rate	Total Debt Rate

Intermediate School District Name (ISD)	ISD Allocated Rate	ISD Total Vocational / Spec Ed Rate	ISD Total Debt Rate	ISD Enhancement Rate
DELTA-SCHOOLCRAFT	0.1346	2.2605		
DICKINSON-IRON	0.1671	1.9653		
MENOMINEE	2.2437			

Official Use Only Voc Ed

Authority Name (DDA, Dist. Library, Transit, Rec Auth., Fire Auth., etc.) ADD IF NEW	Total Authority Operating Rate	Total Authority Debt Rate
C-MENOMINEE DDA	1.7734	
C-STEPHENSON DDA	1.0000	

Local K12 School District Name	Total Hold Harmless / Supplemental Oper Rate	Total Whole Non Homestead Oper Rate	Total Debt / Sinking Fund / Bldg Site Rate	Total Non Homestead Oper Rate for Comm.Pers.	Total Recreational Rate
BARK RIVER HARRIS	0.0000	17.0374	2.4000	5.0374	
CARNEY NADEAU	0.0000	17.2676	3.4800	5.2676	
MENOMINEE	0.0000	18.0000	3.4700	6.0000	
NORTH CENTRAL	0.0000	18.0000	2.6000	6.0000	
NORWAY VULCAN	0.0000	17.9622	4.5600	5.9622	
STEPHENSON	0.0000	18.0000	0.9200	6.0000	

Qualifying Special Assessment Rates

Only certain special assessments qualify for Income Tax Property Tax Credit for Your Residents

To qualify for Income Tax Property Tax Credit, the special assessment MUST meet ALL 3 of the following criteria:

1. **It must be a MILLAGE based levy. No front foot, flat fee, or $X.XX spread over X years.**
2. **It must be levied on REAL PROPERTY ONLY (land and premises). Special assessment millage is NOT levied on personal property.**
3. **It must be levied throughout the ENTIRE township, city or village in a single district. If levied in a township, it can exclude the village(s) if levied for police, fire or advanced life support (Public Act 28 of 2003).**

Please enter all qualifying special assessments below.
Leave cells blank if no qualifying special assessments are levied for the LU listed.

LOCAL MUNICIPALITY (TWP/CITY/VLG)	Enter ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the LU Listed	Enter Total of All Qualifying Special Assessment Rates Levied UNITWIDE	Enter Total of All Qualifying Special Assessment Rates Levied TWPWIDE - Excluding the Village(s)
CEDARVILLE TWP.			
DAGGETT TWP.			
FAITHORN TWP.			
GOURLEY TWP.			
HARRIS TWP.			
HOLMES TWP.			
INGALLSTON TWP.			
LAKE TWP.			
MELLEN TWP.			
MENOMINEE TWP.			
MEYER TWP.			
NADEAU TWP.			
SPALDING TWP.			
STEPHENSON TWP.			
MENOMINEE CITY			
STEPHENSON CITY			
CARNEY VLG			
DAGGETT VLG			
POWERS VLG			

Total Property Tax Rates

The total rates listed here were generated from rates entered on the TAX RATE SUMMARY SHEET
If you need to make a correction, update the TAX RATE SUMMARY SHEET and rerun the auto-function

PLEASE CHECK THE PRE TOTAL RATES LISTED IN COLUMN B FOR ACCURACY AGAINST YOUR REPORTS

If the auto function is calculating an incorrect total, please notify Darcy immediately

The rates listed in column B will be used for Income Tax Property Tax Credit for your residents - it is important they are correct
You will no longer receive a separate request from the Office of Revenue and Tax Analysis for total tax rates

Total Property Tax Rate Calculated for Parcels with a Principal Residence Exemption (PRE)	Township/City Name	Twp/City	Village	School District	SD Code	PRE Rate w/ Spec Assmnt	NH Rate w/ Spec Assmnt
19.8249	CEDARVILLE	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	19.8249	37.8249
22.9181	DAGGETT	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	22.9181	40.9181
25.4181	DAGGETT	TWP.	DAGGETT	STEPHENSON AREA PUBLIC SCHS	55120	25.4181	43.4181
24.4040	FAITHORN	TWP.		NORWAY VULCAN AREA SCHOOLS	22025	24.4040	42.3662
24.8459	GOURLEY	TWP.		CARNEY NADEAU PUBLIC SCHOOLS	55010	24.8459	42.1135
23.9659	GOURLEY	TWP.		NORTH CENTRAL AREA SCHOOLS	55115	23.9659	41.9659
22.5761	HARRIS	TWP.		BARK RIVER HARRIS SCH DIST	21090	22.5761	39.6135
22.6347	HARRIS	TWP.		NORTH CENTRAL AREA SCHOOLS	55115	22.6347	40.6347
19.9786	HOLMES	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	19.9786	37.9786
22.3467	INGALLSTON	TWP.		MENOMINEE AREA PUBLIC SCHS	55100	22.3467	40.3467
19.7967	INGALLSTON	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	19.7967	37.7967
20.7976	LAKE	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	20.7976	38.7976
20.0133	MELLEN	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	20.0133	38.0133
21.1699	MENOMINEE	TWP.		MENOMINEE AREA PUBLIC SCHS	55100	21.1699	39.1699
18.6199	MENOMINEE	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	18.6199	36.6199
21.6724	MEYER	TWP.		NORTH CENTRAL AREA SCHOOLS	55115	21.6724	39.6724
23.5243	NADEAU	TWP.		CARNEY NADEAU PUBLIC SCHOOLS	55010	23.5243	40.7919
23.5243	NADEAU	TWP.	CARNEY	CARNEY NADEAU PUBLIC SCHOOLS	55010	23.5243	40.7919
24.1233	SPALDING	TWP.		NORTH CENTRAL AREA SCHOOLS	55115	24.1233	42.1233
26.9933	SPALDING	TWP.	POWERS	NORTH CENTRAL AREA SCHOOLS	55115	26.9933	44.9933
21.0265	STEPHENSON	TWP.		STEPHENSON AREA PUBLIC SCHS	55120	21.0265	39.0265
45.6371	MENOMINEE	CITY		MENOMINEE AREA PUBLIC SCHS	55100	45.6371	63.6371
28.1199	STEPHENSON	CITY		STEPHENSON AREA PUBLIC SCHS	55120	28.1199	46.1199

Statement Showing Mills Apportioned by the County Board of Commissioners of the County of MENOMINEE for the Year 2015

County and Local Unit

(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value*	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted / General Law Operating Rate	(O) Est. Local EV / GL Oper Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars
CEDARVILLE TWP.	$21,618,605	1.2050	$ 26,050.42	0.0000	$ -	0.0000	$ -	$ 26,050.42
DAGGETT TWP.	$20,068,368	1.3120	$ 26,329.70	2.9862	$ 59,928.16	0.0000	$ -	$ 86,257.86
FAITHORN TWP.	$13,603,155	1.2554	$ 17,077.40	1.0000	$ 13,603.16	0.0000	$ -	$ 30,680.56
GOURLEY TWP.	$13,882,795	1.3237	$ 18,376.66	2.3423	$ 32,517.67	0.0000	$ -	$ 50,894.33
HARRIS TWP.	$41,084,285	1.3348	$ 54,839.30	1.0000	$ 41,084.29	0.0000	$ -	$ 95,923.59
HOLMES TWP.	$37,032,466	1.3587	$ 50,316.01	0.0000	$ -	0.0000	$ -	$ 50,316.01
INGALLSTON TWP.	$48,983,660	1.1768	$ 57,643.97	0.0000	$ -	0.0000	$ -	$ 57,643.97
LAKE TWP.	$32,979,023	1.2156	$ 40,089.30	0.9621	$ 31,729.12	0.0000	$ -	$ 71,818.42
MELLEN TWP.	$37,696,232	1.3934	$ 52,525.93	0.0000	$ -	0.0000	$ -	$ 52,525.93
MENOMINEE TWP.	$114,228,359	0.0000	$ -	0.0000	$ -	0.0000	$ -	$ -
MEYER TWP.	$29,705,214	1.3725	$ 40,770.41	0.0000	$ -	0.0000	$ -	$ 40,770.41
NADEAU TWP.	$37,669,471	1.3444	$ 50,642.84	1.0000	$ 37,669.47	0.0000	$ -	$ 88,312.31
SPALDING TWP.	$44,278,220	1.3598	$ 60,209.52	2.4636	$ 109,083.82	0.0000	$ -	$ 169,293.35
STEPHENSON TWP.	$22,411,136	1.4066	$ 31,523.50	1.0000	$ 22,411.14	0.0000	$ -	$ 53,934.64
MENOMINEE CITY	$196,427,078	14.7953	$ 2,906,197.55	6.4919	$ 1,275,184.95	3.1800	$ 624,638.11	$ 4,806,020.60
STEPHENSON CITY	$15,382,759	9.5000	$ 146,136.21	0.0000	$ -	0.0000	$ -	$ 146,136.21
CARNEY VLG		0.0000	$ -	0.0000	$ -	0.0000	$ -	$ -
DAGGETT VLG	$3,511,987	2.5000	$ 8,779.97	0.0000	$ -	0.0000	$ -	$ 8,779.97
POWERS VLG	$4,711,551	2.8700	$ 13,522.15	0.0000	$ -	0.0000	$ -	$ 13,522.15

Statement Showing Mills Apportioned by the County Board of Commissioners of the County of MENOMINEE for the Year 2015

Authorities

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value*	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(BB) RenZone Taxable Value
C-MENOMINEE DDA	$5,418,781	1.7734	$ 9,609.67	0.0000	$ -	$ 9,609.67	
C-STEPHENSON DDA	$4,945,374	1.0000	$ 4,945.87	0.0000	$ -	$ 4,945.87	

Statement Showing Mills Apportioned by the County Board of Commissioners
of the County of MENOMINEE for the Year 2015

Local K12 School District

(A) Local K12 School District Name	(B) Total Taxable Value*	(C) Total Non-Homestead Taxable Value*	(D) Total Commercial Personal Taxable Value*	(E) Est. Supplemental Rate	(F) Est. NH / Supplemental Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreational Rate	(L) Est. Recreational Tax Dollars	(M) Total Est. Local K12 School Tax Dollars	(NN) Total SmZone Taxable Value	(OO) Non Homestead Smzone Total Operating Rate
BARLINTON HARRIS	$72,168,264	$20,545,839		0.0000	$ -	17.0374	$ 350,063.18	2.4000	$ 173,055.29	0.0000	$ -	$ 523,140.93		5.0374
CURNEY NADEAU	$42,970,798	$18,014,068		0.0000	$ -	17.2878	$ 311,750.28	3.4800	$ 170,166.97	0.0000	$ -	$ 482,618.62		5.3678
MENOMINEE	$375,273,863	$121,432,222		0.0000	$ -	18.0000	$ 2,185,730.10	3.4750	$ 1,120,331.20	0.0000	$ -	$ 3,306,111.20		6.0000
NORTH CENTRAL	$84,325,750	$32,846,000		0.0000	$ -	18.0000	$ 587,629.73	2.0000	$ 219,273.03	0.0000	$ -	$ 806,902.81		6.0000
NORWAY VULCAN	$10,803,155	$6,792,117		0.0000	$ -	17.0622	$ 122,001.39	4.5000	$ 62,030.59	0.0000	$ -	$ 184,031.75		5.9021
STEPHENSON	$321,080,822	$100,173,203		0.0000	$ -	18.0000	$ 1,805,119.45	0.0000	$ 203,897.12	0.0000	$ -	$ 2,008,916.57		6.0000

Statement Showing Mills Apportioned by the County Board of Commissioners of the County of MENOMINEE for the Year 2015

(A) Community College Name	(B) Taxable Value*	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Community College Tax Dollars	(GB) RenZone Taxable Value

Sections (B) and (I) Exclude Renaissance Zone Taxable Value

(H) Intermediate School District Name	(I) Taxable Value*	(J) ISD Allocated Rate	(K) Est. ISD Allocated Tax Dollars	(L) ISD Total EV Operating Rate	(M) Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	(N) ISD Total Debt Rate	(O) Est. ISD Debt Tax Dollars	(P) Est. Total ISD Tax Dollars	(II) RenZone Taxable Value
DELTA-SCHOOLCRAFT	$1,598,427,798	0.1346	$ 215,148.33	2.2505	$ 3,597,261.78	0.0000	$ -	$ 3,812,410.14	
DICKINSON-IRON	$13,603,155	0.1671	$ 2,273.09	1.9853	$ 26,734.28	0.0000	$ -	$ 29,007.37	
MENOMINEE	$680,234,272	2.2437	$ 1,526,241.64	0.0000	$ -	0.0000	$ -	$ 1,526,241.64	

Statement Showing Mills Apportioned by the County Board of Commissioners of the County of MENOMINEE for the Year 2015

Township / City	Village	School Code	Local School Distirct	Total Homestead Property Tax Rate	Total NonHomestead Property Tax Rate	Total Homestead Property Tax Rate w/ Qualifying Special Assessment Millage	Total NonHomestead Property Tax Rate w/ Qualifying Special Assessment Millage
CEDARVILLE TWP.		55120	STEPHENSON AREA PUBLIC SCHS	19.8249	37.8249	19.8249	37.8249
DAGGETT TWP.		55120	STEPHENSON AREA PUBLIC SCHS	22.9181	40.9181	22.9181	40.9181
	DAGGETT	55120	STEPHENSON AREA PUBLIC SCHS	25.4181	43.4181	25.4181	43.4181
FAITHORN TWP.		22025	NORWAY VULCAN AREA SCHOOLS	24.4040	42.3662	24.4040	42.3662
GOURLEY TWP.		55010	CARNEY NADEAU PUBLIC SCHOOLS	24.8459	42.1135	24.8459	42.1135
		55115	NORTH CENTRAL AREA SCHOOLS	23.9659	41.9659	23.9659	41.9659
HARRIS TWP.		21090	BARK RIVER HARRIS SCH DIST	22.5761	39.6135	22.5761	39.6135
		55115	NORTH CENTRAL AREA SCHOOLS	22.6347	40.6347	22.6347	40.6347
HOLMES TWP.		55120	STEPHENSON AREA PUBLIC SCHS	19.9786	37.9786	19.9786	37.9786
INGALLSTON TWP.		55100	MENOMINEE AREA PUBLIC SCHS	22.3467	40.3467	22.3467	40.3467
		55120	STEPHENSON AREA PUBLIC SCHS	19.7967	37.7967	19.7967	37.7967
LAKE TWP.		55120	STEPHENSON AREA PUBLIC SCHS	20.7976	38.7976	20.7976	38.7976
MELLEN TWP.		55120	STEPHENSON AREA PUBLIC SCHS	20.0133	38.0133	20.0133	38.0133
MENOMINEE TWP.		55100	MENOMINEE AREA PUBLIC SCHS	21.1699	39.1699	21.1699	39.1699
		55120	STEPHENSON AREA PUBLIC SCHS	18.6199	36.6199	18.6199	36.6199
MEYER TWP.		55115	NORTH CENTRAL AREA SCHOOLS	21.6724	39.6724	21.6724	39.6724
NADEAU TWP.		55010	CARNEY NADEAU PUBLIC SCHOOLS	23.5243	40.7919	23.5243	40.7919
	CARNEY	55010	CARNEY NADEAU PUBLIC SCHOOLS	23.5243	40.7919	23.5243	40.7919
SPALDING TWP.		55115	NORTH CENTRAL AREA SCHOOLS	24.1233	42.1233	24.1233	42.1233
	POWERS	55115	NORTH CENTRAL AREA SCHOOLS	26.9933	44.9933	26.9933	44.9933
STEPHENSON TWP.		55120	STEPHENSON AREA PUBLIC SCHS	21.0265	39.0265	21.0265	39.0265
MENOMINEE CITY		55100	MENOMINEE AREA PUBLIC SCHS	45.6371	63.6371	45.6371	63.6371
STEPHENSON CITY		55120	STEPHENSON AREA PUBLIC SCHS	28.1199	46.1199	28.1199	46.1199

Statement Showing Mills Apportioned by the County Board of Commissioners of the County of MENOMINEE for the Year 2015

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE	Total of All Special Assessment Rates Levied TWP-WIDE - Excluding the Village(s)
CEDARVILLE TWP.	-	-	-
DAGGETT TWP.	-	-	-
FAITHORN TWP.	-	-	-
GOURLEY TWP.	-	-	-
HARRIS TWP.	-	-	-
HOLMES TWP.	-	-	-
INGALLSTON TWP.	-	-	-
LAKE TWP.	-	-	-
MELLEN TWP.	-	-	-
MENOMINEE TWP.	-	-	-
MEYER TWP.	-	-	-
NADEAU TWP.	-	-	-
SPALDING TWP.	-	-	-
STEPHENSON TWP.	-	-	-
MENOMINEE CITY	-	-	-
STEPHENSON CITY	-	-	-
CARNEY VLG	-	-	-
DAGGETT VLG	-	-	-
POWERS VLG	-	-	-

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Elected Officials Salaries**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Discussion of the Elected Officials Salaries for 2016. Per state law, the salaries of each officer shall be fixed by the County Board by November 1 of each year.

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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):

ELECTED OFFICIAL ANNUAL SALARIES
CURRENT & 2% increase on 1/1/16

Elected Official	Current Pay	2% inc. - 1/1/2016
Clerk/ROD	55,944	57,063
Treasurer	53,149	54,212
Sheriff	62,940	64,199
Prosecuting Atty.	93,707	95,581
Board Chairman	$4,500	$4590
Board Members	$4,000	$4080
Drain Commissioner	$500	$510

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Commissioner Per Diems and Expenses**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review Commissioner Per diems and expenses as recently submitted for payment.

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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):

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
SEP 22 2015
BY: AD.

Name of Commissioner John Nelson

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9/3/15	MENO. Finance Comm. Co. BD (9 AM)	50.00
9/3/15	ESCANABA, MI. Works (6:00 PM)	50.00
9/8/15	Co BD Menominee	50.00
9/10/15	North Point, Kingsford	*10.00*
9/18/15	Exe Comm. Stephenson Co. Rd.	50.00
9/21/15	Meno. Co BD Finance Com	50.00
9/22/15	Co. BD Menominee	50.00
9/24/15	North Point	*10.00*
	*North point covers 40.00 as a Direct Pay.	
	9-13-15 - 9-15-15 - North Point Nursery / conference, N.C.	
Total Per Diem		320.00

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

Commissioner Signature: [signature]

Date: 9/22/15

(Pending meeting on 9/24/15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
SEP 22 2015
BY: AD.

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals
Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **John R. Nelson ~ District 9**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9/3/15	Finance Comm Meeting, Mono.	94	"	54.05	101-101-860.11
9/3/15	M.W. Executive Board	56	"	32.20	101-101-860.11
9/8/15	Co. BD Meeting, Mono.	94	"	54.05	101-101-860.11
9/10/15	EXE Comm Stephenson.	56	"	32.20	101-101-860.11
9/21/15	Co. BD Menominee (Fsm)	94		54.05	101-101-860.11
9/22/15	Co BD Meeting, Mono	94		54.05	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		488			
			Total Mileage	280.60	
				Total Mileage Fee	280.60

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Signed

9/22/15

Date

RECEIVED
SEP 22 2015
BY: AA.

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **James Furlong ~ District 3**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9-8-15	Shakey lakes	64			101-101-860.03
9-18-15	Stephenson	40			101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
			Total Mileage	104	
				Total Mileage Fee	59.80

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Signed

9-22-15

Date

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
SEP 22 2015
BY: [illegible]

Name of Commissioner James Furlong

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9-2-15	Personnel Committee	50.00
9-8-15	Park + Recreation Committee	50.00
9-8-15	County Board	50.00
9-18-15	Executive Committee	50.00
9-22-15	County Board	50.00
	Total Per Diem	250.00

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

Commissioner Signature: [signature]

Date: 9-22-15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
SEP 25 2015
BY: AD

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **William Cech ~ District 5**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9/3/15	Finance Comm.	16		9.20	101-101-860.05
9/8/15	Parks + Rec	52		29.90	101-101-860.05
9/8/15	Cty. Board	16		9.20	101-101-860.05
9/22/15	Cty. Board	16		9.20	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
				57.50	
			Total Mileage	110	
				Total Mileage Fee	

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Signed

9/23/15
Date

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
SEP 25 2015
BY: AP

Name of Commissioner Wm. Lech

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9/3/15	Finance Committee	50
9/8/15	Parks + Rec. Comm.	50
9/8/15	Cty Bd meeting	50
9/22/15	Cty Bd. meeting	50
	Total Per Diem	200

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

Commissioner Signature: William Lech

Date: 9/25/15

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
SEP 28 2015
BY: AG

Name of Commissioner LARRY SCHEI

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9/03/15	CB FINANCE	50.00
9/08/15	MBDC	50.00
9/08/15	COUNTY BOARD	50.00
9/15/15	COUNTY LIBRARY BOARD	50.00
9/15/15	AIRPORT COMMITTEE	50.00
9/16/15	PUBLIC HEALTH	50.00
9/21/15	CB FINANCE	50.00
9/22/15	COUNTY BOARD	50.00
	Total Per Diem	$400.00

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

Commissioner Signature: Larry Schei

Date: 9/28/15

RECEIVED
SEP 28 2015
BY: [illegible]

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals
Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **Larry Schei ~ District 4**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9/03/15	COURTHOUSE	16		9.20	101-101-860.04
9/08/15	MEND CITY HALL	15		8.63	101-101-860.04
9/08/15	COURTHOUSE	16		9.20	101-101-860.04
9/15/15	STEPHENSON, MI	32		18.40	101-101-860.04
9/15/15	COUNTY AIRPORT	15		8.63	101-101-860.04
9/16/15	PINECREST, POWERS	73		41.98	101-101-860.04
9/21/15	COURTHOUSE	16		9.20	101-101-860.04
9/22/15	COURTHOUSE	16		9.20	101-101-860.04
					101-101-860.04
				114.47	
			Total Mileage		
				Total Mileage Fee	$114.44

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Larry Schei
Signed

9/28/15
Date

Expense Form

Name of Commissioner Ray Williams

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9-2-15	Personnel Meet 1/2 hr 8:30-9am	50.00
9-8-15	Reg Meeting x2 (5:30-	50.00
9-14-15	Planning Commission 5-5:40	50.00
9-15-15	Airport Committee 5-	50.00
9-22-15	Reg Meeting 6-7:11	50.00
Total Per Diem		250.00

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

Commissioner Signature: Raymond D Williams

Date: 9-24-15

RECEIVED
SEP 28 2015
BY: [signature]

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **Raymond Williams ~ District 1**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9/14/15	Lake Township Planning Com.	52	29.90	29.90	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage		
				Total Mileage Fee	$29.90

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Raymond Williams
Signed

9/24/15
Date

RECEIVED
SEP 28 2015
BY: AD

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
SEP 29 2015
BY: [illegible]

Name of Commissioner BERNIE LANG

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

2015

Date	Meeting Description & Duration	Meeting Expense
9-2	PERS.	50.00
9-5	CO. BD.	50.00
9-10	CRA	50.00
9-22	CO. BD.	50.00
9-24	SOC. SERV.	50.00
Total Per Diem		250.00

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: 09-30-15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
SEP 28 2015
BY: AS

Mileage: 57.5 cents/mile ~ effective 01 January 2015

*Meals Breakfast - $9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: **Bernie Lang ~ District 2**

Date 2015	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
9-2	PERS.	3			101-101-860.02
9-5	CO. BD.	3			101-101-860.02
9-10	CHA	110			101-101-860.02
9-22	CO. BD.	3			101-101-860.02
9-29	SOC. SERV.	3			101-101-860.02
					101-101-860.02
		122			101-101-860.02
		X.575			101-101-860.02
					101-101-860.02
		70.15			
			Total Mileage		
				Total Mileage Fee	70.15

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

B. Lang
Signed

09-30-15
Date

10/2/15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: $.575/mile – effective 01 January 2015

*Meals
Breakfast - $ 9.00
Lunch - $11.00
Dinner - $20.00

*must attach receipt for reimbursement
*meals provided by conference will NOT be reimbursed

Name: Jan Hafeman ~ District 8

Date	Meeting Place	# of miles	X.575/mile	Total Cost	Account Number
9/3/15	CB Fin-Menominee	76		43.70	101-101-860.10
9/8/15	Co Bd- Menominee	76		43.70	101-101-860.10
9/14/15	BOH Fin- Escanaba	58		33.35	101-101-860.10
9/16/15	BOH-Pinecrest	14		8.05	101-101-860.10
9/21/15	CB Fin-Menominee	76		43.70	101-101-860.10
9/22/15	Co Bd.	76		43.70	101-101-860.10
9/23/15	Pinecrest-Pinecrest	14		8.05	101-101-860.10
					101-101-860.10
					101-101-860.10
		390	Total Mileage	224.25	
				Total Mileage Fee	224.25

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Jan Hafeman
Signed

10/1/15
Date

10/2/15 AD.

Commissioner Meeting Fee
Expense Form

Name of Commissioner Jan Hafeman

$50.00 per meeting-Reg. or Special County Board meeting (or external committee/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
9/3/15	Co Bd. Finance	50.00
9/8/15	Co Bd. Mtg	50.00
9/14/15	Board of Health Finance	50.00
9/16/15	Bd. Of Health Mtg	50.00
9/21/15	Co Bd. Finance	50.00
9/22/15	Co. Bd. Mtg.	50.00
9/23/15	Pinecrest Bd.	50.00
Total Per Diem		350.00

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

Commissioner Signature: Jan Hafeman

Date: 10/1/15

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Bills**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Board to review recently submitted Miscellaneous Bills as paid on September 23, 24, 28, 30 & Oct. 8, 2015 in the combined amount of $347,838.92

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
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
216 Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
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
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
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 Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Mastercard							$3,714.61
43545	9/11/2015	Credit Card	Adobe	101-103-857.02	9.99		
43545	9/11/2015	Credit Card	Amway Grand Plaza	517-252-860.00	454.53		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	SupplyHouse	101-265-930.01	43.45		
43545	9/11/2015	Credit Card	HomeDepot.com	101-265-755.01	63.55		
43545	9/11/2015	Credit Card	GIH Global	101-265-934.00	127.90		
43545	9/11/2015	Credit Card	Amazon	101-426-934.02	191.80		
43545	9/11/2015	Credit Card	Shell Oil	101-682-860.00	67.73		
43545	9/11/2015	Credit Card	Amazon (PO# 03136)	101-426-934.02	1,247.98		
43545	9/11/2015	Credit Card	Shell Oil	101-682-860.00	62.28		
43545	9/11/2015	Credit Card	Jack's Fresh Market	296-668-801.00	274.44		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	AAA Industrial Supply	101-103-970.10	489.20		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	DeYoung Family Zoo	296-668-801.00	40.00		
43545	9/11/2015	Credit Card	Amazon	101-103-970.10	68.69		
43545	9/11/2015	Credit Card	Omnis Network	208-751-880.00	83.40		
43545	9/11/2015	Credit Card	Omnis Network	208-751-880.00	11.88		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	Walmart	101-426-934.02	494.59		
43545	9/11/2015	Credit Card	Walmart	101-426-934.02	468.81		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
43545	9/11/2015	Credit Card	Amazon	101-265-755.01	18.48		
43545	9/11/2015	Credit Card	Credit - Amazon	101-426-934.02	-60.00		
43545	9/11/2015	Credit Card	Credit - Walmart	101-426-934.02	-494.59		
Total Amount for Bank Account: General							$3,714.61

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							$183.75
43557	09/02/2015	216512/2	Inmate Medical Supplies	101-301-770.01	183.75		
AIRGAS NORTH CENTRAL							$6.86
43576	09/15/2015	9043446871	Order # 1039943019 (Oxygen)	205-315-755.00	6.86		
Amber Olsen							$75.00
43435	09/15/2015	Reimbursement	Camping Refund	208-751-964.00	75.00		
ANDERSON AUTO & RV SALES INC							$1,250.45
43579	06/01/2015	1342	Vehicle Maintenance	205-315-934.02	149.95		
43580	06/16/2015	1345	Vehicle Maintenance	205-315-934.02	34.95		
43581	06/26/2015	1346	Vehicle Maintenance (PO # 03154)	205-315-934.02	526.95		
43582	07/16/2015	1348	Vehicle Maintenance	205-315-934.02	468.70		
43583	08/18/2015	1349	Vehicle Maintenance	205-315-934.02	34.95		
43584	08/20/2015	1347	Vehicle Maintenance	205-315-934.02	34.95		
Anderson, Bill							$34.50
43477	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	34.50		
Anderson, Paul							$16.10
43478	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	16.10		
ARAMARK UNIFORM SERVICES INC - 25259 Network PL							$82.24
43440	09/09/2015	1677218867	Airport Supplies	216-585-755.01	41.12		
43542	09/16/2015	1677223586	Airport Supplies	216-585-755.01	29.06		
43542	09/16/2015	1677223586	Airport Supplies	216-585-745.00	12.06		
AT&T Mobility							$62.92
43605	09/22/2015	287252234966	Telephone Services	101-132-850.00	31.46		
43606	09/22/2015	287252150867	Telephone Services	101-132-850.00	31.46	*	
AUTOMOTIVE SUPPLY COMPANY							$41.30
43470	09/14/2015	080368606	Battery for Riding Lawn Mower	216-585-981.00	41.30		
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE							$33.55
43558	08/31/2015	MCSDLO	Inmate Medical	101-301-770.01	33.55		
BAYSHORE VETERINARY CLINIC							$149.71
43562	07/14/2015	184308	Brix - Veterinary Care	101-301-881.01	89.45		
43563	07/17/2015	184403	Brix - Veterinary Care	101-301-881.01	60.26		
Big O's Lube and Service, Inc.							$121.02
43585	09/02/2015	17706	2012 Chevy Impala - Vehicle Maintenai	205-315-934.02	53.17		
43586	09/08/2015	17724	2008 Chevy Tahoe - Vehicle Maintenar	205-315-934.02	32.95		
43587	09/14/2015	17767	2016 Ford Explorer - Vehicle Maintenar	205-315-934.02	34.90		
BP							$216.73
43574	09/06/2015	45322874	August Gasoline Sales (Road)	205-315-742.00	216.73		
Brunelle, Jennifer							$858.36
43602	09/22/2015	5987	Crisis Intervention - September 2015	296-668-801.00	645.00		
43610	09/23/2015	Reimbursement	Mileage (June - September 2015)	296-663-860.00	213.36		
Carlson, Daniel							$13.83
43571	09/21/2015	Reimbursement	Brats for Breakfast	101-331-755.01	13.83		
CBM Managed Services							$4,043.09
43553	09/02/2015	STDINV88787	Inmate Meals	101-301-770.00	2,024.49		
43554	09/09/2015	STDINV89059	Inmate Meals	101-301-770.00	2,018.60		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Cellcom - P.O. Box 7555							$166.50
43599	09/05/2015	892720	Cellular Services	296-663-850.00	55.50		
43599	09/05/2015	892720	Cellular Services	296-664-850.00	55.50		
43599	09/05/2015	892720	Cellular Services	296-665-850.00	55.50		
Cenex Fleetcard							$209.37
43453	09/06/2015	108562	Fuel Charges	101-426-860.00	3.33		
43453	09/06/2015	108562	Fuel Charges	296-665-860.00	32.29		
43453	09/06/2015	108562	Fuel Charges	249-371-742.00	173.75		
CLOVERLAND PAPER CO							$615.59
43429	09/11/2015	109431	Courthouse - Janitorial Supplies	101-265-755.01	112.98		
43431	09/14/2015	109432	Library - Lysol	101-265-755.01	86.27		
43448	09/04/2015	109376	Courthouse - Janitorial Supplies	101-265-755.01	63.20		
43555	09/04/2015	109377	Jail - Inmate Supplies	101-301-770.00	226.86		
43556	09/11/2015	109433	Jail - Inmate Supplies	101-301-770.00	85.85		
43592	09/18/2015	109522	Courthouse - Janitorial Supplies	101-265-755.01	40.43		
CMP Distributors							$4,524.00
43548	08/20/2015	45132	PO# 03156 Weapons (x6)	205-315-745.00	1,607.75	*	
43548	08/20/2015	45132	PO# 03156 Weapons (x6)	205-315-755.02	980.25	*	
43549	09/14/2015	45340	PO# 03157 Weapons (x4)	205-315-745.00	938.00	*	
43549	09/14/2015	45340	PO# 03157 Weapons (x4)	205-315-755.02	998.00	*	
Cooper Office Equipment							$1,912.78
43464	09/15/2015	126205	Contract # 2146-01 (Konica Minolta Biz	101-172-931.01	596.51		
43543	09/15/2015	126204	Contract # 2418-01 (Annex)	101-261-942.00	1,316.27		
Country Mile Document Destruct							$48.02
43472	09/14/2015	22130	Shredding on 9/3/15	101-265-801.00	48.02		
CVS Pharmacy Inc.							$718.74
43559	08/21/2015	6005432044049416	Inmate Medical	101-301-770.01	718.74		
DEKETO, LLC							$485.00
43593	09/15/2015	287	Datamax Receipt Printer - ROD	101-268-931.00	485.00		
Delta Dental of Michigan							$372.38
43467	09/21/2015	October 2015	Dental Insurance Premium	266-326-712.00	112.32		
43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	62.62		
43467	09/21/2015	October 2015	Dental Insurance Premium	701-000-231.00	33.70		
43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	62.64		
DTE Energy							$36.12
43544	09/11/2015	462245200011	Annex	101-261-920.04	36.12		
EICKMEYER HEATING & SHEET ME							$1,500.00
43450	09/17/2015	25862	PO# 03151 Furnace (Veteran Ted E. G	294-683-835.00	1,500.00		
Friends Ofc Prod Whse Direct							$257.43
43534	08/31/2015	022930	FOC - Equipment (x4)	215-141-934.00	23.96		
43618	09/22/2015	100	FOC - Office Supplies	215-141-934.00	233.47		
Furlong, James							$59.80
43612	09/22/2015	Reimbursement	Mileage - September 2015	101-101-860.03	59.80		
G & L Process Service, Inc.							$45.40
43607	09/15/2015	20154250	Summons & Complaint (B.C. Dabbs)	101-267-804.00	45.40		

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Bank Account: General							
HELFERT BRIAN							$200.00
43577	09/21/2015	Reimbursement	UP-EMS Conference Registration	205-315-881.03	200.00		
High Rev Graphics							$358.70
43572	08/21/2015	1060	10 Polos - Water Rescue	101-331-755.01	358.70		
ID NETWORKS							$4,495.00
43595	09/22/2015	269826	P# 3159 Annual Maintenance Fee Live:	101-301-976.00	4,495.00		
IMAGEWORKS							$165.00
43436	04/29/2015	7708	Vinyl Decals - Elevator & Arrows	101-265-930.01	35.00		
43528	09/16/2015	8304	Uniform Allowance (Jim Quist)	208-751-745.00	90.00		
43529	09/16/2015	8305	Vinyl Decals for Truck Doors (Car #2)	101-265-981.00	40.00		
Industrial Chem Labs							$179.01
43437	07/14/2015	177258	2 Gallons of TK-10 (Airport)	216-585-981.00	179.01		
J S ELECTRONICS, INC.							$352.08
43551	09/01/2015	18946	Voice Paging	101-301-728.00	90.00		
43567	09/10/2015	18964	Replacement Belt Clip (Marine)	101-331-755.00	19.50		
43578	09/01/2015	18913	Radio Maintenance	205-315-934.01	89.00		
43588	09/02/2015	18956	Vehicle Light Maintenance	205-315-934.02	153.58		
J'S SPORT SHOP							$1,420.00
43565	09/17/2015	483937	P# 03153 Ammunition	101-301-881.03	1,420.00		
Jared Wingers							$79.45
43573	09/21/2015	Reimbursement	Supplies for Brats for Breakfast	101-331-755.01	79.45		
Joel Hensley, RN							$1,365.00
43560	09/21/2015	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
K & M Rentals - W4772 Million Dollar Road							$85.00
43540	09/08/2015	5213	Portable Toilet (Airport Park)	208-751-801.00	85.00		
Kleiman, Marc							$167.90
43443	09/14/2015	Reimbursement	Mileage - U.P. Clerks Meeting	101-215-860.00	143.75		
43569	09/21/2015	Reimbursement	Mileage - Election Training	101-215-860.00	24.15		
LENCA SURVEYING							$2,615.60
43454	09/08/2015	15154	Remon Yr 2015 (August 29 - Septembe	243-245-801.07	2,615.60		
Lesperance, Diane							$75.36
43475	09/09/2015	Reimbursement	Sign Supplies, SD Card, Mileage	517-252-931.00	40.70		
43475	09/09/2015	Reimbursement	Sign Supplies, SD Card, Mileage	517-252-727.00	11.65		
43475	09/09/2015	Reimbursement	Sign Supplies, SD Card, Mileage	517-252-860.00	23.01		
LexisNexis							$350.00
43441	08/31/2015	1508446710	August 1 - August 31, 2015	269-145-801.00	350.00		
Linda A. Menacher							$285.60
43444	09/10/2015	Reimbursement	Cell Phone (April - September, 2015)	101-136-727.00	285.60		
Linderoth, Janis							$135.70
43614	09/23/2015	Reimbursement	Mileage - UP State Fair Authority	101-101-860.09	135.70		
Manpower							$1,575.00
43430	09/13/2015	29129801	Week Ending 9/13/15 (Molly McRae)	101-267-704.00	315.00		
43445	09/06/2015	29098717	Week Ending 9/6/15 (Molly McRae)	101-267-704.00	315.00		
43532	09/06/2015	29101145	Week Ending 9/6/15 (Molly McRae)	215-141-705.00	315.00		
43533	09/13/2015	29124579	Week Ending 9/13/15 (Molly McRae)	215-141-705.00	315.00		
43616	09/20/2015	29154079	Week Ending 9/20/15 (Molly McRae)	215-141-705.00	315.00		

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Bank Account: General							
Marinette County Sheriff Dept.							$35.00
43460	09/17/2015	153754FH #30792	Service & Mileage - State of MI v Antho	101-267-804.00	35.00		
Marinette Farm & Garden							$49.99
43564	09/15/2015	334185	K9 Supplies	101-301-881.01	49.99		
Mastercard							$2,393.33
43546	09/11/2015	Credit Card	Angeli's	216-585-755.02	29.91	*	
43546	09/11/2015	Credit Card	Krist Oil	216-585-742.00	69.04	*	
43547	09/11/2015	Credit Card	Quill	101-301-727.00	281.57	*	
43547	09/11/2015	Credit Card	Quill	101-301-727.00	71.24	*	
43547	09/11/2015	Credit Card	August 19 - September 11, 2015 (Sheri	101-301-755.00	7.84	*	
43547	09/11/2015	Credit Card	American Screening	101-301-770.01	406.50	*	
43547	09/11/2015	Credit Card	Bob Barker	101-301-770.01	264.78	*	
43547	09/11/2015	Credit Card	Radisson Hotels	101-301-860.00	160.50	*	
43547	09/11/2015	Credit Card	St. Ignace EZ mart	101-301-860.01	36.20	*	
43547	09/11/2015	Credit Card	Paypal (Conference)	101-301-881.00	275.00	*	
43547	09/11/2015	Credit Card	Elite K-9	101-301-881.01	330.82	*	
43547	09/11/2015	Credit Card	Kmart	101-301-881.01	14.98	*	
43547	09/11/2015	Credit Card	Clio Market & Gas	205-315-742.00	32.77	*	
43547	09/11/2015	Credit Card	Marinette Shell	205-315-742.00	11.00	*	
43547	09/11/2015	Credit Card	Speedway	205-315-742.00	33.00	*	
43547	09/11/2015	Credit Card	Superior Touchless	205-315-742.00	9.00	*	
43547	09/11/2015	Credit Card	Hyatt on Main/GB	205-315-881.03	249.62	*	
43547	09/11/2015	Credit Card	OC - Green Bay	205-315-881.03	34.35	*	
43547	09/11/2015	Credit Card	Cracker Barrel	264-363-881.00	11.53	*	
43547	09/11/2015	Credit Card	Shell Oil	264-363-881.00	25.59	*	
43547	09/11/2015	Credit Card	West Saginaw LLQPS	264-363-881.00	26.56	*	
43547	09/11/2015	Credit Card	Walmart	264-363-881.00	11.53	*	
Menards - Marinette							$80.78
43452	09/09/2015	91504	Batteries, 3 Piece Nail Set, Punch Set	101-265-755.00	31.83		
43461	09/03/2015	91133	Materials for Sign at River Park	208-751-930.03	12.29		
43535	09/18/2015	92147	Painters Plastic & Ballast	101-265-930.01	36.66		
MENOMINEE COUNTY ROAD COMMISSI							$53,154.55
43608	09/03/2015	3WFP-006	Stephenson Township	401-446-970.00	30,838.61		
43609	09/03/2015	3WFP-007	Mellen Township	401-446-970.00	22,315.94		
Menominee Industrial Supply							$170.80
43433	09/15/2015	10158855	Handheld Blower	101-265-931.00	170.80		
MGT of America, Inc.							$1,277.20
43530	09/14/2015	27182	CRP FY 2015 (July, August, Sept)	101-141-801.00	1,277.20		
MICHIGAN ASSN OF EQUALIZATION							$100.00
43617	09/24/2015	Dues	M.A.E.D. 2016 Membership Dues	101-257-802.00	100.00		
MILLERS ACTION OFFICE SUPPLY I							$698.96
43426	09/16/2015	0112356-001	Office Supplies - Emergency Managem	101-426-727.00	110.87		
43438	09/09/2015	0112162-001	Office Supplies (911)	266-325-727.00	161.40		
43439	09/10/2015	0112185-001	Office Supplies (911)	266-325-727.00	4.89		
43458	09/14/2015	0112273-001	Clerk & Circuit Court - Office Supplies	101-215-727.00	127.80		
43458	09/14/2015	0112273-001	Clerk & Circuit Court - Office Supplies	101-131-727.00	125.81		
43459	09/16/2015	0112355-001	Clerk's Office Supplies	101-215-727.00	64.90		
43531	09/16/2015	0112336-001	Labels - FOC	215-141-934.00	5.10		
43541	09/18/2015	0112413-001	Toner for Clerk's Office Copier	101-215-727.00	98.19		

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Bank Account: General							
MOORE MEDICAL CORP							$105.71
43561	09/08/2015	98791849 I	Inmate Medical	101-301-770.01	105.71		
Nelson, John R.							$280.60
43613	07/22/2015	Reimbursement	Mileage - September 2015	101-101-860.11	280.60		
NESTEGG MARINE							$163.45
43568	08/18/2015	99293	Marine Maintenance	101-331-755.00	163.45		
Nutt, Michael							$161.00
43601	09/22/2015	Reimbursement	Mileage	296-664-860.00	161.00		
Office Depot, Inc.							$60.09
43538	09/10/2015	792707798001	Planner - District	101-136-727.00	18.59		
43539	09/10/2015	792707941001	Office Supplies - District Court	101-136-727.00	41.50		
Olsen, Julie							$534.44
43600	09/22/2015	5985	Foster Care Costs	292-662-843.02	534.44		
Peterson, Charlene							$14.38
43479	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	14.38		
QUALITY WATER SPECIALISTS							$51.85
43451	09/10/2015	178189	Annex Iron Fighter (x3)	101-265-801.00	51.85		
Quist, James Michael							$102.51
43471	09/11/2015	Reimbursement	Uniform Allowance	208-751-745.00	102.51		
REDWOOD TOXICOLOGY LABORATORY							$80.00
43604	08/31/2015	00719820158	Drug Testing Supplies	296-667-730.00	80.00		
REGISTER OF DEEDS							$21.00
43611	09/18/2015	Copies	Remon Copies - Grant Year 2015	243-245-765.00	21.00		
Riesterer & Schnell, Inc.							$98.95
43434	09/15/2015	896475	V-Belt	101-265-934.00	98.95		
Riverside Chevrolet							$188.16
43589	08/31/2015	5432	Vehicle Maintenance	205-315-934.02	188.16		
S & O LOCK AND PHONE SERVICE							$193.98
43536	09/17/2015	42059	Clerks Office Keys & Door Knob	101-265-930.01	193.98		
Sage Software, Inc.							$895.00
43476	09/15/2015	904842608	PO# 03143 Update Fixed Asset Progra	101-103-857.03	895.00		
Scholtz Sr., Gary							$83.97
43469	09/21/2015	Reimbursement	Tire Disposal, Garbage Bags, Floor Cle	216-585-981.00	24.00		
43469	09/21/2015	Reimbursement	Tire Disposal, Garbage Bags, Floor Cle	216-585-755.01	38.27		
43481	08/16/2015	Reimbursement	Cleaning Supplies for the Airport	216-585-755.01	21.70		
Schroud, Margaret							$53.54
43432	09/17/2015	Reimbursement	Mileage - Continuing Education Class li	101-257-860.00	53.54		
Schultz, Lillian R.							$28.75
43480	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	28.75		
Sexton, Richard							$231.43
43474	09/10/2015	Reimbursement	Mileage and Hotel	101-426-860.00	231.43		
Sherwin Williams Company							$20.03
43468	09/09/2015	5308-4	Jail Paint	101-265-930.01	20.03		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Signature Ford							$26,490.00
43594	09/22/2015	8293Q	PO# 03150 2016 Utility Police Intercept	205-315-981.00	26,490.00		
Sitmatic							$530.18
43570	09/17/2015	INV15004806	PO# 03093 - Chair (911)	266-325-728.00	530.18		
Sparling Corpration							$36.85
43442	08/28/2015	57085	Decal (shipper 31244) Decal (shipper 3	216-585-755.02	36.85		
Squires-Stepniak, Rebecca							$135.13
43603	09/22/2015	Reimbursement	Mileage	296-663-860.00	135.13		
Standard Insurance Company							$209.30
43537	09/21/2015	October 2015	Life Insurance Premium	101-101-713.00	20.70		
43537	09/21/2015	October 2015	Life Insurance Premium	101-132-713.00	4.02		
43537	09/21/2015	October 2015	Life Insurance Premium	101-136-713.00	11.50		
43537	09/21/2015	October 2015	Life Insurance Premium	101-141-704.00	9.20		
43537	09/21/2015	October 2015	Life Insurance Premium	101-148-713.00	0.58		
43537	09/21/2015	October 2015	Life Insurance Premium	101-215-713.00	11.50		
43537	09/21/2015	October 2015	Life Insurance Premium	101-172-713.00	4.60		
43537	09/21/2015	October 2015	Life Insurance Premium	101-267-713.00	9.20		
43537	09/21/2015	October 2015	Life Insurance Premium	101-268-713.00	4.60		
43537	09/21/2015	October 2015	Life Insurance Premium	101-253-713.00	6.90		
43537	09/21/2015	October 2015	Life Insurance Premium	101-257-713.00	4.60		
43537	09/21/2015	October 2015	Life Insurance Premium	101-265-713.00	4.60		
43537	09/21/2015	October 2015	Life Insurance Premium	101-301-713.00	48.30		
43537	09/21/2015	October 2015	Life Insurance Premium	101-682-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	216-585-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	271-790-713.00	9.20		
43537	09/21/2015	October 2015	Life Insurance Premium	296-663-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	296-664-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	296-665-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	208-751-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	205-316-713.00	2.30		
43537	09/21/2015	October 2015	Life Insurance Premium	205-315-713.00	25.30		
43537	09/21/2015	October 2015	Life Insurance Premium	266-325-713.00	16.10		
43537	09/21/2015	October 2015	Life Insurance Premium	266-326-713.00	2.30		
State of Michigan - MDOT							$50.00
43455	08/26/2015	LF 380480	Airport License Fee	216-585-755.03	50.00		
STEPHENSON MARKETING COOPERATI - P O BOX 399							$2,434.88
43457	08/31/2015	462643	Parks	208-751-981.00	55.39		
43575	08/31/2015	015579	Road Gasoline Sales (August 2015)	205-315-742.00	2,379.49		
The Ebco Company, LLC							$402.00
43449	09/04/2015	015292	District - Legal Size Folders (x600)	101-136-727.00	402.00		
The First National Bank&Trust							$33.20
43520	08/31/2015	628840339	FOC Service Charge	101-141-817.00	33.20		
The Print Shop - 1340 Main Street							$51.52
43615	09/23/2015	7030624	Paper (PA's Office) x1000	101-267-727.00	51.52		
TWIN CITY ELECTRIC, Inc.							$480.00
43552	09/03/2015	79702	Coffee Room Receptacles	101-301-728.00	480.00		
U.S. Bank Equipment Finance							$133.07
43463	09/15/2015	287574115	Bizhub 423 Copier	101-172-942.00	133.07		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
UP 9-1-1 Authority							$30,433.32
43473	09/17/2015	112	PO# 03152 CAD/Telephony Maintenan	266-325-728.01	2,197.00		
43473	09/17/2015	112	PO# 03152 CAD/Telephony Maintenan	266-325-727.01	581.32		
43473	09/17/2015	112	PO# 03152 CAD/Telephony Maintenan	266-326-728.01	25,155.00		
43473	09/17/2015	112	PO# 03152 CAD/Telephony Maintenan	266-325-934.00	2,500.00		
UPCAP SERVICES INC							$28.00
43566	08/31/2015	1137	Work Crew Services	101-301-935.00	28.00		
Valenti, Susan F.							$178.36
43596	09/21/2015	Reimbursement	Mileage, Meals - August 2015	101-131-860.00	178.36		
Verizon Wireless							$972.99
43462	09/17/2015	9751537441	Cellular Services	101-265-850.01	175.59		
43462	09/17/2015	9751537441	Cellular Services	101-301-850.00	456.58		
43462	09/17/2015	9751537441	Cellular Services	101-682-850.00	32.46		
43462	09/17/2015	9751537441	Cellular Services	205-315-850.00	307.91		
43462	09/17/2015	9751537441	Cellular Services	266-325-850.00	0.45		
WALTER BROTHERS INC							$27.53
43456	08/30/2015	20106	Twin County Airport	216-585-755.02	24.99		
43456	08/30/2015	20106	Twin County Airport	216-585-755.02	2.54		
Wil-Kil Pest Control							$156.75
43427	09/09/2015	2758872	Library	101-265-801.00	31.25		
43428	09/09/2015	2758873	Annex	101-265-801.00	31.25		
43446	08/31/2015	2736697	Health Department	101-265-801.00	32.00		
43447	08/31/2015	2735169	Jail	101-265-801.00	62.25		
WISCONSIN PUBLIC SERVICE CORP							$654.39
43465	09/17/2015	0402047856-00005	Kleinke Park	208-751-920.01	129.72		
43466	09/17/2015	0402047856-00008	Kleinke Park	208-751-920.01	524.67		
Xerox Corporation - 26152 Network Place							$482.82
43550	09/12/2015	081289816	Sheriff Dept (August 2015)	101-301-727.00	482.82		
Total Amount for Bank Account: General							$157,294.68

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	$Amount	SepCk	Claim Total
Bank Account: General							
Cech, William							$57.50
43621	09/23/2015	Reimbursement	Mileage - September 2015	101-101-860.05	57.50		
Cellcom - P.O. Box 7555							$37.07
43629	09/05/2015	894008	Medical Examiner - Cellular Bill	101-648-850.00	37.07		
GBS Inc.							$155.27
43620	09/23/2015	15-23073	Record of Death Binder (#30)	101-215-727.00	155.27		
Kleiman, Marc							$38.53
43626	09/25/2015	Reimbursement	Mileage	101-215-860.00	38.53		
Manpower							$315.00
43624	09/20/2015	29154164	Week Ending 9/20/15 (Molly McRae)	101-267-704.00	315.00		
MILLERS ACTION OFFICE SUPPLY I							$256.83
43623	09/24/2015	0112554-001	Office & Laminating Supplies (Clerk's C	101-215-727.00	220.05		
43623	09/24/2015	0112554-001	Office & Laminating Supplies (Clerk's C	101-215-983.00	36.78		
Quill Corporation							$129.10
43625	09/18/2015	7913897	PA's Office	101-267-727.00	129.10		
Schei, Larry							$114.44
43622	09/28/2015	Reimbursement	Mileage - September 2015	101-101-860.04	114.44		
Saxton, Richard							$308.98
43627	09/10/2015	Reimbursement	Motorola Battery (x2) and Trailer Tire	101-426-755.00	132.45		
43628	09/24/2015	Reimbursement	Mileage	101-426-860.00	176.53		
Williams, Raymond							$29.90
43619	09/24/2015	Reimbursement	Mileage	101-101-860.01	29.90		
Total Amount for Bank Account: General							$1,442.62

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Apex Software							$495.00
43751	09/30/2015	290329	Equalization Software Download	101-257-727.00	495.00		
ARAMARK UNIFORM SERVICES INC - 25259 Network PL							$41.12
43722	09/23/2015	1677228377	Airport Supplies	216-585-755.01	29.06		
43722	09/23/2015	1677228377	Airport Supplies	216-585-745.00	12.06		
AT&T - Carol Stream, IL							$2,019.60
43715	09/19/2015	906863661409	Telephone Services (911)	266-325-850.00	346.84		
43723	09/19/2015	906863444109	September 19 - October 18, 2015	101-103-850.00	997.73		
43724	09/19/2015	906863202309	September 19 - October 18, 2015	101-103-850.00	675.03		
Batteries Plus							$174.90
43716	09/23/2015	988-123439	Back Up Batteries	266-325-976.00	174.90		
Big O's Lube and Service, Inc.							$55.90
43736	09/22/2015	17852	2015 Chevy Impala - Vehicle Maintenar	205-315-934.02	27.95		
43737	09/24/2015	17881	2013 Chevy Impala - Vehicle Maintenar	205-315-934.02	27.95		
Billy Electric, Inc.							$3,583.50
43702	09/30/2015	PO# 03164	Electrical Upgrade Project (Shakey)	220-752-953.01	3,583.50		
Body Works Plus							$120.00
43748	09/12/2015	M268820	Tahoe (Stephenson to Koehne)	205-315-934.02	120.00		
Brzezinski, Cindy							$107.75
43714	09/29/2015	Reimbursement	Hotel & Fuel	256-277-860.00	107.75		
CBM Managed Services							$2,032.68
43730	09/16/2015	STDINV89324	Inmate Meals	101-301-770.00	2,032.68		
COBAN Technologies, Inc.							$4,205.00
43752	09/25/2015	10720	PO# 03149 Coban Fusion System	205-315-981.00	4,205.00		
David Ashby							$113.60
43744	09/28/2015	Reimbursement	Uniform Allowance	205-315-745.00	113.60		
DAVID VANDERMISSEN							$210.00
43700	08/29/2015	801903	Pay Pole for River Park	208-751-756.01	210.00		
DRAZE, THOMAS							$217.99
43745	09/04/2015	Reimbursement	Uniform Allowance	205-315-745.00	217.99		
Friends Ofc Prod Whse Direct							$68.73
43727	09/24/2015	00113	FOC - Office Supplies	215-141-934.00	68.73		
Galls, LLC							$60.99
43735	09/21/2015	004099726	Road Patrol - Coldgear (Judy)	205-315-745.00	60.99		
GREAT AMERICAN DISPOSAL CO THE							$5,473.20
43754	09/25/2015	138613	May - September 2015 (Shakey & Kleir	208-751-801.00	5,473.20		
Hanna, Brenda							$32.20
43717	09/30/2015	Reimbursement	Mileage (July 1 - September 30)	101-253-860.00	32.20		
Hi Tec Building Services							$1,400.00
43699	09/30/2015	010346	September 2015 Cleaning Services	101-265-801.00	1,400.00		
Ihander, Aaron							$104.62
43743	09/04/2015	Reimbursement	Uniform Allowance	205-315-745.00	104.62		
J S ELECTRONICS, INC.							$174.75
43729	09/24/2015	18982	VHF antennas for the Icom F50v portal	101-301-755.00	89.75		
43738	09/24/2015	18980	Maintenance on Side Window (Draze)	205-315-934.02	85.00		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
K MART 7031							$87.90
43731	09/26/2015	703109261500888182	Inmate Blankets	101-301-770.00	59.64		
43740	09/30/2015	703109301500635447	Sheriff Dept - Office Supplies	101-301-727.00	28.26		
Lang, Bernard							$70.15
43705	09/30/2015	Reimbursement	Mileage - September 2015	101-101-860.02	70.15		
LENCA SURVEYING							$3,682.40
43718	09/25/2015	15159	Remon Yr 2015 (September 9 - Septem	243-245-801.07	3,682.40		
Lesperance, Diane							$70.03
43726	09/30/2015	Reimbursement	Mileage	101-253-860.00	36.80		
43726	09/30/2015	Reimbursement	Mileage	517-252-860.00	33.23		
Lesperance, Michael							$60.00
43725	09/28/2015	Signs	Signs for Site Visit Postings (x30)	517-252-955.00	60.00		
Little Caesars Pizza							$25.00
43765	09/30/2015	5996	Pizza for Teen Court	296-667-801.02	25.00		
M & M Business Machines							$48.00
43762	09/30/2015	647817	Typewriter Maintenance	101-132-931.00	48.00		
Menards - Marinette							$751.34
43707	09/24/2015	92578	Building Maintenance Supplies	101-265-930.01	93.00		
43709	09/26/2015	92734	Building Maintenance Supplies	101-265-930.01	11.60		
43711	09/24/2015	92576	Oak Casing (Builidng Maintenance)	101-265-930.01	136.68		
43712	09/24/2015	92577	Building Maintenance Supplies	101-265-930.01	403.98		
43732	09/23/2015	92533	Inmate Supplies	101-301-770.00	50.88		
43749	09/23/2015	92534	Building Maintenance Supplies	101-265-930.01	55.20		
Michelle Larson							$136.05
43768	09/30/2015	5999	Can Zone	296-668-801.00	50.00		
43769	09/30/2015	Reimbursement	Mileage - Can Zone	296-667-801.01	86.05		
MILLERS ACTION OFFICE SUPPLY I							$600.22
43728	09/24/2015	0112544-001	Sheriff Dept - Office Supplies	101-301-727.00	55.68		
43741	09/29/2015	0112663-001	Sheriff Dept - Office Supplies	101-301-727.00	19.38		
43759	09/29/2015	0112674-001	ROD - Office Supplies	101-268-727.00	171.17		
43763	09/30/2015	0112455-001	Office Supplies	296-664-727.00	250.00		
43764	09/24/2015	0112570-001	Toner Cartridge	101-148-727.00	52.00		
43764	09/24/2015	0112570-001	Toner Cartridge	101-148-931.00	51.99		
Motorola							$240.00
43747	09/17/2015	13079722	Speak - Mic's (Road)	205-315-934.01	240.00		
Multerer, Laura							$300.00
43761	09/29/2015	5993	Bond Refund	292-662-964.00	300.00		
Niemi, Daniel R.							$59.50
43773	09/30/2015	6006	Transport of Juvenile	101-132-801.01	17.50		
43773	09/30/2015	6006	Transport of Juvenile	101-132-801.00	42.00		
Office Depot, Inc.							$67.53
43701	09/16/2015	793910034001	CDR Disc for Judges	101-131-727.00	27.54		
43721	09/17/2015	794531815001	Digital Recorder	277-426-955.00	39.99		
Owens, Karen A.							$171.00
43772	09/30/2015	6005	After School Program	296-668-801.00	171.00		
Palmer, Mary							$24.27
43750	09/30/2015	Reimbursement	Potting Soil	101-265-930.02	24.27		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Personnel Concepts							$723.89
43703	09/24/2015	9328904221	Personnel Posters	101-172-727.01	369.80		
43704	08/26/2015	9328658954	Personnel Posters	101-172-727.01	354.09		
Poupore Collision & Towing							$449.00
43739	09/24/2015	55018	2009 Chevy Tahoe Vehicle Maintenanc	205-315-934.02	449.00		
S & O LOCK AND PHONE SERVICE							$88.81
43734	09/24/2015	42107	Dead Bolt & Padlock (1108 15th Ave)	101-301-935.00	88.81		
Sage Software, Inc.							$3,186.48
43698	09/22/2015	2001341712	PO# 03155 Business Care Gold	101-103-857.03	3,186.48		
Sexton, Richard							$75.46
43713	09/25/2015	Reimbursement	Batteries	101-426-755.00	75.46		
Sherwin Williams Company							$84.94
43710	09/23/2015	5797-8	Paint & Paint Supplies	101-265-930.01	84.94		
STATE BAR OF MICHIGAN							$285.00
43753	09/30/2015	Dues	2015-16 Membership (Judge Jeffrey Ba	101-136-802.00	285.00	*	
Stateline Apparel							$26.99
43706	09/29/2015	39191	Mike Sieg Uniform Allowance	101-265-745.00	26.99		
Stericycle, Inc.							$31.41
43733	09/30/2015	4005842938	Inmate Medical Supplies	101-301-770.01	31.41		
Stromgren, Peggy							$59.50
43770	09/30/2015	6001	Transport of Juvenile (D.C.)	101-132-801.01	17.50		
43770	09/30/2015	6001	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
Tyler Mileski							$104.62
43746	09/03/2015	Reimbursement	Uniform Allowance	205-315-745.00	104.62		
UNIFORM SHOPPE							$700.00
43742	09/30/2015	247757	PO# 03165 Point Blank Vest	101-301-745.00	700.00		
UPPER PENINSULA TELEPHONE CO							$24.00
43719	09/24/2015	FWPLINV-349	Foreign White Page Listing (3/15 - 2/16	101-172-900.00	24.00		
Warner, Fredrick							$250.10
43766	09/30/2015	5997	Transport of Juvenile (D.C.)	101-132-801.01	17.50		
43766	09/30/2015	5997	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
43767	09/30/2015	Reimbursement	Mileage - Transport Juvenile	101-132-801.00	65.55		
43771	09/30/2015	6002	Transport of Juvenile (D.C.)	101-132-801.01	17.50		
43771	09/30/2015	6002	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
43774	09/30/2015	Reimbursement	Mileage - Transport of Juvenile	101-132-801.00	65.55		
WISCONSIN PUBLIC SERVICE CORP							$183.49
43708	09/25/2015	1432249962-00000	Bailey House	208-751-920.01	46.09		
43708	09/25/2015	1432249962-00000	Kleinke Park Street Lighting	208-751-920.01	31.84		
43708	09/25/2015	1432249962-00000	Kleinke	208-751-920.01	55.52		
43708	09/25/2015	1432249962-00000	Bailey Park Street Lighting	208-751-920.01	13.88		
43720	09/24/2015	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	36.16		
Total Amount for Bank Account: General							$33,358.61

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
ALGER-DELTA COOPERATIVE ASSOCI							$3,142.41
43883	09/30/2015	1614900	Bath House	208-751-920.01	67.50		
43884	09/30/2015	367100	N8390 Beach House	208-751-920.01	283.95		
43885	09/30/2015	367200	Northwest Campsites	208-751-920.01	763.46		
43886	09/30/2015	369802	W8449 Co Rd G12 Campsites	208-751-920.01	296.15		
43887	09/30/2015	370500	Shakey Lakes Office/Shop	208-751-920.01	93.05		
43888	09/30/2015	379700	Storage Shed	208-751-920.01	135.92		
43889	09/30/2015	380300	Shower Building	208-751-920.01	211.48		
43890	09/30/2015	383001	Shakey Lakes Park/Horse	208-751-920.01	43.75		
43891	09/30/2015	383200	N8380 Co Park Rd 20.5	208-751-920.01	692.90		
43892	09/30/2015	383301	Shakey Lk Pk/Cattle	208-751-920.01	181.34		
43893	09/30/2015	1503500	N8380 Co Pk Rd 20.5	208-751-920.01	372.91		
ANGELIS MENOMINEE INC							$34.79
43799	09/30/2015	02-MEN911	911 Supplies	266-325-755.00	34.79		
ARAMARK UNIFORM SERVICES INC - 25259 Network PL							$41.12
43845	09/30/2015	1677233020	Airport Supplies	216-585-755.01	29.06		
43845	09/30/2015	1677233020	Airport Supplies	216-585-745.00	12.06		
AT&T - Carol Stream, IL							$19,596.58
43912	10/01/2015	906753458210	October 1 - October 31, 2015	101-103-850.00	56.46	*	
43913	10/01/2015	906753220910	October 1 - October 31, 2015	101-103-850.00	419.99	*	
43914	09/30/2015	906R41083910	Telephone Services	101-103-850.00	14,185.81		
43915	10/01/2015	906R41083910	Telephone Services	101-103-850.00	4,934.32		
AT&T Long Distance							$2,625.48
43818	09/30/2015	854528091	Telephone Services	101-103-850.00	2,625.48		
Barrette, Jodie							$55.94
43810	09/30/2015	Reimbursement	Mileage & Postage	101-141-860.00	54.74		
43810	09/30/2015	Reimbursement	Mileage & Postage	101-141-729.00	1.20		
BERNTSEN INTERNATIONAL, INC.							$531.26
43908	10/05/2015	170759	PO# 03178 Remonumentation Supplies	243-245-765.00	531.26		
Big O's Lube and Service, Inc.							$503.58
43898	09/29/2015	17907	PO# 03171 2013 Chevy Impala Mainte	205-315-934.02	503.58		
Bob Barker Company, Inc.							$77.82
43850	09/28/2015	NC1001249546	PO# 3163 Inmate Uniforms	101-301-770.00	77.82		
CBM Managed Services							$2,045.78
43851	09/23/2015	STDINV89648	Inmate Meals	101-301-770.00	2,045.78		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
CITY OF MENOMINEE - 2511 10TH ST.							$3,682.13
43797	10/06/2015	October 2015	Monthly Rent	266-326-942.00	351.67	*	
43835	09/30/2015	4057	July 2015 Gasoline Charges	101-257-742.00	94.24	*	
43835	09/30/2015	4057	July 2015 Gasoline Charges	101-141-860.00	26.59	*	
43835	09/30/2015	4057	July 2015 Gasoline Charges	101-265-742.00	26.51	*	
43835	09/30/2015	4057	July 2015 Gasoline Charges	101-265-742.00	238.17	*	
43837	09/30/2015	90103028	Airport (7/1/15 - 9/30/15)	216-585-920.01	2.11		
43838	09/30/2015	80101069	Airport (7/1/15 - 9/30/15)	216-585-920.01	46.75		
43838	09/30/2015	80101069	Airport (7/1/15 - 9/30/15)	216-585-920.02	55.55		
43839	09/30/2015	801010700	Airport (7/1/15 - 9/30/15)	216-585-920.01	42.49		
43839	09/30/2015	801010700	Airport (7/1/15 - 9/30/15)	216-585-920.02	50.64		
43840	09/30/2015	80101198	Airport (7/1/15 - 9/30/15)	216-585-920.01	38.23		
43840	09/30/2015	80101198	Airport (7/1/15 - 9/30/15)	216-585-920.02	45.72		
43895	09/30/2015	20102038	July 1 - September 30, 2015	101-265-920.00	2,632.10		
43896	09/30/2015	90103011	July 1 - September 30, 2015	101-265-920.00	31.36		
City of Stephenson - P.O. Box 467							$286.51
43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		
43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.03	235.87		
CLOVERLAND PAPER CO							$756.48
43823	09/25/2015	109585	Courthouse Janitorial Supplies	101-265-755.01	301.02		
43852	09/25/2015	109491	Inmate Supplies	101-301-770.00	270.00		
43853	09/25/2015	109584	Inmate Supplies	101-301-770.00	88.81		
43868	10/02/2015	109646	Courthouse Supplies	101-265-755.01	96.65		
CMP Distributors							$1,990.00
43897	09/30/2015	45603	PO# 03172 Colt M4 Carbine (x2)	205-315-755.02	1,990.00		
David Ashby							$109.97
43856	09/28/2015	Reimbursement	Order # 2714065 (Uniform Allowance)	205-315-745.00	109.97		
DEKETO, LLC							$880.00
43821	09/30/2015	DK 9-15	September 2015 Documents (x440)	256-277-857.00	880.00		
Delta County - 310 Ludington Street, Ste 222							$4,250.00
43803	10/01/2015	15-0007703	Building Code Services	249-371-801.00	4,250.00		
Detector Electronics Corp.							$4,395.00
43813	10/01/2015	PO # 03168	Metal Detector	101-103-755.00	4,395.00		
Durocher, Tony							$85.00
43876	10/07/2015	6016	Holdover Attendant (K.R.)	101-132-801.01	25.00		
43876	10/07/2015	6016	Holdover Attendant (K.R.)	101-132-801.00	60.00		
EAGLEHERALD PUBLISHING, LLC							$577.40
43796	09/30/2015	1445	Registration Notice	101-262-727.00	377.00		
43806	09/21/2015	23219	Subscription Renewal	101-172-900.00	200.40		
Eichhorn, Gary							$99.45
43824	09/29/2015	Per Diem	DHS Board	101-601-837.00	50.00		
43825	09/29/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	49.45		
Election Systems & Software							$239.75
43795	09/28/2015	939248	Election Layout	101-262-727.00	239.75		
Erdman, Brandon							$109.97
43865	10/02/2015	Reimbursement	Uniform Allowance	205-315-745.00	109.97		

APPROVED

OCT 0 8 2015 BKS

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Frost, Lisa							$5.83
43901	10/08/2015	Reimbursement	Lunch for CPL Siminar	101-215-860.00	5.83		
Galls, LLC							$270.86
43857	09/29/2015	004144367	Uniform Allowance - Greg Peterson	205-315-755.02	270.86		
Hafeman, Jan							$224.25
43801	09/30/2015	Reimbursement	Mileage - September 2015	101-101-860.10	224.25		
Hansen, Stacy							$3.91
43807	09/30/2015	Reimbursement	Mileage	101-141-860.00	3.91		
Hello Direct							$269.97
43822	09/30/2015	HD01873662	Headset (T. Parrette)	101-136-727.00	269.97		
Ihander, Aaron							$83.43
43855	09/30/2015	Reimbursement	Order No. 4766025-1 (Uniform Allowan	205-315-745.00	83.43		
Integrated Imaging, Inc.							$14,650.78
43819	09/30/2015	61201	PO# 03156 Microfilm (10 Reels)	101-268-931.00	1,236.28		
43907	10/08/2015	61225	PO# 03177 Document Imaging Softwar	101-103-970.00	13,414.50		
J S ELECTRONICS, INC.							$452.18
43798	10/01/2015	18992	Tower Lease - October 2015	266-326-942.00	425.00		
43858	09/29/2015	18987	Return Car Video System to Manufactu	205-315-934.01	27.18		
Jeff Naser							$100.60
43826	09/29/2015	Per Diem	DHS Board	101-601-837.00	50.00		
43827	09/29/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	50.60		
Joel Hensley, RN							$3,709.80
43815	10/02/2015	Reimbursement	Stamps (Medical Examiner)	101-648-727.00	9.80		
43863	10/02/2015	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
43869	09/30/2015	Medical Examiner	September 2015	101-648-709.00	1,065.00		
43869	09/30/2015	Medical Examiner	September 2015	101-648-835.00	1,270.00		
Kleiman, Marc							$7.84
43902	10/08/2015	Reimbursement	Lunch for CPL Siminar	101-215-860.00	7.84		
Klumb, Joann							$21.86
43802	09/30/2015	Reimbursement	Frames for Oaths of Office	101-215-727.00	13.17		
43904	10/08/2015	Reimbursement	Lunch at CPL Seminar	101-215-860.00	8.69		
Klumb, Joseph							$250.00
43880	10/06/2015	632	Guardian Ad litem Fees (S.M.)	101-148-807.00	250.00		
Koehne							$282.73
43859	09/30/2015	10812	Repair to K91 Vehicle - Acct # MENO8:	205-315-934.02	282.73		
KOZIKOWSKI WELL & PUMP INC							$2,081.00
43832	09/30/2015	D11115	PO# 03167 Well Pump & Pressure Tan	101-265-934.00	2,081.00		
LENCA SURVEYING							$2,324.40
43844	10/03/2015	15164	Remon Yr 2015 (September 28 - Octob	243-245-801.07	2,324.40		
Manpower							$315.00
43820	09/30/2015	29182548	Week Ending 9/27/15 (Molly McRae)	215-141-705.00	315.00		
Massopust, Whitney							$260.00
43871	09/30/2015	Medical Examiner	September 2015	101-648-835.00	260.00		
Maus, Sarah							$3.90
43808	09/30/2015	Reimbursement	Mileage	101-141-860.00	3.90		

APPROVED

OCT 0 8 2015 BRB

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Menards - Marinette							$181.57
43817	09/30/2015	92987	Building Maintenance Supplies	101-265-930.01	181.57		
MENOMINEE COUNTY JOURNAL							$378.00
43794	09/24/2015	112	Voter Registration Notice	101-262-727.00	297.50		
43867	09/30/2015	109	Advertising (September 2015)	101-101-901.00	80.50		
Menominee Industrial Supply							$89.84
43848	09/25/2015	10161902	Plastic Grease Gun (Airport)	216-585-981.00	6.95		
43849	09/25/2015	10161892	Spark Plug, Air Filter, Saw Chain, Oil (A	216-585-981.00	82.89		
Michigan Municipal Risk							$61,576.00
43910	10/01/2015	M0001135	10/1/15 - 10/1/16	101-103-831.00	51,576.00		
43911	10/01/2015	R0001135	10/1/15 - 10/1/16	101-103-831.00	10,000.00		
MILLERS ACTION OFFICE SUPPLY I							$732.20
43872	09/30/2015	0112703-001	Judge Hass & Marc Kleiman Stamps	101-132-727.00	26.99		
43872	09/30/2015	0112703-001	Judge Hass & Marc Kleiman Stamps	101-215-727.00	75.99		
43894	09/29/2015	0112657-001	Treasurer's Office (EOY Supplies)	101-253-727.00	600.29		
43903	10/06/2015	0112817-001	Calculator Ribbon & Index Tabs (Clerk's	101-215-727.00	28.93		
NATIONAL ASSOC OF COUNTIES							$481.00
43862	10/01/2015	133993	Membership Dues 1/1/16 - 12/31/16	101-103-802.00	481.00		
NMU Student Service Center							$100.00
43860	09/30/2015	mecosh-7	Jail Suicide Assessment Class (x4)	264-363-881.00	100.00		
Nutt, Michael							$557.98
43874	09/30/2015	Reimbursement	Mileage	296-665-860.00	376.05		
43875	09/30/2015	Reimbursement	Mileage	296-664-860.00	96.89		
43873	10/07/2015	Reimbursement	Meal's	296-664-860.00	54.25		
43881	09/30/2015	Reimbursement	Meals	296-664-860.00	30.79		
Office Depot, Inc.							$161.09
43836	09/23/2015	796072519001	Toner & Calendars (District Court)	101-136-727.00	161.09		
PAIDL'S TRUE VALUE HARDWARE							$423.84
43812	09/30/2015	150008	Park Supplies	208-751-930.03	37.28		
43812	09/30/2015	150008	Park Supplies	208-751-755.01	4.98		
43812	09/30/2015	150008	Park Supplies	208-751-930.03	17.68		
43812	09/30/2015	150008	Park Supplies	208-751-930.03	40.00		
43812	09/30/2015	150008	Park Supplies	208-751-755.02	3.98		
43812	09/30/2015	150008	Park Supplies	208-751-930.03	38.99		
43812	09/30/2015	150008	Park Supplies	208-751-755.05	250.00		
43812	09/30/2015	150008	Park Supplies	208-751-755.02	30.93		
Pfankuch, Mike							$66.50
43811	09/30/2015	Reimbursement	Continuing Education/AODA Classes	101-136-802.00	66.50		
PLASTOCON, INC							$406.00
43854	09/29/2015	86218	Inmate Supplies	101-301-770.00	406.00		
Public Agency Training Council							$590.00
43865	10/05/2015	197802	PO# 03170 Hostage Negotiations (x2)	264-363-881.00	590.00		
Riesterer & Schnell, Inc.							$98.95
43800	09/08/2015	892718	Replacement Mower Deck Belt	101-265-934.00	98.95		
S & O LOCK AND PHONE SERVICE							$299.90
43804	09/30/2015	42198	Detex EAX 500 (x2)	101-103-970.10	299.90		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Sexton, Richard							$102.35
43814	10/01/2015	Reimbursement	Mileage	101-426-860.00	102.35		
Squires-Stepniak, Rebecca							$240.75
43873	09/30/2015	Reimbursement	Mileage - September 2015	296-665-860.00	189.75		
43877	10/07/2015	Reimbursement	Bridge Toll & Meals	296-665-860.00	25.61		
43879	09/30/2015	Reimbursement	Meals	296-665-881.00	25.39		
State of Michigan POB 30266							$1,750.00
43864	08/25/2015	551-450628	T1 Line, 3 Way, Datacomm LGNET (7/	101-301-976.00	1,750.00		
The First National Bank&Trust							$33.60
43793	09/30/2015	628840339	FOC Service Fee	101-141-817.00	33.60		
Time Warner Cable							$963.56
43833	10/01/2015	10404710008401100	October 2 - November 1, 2015	101-103-850.00	531.36		
43841	09/24/2015	10404621199203900	Twin County Airport	216-585-850.00	302.70		
43862	10/06/2015	10404620475202800	Sheriff Department	101-301-770.00	129.50		
U.E.S. COMPUTERS, INC.							$3,186.00
43899	10/01/2015	72510	PO# 03174 Unitrends Appliance - 1 Yr :	101-103-857.02	1,379.00		
43900	10/01/2015	72511	PO# 03173 Symantec Antivirus	101-103-857.02	1,807.00		
WALTER BROTHERS INC							$151.38
43816	09/30/2015	13185	Soaker Hose (x3)	101-265-930.02	100.92		
43843	09/30/2015	20106	Airport Supplies	216-585-742.00	2.99		
43843	09/30/2015	20106	Airport Supplies	216-585-755.02	32.99		
43843	09/30/2015	20106	Airport Supplies	216-585-755.02	14.48		
Waste Management							$603.07
43809	09/30/2015	1506660-1856-2	Garbage Removal	101-265-801.00	499.50		
43846	10/01/2015	1506666-1856-9	October 2015 (Airport)	216-585-801.00	103.57		
WISCONSIN PUBLIC SERVICE CORP							$4,739.52
43830	09/30/2015	0402191663-00001	Health Care Center	101-265-920.03	239.04		
43830	09/30/2015	0402191663-00001	Health Care Center	101-265-920.04	10.44		
43831	09/30/2015	0402047856-00004	Courthouse	101-265-920.04	538.48		
43834	09/24/2015	0403823200-00006	Twin County Airport (Hngr Gate Cntr)	216-585-920.03	28.34		
43847	09/25/2015	0403823200-00005	Airport (Gate Cntr)	216-585-920.03	0.73		
43909	09/30/2015	0402055840-00001	Jail	101-265-920.03	3,922.49		
Xerox Corporation - 26152 Network Place							$129.79
43828	10/01/2015	081480375	October 2015 (Probation/Parole)	101-131-942.00	93.18		
43861	10/02/2015	081643135	Sheriff Dept	101-301-728.00	36.61		
Zeratsky Extreme Heating &							$505.75
43905	09/30/2015	8716	Jail Air Conditioner Equipment Repair	101-265-934.00	505.75		
Zevitz, Dr. Michael E.							$2,045.00
43870	09/30/2015	Medical Examiner	September 2015	101-648-709.00	2,045.00		
Total Amount for Bank Account: General							$152,028.40

APPROVED
OCT 0 8 2015
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Boards/Committees/Commission reports**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Miscellaneous Boards/Committees/Commission Reports, Discussion

RECOMMENDED MOTION

Submitted by: Brian Bousley **10/09/2015**
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
PHONE: 906-753-6343 www.menomineecounty.com FAX:906-753-2200

MONTHLY BUILDING PERMIT REPORT

10/07/2015

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13247-15	09/01/15	BUGALSKI GARY	W8653 CO RD G-12	LAKE TWP.	$140.28
Work :	3.GARAGE	24 X 34 POLE BUILDING FOR STORAGE			008-228-002-10
P13248-15	09/01/15	MARTIN KATHY	N6095 CO RD 346	INGALLSTON TWP.	$317.80
Work :	1.NEW DWELLING	28 X 50 NEW HOME 10 X 12 BREEZEWAY			007-421-002-00
P13249-15	09/01/15	PETERSON ROBERT H	W508 OLD US HWY 2&	HARRIS TWP.	$85.24
Work :	7.DECK/PORCH	32 X 8 DECK			005-011-011-00
P13250-15	09/01/15	DOUBEK JOEL	N1599 CO RD 577	MENOMINEE TWP.	$124.14
Work :	2.ADDITION	378 SQ FT ROOM ADDITION			010-016-005-70
P13251-15	09/04/15	JOHNSON VERN A & RICHARD A	S-4 RD	LAKE TWP.	$209.40
Work :	3.GARAGE	56 X 36 STORAGE GARAGE			008-506-001-00
P13252-15	09/04/15	MOREAU RICHARD CARLO	SAND RD	SPALDING TWP.	$136.44
Work :	3.GARAGE	24 X 32 GARAGE			013-433-001-20
P13253-15	09/09/15	LAMACK MICHAEL ETAL	N6111 BAY DE NOC LN	INGALLSTON TWP.	$175.80
Work :	4.MANUFACTURED	14 X 60 MOBILE HOME			007-415-016-00
P13254-15	09/09/15	NEUVILLE VICTORIA L & LONNIE JER	HWY M-35	INGALLSTON TWP.	$331.00
Work :	3.GARAGE	80 X 40 BUS/STORAGE GARAGE			007-301-003-00
P13255-15	09/09/15	NEUVILLE VICTORIA L & LONNIE JER	HWY M-35	INGALLSTON TWP.	$757.02
Work :	1.NEW DWELLING	2146 SQ FT FIRST FLOOR 952 SECOND FLOOR 1910 ATTACHED GARAGE 2507 DECK/PORCH 641 GROUND FLOOR			007-301-003-00
P13256-15	09/21/15	MARCOE JEREMY	W4405 23.5 LN	DAGGETT TWP.	$171.00
Work :	3.GARAGE	30 X 40 STORAGE GARAGE			002-005-011-00

P13257-15	09/11/15	PETERSON MATTHEW D	N1662 BAY DE NOC DR	MENOMINEE TWP.	$99.96
Work :	7.DECK/PORCH	624 SQ FT OF DECK			010-015-001-30
P13258-15	09/14/15	CARLSEN ROBERT & JUDY	CO RD 388	FAITHORN TWP.	$190.20
Work :	3.GARAGE	30 X 48 GARAGE			003-213-003-50
P13259-15	09/15/15	SCHMIDT LEO F	W4562 PINEWOODS L	INGALLSTON TWP.	$171.00
Work :	3.GARAGE	30 X 40 GARAGE			007-306-018-00
P13260-15	09/23/15	LARSEN JAY T & NANCY J	N5330 HWY M-35	INGALLSTON TWP.	$228.60
Work :	3.GARAGE	48 X 40 POLE BUILDING FOR STORAGE			007-030-039-06
P13261-15	09/16/15	TERRY STEVEN L & BEVERLY R	W4735 CO RD 338	INGALLSTON TWP.	$131.00
Work :	3.GARAGE	35 X 20 GARAGE			007-306-006-00
P13262-15	09/16/15	LUMBER JACK HARDWOODS INC	N2509 0-1 DR	MENOMINEE TWP.	$175.80
Work :	8.FOUNDATION	60 X 42 PADS FOR KILNS			010-134-020-00
P13263-15	09/21/15	WOLARD WILLIAM J & BARBARA	N771 RIVER DR	MENOMINEE TWP.	$266.88
Work :	2.ADDITION	ROOM ADDITION AND GARAGE			010-030-009-50
P13264-15	09/21/15	ETTENHOFER TIMOTHY & DONNA	N11094 CO RD 360	CEDARVILLE TWP.	$156.92
Work :	3.GARAGE	32 X 32 STORAGE GARAGE			001-217-007-00
P13265-15	09/22/15	DEAN ROBERT & NANCY ANN	N8649 CO RD 577	LAKE TWP.	$50.00
Work :	7.DECK/PORCH	ENCLOSE 8 X 10 PORCH			008-213-008-00
P13266-15	09/22/15	WENTLAND EDWARD A	N17202 CO RD 400	SPALDING TWP.	$171.00
Work :	3.GARAGE	30 X 40 STORAGE GARAGE			013-336-004-00
P13267-15	09/22/15	IHANDER RONALD & CHRISTINE	W4029 CO RD 366	NADEAU TWP.	$142.08
Work :	2.ADDITION	12 X 43 ROOM ADDITION			012-166-010-10
P13268-15	09/22/15	MIKOLAS RANDY & LEAH	N2091 HWY M-35	INGALLSTON TWP.	$77.56
Work :	7.DECK/PORCH	8 X 8 PORCH			007-107-006-00
P13269-15	09/22/15	BOMSTAD MAX & CHRISTINE	N620 RIVER DR	MENOMINEE TWP.	$50.00
Work :	6.REPAIR/REMODEL	REPLACING ROOF TRUSSES TO GAIN COVERED AREA			010-420-013-00
P13270-15	09/22/15	WIENCKOWSKI CHRISTOPHER & D	N17071 CO RD 551	HARRIS TWP.	$94.20
Work :	5.MOVED STRUCTURE	20 X 24 MOVED GARAGE			005-134-013-10

P13271-15	09/28/15	THOUNE JR PETER PAUL	W3962 CO RD 354	STEPHENSON TWP.	$166.80
Work :	2.ADDITION	27 X 20 ADDITION TO EXISTING HOME			014-009-014-00
P13272-15	09/25/15	COLEMAN RICHARD M	N1107 RIVER DR	MENOMINEE TWP.	$123.00
Work :	3.GARAGE	30 X 20 STORAGE GARAGE			010-019-020-10
P13273-15	09/25/15	LACROSSE DANIEL J	W5628 TWIN CREEK RD	MENOMINEE TWP.	$119.80
Work :	3.GARAGE	28 X 20 ATTACHED GARAGE			010-002-024-25
P13274-15	09/30/15	GARBACZ JOHN & CAROLYN	HALLFRISCH RD U-1	LAKE TWP.	$236.28
Work :	4.MANUFACTURED	28 X 48 HOME			008-235-006-00
P13275-15	09/30/15	WERTEPNY LELAND J & ELLEN E	N265 RIVER DR	MENOMINEE TWP.	$197.88
Work :	3.GARAGE	48 X 32 GARAGE			010-460-019-00
P13276-15	09/30/15	WASILEWSKI KURT J	HWY M-69	SPALDING TWP.	$175.80
Work :	3.GARAGE	42 X 32 GARAGE			013-413-003-00

Total Permits	**30**
Total Fees	**$5,472.88**

Menominee County Finance Committee
Minutes of Meeting
August 7, 2015

****************APPROVED 9.21.15****************

The Finance Committee met on Aug. 7, 2015 at 11:00 AM at the Menominee County Administrator's office, Menominee Courthouse.

Present at the meeting were Coms. Cech, Schei, Hafeman and Nelson

Others present: Brian Bousley, Sherry DuPont, Diane Lesperance, Sheriff Marks, Mike Holmes, Marc Kleiman

Call Meeting to order: Chairperson Nelson called the meeting to order at 11:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; All Finance Com. members are present

Agenda was approved by Com. Hafeman and supported by Com. Cech as written. Motion approved 4/0.

Previous Meeting minutes: Com. Schei approved, Com. Hafeman supports previous minutes from July 17, 2015 were approved as submitted. 4/0

Public Comment: None

Business:

- **2015/16 Budget Discussion:** Brian: At the last meeting we discussed some personnel issues and we referred them back to the personnel committee. The first one they addressed was the FOC. The FOC requested one additional full time person in her office. The personnel committee heard from the FOC and ended up with a 2/2 vote. So they sent it back to the Finance committee because they couldn't agree with that one. Schei: Why couldn't they agree, they have to make a decision before we can appropriate money. Hafeman: And isn't a 2/2 decision a failure? Nelson: On the MERS report, our projections look pathetic. We have eaten up our surplus over the last few years. We really don't have anything in the budget for huge emergencies. We pay in about 886,000/year for retirement systems. Based on actuarial projections, we went back in debt about 380,000. We need to look at long term indebtedness. We could easily wipe out what we have. As our deficit grows, we'll have a ten year period of time to pay off. Schei: My opinion is that it didn't make a lot of sense to me John. I got more out of the report for Public Health than this one where it actually showed our investment, Percentage wise. I understand where you're coming from, but as far as the report, I was disappointed. Nelson: Pg. 20 investment income and payments. 931 goes to 1mil. Pg. 32 we owe 22mil we have 15mil. Pg. 35, service cost – 440,000 – that comes off of what we put in. When we look at this and look at adding positions, it becomes very difficult. I just don't see it. We've added some positions since we've had the defined contribution in place. So that didn't show up in our expenditures before retirement. FOC – how long have they had the same number of positions? Bousley: They used to have a secretary and another support staff. Now they're at four for the last ten years. Nelson: Based on that, you can look through the budget and see if you wanna wack something from someplace, it's up to you guys to decide. I just don't see anything promising. Hafeman: The only thing that we can really take out of the budget is from appropriations. And there aren't many places in appropriations where we can take out enough to pay for people. Nelson: (To Brian) there are some things you're going to have to take from the building fund this year, so that's decreasing. Cech: FOC-Can we move this ahead to another day? Schei: What day are you going to do it, we're not getting any more money. We're short on the money. I'd rather make a decision right now, then they know where they stand. Nelson: I will say

the FOC does a good job. Cech: When she stated her case at the last meeting, with the extra person, they'll also get the revenue in. Where they can get on the backs of those who owe. Nelson: Does the revenue come to the county or go to the children. It goes to the children. Cech: don't we realize some from the extra collection. DuPont: 66% for the position. Nelson: That comes from the state, but not to the county as revenue. Bousley: If we paid out 10,000 for that position we'd get 66% back from the state for that position. Cech: Not for the collections. Bousley: no, not for collections. Schei: Where does the 66% go, where is it put? Bousley: back to pay salaries. Nelson: Is that all conclusive with benefits? Bousley: As far as I know. Nelson: I will also say we've had positions funded by the state before where they've come back and said, now you're paying for more of it. So we may or may not get what the state says they'll pay. **All commissioners concur, they're not in favor of the FOC position at this time.** Bousley: Prosecuting Attorney's office. Dan has a half time person that he wants to make full time. About five years ago that position was full time, but he gave up a half time position with the county was in financial trouble. With the casework and the load that that office has now, he's requesting a full time person. Nelson: What's the projected cost for the position? Bousley: At part time it's $26,000; at full time with family ins. and benefits, it's an increase of $37,000. The personnel committee agreed to make the position to full time. Cech: right now for the temp worker, we're paying $25,000? Bousley: No. Right now there is a manpower person in there. If it were a part time employee, it would be $26,000. Cech: at the personnel meeting he said when the county was cutting positions, he voluntarily cut one of his full time people to help. Nelson: what were your feelings on this? Cech: At the time, I listened. But to increase from $26,000 to $63,000, that's a lot of money. Nelson: There appears to be a lot of activity there. If I were to favor a position, it would be this one. Nothing moves unless the Prosecutor does it. Hafeman: If we had to figure a second attorney, $37,000 would be a drop in the bucket instead of another attorney. Nelson: As long as it's clear that this could be a short fill. It may not be in the budget next year. DuPont: the projections are in at 29 hrs. not 25 hrs. Schei: I move that we concur with the personnel committee and approve the full time position in the PA's office, Com. Hafeman second's the motion. Nelson: Again as long as we're clear that this may be a short term fill. All coms. agree. Bousley: Sheriff Dept.: What they want to do is hire an additional full time person and move a part time to full time. The Personnel committee felt that they didn't want to move the part time to full time but are in favor of hiring a full time person for courthouse security. Any additional moving from part time to full time, no. Schei: As stated at the board meeting I'm in favor of courthouse security. I concur with the personnel committee, we need a full time person for security in the vestibule at the courthouse. As far as saving the part time personnel, I concur with that also. Hafeman: I agree with courthouse security, but will this start after the vestibule is completed? Bousley: what they said is put it in the budget. In October hire someone and when the vestibule is ready move this person to the courthouse for security. Nelson: What's the projected cost of this? Bousley: $61,000 with benefits. Hafeman: Is this moving the part time person to full time? Bousley: No, they wanted to hire a full time person. Not move a part time to full time. Schei: this would be a dedicated person for security then? Bousley: They want to use more than one person. All corrections officers will be trained. It will rotate between personnel so if someone is sick or on vacation. Sheriff: You want experienced people at that door. Nelson: Is every current position being filled, mandated by law? I wonder if within this budget if there's money available to cover half of the unrequired positions? Is there someplace within the budget to pick up $30,000 to cover at least half of the expenses? Hafeman: One of the things we could do is possibly a millage for Mike's (veteran's service officer) position. Nelson: I don't know why we haven't done that. Millages are not very popular. Bousley: With that position, we can levy taxes for the position. DuPont: But the full time position we're talking about in the Sheriff dept., they're giving up two part time for the full time. Nelson: Brian, You didn't tell me that. Nelson: now we're looking at $18,000, that's a huge difference. Schei: **I'll make a motion that we concur with the Personnel committee to have a dedicated full time person at the vestibule. Cech seconds the motion.** 4/0 Cech: An issue like courthouse security, this is clearly on everyone's mind. We all realize how important security is, especially in the courthouse. Nelson: We have the highest millage you can get without going to the taxpayers. We should not go back to the taxpayers for more money. Not a very popular idea. I don't think anyone's opposed to courthouse security. I'm just looking at money. Bousley: Animal control will be discussed on Tuesday. Nelson: Do we have information on that regarding the City? One of the other counties (Dickinson) brought that up. Bousley: Kenny spoke with the Chief at the City. They are trying to work something out. I will be meeting with the City manager on Tuesday to discuss this and Hazardous waste. Enforcement in the county is our responsibility, enforcement in the city is not our responsibility. Nelson: We currently have a position that does animal control that we pay for… Bousley: he does investigations, he does a lot of things. Sheriff Marks: He does my statutory duties. Animal cruelty complaints; His position is a CSA. He's a corrections officer, he works on a 12 hr. shift at the jail; he

does security in the courtroom; he does civil process and he does some animal control duties. That is not the same animal control officer you see in your ordinance. Article 3 of our ordinance: That's a department, a budget, at one time the county did have an animal control officer. That is not present at this time. Nor is it present at the city. The city disbanded theirs ten years ago. Licenses, I got an estimate from Nancy at the animal shelter, we're probably losing out on a minimum of $90,000 worth of dog licenses in this county. But if you don't have a program, it's pretty hard to enforce it. We propose getting a BS&A software module, a little under $5,000 which will track dog licenses. Also we can send out bills for subsequent years for dog licenses. I got an estimate of almost half of the dogs are in the city. Nelson: What's the fee on licenses? Sheriff: $10. Hafeman: Is that statutory, is that the most we can charge? Sheriff: No, we can charge more. It hasn't been raised for years. Our Kennel licenses are $10/yr.; most counties are charging $40 or $50/yr. Nelson: I will say this, if in fact you peruse this, there might be a lot of backlash on this. Sheriff: this is a health and safety issue. Dog licenses are tied to rabies vaccinations; you know how many dogs are running around the county without vaccinations? Veterinarians can tell us. Hafeman: Can vets be mandated to give those shots and to charge for the dog licenses? Holmes: I don't think that will work. If you want this program to work, you'd have to find someone that is willing to go out and find the people with dogs, approach them about licenses. I think once people get used to getting the bill, I think the program will fund itself. Bousley: That's the goal, to make the program self-sufficient. Sheriff: My vision is to model it much like Marinette County's program. The revenue coming in on the licenses is what should fund the program. Nelson: The law does not require children to have this done. Parents don't have to vaccinate their children if they choose not to. Sheriff: If we're not going to do it, then we should rescind this 1981 ordinance. There's a lot of heat on this issue right now, more so in the city than in the county. Bousley: What I'd like to do is an independent contract, that way it can be a program where we can see how it works. If the program doesn't work out you can drop it. Schei: all those people that came to the board meeting, majority of them were from the city of Menominee. Our money has to be spent in the whole county. The city of Menominee is one entity and they probably have the largest population of animals. But we can't have an animal person that will be located in the city full time. If they get a call from Bark River/Harris, they're three hrs. away. This program should be effective for the whole county, and probably from the city north, than the city itself. Nelson: when dogs are picked up, off the leash, no tags or whatever, there's going to be a fines. On the other aspect, people dumping dogs because they won't get them vaccinated etc., where are we going to store the animals? Schei: we need some place in the central part of the county to place the animals when picked up. Nelson: how much do we get for dog licenses/year? Bousley: right now it's only about $3,600/yr. Nelson: That's a far cry from $90,000. Diane: What's brought it down a lot, used to be that everybody came to the local unit to pay their taxes. The local treasurers sell them when collecting taxes. More people are not going to the unit anymore to pay their taxes, they're mailing them in. Nelson: Let's reserve this for the full board to hear the rest of it. Bousley: There was a discussion of a discrepancy between the sheriff and undersheriff pay, where the undersheriff will make more money than the sheriff. So the personnel committee wants me to get with the elected officials and discuss options there. Marc has contacted MAC to get a salary comparison for counties our size. There's 8 in the UP that submitted it. Marc: Us, Schoolcraft, Delta, Gogebic, Houghton, Mackinaw, Chippewa. Schei: As the budget stands right now, we don't have any other discussion. Before we go to the board meeting for the animal control officer, there is money in the budget for what, for animal control? Hafeman: Animal Shelter. Nelson: (to Brian) you were going to send me the PD we already have for animal control. One of the problems I've run into, when people run for office, it's a four year term, and the salary is listed. To be fair and honest, that four year term should stay consistent for the full term or as we budget, we should say the first year is this, the second year is this, etc. We should be clear when we do positions so we know and the elected official knows exactly where their pay is at.

Public Comment: None

Commissioner Comment: Nelson: Thank you for your time today.

Adjourn: Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 12:07 P.M. Motion approved 4/0.

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:05 AM on Tuesday, August 18, 2015.

Roll call was taken and present were J. Bejgrowicz, M. Fagan, J. Freis, K. McNeely, and C. Peterson. Commissioner Larry Schei was also present.

J. Bejgrowicz moved to approve the agenda. Seconded by C. Peterson, motion carried.

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the July 21, 2015 meeting. Seconded by J. Freis, motion carried.

J. Bejgrowicz moved to approve the July financial report. Seconded by M. Fagan, motion carried.

J. Freis moved to pay the August bills. Seconded by J. Bejgrowicz, motion carried.

Director's Report:

A. The monthly circulation stat comparisons for July were in the board packets.

B. The Friends met on August 13 to finalize their plans for the Friends Fall Gathering to be held on Sunday, October 4 at 1:00 PM at the Belgiumtown Restaurant. They will be meeting again on October 22 at 3:00 PM to make final preparations for the Holiday Raffle. The Garden Committee will be cleaning up the gardens on September 24 at 10:30 AM.

C. The posting for Suzanne Dees' cooperative director position was officially posted yesterday to the no-charge sites, and will be posted to paid sites on September 1. The initial deadline for applications is October 2, 2015.

D. After our Internet and power outage problems were resolved, the Xerox printer that was used by all the public computers crashed. A replacement fuser section would cost more than a new printer. The Friends of the Library paid for a replacement printer and high-capacity toner cartridge. The Friends also funded a new Hewlett Packard switch for us.

E. P. Cheski explained various hardware and software end-of-life issues and when these items should be replaced in future years.

Old Business:

A. FY 2015-2016 Draft Budget – Update – The Finance Committee met on August 7 and there were no changes to the library budget.

New Business:

A. FY 2014-2015 Budget Amendments – After discussing several budget amendments, J. Bejgrowicz moved to approve the amendments. Seconded by J. Freis, motion carried.

B. FY 2015-2016 Budget Amendment – After discussing the increase in state aid and reimbursable salary for next year, J. Bejgrowicz moved to approve the changes and send a letter to Brian Bousley. Seconded by C. Peterson, motion carried.

C. Library Director Agreement – After reviewing the proposed three-month extension, C. Peterson moved to approve the library director's agreement through November 30. Seconded by J. Bejgrowicz, motion carried.

D. Hartzell-Mika Consulting, LLC –The Ad Hoc Search Committee updated the board on the telephone interviews with potential candidates for the library director position.

C. Peterson moved to send rejection letters to Candidates #1 and #2, and to arrange in-person interviews with Candidates #3, #4, and #5. Seconded by J. Bejgrowicz, motion carried. Dates and times for the interviews will be sent to the library board members.

Other Board Concerns: There were no other concerns at this time.

Public Participation: There was no public participation at this time.

As there was no further business, J. Fries moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 11:54 AM.

Agenda Item #2

Public Health
Delta & Menominee Counties

Board of Health
AGENDA

August 19, 2015
4:30p.m. (CDT), 5:30p.m. (EDT)
Public Health, Delta & Menominee Counties
Menominee, MI

Board Members:

Bob Burie	Jan Hafeman	Larry Schei
Patrick Johnson	Mary Harrington	Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator
Kim Gustafson, Executive Assistant
Dr. Terry Frankovich, Medical Director
Lynn Woelffer, Director of Finance

1) **Call to Order/Roll Call**
2) **Approval of Agenda**
3) **Approval of July 15, 2015 Board of Health Meeting Minutes**
4) **Public Comment on Agenda Items (five minutes maximum)**
5) **Finance Committee**
    a. **Revised FY2015 PHDM Budget**
6) **Insurance/Cafeteria Plan Resolutions**
7) **Review and Approval of July Check Register**
8) **Medical Director's Report**
9) **Health Officer's Report**
10) **Public Comment (three minutes maximum)**
11) **Board Member Comments**
12) **Adjournment**

Public Health
Delta & Menominee Counties

Board of Health Meeting

Public Health, Delta & Menominee Counties
Menominee, MI

Meeting Minutes
Wednesday, August 19, 2015

Board Members Present

Bob Burie	Jan Hafeman	Mary Harrington
Patrick Johnson	Larry Schei	Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Assistant
Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on August 19, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Patrick Johnson was not able to attend in person but did join the meeting via phone and followed the agenda and packet that had been emailed to him.

2. Approval of Agenda

Ms. Hafeman moved to approve the August 19, 2015 agenda. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Mr. Burie moved the minutes from July 15, 2015, be approved. Motion was supported by Ms. Hafeman and carried.

4. Public Comment

There was no public comment.

5. Finance Committee

a) Revised FY2015 PHDM Budget

Chairman Trudgeon gave an overview of the revisions proposed for the FY2015 budget. Ms. Woelffer answered questions and confirmed the items approved for purchase at the July meeting had been made. Ms. Harrington complimented Ms. Woelffer on the great job she does with the PHDM budget.

Ms. Hafeman moved the Revision of the FY2015 PHDM Budget be accepted. Motion was supported by Ms. Harrington and carried.

6. Insurance/Cafeteria Plan Resolutions

Ms. Woelffer briefed the BOH on the resolutions that had been created and submitted for approval by the 44 North agency. The resolutions give Mr. Snyder and Ms. Woelffer authority to sign documents for the Health Reimbursement Arrangement and the Section 125 Cafeteria plan. The BOH decided the resolution documents were not worded for a governmental agency and requested Ms. Woelffer to contact 44 North to follow-up with suggested changes.

Ms. Hafeman moved the Insurance/Cafeteria Plan resolutions be signed. Motion was supported by Ms. Harrington. After further discussion, the motion and support was rescinded.

Chairman Trudgeon moved the Insurance/Cafeteria Plan resolutions be tabled until the September BOH meeting. Motion was supported by Ms. Hafeman and carried.

7. Review and Approval of July Check Register

The Board of Health reviewed the July check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

Ms. Harrington moved the July check register be approved. Motion was supported by Chairman Trudgeon and carried.

8. Medical Director's Report

Dr. Frankovich informed the BOH about the new State immunization waiver requirement. Public Health Code now requires that children attending public school be up-to-date on their vaccinations or their parents must receive immunization education at a local public health department before waiving vaccination. These sessions are intended to provide families with credible information so that they are well-informed when they make decisions regarding vaccination. Research has shown that immunizations have saved roughly 750,000 lives and prevented over 330,000 million illnesses over the last 20 years in the U.S.

If, after receiving information, parents still wish to waive vaccination, they will receive a signed waiver certificate from the health department. West Virginia and Mississippi have adopted a stronger policy in which parents may not waive vaccination for philosophical or religious reasons and have the highest vaccination rates in the country. California is now adopting this policy as well, after the recent measles outbreak.

9. Health Officer's Report

- Mr. Snyder informed the BOH that PHDM has scheduled a drive-thru flu clinic in Delta County on Saturday, September 26, 2015 at PHDM's Escanaba office. PHDM is currently trying to schedule a clinic in the Menominee schools.
- The All-Staff Meeting is scheduled for Thursday, September 17, 2015, at Bay College. It will be held 9 a.m. to 4 p.m. EST. Mr. Snyder asked the BOH members if they are interested in attending to please let him know.
- Mr. Snyder discussed a letter that had been written to the Daily Press about PHDM and a temporary campground in Bark River. He explained the history of the temporary campground and the letter.
- The three Chevy Impalas have been picked up and are being utilized by staff.
- The auction for the older vehicles will take place in September. The green Taurus is still operational for local travel and has been placed at the Stephenson office.
- PHDM has a booth at the UP State Fair this year in the Ruth Butler building. The Community Health Promotions office is promoting a smoke-free UP State Fair by handing out surveys to attendees. So far, the response has been overwhelmingly in support of a smoke-free UP State Fair.
- Mr. Snyder discussed the September BOH meeting. Ms. Harrington agreed to attend the Finance Meeting in place of Chairman Trudgeon.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

- Ms. Harrington asked Mr. Snyder to check with other health departments on whether or not they offer Veteran services at their agencies.
- Mr. Schei informed the BOH that he requested Menominee expand parking for the courthouse and PHDM shared lot.

12. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:42 p.m. CDT. Motion was supported by Ms. Harrington and carried.

Thomas L. Pulgram 9-16-15
Chairperson

:kg

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

BOARD MEMBERS
JEFF NASER, CHAIR
GARY EICHHORN
DAVID C. PRESTIN

DIRECTOR
RUSSELL K. SEXTON

Date: August 25, 2015

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Robert Villas, Acting Board Secretary, at 9:00 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Present: Jeff Naser, Board Chair; Gary Eichhorn, Board Member; and Robert Villas, Acting Board Secretary.
Absent: David Prestin, Board Member.
Others Present: Bernie Lang, Menominee County Board of Commissioners.

APPROVAL OF AGENDA:
A motion to approve the agenda was made by Mr. Eichhorn and supported by Mr. Naser. Motion carried.

APPROVAL OF MINUTES:
Minutes of the July 28, 2015 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

FINANCIAL REPORT:
The financial report for July 2015 was reviewed. There were $179.35 in expenditures for the DHS Board meeting; leaving a balance of $4,710.36.

There were no expenditures from the Child Care Fund leaving a balance of $3,500.00.

A motion to approve the financial report was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

DIRECTOR'S REPORT:
Mr. Villas provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor. There is also a tri-county community resource coordinator. There are 3 administrative support staff consisting of 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care

and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

Statewide Director's Meeting Information: No meeting occurred this month.

Collaborative Issues: No new information was provided. Rob Villas, Assistance Payments Supervisor, attends these meetings for DHHS.

Business Plan Update: Mr. Villas provided the board with an update on current performance data including:

- FY 2015 Operating Funds: Menominee County allocation is: $40,140.00. Year-to-date expenditures are: $20,136.27, which constitutes 50.2% of the allocation expended with 83% of the year elapsed.
- FY 2015 Travel Funds: Menominee County allocation is: $32,991.00. Year-to-date expenditures are: $17,800.64, which constitutes 54.7% of the allocation expended with 83% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 99%. Business Services Center 1 average is 96% and State average is 96%.

Family Independence Program Work Participation Rate: N/A% (there were no mandatory customers this month). Goal is 50%.

Miscellaneous:

Mr. Villas reviewed with the board customer information as follows:

June 2015 data:

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits:

- Family Independence Program: 24 cases; 50 recipients; $6,339.00 in benefits.
- Food Assistance Program: 1,409 cases; 2,678 recipients; $294,883.00 in benefits.
- State Disability Assistance: 13 cases; 13 recipients; $2,974.00 in benefits.
- Child Development and Care: 33 cases; 51 recipients; $8,288.00 in benefits.
- State Emergency Relief: 5 cases; $2,236.00 in benefits.
- Unduplicated total: 1,429 cases; 2,714 recipients; $314,720.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 589 cases; 1,214 recipients
- Other Children < Age 21: 101 cases; 113 recipients
- Pregnant Women & Children Under 19: 636 cases; 1,084 recipients
- Non-SSI Aged, Blind & Disabled: 658 cases; 691 recipients
- SSI Aged, Blind & Disabled: 521 cases; 521 recipients
- Medicaid Eligible Total: 2,266 cases; 3,620 recipients

Total Healthy Michigan Enrollments: 1039+

This information is available on the www.mighigan.gov/dhs website in the "Green Book".

Board Member Input/Suggestions: None

A motion to accept the Director's Report was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

UNIT REPORT: Denise Perry provided a report on Volunteer Services, which included information pertaining to funding for the program, which was far less this year than it has ever been. Ms. Perry related that as a result of the inadequate funding, she is way short and unable to fund programs for the remainder of the fiscal year, specifically in regard to the reimbursement of mileage expenses for volunteers. Ms. Perry requested funds from DHHS Board funds to assist with this shortfall. Requested amount was $662.00.

Mr. Eichhorn made a motion to provide $662.00 of Menominee County DHHS Board funds to Ms. Perry for the reimbursement of mileage expenses for volunteers. Motion was supported by Mr. Naser. Motion passed without opposition.

BOARD BUSINESS:

1. **Approval of Vouchers**:
   Vouchers for July 2015 were reviewed and a motion to approve all vouchers was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

NEW BUSINESS: None

PUBLIC COMMENT: None.

NEXT MEETING: September 29, 2015 at 9:00 a.m. in the Menominee County DHS Board Room.

Mr. Naser made it known that he would be unable to attend this meeting due to other commitments.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 9:46 a.m.

Russell K. Sexton
Board Secretary

Jeff Naser
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
September 10, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:
John Nelson, Chairperson, called the meeting to order at 4:04 p.m. Mary Wendt, Board Secretary, conducted the roll call.

MEMBERS	Present	Excused Absent	Absent	MEMBERS	Present	Excused Absent	Absent
DeDie, William		X		Negro, Mari	X(4:15 pm)		
Dehn, Janet		X		Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti		X	
Hofer, Millie	X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine	X(phone)		
Martin, Ann	X			Zevitz, Michael, Dr.	X(4:15 pm)		

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA
Chair Nelson asked for a motion to approve the agenda.
ACTION: Moved to approve the agenda as presented.
Motion by: M. Hofer, supported by P. Freeman to approve the agenda.
Chair Nelson asked if there were any additions to the agenda. There were no additions. **Motion carried unanimously.**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES
There were no additions to the August 27, 2015 Board meeting minutes.
ACTION: Moved to approve the August 27, 2015 Board meeting minutes as presented.
Motion by: M. Hofer, supported by P. Phillips. **Motion carried unanimously**

PRESENTATION - TRICO
Christine Kruppstadt, CEO of TRICO, stated that the TRICO Management Report for Fiscal Year 2013-14 was provided to the Board for their information. Ms. Kruppstadt shared the history and provided statistics for TRICO.

M. Negro & M. Zevitz - present at 4:15 p.m.

Ms. Kruppstadt also shared the challenges that TRICO is facing regarding funding. Questions were addressed by Ms. Kruppstadt.

ACTION ITEMS

- **Finance**
  a) Check Disbursement Report-Period through August 19, 2015
  Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.
  ACTION: A motion was made by A. Martin supported by M. Negro to approve the check disbursement report. No discussion. **Motion carried unanimously.**
  a) Contracts August 27, 2015
  Bill Adrian asked if there were any questions regarding the contracts. Miscellaneous questions were addressed by Mr. Adrian.
  ACTION: A motion was made by M. Negro supported by J. Luhtanen to approve the contracts. **Motion carried unanimously.**

b) Financial Statement-July 2015
Bill Adrian asked if there were any questions regarding the financial statement. No discussion.
ACTION: A motion was made by A. Martin supported by P. Freeman to approve the financial statement.
Motion carried unanimously.

- **Longevity Pay**
Bill Adrian stated that he received some questions from Mari Negro regarding longevity pay: 1) What is the difference between part-time and special part-time staff and do part-time and special part-time staff qualify for longevity? Mr. Adrian referenced information outlined in the Longevity Police that the Board received; and 2) What percentage of longevity is going to administrative staff? Mr. Adrian stated that there are 15 administrative staff receiving $8,800.00 and 115 other staff receiving $53,200.00 in longevity pay.
ACTION: A motion was made by J. Luhtanen, supported by P. Freeman to approve longevity pay.
DISCUSSION: Joan Luhtanen stated that she had previously asked Mr. Adrian if Northpointe could afford to pay longevity and it was provided there is money to pay longevity this year. Ms. Luhtanen further stated that the work staff does is appreciated and longevity has been part of a Northpointe package for a long time and should be continued. Peggy Freeman stated that the tenure of staff and their level of expertise they bring to the table is important and as she looks at surveys that are received there are very few deficiencies sent back. Ms. Freeman further stated that she thinks this is related to the high caliber of employees that Northpointe has. Millie Hofer stated that according to the Longevity Policy it states that longevity will be given when there are available funds. Ms. Hofer further stated the fact is that the State has cut General Fund (GF) money and Northpointe has approximately 50% less GF money than last year to spend. Ms. Hofer also stated, that therefore, the available GF money for actually serving the severely mentally ill has decreased and she is questioning if it is justifiable to take away from the actual service provision with the risk of having to turn mentally ill people away from the agency. Ms. Hofer asked which Northpointe areas using GF money will have a GF money reduction to replace the money that is being taken away from the service division for the longevity. Mr. Adrian stated that there will hopefully be no GF money taken from the service division and the estimate of GF money for longevity pay is approximately $4,000.00. Mr. Adrian also stated there will be no reduction to any one service area.

P. Freeman - excused at 4:45 p.m.

Discussion ensued regarding whether or not longevity pay reduces or prevents staff turnover. Ms. Negro stated that maybe the Longevity Policy needs to be looked at because if it is not an incentive to keep a person working at Northpointe then it should be looked at as an incentive type of payment based on a pool of money. Further discussion ensued and miscellaneous questions were addressed by Mr. Adrian.

A. Martin - excused at 5:14 p.m.

Ms. Negro asked that this agenda item be tabled until the next meeting as she would like to extra time to think about information that was discussed at today's meeting. Discussion ensued. This agenda item was not tabled due to a motion and support being made and Ms. Freeman was not present to rescind her support; therefore a roll call vote ensued.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari		X
Dehn, Janet			Nelson, John	X	
Freeman, Peggy			Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia		X
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann			Zevitz, Michael, Dr.		X

Motion carried; 4 ayes, 3 nays.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**
a) Check Disbursement Report through September 3, 2015

Jennifer McCarty asked if there were any questions regarding the check disbursement report. Millie Hofer asked how much of the $285,000.00 in the check disbursement report is spent with GF money. Bill Adrian stated that this is a fluid situation and how money is split up depends on many individuals are seen, what coverage they have or don't have, what services they receive, and the expense of the services they receive. Mr. Adrian reviewed the following per Board member request: #7527-$1,354.21-laptops and back-up tapes; #7513-$4,387.00-clean and test sprinkler systems at 13 locations; #75319-$1,155.00-copy machine maintenance; #75362-$3,026.99-two Hewlett-Packard switches; #74374-$2,944.48-maintenance supplies for repairs at Northpointe group homes; #75398-$1,277.55-Surface computer/keyboard/docking station; and #75272-$7,017.50-employee deferred compensation. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Talking Points for Representative McBroom Meeting**
  Jennifer McCarty stated that so far the talking points that have been compiled for the meeting with Representative McBroom are: 1) GF concerns; 2) lack of hospital beds; 3) transportation concerns; and 4) job skill training programs. Ms. McCarty stated that if Board members have any further talking points to add there is not a deadline to send them to her as she is still waiting to hear back from Representative McBroom's office as to the date he will be able to come. Discussion ensued and another talking point that will be added is opening up more medical facilities.

- **CEO Report**
  Jennifer McCarty stated that she did not send out a written CEO report in the Board mailing because with the timing of Board meetings every two weeks there is only 6 days in between mailings and she did not attend any meetings during this time. Ms. McCarty provided the following verbal updates: there has been a lot of regional meetings expressing the same concerns that Northpointe discusses at their Board meetings; there is advocacy among regional leaders to send more formal replies to the State about the concerns that are being shared; the results of the NorthCare audit have been received and Northpointe scored 92.6% which is a better rating than last year; and health insurance options for staff are being reviewed, a meeting was held with Northpointe's health insurance, and what is being looked at is to create an efficiency for the agency but still offer affordable healthcare for staff.

John Nelson, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Meeting Report
  Consensus of the Board was to place the report on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

- Millie Hofer asked that Mary Wendt put Ms. Hofer's concerns she expressed about GF into the minutes.
- Joan Luhtanen stated she does not feel there is enough of an explanation to a parent or guardian when there is a reduction of services and the reason for the reduction. There could maybe be a better job of explaining the changes being done by the Northpointe caseworker or TRICO staff.

ADJOURN

A motion was made by M. Negro, supported by P. Phillips to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 5:38 p.m.

The next regular Board meeting is scheduled for **September 24, 2015 in** Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson	Mari Negro, Secretary	Mary Wendt, Board Secretary

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
September 24, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:
John Nelson, Chairperson, called the meeting to order at 4:02 p.m. Mary Wendt, Board Secretary, conducted the roll call.

MEMBERS	Present	Excused Absent	Absent	MEMBERS	Present	Excused Absent	Absent
DeDie, William		X		Negro, Mari		X	
Dehn, Janet	*X			Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti	X		
Hofer, Millie	X			Phillips, Patricia	X		
Luhtanen, Joan		X		Spence, Christine		X	
Martin, Ann	X(4:45 pm)			Zevitz, Michael, Dr.	X		

*(video television conference from the Northpointe Menominee office)
REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA
Chair Nelson asked for a motion to approve the agenda.
ACTION: Moved to approve the agenda as presented.
Motion by: M. Hofer, supported by P. Freeman to approve the agenda.
Chair Nelson asked for any additions to the agenda. Chair Nelson asked that the agenda be amended to add Michigan Association of Community Mental Health Boards (MACMHB) membership dues of $9,414.00 under new business. Bill Adrian asked that the Fiscal Year (FY) 2014-15 revised budget be added under new business.
Motion by: J. Dehn, supported by M. Hofer to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES
Chair Nelson asked for a motion to approve the September 10, 2015 Board meeting minutes.
ACTION: Moved to approve the September 10, 2015 Board meeting minutes as presented.
Motion by: M. Zevitz, supported by P. Phillips.
Chair Nelson asked if there were any corrections to the above minutes. Millie Hofer stated that under longevity pay she would like added to her statement regarding General Fund the following: severely and working poor, so it will now reflect the severely, mentally ill, working poor people. **Motion carried unanimously**

PRESENTATION - No presentation

ACTION ITEMS
- **Finance**
  a) Check Disbursement Report-Period through September 3, 2015
  Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.
  ACTION: A motion was made by M. Hofer supported by P. Freeman to approve the check disbursement report. No discussion. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)
Ms. McCarty stated that before discussing the following items she had a few questions for Board discussion as she has been learning the Board functions, reviewing the Board Polices and Board By-Laws. In the Board Policies and Board By-Laws it is highlighted that the Board wants to do things efficiently and that Ms. McCarty's role is to make sure that everyone has the information that is needed. Ms. McCarty stated that in the by-laws it references that the Board needs to approve expenditures over $5,000.00 and vendor payments over $7,500.00 and in the check

disbursement report every check is listed that is sent out and asked if the Board wants to continue to receive this information or just wants the expenditures and checks that are needed to be seen as outlined in the by-laws. Discussion ensued and consensus is that the check disbursement report should continue to be done as it is a good report to review. Ms. McCarty stated the check disbursement report is prepared for the Board on an every 2 week basis for review at the twice monthly Board meetings which requires staff to close out the books for the month twice instead of once. Ms. McCarty asked for a discussion if the reports should continue to be reviewed every 2 weeks or can they just be reviewed once a month at Board meetings. Discussion ensued and consensus of the Board is that the reports can be changed to review once a month at Board meetings.

- **Finance**
  a) Check Disbursement Report through September 16, 2015
  Jennifer McCarty asked if there were any questions regarding the check disbursement report. Bill Adrian reviewed the following per Board member request: #754130-$7,152.00-employee deferred compensation; #75458-$1,400.00-crisis residential; and #75467-$1,418.76-crisis calls. Consensus of the Board is that this item will move forward to the next meeting for approval.
  b) Financial Statement-August 2015
  Jennifer McCarty asked if there were any questions regarding the financial statement. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.
  c) Contracts-September 24, 2015
  Jennifer McCarty asked if there were any questions regarding the following contracts:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Options Counseling	Crisis Residential	10/1/15-9/30/16	$225/day	same	n/a
This is a renewal agreement for crisis residential beds in Rhinelander.						
B.	Case Management of MI	Case Management	10/1/15-9/30/16	T1017-Case Manage.-$53/unit, 90834/90837-Indiv. Therapy-$62/enc., 90853-Group Therapy-$40.11/enc., H0032-Treatment Planning-$53/enc., H0032-Assess. for Behav. Health-$200/enc., 90791-Psych. Eval.-$150/enc., 99213-Med. Review-$77.75/enc., 96372-Med. Inject.-$21/enc., T1001-Health Assess.-$100/enc., T1002-RN Services-$29.91/15-min. unit, H2000-Comp. Multidisciplinary Eval.-$20.60/encounter, T1016-Support Coord.- $63/15-min. unit	T1017-$55/15-min. unit H0031-$110/enc. same same n/a	$2.00/15-min. unit n/a n/a No other changes except where noted above. n/a
This is a renewal agreement for services provided to several Individuals downstate.						

C.	Great Northern Home Care	Respite and CLS	9/1/15-8/31/16	H2015-CLS-$3.75/15 min. unit, T1005-Respite-$3.63/15 min. unit	same	n/a
This is a renewal agreement for respite and CLS services for several individuals through self-determination.						
D.	John Zinger	Snow Removal	10/1/15-9/30/16	$55/hr.	same	n/a
This is a renewal for snow removal (plowing) services in Iron County.						
E.	Goodwill Industries	Cleaning	6/1/15-5/31/16	$250/week	same	n/a
This is a renewal agreement for cleaning the Menominee office building.						
F.	Goodwill Industries	Snow Removal	10/1/15-9/30/16	$20/episode	same	n/a
This is for snow removal (shoveling and salting) the Menominee office sidewalks.						
G.	Goodwill Industries	Vocational Services	10/1/15-9/30/16	H2014-Skill Building-$1.94/15 min. unit, H2015-Out of Home Pre-Voc. Hab.-$1.94/15 min. unit OR FTE Amount: 6-9 $3,627/mo. 14-18 $10,383/mo. 23-28 $15,717/mo. 30-34 $24,451.59/mo. H2023-Sup. Employ.-$5/15 min. unit-JC (enclave) $7.50/15 min.unit-JC (indiv. place)	same same FTE Amount: 5-9 $3,627/mo. 10-17 $10,383/mo. 18-23 $15,000/mo. 24-29 $18,000/mo. and H2023-Supp. Employ. Enclave-$5.50/15 min. unit H2023- Supp. Employ. Indiv.-$8/15 min. unit	n/a n/a $.50/15 min. unit $.50/15 min. unit
This is a renewal agreement for vocational services.						
H.	Elizabeth Witter	Speech Therapy	10/1/15-9/30/16	n/a	$75/hr.	n/a
This is a new contract for a speech and language provider for a maximum of 200 hours/year.						
I.	Superior Rehab. and Professional Services	OT Services	9/1/15-8/31/16	$59/hr.	same	n/a
This is a renewal for a contract Occupational Therapist.						
J.	ABA of Wisconsin	Board Certified Behavior Analyst and Supervision	10/1/15-9/30/16	$100/hr.	same	n/a
This is a renewal agreement for BCBA services, which are part of the Autism benefit. There will be an additional charge of $40/hr. for travel and hotel costs, should that be necessary. (They are based close to Stevens Point.)						
K.	Whispering Pines	Residential Services	10/1/15-9/30/16	$129.05/day	same	n/a
This is a renewal agreement for the home in Carney.						

L.	Whispering Pines-SIP	Supported Independence Program	10/1/15-9/30/16	$15/hr.	same	n/a
This is a renewal for the SIP home located in Power. This is a program that allows Individuals to live in their own homes with support through DHS and Whispering Pines/NBHS.						
M.	Trico Opportunities, Inc.	Lawn Care	6/1/15-5/31/16	$283.60/occur.	same	n/a
This is a renewal agreement for lawn care at Northpointe/Phoenix Center, Hughitt St., Belgium Point and the Lighthouse.						
N.	Trico Opportunities, Inc.	Lawn Care	6/1/15-5/31/16	$105/occur.	same	n/a
This is a renewal agreement for lawn care at Northpointe IR office, Boyington and the Gathering Pointe.						
O.	Trico Opportunities, Inc.	Cleaning	10/1/15-9/30/16	$34.75/day	same	n/a
This is a renewal agreement for cleaning of the Iron River office building.						
P.	Trico Opportunities, Inc.	Cleaning	10/1/15-9/30/16	$77.25/day	same	n/a
This is a renewal agreement for cleaning of the 715 and 701 buildings.						
Q.	Newlin AFC	Specialized Residential	9/1/15-8/31/16	LW-$37.20/day JS-$82.50/day SC-$66/day CC-$90.58/day	same	n/a
This is a renewal agreement for specialized residential for (4) Individuals.						
R.	Pathways	Crisis Residential	10/1/15-9/30/16	$450/day	same	n/a
This is a renewal for crisis residential services.						
S.	Pathways	Short Term Resident.	10/1/15-9/30/16	$246.71/day	same	n/a
This is a renewal for short term residential services.						
T.	M&M Trucking	Snow Removal	10/1/15-9/30/16	$75/plowing, $50/salting plus cost of materials, $80 for removal by front end loader, $55 by dump truck	same	n/a
This is for snow removal of the Menominee building.						
U.	Mike Meyer	Snow Removal	10/1/15-9/30/16	$10/hr.	same	n/a
This agreement is for shoveling the 715 and 701 sidewalk areas.						

Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **MACMHB Membership Dues**
  Jennifer McCarty stated the annual dues for the MACMHB membership were just received. If the Board would like to continue to be a member of the MACMHB the dues for this year will be $9,414.00, which is an increase of $36.00 from last year's dues. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is the information received for the MACMHB annual dues be provided to Board members in their next Board mailing and that this item will move forward to the next meeting for approval.

- **FY 2014-15 Revised Budget**
  Jennifer McCarty stated the FY 2014-15 revised budget was provided to Board members from Bill Adrian. Mr. Adrian stated that the Board should review the revised budget and if anyone has questions regarding it they can e-mail or call Mr. Adrian before the next Board meeting. Ms. McCarty pointed out a very positive notation in the revised budget is that Northpointe's total operating expenses are fairly on-track considering budgets cuts over the last year. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **E-Mail Correspondence**-Longevity Policy
  Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the Longevity Policy on the Board agenda for discussion. Ms. McCarty stated that she would like to clarify that at the last Board meeting there was a lot of discussion about the Longevity Policy being for staff retention and it was asked if longevity was successful in retaining staff. The purpose statement on this policy is to reward employees for their commitment to Northpointe; so the purpose of the policy is not for staff retention but for rewarding employees; especially those employees who are at the top of their pay scale that may not receive a raise. Ms. McCarty stated the since the Board member was not present at today's meeting who asked to put this on the agenda she is not sure of the intention for this discussion. Ms. McCarty also stated that she has received an overwhelmingly, positive response from staff about the Board passing longevity pay and staff has asked Ms. McCarty to relay their gratitude to the Board that they truthfully appreciated this.

- **E-Mail Correspondence**-Part-Time & Special Part-Time Employees
  Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put part-time and special part-time employees on the Board agenda for discussion and also asking for information on how many part-time and special part-time employees there are today versus 2-5 years ago and what areas of service is the biggest concentration of this staff. Ms. McCarty stated that she does not have this information to provide at today's Board meeting and asked the Board for a discussion if this information is needed for the purpose of making some kind of decision. Ms. McCarthy further stated that in order to obtain the information requested it would require staff to manually go through each staff's personnel file as there is no report that can be run for this information. John Nelson stated the purpose to receive this information is for consistency of care to individuals. Millie Hofer stated that if someone is looking for full-time work and can only get part-time work there is a higher staff turnover if full-time work cannot be offered as benefits cannot be received for part-time work, i.e., health insurance. Discussion ensued as to the purpose for getting this information and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is that since the Board member who asked to put this on the agenda is not present at today's meeting this will be further discussed at the next Board meeting to decide on how to proceed forward with this request.

- **E-Mail Correspondence**-NorthCare PIHP Reorganization
  Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the NorthCare PIHP reorganization on the Board agenda for discussion, i.e., how did the Region I NorthCare organization come about, what was the intent of the organization. Ms. McCarty stated that she asked NorthCare for their original power pointe information, from 2013 when NorthCare became the PIHP entity, and provided this information to the Board. Miscellaneous questions were addressed by Ms. McCarty.

  John Nelson stated that he also provided a power pointe to the Board he received at the Great Lakes fall conference entitled NorthCare Network Update. This power pointe contains a lot of good information on NorthCare, i.e., changes, data, etc. Discussion ensued and consensus of the Board is to further discuss and review this information at the next Board meeting.

- **Representative McBroom Visit**
  Jennifer McCarty stated that Representative McBroom is available to come to Northpointe October 2-4:30 p.m., October 9-any time, or October 16-any time to meet with the Board. Ms. McCarty asked for a discussion as to which day the Board would like to meet with Representative McBroom and if this meeting would be in place of a Board meeting or in addition to a Board meeting. Ms. McCarty stated that she would like to make sure that there would be good Board attendance at this meeting.

  A. Martin - present at 4:45 p.m.

  Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. John Nelson stated that he has been asking to get a politician to come to Northpointe for the last couple of years but to make this meeting effective his opinion is that community partners should be invited, i.e., courts, hospitals, law enforcement to provide their concerns which will help in what Northpointe is trying to do and suggested the meeting should be as early in the day as possible. Ms. McCarty stated that community partners can be invited and this can be done by sending out an e-mail to all three counties collaborative boards as memberships on these boards includes the court system, law enforcement, schools, etc. Janet Dehn stated that if community partners will be invited to this

meeting, the meeting should be scheduled on the last possible, available date. Ms. McCarty noted consensus of the Board is for Representative McBroom to come October 16 and she will contact Representative McBroom's office to confirm this.

- **CEO Report**
  Jennifer McCarty stated that she provided a written CEO report in the Board mailing and had no verbal updates to provide at this time.

John Nelson, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Quarterly Outcomes Report-3rd Quarter
  Consensus of the Board was to place this report on file.

PUBLIC COMMENTS

- Jane Lindow expressed her gratitude on receiving longevity pay.

BOARD COMMENT

- Ann Martin apologized for being late for the meeting as she just got out of an important meeting and would not be taking a per diem for the meeting.
- John Nelson stated that he attended the Great Lakes fall conference and highlighted information from the conference on early marijuana use in children over age 14.

ADJOURN

A motion was made by P. Freeman, supported by M. Zevitz to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 4:52 p.m.

The next regular Board meeting is scheduled for **October 8, 2015 in** Kingsford, Michigan at 4:00 p.m.

_____

John Nelson, Chairperson

_____

Mari Negro, Secretary

_____

Mary Wendt, Board Secretary