

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839

### County Board Meeting

Monday, December 23, 2019 – 6:00 PM  
Menominee County Annex (MSU-E), Conference Room  
S904 US HWY 41, Stephenson, MI 49887  
906-753-2209

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Piche, Cech, Gromala, Lang, Phelps, Schei, Prestin, Hafeman, & Johnson)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (December 10, 2019)
- F. Public Comment (*Statements, Not Debate, Limited to 5 Minutes on Agenda Items Only*)
- G. Presentations (*Limited to 20 Minutes*):
  - Chantae Lessard - Aquila Resources
- H. Department Head/Elected Official Reports (*Limited to 10 Minutes*):
  - Department Head or Elected Official
  - County Administrator
- I. Action Items
  - 1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Elected Official salaries as proposed below to begin January 1, 2020.

County Clerk	\$62,444.83	1.5% increase
County Treasurer	\$59,398.82	1.5% increase
County Sheriff	\$75,000	1.5% + 1.5% from below + \$3372.42 RP
Prosecuting Attorney	\$102,088	Frozen
Drain Commissioner	\$548	Frozen

- 2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 2019-26 ~ Compliance with Public Act 152 of 2011.
- 3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

Larry Johnson Jr.

Jan Hafeman

David Prestin

Bernie Lang

Larry Schei

recommendation from the Personnel Committee to retain Janitor's Closet for the remainder of the 1 year contract (Oct. 2020) to clean the Courthouse Bldg. and maintain use of the County's employee to clean the Health Dept. and 9<sup>th</sup> St. Bldg. Cleaning services will be re-evaluated with the 2020/21 Budget. Financial impact = \$9,100.32

4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Personnel Committee to raise the hourly wage of the part-time jail cook positions (3) to \$15.00/hr. and increase the minimum number of hours an employee in this position can work in a week to 29 hours. Financial impact = \$15,928.15.
  5. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to grant a utility easement at the Menominee Regional Airport for the purpose of improving existing utilities to buildings and facilities located on the property.
  6. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint one interested candidate to the Building Code Construction Board of Appeals for a 2 year term to expire 1.31.2022. (*Interested candidate: Thomas Sherry*)
  7. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint one interested candidate to the Menominee County Planning Commission for a 3 year term to expire 4.30.2023. (*Interested candidate: Michael Lyons*)
  8. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint one interested candidate to the Delta, Menominee Board of Health for a 3 year term to expire 12.31.2022. (*Interested candidates: Amanda Hess & James Bedient*)
  9. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner per diems and expenses.
  10. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous bills as paid on November 27, 2019 in the amount of \$73,314.62.
  11. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous boards/committees/Commissioner reports to be placed 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. None

4. Finance Items:

a. Commissioner Per Diems and Expenses

b. Miscellaneous bills paid on December 12, 2019 in the combined amount of \$140,925.27.

K. Miscellaneous Boards/Committee/Commission Reports

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

M. Commissioner Comment

N. Adjourn

December 10, 2019

UNAPPROVED

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

Chairman Piche called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

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

**Present:** Commissioners: William Cech, Steven Gromala, Jan Hafeman, Larry Johnson Jr., Bernie Lang, Larry Phelps, Gerald Piche, David Prestin and Larry Schei.

**Absent:** None.

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

Moved by Com. Cech, seconded by Com. Hafeman to approve the minutes from the November 26, 2019 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:** None.

**Presentations:**

- Jennifer Cescolini – Northpointe Strategic Plan Updates – 2019/2020

**Department Head/Elected Officials Reports:**

- Jason Carviou, County Administrator – Gave Administrator’s Report with updates and announcements.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Johnson Jr. to approve a quote from UES Technologies for the SonicWall NSA 3600 Network Security Appliance bundle (x3) and support licenses (x3) in the amount of \$24,438.00. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Hafeman to acquire Bagley Tower (land, building, tower and equipment) from the Menominee County Road Commission by conveyance of a quit-claim deed for the purchase amount of \$1.00. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the one year agreement with Coleman Engineering Company in the amount of \$6,000 for the 2020 Web Based GIS Hosting. (1/1/2020 – 12/31/2020). Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Lang to approve Resolution 2019-25 ~ Honoring Linda Gullicksen for her Retirement and Service to Menominee County. Motion was approved by roll call vote 9-0. (Attachment A)

Moved by Com. Hafeman, seconded by Com. Prestin to approve Commissioner per diems and expenses. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Prestin to approve miscellaneous bills as paid on November 14, 2019 in the amount of \$141,336.22. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Prestin to approve 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. Elected Officials – 2020 Salaries. – Per Law, the salaries of county officers are fixed by the county board of commissioners. County Administrator Jason Carviou, has come up with some options for the board to discuss. Administrator Carviou presented his options to the board. Those options were labeled A-G. Com. Cech would like to fix the salary problem once and for all. Com. Gromala is in favor of option F. Com. Hafeman feels that we should go with what we budgeted. Com. Phelps asked what the percentage increases would be to get to Option F. 5.7% for County Clerk, 2.5% for County Treasurer and 8.6% for Sheriff. The Drain Commissioner and Prosecuting Attorney would have no increases. Com. Prestin asked about using Option B which is a budgeted 1.5% and instead of giving that 1.5% increase to the Prosecutor give that to the Sheriff in addition to the 1.5%. Com. Piche would prefer to see the salaries be brought to market value (Option F). Another option to give 1.5% to County Clerk, 1.5% to County Treasurer, 1.5% to Sheriff also give him the additional 1.5% that was supposed to go to the Prosecutor and give the Sheriff an additional approximately \$3,000 from the Road Patrol Millage to bring him to \$75,000. The consensus of the board is to move this item forward to the next meeting for a vote.

##### **Building and Grounds/Parks Items:**

- a. None.

##### **Miscellaneous Items:**

- a. CUPPAD Membership Dues. – CUPPAD has sent a letter asking us to consider renewing partnership with Menominee County. Discussion on whether to renew the partnership and approval to pay Membership dues of \$9,000 for 2020, or not. The consensus of the board is not to pay membership dues.

##### **Finance Items:**

- a. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.

- b. Miscellaneous bills as paid on November 27, 2019 in the amount of \$73,314.62. – 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 to the next meeting for approval.

**Public Comment:** None.

**Commissioner Comment:**

- Com. Hafeman – Commented that she is disappointed with this cold weather.
- Com. Gromala – Commented on CUPPAD and having them come present what they can do for us.
- Com. Piche – Commented on CUPPAD.

Moved by Com. Prestin, seconded by Com. Hafeman to adjourn at 7:37 p.m. Motion was approved 9-0.

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Gerald Piche, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Salaries of County Officers (Elected Officials)</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Per Law, the salaries of county officers is fixed by the county board of commissioners. County Administrator has come up with some options for the board to discuss.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Elected Official salaries as proposed below to begin January 1, 2020.</p> <p>County Clerk \$62,444.83 1.5% increase</p> <p>County Treasurer \$59,398.82 1.5% increase</p> <p>County Sheriff \$75,000 1.5% + 1.5% from below + \$3372.42 RP</p> <p>Prosecuting Attorney \$102,088 Frozen</p> <p>Drain Commissioner \$548 Frozen</p>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**SALARIES OF COUNTY OFFICERS (EXCERPT)**  
**Act 154 of 1879**

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

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

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

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

**Elected Official Salaries - Effective January 1, 2020**

Position	Current Salary	Proposed Salary	Narrative
Clerk	\$ 61,522	\$ 62,444.83	1.5% Increase
Treasurer	\$ 58,521	\$ 59,398.82	1.5% Increase
Sheriff	\$ 69,053	\$ 75,000.00	1.5% Increase + \$1,538.54 GF + \$3,372.42 RP
Prosecuting Attorney	\$ 102,088	\$ 102,088	Frozen
Drain Commissioner	\$ 548	\$ 548	Frozen
<b>TOTALS</b>	\$ 291,732	\$ 299,479.64	
<b>TOTAL INCREASE</b>	\$ 7,747.64		
<b>BUDGETED</b>	\$ 4,375.22		
<b>ROAD PATROL</b>	\$ 3,372.42		
<b>DIFFERENCE</b>	\$ -		

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2019-26 ~ Compliance with Public Act 152 of 2011</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Per state law, the County Board has to comply to PA 152 of 2011 each year. The resolution calls for the county paying no more than 80% of the County health insurance costs.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Resolution 2019-26 ~ Compliance with Public Act 152 of 2011.</p>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **RESOLUTION 2019-26 COMPLIANCE WITH PUBLIC ACT 152 OF 2011**

The Menominee County Board of Commissioners respectfully submits the following resolution:

**WHEREAS**, the Menominee County board of Commissioners will abide by the set of laws described in P.A. 152; and

**WHEREAS**, these limitations will go into effect on January 1, 2020 for Menominee County non-union employees, elected officials and collective bargaining units which did not have a signed contract prior to the date specified in P.A. 152; and

**WHEREAS**, Section 4 of P.A. 152 allows a public employer to elect to pay not more than 80% of the total annual cost of all of the medical benefit plans it offers or contributes to for its employees and elected public officials; now

**THEREFORE, BE IT RESOLVED** that the Menominee County board of Commissioners, acting pursuant to the authority granted a county under Section 4 of P.A. 152 of 2011, hereby elects that Menominee County pay not more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials commencing January 1, 2020.

\_\_\_\_\_  
Gerald Piche - Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Kleiman, County Clerk

\_\_\_\_\_  
Date

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech - Vice Chairperson*

*Larry Schei*

*Larry Phelps*

*Bernie Lang*

*David Prestin*

*Jan Hafeman*

*Larry Johnson Jr.*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Cleaning Contract – courthouse complex</b>
<b>DEPARTMENT:</b>	<b>Admin. / Personnel Committee</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee met on 12.17.19 and discussed the cleaning contract. We're having issues with receiving applications for cleaning the courthouse complex. Discussion is to keep the current contract with Janitor's closet until next budget year.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve a recommendation from the Personnel Committee to retain Janitor's Closet for the remainder of the 1 year contract (Oct. 2020) to clean the Courthouse Bldg. and maintain use of the County's employee to clean the Health Dept. and 9th St. Bldg. Cleaning services will be re-evaluated with the 2020/21 Budget. Financial impact = \$9,100.32</p>	

Submitted by: Jason Carviou

12/20/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Part time Jail Cook positions</b>
<b>DEPARTMENT:</b>	<b>Sheriff – Personnel Committee</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>Discussion at the Personnel committee on 12.17.19 was the issue of not getting applicants for the part time position. It's been out there 6 months and they haven't received any applications. Discussion concluded to increase the pay to \$15.00/hr. and to increase the hours from 25 to 29/week.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve a recommendation from the Personnel Committee to raise the hourly wage of the part-time jail cook positions (3) to \$15.00/hr. and increase the minimum number of hours an employee in this position can work in a week to 29 hours. Financial impact = \$15,928.15.</p>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Utility Easement at Menominee Regional Airport</b>
<b>DEPARTMENT:</b>	<b>Airport Committee</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>Discussion at the airport committee meeting on 12.17.19 was to grant a utility easement at the Airport. Improving the existing utilities to buildings is an asset to the Airport.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve a recommendation from the Airport Committee to grant a utility easement at the Menominee Regional Airport for the purpose of improving existing utilities to buildings and facilities located on the property.</p>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Appoint interested candidates – Misc. Boards/Committees</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>We've received some applications for the Misc. Boards/Committees. Commissioners are to appoint to the committees. (Building Code Construction Board of Appeals; Planning Commission; Board of Health).</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

Menominee County miscellaneous appointments:  
Interested Candidates

12.10.2019

<b>Building Code Construction Board of Appeals</b> <i>Interested Candidates: Thomas Sherry</i>	<b>One</b> ~ 2-year term to expire 1/31/2022
<b>M. C. Planning Commission</b> <i>Interested Candidates: Michael Lyons</i>	<b>One</b> ~ Three year term to expire – 4/30/2023
<b>Delta Menominee Board of Health</b> <i>Interested Candidates: Amanda Hess &amp; James Bedient</i>	<b>One</b> ~ 3 year term 1.1.2020 – 12.31.2022

## Sherry DuPont

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**From:** Thomas Sherry <tom.sherry.mi@gmail.com>  
**Sent:** Monday, October 21, 2019 5:53 PM  
**To:** Sherry DuPont  
**Subject:** Application for Appointment-electronic submission Submission

First Name: Thomas

Last Name: Sherry

Address: W7207 Number 19 Rd.

City: Stephenson

State: Michigan

Zip Code: 49887

Email Address: tom.sherry.mi@gmail.com

Phone Number: 906-290-9331

Comments:

What board or committee are you applying for?: Building Code Construction Board Of Appeals

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; Indicate your title and nature of your work.: Retired from the home building construction field for 40 years

Please indicate education level and degrees received:: Technical College degree

Do you currently hold any County appointments or elected positions? If yes, please explain.: No

Have you previously held any appointments and/or elected positions? If yes, please explain.: No

Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.: No

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): No

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: None

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: No

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: Worked for a home building business for 40 years negotiating contracts and specifications for customers

I hereby apply for an appointment and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

(Please sign the box, by typing your name here.): Thomas Sherry

## Sherry DuPont

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**From:** Michael Lyons <referee199206@gmail.com>  
**Sent:** Wednesday, November 20, 2019 12:34 PM  
**To:** Sherry DuPont  
**Subject:** Application for Appointment-electronic submission Submission

First Name: Michael

Last Name: Lyons

Address: N10353 L-3 Road

City: Daggett

State: Michigan

Zip Code: 49821

Email Address: referee199206@gmail.com

Phone Number: 9067532856

Comments: cell 906-290-2274

What board or committee are you applying for?: **Menominee County Planning Commission**

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; Indicate your title and nature of your work.: Carney-Nadeau Public Schools  
Third Grade Teacher

Please indicate education level and degrees received:: B.S. Elementary Education M.A.E. Elementary Education  
Educational Specialist-Administration and Supervision

Do you currently hold any County appointments or elected positions? If yes, please explain.: No

Have you previously held any appointments and/or elected positions? If yes, please explain.: Park Board

Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.: no

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): No

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: None

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: No

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: I have previous board experience on the Parks Board and Fair Board. I have an advanced degree in education.

I hereby apply for an appointment and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

(Please sign the box, by typing your name here.): Michael P. Lyons

**APPLICATION FOR APPOINTMENT  
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION**  
(Please note only legible applications can be considered)

I, Amanda Ann Hess, hereby submit an application for appointment to

Delta Menominee Board of Health for 3 from December 31, 2019  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to December 31, 2022

**TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:**

1. I reside at N15521 Cedarview Drive Wilson 49896  
Street City Zip  
Menominee and have since June 1, 2008  
County

Mailing address if different than above: \_\_\_\_\_

Telephone: 906-280-3170 Cell Phone: \_\_\_\_\_

Email Address: ahess@hannahville.org

2. I am at least 18 years of age: YES  NO \_\_\_\_\_

3. I am currently registered to vote: YES  NO \_\_\_\_\_

4. Employer: Hannahville Indian Community Telephone: 906 466-2932

- a. Indicate nature of your work: Helping tribal members seek & apply for work  
b. Title: Employment Coordinator

5. Educational Level and degrees received:

Bachelors Degree Business Management from  
Lake Superior State University

6. I presently hold the following appointments and elected positions:

Hannahville Indian Community Tribal Council & CEO Board  
Delta Menominee Board of Health

7. Previously held appointments and/or elected positions:

Hannahville Indian Community Health Board & Gaming Commission

8. Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

No

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

No

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

None

11. Is this an application for reappointment? Yes  No

If yes, how many years have you served on this board? 3

Please indicate your attendance record for the term(s) served 34 1 36  
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

In the 3 years I have been serving on this board I only missed a couple meetings and I made the board aware of schedule conflict in advance

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

I have been serving on this board for 3 years and have enjoyed my term and wish to continue. My experience with serving on Hannahville Health Board and Tribal Council has helped me have a greater understanding of public health issues

13. I hereby apply for appointment to Delta Menominee Board of Health and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Signature: Amanda Hess  
Name (Print or Type): Amanda Hess

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

## Sherry DuPont

---

**From:** James Bedient <jbedient@gmail.com>  
**Sent:** Friday, December 20, 2019 8:23 AM  
**To:** Sherry DuPont  
**Subject:** Application for Appointment-electronic submission Submission

First Name: James

Last Name: Bedient

Address: N9553 Badish Rd

City: Daggett

State: Michigan

Zip Code: 49821

Email Address: jbedient@gmail.com

Phone Number: 9062710323

Comments: I believe Emergency Medical Services are of critical importance to public health in our counties. EMS is undergoing a sea change in provider models and capabilities, in large part flying under the radar in the county. I would like to increase the cooperation and communication among agencies in the county providing all types of health services.

What board or committee are you applying for?: Board of Health

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; Indicate your title and nature of your work.: I am retired from the federal government. I work part time at Bay College teaching CPR and first aid. I am a volunteer EMT with Mid-County Rescue. (906) 271-0323

Please indicate education level and degrees received:: Master's degree in political science and criminal justice.

Do you currently hold any County appointments or elected positions? If yes, please explain.: No.

Have you previously held any appointments and/or elected positions? If yes, please explain.: No.

Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.: No.

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): No.

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: Kaylie Ganczak. My daughter -in-law, is employed at 911. Stephanie Meck, my sister-in-law, is employed by MSU Extension at the Annex.

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: No.

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: I am an active EMS provider in the county and involved in emergency services. I believe I am an educated, intelligent individual who has the interests of the county as a whole at heart.

I hereby apply for an appointment and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

(Please sign the box, by typing your name here.): James Bedient

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems &amp; Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Commissioner per diems & expenses as recently submitted for payment	
<b>RECOMMENDED MOTION</b>	
Motion to approve Commissioner per diems and expenses as recently submitted.	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

DEC 04 2019

AA

Mileage: .58 cents/mile ~ effective 01 January 2019

\*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 .58/mile	Total Cost	Account Number
11/12/19	Courthouse - County Board	72		41.76	101-101-860.00
					101-101-860.00
11/19/19	Courthouse - Airport Comm.	72		41.76	101-101-860.00
					101-101-860.00
11/21/19	Pinecrest - Pinecrest	14		8.12	101-101-860.00
					101-101-860.00
11/26/19	Courthouse - County Board	72		41.76	101-101-860.00
					101-101-860.00
					101-101-860.00
		230	Total Mileage		
				Total Mileage Fee	133.40

AA

**Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

12/3/19

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage: .58 cents/mile ~ effective 01 January 2019

\*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 .58/mile	Total Cost	Account Number
11-7	CAA - ESCA.	130			
11-12	CO. BO - MEMO	3			101-101-860.00
11-21	DHS - POWERS	88			101-101-860.00
11-26	CO. BO. - MEMO	3			101-101-860.00
		224			101-101-860.00
			224 X .58 =	129.92	101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
			<b>Total Mileage</b>	<b>224</b>	
				<b>Total Mileage Fee</b>	<b>129.92</b>

**Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

11-27-19  
\_\_\_\_\_  
Date

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage: .58 cents/mile ~ effective 01 January 2019

\*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 .58/mile	Total Cost	Account Number
11-7	CAA			50	101-101-860.02
11-12	CO. BD.			50	101-101-860.02
11-31	DHS			50	101-101-860.02
11-26	CO. BD.			50	101-101-860.02
				200	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>200.00</b>

**Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

11-27-19

Date

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

NOV 26 2019

Mileage: .58 cents/mile ~ effective 01 January 2019

\*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 .58/mile	Total Cost	Account Number
11/12/19	LIBRARY-STREITSON	32		18.56	101-101-860.00
11/12/19	COURTHOUSE	16		9.28	101-101-860.00
11/26/19	COURT HOUSE	16		9.28	101-101-860.00
		64		37.12	101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
			Total Mileage	64	
				Total Mileage Fee	37.12

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

11/26/19

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

NOV 26 2019  
AA

Mileage: .545 cents/mile ~ effective 01 January 2018

\*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 .545/mile	Total Cost	Account Number
11/12/19	City Bd. Ct house	16			101-101-860.05
11/19/19	Airport "	16			101-101-860.05
11/20/19	annex	32			101-101-860.05
11/28/19	Ct house	16			101-101-860.05
11/28/19	City hall jelo	15			101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			<b>Total Mileage</b>	95	
				<b>Total Mileage Fee</b>	55.10

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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 Cech*

Signed

11/26/19

Date



MENOMINEE COUNTY  
 BOARD OF COMMISSIONERS  
 REIMBURSEMENT VOUCHER

DEC 05 2019

AS

Mileage: \$.58/mile – effective 01 January 2019

\*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

	Meeting Place	# of miles	X.58/mile	Total Cost	Account Number
11/12/19	C.B. – Courthouse	76		44.08	101-101-860
11/26/19	C.B. – Courthouse	76		44.08	101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
		152	<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>88.16</b>

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

AS

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

12/5/19  
 Date



## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous bills paid on November 27, 2019 in the amount of \$73,314.62.	
<b>RECOMMENDED MOTION:</b>	
Motion to approve miscellaneous bills paid on November 27, 2019 in the amount of \$73,314.62.	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## Miscellaneous Bills Account Number List

### 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  
101-228 Computer Technology  
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  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Menominee Regional Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Attorneys  
263 Concealed Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E-911  
269 Law Library  
271 County Library  
274 Comm.Dev.BlockGrant - MSHDA  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care  
292 Special Child Care Funds  
294 Veterans' Service Fund Grant  
296 Juvenile Diversion Child Care  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**APPROVED**

DEC 03 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ADE INCORPORATED				
50866	SALCE Assessment (District)	101-136-755.00	150.00	150.00
TOTAL VENDOR ADE INCORPORATED				150.00
VENDOR NAME: ADVANCE AUTO PARTS				
2825-426767	Park Supplies	208-751-981.00	197.35	197.35
TOTAL VENDOR ADVANCE AUTO PARTS				197.35
VENDOR NAME: ANDERSON AUTO & RV SALES INC				
11/22/19	Leased Automobile	101-301-981.00	300.00	300.00
TOTAL VENDOR ANDERSON AUTO & RV SALES INC				300.00
VENDOR NAME: APCO INTERNATIONAL				
651227	Recertification - Heidi Cretens	266-325-881.01	30.00	30.00
651394	Recertification (Kerri Ducaine)	266-325-881.01	30.00	30.00
TOTAL VENDOR APCO INTERNATIONAL				60.00
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863298611	Telephone Services - 1000 9th Ave	101-228-850.00	42.04	42.04
906863299111	Telephone Services - 1000 9th Ave	101-228-850.00	42.04	42.04
906863298911	Telephone Services - 1000 9th Ave	101-228-850.00	41.95	41.95
906863470511	Telephone Svcs - Probation & Parole	101-228-850.00	100.65	100.65
906863202311	Telephone Svcs	101-228-850.00	462.18	462.18
906863444111	Telephone Svcs - Sheriff's Office	101-228-850.00	586.82	586.82
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,275.68
VENDOR NAME: AT&T MOBILITY				
287252150867X1108201	906-792-0211 & 906-792-5968	101-132-850.00	66.48	66.48
TOTAL VENDOR AT&T MOBILITY				66.48
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080454832	Wiper Blades - Airport	216-585-981.00	7.97	7.97
080454861	Wiper Blades - Airport	216-585-981.00	29.00	29.00
080455468	Airport Maintenance Supplies	216-585-981.00	35.93	35.93
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				72.90
VENDOR NAME: BARSTOW, SELSOR, & KLUMB P.C.				
8760	Court Appointed - B. L. Nicoll	101-148-807.00	280.00	280.00
TOTAL VENDOR BARSTOW, SELSOR, & KLUMB P.C.				280.00
VENDOR NAME: BAY AREA MEDICAL CENTER, INC.				
31925	Pre Employment Physical (M. Furlong)	101-132-727.00	56.50	113.00
		101-148-727.00	56.50	
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				113.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
4175	Vehicle Maintenance - 2009 Chevy Tahoe	205-315-981.00	431.13	431.13
4456	Vehicle Maintenance - 2019 Ford Intercept	205-315-981.00	38.10	38.10
4361	Vehicle Maintenance - 2016 Ford Explorer	205-315-981.00	38.10	38.10
4407	Vehicle Maintenance - 2018 Chevy Tahoe	205-315-981.00	60.32	60.32
4434	Vehicle Maintenance - 2018 Ford Intercept	205-315-981.00	173.15	173.15
4329	Vehicle Maintenance - 2017 Ford Intercept	205-315-981.00	105.00	105.00
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				845.80
VENDOR NAME: BINDER, PAMELA				
11/17/19	Tranport & Holdover	101-132-801.01	62.50	212.50
		101-132-801.00	150.00	
TOTAL VENDOR BINDER, PAMELA				212.50
VENDOR NAME: BLUETARP FINANCIAL, INC.				
F51305	Sheriff Department Supplies	101-301-755.00	122.00	122.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				122.00
VENDOR NAME: BOURGEOIS, ROBYN				

DEC 03 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
<b>VENDOR NAME: BOURGEOIS, ROBYN</b>				
Reimbursement	Tolls	101-141-860.00	18.00	18.00
<b>TOTAL VENDOR BOURGEOIS, ROBYN</b>				<u>18.00</u>
<b>VENDOR NAME: BRAZEAU, DAWN</b>				
19-44538-FY	Transcripts	101-136-806.00	10.50	10.50
10/18/19	Transcript Shortage (19-44538-FY)	101-136-806.00	0.04	0.04
<b>TOTAL VENDOR BRAZEAU, DAWN</b>				<u>10.54</u>
<b>VENDOR NAME: CASA</b>				
11/12/19	Faith Sandahl	292-669-801.00	1,050.00	1,050.00
<b>TOTAL VENDOR CASA</b>				<u>1,050.00</u>
<b>VENDOR NAME: CECH, WILLIAM</b>				
Duplicate Mileage	Credit for November Mileage (9/25/19 Mtg)	101-101-860.00	(1.16)	(1.16)
Reimbursement	Mileage - November 2019	101-101-860.00	55.10	55.10
<b>TOTAL VENDOR CECH, WILLIAM</b>				<u>53.94</u>
<b>VENDOR NAME: CELLCOM</b>				
464044	Cellular Services (Family Court)	292-663-850.00	40.90	122.70
		292-664-850.00	40.90	
		292-665-850.00	40.90	
467289	Airport - Cellular Services	216-585-850.00	56.70	56.70
<b>TOTAL VENDOR CELLCOM</b>				<u>179.40</u>
<b>VENDOR NAME: CENEX FLEETCARD</b>				
185425	Child Care - Gasoline Charges	292-665-860.00	22.50	22.50
<b>TOTAL VENDOR CENEX FLEETCARD</b>				<u>22.50</u>
<b>VENDOR NAME: CITY OF MENOMINEE</b>				
#RENT - 1017	November 2019 Rent (911)	266-325-976.00	351.67	351.67
<b>TOTAL VENDOR CITY OF MENOMINEE</b>				<u>351.67</u>
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
120959	Janitorial Supplies (Courthouse)	101-265-755.01	393.14	393.14
120961	Janitorial Supplies (Library)	101-265-755.01	30.37	30.37
120962	Inmate Supplies	101-301-770.00	69.96	69.96
121009	Janitorial Supplies - Courthouse	101-265-755.01	161.09	161.09
<b>TOTAL VENDOR CLOVERLAND PAPER CO</b>				<u>654.56</u>
<b>VENDOR NAME: COHL STOKER &amp; TOSKEY P C</b>				
50793	Legal Services	101-211-807.00	302.57	302.57
<b>TOTAL VENDOR COHL STOKER &amp; TOSKEY P C</b>				<u>302.57</u>
<b>VENDOR NAME: COOPER OFFICE EQUIPMENT</b>				
171737	Contract # 2721-01 (PA)	101-267-801.00	245.00	245.00
<b>TOTAL VENDOR COOPER OFFICE EQUIPMENT</b>				<u>245.00</u>
<b>VENDOR NAME: CORTECH</b>				
124302	Chairs, Table, Bench, Cuff Ring (MIDC)	260-266-830.00	2,863.80	2,863.80
<b>TOTAL VENDOR CORTECH</b>				<u>2,863.80</u>
<b>VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I</b>				
37497	Shredding Documents (11/7/19)	101-265-801.00	115.59	115.59
<b>TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I</b>				<u>115.59</u>
<b>VENDOR NAME: COUNTRY VISIONS</b>				
15478	LP Gas for fork Lift (Airport)	216-585-742.00	25.20	25.20
<b>TOTAL VENDOR COUNTRY VISIONS</b>				<u>25.20</u>
<b>VENDOR NAME: CUMMINGS MCCLOREY DAVIS &amp; ACHO</b>				
306540	Legal Services	101-211-807.00	120.00	120.00
<b>TOTAL VENDOR CUMMINGS MCCLOREY DAVIS &amp; ACHO</b>				<u>120.00</u>
<b>VENDOR NAME: DTE ENERGY</b>				

DEC 03 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: DTE ENERGY				
910020910998	Annex	101-261-920.04	102.52	102.52
TOTAL VENDOR DTE ENERGY				102.52
VENDOR NAME: ENERGY CONTROL & DESIGN, INC.				
0086230-IN	Reinstall Graphics in Control System	101-265-934.00	542.00	542.00
TOTAL VENDOR ENERGY CONTROL & DESIGN, INC.				542.00
VENDOR NAME: FREUDENTHAL MANUFACTURING				
184785	Picnic Table Frames	208-751-970.02	3,894.35	7,705.10
		220-752-970.03	3,810.75	
TOTAL VENDOR FREUDENTHAL MANUFACTURING				7,705.10
VENDOR NAME: GARCIA LINDA				
11/17/19	Holdover	101-132-801.01	28.75	97.75
		101-132-801.00	69.00	
11/18/19	Holdover	101-132-801.01	30.00	102.00
		101-132-801.00	72.00	
TOTAL VENDOR GARCIA LINDA				199.75
VENDOR NAME: GBS INC.				
19-37166	Ballots for November 2019 Election	101-262-727.00	3,445.69	3,445.69
TOTAL VENDOR GBS INC.				3,445.69
VENDOR NAME: HASS, DANIEL				
Reimbursement	Utility Heater	101-132-931.00	21.19	21.19
TOTAL VENDOR HASS, DANIEL				21.19
VENDOR NAME: HENSLEY, RN, JOEL				
Reimbursement	Cellular Services (Medical Examiner)	101-648-850.00	94.16	94.16
11/23/19	Nursing Services	101-301-770.01	1,365.00	1,365.00
November 2019	Medical Examiner	101-648-709.00	1,080.00	2,980.00
		101-648-835.00	1,900.00	
TOTAL VENDOR HENSLEY, RN, JOEL				4,439.16
VENDOR NAME: ID NETWORKS, INC.				
275488	Annual Service Fee	101-301-976.00	750.00	750.00
TOTAL VENDOR ID NETWORKS, INC.				750.00
VENDOR NAME: IDENTISYS, INC.				
465340	Custom Preprinted Cards (CPL)	263-215-727.00	117.62	117.62
TOTAL VENDOR IDENTISYS, INC.				117.62
VENDOR NAME: JACK'S FRESH MARKET				
Various Invoices	Inmate Supplies	101-301-770.00	96.06	96.06
TOTAL VENDOR JACK'S FRESH MARKET				96.06
VENDOR NAME: KLUMB, JOSEPH				
November 2019	CAFA	260-266-801.01	150.00	340.00
		260-266-801.02	190.00	
TOTAL VENDOR KLUMB, JOSEPH				340.00
VENDOR NAME: KONICA MINOLTA BUSINESS SOLUTIONS				
262361525	Purchase of New Copier Bizhub	101-228-970.00	4,678.90	4,678.90
TOTAL VENDOR KONICA MINOLTA BUSINESS SOLUTIONS				4,678.90
VENDOR NAME: LAFLEUR, JEFF				
Reimbursement	Fuel for Courtesy Van	216-585-742.00	37.05	37.05

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CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT	
VENDOR NAME: LAFLEUR, JEFF					
TOTAL VENDOR LAFLEUR, JEFF				37.05	
VENDOR NAME: LENCA SURVEYING					
19139	Remon Yr 2019 (10/30 - 11/27/19)	243-245-801.07	4,223.42	4,623.42	
		243-245-709.00	400.00		
TOTAL VENDOR LENCA SURVEYING				4,623.42	
VENDOR NAME: LINDEROTH, JANIS					
Reimbursement	Mileage - UP State Fair Authority	101-101-710.00	102.08	102.08	
TOTAL VENDOR LINDEROTH, JANIS				102.08	
VENDOR NAME: M & M BUSINESS MACHINES					
728786	Typewriter Maintenance (Probate/Family)	101-148-931.00	12.47	24.95	
		101-132-931.00	12.48		
TOTAL VENDOR M & M BUSINESS MACHINES				24.95	
VENDOR NAME: MARINETTE COUNTY SHERIFF DEPT.					
1944841FY	Civil Process - Poduski/Schmidt	101-267-804.00	35.00	35.00	
TOTAL VENDOR MARINETTE COUNTY SHERIFF DEPT.				35.00	
VENDOR NAME: MARKS SEPTIC SERVICE					
3231	Pumping at Shakey, Kleinke, Bailey	208-751-920.03	3,575.00	3,575.00	
TOTAL VENDOR MARKS SEPTIC SERVICE				3,575.00	
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.					
31885	Hot Water Pump Maintenance	101-265-934.00	795.00	795.00	
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				795.00	
VENDOR NAME: MEDICAL LABS OF MARQUETTE, PC					
4873L	Toxicology Testing - S. Sacheck	101-648-836.00	386.00	386.00	
4858L	Toxicology Testing - Jessica Moore	101-648-836.00	213.00		
TOTAL VENDOR MEDICAL LABS OF MARQUETTE, PC				599.00	
VENDOR NAME: MENARDS - MARINETTE					
98471	Trailer Light	101-265-981.00	6.87	877.95	
98514	Airport Supplies	216-585-981.02	42.99		
92589	FOC - Remodeling Project	215-141-970.00	369.76		
92588	Operating Supplies	101-265-755.00	86.16		
98533	Sheriff Department Vehicle Supplies	101-301-742.00	57.96		
98334	Sheriff Department Supplies	101-301-755.00	12.56		
99294	Operating Supplies	101-265-755.00	44.98		
99233	Operating Supplies	101-265-755.00	29.60		
99076	FOC - Office Remodel Project	215-141-970.00	199.26		
99075	Operating Supplies	101-265-755.00	27.81		
TOTAL VENDOR MENARDS - MARINETTE					877.95
VENDOR NAME: MENOMINEE COUNTY JOURNAL					
109	Advertising - Part Time Cook	101-301-755.00	120.00		120.00
2 Year Subscription	County Jail	101-301-802.00	55.00		
104	Deputy Probate/Juvenile Posting	101-132-802.00	18.00		
		101-148-802.00	18.00		
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				211.00	
VENDOR NAME: MILESKE, TYLER					
Reimbursement	Uniform Allowance	205-315-745.00	16.88	16.88	
TOTAL VENDOR MILESKE, TYLER				16.88	
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I					
0151031-001	Office Supplies - District Court	101-136-727.00	60.29	60.29	
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				60.29	

DEC 03 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: NASTOFF, BERGMAN & MOORE, P.C.				
584	Legal Fees	101-211-807.00	927.25	927.25
TOTAL VENDOR NASTOFF, BERGMAN & MOORE, P.C.				927.25
VENDOR NAME: NESTEGG MARINE				
8280	Work Performed on Marine 1	101-331-755.00	492.74	492.74
8139	Work Performed on Marine 2	101-331-755.00	426.32	426.32
8138	Work Performed on Marine 1	101-331-755.00	1,655.64	1,655.64
TOTAL VENDOR NESTEGG MARINE				2,574.70
VENDOR NAME: NIEMI, DANIEL				
11/17/19	Holdover	101-132-801.01	25.00	85.00
		101-132-801.00	60.00	
11/21/19	Transport & Attendant	101-132-801.01	107.50	377.33
		101-132-801.00	96.00	
		101-132-801.00	72.00	
		101-132-801.00	96.00	
		101-132-801.00	5.83	
TOTAL VENDOR NIEMI, DANIEL				462.33
VENDOR NAME: OMNICARE, INC.				
2730113	Inmate Medical	101-301-770.01	170.59	170.59
TOTAL VENDOR OMNICARE, INC.				170.59
VENDOR NAME: OTIS ELEVATOR COMPANY				
CVM05021C19	Service from 12/1 - 2/29/20	101-265-801.00	721.65	721.65
TOTAL VENDOR OTIS ELEVATOR COMPANY				721.65
VENDOR NAME: OWENS, KAREN A.				
11/14/19	After School Program	292-668-801.00	153.00	153.00
TOTAL VENDOR OWENS, KAREN A.				153.00
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319312008	Inmate Supplies	101-301-770.00	113.29	113.29
40068319319002	Inmate Supplies	101-301-770.00	112.27	112.27
TOTAL VENDOR PAN-O-GOLD BAKING CO.				225.56
VENDOR NAME: PHILIPPS, RANDALL				
November 2019	Court Appointed - Show Cause	101-131-807.00	1,000.00	1,500.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILIPPS, RANDALL				1,500.00
VENDOR NAME: PLUTCHAK FAB, LLC				
47604	Parks - Operating Supplies	208-751-755.02	70.97	70.97
TOTAL VENDOR PLUTCHAK FAB, LLC				70.97
VENDOR NAME: PRESTIN, DAVID				
Reimbursement	Mileage - October 2019	101-101-860.00	53.36	53.36
TOTAL VENDOR PRESTIN, DAVID				53.36
VENDOR NAME: QAAK, BRENDA				
11/18/19	Transport & Holdover	101-132-801.01	46.25	412.04
		101-132-801.00	111.00	
		101-132-801.00	227.94	
		101-132-801.00	26.85	
TOTAL VENDOR QAAK, BRENDA				412.04
VENDOR NAME: QUILL CORPORATION				
2625901	Office Supplies - 911	266-325-727.00	8.24	8.24
2633389	Office Supplies - 911	266-325-727.00	76.25	76.25

**APPROVED**

DEC 03 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: QUILL CORPORATION</b>				
2489811	Office Supplies - PA's Office	101-267-727.00	11.67	11.67
2168276	Office Supplies - PA's Office	101-267-727.00	57.15	57.15
2500379	Office Supplies - PA's Office	101-267-727.00	272.64	272.64
<b>TOTAL VENDOR QUILL CORPORATION</b>				<b>425.95</b>
<b>VENDOR NAME: REINHART FOODSERVICE</b>				
892536	Inmate Supplies	101-301-770.00	1,834.35	1,834.35
894004	Credit Memo (Inmate Supplies)	101-301-770.00	(78.40)	(78.40)
897921	Inmate Supplies	101-301-770.00	1,766.61	1,766.61
<b>TOTAL VENDOR REINHART FOODSERVICE</b>				<b>3,522.56</b>
<b>VENDOR NAME: RIESTERER &amp; SCHNELL, INC.</b>				
1663755	Airport Supplies	216-585-981.00	158.25	158.25
<b>TOTAL VENDOR RIESTERER &amp; SCHNELL, INC.</b>				<b>158.25</b>
<b>VENDOR NAME: STANDARD INSURANCE COMPANY</b>				
December 2019	Life Insurance Premium	101-101-713.00	21.24	238.36
		101-132-713.00	4.13	
		101-136-713.00	11.58	
		101-141-713.00	9.44	
		101-148-713.00	2.95	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	14.16	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	3.54	
		101-301-713.00	59.00	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	4.72	
		260-266-713.00	0.22	
		271-790-713.00	7.08	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	3.54	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	25.96	
<b>TOTAL VENDOR STANDARD INSURANCE COMPANY</b>				<b>238.36</b>
<b>VENDOR NAME: STATE OF MICHIGAN</b>				
761-10453377	Kleinke Park	208-751-755.08	142.30	142.30
761-10452173	Shakey Lakes	208-751-755.08	142.30	142.30
761-10452372	Shakey Lakes - Beach Well	208-751-755.08	142.30	142.30
761-10453503	Shakey Lakes Campground	208-751-755.08	142.30	142.30
<b>TOTAL VENDOR STATE OF MICHIGAN</b>				<b>569.20</b>
<b>VENDOR NAME: STEPHENSON MARKETING COOPERATI</b>				
8096	Building Code Gasoline	249-371-742.00	41.64	41.64
15579	Road Patrol - Gasoline Sales	205-315-742.00	1,921.98	1,921.98
<b>TOTAL VENDOR STEPHENSON MARKETING COOPERATI</b>				<b>1,963.62</b>
<b>VENDOR NAME: STRYKER MEDICAL</b>				
2848958M	Equipment Repair Supplies	205-315-934.00	225.87	225.87
<b>TOTAL VENDOR STRYKER MEDICAL</b>				<b>225.87</b>
<b>VENDOR NAME: SYNTECH SYSTEMS, INC.</b>				
199136	Fuel Pedistal - 1 Year Agreement	216-585-981.01	550.00	550.00
<b>TOTAL VENDOR SYNTECH SYSTEMS, INC.</b>				<b>550.00</b>
<b>VENDOR NAME: THE FIRST NATIONAL BANK&amp;TRUST</b>				
628840339	FOC - Service Charge	101-141-817.00	33.60	33.60
<b>TOTAL VENDOR THE FIRST NATIONAL BANK&amp;TRUST</b>				<b>33.60</b>

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

**DEC 03 2019**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT	
VENDOR NAME: U.E.S. COMPUTERS, INC.					
82346	Long Range Wireless Access Point	101-228-970.01	116.00	116.00	
82298	Toner (Clerk)	101-215-727.00	212.99	212.99	
TOTAL VENDOR U.E.S. COMPUTERS, INC.				328.99	
VENDOR NAME: UP HEALTH SYSTEM - MARQUETTE					
55553080-0003	Autopsy (Susan Sacheck)	101-648-836.00	838.00	838.00	
TOTAL VENDOR UP HEALTH SYSTEM - MARQUETTE				838.00	
VENDOR NAME: VERIZON WIRELESS					
586952836-00001	Cellular Services	101-265-850.01	116.21	1,723.94	
		101-301-850.00	432.98		
		101-426-850.00	53.34		
		101-682-850.00	40.40		
		205-315-755.00	799.99		
		205-315-850.00	239.66		
		266-325-850.00	41.36		
TOTAL VENDOR VERIZON WIRELESS				1,723.94	
VENDOR NAME: VISA					
Credit Card	Sheriff Dept & Road Patrol	101-301-742.00	22.00	4,726.62	
		101-301-755.00	250.00		
		101-301-770.00	1,131.46		
		101-301-770.01	151.05		
		101-301-881.00	46.63		
		101-301-976.00	295.00		
		205-315-742.00	417.08		
		205-315-755.00	115.93		
		205-315-860.00	1,937.55		
		205-315-981.00	79.50		
		260-266-830.00	280.42		
Credit Card	Courthouse & Parks	101-101-860.00	165.90		1,306.43
		101-268-729.00	7.35		
		101-268-729.00	7.35		
		101-172-860.00	4.00		
		101-172-860.00	37.35		
		101-172-860.00	31.35		
		101-172-860.00	38.85		
		101-172-860.00	80.52		
		101-268-729.00	7.35		
		101-268-729.00	7.35		
		101-257-860.00	92.88		
		101-265-755.01	199.00		
		101-265-745.00	13.34		
		101-268-729.00	7.35		
		101-257-727.00	17.00		
		101-268-729.00	7.35		
		101-148-727.00	5.00		
		101-132-727.00	5.00		
		101-268-729.00	7.35		
		101-682-860.00	41.72		
		101-268-729.00	7.35		
		101-132-806.00	70.00		
		101-148-806.00	70.00		
		101-148-806.00	30.00		
		101-132-806.00	30.00		
		101-268-729.00	7.35		
		101-136-802.00	190.67		
		208-751-981.00	99.38		
		101-267-727.00	22.60		
		101-172-860.00	(4.28)		

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

DEC 03 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: VISA Credit Card				
	Airport	216-585-742.00	75.44	170.16
		216-585-742.00	29.36	
		216-585-729.01	34.44	
		216-585-981.00	29.68	
		216-585-727.00	1.24	
TOTAL VENDOR VISA				6,203.21
VENDOR NAME: WALTER BROTHERS INC				
C164629	911 Supplies	266-325-727.00	16.98	16.98
TOTAL VENDOR WALTER BROTHERS INC				16.98
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00005	Kleinke Park	208-751-920.01	48.31	48.31
0402047856-00008	Kleinke Park	208-751-920.01	116.78	116.78
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				165.09
VENDOR NAME: WORTHINGTON DIRECT				
INV347915MEN2008	Mobile Storage Cabinet (MIDC)	260-266-830.00	2,981.27	2,981.27
TOTAL VENDOR WORTHINGTON DIRECT				2,981.27
VENDOR NAME: XEROX CORPORATION				
098656837	Sheriff Department	101-301-727.00	64.19	64.19
TOTAL VENDOR XEROX CORPORATION				64.19
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
November 2019	Medical Examiner	101-648-709.00	1,930.00	1,930.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				1,930.00
GRAND TOTAL:				72,314.62

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous boards and committee meeting minutes/reports are received as they are approved. The county board is to review miscellaneous minutes/reports.	
<b>RECOMMENDED MOTION</b>	
Motion to approve miscellaneous boards/committees/Commissioner reports to be placed on file in the Office of the County Clerk.	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**Delta, Dickinson & Menominee County  
Department of Health and Human Services Board**

**DELTA CO. BOARD MEMBERS**

**STACEY RANDALL, CHAIR  
MARY OLSON  
DONNA SCHOMIN**

**DICKINSON CO. BOARD MEMBERS**

**KATIE DRISCOLL, CHAIR  
MARY GAGALA  
WINNIE FORNETTI**

**MENOMINEE CO. BOARD MEMEBERS**

**JEFF NASER, CHAIR  
GARY EICHHORN  
SHEILA VERAGHEN**

**DIRECTOR**

**MATTHEW YOHE**

**Date:** October 24, 2019

The regular meeting of the Delta, Dickinson & Menominee County Department of Health and Human Services Board was called to order by Katie Driscoll-Dickinson Co. Board Chair at 1:00 PM CST. The meeting was held at the Pinecrest Medical Care Facility Board Room, N15995 Main Street, Powers, MI 49874

**ROLL CALL**

Present: Donna Schomin-Delta Board Member, Mary Olson-Delta Co. Board Member, Katie Driscoll-Dickinson Co. Board Chair, Mary Gagala-Dickinson Co. Board Member, Winnie Fornetti-Dickinson Co. Board Member, Jeff Naser-Menominee Co. Board Chair, Sheila Veraghen-Menominee Co. Board Member & Gary Eichhorn-Menominee Co. Board Member.

Others Present: Sue Asplund-DHHS Second-Line Manager, Megan Chartier-DHHS Executive Secretary, Theresa Nelson-Delta Co. Board of Commissioners, Barbara Kramer-Dickinson Co. Board of Commissioners & Bernie Lang-Menominee Co. Board of Commissioners.

Absent: Stacey Randall-Delta Co. Board Chair, Gerald Piche-Menominee Co. Commissioner & Matthew Yohe-Board Secretary

**APPROVAL OF AGENDA:**

The motion to approve the agenda was made by Mr. Gary Eichhorn-Menominee Co. Board Member and seconded by Mary Olson-Delta Co. Board Member. Motion was passed without opposition.

**APPROVAL OF MINUTES:**

The motion to approve the Delta County minutes for August 22, 2019 was made by Ms. Mary Olson-Delta County Board Member and seconded by Ms. Donna Schomin-Delta Co. Board Member. Motion passed without opposition.

The motion to approve the Delta County minutes for September 26, 2019 was made by Ms. Mary Olson-Delta County Board Member and seconded by Ms. Donna Schomin-Delta Co. Board Member. Motion passed without opposition.

The motion to approve the Dickinson County minutes for September 26, 2019 was made by Ms. Mary Gagala-Dickinson County Board Member and seconded by Ms. Winnie Fornetti-Dickinson Co. Board Member. Motion passed without opposition.

The motion to approve the Menominee County minutes for September 26, 2019 was made by Mr. Gary Eichhorn-Menominee County Board Member and seconded by Mr. Jeff Naser-Menominee Co. Board Chair. Motion passed without opposition.

### **FINANCIAL REPORT:**

#### **Delta County:**

The financial report for September 2019 was reviewed. There were \$20.00 in expenditures for the DHHS Board members, leaving a balance of \$1,076.54

**Approval of Financial Report:** Financials were reviewed and approved. Motion was made by Ms. Donna Schomin-Delta Co. Board Member and seconded by Ms. Mary Olson-Delta County Board. Motion passed without opposition.

#### **Dickinson County:**

The financial report for September 2019 was reviewed. There were \$24.18 in expenditures for the DHHS Board members, leaving a balance of \$61.40

There were no expenditures from the Foster Children's Fund, leaving a balance of \$567.00.

**Approval of Financial Report:** Financials were reviewed and approved. Motion was made by Ms. Mary Gagala-Dickinson County Board Member and seconded by Ms. Winnie Fornetti-Dickinson Co. Board Member. Motion passed without opposition.

#### **Menominee County:**

The financial report for September 2019 was reviewed. There were \$100.00 in expenditures for the DHHS Board members, leaving a balance of \$1,600.00.

**Approval of Financial Report:** Financials were reviewed and approved. Motion was made by Mr. Jeff Naser-Menominee Co. Board Chair and seconded by Ms. Sheila Veraghen-Menominee Co. Board Member. Motion was passed without opposition.

### **DIRECTOR'S REPORT:**

**Staffing:** Dickinson County had a Services Specialist position open; interviews are scheduled for Oct. 28<sup>th</sup>.

### **Statewide Director's Meeting Information:**

BSC1 Directors Meeting: N/A

**Business Plan Update:** Ms. Asplund, provided an update on current fiscal year data:

**Delta County:**

Operating Funds: Allocation for FY 2019 is \$12,506.00. Year-to-date expenditures are: \$16,735.51. This constitutes 133.8% of the allocation spent with 100% of the fiscal year elapsed.

Travel Funds: Allocation for FY 2019 is \$49,492.00. Year-to-date expenditures are: \$23,967.91. This constitutes 48.4% of the allocation spent.

Assistance Payments: Standard of Promptness: 94.04%. Business Service Center 1 average is 88.11%. Statewide Average is 96.14%.

Family Independence Program Work Participation Rate: 100%. Year to date average is 100%. Federal goal is 50%. U.P. average is 100%, statewide average is not available at this time.

**Dickinson County:**

Operating Funds: Allocation for FY 2019 is \$28,882.00. Year-to-date expenditures are: \$17,413.69. This constitutes 60.3% of the allocation spent with 100% of the fiscal year elapsed.

Travel Funds: Allocation for FY 2019 is \$30,950. Year-to-date expenditures are: \$23,153.83. This constitutes 74.8% of the allocation spent.

Assistance Payments: Standard of Promptness: 95.68%. Business Service Center 1 average is 88.11%. Statewide Average is 96.14%.

Family Independence Program Work Participation Rate: N/A. Year to date average is 100%. Federal goal is 50%. U.P. average is 100%, statewide average is not available at this time.

**Menominee County:**

Operating Funds: Allocation for FY 2019 is \$25,896.00. Year-to-date expenditures are: \$23,045.26. This constitutes 89.4% of the allocation spent with 100% of the fiscal year elapsed.

Travel Funds: Allocation for FY 2019 is \$35,261. Year-to-date expenditures are: \$24,459.97. This constitutes 69.4% of the allocation spent.

Assistance Payments: Standard of Promptness: 95.52%. Business Service Center 1 average is 88.11%. Statewide Average is 96.14%.

Family Independence Program Work Participation Rate: N/A. Year to date average is 100%. Federal goal is 50%. U.P. average is 100%, statewide average is not available at this time.

**Miscellaneous:**

**Assistance Payments:** Ms. Asplund reviewed customer information as follows:

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for the month of August 2019:

Delta County:

- Family Independence Program: 27 cases; 51 recipients; \$20,615 in benefits provided.
- Food Assistance Program: 2,124 cases; 3,620 recipients; \$392,031 in benefits provided.
- State Disability Assistance: 11 cases; 11 recipients; \$1,747 in benefits provided.
- Child Development and Care: 84 cases; 147 recipients; \$73,981 in benefits provided.
- State Emergency Relief: 24 cases; \$11,143 in benefits provided.
- Unduplicated total for the month: 2,213 cases; 3,785 recipients; \$499,517 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1,099 cases; 2,213 recipients
- Other Children < Age 21: 246 cases; 255 recipients
- Pregnant Women & Children Under 19: 897 cases; 1,495 recipients
- MiChild: 124 cases; 199 recipients
- Non-SSI Aged, Blind & Disabled: 1,057 cases; 1,102 recipients
- SSI Aged, Blind & Disabled: 964 cases; 964 recipients
- Medicaid Eligible Total: 3,965 cases, 6,229 recipients

Healthy Michigan Program (HMP)

Delta County: 2,165 total cases and 2,412 total recipients

Dickinson County

- Family Independence Program: 7 cases; 10 recipients; \$4,304 in benefits provided.
- Food Assistance Program: 1,177 cases; 2,064 recipients; \$216,149 in benefits provided.
- State Disability Assistance: 6 cases; 6 recipients; \$1,249 in benefits provided.
- Child Development and Care: 48 cases; 78 recipients; \$32,394 in benefits provided.
- State Emergency Relief: 18 cases; \$9,369 in benefits provided.
- Unduplicated total for the month: 1,225 cases; 2,143 recipients; \$263,465 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 737 cases; 1,456 recipients
- Other Children < Age 21: 176 cases; 182 recipients
- Pregnant Women & Children Under 19: 625 cases; 1,077 recipients
- MiChild: 93 cases; 161 recipients
- Non-SSI Aged, Blind & Disabled: 653 cases; 671 recipients
- SSI Aged, Blind & Disabled: 495 cases; 495 recipients
- Medicaid Eligible Total: 2,525 cases, 4,047 recipients

Healthy Michigan Program (HMP)

Dickinson County: 1,391 total cases and 1,521 total recipients

Menominee County

- Family Independence Program: 13 cases; 22 recipients; \$9,381 in benefits provided.
- Food Assistance Program: 1,067 cases; 1,901 recipients; \$201,734 in benefits provided.
- State Disability Assistance: 8 cases; 8 recipients; \$1,298 in benefits provided.
- Child Development and Care: 23 cases; 35 recipients; \$13,554 in benefits provided.
- State Emergency Relief: 10 cases; \$8,295 in benefits provided.
- Unduplicated total for the month: 1,102 cases; 1,946 recipients; \$234,262 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 658 cases; 1,375 recipients
- Other Children < Age 21: 107 cases; 108 recipients
- Pregnant Women & Children Under 19: 504 cases; 853 recipients
- MiChild: 65 cases; 122 recipients
- Non-SSI Aged, Blind & Disabled: 597 cases; 618 recipients
- SSI Aged, Blind & Disabled: 476 cases; 476 recipients
- Medicaid Eligible Total: 2,174 cases, 3,553 recipients

Healthy Michigan Program (HMP)

Menominee County: 1,178 total cases and 1,321 total recipients

This information is available on the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) website in the “Green Book”

**Child Welfare**

	<u>Delta</u>	<u>Dickinson</u>	<u>Menominee</u>
Commencements	94%	100%	95%
CPS Face to Face	92%	100%	100%
CPS Ongoing Child F2F	95%	85%	67%
CPS Ongoing Caregiver F2F	79%	77%	87%
CPS Services Plans	95%	92%	94%
CPS Plan Approval	92%	100%	95%
CFC Service Plans	100%	100%	100%
CFC Approval	100%	100%	100%
DHHS Medical			
DHHS Dental	100%	100%	100%
CFC Worker/Child Contacts	71%	100%	100%
CFC Worker/Parent Contacts	100%	40%	100%
CFC Worker/Supervisor Contacts	100%	100%	100%
CFC Parent/Child Contacts	88%	35%	75%
CFC Return Home Contacts			100%
CFC Sibling Contacts		0%	100%

**Approval of Directors Report:**

The motion to approve the Directors Report for Delta County was made by Ms. Mary Olson-Delta County Board Member and seconded by Ms. Donna Schomin-Delta Co. Board Member. Motion passed without opposition.

The motion to approve the Directors Report for Dickinson County was made by Ms. Mary Gagala-Dickinson County Board Member and seconded by Ms. Winnie Fornetti-Dickinson Co. Board Member. Motion passed without opposition.

The motion to approve the Directors Report for Menominee County was made by Ms. Sheila Veraghen-Menominee Co. Board Member and seconded by Mr. Gary Eichhorn-Menominee County Board Member.

**UNIT REPORT:** None

**BOARD BUSINESS:**

**Review & Approval of Vouchers:**

Delta County: Vouchers were reviewed and approved. Motion was made by Ms. Donna Schomin-Delta Co. Board Member and seconded by Ms. Mary Olson-Delta County Board Member.

Dickinson County: Vouchers were reviewed and approved. Motion was made by Ms. Winnie Fornetti-Dickinson Co. Board Member and seconded by Ms. Mary Gagala-Dickinson Co. Board Member. Motion was passed without opposition.

Menominee County: Vouchers were reviewed and approved. Motion was made by Ms. Sheila Veraghen-Menominee Co. Board Member and seconded by Mr. Gary Eichhorn-Menominee County Board Member.

**MCSSA:** Next MCSSA District One Meeting is April 24, 2020.

**NEW BUSINESS:**

Dickinson County is unable to pay dues for the State MCSSA bill of \$1,015.11- Dickinson County doesn't have enough funds in their allocations to pay.

**PUBLIC COMMENT:**

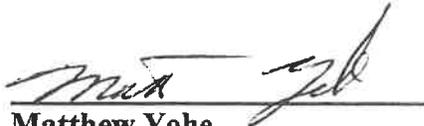
Barb Kramer, Dickinson County Board of Commissioners discussed how Dickinson County has drafted two budgets for fiscal year 2020, with one budget anticipating the loss of more than \$500,000 because of the Governor's budget vetoes.

Also, in Dickinson County the pathologist is no longer available at DCH, this has left the county without anyone to complete autopsies in Dickinson County. As well, in Dickinson County, the County Medical Examiner is no longer able to perform autopsies at DCHS. So far, no alternative site has been identified, leaving the county without any options to provide this service.

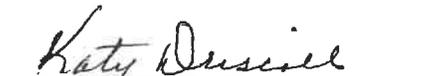
Theresa Nelson, Delta County Board of Commissioners let the board know that Delta County is still looking for a new County Administrator. There were 12 applicants and were 5 interviewed. Narrowed it down to two candidates, second interviews are this week.

**NEXT MEETING:** Thursday, November 21, 2019 at the Pinecrest Medical Care Faculty Board Room at 1:00 PM CST

**ADJOURNMENT:** Motion was made by Mr. Gary Eichhorn-Menominee Co. Board Member and seconded by Ms. Donna Schomin-Delta Co. Board Member. Motion was passed without opposition. Meeting was adjourned at 1:38 PM CST

  
Matthew Yohe  
Board Secretary

  
Stacey Randall, Delta Co.  
Board Chairperson

  
Katie Driscoll, Dickinson Co.  
Board Chairperson

  
Jeff Naser, Menominee Co.  
Board Chairperson

Pc: DHHS Board Members Delta County  
DHHS Board Members Dickinson County  
DHHS Board Members Menominee County  
Delta County BOC  
Dickinson County BOC  
Menominee County BOC

# MENOMINEE COUNTY PARKS COMMITTEE

## MINUTES NOVEMBER 4, 2019

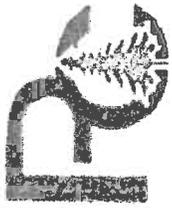
1. The meeting was called to order at 5:30 PM by Chair, Bob Desjarlais at Lake Township Hall in Stephenson.
2. Pledge of Allegiance was recited by all.
3. **Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile County Commissioner Larry Phelps. Excused were County Administrator Jason Carviou, County Commissioner Bill Cech and Mike Kass.  
  
Others in attendance were Jim Quist and Karen Kayser.
4. **Approval of agenda:** Motion by Dick Peterson to approve the Agenda supported by Vola Bleile with all in favor.
5. **Minutes:** Dick Peterson to approve the October 7, 2019 minutes with corrections on item 9 to read Parks Dam and Ingalls Dam and Sturgeon that are 4' not 12' corrections. Supported by Larry Phelps with the added correction on item 9, second paragraph to read will be adjusting ... All were in agreement. Motion carried.
6. **Public Comments:** Jim Quist stated we were written up on the bath house needing tile around the lower parameter. He received a quote from Jim Svenicki to complete this (material and Labor) for \$3800. Larry Phelps will take the quote to Jason Carviou. A motion by Bob Desjarlais to recommend to the Board to accept this bid supported by Kathy Branz with all in favor.
7. **Business:**
  - a. **Review Financials** – Accepted as presented.
  - b. **Budget Review** – Dick Peterson stated he felt the 2020 revenue was very optimistic.
  - c. **Picnic Tables** – i) Ordered per note from Jason to be delivered to Shakey Lakes. 58 frames were ordered. ii) **When to order 2 X 10's and 2 X 8's:** Jim Quist will watch for sales or 11% off at Menards and pick up the wood as necessary.
  - d. **Electrical at Shakey Lakes and Bailey – Electrical Engineer:** It was decided by all, after much discussion to sit on this for a while, and address after more discussion.
  - e. **New restrooms at Shakey Lakes – follow up:** Waiting for bids to start project.
  - f. **Added Parking at Shakey Lakes Boat Launch** – Bob is waiting for the lime stone work to begin. As soon as they start grinding the lime stone at his farm, Bob stated he will be able to provide the crushed limestone. Trucking will have to be approved for this project.
  - g. **Electric at Bailey** – added to d above as we need an Electrical Engineer for input on the correct way to improve the electrical at both parks.

- h. Weekly Reservations at Kleinke** – A lengthy discussion regarding reservations at Kleinke resulted in one week or two week reservations in addition to the one, two, three, four and five month reservations. To be made at least two weeks in advance and finalized upon receipt of payment. All were in favor of this decision.
  - i. On line reservations** – Mike Kass was absent so this was tabled.
  - j. Kayak Launch Mason Park (Larry Phelps)** – Larry has approximately 41 potential donors for this project. He is waiting to hear the outcome of the Hannahville Grant.
  - k. Parks Ordinance Review:** Per a note from Jason, he has not had a chance to present these to the County Board for approval. Tabled.
  - l. Bailey Park, Kleinke and Shakey Lakes – Stump Removal:** – Per Jason's email the lowest bid was \$7,000 with the highest around \$20,000. The stump grinding was not a budgeted item. Jason suggested some other options of cutting the stumps down to the ground ourselves or pricing out a stump grinder attachment for the tractor. Jim Quist said there are 82 stumps between all the parks. Kathy Branz stated she felt Jim Quist should be contacted on these decisions rather than Mike Sieg as Jim is our Park Ranger.
  - m. Sean Soucy (EGLE application):** Jason wrote in an email that he met with Sean at Bailey Park. The museum will need a permit to build the boardwalk to the Red Rock, Noreen Johnson has been advised of this. The stumps can be ground to ground level without a permit, anything below ground level needs a permit. The two swaths cut for access to the Bay closest to the museum are wet lands and a permit is not available from EGLE. The others have berms that designate wet lands running through them. Some clean up could be done up to the berms.
- 8. Correspondence:** None.
- 9. Any other item Members Wish to Present:** None
- 10. Public Comment:** None.
- 11. Adjournment** – Motion by Vola to adjourn supported by Dick with all in favor at 7:53 PM
- 12. Next meeting** will be at Lake Township Hall on Cnty Rd 577 in Stephenson on December 2 2019 at 5:30 P.M.

Submitted by:

Kathy Branz, Secretary

Menominee County Parks and Recreation Committee.



Date: September 26, 2019	Place: Island Resort and Casino
Presiding: Catherine Driscoll and John Degenaer, Jr, Chairperson	Time: 4:00pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: 4:04pm CST

Roll Call: Trustees present: Theresa Nelson, Winnie Fornetti, Catherine Driscoll, John Degenaer, Jr., Jeff Naser and Gerald Piche  
Trustees absent: Mary Olson, Donna Schomin and Gary Eichhorn  
Leadership Team present: Darlene Smith, Interim Administrator, Jessica Johnson, CFO; David Vandermissen, Jr., Plant Operations;  
Heather Niarhos, Director of Nursing, Nancy Mach, Executive Assistant  
Guest: Kevin Johnson

TOPIC	DISCUSSION	OUTCOME
<p>Board Action on Financial Statement for April 2019</p>	<p>Jessica Johnson, CFO reported August was not great, but it was what we expected, our cash flow has more in the account now than all year, we are getting in receivables and not spending. With that our income for the month was \$799,000 and our budgeted expense was \$960,000, our census was very low for the month of August, but we still had staffing and maintaining the building along with supplies, September should be better our census is up. Darlene Smith, Interim Administrator said we are sending our Social Workers to the Hospitals and the VA to meet with the Social Workers there, to try to explain what we have been through and that we want to work with them. Trustee Degenauer, Jr. said we need to continue to meet with them on a regular basis. Jessica Johnson continued to explain that our census for the month was 77% and at this time our year to date is at 83%, if we continue for the rest of the year with total beds at 140 we would need to keep a census at 123 or higher for the rest of the year to make the 85% we need for the State to not cut our Medicaid, but if we take 10 beds off line we would need to keep a census at 116 or higher for the rest of the year to make the 85% for the State to not cut our Medicaid, we feel 116 is attainable. Darlene Smith said the history of Pinecrest has been a decline in beds and 140 is not attainable and by taking off line 10 beds we would be able to make additional private rooms which is what is requested by a resident looking at coming to Pinecrest we are passed over for another facility if a private bed is not available so we are not able to fill those beds and empty beds cost us money, we have discussed this with our Auditors at Plante and Moran and they feel it is a good strategy for the future. Darlene Smith said, staff is also an issue, getting enough staff for 140 beds is not always possible. Trustee Nelson asked what happens if we need to get these beds back? Darlene Smith explained that Menominee County is considered to have too many beds now so getting them back is probably not possible. Darlene Smith said, even with taking off line the 10 beds when we are full we always make money. Trustee Degenauer, Jr. asked for a motion to take 10 beds off line, a motion was made by Trustee Driscoll to take 10 beds off line seconded by Trustee Degenauer, Jr., a Roll Call was done: Trustee Nelson – Yes, with regret</p>	<p>A motion was made to accept the financial report with additions by Trustee Driscoll and seconded by Trustee Naser. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
Whispering Pines Report	Trustee Driscoll discussed the meeting held today, all homes are doing well, only 1 empty bed among them, an update to a brochure that is given to employees was done and updates to the Employee Handbook was done. Trustee Piche asked how many beds were available, Trustee Driscoll was not sure of the number of beds they have with all the houses	A motion was made to accept the Whispering Pines Report by Trustee Naser and seconded by Trustee Nelson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on September 2019 Write-offs	The Write-offs were reviewed. Trustee Nelson asked what HMP stood for, Heather Niarhos, Director of Nursing said is stands for Healthy Michigan Plan	A motion was made to accept the September 2019 Write-offs by Trustee Naser and seconded by Trustee Fornetti. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Report of Quality Assurance and Resident Council Committee Page5SEPT2019	Heather Niarhos, Director of Nursing reported Resident Council do not have any issues, they approved the fall menu and want to continue the normal activities	A motion was made to accept the Report of Quality Assurance and Resident Council by Trustee Piche and seconded by Trustee Nelson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Safety Committee Report for September 2019	David Vandermissen, Jr. discussed the September Safety Meeting continue to remind employees about driving and walking around the facility, flooring being repaired and Fire safety and training. Trustee Naser asked about the Electric	A motion was made to accept the Safety Committee Report by

TOPIC

New Administrator  
Position

DISCUSSION

The Hiring Committee asked Tina Kosky to come to today's Board meeting to be able to meet the rest of the Board Member, Trustee Degenauer, Jr said he felt Tina had a good interview and comes with good recommendations. Tina Kosky addressed the Board by telling them she has 23 years at Marquette, most of those years have been in the Activities, has a degree in Gerontology and an Administrators License, what she has seen and heard about Pinecrest she likes and is very happy we are Person Centered Care and that what she has heard about our wanting to have more private room and more Bariatric Beds is a good thing to hear. Trustee Naser asked if Tina holds any other Degrees. Tina Kosky said she has the Bachelor in Gerontology and the Administrator License and that she is her towns Township Supervisor and has also been on the Townships Planning Committee. Trustee Driscoll asked Tina if she would be able to move to this area. Tina Kosky said, yes, she would definitely want to be available to the facility and would move here given some time to do so. Trustee Naser asked if Tina had worked or supervised a group of 25 or more. Tina Kosky said her Department she has right now she has 13 employees that she supervises, but that the current Administrator at Marquette expects all Supervisors to pay attention to all areas of the Nursing Home, so if there is another department that something is wrong she is expected to step in and help. Trustee Naser asked if Tina had any experience in Negotiations for Medical Contracts, Tina said, yes, she has set in on meetings. Tina Kosky said she feels it is important to keep the census up and that comes in doing Community outreach and marketing Pinecrest and making families and residents feel welcome at Pinecrest. Trustee Piche asked if Tina had a tour of Pinecrest. Tina Kosky said not of the whole building, but she likes what she has seen. Trustee Nelson asked if Tina had any Nursing background. Tina Kosky said she started her career as a Certified Nursing Assistant then went into the Activity Department before continuing her schooling. Trustee Naser asked if Tina had been involved in any State Audits. Tina Kosky said yes, she has been involved every year and in the Plan of Correction Process and she feels you need to be proactive with staff. Trustee Degenauer, Jr. said Tina stood out during the interview process with her responses. Trustee Naser asked Tina about her hobbies. Tina Kosky said she enjoys hiking, water sports, is an avid

OUTCOME

TOPIC	DISCUSSION	OUTCOME
Public Comment	Kevin Johnson, AFSCME Chief Stewart wants the Board to consider continuing with the room renovations, he is able to turn over a room in 2 weeks to get the resident back into their room, David Vandermissen, Jr said the rooms look very nice	

TOPIC	DISCUSSION	
ADJOURNMENT	The meeting Adjourned at 5:26 pm CST	A motion was made to adjourn the meeting by Trustee Driscoll seconded by Trustee Naser. Motion carried

Donna Schomin

DONNA SCHOMIN, CHAIRPERSON

Darlene Smith, Int. Adm.

DARLENE SMITH INTERIM ADMINISTRATOR



**PINECREST**

<b>Date:</b> October 24, 2019	<b>Place:</b> Pinecrest MCF Board Room
<b>Presiding:</b> Catherine Driscoll, Chairperson	<b>Time:</b> 2:00pm CST
<b>Recording Secretary:</b> Nancy Mach, Executive Assistant	<b>Monthly Board Meeting</b>

**Call to Order:** 2:01pm CST

**Roll Call: Trustees present:** Mary Olsen, Donna Schomin, Theresa Nelson, Winnie Fornetti, Catherine Driscoll, Jeff Naser, Gary Eichhorn and Gerald Piche

**Trustees absent:** John Degenaer, Jr.

**Leadership Team present:** Darlene Smith, Interim Administrator, Jessica Johnson, CFO; David Vandermissen, Jr., Plant Operations; Heather Niarhos, Director of Nursing, Nancy Mach, Executive Assistant

**Guest:** Kevin Johnson and Lois Ball

TOPIC	DISCUSSION	OUTCOME
Board Approval of October 2019 Agenda	The Board reviewed and approved the October 2019 Agenda	A motion was made to accept the October 2019 Agenda by Trustee Eichhorn, seconded by Trustee Olsen. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of the September 2019 meeting	The Minutes from the September 2019 meeting were reviewed, a correction to move Darlene Smith from the Roll call of Trustees and move her attendance to the Leadership team	A motion was made to accept the September Minutes with the change by Trustee Naser, seconded by Trustee Eichhorn. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on September 2019 Manifest of Invoices  Page2Ocotber2019	The September Manifest of Invoices were reviewed, Trustee Nelson questioned an expense on Page 7 to an Eleanor Swanson, Jessica Johnson, CFO said this was a refund from a Private Pay Resident	A motion was made to accept the September Manifest of Invoices by Trustee Schomin, seconded by Trustee Eichhorn. Motion carried.

TOPIC	DISCUSSION	OUTCOME
<p>Board Action on September 2019 Financial Statement</p>	<p>Jessica Johnson discussed the September Balance Sheet, Assets verse Liabilities and Equity. Jessica went on the discuss Actual verse Budget Statement of Operations, Jessica said we have a net income of 103,308, most was due to a Certified Public Expenditure payment we received. Darlene Smith Interim Administrator stated our cash situation is good, we are starting to make some money, during our issues with the State our census was down to 105, as of today we are at 118, our staff is working hard to get admissions. Trustee Piche asked if we made money because we did not do some Maintenance projects, Jessica Johnson said, no, this is separate from our Capital Budget projects. Jessica Johnson went on to discuss the Census Report for the Month of September, our occupancy for the month was at 81.07% with our yearly at 84.43%, so we did better than expected. Jessica Johnson discussed Capital Budget Projects, some have gone over, and some are under budget. Jessica Johnson said we have Capital Budget Project Requests, Dietary would like to complete their project to replace Thermal Covers and Bases, and a Drying Rack for them. We need to purchase Transportation Chairs that are more secure and have seat belts on the chair so not only the chair is restrained but the Resident will be as well, this has been an issue with the State, some Nursing Facilities have been sited. Tina Koski, Incoming Administrator, who has been working at Marquette MCF said they have looked into the Transportation Chairs, they average in cost from \$7000 to \$9000 and depending on the Vehicle they need to go into, the cost can be higher, Darlene Smith said we do not know how much at this time the cost will be. LED lighting supplies are needed so that when updating a room, they need to do the complete lighting in the room, we then submit our project to our Energy Supplier for a rebate. Boiler maintenance and the Laundry project need to be completed and have put us over budget. Darlene Smith said we are waiting to hear about Budget issues from the Governor, we are considered a Class 3 Nursing Facility we have to keep our spending for each Resident consistent and we run very lean now. Our Medicaid Reimbursement rate has been good, our Billing Department has been getting payments in from some Leans we have done. Trustee Driscoll asked for Board Action on the Capital Budget</p>	<p>A motion was made to accept the September 2019 Financial Report by Trustee Olsen, seconded by Trustee Naser. Motion carried.</p> <p>A motion was made by Trustee Eichhorn to accept the requested budget for Capital Projects and to accept the additional budget for the Transportation Chairs, seconded by Trustee Schomin. Motion carried</p>

	Projects for the total requested amount of \$107,510.00 with a budget of \$20,000.00 to be used for the Transportation Chairs for a total of \$127,510.00.
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TOPIC	DISCUSSION	OUTCOME
Board Committee Report:	Trustee Driscoll said there was no meeting for Whispering Pines this month. Trustee Driscoll recommended Winnie Fornetti be appointed to the Whispering Pines Board to replace Kristine Mulder who has resigned from the Pinecrest Medical Care Facility Board of Trustees, the Board agreed to appoint Winnie Fornetti to the Whispering Pines Board.	

TOPIC	DISCUSSION	OUTCOME
Board Action on October 2019 Write-offs	Trustee Nelson asked what ICO stood for, Jessica Johnson, CFO said it is a type of Medicaid payment, Trustee Nelson asked what DPOA stood for, Darlene Smith, Interim Administrator said it stands for Durable Power of Attorney. Jessica Johnson discussed the Write-offs that we have and that our team has done a good job at getting Humana Insurance Co. to pay for our residents who have this insurance and having Lois help our families with Medicaid approval is helping us get reimbursed. Trustee Nelson asked Lois if having DHHS back to being able to talk to someone in the UP helps, Lois said, yes, it did.	A motion was made to accept the September 2019 Write-offs by Trustee Eichhorn, seconded by Trustee Fornetti. Motion carried.
	Discussion was held on keeping the Hardcap with our Unions or switching to the 80/20 per P.A. 152 for our Insurance costs, Darlene Smith, Interim Administrator said we have negotiation for Insurance and wages coming up with the Hardcap we now where we stand the 80/20 is variable, Darlene Smith said our Lawyer is suggesting we stay with the Hardcap. Trustee Driscoll asked if our employees were happy with what we have now, Darlene Smith, said yes, at our last open enrollment we had over 40 staff sign up.	A motion was made to accept the Hardcap Insurance by Trustee Piche, seconded by Trustee Schomin. Motion carried.
	Darlene Smith discussed updating policies with the Board. Policies to be updated during the October Board Meeting are: Computer, Internet and Email Usage, Workplace Violence and Harassment Policy, Work for and Exchange Request Policy, Funeral Leave Policy, Firearms and other Lethal Weapons Policy and Employee Personal Electronic Device Usage Policy. Two additional	A motion was made to accept and update the Policies discussed at the October 2019 Board Meeting and to bring the two additional Policies to

Policies, Drug and Alcohol Policy, which we have had our Lawyer review and Corporate Compliance Ethics, which we may form a committee if there is an issue, will be brought to the November 2019 Board Meeting to be updated.

Darlene Smith asked if any changes needed to be made to the By-Laws of the Board of Trustees, Trustee Driscoll said under the Whispering Pines, Great Northern Home Care is gone, and the meeting notice should be Bi-weekly. Trustee Nelson said under Article 7 Medical Staff should be replaced as his/her not his.

The Administrator Agreement was given to all Board Trustees and to Tina Koski, incoming Administrator, it was decided to discuss the Administrator Agreement after it could be reviewed by all Board Trustees and by Tina Koski, the Administrator Agreement will be put on the next agenda on November 21, 2019 and will be a closed meeting.

the November 2019 Board Meeting to be updated by Trustee Naser, seconded by Trustee Eichhorn. Motion carried.

A motion was made to accept the By-laws of the Board of Trustees with the corrections, by Trustee Naser, seconded by Trustee Olsen. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Report of Quality Assurance and Resident Council Committee	<p>Heather Niarhos, Director of Nursing said she has been updating her Nursing Policies. Ken Smylie from our Workers Comp Company, Comprehensive Risk Service will be here next week, he will be doing in-services for our Nursing Department on Blood Borne Pathogens, Heather continues to monitor areas on our plan of correction from the last State Survey, at Resident Council the Residents asked for a scary movie for Halloween and we are expecting the school kids to come for trick or treating and an area Daycare will be doing trick or treating at the Groves, Trustee Nelson asked how we get the candy for the trick or treating, Heather said we do get some donations for it.</p>	<p>A motion was made to accept the Report of Quality Assurance and Resident Council by Trustee Piche, seconded by Trustee Eichhorn. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
Safety Committee Report for October 2019	<p>David Vandermissen, Jr. reported on the October 15, 2019 meeting, Ken Smylie will also be doing OSHA in-services with our Maintenance Department during his visit next week, We are working on repairing a dip in the floor on our second floor, we will be putting up 25-30 more cameras inside and outside the facility, Trustee Piche asked who watched the cameras, David Vandermissen said we do not have a person to watch the cameras, but if there is an issue we can go back and look at footage, at some point we hope to have screens at the Nursing Stations for real time viewing, maybe next year, the Boiler Inspector was here, in good shape just needs some cement work done, in our Data Center we are continuing with the water project, the items we need to start our freezer project are in, two of our Dryers are repaired and working the 3<sup>rd</sup> one, we are waiting for a quote to have the coil repaired and we have parts for this dryer so we should have it up and running soon, the new press is in and we should be putting it in soon.</p>	<p>A motion was made to accept the Safety Committee Report by Trustee Naser, seconded by Trustee Fornetti. Motion carried</p>

TOPIC	DISCUSSION	OUTCOME
Administrator's Report	<p>Darlene Smith, Interim Administrator reported the Penalties from the State Survey we thought we going to be in the \$150,000 range, but we received 35% off because we did not debate the survey and they also allowed a hardship for us, so the total fines were \$24,434.80, we were very happy about that.</p> <p>Darlene Smith said, Jessica Johnson is having Budget meetings with all Department Supervisors to see what is needed in the next year. We have entered into an agreement with the Health Department to be a POD for them, Point of Delivery, if there was an emergency in the area, we would help with medication dispensing. Trustee Naser asked Darlene if we have heard about a grant from Hannahville yet, Darlene said we have not heard yet on our request for furniture in our Special Care Unit, and we also applied for grants to Home Depot for our Pavilion and furniture. Trustee Naser asked about Pinecrest dropping 10 beds, Darlene Smith said it is done, we now have 10 more private rooms. Trustee Driscoll reminded Nancy Mach, Executive Assistant to put the Administrators Agreement and the two Policies on the Agenda in November.</p>	<p>A motion was made to accept the Administrator's Report by Trustee Eichhorn, seconded by Trustee Schomin. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
Public Comment	None	

TOPIC	DISCUSSION	OUTCOME
ADJOURNMENT Page 7 October 2019	The meeting Adjourned at 3:08 pm	<p>A motion was made to adjourn the meeting by Trustee Naser, seconded by Trustee Schomin. Motion carried.</p>

*Donna Schomin*

Donna Schomin, Chairperson

*Darlene Smith, Int. adm*

Darlene Smith, Interim Administrator

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI 49802

October 10, 2019 – 4:30 p.m.

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; J. Lindow, Director of Finance, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*		X		Negro, Mari	X		
Hafeman, Jan**	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia**	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas		X	
Martin, Ann	X			Luhtanen, Joan	X		

\* Video conference from alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS**

J. Cescolini introduced, E. Kusz, L. Bal, and D. Hinds-Springstroh. Each gave a brief description of their backgrounds and new positions.

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen requested approval or amendment of agenda. Chairperson Luhtanen requested transposing letters c and d under Finance to discuss FY19 Final Budget prior to FY20 Initial Budget. J. Cescolini requested the addition of staffing updates and waitlist under New Business/Finance as f and g.

**ACTION:** Moved to approve agenda as amended.

**Motion by:** K. Pirlot supported by M. Negro to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

J. Luhtanen requested approval or amendment of 9-19-19 Regular Board minutes.

**Motion by:** A. Martin supported by J. Hafeman to approve the 9-19-19 Regular Board Meeting minutes as presented.

**Motion carried unanimously.**

**PRESENTATION** – Mental Health 1<sup>st</sup> Aid

Presenter: P. Hefner-Gardiepy

P. Hefner-Gardiepy discussed the history of the training. His national training was in 2009 and has now trained over 6,300 people in the community. Training was designed to help people understand how to help an individual entering, or already in, crisis. Reviewed techniques for listening, assessing risk of suicide or harm, approaching individuals who may need help, and what to do when it is determined help is necessary. Miscellaneous questions addressed.

## ACTION ITEMS

- **Finance**

- a) **Check Disbursement – August 2019**

- Motion by: J. Hafeman supported by N. Pasternak to approve the Check Disbursement – August 2019 as presented.

- Motion carried unanimously.

- b) **Financial Statement – July 2019**

- Motion by: M. Negro supported by M. Hofer to approve the Financial Statement – July 2019 as presented.

- Motion carried unanimously.

- **Minivan Bids**

Miscellaneous questions addressed. Discussed cost of financing and J. Lindow stated she would use the most cost effective financing.

Motion by: A. Martin supported by R. Roberge to purchase the 2020 Toyota Sienna from Bergeron Motors for \$32,700.00.

Motion carried with 8 Ayes and 2 Nays. Nays from M. Hofer and K. Pirlot.

- **Ad Hoc Policy Revisions**

Discussed Animals in the Workplace policy. Concerns raised over therapy vs. pets and workplace vs. residential allowances. Requested Ad Hoc make changes clarifying type, placement, and criteria of allowed animals. Once revised, bring back to Board for approval.

- Holidays
- Corporate Compliance Reporting
- Data Quality Management
- Anti-Kickback and Stark Law
- Clinical Record Quality Assurance Review
- Compliance Decision Appeal
- Corporate Compliance
- Service Recipient Grievance and Appeal
- Sterilization, Abortion, Adoption, Contraception, and Family Planning
- Petty Cash
- Third Party Reimbursements
- Investments
- Preprinted Documents
- Accounting
- Billing
- Business Associate Agreement
- Cash Disbursements
- Equipment Use
- Insurance
- Complaint and Appeals Process
- Confidential Mail
- Control of Cash
- Cost Finding
- Representative Payee Savings Account Management
- Fee Determination

Motion by: M. Negro supported by N. Pasternak to approve policies submitted by Ad Hoc except the Animals in Workplace policy.

Motion carried unanimously.

## NEW BUSINESS (Discussion only)

- **Finance**

- a) **Financial Statement – August 2019**

- J. Lindow reviewed August 2019 Financial Statement with Board members. Miscellaneous questions addressed.

- Outcome: Action item at next Board meeting.

- b) **GF Fund Update**

- J. Lindow reviewed GF Fund Bucket report with Board Members. J. Cescolini gave report on GF spending year-to-date and steps taken to reduce expenditures. Reduction of services to non-Medicaid individuals, screening at hospitals change, and spend downs discussed. Miscellaneous questions addressed.

- Outcome: Informational.

J. Hafeman left meeting at 6:25 p.m.

c) **Proposed FY19 Final Budget**

J. Lindow discussed budget policy and proposed FY19 final budget. Miscellaneous questions addressed.  
**ACTION:** Move to ACTION Item at present meeting.

**Motion by:** R. Roberge supported by K. Pirlot to move approval of the Proposed FY19 Final Budget to an ACTION item at the present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X
PHILLIPS	X		ZEVITZ	X
HAFEMAN	X		HOFER	X
ROBERGE	X		PIRLOT	X
MARTIN	X		LUHTANEN	X

**Motion carried unanimously.**

**Motion by:** R. Roberge supported by A. Martin to approve the FY19 Final Budget as presented.

**Motion carried unanimously.**

d) **Proposed FY20 Initial Budget**

J. Lindow discussed how numbers were calculated for the proposed FY20 Initial Budget. There will be a mid-year revised budget and a final FY20 budget in August or September. Miscellaneous questions addressed.  
**ACTION:** Move to ACTION Item at present meeting.

**Motion by:** K. Pirlot supported by R. Roberge to move approval of the Proposed FY20 Initial Budget to an ACTION item at present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X
PHILLIPS	X		ZEVITZ	X
HAFEMAN	X		HOFER	X
ROBERGE	X		PIRLOT	X
MARTIN	X		LUHTANEN	X

**Motion carried unanimously.**

**Motion by:** K. Pirlot supported by M. Negro to approve the FY20 Initial Budget as presented.

**Motion carried unanimously.**

A. Martin left meeting at 6:37 p.m.

e) **Contract Grid 10-10-19 (Case Management of MI, ALS, New Beginnings Counseling)**

Discussed each contract. In future, residential homes will be presented with Recipient Rights reports for Board awareness prior to voting. Rates based upon IPOS needs, without firm amounts, inspired some hesitation in members. Calculating rates for PC/CLS is done with time studies and formula in policy. Without knowing which Individuals will be in home, there is no rate to apply. Discussed the pending legislation regarding LPC limitations. Miscellaneous questions addressed.

**Outcome:** Action Item for next meeting. J. Cescolini to provide policy explaining how PC/CLS rates are calculated based upon an Individual's need and time studies completed by providers.

- **Snow Removal Bids**

**ACTION:** Move to ACTION Item at present meeting.

**Motion by:** M. Negro supported by K. Pirlot to move approval of the Snow Removal Bids to an ACTION item at present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X
PHILLIPS	X		ZEVITZ	X
HAFEMAN	X		HOFER	X
ROBERGE	X		PIRLOT	X
LUHTANEN	X			

**Motion carried unanimously.**

**Motion by:** M. Negro supported by K. Pirlot to award snow removal services to Shad Brown for The Pines and Hughitt Street; Moyer at Belgium Pointe and A Street; M&M for Menominee; Wangerin for Maple Ridge; and Zinger for Iron River.

**Motion carried unanimously.**

- **Vacation Time Payouts**

A few staff who thought they were not getting the usual payout for amounts over 200 hours contacted Chairperson Luhtanen. Not accurate as this payout will be on the October 18, 2019 check. Some other staff have been unable to take vacation due to short staffing. Staff wages and needs discussed. Board will be reviewing salaries for all staff beginning in January.

**Outcome:** Informational

- **Staffing updates**

J. Cescolini informed members that there were 10 new hires last month in orientation, there are 10 more in this month's orientation, and around another 10 at the next orientation. Many excellent candidates have been hired. The next step is to review caseloads and see how many more people will be needed.

**Outcome:** Continue to work on staffing as needed.

- **Waitlist**

J. Cescolini proposes enacting a waitlist, per policy, for individuals with private insurance due to the large influx of people.

**Outcome:** Return to next agenda. J. Cescolini to provide policy for waitlist to members.

- **Emergency Services Update**

Compared Northpointe ES on-call wages to Pathways. Discussed option of covering ES without using clinical staff.

**Outcome:** Will discuss again at next meeting.

- **FY19 Plan of Correction Monitoring Report**

**Outcome:** Tabled until next meeting.

- **FY19 Outcomes and PI Report**

**Outcome:** Tabled until next meeting.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

NorthCare Governing Board Meeting Minutes – September 11, 2019

**Outcome:** Place on file.

Northpointe Letter of Recognition from Center for Medicare and Medicaid Services

**Outcome:** Informational.

Northpointe Certificate of Recognition from Great Lakes Practice Transformation Network

**Outcome:** Informational.

**PUBLIC COMMENTS** - None

**BOARD COMMENTS**

J. Luhtanen congratulated staff on the letter from CMS and the certificate from GLPT Network.

M. Negro gave update on the NorthCare CEO contract. Felt 10 years was too long and there was too much time off, but she was the only nay during the vote.

J. Luhtanen reminded members to keep the date for the Dr. Razdan meeting open and to bring food for potluck.

**ADJOURN**

**Motion** by M. Negro supported by P. Phillips to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 7:00 p.m.

The next Regular Board meeting is scheduled for Thursday, October 24, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary/Treasurer

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Kelly Stankevich, Administrative Assistant

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI 49802

October 24, 2019 – 4:30 p.m.

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
Dehn, Janet*	X			Negro, Mari**	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas**	X		
Martin, Ann	X			Luhtanen, Joan	X		

\* Video conference from alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS** – None

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen requested approval or amendment of agenda. Chairperson Luhtanen requested the addition of Donation of Vacation Time, Endowment Fund, and Snow Removal bid changes under New Business. J. Lindow requested tabling of Properties until next meeting.

**ACTION:** Moved to approve agenda as amended.

**Motion by:** A. Martin supported by P. Phillips to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Will have the October 10, 2019 minutes for approval at the November 7, 2019 meeting.

**PRESENTATION** – None.

**ACTION ITEMS**

• **Finance**

a) **Financial Statement – August 2019**

**Motion by:** J. Hafeman supported by A. Martin to approve the Financial Statement – August 2019 as presented.

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Case Management of MI	Case Management	10/1/19-9/30/20	Case Management \$60.00/unit Individual Therapy \$62.00/enc. Group Therapy \$40.11/enc. Treatment Plan (w/o IDT) \$53.00/enc. Assessment for Behavioral Health \$200.00/enc. Psych Eval. \$150.00/enc. Med Review \$77.75/enc. Med injection \$21.00/enc. Health Assessment \$100.00/enc. RN Services \$29.91/unit Annual CSM Assessment \$110.00/enc. Comp. Multidisciplinary Eval. \$20.60/enc. Support Coordination \$63.00/unit	Case Management \$60.00/unit Individual Therapy \$62.00/enc. Group Therapy \$40.11/enc. Treatment Plan (w/o IDT) \$53.00/enc. Assessment for Behavioral Health \$300.00/enc. Psych. Eval \$150.00/enc. Med Review \$77.75/enc. Med injection \$30.00/enc. Hlth Assess. \$200.00/enc. RN Services \$29.91/unit Annual CSM Assess. \$110.00/enc. Comp. Multidisciplinary Eval. \$20.60/enc. Support Coordination \$63.00/unit Behavior Plan Monitoring \$150.00/enc.	None None None None \$100/enc. None None \$9.00/enc . \$100/enc. None None None None None None New
B	New Beginnings Counseling	LPC	10/1/19-9/30/20	New	\$75.00/hr. direct and non-direct services \$45.00/hr. training rate	New New

**b) Contract Grid 10-10-19 (ALS, Case Management of MI, New Beginnings Counseling)**

**Motion by:** J. Hafeman supported by M. Hofer to approve the 10-10-19 Contract Grid as presented.

**Discussed rates for contract with ALS.** Currently no rates given as rates are based upon Individual needs and unknown which individuals will be placed once open. K. Pirlot expressed concern that selling an asset at one-half of appraised value should have a revert clause, guaranteeing the purchaser does not purchase at low price and then sell for profit leaving Northpointe without services. Requested revert clause be negotiated with ALS for services to continue for a period of 3-5 years or a portion of any profit made on sale of building would belong to Northpointe.

**Outcome:** CEO to meet with ALS to determine terms of revert clause prior to purchase. L. Caruso, Residential Home Manager, to give a demonstration on rate calculation for PC/CLS at next meeting.

**Action:** J. Hafeman supported by M. Hofer rescind motion to approve the 10-10-19 Contract Grid as presented.

**Motion by:** J. Hafeman supported by M. Hofer to approve only Case Management of MI and New Beginnings Counseling from the 10-10-19 Contract Grid.

**Motion carried unanimously.**

- Emergency Services On Call Pay**

M. Hofer commented that pay should begin when worker starts services with individual - not from home because it is not Northpointe's responsibility where staff choose to live. Medicaid will cover this service. K. Pirlot explained that covering staff from "portal-to-portal" ensures that staff acting on Northpointe's behalf are covered by Workman's Compensation in the event there is an accident.

**Motion by:** M. Negro supported by R. Roberge to approve the proposed new after hours on-call pay for Emergency Service workers. New rate will be \$4.00/hr. to carry the beeper and \$45.00/hr. when called out with a \$100.00 minimum.

J. Luhtanen requested a roll call vote. Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Roberge	X	
Martin	X		Zevitz	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

- **Waitlist Policy**

M. Hofer commented at length on wait list and goal displacement. J. Lindow addressed questions regarding the Mental Health Code, individuals we are required to serve, how policy affects non-Medicaid individuals, and wait policy enacted October 2, 1995. Reasons for proposing wait list reviewed. Miscellaneous questions addressed.

**Motion by:** K. Pirlot supported by J. Hafeman to table Waitlist discussion until next Board meeting.

**Motion carried unanimously.**

- **Ad Hoc Policy Revisions – Standing Item - None**

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) **Check Disbursement – September 2019**

J. Luhtanen reviewed September 2019 check disbursement. Presented invoice from Gasperini Services for lawn care in Iron River over \$7,500. This invoice was for May-September. Miscellaneous questions addressed.

**Outcome:** Action item at next Board meeting.

- **FY19 Plan of Correction Monitoring Report**

**Outcome:** Action item at next Board meeting.

- **FY19 Outcomes and PI Report**

Miscellaneous staffing questions addressed.

**Outcome:** Action item at next Board meeting.

- **BCBS 2020 Renewal**

Discussed 80/20 split vs. Hard Capitation health insurance renewal. Typically shows an increase, but Northpointe will see a 7.7% decrease in premiums this year.

**Motion by:** M. Negro supported by K. Pirlot to move the 80/20 BCBS health insurance for 2020 to an Action item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Roberge	X	
Martin	X		Zevitz	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

**Motion by:** J. Hafeman supported by M. Negro to approve the 80/20 BCBS health insurance for 2020 as presented.

**Motion carried unanimously.**

- **Properties (A St. and Crossroads)**

**Outcome:** Tabled until next Board meeting.

- **Strategic Plan/Stoplight Report and CEO Report**

J. Lindow reviewed final report of the year with members. Discussed staff engagement on community partner surveys, staffing changes, and Dr. Razdan's upcoming visit.

**Outcome:** Informational.

- **Snow Removal Bids**

At the 10-10-19 Board meeting, S. Brown was awarded the snow removal contract for The Pines and Hughitt Street. Moyer Excavating was awarded Belgium Pointe and A St. J. Heath, Maintenance Manager, stated S. Brown was not willing to divide his bid. J. Heath recommended using current providers at each location.

**Action:** M. Negro supported by K. Pirlot rescind motion made on 10-10-19 to approve S. Brown for The Pines and Hughitt Street and Moyer Excavating for Belgium Pointe and A St.

**Motion by:** J. Hafeman supported by P. Phillips to move Snow Removal Bids to an Action Item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Roberge	X	
Martin	X		Zevitz	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

**Motion by:** M. Negro supported by J. Hafeman to award snow removal contract to S. Brown for The Pines at \$35.00/push, Hughitt Street at \$25.00/push, and A St. at \$55.00/push.

**Motion carried unanimously.**

**Motion by:** J. Hafeman supported by P. Phillips to award snow removal contract to Moyer Excavating for Belgium Pointe at \$65.00/push.

**Motion carried unanimously.**

- **Donation of Vacation Time**

Discussed tragedy of a newly hired individual who did not have any sick or vacation time accrued. Staff were requesting the ability to donate vacation time for her use. All donations would be anonymous and payroll will only utilize what would be necessary to cover her needs. R. Roberge requested the donation of vacation time be brought back to the Board later so a policy can be created for any future requests.

**Motion by:** J. Hafeman supported by M. Hofer to move allowing donation of vacation time to an Action item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Roberge	X	
Martin	X		Zevitz	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

**Motion by:** J. Hafeman supported by P. Phillips to allow a one-time staff donation of vacation time not to exceed a maximum of 30 days.

**Motion carried unanimously.**

- **Endowment Fund Request**

Endowment Committee received a request from an Individual who belongs to the Kingsford High School Marching Band. The band is planning a trip to perform at Disney World. Cost of trip is \$1500. Individual can contribute \$200, has applied for a scholarship, and is participating in some fundraising activities to help offset cost. Care Manager and Psychiatrist have given a list of benefits to the committee. Committee has decided to grant the request for the remaining amount needed for the Individual to perform in the Kingsford band trip. The amount will be the difference between the \$1500 requested minus \$200 Individual contribution minus all other funding sources received.

**Outcome:** J. Lindow will present further information to Board before a vote at the next meeting.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

CMHAM Weekly Update – October 18, 2019

**Outcome:** Informational.

**PUBLIC COMMENTS** - None

**BOARD COMMENTS** - None

**ADJOURN**

**Motion by** M. Negro supported by P. Phillips to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 5:58 p.m.

The next Regular Board meeting is scheduled for Thursday, November 7, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary/Treasurer

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Kelly Stankevich, Administrative Assistant

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI 49802**

**November 7, 2019 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia**	X		
Roberge, Robert		X		Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas**	X		
Martin, Ann	X			Luhtanen, Joan	X		

\* Video conference from alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS** – None

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen requested approval or amendment of agenda. Chairperson Luhtanen requested the addition of the Endowment Fund under Action Items and the Funding Source Bucket under New Business. J. Cescolini requested Wait List be moved from Action Item to New Business.

**ACTION:** Moved to approve agenda as amended.

**Motion by:** A. Martin supported by J. Hafeman to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Correction to 10-10-19 minutes under Snow Removal bids. Minutes denoted all no votes and should be all yes votes.

**ACTION:** Moved to approve 10-10-19 Regular Board meeting minutes.

**Motion by:** J. Hafeman supported by K. Pirlot to approve 10-10-19 Regular Board meeting minutes as amended.

**Motion carried unanimously.**

**ACTION:** Moved to approve the 10-24-19 Regular Board meeting minutes as presented.

**Motion by:** J. Hafeman supported by N. Pasternak to approve the 10-24-19 Regular Board meeting minutes as presented.

**Motion carried unanimously.**

**PRESENTATION** – None.

**ACTION ITEMS**

• **Finance**

a) **Check Disbursement – September 2019**

**ACTION:** Moved to approve the September 2019 Check Disbursement as presented.

**Motion by:** A. Martin supported by T. Korpi to approve the September 2019 Check Disbursement as presented.

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	ALS	CLS and PC	10/1/19-9/30/20	New	\$278.81 to \$296.66/day Depending on decisions regarding bed usage.	New

**b) Contract Grid 10-10-19 (ALS)**

Discussed range of rates. Respite usage needs to be determined by next week.

**ACTION:** Moved to approve the 10-10-19 Contract Grid for ALS at the rate of \$278.81-\$296.66/day.

**Motion by:** T. Korpi supported by M. Negro to approve the 10-10-19 Contract Grid for ALS at the rate of \$278.81-\$296.66/day.

**Motion carried unanimously.**

- **FY19 Quarterly Plan of Correction Monitoring Report**

**ACTION:** Moved to approve the FY19 Quarterly Plan of Correction Monitoring Report as presented.

**Motion by:** J. Hafeman supported by K. Pirlot to approve the FY19 Plan of Correction Monitoring Report as presented.

**Motion carried unanimously.**

- **FY19 Quarterly Outcomes and PI Report**

**ACTION:** Moved to approve the FY19 Quarterly Outcomes and PI Report as presented.

**Motion by:** J. Hafeman supported by K. Pirlot to approve the FY19 Outcomes and PI Report as presented.

**Motion carried unanimously.**

- **Ad Hoc Policy Revisions – Standing Item – None**

- **Endowment Fund**

Discussed consumer's trip and amounts already earned toward payment. J. Lindow to report final amount used after all other funding has been applied.

**ACTION:** Moved to approve the allotment from the Endowment Fund for the difference between \$1500.00 and any other funding sources received toward committee's request for band trip.

**Motion by:** J. Hafeman supported by A. Martin to approve payment for the difference between \$1500.00 and any other funding sources received toward committee's request for band trip.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

- **Finance**

a) **FY19/20 MI Association of Community Mental Health Boards Membership Dues**

**ACTION:** Moved to make FY19/20 MI Association of CMH Boards Membership Dues to ACTION Item at present meeting.

**Motion by:** J. Hafeman supported by A. Martin to move FY19/20 MI Association of CMH Boards Membership dues to an ACTION Item at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Negro	X	
Martin	X		Zevitz	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** Moved to approve payment of the FY19/20 MI Association of Community Mental Health Boards Membership Dues.

**Motion by:** A. Martin supported by T. Korpi to approve payment of the FY19/20 MI Association of CMH Boards in the amount of \$10,287.00.

**Motion carried unanimously.**

**b) GF Update**

J. Cescolini reviewed monthly report with members. Miscellaneous questions addressed.

**Outcome:** Informational.

**c) Interim Financial Statement – September 2019**

J. Lindow reviewed the Interim Financial Statement – September 2019 with members. Miscellaneous questions addressed.

**Outcome:** Action Item at next Board meeting.

**d) Funding Source Summary**

J. Lindow reviewed the Funding Source Summary. J. Cescolini presented historical information, as well as present information, regarding the general fund expenditures. Miscellaneous questions addressed.

**Outcome:** Informational.

• **Properties – A Street and Crossroads**

J. Cescolini proposed the Board consider the sale of A Street and Crossroads buildings. Appraisal for A St. was in the amount of \$45,000 and Crossroads for \$40,000. No programming is currently being held at Crossroads and Northpointe is strictly operating as a landlord for A St. J. Lindow has requested Superior Title Company do a title search for A St. to determine if a covenant is still active on the property.

**Outcome:** Discussion item for Board to consider at future meeting.

• **FY20 Annual Performance Improvement Plan**

**Outcome:** Action item at next Board meeting.

• **FY20 Quality Assessment and Performance Plan (QAPIP)**

**Outcome:** Action item at next Board meeting.

• **Snow Removal Bids**

S. Brown is no longer interested in continuing his snow service to Northpointe. Discussed having Moyer Excavating and costs associated with him.

**ACTION:** Moved to make Snow Removal Bids an ACTION Item at present meeting.

**Motion by:** T. Korpi supported by J. Hafeman to move Snow Removal Bids to an Action Item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Korpi	X	
Pirlot	X		Negro	X	
Martin	X		Zevitz	X	
Luhtanen	X				

**Motion carried unanimously.**

**Motion by:** J. Hafeman supported by A. Martin to award the snow removal contract to Moyer Excavating for The Pines, Hughitt Street, Belgium Point, and A Street. The Pines - \$40.00/occurrence, Hughitt St. - \$20.00/occurrence, Belgium Point - \$65.00/occurrence, and A St. - \$25.00/occurrence. Haul away will be \$100.00 per truckload.

**Motion carried unanimously.**

- **Board By-Laws**

Chairperson Luhtanen requested an Ad Hoc committee establish an allotted timetable for Board members to speak at meetings. Robert's Rules of Order allows 10 minutes and other boards allow 2-10 minutes. A. Martin requested review of number 4 under Section 3. Duties of the Board. There is no Ad Hoc Committee Chairperson as Ad Hoc Committees are as needed.

**Outcome:** Until Ad Hoc returns with recommendations, Board will use Robert's Rules of Order allowing any member to speak up to 10 minutes. Ad Hoc will also review and revise number 4 under Section 3. Duties of the Board.

- **Waitlist**

Discussed the usage and impact of GF benefit packages implemented in August of 2019. Miscellaneous questions addressed. Talked about return of Ed McBroom and M. Negro will contact him to schedule.

**Outcome:** Discussion deferred to the November 21, 2019 meeting. M. Swift from Pathways, and M. Rooney and Dr. Kangas from NorthCare were invited to speak about waitlists and general fund. Agenda will only have Action Items and waitlist for New Items to allow enough time for discussion.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

CMHAM Weekly Update – October 25, 2019

**Outcome:** Informational.

Northpointe Organizational Structure – Updated 11-1-19

**Outcome:** Informational.

**PUBLIC COMMENTS** - None

**BOARD COMMENTS**

J. Luhtanen announced the Fall GLRMH conference will be held September 13-15, 2020 at the Kewadin Casino in Sault Ste. Marie, MI.

J. Luhtanen reminded members that Dr. Razdan will be at the Special Board meeting on Monday, November 11, 2019 at 4:30 p.m. for a meet and greet.

A. Martin requested clarification when the annual CEO Evaluation would be done. Employee Engagement survey results are complete and are being reviewed by Leadership team for an action plan. First meeting in December will bring back to Board.

J. Cescolini announced S. Giguere has accepted the position of Human Resource Director.

J. Luhtanen gave congratulations to the Menominee Clubhouse team on behalf of the Board for becoming Internationally Certified.

**ADJOURN**

**Motion by:** A. Martin supported by K. Pirlot to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 5:50 p.m.

The next Regular Board meeting is scheduled for Thursday, November 21, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary/Treasurer

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Kelly Stankevich, Administrative Assistant

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Special Board Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI 49802**

**November 11, 2019 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 4:35 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia		X	
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas	X		
Martin, Ann	X			Luhtanen, Joan	X		

\* Video conference from alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

Chairperson Luhtanen requested a moment of silence for men and women who have served our Country on this Veteran's Day. J. Dehn added active duty men and women as well.

**PUBLIC COMMENTS** – None.

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen requested approval or amendment of agenda.

**ACTION:** Moved to approve agenda as presented.

**Motion by:** A. Martin supported by K. Pirlot to approve agenda as presented.

**Motion carried unanimously.**

**ACTION ITEMS**

- Welcome Dr. Amit Razdan, Medical Director  
Chairperson Luhtanen welcomed Dr. Razdan to this Special meeting of the Board.  
**Outcome:** Informational.
- Board Member Introduction to Dr. Razdan  
Members introduced themselves and gave a brief summary of why they chose to be on the Northpointe Board of Directors.  
**Outcome:** Informational.

Dr. Michael Zevitz arrived at 4:58 p.m.

**PRESENTATION:** Dr. Amit Razdan

Dr. Razdan thanked members for their recent staff support. Dr. Razdan spoke about his background and the history of the CMH system. Dr. Razdan talked about new and different programs being implemented at Northpointe and organizational changes being deployed. Discussed new and returning staff, caseloads, benefit packages, and potential benefits of a waiting list.

Chairperson Luhtanen thanked Dr. Razdan for his presentation.

**PUBLIC COMMENTS** – None.

**BOARD COMMENTS**- None.

**ADJOURN**

**ACTION:** Moved to adjourn.

**Motion by:** J. Hafeman supported by M. Negro to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 5:15 p.m.

The next Regular Board meeting is scheduled for Thursday, November 21, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

---

Patricia Phillips, Secretary/Treasurer

---

Kelly Stankevich, Administrative Assistant

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Special Board Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI 49802**

**November 13, 2019 – 1:00 p.m.**

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 1:00 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet			X	Negro, Mari*	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie*	X			Phillips, Patricia		X	
Roberge, Robert	X			Zevitz, Michael Dr.*	X		
Pirlot, Kevin	X			Korpi, Thomas		X	
Martin, Ann	X			Luhtanen, Joan	X		

\* Zoom conference from alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS** – None.

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen requested approval or amendment of agenda.

**ACTION:** Moved to approve agenda as presented.

**Motion by:** J. Hafeman supported by A. Martin to approve agenda as presented.

**Motion carried unanimously.**

**ACTION ITEMS**

- Resolution for sale of Lighthouse Property

**ACTION: Motion to approve Resolution for sale of Lighthouse Property.**

**Motion by:** J. Hafeman supported by A. Martin to approve the Resolution, as presented, allowing J. Cescolini, CEO, and/or J. Lindow, Director of Finance, to do all that is necessary and proper to convey and execute the sale of property located at 1336 Riverview Drive, Kingsford, MI (a.k.a. The Lighthouse) to Adult Learning Systems.

Discussed language and formatting of presented resolution. M. Negro provided a sample of a resolution she completed. Miscellaneous questions addressed.

J. Luhtanen requested a Roll Call Vote.

Roll Call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Negro		X
Hafeman	X		Zevitz	X	
Roberge	X		Martin	X	
Pirlot	X		Luhtanen	X	

M. Hofer called several times, no response. Presumed lost phone connection. **Motion carries with 7 ayes and 1 nay.**

**PUBLIC COMMENTS** – None.

**BOARD COMMENTS**- None.

**ADJOURN**

**ACTION:** Moved to adjourn.

**Motion by:** A. Martin supported by K. Pirlot to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 1:12 p.m.

The next Regular Board meeting is scheduled for Thursday, November 21, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary/Treasurer

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Kelly Stankevich, Administrative Assistant

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems &amp; Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Discussion of Commissioner per diems & expenses as recently submitted for payment	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>







**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

DEC 11 2019

*AS*

COPY

Mileage: .58 cents/mile ~ effective 01 January 2019

\*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 Phelps ~ District 3

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
10/22/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
10/22/19	Stephenson Annex	36	.58	20.88	101-101-860.00
11/4/19	Lake Township	46	.58	26.68	101-101-860.00
11/26/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
12/3/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
12/16/19	Stephenson Annex	36	.58	20.88	101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>\$77.14</b>

**Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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 Phelps*  
\_\_\_\_\_  
Signed

12/11/19  
\_\_\_\_\_  
Date



## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Review miscellaneous bills December 12, 2019 in the combined amount of \$140,925.27.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## Miscellaneous Bills Account Number List

### 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  
 101-228 Computer Technology  
 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  
 206 Sheriff Work Van  
 208 County Parks  
 215 Friend of Court  
 216 Menominee Regional Airport  
 220 Park Improvements  
 243 Remonumentation  
 249 Building Code  
 256 ROD - Automation Fund  
 260 MI Indigent Defense Attorneys  
 263 Concealed Pistol Licensing  
 264 Local Corrections Officers Training  
 265 Drug Law Enforcement Forfeiture  
 266 E-911  
 269 Law Library  
 271 County Library  
 274 Comm.Dev.BlockGrant - MSHDA  
 277 LEPC  
 280 Inmate Canteen fund  
 281 K-9  
 282 Justice Training  
 285 Senior Citizens  
 289 SOM Salvage Vehicle Title Inspections  
 292 Child Care  
 292 Special Child Care Funds  
 294 Veterans' Service Fund Grant  
 296 Juvenile Diversion Child Care  
 401 3-Way Road  
 516 DTRF-Delinquent Tax Revolving Fund  
 517 DTRF-PA 123 Foreclosure

**APPROVED**

DEC 12 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ABILITA				
191207	Reduction of Telephone Services	101-228-850.00	1,741.27	1,741.27
TOTAL VENDOR ABILITA				1,741.27
VENDOR NAME: ACE HARDWARE				
1626659165	Operating Supplies & Snow Removal (Salt)	101-265-930.00	1,666.00	1,706.83
		101-265-755.00	40.83	
TOTAL VENDOR ACE HARDWARE				1,706.83
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
367100	N8390 Beach House	208-751-920.01	29.21	29.21
369802	W8449 Co Rd G12 Campsites	208-751-920.01	29.21	29.21
383001	Shakey Lakes Park/Horse	208-751-920.01	29.21	29.21
383101	Bass Lakes Camp Sites	208-751-920.01	29.21	29.21
383200	N8380 Co Park Rd 20.5	208-751-920.01	29.21	29.21
383301	Shakey Lakes Park/Cattle	208-751-920.01	29.21	29.21
1614900	Bath House	208-751-920.01	29.21	29.21
15231	N8380 Co Park Rd 20.5	208-751-920.01	217.37	217.37
380300	Shower Building	208-751-920.01	62.73	62.73
379700	Storage Shed	208-751-920.01	43.91	43.91
370500	Office/Shop	208-751-920.01	158.63	158.63
367200	Northwest Campsites	208-751-920.01	58.61	58.61
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				745.72
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753220912	Telephone Services - Annex	101-228-850.00	236.24	236.24
906753458212	Telephone Services - Shakey Lakes Park	208-751-850.00	53.61	53.61
906863661411	Telephone Services - 911	266-325-850.00	305.64	305.64
TOTAL VENDOR AT&T - CAROL STREAM, IL				595.49
VENDOR NAME: AT&T MOBILITY				
287252150867X1208201	906-792-0211 & 906-792-5968	101-132-850.00	71.48	71.48
TOTAL VENDOR AT&T MOBILITY				71.48
VENDOR NAME: AUTO OWNERS INSURANCE				
015475561	Airport Vehicle Insurance	216-585-831.00	169.15	169.15
TOTAL VENDOR AUTO OWNERS INSURANCE				169.15
VENDOR NAME: BARRETTE, BRIAN				
Reimbursement	Mileage	266-325-860.00	112.52	112.52
TOTAL VENDOR BARRETTE, BRIAN				112.52
VENDOR NAME: BEAVER MACHINE, INC.				
129503	Kabota Tractor, Loader, Snowblower	101-265-970.02	42,746.00	42,746.00
TOTAL VENDOR BEAVER MACHINE, INC.				42,746.00
VENDOR NAME: BINDER, PAMELA				
11/21/19	Transport & Holdover	101-132-801.01	62.50	212.50
		101-132-801.00	150.00	
TOTAL VENDOR BINDER, PAMELA				212.50
VENDOR NAME: BLUETARP FINANCIAL, INC.				
F53404	Inmate Supplies	101-301-770.00	295.00	295.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				295.00
VENDOR NAME: CADIEU FUNERAL HOME				
Burial	Mildred Marie Surk	101-681-833.00	300.00	300.00
Burial	Joyce June O'Brien	101-681-833.00	300.00	300.00
TOTAL VENDOR CADIEU FUNERAL HOME				600.00
VENDOR NAME: CASA				
November 2019	Faith Sandahl	292-669-801.00	1,148.00	1,148.00
TOTAL VENDOR CASA				1,148.00

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: CITY OF STEPHENSON</b>				
709	Annex - Water, Electric, Sewer	101-261-920.01	20.66	232.79
		101-261-920.02	35.23	
		101-261-920.03	176.90	
<b>TOTAL VENDOR CITY OF STEPHENSON</b>				<b>232.79</b>
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
121041	Inmate Supplies	101-301-770.00	418.16	418.16
121004	Inmate Supplies	101-301-770.00	24.40	24.40
121042	Janitorial Supplies (Courthouse)	101-265-755.01	80.32	80.32
121040	Janitorial Supplies (Courthouse)	101-265-755.01	233.63	233.63
121083	Janitorial Supplies - Annex	101-265-755.01	149.03	149.03
121078	Janitorial Supplies - Courthouse	101-265-755.01	128.98	128.98
<b>TOTAL VENDOR CLOVERLAND PAPER CO</b>				<b>1,034.52</b>
<b>VENDOR NAME: COLLISION CENTER</b>				
97714	Moving of Storage Container	101-265-755.00	250.00	250.00
<b>TOTAL VENDOR COLLISION CENTER</b>				<b>250.00</b>
<b>VENDOR NAME: COOPER OFFICE EQUIPMENT</b>				
172154	Contract # 2418-01 (Annex)	101-228-931.00	655.75	655.75
<b>TOTAL VENDOR COOPER OFFICE EQUIPMENT</b>				<b>655.75</b>
<b>VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I</b>				
37817	Shredding Documents (12/5/19)	101-265-801.00	114.69	114.69
<b>TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I</b>				<b>114.69</b>
<b>VENDOR NAME: COUNTRY VISIONS</b>				
235147	Airport Diesel	216-585-744.00	1,614.00	1,614.00
<b>TOTAL VENDOR COUNTRY VISIONS</b>				<b>1,614.00</b>
<b>VENDOR NAME: DAVIS, MEL</b>				
Peer Group	Grant Year 2019	243-245-710.00	90.00	90.00
<b>TOTAL VENDOR DAVIS, MEL</b>				<b>90.00</b>
<b>VENDOR NAME: DEKETO, LLC</b>				
DK 11-19	November 2019 (x322 Documents)	256-277-857.00	750.00	750.00
<b>TOTAL VENDOR DEKETO, LLC</b>				<b>750.00</b>
<b>VENDOR NAME: EICHHORN, GARY</b>				
11/21/19	DHHS Board Meeting	101-601-837.00	50.00	50.00
<b>TOTAL VENDOR EICHHORN, GARY</b>				<b>50.00</b>
<b>VENDOR NAME: FORTRESS FENCE</b>				
196626801	Replace Airport Fence, Posts, Sign	216-585-981.01	1,544.00	1,544.00
<b>TOTAL VENDOR FORTRESS FENCE</b>				<b>1,544.00</b>
<b>VENDOR NAME: GOOD SOURCE</b>				
S10484858	Inmate Supplies	101-301-770.00	3,123.48	3,123.48
<b>TOTAL VENDOR GOOD SOURCE</b>				<b>3,123.48</b>
<b>VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE</b>				
9C141759	Annex	101-261-930.04	65.95	65.95
<b>TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE</b>				<b>65.95</b>
<b>VENDOR NAME: HAFEMAN, JAN</b>				
Reimbursement	Mileage - November 2019	101-101-860.00	88.16	88.16
<b>TOTAL VENDOR HAFEMAN, JAN</b>				<b>88.16</b>
<b>VENDOR NAME: HANSEN, JANE C.W.</b>				
November 2019	CAFA	260-266-801.01	750.00	1,045.00
		260-266-801.02	295.00	
<b>TOTAL VENDOR HANSEN, JANE C.W.</b>				<b>1,045.00</b>

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	84.79	84.79
TOTAL VENDOR HANSON, JUDI				84.79
VENDOR NAME: HASS, DANIEL				
Reimbursement	State Bar Dues	101-132-802.00	189.00	375.00
		101-148-802.00	186.00	
TOTAL VENDOR HASS, DANIEL				375.00
VENDOR NAME: HENSLEY, RN, JOEL				
Reimbursement	MA Cellular & Postage	101-648-850.00	96.14	107.25
		101-648-729.00	11.11	
December 2019	Medical Examiner	101-648-709.00	1,080.00	3,360.00
		101-648-835.00	2,280.00	
Blood Draw 12/7/19	J. Leclair (11/20/19) Inmate Nursing Services	101-267-801.01	100.00	100.00
		101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				4,932.25
VENDOR NAME: J S ELECTRONICS, INC.				
20688	Tower Lease - December 2019	266-325-976.00	517.63	517.63
TOTAL VENDOR J S ELECTRONICS, INC.				517.63
VENDOR NAME: JAMO, ROBERT				
Reimbursement	Hotel - Regional Meeting	101-136-860.00	98.79	98.79
TOTAL VENDOR JAMO, ROBERT				98.79
VENDOR NAME: K & M RENTALS				
9514	Portable Toilet at Airport Park	208-751-801.00	90.00	90.00
TOTAL VENDOR K & M RENTALS				90.00
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Mileage, Meals, Hotel	101-262-860.00	24.36	686.02
		263-215-860.00	661.66	
TOTAL VENDOR KLEIMAN, MARC				686.02
VENDOR NAME: KLUMB, JOSEPH				
November 2019	CAFA	260-266-801.01	750.00	1,970.00
		260-266-801.02	1,220.00	
TOTAL VENDOR KLUMB JOSEPH				1,970.00
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - November 2019	101-101-860.00	129.92	129.92
TOTAL VENDOR LANG, BERNARD				129.92
VENDOR NAME: LARRY L.D. KING, DVM				
39498	K9 Care (Vesta)	101-301-881.01	171.08	171.08
TOTAL VENDOR LARRY L.D. KING, DVM				171.08
VENDOR NAME: LARSON, MICHELLE				
Can Zone	Hours, Mileage, & Supplies	292-668-801.00	90.00	139.83
		292-668-801.00	37.12	
		292-668-801.00	12.71	
TOTAL VENDOR LARSON, MICHELLE				139.83
VENDOR NAME: LEISNER, JENNA				
11/27/19	Transport & Bag	101-648-861.00	130.00	130.00

**APPROVED**

DEC 12 2019

CHIEF FINANCIAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: LEISNER, JENNA				
TOTAL VENDOR LEISNER, JENNA				130.00
VENDOR NAME: LENCA SURVEYING				
19144	Remon Yr 2019 (11/28 - 12/11/19)	243-245-801.07	3,890.72	3,890.72
TOTAL VENDOR LENCA SURVEYING				3,890.72
VENDOR NAME: LINSMEIER IMPLEMENT, INC.				
61418	Parks Supplies	208-751-930.02	143.31	143.31
TOTAL VENDOR LINSMEIER IMPLEMENT, INC.				143.31
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
102736	Envelopes (District)	101-136-727.00	98.40	98.40
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				98.40
VENDOR NAME: LUFTS ADVERTISER, INC.				
11/26/19	Advertising	101-101-901.00	206.00	206.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				206.00
VENDOR NAME: M.A.C.C.				
Dues	2020 Dues	101-215-802.00	200.00	200.00
Registration Fee	Quarterly Meeting - Marc Kleiman	101-215-802.00	50.00	50.00
TOTAL VENDOR M.A.C.C.				250.00
VENDOR NAME: MARINETTE MENOMINEE AREA CHAMBER				
14871	Annual Membership Investment	101-103-802.00	275.00	275.00
TOTAL VENDOR MARINETTE MENOMINEE AREA CHAMBER				275.00
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.				
31931	Repair RTU at Jail & Kitchen	101-265-934.00	585.00	585.00
31925	Rebuild & Install Hot Water Pump	101-265-934.00	3,539.00	3,539.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				4,124.00
VENDOR NAME: MENARDS - MARINETTE				
99636	Credit Memo (FOC)	215-141-970.00	(10.99)	(10.99)
99638	Janitorial Supplies	101-265-755.01	18.96	18.96
99637	Operating Supplies	101-265-755.00	5.59	5.59
TOTAL VENDOR MENARDS - MARINETTE				13.56
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
110	Advertising - PA123	517-252-900.00	2,845.00	2,845.00
107	Advertising	101-101-901.00	120.00	120.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				2,965.00
VENDOR NAME: MERKEL, WILLIAM				
November 2019	CAFA	260-266-801.01	750.00	1,150.00
		260-266-801.02	400.00	
TOTAL VENDOR MERKEL, WILLIAM				1,150.00
VENDOR NAME: METCOM				
110908	Office Supplies - District Court	101-136-727.00	210.42	210.42
TOTAL VENDOR METCOM				210.42
VENDOR NAME: MICHIGAN ASSESSORS ASSOCIATION				
Dues	Kandace Curran & Nicole Linder	101-257-802.00	180.00	180.00
TOTAL VENDOR MICHIGAN ASSESSORS ASSOCIATION				180.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0151337-001	Office Supplies - Equalization	101-257-727.00	42.75	42.75
0151172-001	Office Supplies - Family Court	101-132-727.00	27.35	27.35
0151344-001	Office Furniture - PA's Office	101-267-970.01	352.85	352.85
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				422.95
VENDOR NAME: NASER, JEFF				
11/21/19	DHHS Board Meeting	101-601-837.00	50.00	50.00

**APPROVED**

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CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: NASER, JEFF				
TOTAL VENDOR NASER, JEFF				50.00
VENDOR NAME: NIEMI, DANIEL 12/5/19	Transport	101-132-801.01	45.00	153.00
		101-132-801.00	108.00	
TOTAL VENDOR NIEMI, DANIEL				153.00
VENDOR NAME: NORWAY SPRINGS, INC. 635456	Airport Water	216-585-801.00	34.81	34.81
TOTAL VENDOR NORWAY SPRINGS, INC.				34.81
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	Mileage - November 2019	292-664-860.00	51.91	51.91
November 2019	Crisis Intervention	292-668-801.00	95.00	95.00
TOTAL VENDOR NUTT, MICHAEL				146.91
VENDOR NAME: OFFICE DEPOT, INC. 407899938001	Office Supplies - Admin	101-172-727.00	106.63	106.63
TOTAL VENDOR OFFICE DEPOT, INC.				106.63
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE 150008	Park Supplies	208-751-755.02	39.14	39.14
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				39.14
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319326003	Inmate Supplies	101-301-770.00	117.52	117.52
40068319305002	Inmate Supplies	101-301-770.00	114.29	114.29
40068319334003	Inmate Supplies	101-301-770.00	117.15	117.15
TOTAL VENDOR PAN-O-GOLD BAKING CO.				348.96
VENDOR NAME: PESHTIGO TIMES & TIMES SAVER 1184	Display Ad (Cook)	101-301-755.00	59.50	59.50
TOTAL VENDOR PESHTIGO TIMES & TIMES SAVER				59.50
VENDOR NAME: PHELPS, LARRY				
Reimbursement	Mileage - October & November 2019	101-101-860.00	77.14	77.14
TOTAL VENDOR PHELPS, LARRY				77.14
VENDOR NAME: PHILIPPS, THOMAS				
Reimbursement	Mileage	101-426-860.00	126.44	126.44
TOTAL VENDOR PHILIPPS, THOMAS				126.44
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - November 2019	101-101-860.00	133.40	133.40
TOTAL VENDOR PICHE, GERALD L.				133.40
VENDOR NAME: PINECREST MEDICAL CENTER 11/21/19	DHHS Board Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR PINECREST MEDICAL CENTER				50.00
VENDOR NAME: PIPP, JEREMY				
Peer Group	Grant Year 2019	243-245-710.00	90.00	116.50
		243-245-710.00	26.50	
TOTAL VENDOR PIPP, JEREMY				116.50
VENDOR NAME: QUAAK, BRENDA 11/21/19	Holdover & Transportation	101-132-801.01	42.50	406.28
		101-132-801.00	90.00	
		101-132-801.00	12.00	
		101-132-801.00	227.94	
		101-132-801.00	33.84	

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: QAAK, BRENDA				
12/3/19	Transport	101-132-801.01	40.00	363.94
		101-132-801.00	96.00	
		101-132-801.00	227.94	
TOTAL VENDOR QAAK, BRENDA				770.22
VENDOR NAME: QUILL CORPORATION				
2882098	Office Supplies - PA's Office	101-267-727.00	97.30	97.30
TOTAL VENDOR QUILL CORPORATION				97.30
VENDOR NAME: REINHART FOODSERVICE				
902005	Inmate Supplies	101-301-770.00	1,827.50	1,827.50
907430	Inmate Supplies	101-301-770.00	1,084.74	1,084.74
TOTAL VENDOR REINHART FOODSERVICE				2,912.24
VENDOR NAME: SARKA, GLENN				
18893	Court Appointed - W. Truesdell	101-148-807.00	165.00	165.00
TOTAL VENDOR SARKA, GLENN				165.00
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND				
111924	11/21/19 - 11/29/19 (A. Strom)	292-662-843.05	960.00	960.00
111921	11/18/19 - 11/30/19 (S. Kienast)	292-662-843.05	1,560.00	1,560.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND				2,520.00
VENDOR NAME: SCHEI, LARRY				
Reimbursement	Mileage - November 2019	101-101-860.00	37.12	37.12
TOTAL VENDOR SCHEI, LARRY				37.12
VENDOR NAME: SEABORG, SARA D.				
November 2019	CAFA	260-266-801.01	300.00	650.00
		260-266-801.02	350.00	
TOTAL VENDOR SEABORG, SARA D.				650.00
VENDOR NAME: SHORT, MARY KAY				
Reimbursement	Mileage	101-131-860.00	74.90	74.90
TOTAL VENDOR SHORT, MARY KAY				74.90
VENDOR NAME: SOLANDER ELECTRIC, INC.				
81999	Electrical Work - Bailey Fishing Museum	208-751-970.04	6,475.00	6,475.00
TOTAL VENDOR SOLANDER ELECTRIC, INC.				6,475.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
462643	Park - Vehicle Maintenance	208-751-981.00	60.00	60.00
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				60.00
VENDOR NAME: STERICYCLE, INC.				
4009003341	Operating & Training Supplies	101-301-755.00	17.32	88.91
		101-301-881.00	71.59	
TOTAL VENDOR STERICYCLE, INC.				88.91
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC Service Charge	101-141-817.00	33.00	33.00
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				33.00
VENDOR NAME: THE JANITOR'S CLOSET				
46341	Cleaning Services	101-265-801.00	1,900.00	1,900.00
TOTAL VENDOR THE JANITOR'S CLOSET				1,900.00
VENDOR NAME: TIME WARNER CABLE				
710008401120319	12/2 - 1/1/2020	101-228-850.00	534.11	534.11
621199203120319	December 2019	216-585-850.00	327.30	327.30

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: TIME WARNER CABLE TOTAL VENDOR TIME WARNER CABLE				861.41
VENDOR NAME: TIRE TRAX				
11033	Tire Repair	101-265-981.00	20.00	20.00
TOTAL VENDOR TIRE TRAX				20.00
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE 352277-201911-1 November 2019				50.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				50.00
VENDOR NAME: TWIN CITY ELECTRIC, INC. 81752 FOC Remodel Project				854.55
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				854.55
VENDOR NAME: U.C.O.A.				
Dues	2020 Membership Dues	101-215-802.00	110.00	110.00
Dues	2020 UCOA Membership Dues	101-253-860.00	110.00	110.00
TOTAL VENDOR U.C.O.A.				220.00
VENDOR NAME: U.E.S. COMPUTERS, INC. 50703 Weekly Computer Maintenance				3,645.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				3,645.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE 500-0339478-000 Bizhub 423				141.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				141.07
VENDOR NAME: UNIFORM SHOPPE				
290852 & 293835	Uniform - Giese & Villas	101-301-745.00	873.95	873.95
294234	Uniform Allowance (Mieski)	205-315-745.00	737.00	737.00
TOTAL VENDOR UNIFORM SHOPPE				1,610.95
VENDOR NAME: UWC				
9068632023	Telephone Services	101-228-850.00	28.07	28.07
9068634441	Telephone Services	101-228-850.00	43.26	43.26
9067532209	Telephone Services	101-228-850.00	4.75	4.75
9068634705	Telephone Services	101-228-850.00	6.11	6.11
TOTAL VENDOR UWC				82.19
VENDOR NAME: VALENTI, SUSAN F. Reimbursement Mileage & Meals				258.90
TOTAL VENDOR VALENTI, SUSAN F.				258.90
VENDOR NAME: VANTAGE FLEX 9622 Annual Compliance Fee				286.00
TOTAL VENDOR VANTAGE FLEX				286.00
VENDOR NAME: WALTER BROTHERS INC 20106 Airport Supplies				115.44
		216-585-981.02	39.98	
		216-585-981.01	66.39	
		216-585-755.02	9.07	
13185	Office Supplies - 911	266-325-727.00	16.98	16.98
TOTAL VENDOR WALTER BROTHERS INC				132.42
VENDOR NAME: WANIC, TERENCE Peer Group Grant Year 2019				90.00
TOTAL VENDOR WANIC, TERENCE				90.00
VENDOR NAME: WASTE MANAGEMENT, INC.				
0062482-2808-9	Parks	208-751-920.02	51.50	51.50
1648329-1856-3	December 2019	101-265-801.00	658.44	658.44
1648882-1856-1	Airport - December 2019	216-585-801.00	20.39	20.39
TOTAL VENDOR WASTE MANAGEMENT, INC.				730.33
VENDOR NAME: WIL-KIL PEST CONTROL				

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: WIL-KIL PEST CONTROL</b>				
3785829	Health Department	101-265-801.00	35.00	35.00
3785679	Jail & Courthouse	101-265-801.00	64.50	64.50
<b>TOTAL VENDOR WIL-KIL PEST CONTROL</b>				<b>99.50</b>
<b>VENDOR NAME: WILSON, MONICA</b>				
18-3947-FH	Court Appointed - J. Martin	101-131-807.01	750.00	1,831.54
		101-131-807.01	1,081.54	
<b>TOTAL VENDOR WILSON, MONICA</b>				<b>1,831.54</b>
<b>VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP</b>				
0402055840-00001	County Jail	101-265-920.03	3,432.49	3,432.49
0403823200-00005	Airport (Gate Center)	216-585-920.03	30.56	30.56
0403823200-00006	Airport (Hanger Gate Center)	216-585-920.03	28.60	28.60
0402191663-00001	Health Care Center	101-265-920.03	218.16	489.19
		101-265-920.04	271.03	
0402047856-00004	Courthouse	101-265-920.04	1,902.36	1,902.36
0402047856-00006	Stoney Point Street Lighting	208-751-920.01	42.56	42.56
0405249882-00005	County Parks	208-751-920.01	116.30	116.30
2834339332	Airport	216-585-920.00	131.08	1,212.36
		216-585-920.03	442.77	
		216-585-920.00	156.22	
		216-585-920.03	230.60	
		216-585-920.00	251.69	
<b>TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP</b>				<b>7,254.42</b>
<b>VENDOR NAME: ZEVITZ, DR. MICHAEL E.</b>				
December 2019	Medical Examiner	101-648-709.00	1,930.00	1,930.00
<b>TOTAL VENDOR ZEVITZ, DR. MICHAEL E.</b>				<b>1,930.00</b>
<b>GRAND TOTAL:</b>				<b>121,381.37</b>

12/12/2019 03:02 PM  
 User: jessicaw  
 DB: Menominee County

CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
 EXP CHECK RUN DATES 12/12/2019 - 12/12/2019  
 UNJOURNALIZED  
 OPEN

**APPROVED** Page: 1/1

DEC 16 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BURNHAM & FLOWER OF MICHIGAN 10960	Renewal of Surety Bond	101-253-830.00	1,308.00	1,308.00
TOTAL VENDOR BURNHAM & FLOWER OF MICHIGAN				1,308.00
VENDOR NAME: CADIEU FUNERAL HOME Burial	Dale Francis Sieman	101-681-833.00	300.00	300.00
TOTAL VENDOR CADIEU FUNERAL HOME				300.00
VENDOR NAME: CITY OF MENOMINEE #RENT-1018	December 2019 911 Rent	266-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CONNIE L. LINDSTROM 12/12/19	Arnold Hubert DeLaurelle - Burial Benefits	101-681-833.00	300.00	300.00
TOTAL VENDOR CONNIE L. LINDSTROM				300.00
VENDOR NAME: MGT OF AMERICA, INC. 36902	FY 2020 CRP Billing (FOC)	101-141-801.00	1,277.00	1,277.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,277.00
VENDOR NAME: MORROW, SAMUEL C. 12/12/19	Donald M. Tenarvitz - Burial Benefits	101-681-833.00	300.00	300.00
TOTAL VENDOR MORROW, SAMUEL C.				300.00
VENDOR NAME: NATIONAL BUSINESS FURNITURE, LLC ZK074120-TDQ	FOC - Office Furniture	215-141-970.00	4,076.11	4,076.11
TOTAL VENDOR NATIONAL BUSINESS FURNITURE, LLC				4,076.11
VENDOR NAME: OFFICE DEPOT, INC. 407958874001	Office Supplies - District	101-136-727.00	33.69	33.69
407959165001	Office Supplies - District	101-136-727.00	101.97	101.97
TOTAL VENDOR OFFICE DEPOT, INC.				135.66
VENDOR NAME: STATE OF MICHIGAN Reimbursement	Unused Veterans Service Grant Funds	101-103-755.00 294-883-834.00	305.70 11,151.76	11,457.46
TOTAL VENDOR STATE OF MICHIGAN				11,457.46
VENDOR NAME: THE PRINT SHOP 7034081	Business Cards (M. McFee)	101-267-727.00	38.00	38.00
TOTAL VENDOR THE PRINT SHOP				38.00
<b>GRAND TOTAL:</b>				<b>19,543.90</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commissions Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	Review/Discuss Miscellaneous Boards/Committees/Commission reports
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

12/20/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

# 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

12/17/2019

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
<b>P13914-19</b>	10/22/19	LABELLE VERNON & LABELLE BRUCIN	15884 D-1 RD	HARRIS TWP.	\$395.00
Work :	3.GARAGE	40 x80 garage			005-015-011-00
<b>P13915-19</b>	10/03/19	BERNADEN JR ALEX & WIFE	N2976 HWY M-35	INGALLSTON TWP.	\$123.00
Work :	3.GARAGE	20 x 24 garage			007-560-010-00
<b>P13916-19</b>	10/08/19	HANSON TIMOTHY J	N1671 RIVER DR	MENOMINEE TWP.	\$400.00
Work :	3.GARAGE	40 x 80 garage			010-214-008-00
<b>P13917-19</b>	10/08/19	KLEIMAN HERMAN	W3938 PINE AVE	SPALDING TWP.	\$103.80
Work :	3.GARAGE	24 x 24 pole barn on existing slab			043-925-006-00
<b>P13918-19</b>	10/08/19	LESCOIER KATHRYN 2013 REV TR	N5286 HWY M-35	INGALLSTON TWP.	\$195.00
Work :	3.GARAGE	30 x 40 garage			007-030-040-00
<b>P13919-19</b>	10/10/19	TICKLER RAYMOND E & NANCY	N1880 US HWY 41	MENOMINEE TWP.	\$144.60
Work :	3.GARAGE	2 car garage with upper attic room			010-011-020-50
<b>P13920-19</b>	10/22/19	THANOS ANDREW & MARY ANNE	W 8571 Broberg Lane 23 LN	LAKE TWP.	\$440.20
Work :	1.NEW BUILDING	camp			008-209-002-00
<b>P13921-19</b>	10/18/19	MOORE PATRICK	S-4 LN	LAKE TWP.	\$183.80
Work :	1.NEW BUILDING	14 x 34 camp			008-236-008-00
<b>P13922-19</b>	10/23/19	HEIDER JACK M & SUSAN A	W5616 CO RD 342	MELLEN TWP.	\$219.00
Work :	3.GARAGE	36 x 40 garage			009-180-069-00
<b>P13923-19</b>	10/22/19	MALONE GARETT & SAGATAW NICW	102 A-1 Road	HARRIS TWP.	\$207.00
Work :	2.ADDITION	22 x 30 addition			005-001-020-00
<b>P13924-19</b>	10/23/19	MENOMINEE CO	HWY MI-35 BAILEY PARK	INGALLSTON TWP.	\$0.00
Work :	2.ADDITION	44 x 46 addition restrooms, meeting room, research room and storage room			007-031-012-00
<b>P13925-19</b>	10/23/19	BOGEMA JEFFREY	N8970 CO RD 551	CEDARVILLE TWP.	\$248.40
Work :	4.MANUFACTURED	mobile home on 17 x 68 slab			001-111-016-00



# MENOMINEE COUNTY AIRPORT COMMITTEE

Minutes of Meeting

November 19, 2019

**\*\*APPROVED 12.17.19\*\***

The Menominee County Airport Committee met on November 19, 2019 at 4:00 PM at the Menominee County Courthouse in Menominee, Michigan.

## **I. Call to Order**

The meeting was called to order by Chair Gromala at 4:00 PM.

## **II. Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

## **III. Roll Call**

Commissioners Present: Chair Gromala, Commissioner Piche, Commissioner Cech

Other Present: Administrator Carviou & Jeff LaFleur

## **IV. Approval of the Agenda**

Motion made by Commissioner Cech, seconded by Commissioner Piche to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **V. Approval of Previous Minutes (October 15, 2019)**

Motion made by Commissioner Piche, seconded by Commissioner Cech to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **VI. Public Comment**

None

## **VII. Business**

### *A. Budget Report*

Discussion ensued regarding budget reports for the Menominee Regional Airport through October 31, 2019. Administrator Carviou advised this was the first month of the new fiscal year, and there isn't anything that looks unusual or cause for concern.

*B. Fuel Sales Report*

Per the General Ledger, fuel sales were as follows:

Business Sales - \$5,558.76

Cash Sales - \$0.00

Credit Card Sales - \$7,190.85

**Total - \$12,749.61**

100LL – 1,261 Gallons Sold

Jet – 2,158 Gallons Sold

*C. Activity Report*

Jeff Lafleur advised that the Vice-President was supposed to fly-in to Menominee on October 23, 2019; however, that trip was cancelled the morning the Vice-President was supposed to arrive. The trip has been rescheduled for November 20, 2019, but the Vice-President will be flying into Green Bay this time instead of Menominee. They asked to fly-in to Menominee, but they want to bring a 757 this time compared to the smaller aircraft they were going to fly-in with last time. After talking to our engineer, it was determined that a 757 could land/take-off from Menominee; however, the weight of the aircraft would do damage to the taxiways and ramp. There were also logistical and operational issues with maneuvering the aircraft and turning it around on the runway. On the plus-side, the Navy will now be able to buy fuel from us on this trip. They wouldn't be able to otherwise due to the security necessary around the fuel farm if the Vice-President was there.

*D. Community Hangar - Roof*

Discussion ensued regarding the roof on the Community Hangar and options to fix the leaking. Administrator Carviou presented some pricing received by a vendor for various options, including repairing compared to replacing. The Committee decided to place a generic RFP allowing vendors to provide quotes for a new steel roof, a new roof over the existing roof, repairs, or other solutions. The Airport Committee would then consider the options and costs and make a recommendation to the County Board.

Motion made by Commissioner Piche, seconded by Commissioner Cech to advertise a Request for Proposals for replacement or repair options for the Community Hangar roof. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*E. Airport Fund Balance*

Administrator Carviou advised that he would like to re-designate the amounts in the 216 Fund Balance to properly allocate funds for the Airport Capital Improvement Plan. Currently, the County budgets \$50,000 for ACIP, and at the end of the fiscal year that money is placed in the fund balance. However, that money has been mixed with undesignated funds and not specifically earmarked for future ACIP projects in the fund

balance. Administrator Carviou also noted that there is \$15,000 in the fund balance earmarked for a new courtesy vehicle; however, the County Board decided not to buy a new vehicle. Instead a used fleet vehicle from the Annex was transferred to the airport. That is working well for now, and he recommends that the \$15,000 be re-designated to the undesignated fund balance.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that \$150,000 from account 216-000-390.00 be designated for ACIP projects and to re-designate \$15,000 from 216-000-393.01 to account 216-000-390.00. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*F. 2020 Airport Event - Date*

Discussion ensued regarding setting a date for the 2020 “Airport Days” event, which will primarily be orchestrated by M & M Aviation LLC. Mark Yankovich from M&M Aviation LLC requested the date be set for August 16, 2020. It gets hard to schedule the skydivers if you get too late in August or into September because a lot of the employees are college students that go back to school. The date also doesn’t interfere with Waterfront and the weather is generally nicer in August.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that August 16, 2020 be designated for “Airport Days” events and activities. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**IX. Public Comment**

None

**X. Commissioner Comment**

None

**XI. Adjournment**

Motion made by Commissioner Cech, seconded by Commissioner Piche to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Menominee County Remonumentation Committee  
Minutes of Meeting  
December 14, 2018

\*\*\*\*\*APPROVED 12.18.2019\*\*\*\*\*

The Remonumentation Committee met on December 14, 2018 at 3:00 PM at the Menominee County Administrator's office.

**Call Meeting to order:** Com. Schei called the meeting to order at 3:00 P.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** Jason Carviou, Com. Schei, Bill Lenca, Jeff Lenca, Sherry DuPont, Paul Anderson, Darrell Moilanen, Kandace Curran

**Agenda:** Moved by Paul Anderson, seconded by Darrel Moilanen to approve the agenda. Motion carried unanimously.

**Previous Meeting minutes:** Moved by, seconded by Com. Schei to amend the minutes from December 22, 2017. Motion carried unanimously. **Amendment:** Bill Lenca had some issues with the minutes: Under "work progress report" it says "section #20/25" that should be: Twp range 40 North; Range 25 West. All throughout" and also, where it says 200 forties left to complete, that should be 200 corners. Jeff Lenca moves to approve the minutes as amended above, Darrell Moilanen seconds. Motion Carried.

**Public Comment:** None

**Business Items:**

**2018 Work Progress Report:** Bill Lenca: Basically we're up in 41/25 (township/range) was where the majority of our corners were located. We had a few left over in 40/25 that we completed, I believe 7. We did 62 total in 41/25 for a total of 69 corners. We still had some money left so we were working along Cedarville in 36/25. The original survey meandered the Cedar River and meander corners where the river crossed the section line. That's what we're doing, replacing those meander corners, a lot of them end up in the river; we're actually setting reference monuments to those, basically all they are is line markers; you have the section corner then you hit the river at the meander corner on the section line. We're trying to do as much as we can with that to use up our funds. A map explaining the area done was passed out. Jeff Lenca: The red dots are the ones we're projecting to do this year yet. And you can see that you've got section and quarter section corners on either side of the river where it crosses and the original survey where it placed meander corners where they hit the river on either side, intending to be on the section line on either side. Com Schei: Do they come out pretty close to the section lines both ways, I mean, there's not a big gap in between where it's not matching up, right? B. Lenca: No they should be on a straight line. Typically because it's a river and the river has eroded and

widened, you're not going to find much original evidence there; so we're placing them and making sure they're on the section line. J. Lenca: If we were to find original evidence, then we would use the original evidence to place the corner and that would control the line. Schej: There's not like witnesses or anything on those corner sections that were there from years ago, you're more or less establishing...B. Lenca: they witnessed those out just like they did section and quarter section corners, but again, it's 160 some years ago, the river's changes a bit in a lot of cases. We didn't find any original evidence. Same kind of monument is used at the river as is sections and quarter sections. So the reason we have this project is because it was 160 years ago when it was last surveyed. J. Lenca: Yes the original survey was the late 1840's early 1850's when they did this entire county. Jason C: so the purpose is to make everything more accurate? J. Lenca: it's not necessarily to make it more accurate, it's to try to perpetuate where those corners were, where they set them. If we can find original evidence of where those corners were, they go back in that place, no matter what the measurements are between corners. We're not attempting to update the calculations between corners; we're just trying to put them back in where they're supposed to be; where they originally were. Jason: So you're just making sure the original ones are there or putting new ones in. J. Lenca: Yes. If there's nothing there, then we have to use math to put them back in or some sort of evidence. Discussion of grant funding (to get Jason up to speed on the remon. grant). The grant started in 1993; that was the first year they started. The state has a formula to figure out what each county gets as a grant each year based on the size of the county in part and other factors. Based on that, we've been getting a grant since 1993. We spend the majority of that grant setting corners. The only other thing we spend it on is some supplies, and a couple of years we had to get some equipment. The funding comes from recording fees across the state in the Register of Deeds office. So a % from each deed recorded goes into this pot and that's the fund the state uses to divvy out the \$ to the counties. B. Lenca: two years the county contributed some money to the fund (in addition to what the state provided), but typically the grant is all we get. Darrel: Once all of the corners are in, does this program expire, or they can keep applying for? B. Lenca: When we complete this next township we'll be complete except for a couple of sporadic corners. Then starts a maintenance program. We have to go through and replace those that are missing etc. So basically do it all over again. It'll be tricky to know which ones to do.

Discussion of Links and Chains and rods: A chain (which has links) is 66 feet. Rods are 16.5 feet. Kandace: How are you doing with gates on the north end? Bill & Jeff: Very accommodating. No problems. Private owners we call and try to let them know, they understand. Bill brought in paperwork to show what is provided to the state for the grant. Darrell: are the deeds avail. to the public? Yes in the ROD office. We mark the state plane coordinate and that gets sent to the state. These are also on the internet on the state's website for Remon. They're not up to date, but from 2014 and prior, they're on there. Kandace: I spoke to our GIS, this could be a layer for our GIS if you want to go that route. Costs for a layer are about 4-500 dollars (per Coleman Engineers). But is this something that the public will use? How do you justify the costs? J. Lenca: We don't have state plane coordinates in most of the county. It wasn't available to us 20 years ago. Sherry: We'll have a budget amendment to coordinate the accounts how Bill did within his report. The final \$ amount won't change, just the line items to match the grant breakdown.

**2019 Grant Application & Work Area:** The 2019 Grant is approved for \$74,519. We plan to do 58 corners 12 Meander corners and 15 common corners with Marquette & Dickinson Co. - We're trying to coordinate with Marquette and Dickinson County on the "shared" corners. 36/25 along the river again, I think there's 12 additional corners there that we didn't get through this year. That'll bring us up to 70 corners for 2019.

**Public Comment:** None

**Adjournment:** P. Anderson moves to adjourn the meeting at 3:40 pm. D. Moilanen seconds. All agree.

Menominee County Personnel Committee  
Minutes of Meeting  
March 13, 2019

\*\*\*\*\*APPROVED 12.17.19\*\*\*\*\*

The Personnel Committee met on March 13, 2019 at 10:03 AM at the Menominee County Courthouse, Administrator's office.

**Call Meeting to order:** Com. Phelps called the meeting to order at 10:03 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Roll Call:** Roll call was taken; Lang, Phelps, Johnson & Cech are present. (All present)

**Others present** at the meeting were Marc Kleiman, Jeffrey Rogg, Dana Cole, Molly McRae, Sarah Maus, Tony LaPlant, Sheriff Marks

**Agenda** was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

**Previous Meeting minutes:** Motion to approve minutes from December 7, 2018 meeting was made by Com. Cech, seconded by Com. Johnson. Motion carried 4/0.

**Public Comment:** None

**Business:**

- a) **Prosecuting Attorney – Restructure/Add an Additional Attorney:** **Jason:** You've heard now from law enforcement agencies about the backlog of cases currently in the Prosecuting Attorney's office. A recommendation from the Prosecuting Attorney, Judge Barglind as well as Judge Hass is that this office does need an additional full time Assistant Attorney. This is due to the increased caseload, a lot of it has to do with the drug issues in Menominee County. They are also seeing more felony cases that take up more time to get through the system. They feel it justifies that this position is going to be a long term need, not something just to fix the current backlog of cases. What I put together based on those recommendations is adding an assistant PA in that office, restructuring the organizational chart slightly where you'll have the PA as the elected official (Dept. Head); then create a new position (actually the current Asst.PA) just to rename the position as Chief Asst. PA. This person would remain at the same salary scale the current position is in which is a grade 17. That person would then have supervisory duties over the Asst. PA, investigator and Legal Secretaries in that Dept. The Chief Asst. would also fill in for the Prosecuting Attorney if they were not there. The Asst. PA would be an entry level position coming in. We do have updated job descriptions within. We are recommending that the county does add another full time position. I did hand out info. from other openings for similar positions in MI to get an idea of what the salary range is for those positions. Based on that and after talking to the PA's office we believe that this position should start at a grade 12. (Grades 12-16 are shown with costs to the county) Adding an Asst. PA at Grade 12 step 1, with benefits and a starting salary of \$48,794.73 total cost to the County would be \$75,941.11. The Asst. PA and Judges are confident they can find an attorney to fill the position at that wage. I'd like the current Asst. PA to add anything he would like to say. **Jeff Rogg:** The MI PA's association has a very detailed website and one of the components of it is a place where jobs

can be posted. That's what the printouts are that Jason has provided. He and I worked on the job descriptions together and he and I talked about the salary ranges together. When he first approached me about it, he had a number in mind and I said "I think that's a little rich, so let me check into it". That's when I went onto the PA's website and found some current openings and salary ranges paid throughout the state. I think we need to look a comparable counties. I think the salary grade of a level 12 would work just fine. I envision that job as an entry level position. We believe (and I believe) that we currently don't have enough manpower resources to handle the workload. Atty. Rogg explains the process of each case which takes time depending on the severity of each. **Phelps:** Do you feel that in the field out there, you will find someone. Would they have a desire to stick it out with this heavy backlog? **Rogg:** Yes, I feel if we get someone directly out of college, they'd be happy to have a job; able to pay their student loans. We may not retain for a long period, a few years perhaps, but they get the experience they need and we get the help we need. **Carviou:** We have explored other options Reality is that the need is probably greater than one attorney, right now I think we can find a way to afford one attorney and get them the resources they need. We're told to operate like a business but there's reason for business administration and public administration are two different things. In a business if you don't have the money you cut services or product to make things balance. In public administration you have a double bottom line. Yes we have to make our finances balance, but we also have another bottom line, to provide a service that the public expects us to provide. **Rogg:** Another thing that I would envision with the addition of another Prosecutor would be to allow our office to be more proactive. We're currently running the office like a "MASH" unit; running triage. Stop the bleeding and move on to the next person and stop his bleeding. That's frustrating because the way I like to approach my job professionally, is to do everything that I can, that I think needs to be done to do the very best job that I can, and right now that's not possible. **Johnson:** Is the backlog going to be a continuing trend, is it going to just keep increasing, is it a sudden influx over a number of years, or... **Rogg:** well my understanding is that there was a backlog of cases when Dan Hass was appointed probate judge. During that interval, he took the bench in September, I showed up on Nov. 30<sup>th</sup>, so there was about a eight week gap there when bill was running around like "more than a chicken with his head cut off". Nothing was being done except the bare bones minimum. So we got even further behind there. Then we got the murder case and that takes precedence over almost every other case and all time is spent on that. So we got further behind then. That case was rescheduled like five times. So you spend weeks preparing for the trial and then, rescheduled. **Johnson:** The backlog, are we maintaining that level now, are we still increasing? **Rogg:** I don't believe it is, I think we're holding even right now. Jason: You've heard the recommendations from everyone. We would be recommending to make a motion to add an additional attorney to the Prosecuting attorney's office. If the board does that, they will also need to address the job descriptions, since they've been updated. Com. Phelps moves to add an additional attorney to the Prosecuting Attorney's office. Supported by Com. Lang. 4/0

**b) Prosecuting Attorney – Chief Assistant Prosecuting Attorney & Assistant Prosecuting Attorney Job Descriptions – Discussed above. Com. Cech moves to approve the job descriptions of the Chief Assistant PA and the Assistant PA. Com. Phelps supports. 4/0**

**c) Prosecuting Attorney – Legal Secretaries Job Descriptions, Investigator Job Descriptions, and DMG Studies - Jason:** The previous PA decided to change the job duties within his office. I supported the staff in that office in their desire to receive updated job descriptions. I asked the legal secretaries to provide me with updated job descriptions as well as the DMG study survey. We got the job descriptions back, which were quite lengthy and I asked Sherry to cut them down a bit. There was a lot of repetitive things in there. We'll need approval to send this to the DMG for a pay grade evaluation. **Phelps:** Speaking of the DMG, Do you foresee a

situation that is going to be way out of line here? Is this going to cause a lot of animosity? Once we do the DMG Study, there's no turning back. **Jason:** When job descriptions change, it's good to do a wage study on them. I don't think the changes here are going to be enough to make a change in their pay grade, personally, based on the responsibilities of those positions. Ultimately it's up to the board if the DMG comes back with a change in pay, to make a change or not. The PA's office understands that, it's not just about the money, it's about getting the job descriptions updated. Teamster's Business Agent **Tony LaPlant:** Asks that the board consider doing this. You're hiring an additional prosecutor, the ladies will be getting the work of three people now instead of two. At least consider getting the job descriptions updated. **Jason:** With all the other changes within that office, now may be the right time to get all of the positions done and then it'll be taken care of for that office. There is a cost of \$150 for each description. **Dana Cole:** I just want to reiterate, what we submitted for our job descriptions to the admin office. They asked us to list everything. That's why they're so lengthy. **Bernie:** DMG, The Deters' study in the beginning. Every department has the right to request a study within departments. Because circumstances in a department change, they should be requesting studies. **Cech:** Our County has many quality people in all departments. You could say that not everything is cut and dry as far as duties in the office. In the offices, you have to do to get the job done. I think we all agree we need to get some help in the office. Then worry until a later time to get the DMG done. **Sarah Maus** – My main goal to having my job description updated (Investigator) is because in the current job description, it has "NSF checks", which the PA has determined we are no longer doing. I personally have not been trained to do that job. I'm not saying I'm not willing to do so. Also my job description has "crime victim rights reporting" which when I was hired on, Mr. Merkel told me I would not be doing that. Since I was hired, I have taken some training to accomplish that duty, because it effects funding for the crime victim rights program. I am an IV-D worker, meaning I investigate child support cases and establishment of maturity. Other than that, I don't handle any criminal aspect of the PA's office. I am funded 66% federally. By doing the criminal work, it takes away from the 66% funding of my IV-D work. Jason thought it would be best to do both the changes in the job description and the DMG study. **Jason:** I can give the committee your options. 1. Approve DMG Studies on the new job descriptions. 2. Forgo the DMG studies and just update the job descriptions. **Phelps:** I would not agree with that. I have no idea what would justify a change within their job descriptions. 3. Option of doing nothing and keep the job descriptions in place as they are. Phelps: My opinion is we do the DMG Study. **Molly McRae:** the job description that we submitted to Jason and Sherry has been changed. I feel they were drastic changes, better fit for the DMG Study to be done. We were not aware of those changes until last minute. You can see the changes that have been made in the job description. We are extremely short staffed. I think is unfortunate, we're doing a disservice to the community. We have victims that are not being properly served. We're not able to communicate with them the way we're supposed to because we are short staffed. Yes, I strongly believe that an assistant will go a long way, but I do think the additional job duties (since I've been here) have added tremendous duties to the secretaries. **Jason:** Quite frankly, after reviewing the job descriptions after being broken down, I think they need to be cut down more. Job descriptions are supposed to be bullet point aspects of what you're doing. At this time I think I need to re-evaluate this with the staff in the PA's office. I would not recommend sending the job descriptions forward for a DMG evaluation. We're not ready for that. We'll send this back to the administrator for the next personnel meeting.

- d) **Request to Convert 3 PT Positions to 2 FT Positions** – **Jason:** This came about when the undersheriff came to me with a report of the current overtime at about 70% at this time. The proposal that we came up with for the board to consider is...they currently have three part time positions that we pay out approx.. \$52,000/year. What the sheriff dept. has been noticing is, a

lot of times we hire a part time position and send them off for training (which we pay for); Then they move to a full time position somewhere else. We haven't filled a part time position (that stayed) for quite some time. Part time positions are no longer efficient. One full time position will cost the county about \$70,000, so two positions (FT) will be approx.. \$140,000. When you look at the overtime costs, we should save money by going with two full time employees and getting rid of the part time positions. The Undersheriff says that we'd get much better performance from our employees if a full time employee vs. paying OT to the ones we already have; and it'll be much safer. The trend for overtime in the past three years has been 16/17 – \$120,000; 17/18 - \$145,000; year to date 18/19 – we've already spent \$50,000 in the budget. I would like to see the board try this for one year (19/20) and see what it does to the overtime account. The unknown here is "how much will we save in overtime". **Sheriff Marks:** I'd prefer to have part time employees, they are resilient. But we can't get part timers to apply. Right now we're on mandatory overtime. That has an effect on the employee and their families. **Lang:** I think it's time we took the advice of our Sheriff who we trust very much and try this out. **Jason:** I agree. Worst case scenario, we try this out for a year, if it doesn't work out, then we go back to the part time positions. **Com. Phelps** moves to send this to the full board for a vote. **Com. Cech** supported the motion.

- e) **Airport – Restructure of Organizational Chart and Personnel – Jason:** This is a plan that came from me while working with Jeff at the airport. (we'll cover e, f, & g) Right now the structure at the airport is, every year we budget for an airport manager that we never hire. It wasn't in my job description when I was hired. What I'm proposing is to eliminate the airport manager position altogether, saving \$80,000. Eliminate the part time airport lineman position as well that would save about \$30,000. Hire a full time lineman. Basically have two positions at the airport as Jeff is doing now (and has been). I'd like to change the organizational structure. The County Administrator oversees the airport; Jeff's position to become the Lead Operations Technician and he'd have a full time operations technician (working under Jeff). This change would have a savings of \$42,000. Add the job description of the Airport manager to the County Administrator. **Lang:** would this new employee be trained to take over all of the duties that Jeff does? **Jason:** Yes absolutely. **Phelps:** If we take an individual on, if he can't operate a grader, he doesn't belong working at the facility. We need to have a backup. **Jason:** Yes, that person will also need to be qualified to take the certifications that Jeff currently has.
- f) **Airport – Lead Operations Technician Job Description & Operations Technician Job Description – Jason:** I'd like this committee to allow me to get the DMG done on the Lead Operations Tech. position. Since we're adding supervisory duties to Jeff's position, I'd prefer to send it to the DMG for the salary recommendation.
- g) **Administration – County Administrator Job Description: Jason:** The way I did these job descriptions is: I took the original lineman position and I took the airport manager's position. I took the high level stuff from the airport manager and put it into my own job description. Basically I'm setting myself up to be the airport director to oversee the high level management of the airport. I'm taking some of the everyday operations out of the job description and adding it to the Lead Operations tech. I've been doing the job already and would like to continue to do that until we have the airport issues resolved. **Com.Cech,** I move we have the board approve Jeff's Job description and pay one grade; to approve the new full time person in at the current grade (9) and allow the county administrator to add the airport manager duties to his job description. **Com Lang** supports the motion, to bring to the full board for discussion. What we just discussed would explode the DMG. 4/0
- h) **Administration – County Administrator Evaluation Form – Jason:** I will be here in April

for one year. There have been some suggestions to change the evaluation form. I really don't have any issues with it the way it is. I did add one from another county for you to look at. My performance is tied to the raise in my contract. The commissioners can make changes if suggested. Sherry would take care of sending out the evaluation form and have you give her the scores to tally. The day of the meeting of the evaluation is the day I was hired one year ago. Jason will send out the evaluation and have the committee suggest any changes before we send it out for the board's evaluations.

- i) **Drug-Free Workplace Policy – Jason:** We've approved the Drug-Free workplace policy in Dec./Jan. due to the Marijuana law. One of the unions said they had an issue because we didn't have an exemption for law enforcement and correction officer that have to handle control substances as part of their job duties. We added one paragraph that they agreed to. I'd like to move it forward to the board for employees to sign the updated version. The judges and their staff are employees of the Judicial Branch of the state of MI. The other employees fall under the Legislative Branch. We would like them to sign it, but we can't force them to. They will have to enforce this themselves. Elected officials are co-employers but sort of independent. I don't have any issues with them signing, so we should be good with that. It's a good policy and it protects the county. I would like to send this to the full board for consideration. Com. Phelps moves to recommend to the policy to the full board for approval, Com. Johnson supports. 4/0

**Public Comment:** None

**Commissioner Comment:** None

**Adjournment:** Com. Phelps made a motion to adjourn at 12:39 PM, Com. Cech seconded. Motion carried.

4/0