

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

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

The Menominee County Board of Commissioners
will meet on Tuesday ~ December 27, 2016 @ 6:00 p.m. CDT
at the Menominee County Annex (MSU Extension Bldg.)
S904 US HWY 41, Stephenson, MI 49887

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
December 13, 2016 ~ County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items

1. Moved by _____ seconded by _____ to appoint Brian Barrette, E-911 Director to the UP 911 Authority Board Appointment for a three year term to begin 1/1/2017.
2. Moved by _____ seconded by _____ to approve the MERS Service Credit Purchase-Opt out Form. Menominee County elects to **eliminate** the option for participating employees to purchase additional service credit.
3. Moved by _____ seconded by _____ to appoint _____ as the **County Chief Fiscal Officer** until a regular full time Administrator can be hired.
4. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on November 18, 29 & Dec. 01, 2016 in the combined amount of \$177,063.76.
5. Moved by _____ seconded by _____ to approve commissioner per diems and expenses as recently submitted.

Charlie Meintz – Chairperson

Bernie Lang

James Furlong

Larry Schei – Vice Chairperson

John Nelson

Jan Hafeman

Gerald Piche

William Cech

6. Moved by _____ seconded by _____ to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
 - a. County Administrator position
2. Building and Grounds/Park Items:
 - a. Courthouse Security Policy
3. Miscellaneous Items:
 - a. 2017 Nomination for UPCAP Board (two year term)
 - b. Airport discussion-sponsorship status with FAA
4. Finance Items
 - a. MSU Extension 2016/17 ~ Agreement for Services
 - b. Miscellaneous bills as paid on December 15 & 19, 2016 in the combined amount of \$251,605.84.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

December 13, 2016

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

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

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

Absent: Com. Furlong, (excused).

Moved by Com. Nelson, seconded by Com. Hafeman to approve the agenda. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the November 22, 2016 Regular County Board Meeting. Motion was approved 7-0.

Public Comment:

- Lin Peterson – Commented on the Interim County Administrator position and they board should appoint Marc Kleiman

Presentations: None.

Department Head/Elected Officials Reports:

- Paul Putnam, MSU Extension District Coordinator – Gave the board an update on the MSU Extension. They will be having an open house and Listening Session on December 19th at 6:00 p.m. He also discussed the MOA and a 1% increase.
- Peggy Schroud, Equalization Director – Kandace Curran just completed all of her courses and has obtained her certification as a Michigan Advanced Assessor.
- Marc Kleiman, County Clerk/ROD – Informed the board that they did not need to fill the vacancy on the County Board since it was less than 30 days before the end of Com. Williams term. Steven Gromala will take over as the 1st District Commissioner on January 1st.

Action Items:

Moved by Com. Cech, seconded by Com. Hafeman to approve the 2017 Parks Price List as recommended by the County Parks & Recreation Committee with no changes to the prices from 2016. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve Resolution 2016-12 ~ PA 152 Compliance. Motion was approved by a roll call vote 6-1. Com. Lang voted nay. (Attachment A)

Moved by Com. Schei, seconded by Com. Cech, to approve purchase of the BS&A.Net Software upgrade for the Building Code Department. Funds up to \$16,335 will be disbursed from the Building Code Special Revenue expense account #249-371-727.00 (office supplies). Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve 2016/17 Budget Amendments #2 (#'s 3-9) as recommended by the Finance Committee. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Schei to appoint Amanda Hess to the Delta/Menominee Public Health – Board of Health for a three year term (1.1.17 ~ 12.31.19). Motion was approved 7-0.

Moved by Com. Nelson, seconded by Com. Piche to appoint Gary Eichhorn to the Department of Health and Human Services Board for a term to expire on 10.31.2019. Motion was approved 7-0.

Moved by Com. Piche, seconded by Com. Schei to appoint Thomas Philipps to the Building and Grounds Committee for a term to expire on 1.31.2020. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Piche to approve miscellaneous bills as paid on November 17, 2016 in the amount of \$59,439.31. Com. Hafeman asked about a bill on page 57. She was wondering why the account number was different for Bill Hafeman's payment. After review it appears that there was a typo in the entry of the account number. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve commissioner per diems and expenses as recently submitted. Motion was approved 7-0.

Moved by Com. Lang, seconded by Com. Nelson to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk. Motion was approved 7-0.

New Business (discussion only)

Personnel Items:

- a. E-911 Director New Hire. – Administration received E-911 Director Applications. A panel of four individuals conducted the interviews. Brian Barrette was at the top of all members' scores after all interviews were conducted. Brian will begin on December 20, 2016.
- b. UP 911 Authority Board Appointment. – A letter requesting Menominee County to appoint a new member to the UP 911 Authority Board was received. The consensus of the board is to approve appointing new E-911 Director Brian Barrette to the position at the next meeting.
- c. Interim County Administrator position. – Interim County Administrator Sherry DuPont informed the County Board that she would be stepping down as Interim Administrator effective 12/14/2016. The demands of the position have taken away from the many necessary duties of her position as Administrative Assistant. Com. Schei asked Sherry if her decision was final. She stated that it was. Com. Schei stated that he would like to thank Sherry for the work that she has done. Com. Meintz asked the board if they had any ideas on filling the position. Com. Schei stated that we need an Interim Administrator and we need to also proceed with a Full-

time Administrator. He also stated that he would not like to make a recommendation at this time. Com. Meintz stated that he has spoken with Peggy Schroud, Equalization Director and Marc Kleiman, County Clerk about the position. He said personally he would like to see the board appoint Peggy since he didn't know if there would be a conflict with appointing Marc who is an Elected Official. Com. Piche stated that he would feel more comfortable with appointing Marc to the position, especially with what has been going on the past few weeks. Marc is impartial and can talk to anybody within the county structure. Com. Cech stated that he agrees with Com. Piche, he also commented that appointing Marc would give him a heads up since he was applying for the permanent position also. Com. Lang stated that he received a phone call lobbying him to vote a certain way. The phone call was from a local real estate person. He said that Marc would be a more neutral candidate. Com. Nelson commented that when you are dealing with government money you don't give someone a position just to give them a heads up. He also commented that he thinks Peggy would do an excellent job. He stated that Marc is very competent but he doesn't like the comment about giving a heads up. Com. Schei commented that the board was not looking to give Marc a heads up. That was just one opinion. Com. Hafeman commented that if Peggy were put in that position she would do a good job. Com. Schei commented and asked what happens if Peggy applies for the permanent position; doesn't appointing her give her a heads up? Com. Schei also commented that Marc has an excellent resume and has the staff to help out. He would like to see Marc appointed to the position. Com. Nelson commented that he was concerned if there were any conflicts with appointing Marc to the position. He has contacted MAC and was looking for a legal opinion. He is hoping to have it within a couple of days. That way we don't eliminate someone, or appoint the wrong person. Com. Meintz commented that he feels that Peggy would shake up the courthouse and that she would run a stricter office. Com. Nelson commented that if we do not appoint an Interim Administrator tonight the Finance Chair, Board Chair or Treasurer could still signoff on our financials for the time being. It was decided that the board should wait until the next meeting and obtain a legal opinion before appointing either Marc or Peggy as Interim Administrator.

Building and Grounds/Parks Items:

- a. Project updates – Vestibule; Window replacement. – Jim Mekash updated the board on the projects. Regarding the Vestibule. The State mechanical inspection was approved this morning. An occupancy approval is scheduled for this Thursday. It should be open for public use this upcoming week. Security measures will begin on January 3rd. The final plan for the 2nd floor is still up in the air. The Building Committee will meet to discuss this. Jim also commented that they are in the final stages of the window replacement and should be finished this week.

Miscellaneous Items:

- a. MERS Service Credit Purchases. – We received a letter from MERS in reference to service credit purchases. We need to determine whether Menominee County will allow employees the option to purchase MERS service credit or not. An email from Karima is attached to the Board Packet and explains the “risk” to the municipality. The consensus of the board is to NOT approve allowing employees to purchase service credit. This is based on the fact that there may be increased cost to the County in the future.

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 18, 29 & December 1, 2016 in the combined amount of \$177,063.76. The consensus of the board is to move this item forward to the next meeting for approval.

Misc. Boards/Committees/Commissions Reports:

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

Public Comment:

- Kathie Presitn – Commented that she would like to know who Peggy Schroud reports to.
- John Anderson – Commented that he received a lot of emails regarding the issues with one assessor in the county and Peggy Schroud. He stated that this assessor is asking for information that he has never asked for or received.
- Mari Negro – Commented that she worked very closely with the Equalization Department to help her clean up the huge mess with the City of Menominee when she was appointed as the assessor.
- Kandace Curran – Thanked the board for their support. She also commented on the complaints regarding the Equalization Department.
- Peggy Schroud – Commented that she has been the Equalization Director for 11 years. She commented on the unprofessional emails that she received and she would like the county's support with all of this.

Commissioner Comment:

- Com. Piche – Commented on the loss of fellow Commissioner Ray Williams. He read a nice tribute and thanked Lisa Reed for her article in the newspaper.
- Com. Schei – Commented that he would like to echo Com. Piche's remarks. He also commented about the issue the county has with their vehicle insurance and not allowing non employees to ride in county vehicles.
- Com. Hafeman – Commented that she would like to wish everyone a Merry Christmas. She also thanked Sherry for her work as Interim Administrator.
- Com. Cech – Commented on Ray Williams and the celebration of his life that he attended at the Ogden Club.
- Com. Nelson – Commented that he really liked Com. Williams and he had a good personality.
- Com. Meintz – Commented that he would like to thank Com. Piche for his kind words. He is looking forward to Christmas. He also commented regarding a Public Comment question that was asked about the Equalization Director. He stated that Peggy is an employee of the County Board.

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 7:30 p.m. Motion was approved 7-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	UP 911 Authority Board Appointment
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>A letter requesting Menominee County to appoint a new member to the UP 911 Authority Board was received. I believe now that we've hired a new employee, he should be appointed to the board to fill the three year term.</p>	
RECOMMENDED MOTION	
<p>To appoint Brian Barrette, E-911 Director to the UP 911 Authority Board Appointment for a three year term to begin 1/1/2017</p>	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Sherry DuPont

From: Tracy Lektzian <lektziant@upcap.org>
Sent: Monday, October 24, 2016 8:27 AM
To: Brian Bousley; Dolly Cook
Subject: UP 911 Authority Appointments
Attachments: UP 911 Appointee Notice.doc

Attached please find the Appointment Notice for the UP 911 Authority Board. **Terms run for 3 years.**

Both Delta and Menominee County Representatives are retiring at the end of this year and will no longer be serving on this board. Please appoint a representative from your County and return the form to me by November 25th.

Current Dickinson County Rep is Scott Ceello - needs replacement
Current Menominee County Rep is Debra Wormwood - needs replacement

Again, both Scott and Debra will stay on through end of year so we will need their new replacement to start in January. Please return the attached form by November 25th.

Thank you.

--

"Life isn't about waiting for the storm to pass... Its about learning to dance in the rain"

Tracy Lektzian

Office Manager

Upper Peninsula Commission for Area Progress (UPCAP)

P.O. Box 606

Escanaba, MI 49829

906.217.3023 or 906.786.5853 (fax)

For more information, DIAL 2-1-1 or visit www.upcap.org



**UP 911 Authority Administrative Policy Board
Appointment Notice**

Name of County: _____

**UP 911 Authority
Appointee**

Appointee: _____

Your Current Representative:

Authorized Signatory: _____

Date: _____

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	MERS Service Credit Purchase
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>We received a letter from MERS in reference to service credit purchases. We need to determine whether Menominee County will allow employees the option to purchase MERS service credit or not. An email from Karima explains the "risk" to the municipality.</p>	
RECOMMENDED MOTION	
<p>To approve the MERS Service Credit Purchase-Opt out Form. Menominee County elects to eliminate the option for participating employees to purchase additional service credit.</p>	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

From: Karima LaJoie [<mailto:klajoie@mersofmich.com>]
Sent: Friday, December 02, 2016 2:57 PM
To: Joann Klumb <jklumb@Menomineeco.com>
Subject: RE: Service Credit Purchase REF:0021869

Hi Joann,

Members can purchase additional DB service credit to increase their DB pension benefit. However, while the employees would pay to the cost of the purchase, there remain potential for downstream impact on the municipality. The reason is that the cost of the purchase is estimated based on many assumptions (i.e. when will the member retire, what will their FAC be at retirement, how long will they live, how much investments will assets earn etc...); if any of these assumptions are not met (i.e. member lives longer than expected or market returns drop) then the difference between what the member paid for the additional service and what the true cost would be is borne by the municipality. Sometimes the municipality realizes an actuarial gain (i.e. if member purchases service and market does really well) or an actuarial loss (i.e. member lives longer than assumed). Because of this "risk", the municipality board has to approve the decision to allow the member to purchase additional service.

Let me know if you need anything else.
Karima LaJoie.

From: Joann Klumb [<mailto:jklumb@Menomineeco.com>]
Sent: Friday, December 02, 2016 3:31 PM
To: Karima LaJoie <klajoie@mersofmich.com>
Subject: Service Credit Purchase

Good afternoon Karima,

What is the purchase of additional service credit? Why is it up to our Board to approve the final purchase?

December 1, 2016

Joann Klumb
Menominee County
839 10th Ave.
Menominee, MI 49858

RE: Service Credit Purchase Process Updates Coming Soon

Dear Joann,

Based on customer feedback and the unique needs of each municipality, we are implementing a new process for service credit purchase requests effective **January 3, 2017**. Prior to this date, your municipality will need to determine if it will offer employees the option to purchase additional service credit.

If your municipality opts to offer this option, you do not need to take any immediate action. However, MERS will require that as of January 3, all requests for service credit purchase estimates must come from you - the employer - through an online web form coming soon to the MERS website. Employees contacting MERS to request an estimate will be instructed to reach out to you to facilitate the request. Please note that if an employee elects to purchase service credit, your municipality's governing body will still be required to approve the final purchase.

Additionally, to assist you with your due diligence in approving these requests, we have improved the **Application for Additional Service Credit Purchase** to provide more straightforward information on the calculation assumptions and potential financial impact to your municipality.

If you choose **not** to provide employees the opportunity for service credit purchases, you will need to complete and return the enclosed **Service Credit Purchase Opt-Out Form** so that MERS is aware of your decision.

If you have questions regarding these changes, please contact your Benefit Plan Coordinator by calling 800-767-MERS (6377).

Sincerely,

Municipal Employees' Retirement System of Michigan

Service Credit Purchase Opt-Out Form



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

The _____, _____
(Municipality name) (Municipality #)

is a participating municipality in the Municipal Employees' Retirement System of Michigan (MERS). Per the MERS Defined Benefit Plan Document, Sections 18 and 19, the MERS Defined Benefit Plan allows for participating employees to purchase governmental and generic service credit under specific conditions.

By signing and submitting this form, the municipality listed above elects to eliminate the option for participating employees to purchase additional service credit. Participants calling MERS to request a service credit purchase estimate will be notified that their employer does not allow for this option.

This provision from between the municipality and MERS will be on record as the municipality's affirmative election that MERS will no longer provide estimates for additional service credit purchases to its participating employees until an amendment to your adoption agreement is made to indicate otherwise.

As this is an administrative preference initiated by the employer on how MERS should administer this benefit, no resolution by the governing body is required to implement this request.

Please make a selection below:

- This provision applies to all divisions.
- This provision applies only to the following divisions (list applicable division numbers below):

Approved by _____ on _____
(Name of approving representative) (Date)

Authorized signature: _____

Contact type for MERS: _____
(Human Resources, Finance, Reporting Portal, Primary)

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	County Financial Officer
DEPARTMENT:	County Board
ATTACHMENTS:	
SUMMARY:	
<p>Vacancy of Interim County Administrator. The County Board is to discuss the responsibilities of the County Administrator and fill the duties until an administrator can be hired. As of 12.14.16, these duties will no longer fall under the County Administrative Assistant.</p> <p>12.13.16 ~ CB agreed to hold on a decision until legal clarification is obtained.</p>	
RECOMMENDED MOTION	
<p>To appoint _____ as the County Financial Officer until a regular full time Administrator can be hired.</p>	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on November 18, 29 & Dec. 01, 2016 in the combined amount of \$177,063.76.	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on November 18, 29 & Dec. 01, 2016 in the combined amount of \$177,063.76.	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

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
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
216 Airport
218 IT - Computer Serv.
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
292 Special Child Care Funds
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 11/18/2016 - 11/18/2016
 UNJOURNALIZED OPEN
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 50219	Mastercard Courthouse (10/13 - 11/11/16)	11/11/2016 jessicaw	11/15/2016	970.09	970.09	Open
	101-215-802.00	Lansing Community College		240.00		
	101-101-858.00	Bay Mills Casino & Resort		67.69		
	101-268-729.00	USPS		6.45		
	517-252-860.00	Drifters		9.41		
	517-252-860.00	The Shack		90.00		
	517-252-860.00	Kewadin St. Ignace Hotel		87.75		
	101-268-729.00	USPS		6.45		
	517-252-860.00	KWDN ST IGN HRS BAY RS		20.01		
	101-268-729.00	USPS		6.45		
	101-265-981.00	Amazon.com		7.99		
	517-252-860.00	KWDN ST IGN HRS BAY RS		8.41		
	101-265-931.00	Amazon Marketplace		189.99		
	101-253-860.00	The Hilltop Restaurant		9.53		
	101-253-860.00	Ojibwa Casino Resort		57.20		
	101-268-729.00	USPS		6.45		
	101-268-729.00	USPS		6.45		
	101-268-729.00	USPS		6.45		
	101-265-755.01	Family Dollar		28.23		
	101-215-802.00	Schenck Event		25.00		
	101-268-729.00	USPS		6.45		
	101-257-742.00	Elmira EZQPS		28.67		
	101-268-729.00	USPS		6.45		
	101-257-860.00	Walldorff Brew Pub		18.63		
	101-257-860.00	Applebees		16.52		
	101-257-860.00	Dairy Queen		5.30		
	101-257-860.00	Subway		8.16		

of Invoices: 1 # Due: 1 Totals:
 # of Credit Memos: 0 # Due: 0 Totals:

970.09 970.09
 0.00 0.00
 970.09 970.09

--- TOTALS BY FUND ---

101 - GENERAL FUND	754.51	754.51
517 - PA 123 FORECLOSURE	215.58	215.58

--- TOTALS BY DEPT/ACTIVITY ---

101 - BOARD OF COMMISSIONERS	67.69	67.69
215 - COUNTY CLERK	265.00	265.00
252 - PA 123 FORECLOSURE	215.58	215.58
253 - COUNTY TREASURER/DTRF	66.73	66.73
257 - EQUALIZATION DEPARTMENT	77.28	77.28
265 - BUILDINGS AND GROUNDS	226.21	226.21
268 - REGISTER OF DEEDS	51.60	51.60

RECEIVED
 NOV 18 2016
 BY: *AA*

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 11/29/2016 - 11/29/2016
 UNJOURNALIZED OPEN
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 58270	Mastercard 10/13 - 11/03 (Sheriff/Road)	11/11/2016 jessicaw	11/29/2016	1,909.55	1,909.55	Open
	101-301-742.00	Holiday		14.00		
	101-301-742.00	Holiday		10.00		
	101-301-742.00	Island Oasis		7.00		
	101-301-742.00	Krist Oil		36.22		
	101-301-742.00	Marathon Petro		31.79		
	101-301-742.00	PawPaw Citgo		27.00		
	101-301-742.00	Shell Oil		38.00		
	101-301-742.00	Shell Oil		17.00		
	101-301-742.00	Superior Touchless		9.00		
	101-301-770.01	Amazon		37.99		
	101-301-770.01	Quill		49.99		
	101-301-860.00	Family Express		24.44		
	101-301-860.00	Francis Creek		23.61		
	101-301-860.00	Radisson Hotels		473.59		
	101-301-860.00	Radisson Hotels		621.84		
	101-301-860.00	Shell Oil		29.69		
	101-301-860.01	Big Boy Ann Arbor		22.55		
	101-301-860.01	Sbarro Hinsdale		9.20		
	101-301-860.01	Sbarro Hinsdale		9.20		
	101-301-860.01	Wendy's		9.43		
	101-301-860.01	Wendy's		9.72		
	101-301-860.01	Wendy's		10.85		
	101-301-881.01	Mighty Pet		84.75		
	101-301-770.00	Bob Barker		60.09		
	205-315-755.00	Menards		242.60		
# of Invoices:	1	# Due:	1	Totals:	1,909.55	1,909.55
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>1,909.55</u>	<u>1,909.55</u>
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			1,866.95	1,866.95	
	205 - ROAD PATROL			242.60	242.60	
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT			1,866.95	1,866.95	
	315 - ROAD PATROL			242.60	242.60	

APPROVED

NOV 30 2016

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

DEC 01 2016 *AD.*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: ANDREW C. TITUS					
2013-068-MI	Court Appointed Representative (Anderla)	101-148-807.00	160.00		160.00
TOTAL VENDOR ANDREW C. TITUS					160.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC					
1677509929	Airport Supplies	216-585-755.01	32.86		64.90
		216-585-745.00	32.04		
1677505544	Airport Supplies	216-585-755.01	32.86		64.90
		216-585-745.00	32.04		
1677514355	Airport Supplies	216-585-755.01	34.42		67.39
		216-585-745.00	32.97		
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC					197.19
VENDOR NAME: AT&T MOBILITY					
287252234966	11/10 - 12/9 (906-792-5968)	101-132-850.00	31.61		31.61
TOTAL VENDOR AT&T MOBILITY					31.61
VENDOR NAME: AUTOMOTIVE SUPPLY CO.					
080395551	Oil Filter for LawnMower (Airport)	216-585-742.00	11.95		11.95
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.					11.95
VENDOR NAME: BADGER MAILING & SHIPPING					
90660	Ink Cartridge for Postage Machine	101-253-729.01	166.10		166.10
TOTAL VENDOR BADGER MAILING & SHIPPING					166.10
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.					
20902	Repairs to 5518	205-315-934.02	1,068.52		1,068.52
20948	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	27.95		27.95
20949	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	268.92		268.92
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.					1,365.39
VENDOR NAME: BLUETARP FINANCIAL, INC.					
D77193	Inmate Supplies	101-301-770.00	183.75		183.75
D77517	Inmate Supplies	101-301-770.00	40.00		40.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.					223.75
VENDOR NAME: BRUNELLE, JENNIFER					
November 2016	Crisis Intervention	292-668-801.00	655.00		655.00
TOTAL VENDOR BRUNELLE, JENNIFER					655.00
VENDOR NAME: CECH, WILLIAM					
Reimbursement	Mileage - November 2016	101-101-860.05	51.84		51.84
TOTAL VENDOR CECH, WILLIAM					51.84
VENDOR NAME: CELLCOM					
695557	Medical Examiner - Cellular Services	101-648-850.00	57.60		57.60
689112	Airport Cellular Services	216-585-850.00	54.35		54.35
TOTAL VENDOR CELLCOM					111.95
VENDOR NAME: CITY OF STEPHENSON					
709	Annex - Water/Electric/Sewer	101-261-920.01	19.10		256.23
		101-261-920.02	32.55		
		101-261-920.03	204.58		
TOTAL VENDOR CITY OF STEPHENSON					256.23
VENDOR NAME: CLOVERLAND PAPER CO					
112860	Inmate Supplies	101-301-770.00	83.37		83.37
112859	Courthouse Supplies	101-265-755.01	224.29		224.29
TOTAL VENDOR CLOVERLAND PAPER CO					307.66

DEC 01 2016 *AD*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: COOPER OFFICE EQUIPMENT				
139611	Contract # 2721-01 (PA's Office)	101-267-801.00	278.93	278.93
140122	Contract # 2146-01	101-172-931.01	503.98	503.98
TOTAL VENDOR COOPER OFFICE EQUIPMENT				782.91
VENDOR NAME: DENNIS-RULEAU, DAWN				
6212	Transport of Juvenile	101-132-801.01	50.00	170.00
		101-132-801.00	120.00	
Reimbursement	Mileage & Meals	101-132-801.00	223.80	223.80
TOTAL VENDOR DENNIS-RULEAU, DAWN				393.80
VENDOR NAME: EICHHORN, GARY				
DHS Board	Per Diem & Mileage	101-601-837.00	50.00	96.44
		101-601-837.00	46.44	
TOTAL VENDOR EICHHORN, GARY				96.44
VENDOR NAME: GOOD SOURCE				
S10397732	Inmate Supplies	101-301-770.00	177.92	177.92
TOTAL VENDOR GOOD SOURCE				177.92
VENDOR NAME: GRIME FIGHTERS				
4088	Duct Cleaning Jail Stove	101-265-930.01	280.00	280.00
TOTAL VENDOR GRIME FIGHTERS				280.00
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage (10/31 - 11/22/16)	101-101-860.10	87.48	87.48
TOTAL VENDOR HAFEMAN, JAN				87.48
VENDOR NAME: HI TEC BUILDING SERVICES				
013226	November 2016 Cleaning Services	101-265-801.00	1,400.00	1,400.00
TOTAL VENDOR HI TEC BUILDING SERVICES				1,400.00
VENDOR NAME: HUBBARD, VONNIE				
6214	Transport of Juvenile	101-132-801.01	50.00	170.00
		101-132-801.00	120.00	
Reimbursement	Meal	101-132-801.00	6.10	6.10
TOTAL VENDOR HUBBARD, VONNIE				176.10
VENDOR NAME: ID NETWORKS				
271349	Annual Service Maintenance Fee	101-301-976.00	750.00	750.00
TOTAL VENDOR ID NETWORKS				750.00
VENDOR NAME: J.F. AHERN COMPANY				
171425	Service on Fire Extinguishers	101-301-934.02	240.98	240.98
TOTAL VENDOR J.F. AHERN COMPANY				240.98
VENDOR NAME: JOEL HENSLEY, RN				
November 2016	Medical Examiner	101-648-709.00	1,080.00	2,600.00
		101-648-835.00	1,520.00	
Credit Memo	Duplicate Payment of Blood Draw (M.L.)	101-267-801.01	(100.00)	(100.00)
Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR JOEL HENSLEY, RN				3,865.00
VENDOR NAME: KANDACE R. CURRAN				
Reimbursement	Class Fee & Bridge Fair	101-257-860.00	258.00	258.00
TOTAL VENDOR KANDACE R. CURRAN				258.00
VENDOR NAME: KASS, MICHAEL				
				258.00

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: KASS, MICHAEL				
Parks Committee	Per Diem & Mileage	208-751-860.00	50.00	
		208-751-860.00	21.60	
TOTAL VENDOR KASS, MICHAEL				71.60
VENDOR NAME: KOSEWSKI, JEAN				
Reimbursement	Mileage	101-301-742.00	108.00	
TOTAL VENDOR KOSEWSKI, JEAN				108.00
VENDOR NAME: L.A. BUSSE, INC.				
ZB70364	Door Slide	101-265-934.00	67.80	
TOTAL VENDOR L.A. BUSSE, INC.				67.80
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - November 2016	101-101-860.02	62.64	
TOTAL VENDOR LANG, BERNARD				62.64
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
90572	Window Envelopes (FOC)	101-141-727.00	255.00	
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				255.00
VENDOR NAME: M & M TRUCKING, INC.				
7413	Sand for Airport Runway's (x2)	216-585-981.01	200.00	
TOTAL VENDOR M & M TRUCKING, INC.				200.00
VENDOR NAME: MARINETTE FARM & GARDEN				
379266	K9 Supplies	101-301-881.01	54.99	
TOTAL VENDOR MARINETTE FARM & GARDEN				54.99
VENDOR NAME: MENARDS - MARINETTE				
23738	Inmate and Other Operating Supplies	205-315-755.00	16.95	
		101-301-770.00	31.98	
TOTAL VENDOR MENARDS - MARINETTE				48.93
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10295755	Fuel Filter/Shutoff - Airport LawnMower	216-585-981.00	14.97	
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				14.97
VENDOR NAME: MERIT NETWORK, INC.				
75230	Contracted Bandwith & Install	101-103-851.01	1,960.00	
TOTAL VENDOR MERIT NETWORK, INC.				1,960.00
VENDOR NAME: MICHIGAN ASSESSORS ASSOCIATION				
Renewal	Membership Renewal (Schroud/Curran)	101-257-802.00	150.00	
TOTAL VENDOR MICHIGAN ASSESSORS ASSOCIATION				150.00
VENDOR NAME: MICHIGAN ASSN OF EQUALIZATION				
Dues	MAED 2017 Membership Dues (Schroud/Curran)	101-257-802.00	100.00	
TOTAL VENDOR MICHIGAN ASSN OF EQUALIZATION				100.00
VENDOR NAME: MICHIGAN CHAMBER SERVICES, INC				
523507	State & Federal Labor Law Posters	101-103-755.00	132.00	
TOTAL VENDOR MICHIGAN CHAMBER SERVICES, INC				132.00
VENDOR NAME: MICHIGAN COUNTIES WORKERS'				

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CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

AMOUNT

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MICHIGAN COUNTIES WORKERS'				
2070	2017 1st Qtr Installment	101-101-716.00	65.24	
		101-131-716.00	50.64	
		101-132-716.00	94.64	
		101-136-716.00	423.74	
		101-141-716.00	658.17	
		101-148-716.00	51.71	
		101-150-716.00	3.18	
		101-172-716.00	409.72	
		218-656-716.00	51.01	
		101-215-716.00	240.49	
		101-253-716.00	175.50	
		101-257-716.00	361.40	
		101-261-716.00	22.56	
		101-265-716.00	1,885.79	
		101-267-716.00	833.54	
		101-268-716.00	93.07	
		101-301-716.00	14,373.74	
		101-331-716.00	33.19	
		101-426-716.00	37.26	
		101-648-716.00	55.66	
		101-682-716.00	44.25	
		205-315-716.00	8,217.05	
		205-316-716.00	560.30	
		208-751-716.00	890.60	
		249-371-716.00	81.09	
		266-325-716.00	427.58	
		266-326-716.00	40.83	
		271-790-716.00	668.72	
		292-663-716.00	238.74	
		292-664-716.00	201.27	
		292-665-716.00	207.06	
TOTAL VENDOR MICHIGAN COUNTIES WORKERS'				31,497.74
VENDOR NAME: MICHIGAN SHERIFFS' ASSOCIATION				
20161053	2017 Professional Dues	101-301-802.00	705.00	705.00
TOTAL VENDOR MICHIGAN SHERIFFS' ASSOCIATION				705.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0123057-001	Road Patrol Office Supplies	205-315-727.00	52.65	52.65
0123113-001	Labels - Clerk's Office	101-215-727.00	12.69	12.69
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				65.34
VENDOR NAME: NASER, JEFF				
DHS Board	Per Diem & Mileage	101-601-837.00	50.00	97.52
		101-601-837.00	47.52	
TOTAL VENDOR NASER, JEFF				97.52
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - October 2016	101-101-860.11	142.56	142.56
Reimbursement	Mileage - November 2016	101-101-860.11	133.92	133.92
TOTAL VENDOR NELSON, JOHN R.				276.48
VENDOR NAME: NIEMI, DANIEL R.				
6211	Transport of Juvenile	101-132-801.01	16.25	55.25
		101-132-801.00	39.00	
TOTAL VENDOR NIEMI, DANIEL R.				55.25
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	November 2016 - Mileage	292-664-860.00	109.89	109.89
TOTAL VENDOR NUTT, MICHAEL				109.89
VENDOR NAME: OFFICE DEPOT, INC.				
B69875602001	ROD - Credit Memo Applied Incorrectly	101-268-727.00	5.79	5.79

APPROVED

DEC 01 2016

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
TOTAL VENDOR OFFICE DEPOT, INC.				5.79
VENDOR NAME: OTIS ELEVATOR COMPANY				
CVE05003C16	Service from 12/1 - 2/28/17	101-265-801.00	660.45	660.45
TOTAL VENDOR OTIS ELEVATOR COMPANY				660.45
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40683631605	Inmate Supplies	101-301-770.00	41.54	41.54
40683632322	Inmate Supplies	101-301-770.00	41.54	41.54
TOTAL VENDOR PAN-O-GOLD BAKING CO.				83.08
VENDOR NAME: PELLA WINDOWS & DOORS OF WI				
233509	1st Installment Payment (Courthouse Windows)	101-103-998.10	110,985.00	110,985.00
TOTAL VENDOR PELLA WINDOWS & DOORS OF WI				110,985.00
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - November 2016	101-101-860.07	77.76	77.76
TOTAL VENDOR PICHE, GERALD L.				77.76
VENDOR NAME: PRINTERSPLUS!				
14834	Letterhead (CPL)	263-215-727.00	85.00	85.00
TOTAL VENDOR PRINTERSPLUS!				85.00
VENDOR NAME: QUILL CORPORATION				
1366061	Toner x2 (PA's)	101-267-727.00	183.98	183.98
1714379	PA - Office Supplies	101-267-727.00	188.12	188.12
TOTAL VENDOR QUILL CORPORATION				372.10
VENDOR NAME: RANDALL PHILLIPPS				
November 2016	Court Appointed - Show Cause	101-131-807.00	1,000.00	1,500.00
		101-132-807.00	500.00	
TOTAL VENDOR RANDALL PHILLIPPS				1,500.00
VENDOR NAME: REINHART FOODSERVICE				
924487	Inmate Supplies	101-301-770.00	365.76	365.76
927435	Inmate Supplies	101-301-770.00	1,031.08	1,031.08
TOTAL VENDOR REINHART FOODSERVICE				1,396.84
VENDOR NAME: SAFELITE FULFILLMENT, INC.				
05474-008028	Parks - Vehicle Maintenance Supplies	208-751-981.00	246.89	246.89
TOTAL VENDOR SAFELITE FULFILLMENT, INC.				246.89
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	11/9 - 11/19/16 (Inmate Supplies)	101-301-755.00	82.70	839.36
		101-301-770.00	756.66	
TOTAL VENDOR SAM'S CLUB MC/SYNCB				839.36
VENDOR NAME: SCHEI, LARRY				
Reimbursement	Mileage - November 2016	101-101-860.04	83.70	83.70
TOTAL VENDOR SCHEI, LARRY				83.70
VENDOR NAME: SEABORG, SARA D.				
Appellant's Brief	Caley/Clune	101-132-807.00	2,475.00	2,541.10
		101-132-807.00	66.10	
TOTAL VENDOR SEABORG, SARA D.				2,541.10
VENDOR NAME: STANDARD INSURANCE COMPANY				

APPROVED

DEC 01 2016

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CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY				
December 2016	Life Insurance Premium	101-101-713.00	21.24	221.84
		101-132-713.00	6.49	
		101-136-713.00	11.80	
		101-141-713.00	9.44	
		101-148-713.00	0.59	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	49.56	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	9.44	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	16.52	
		266-326-713.00	2.36	
TOTAL VENDOR STANDARD INSURANCE COMPANY				<hr/> 221.84
VENDOR NAME: STERICYCLE, INC.				
4006735367	Inmate Supplies	101-301-770.00	33.37	33.37
TOTAL VENDOR STERICYCLE, INC.				<hr/> 33.37
VENDOR NAME: THE EBCO COMPANY, LLC				
016232	Legal Size Folders (District)	101-136-727.00	469.00	469.00
016245	Legal Size Folders (District)	101-136-727.00	335.00	335.00
TOTAL VENDOR THE EBCO COMPANY, LLC				<hr/> 804.00
VENDOR NAME: THE JANITOR'S CLOSET				
41498	Janitorial Supplies (Courthouse)	101-265-755.01	48.06	48.06
TOTAL VENDOR THE JANITOR'S CLOSET				<hr/> 48.06
VENDOR NAME: TIME WARNER CABLE				
10404-710008401-1001	December 2 - January 1, 2017	101-103-850.00	531.49	531.49
TOTAL VENDOR TIME WARNER CABLE				<hr/> 531.49
VENDOR NAME: TRUSSBILT, LLC				
11399	Swing Door & Special Frame (Security Fence)	101-103-998.06	2,261.00	2,261.00
TOTAL VENDOR TRUSSBILT, LLC				<hr/> 2,261.00
VENDOR NAME: TYLER MILESKI				
Reimbursement	Uniform Allowance	205-315-745.00	166.44	166.44
TOTAL VENDOR TYLER MILESKI				<hr/> 166.44
VENDOR NAME: U.E.S. COMPUTERS, INC.				
75537	Wireless Keyboard (Circuit/District)	101-136-727.00	38.50	77.00
		101-131-727.00	38.50	
TOTAL VENDOR U.E.S. COMPUTERS, INC.				<hr/> 77.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
317616878	Bizhub 423	101-172-942.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				<hr/> 133.07
VENDOR NAME: UPPER PENINSULA TELEPHONE CO				
WPLINV-437	Foreign White Page Listing	101-172-802.00	24.00	24.00

DEC 01 2016



CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS		AMOUNTS
VENDOR NAME: UPPER PENINSULA TELEPHONE CO				
TOTAL VENDOR UPPER PENINSULA TELEPHONE CO				24.00
VENDOR NAME: WASTE MANAGEMENT				
1553786-1856-7	Airport - December 2016	216-585-801.00	117.31	117.31
TOTAL VENDOR WASTE MANAGEMENT				117.31
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00005	Kleinke Park	208-751-920.01	68.13	68.13
0402047856-00006	Stoney Point	208-751-920.01	39.12	39.12
1705718014-00000	Parks	208-751-920.01	20.14	96.43
		208-751-920.01	34.35	
		208-751-920.01	15.01	
		208-751-920.01	26.93	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				203.68
VENDOR NAME: ZERATSKY EXTREME HEATING &				
10322	Rooftop #4 & #3 Maintenance	101-265-934.00	560.00	560.00
TOTAL VENDOR ZERATSKY EXTREME HEATING &				560.00
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
November 2016	Medical Examiner	101-648-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				2,030.00
GRAND TOTAL:				174,168.78

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .54 cents/mile ~ effective 01 January 2016

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

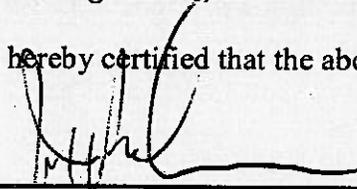
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
10/4/16	MENOMINEE, EXEC COUN	96	54	51.84	101-101-860.11
10/10/16	STURGEON, EXEC COUN	56	"	30.24	101-101-860.11
10/11/16	STURGEON, CO. BOARD	56	"	30.24	101-101-860.11
10/21/16	ESCANABA, ME MEET	56	"	30.24	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		264	54	142.56	
			Total Mileage	.56	
Total Mileage Fee					142.66

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

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



Signed

11/22/16

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .54 cents/mile ~ effective 01 January 2016

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

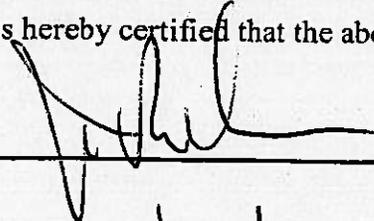
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
11/3/16	MI Works, ESCANABO	56	54	30.24	101-101-860.11
11/8/16	Co. Board, Menominee	96	54	51.84	101-101-860.11
11/22/16	Co. Board, Menominee	96	54	51.84	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		248	54	133.82	
			Total Mileage	133.82	
Total Mileage Fee					133.82

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

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



 Signed
 11/22/16

 Date

AD.

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: .54 cents/mile ~ effective 01 January 2016

*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 .54/mile	Total Cost	Account Number
11/8/16	Court House - County Board	72		38.88	
11/22/16	Court House - County Board	72		38.88	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
		144	Total Mileage		
				Total Mileage Fee	77.76

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

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

Gerald Piche

Signed

11/28/16

Date

Commissioner Per Diem (Meeting Fee) Expense Form

Name of Commissioner Gerald Piche

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

Date	Meeting Description & Duration	Meeting Expense
11/8/16	County Board	50. —
11/8/16	Road Commission	50. —
11/22/16	County Board	50. —
Total Per Diem		150. —

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

Commissioner Signature: Gerald Piche

Date: 11/28/16

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .54 cents/mile ~ effective 01 January 2016

*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 .54/mile	Total Cost	Account Number
11/7/16	Annex	(32) 16+16	32 x .54	17.28	101-101-860.05
11/8/16	Courthouse	16	16 x .54	8.64	101-101-860.05
11/10/16	Annex	(32) 16	32 x .54	17.28	101-101-860.05
11/22/16	Courthouse	32 16	16 x .54	8.64	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage		
				Total Mileage Fee	\$ 51.84

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

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

William Cech

Signed

11/28/16

Date

RECEIVED
NOV 28 2016
JA

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .54 cents/mile ~ effective 01 January 2016

*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 .54/mile	Total Cost	Account Number
11/03/16	PINECREST-POWERS	73		\$1 39.42	101-101-860.04
11/05/16	SNET-MARINETTE	18		9.72	101-101-860.04
11/08/16	COURTHOUSE	16		8.64	101-101-860.04
11/15/16	LIBRARY-STEPHENSON	32		17.28	101-101-860.04
11/22/16	COURTHOUSE	16		8.64	101-101-860.04
		<u>155</u>		<u>83.70</u>	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	155	
				Total Mileage Fee	\$ 83.70

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

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

Larry Schei

Signed

11/28/16

Date

RECEIVED
NOV 28 2016
BY: *AS*

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 12.13.2016 County Board meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 12.13.2016 County Board meeting	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, September 22, 2016	Place: Board Room
Presiding: Catherine Driscoll, Vice-Chair	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Vice-Chairperson Driscoll called the meeting to order at 2:00 p.m. Central Time

Roll Call:
 Trustees present: Mary Harrington, Donna Schomin, Barbara Oliver, Catherine Driscoll, John Degenaer, Jeff Naser, Darlene Smith, Administrator.
 Trustees absent: Elaine Boyne, Gary Eichhorn, Jan Hafeman
 Leadership Team Members present: Susan Williamson, DON; Candace Meintz, CFO
 Guests: Terry Grondine

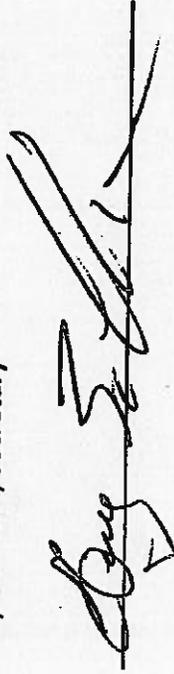
TOPIC	DISCUSSION	OUTCOME
Approval of the September 2016 Agenda	Vice-Chairperson Driscoll requested that the following item be placed on the Agenda under 9. D. Use of Walmart for food purchases.	A motion was made by Trustee Harrington, supported by Trustee Oliver to approve the Agenda with the addition. Motion carried.

<p>Board action on Minutes of the August 2016 Meeting</p>	<p>The minutes had been sent to the Board Members prior to this meeting for review.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Oliver, to approve the minutes of the August Meeting. Motion carried.</p>
<p>Board action on the August Manifest of Invoices</p>	<p>The Manifest of Invoices was sent to the Board members prior to this meeting for review.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Harrington, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.</p>
<p>Board action on Financial Statements for August 2016</p>	<p>CFO Meintz reviewed the Financial Statements. She and Administrator Smith explained details throughout the report.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Harrington, to approve the Financial Statement as presented. Motion carried.</p>
<p>Board Committee Report Whispering Pines Committee Report</p>	<p>Trustee Driscoll reported that all homes are doing well, the Board reviewed the wage review report and technology plan. Trustee Harrington asked how Maple Grove was doing – it is doing well, there are 4 individuals living there.</p>	<p>A motion was made by Trustee Harrington, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>
<p>Board Action Items/Resolutions Request for Write-Offs</p>	<p>CFO Meintz and Administrator Smith reviewed the bad debt write off report with the Board and requested that the Board approve a write off in the amount of \$36,254.75</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Harrington, to approve the write offs in the amount of \$36,254.75. Motion carried.</p>
<p>Unfinished and New Business a. Report of Quality Assurance and Resident Council Committees</p>	<p>Susan Williamson, Director of Nursing reported on the Resident Council meetings from each of the 3 houses,</p>	<p>A motion was made by Trustee Harrington, supported by Trustee</p>

	<p>noting that the 1 issue this month is that we are eliminating the use of personal refrigerators in resident rooms due to health/food safety issues.</p> <p>She then reported on Quality Assurance, noting that we are stable in our QA at this time and that we are working on QAPI with 1 RN doing a project. We will be working with ACP to work on Falls Risk. She also noted that Vickie Burlew, our consultant was here last month and worked with staff on Quality Measures.</p>	<p>Degenauer, to approve the report as presented.</p>
<p>b. Safety Committee Report</p>	<p>Lois Ball reported that the Safety Committee met this past Tuesday. They discussed the new oxygen storage rooms on the floors and the need for storage areas for wheelchairs. All incidents and accidents were reviewed and Lois noted that we are still doing well with resident falls/incidents. She discussed employee incidents.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Oliver, to approve the Safety Committee Report. Motion carried.</p>
<p>c. Administrator's Report</p> <p>d. Use of Walmart for food purchases</p>	<p>a. Meetings attended: Iron Mountain Networking Meeting, Meeting with MMRMA on liability insurance, OSF Advisory Meeting, C N A meeting, Joint Provider Meeting.</p> <p>Using Walmart for food purchases. Administrator Smith reviewed the report showing food</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Oliver. Motion carried.</p>

Comments from the Public	costs at 4 area food stores to show the pricing differences. Trustee Naser spoke about the upcoming elections and the use of absentee vote ballots. Administrator Smith stated that we cannot stop our residents from voting and that the individuals who helped residents with the last election did not appear biased.	
Adjournment	The meeting adjourned at 2:50 p.m.	A motion was made by Trustee Harrington, supported by Trustee Degenaer, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary



Darlene Smith, Administrator

Darlene Smith, Admin 10/27/16



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, October 27, 2016	Place: Board Room
Presiding: Elaine Boyne	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central Time

Roll Call:

Trustees present: Elaine Boyne, Mary Harrington, Donna Schomin, Barbara Oliver, Catherine Driscoll, Jeff Naser, Gary Eichhorn, Jan Hafeman. Darlene Smith, Administrator.

Trustees absent: John Degenaer, Jr.

Leadership Team Members present: Susan Williamson, DON; Candace Meintz, CFO

Guests: Terry Grondine, Dale Cook

TOPIC	DISCUSSION	OUTCOME
Approval of the October 2016 Agenda	After the Agenda had been approved, Administrator Smith requested that "Presentation by Dale Cook of Northern Initiatives" be added to the Agenda as Item 5 A	A motion was made by Trustee Harrington, supported by Trustee Hafeman, to approve the Agenda as presented.

<p>Board action on Minutes of the September 2016 meeting</p>	<p>The minutes of the meeting had been sent to Trustees for review prior to this meeting.</p>	<p>A motion was then made by Trustee Hafeman, supported by Trustee Schomin, to approve the Agenda with the addition as requested.</p>
<p>Board action on the September Manifest of Invoices.</p>	<p>The Manifest of Invoices had been sent to Trustees for review prior to this meeting.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the minutes of the September meeting as presented. Motion carried.</p>
<p>Presentation by Dale Cook of Northern Initiatives</p>	<p>Mr. Cook addressed the Board regarding a business plan he is working on with Administrator Smith. He explained that there is money available for Spalding Township and how Pinecrest might be able to benefit from this. He and Administrator Smith explained that the money would be loaned to the facility and Administrator Smith explained that we were looking at using the money for training for Nurse Aides through M-Tech and/or Superior Pro Staffing. Administrator Smith stated that she may ask the Finance Committee to meet prior to the next Board Meeting to further review this information.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.</p>

<p>Board Action on Financial Statement for September 2016.</p>	<p>CFO Meintz reviewed the Financial Statement for September with those present.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.</p>
<p>Review of 2017 Operating Budget Assumptions</p>	<p>CFO Meintz reviewed the Operating Budget Assumptions for 2017 with those present. She noted that for the November meeting the Board will receive the 2017 Operating Budget for their approval.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the 2017 Operating Budget Assumptions as presented. Motion carried.</p>
<p>Board Committee Reports Whispering Pines Committee Report</p>	<p>Trustee Driscoll reported that the Whispering Pines Committee had met prior to this Board Meeting. She reviewed with the Board the activities of that meeting.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Harrington, to approve the Whispering Pines Committee Report as presented. Motion carried.</p>
<p>Board Action Items/Resolutions Request for Write-Offs</p>	<p>There were not write offs requested this month.</p>	
<p>Nursing Policies and Procedures, and, HR and Administration Policies and Procedures</p>	<p>Administrator Smith explained that it is a requirement that the Board approve the policies and procedures. She reviewed the information with the Board and asked their approval and the Chairperson's signature.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Policies and Procedures for both the Nursing Department and Human Resources and Administration. Chairperson Boyne signed both letters of approval. Motion carried.</p>
<p>Request for Administrator and CFO to attend Fall Financial Meeting in Lansing November 3rd and 4th and requested \$580.00 for meals and lodging.</p>		<p>A motion to approve this request was made by Trustee Driscoll, supported by Trustee Eichhorn. Motion carried.</p>

<p>Request permission for Administrator and CFO to attend "Requirement of participation of Medicare and Medicaid" seminar on October 31 in Lansing and requested \$420.00 for meals and lodging.</p>		<p>A motion to approve the request was made by Trustee Driscoll, supported by Trustee Eichhorn. Motion carried.</p>
<p>Unfinished and New Business Report of Quality Assurance and Resident Council Committees.</p>	<p>Susan Williamson, Director of Nursing, reported on the Resident Council Committee Meeting at each house. She also reported on the Quality Assurance Meeting for October noting that we have not had any State Surveyors here in October. She also told the Board that she is retiring and her retirement date is December 31, 2016.</p> <p>Mrs. Williamson and Administrator Smith also discussed the falls program that the facility is instituting.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Schomlin, to approve the Director of Nursing's report. Motion carried.</p>

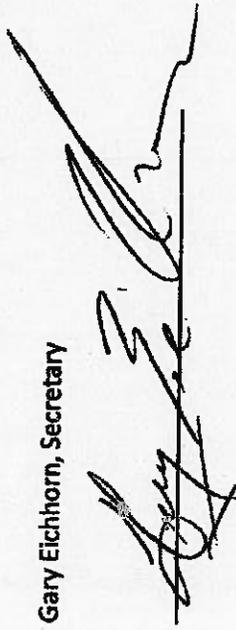
Administrator's Report

1. Biomass conference. Administrator Smith told the Board that we are the only facility in the United States that our boilers burn more than wood chips, it handles other items that come with in the load of chips. Davey spoke at the conference and those attending came to tour our boiler system.
2. Women's Giving Circle Grant – We received a \$500.00 grant from the Women's Giving Circle- they are part of the M&M Area Community Foundation.
3. MIWorks Employer of the Year Award. Administrator Smith and Mrs. Williamson went downstate to receive this award. We were the only employers in the UP to be given an award from MIWorks. We do a lot of work with them, and we did a video with them to showcase the facility, what jobs are available here and what they facility is like.
4. " Best Choices" in the newspaper is for voting who you like best in many categories. Pinecrest is listed in their for nursing homes. Please vote for Pinecrest.

A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to accept the Administrator's report. Motion carried.

	<p>5. UPCAP Conference. Administrator Smith discussed human trafficking which was a topic at this conference and stated that I-43 from Green Bay to Milwaukee is a big area for human trafficking. Also discussed was identity theft, scams and Music and Memory Care programs.</p> <p>6. Resignation – Susan Williamson will be done at the end of December. She will be missed. She was wished well by the board.</p>	
Comments from the Public	There were no public comments at this time.	
Adjournment	The meeting adjourned at 3:11 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary



Darlene Smith, Acting Secretary



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

BOARD MEMBERS

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

DIRECTOR

RUSSELL K. SEXTON

Date: October 25, 2016

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

Present: Sheila Veraghen, Board Member; Jeff Naser, Board Chair and Russell Sexton, Board Secretary.

Others Present: Bernie Lang, Menominee County Board of Commissioners.

Absent: Gary Eichhorn, Board Member.

APPROVAL OF AGENDA:

A motion to approve the agenda was made by Ms. Veraghen and supported by Mr. Naser. Motion passed without opposition.

APPROVAL OF MINUTES:

Minutes of the September 27, 2016 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Ms. Veraghen and supported by Mr. Naser. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for September 2016 was reviewed. There were \$287.16 in expenditures for the DHHS Board meeting; leaving a balance of \$606.02.

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

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

The Menominee County Board of Commissioners allocated \$4,000.00 to the Menominee County Department of Human Services Board for FY 2017. There was no allocation provided for the Child Care Fund.

Mr. Sexton presented the Board with an invoice from the Michigan County Social Services Association (MCSSA) for state dues of \$868.98.

Mr. Naser made a motion to deny payment as the Board does not feel that participation in the MCSSA is value added. The motion was supported by Ms. Verahgen. The motion passed without opposition.

DIRECTOR'S REPORT:

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 3 full time management staff including 1 second line children's services supervisor, 1 first line children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director. There is a tri-county community resource coordinator. There are 3 administrative support staff consisting of 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

Statewide Director's Meeting Information: Mr. Sexton reviewed his notes from the October 18, 2016 meeting with the board members.

Collaborative Issues: No new information was provided.

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

FY 2016 Operating Funds: Menominee County allocation is: \$25,776.00. Year-to-date expenditures are: \$23,565.99, which constitutes 99.4% of the allocation expended with 100% of the year elapsed.

FY 2016 Travel Funds: Menominee County allocation is: \$35,351.00. Year-to-date expenditures are: \$25,084.65, which constitutes 71% of the allocation expended with 100% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 95%. Business Service Center 1 average is 97% and State average is 97%.

Family Independence Program Work Participation Rate: 66.67%. Year to date average is 52.78%.

Miscellaneous: Mr. Sexton reviewed with the board customer information as follows:

August 2016 data:

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

- Family Independence Program: 20 cases; 40 recipients; \$5,917.00 in benefits.

- Food Assistance Program: 1,336 cases; 2,525 recipients; \$274,028.00 in benefits.
- State Disability Assistance: 19 cases; 19 recipients; \$4,369.00 in benefits.
- Child Development and Care: 31 cases; 49 recipients; \$11,831.00 in benefits.
- State Emergency Relief: 0 cases; \$0.00 in benefits.
- Unduplicated total: 1,357 cases; 2,555 recipients; \$296,146.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 625 cases; 1,306 recipients
- Other Children < Age 21: 122 cases; 135 recipients
- Pregnant Women & Children Under 19: 495 cases; 865 recipients
- MiChild: 58 cases; 102 Recipients
- Non-SSI Aged, Blind & Disabled: 628 cases; 659 recipients
- SSI Aged, Blind & Disabled: 484 cases; 484 recipients
- Medicaid Eligible Total: 2,166 cases; 3,550 recipients

Total Healthy Michigan Enrollments: 1200+

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

Child Welfare:

CPS Commencement	97%
CPS Investigations	93%
CPS Service Plan Completion	96%
CPS Service Plan Approvals	100%
CFC Service Plan Completion	100%
CFC Service Plan Approvals	100%
Medicals	N/A
Dentals	100%
Worker/Child Contacts	22%
Worker/Parent Contacts	0%
Worker/Supervisor Contacts	0%

The FY 2016 Foster Home Licensing Goal for the Delta, Dickinson and Menominee Triad is 9 homes and we have 13 licensed.

Board Member Input/Suggestions: None

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

UNIT REPORT: None.

BOARD BUSINESS:

1. Approval of Vouchers:

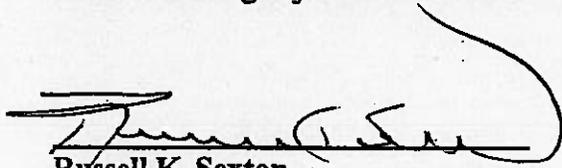
Vouchers for September 2016 were reviewed and a motion to approve all vouchers was made by Mr. Naser and supported by Ms. Veraghen. Motion passed without opposition.

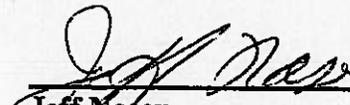
NEW BUSINESS: None

PUBLIC COMMENT: None

NEXT MEETING: November 29, 2016 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Ms. Veraghen and supported by Mr. Naser. Meeting adjourned at 0922 a.m.


Russell K. Sexton
Board Secretary


Jeff Naser
Board Chairperson

Pc: DHS Board Members;
Menominee County BOC

MENOMINEE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

BOARD MEMBERS

Jeff Naser
Gary Eichhorn
Sheila Veraghen

DIRECTOR
RUSSELL SEXTON

2017 SCHEDULE OF DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETINGS

Following is the schedule for the Menominee County Department of Health and Human Services Board meetings held on the last Tuesday of each month at the Menominee County Department of Health and Human Services at 9:00 AM. If a holiday falls on the last Tuesday, the meeting is scheduled for the Tuesday of the previous week (***). If a meeting has to be rescheduled due to the lack of quorum it will be held on the next Tuesday that is not a holiday.

<u>Month</u>	<u>Date</u>
January	31
February	28
March	28
April	25
May	30
June	27
July	25
August	29
September	26
October	31
November	28
December	26

Menominee County Parks and Recreation Committee

Meeting Minutes

November 10, 2016

Approved 12/5/16

The meeting was called to order at 5:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

Reporting for roll all were: County Commissioner Bill Cech, Dick Peterson, Kathy Branz, Bob Desjarlais, Vola Bleile and Sherry Dupont, Acting Administrator. Excused were Commissioner James Furlong and Mike Kass.

Approval of agenda: Vola made a motion that was seconded by Bill to approve the agenda. The motion carried.

Minutes: A motion by Bill to accept the minutes with a second by Dick with all in favor.

Public Comments: None.

Business:

- a. With much discussion on renumbering the sites at Shakey Lakes, a motion by Vola to renumber sites VA 8,9,10 & 11 to 36, 37, 38 and 39. This motion was seconded by Bill, with all in favor. Jim suggested we put Kleinke Park map on the back side of Shakey Lakes Park. A motion by Kathy to put Kleinke Park map on one side and Shakey Lakes Park map on the other to be used at both parks for handout. This was seconded by Vola with all in favor.

Park reservations will be completed on the last Monday on April 24th, 2017.

- b. Bob Thanked Sherry for attending the meeting tonight so we could open the bids and make a recommendation to the County Commissioners.

Bids were Justin Svinicki for the roof on the Fair board Building \$30,380 = materials (29 gauge steel with a 40 year warranty) and labor (with a 10 year warranty)) to remove and install metal, skylights, seal and accessories; Rib Vent would be an additional \$840.

Wally's Carpentry had a bid of \$36,500 to install and remove old roof. The new roof would be 29 gauge, 40 year warranty at 31' 4" (no seams) including the rib vent, clear sky lights and fitted foam seal.

A motion by Bill to accept Svinicki's bid with a second by Vola – Bob said we should verify that it was a seamless metal, clear sky lights and formed foam seal. Sherry was to contact Svinicki to verify this.

Electrical bid to install 50 amp pedestals at sites 40 to 57. (18 pedestals) and run cable from existing panel with 200 A breakers. Twin City Electric, Ron Barley had a bid of \$15,734

Master Inc Electric, Jeremy Cook, of Escanaba \$16,750

J Ranck Electric, Jeff David, of Sault Ste Marie \$70,400.

A motion by Bill to recommend Twin City Electric to the County Commissioners, with a second by Vola. All were in favor with Bob abstaining due to the fact they had just done some work for his personal use.

H. Correspondence: None

I. Any other items Members wish to present: Dick stated that anyone who drives through the park could see the improvements made over the last 10 years. He commended the board and staff on all the improvements that have been made.

J. Public Comment: None

K. Adjournment: Motion by Kathy to adjourn at 5:15PM, seconded by Dick with all in favor.

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
November 10, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, Chairperson, called the meeting to order at 4:10 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Dehn, Janet	X*			Negro, Mari	X		
Hamm, Ray	X			Nelson, John	X		
Hofer, Millie	X*			Peretto, Patti		X	
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Schinderle, Katie	X**		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

*video television conference from the Northpointe Menominee office; ** via telephone

REPRESENTING ADMINISTRATION: J. McCarty, B, Ducoli, C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Nelson asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by G. McCole to approve agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the October 27, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: J. Luhtanen, supported by G. McCole to approve the minutes.

Motion carried unanimously.

PRESENTATION - None

ACTION ITEMS

• **Finance**

- a) Check Disbursement Report-September, 2016
- b) Financial Statement-September, 2016
- c) Contracts 10-27-16 (*Alert GPS Holdings Corp; Amit Razdan MD; GT Financial*)

Discussion ensued and miscellaneous questions were addressed regarding the contract for Dr. Amit Razdan.

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the Check Disbursement Report, Financial Statement and Contracts 10-27-16.

ACTION: A motion was made by J. Luhtanen supported by G. McCole to rescind the motion.

Motion carried unanimously.

a) Check Disbursement-September, 2016

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the Check Disbursement Report for September, 2016. **Motion carried unanimously.**

b) Financial Statement-September, 2016

ACTION: A motion was made by M. Negro supported by J. Luhtanen to approve the Financial Statement for September, 2016. **Motion carried unanimously.**

c) Contracts-10-27-16

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Alert GPS Holdings, Corp.	GPS Services	11/1/16-10/31/17	n/a	\$125/each device \$25/mo. service charge per device	n/a
This is a new agreement for GPS monitoring devices and services for providers/workers who are out in rural areas for safety purposes. To begin, 5 units will be ordered. More to be ordered as needed.						
B.	Amit Razdan, MD	Medical Director/Psychiatry Services	11/1/16-9/30/20	Year 3 \$165/hr. Years 4-6 \$168/hr.	Year 3 \$175/hr. Years 4-6 \$188.75/hr	Increase of \$10/hr. Increase of \$20.75/hr.
This is an amendment to Dr. Razdan's current contract to align the hourly rate assigned toward regional average of rates for Medical Director/Board Certified Adult/Child Psychiatrist.						
C.	GT (Guardian Trac) Financial	Fiscal Intermediary	10/1/16-9/30/17	\$50-\$125/mo.	Same	n/a
GT provides fiscal intermediary services to 19 Individuals currently. The monthly rate is determined by the Individual's budget. The larger the budget, the greater the monthly fee.						

ACTION: A motion was made by G. McCole supported by M. Negro to approve the contract for Alert GPS Holdings, Corp. and GT Financial. **Motion carried unanimously.**

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the contract for Dr. Amit Razdan.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Hofer, M.	X	
Luhtanen, J.	X		Schinderle, K.	X	
Martin, A.	X		Nelson, J.	X	
Negro, M.	X				

Motion carried unanimously.

• **Tobacco Free Worksite Policy**

Miscellaneous questions were addressed and concerns expressed that support and programs be offered to individuals during this transition.

ACTION: A motion was made by J. Luhtanen supported by A. Martin to approve the Tobacco Free Worksite Policy. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

Dr. Zevitz present at 4:25 p.m.

NEW BUSINESS (Discussion only)

• **Finance**

a) Contracts 11-10-16

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate
A.	Mike Meyer	Snow Removal	11/1/16-5/30/17	\$10/hr.	Same
This is a renewal agreement for shoveling the 715 and 701 sidewalk areas.					
B.	Gene Wangarin	Snow Removal	11/1/16-5/30/17	\$45/event	\$50/event
This is a renewal agreement for snow removal services at Maple Ridge.					
C.	ValuCare Center	Pharmacy Services	11/1/16-10/31/17	\$12/indiv./mo. for up to 30 indiv. \$2/indiv./mo. for each, over 30	Same
This is a renewal agreement for bubble pack and delivery pharmacy services in Menominee.					

Consensus of the Board is that this item will move forward to the next meeting for approval.

OUTCOME: Action item for next meeting

b) Bids for Flooring (*Northern Carpets; Gallery of Floors, Inc.*)

The following bids were reviewed by the Board. Miscellaneous questions were addressed.

Bids:	TOTAL:				
Floor Replacement at The Lighthouse					
A.	Northern Carpets, Inc.	\$7,999.37			
B.	Gallery of Floors, Inc.	\$7,251.11			

ACTION: A motion was made by M. Negro, supported by A. Martin that the Bids for Flooring become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to accept the bid from Gallery of Floors, Inc. in the amount of \$7,251.11.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

c) MACMHB Invoice

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

OUTCOME: Action item for next meeting.

• **80/20 versus Cap for Health Insurance**

Discussion ensued and miscellaneous questions were addressed regarding 80/20 versus hard cap health insurance. Also it was stated a presentation is scheduled for the November 17th Board meeting regarding health insurance coverage.

ACTION: A motion was made by M. Negro, supported by G. McCole that the 80/20 versus hard cap become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to approve the 80/20 split contribution for health insurance.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

• **Ad Hoc Committee – OnCall Pay for Clinical Staff Policy**

Discussion ensued and miscellaneous questions were addressed regarding the On-Call Pay for Clinical Staff Policy. Recommendations from the Ad Hoc Committee meeting held November 9th were reviewed per the draft minutes and a draft of Emergency Services policy was also reviewed. The following recommendation was made by the Ad Hoc Committee: For every 4 hours/on-call staff receive 1 hour/pay; Call Out is hourly wage, 2-hour minimum plus mileage, anything over 40 hours is time and a half. Management will determine the on-call scheduling. Distinction described between Board role addressing financial policy issues and managers determining appropriate procedures to carry out Board policy.

ACTION: A motion was made by M. Negro supported by G. McCole that the Emergency Services Policy regarding On-Call Pay for Clinical Staff become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to approve the Emergency Service policy stating: On-Call 1 hour wage for 4 hours of on-call, Back-Up Supervisor \$25/day, Call-Out hourly wage at time and a half for all employees 2 hour minimum pay, mileage, salary non-exempt staff receive overtime for hours worked over 40.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

K. Schinderle left meeting 5:00 p.m.

• **CEO Report**

Reviewed CEO report with update that general fund allocation received from State with a 4% increase from last year and no budget has been received yet from NorthCare regarding Medicaid dollars.

J. Nelson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

• **Dickinson Area Community Foundation – Agency fund balance**

Report to be placed on file.

• **NorthCare Meeting Minutes 10-12-16**

J. Dehn brought to the Board's attention NorthCare's additional 3% increase for staff which follows a previous 3% increase. Report to be placed on file.

PUBLIC COMMENTS

Christy Harvey, Northpointe case manager, stated her appreciation of the Board's time, effort and fairness regarding on-call policy development process.

BOARD COMMENT

M. Hofer and J. Dehn gave a brief overview of the Fall MACMHB Conference sessions they attended in Traverse City on October 24 & 25th. Information will be forthcoming on future meeting dates as requested.

G. McCole thanked M. Hofer and J. Dehn for their informational report.

J. Luhtanen expressed her gratitude and appreciation of Northpointe staff supporting our individuals through difficult times and described an example situation in which this occurred.

J. Nelson thanked J. Luhtanen and all for coverage during his absence.

ADJOURN

A motion was made by M. Negro, supported by G. McCole to adjourn the meeting.
Motion carried unanimously.

Meeting adjourned at 5:25 p.m.

The next regular Board meeting is scheduled for Thursday, November 17, 2016 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
November 17, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Vice-Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Dehn, Janet	X *			Negro, Mari	X		
Hamm, Ray	X			Nelson, John	X **		
Hofer, Millie	X			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Schinderle, Katie	X		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

*video television conference from the Northpointe Menominee office; ** via telephone

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, C. Adrian

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

PUBLIC COMMENTS - None

M. Zevitz present at 4:02 p.m.

APPROVAL OR AMEND AGENDA

Vice-Chairperson Luhtanen asked for approval or amend of agenda.

ACTION: Moved to amend the agenda with addition under New Business "Direct Care Staffing".

Motion by: J. Dehn, supported by M. Negro to approve the amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Vice-Chairperson Luhtanen asked for a motion to approve the November 10, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes with correction to 80/20 motion changing word "capitated" to "hard cap".

Motion by: M. Negro, supported by G. McCole to approve the 11-10-16 minutes with correction made.

Motion carried unanimously.

K. Schinderle present at 4:10 p.m.

PRESENTATION - Jan Stage, Associated Benefits & Risk Consulting

Jan Stage reviewed and discussed with the Board a 2017 fully insured health plan through Blue Cross/Blue Shield with high deductible and health reimbursement arrangement for employees. Currently Northpointe is under a partially self-funded plan until 12/31/16 through UMR. A presentation will also be conducted at each worksite for employees.

ACTION ITEMS

- **Finance**
 - a) Contracts 11-10-16 (*M. Meyer, G. Wangarin; ValuCare Center*)

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate
A.	Mike Meyer	Snow Removal	11/1/16-5/30/17	\$10/hr.	Same
This is a renewal agreement for shoveling the 715 and 701 sidewalk areas.					
B.	Gene Wangarin	Snow Removal	11/1/16-5/30/17	\$45/event	\$50/event
This is a renewal agreement for snow removal services at Maple Ridge.					
C.	ValuCare Center	Pharmacy Services	11/1/16-10/31/17	\$12/indiv./mo. for up to 30 indiv. \$2/indiv./mo. for each, over 30	Same
This is a renewal agreement for bubble pack and delivery pharmacy services in Menominee.					

ACTION: A motion was made by M. Negro supported by M. Hofer approve Contracts 11-10-16.
Motion carried unanimously.

b) MACMHB Invoice

ACTION: A motion was made by M. Negro supported by G. McCole for payment of MACMHB Invoice in the amount of \$10,023.00. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Check Disbursement Report-October, 2016

Questions were addressed regarding payment to PCM Sales/Tiger Direct, Everstream Solutions and Superiorland Electronics. Further information to be compiled by B. Duoli for next Board meeting. Consensus of the Board is that this item will move forward to the next meeting.

OUTCOME: Action item for next meeting

b) Direct Care Staffing

J. Dehn requested information regarding any agency difficulties with direct care staffing and requirement of overtime. Discussion ensued regarding licensing requirements, adequate staffing, and wage scale for direct care staff.

OUTCOME: Further information to be compiled for the next Board meeting.

J. Luhtanen, assumed the Vice-Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

None

PUBLIC COMMENTS

None

BOARD COMMENT

Ann Martin stated Commissioner Joe Stevens requested further information on the Regional Performance Payment that was approved by the Board and Board members requested further information on the increases for NorthCare staff. These items will be placed on the next Board agenda under discussion.

ADJOURN

A motion was made by M. Negro, supported by K. Schinderle to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:05 p.m.

The next regular Board meeting is scheduled for Thursday, December 8, 2016 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Vice-Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	County Administrator
DEPARTMENT:	Administration
ATTACHMENTS:	No
SUMMARY:	
<p>Administrator applications will be accepted until January 13, 2017 @ 3:00 PM. To date (12.20.16), we have received two applications.</p>	
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Menominee County Courthouse Security Policy
DEPARTMENT:	Security Committee
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Security committee met on 12.15.16 to discuss security in the courthouse. The committee discussed the policy and have agreed to approve the document as written, with the understanding that this is a working document and can be amended as necessary, with the approval of the County Board, to meet security needs. Because we are planning on the security being in place Jan. 3, 2017, the committee would like this pushed forward for approval tonight (12.27.16)</p>	
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County Courthouse Security

SUBJECT:

Menominee County Courthouse Building Security Policy and Procedures

AUTHORITY:

The County Board of Commissioners, Circuit Court Judges, District Court Judge and Probate Judge have given the Sheriff authority, by directive, to provide courthouse security.

PURPOSE:

To establish a procedure for weapons screening of persons entering the main entrance of the Menominee County court building. This screening will be conducted by county security officers. These officers will be Sheriff's Deputies and will be assigned to the Corrections Division.

SCOPE:

This policy applies to all members of the Menominee County Sheriff's Office who are assigned to weapons screening duties.

APPLICATION:

This order constitutes departmental policy and is not intended to enlarge the employee's civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantial, can only form the basis for intra-departmental administrative sanctions.

POLICY AND PROCEDURE:

I. Officer Conduct:

- A. Security personnel assigned to screen individuals and parcels entering the Menominee County court building shall familiarize themselves with the proper operation of the screening devices and shall be able to competently operate said equipment.
- B. All security personnel shall receive and successfully complete training in the proper operation of said screening equipment.
- C. County security personnel shall treat individuals subject to screening with dignity and courtesy.
- D. County security officers assigned to screening shall maintain a professional demeanor and shall not allow themselves to be distracted from the screening procedure. Screeners shall be polite and courteous to all individuals entering court buildings and involvement in social interaction shall not interfere with the screening process.

- E. If an individual enters the screening area, private social interaction shall cease and attention shall be focused on the screening process.
- F. There shall always be at least one security officer at the main entrance front desk at all times. There shall never be more than two officers present unless for special needs.

II. Uniform Requirements:

- A. The Menominee County Sheriff's Office will provide the duty uniform and all necessary equipment to perform the duties required.
- B. Security officers will present a professional appearance at all times.

III. County Security Screening Staff Responsibilities:

- A. The Courthouse building shall be opened to the public at 7:00 am Monday thru Friday and locked at 4:30 pm. To unlock the building in the morning the Officer shall enter the east door using the issued pass card. Remove the "closed" sign from the front door and unlock both doors at 7:00 am. Activate and test all equipment at the front desk.
- B. The Courthouse building shall be locked to the public at 4:30 pm. The front doors to the building shall be locked and the "closed" sign shall be placed in front of the doors. Employees are allowed to exit however; no one is allowed to enter the building after this time. At 4:30 pm the Officer shall make rounds and make sure all doors are locked and windows closed and check for employees still working in the building, and exit the east door.
- C. The security screening stations will be in operation at all times the buildings are open to the public. Staff will be scheduled no more than fifty (50) hours per week. The scheduling and supervision will be the responsibility of the Sheriff or his designee.
- D. Screening staff are responsible for operating the screening station and conducting a scheduled patrol of both the interior and exterior of county buildings.
- E. Should an emergency arise, or an evacuation be ordered, the screening staff will remain at the screening stations, directing public and staff away from the building until receiving other orders from the Sheriff or his designee.
- F. Whenever possible a courtroom Bailiff shall offer to temporarily relieve the security officer at the front desk.

IV. Equipment Verification:

- A. The security officer assigned to a screening post shall conduct a test of the screening device each day prior to the opening of the court facility to ensure that it is in proper, working order. Screening devices will be calibrated annually.
- B. Should the screening device not be in proper, working order, the security officer conducting the test shall notify the Sheriff or his designee immediately, so that maintenance and repair may be performed in a timely manner. Screening shall be conducted by use of handheld screening devices until the screening device is in working order again.

V. Screening Policy:

- A. It is the policy of this department to conduct security screening at the public entrance for the selected county facility while that facility is open for business to the public. All searches will be conducted in a professional manner and will be conducted with the idea of maintaining security and safety to protect the public and staff by locating and recovering weapons and other contraband before they enter the facility.

VI. Types of Searches:

- A. There are numerous types of searches conducted by security officers of this facility, which include:
 - 1. Magnetometer screening.
 - 2. Inventory search.
 - 3. Handheld Magnetometer.
 - 4. Pat-down search

VII. Definitions of Searches:

- A. **WALK-THROUGH MAGNETOMETER:** Screening will be conducted on all non-exempt persons entering the facility. Walk-through Magnetometer screening is the quickest and least intrusive way to ensure no weapons are present.
- B. **INVENTORY SEARCH:** A search whereby the individual's personal property is visually inspected or run through a checkpoint x-ray system in order to ensure that no weapons are present. All bags, purses, briefcases and packages will be scanned or visually inspected for weapons.
- C. **HANDHELD MAGNETOMETER:** Screening will be used if an individual is unable to be cleared through the walk-through Magnetometer. A handheld Magnetometer will be used to rescreen the individual, focusing on the area of the body indicated by the walk-through Magnetometer.

- D. **PAT-DOWN SEARCH:** A search of the individual in which the individual's clothing is not removed. It is a search of the loose outer clothing, as well as a visual check of the individual's body. A pat-down search will only be used as a last resort, after all attempts have been made to clear the individual without having to physically touch the individual.

VIII. Procedures to Follow When Screening:

A. Walk-Through Magnetometer:

1. All non-exempt, incoming individuals will be screened. This includes attorneys, officials from other agencies and anyone not appearing on the exemption list.
2. Individuals wishing entrance will be asked to remove all items from pockets, purses, bags, briefcases, watches, belts and even shoes, if metal is present. These items will be placed on the table next to the screening station for visual inspection and small items will be placed in a plastic bowl to be screened.
3. Individuals will be asked to walk slowly through the Magnetometer. The Magnetometer is equipped with a location light and a tone to indicate if metal is present. By observing the unit, the lights will indicate which area of the body needs to be rechecked.
4. If lights indicate the presence of metal, have the individual check the indicated area again for any metal items that may have been missed and then try passing them through again.
5. After unsuccessful attempts are made to pass through the walk-through unit, security officers shall recheck the individual using a handheld Magnetometer.

B. Inventory Search:

1. Security officers will use a checkpoint x-ray system to screen briefcases, backpacks, parcels, packages and other small to medium-sized objects. If the system is not available, the security officers will visually do an inventory search for weapons.

C. Handheld Magnetometer:

1. Those persons unable to clear the walk-through Magnetometer will be questioned about the possibility of metal in the indicated areas. The handheld Magnetometer will be used to recheck the area indicated by

the walk-through unit. Every effort will be made to clear an individual by using the handheld Magnetometer.

D. Pat-Down Search:

1. Pat-down searches will only be conducted in limited cases and only when security officers have reason to believe that a weapon may be present. Pat-down searches will be conducted by a person of the same sex, whenever possible.

E. Emergency Search Exceptions:

1. It is conceivable that a situation may arise where a more extensive pat-down search of an individual of the opposite sex is deemed immediately critical for the safety of the individual, as well as the security of the facility. In such cases where no security officer of the same sex is immediately available, security officers may conduct a pat-down search of that individual. In such a cases, two (2) security officers will be present and the search will be conducted in a professional, conscientious manner.

F. Law Enforcement and Other Exempt Personnel:

1. Police Officers **on official business** will be allowed to keep their weapons. Those not in uniform, but on official business, will be instructed to wear department identification in open view and if challenged by county security officers, shall comply with all instructions. (*Special accommodations will be made for undercover officers to prevent them from being identified by the public*).
2. Law enforcement officers from this or other jurisdictions here on **personal business** will be not allowed to carry weapons into the facility.
3. A list of other exempt, non-law enforcement personnel will be kept at each screening station. These individuals will not have to pass through the walk-through Magnetometer, but will be identified and questioned as to the nature of their business. Those on official business will be instructed, when possible, to wear identification in open view and if challenged by court security officers, to comply with all instructions.
4. If any person listed as exempt is attempting to enter the facility on personal business, they will not be allowed to carry weapons into the facility.

IX. Screening Process:

- A. Immediately upon entering the facility, individuals shall be greeted by the screening officer and instructed as follows:

1. If the individual has any prohibited item in their possession, they may return it to their vehicle before proceeding through the screening process. Security officers may require individuals to activate any permitted electronic devices, (*i.e. laptop computers, notebooks, pads, etc.*) to ensure they are working prior to entering the facility.
 2. If possible, all packages, parcels, purses and briefcases shall be scanned. If it is not possible to scan these items, they shall be subject to screening by a handheld Magnetometer. Visual searches shall also be allowed if the security officer deems it necessary. These searches shall be as non-invasive as possible. Screening officers shall limit their search to finding prohibited items and shall not peruse documents, photographs or other personal material.
 3. All metal objects (*loose change, keys, watches, pens, etc.*) shall be placed in the provided container to be retrieved after passing through the walk-through Magnetometer.
- B. Should an individual refuse to allow any package, parcel, purse or briefcase to be examined or refuses to proceed through the walk-through Magnetometer (*except for medical reasons as outlined below*), the individual may be allowed to terminate the screening process, collect his/her property and exit the facility.
- C. If an individual passes through the screening device and activates the alarm, he/she shall be given the opportunity to ascertain whether any metal object may have been overlooked. However, should the individual decide to terminate the screening process and collect his/her property, he/she shall be allowed to do so.
- D. An individual who has activated the alarm and still desires entry into the facility shall be asked to reexamine their person for additional metal objects and deposit any items found into the provided container. They shall then pass through the screening device again. Should the alarm be activated again, the individual shall be screened using a handheld Magnetometer, if entry into the facility is still desired.
- E. Should contraband be discovered, the items(s) shall be confiscated. The security officer may place the person under arrest and immediately call Dispatch to request a law enforcement officer. Should it become necessary during this process, other individuals desiring to enter the facility may be instructed to wait outside and the entrance shall be secured until such time as the situation is resolved.
- F. Should an individual indicate that passing through the screening device would create a potential health hazard (*i.e. pacemaker or other valid medical*

condition), the screening officer shall require verification of said condition. The individual shall be allowed to bypass the walk-through Magnetometer and shall be subjected to a pat-down search of their person.

X. Prohibited Items:

A. The following is a list of prohibited items. Individuals found in possession of such items shall be required to return such items to his/her vehicle as a condition of entry into the facility.

1. Firearms.
2. Knives or edged instruments.
3. Aerosol sprays.
4. Pepper spray.
5. Chemical mace.
6. Non-working electronic devices.
7. Razor blades.
8. Glass items.
9. Scissors.
10. Utensils or tools of any kind (courthouse maintenance workers are exempt.)
11. Knitting needles or hat pins.
12. Heavy metal items, such as locks, chains, handcuffs, large keys.
13. Any items which could be construed as a potential weapon by the screening officer.
14. **Any form of contraband.** (*Any item that is prohibited by law to be owned, carried, concealed or possessed*).

XI: Legal Items:

A. When any prohibited item found that is otherwise legal to possess, the individual shall be allowed to return it to his/her vehicle. If the individual chooses to leave the items with the screening officer, it will be for disposal only and the item will not be returned.

XII. Illegal Items:

A. When any item found that is contraband, the screening officer shall follow the procedure as outlined in Section IX (E) above.

XIII. Package or Mail Delivery or Sent:

A. When a package or mail is to be delivered officers shall NOT accept the item. The delivery persons and packages will be screened and allowed to proceed to the departments for delivery of the packages and mail.

B. Officers shall NOT hold an item/package at the front desk from another Department for pickup or to be mailed.

XIV. Special Circumstances:

- A. **Wheelchairs:**
Individuals in wheelchairs are subject to search. Individuals may remain in the wheelchair if a thorough search can be conducted. Otherwise, the individual must be moved to a different chair while the search is conducted. A chair will be available for this reason. Searches will be conducted of both the individual and the wheelchair.
- B. **Baby Strollers:**
A parent shall remove the infant/child from the stroller in order to pass through the walk-through Magnetometer. The stroller should then be thoroughly searched before being returned to the parent.
- C. **Baby Carriers:**
With the baby left in the carrier the officer shall hand inspect the sides and bottom of the carrier and visually inspect all other parts.

XV. Emergency Situations:

- A. In all emergency situations, push the alarm panel button.
- B. In all emergency situations immediately call Central Dispatch on your portable radio, giving them the necessary details and requesting the required assistance.
- C. Activate Emergency Procedures.

XVI. After Hours Meetings in Building:

- A. When a Menominee County Department is planning a meeting to be held after normal business hours that department head shall contact the Sheriff's Office to make a specific request.
- B. After hours meeting shall be conducted in a specific meeting room and citizens are not allowed to enter other parts of the building.

Created: 09/01/2016

Charlie Meintz
Chairman of the County Board

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	2017 Nomination for UPCAP Board
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Administration received a letter from UPCAP to nominate a person to the UPCAP Board of Directors Board. Jan Hafeman was the Menominee County member in 2015/16.	
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

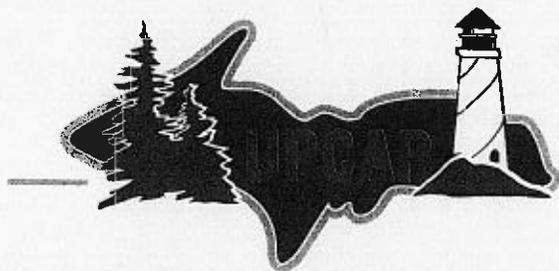
WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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



Upper Peninsula Commission for Area Progress

P.O. Box 606 • Escanaba, Michigan 49829

(906) 786-4701 • Fax (906) 786-5853

www.upcap.org

"Providing guidance and support to U.P. residents since 1961"

To: County Clerks/Administrators

From: Jonathan Mead, CEO

Subject: 2017 Nominations for UPCAP Board

Date: December 7, 2016

Enclosed please find the UPCAP Board of Directors Nomination Form. This nomination is good for two years.

Please complete the Nomination Form and return to our office no later than January 20th, 2017. This nomination will be presented for consideration at the February UPCAP Board of Directors Annual Meeting.

Thank you.

RECEIVED
DEC - 8 2016
MARC KLEIMAN
MENOMINEE COUNTY CLERK

The Upper Peninsula Commission for Area Progress (UPCAP) is a regional 501 (c) (3) charitable organization, responsible for development, coordination, and provision of human, social, and community resources within the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging whose purpose is to advocate for and provide services to older adults residing in the 15 counties of the Upper Peninsula.

UPCAP BOARD OF DIRECTORS

2017 NOMINATION FORM

**** TERMS ARE FOR 2 YEARS ****

Name of Member: Memphis County Board of Commissioners

**UPCAP BOARD OF DIRECTORS
NOMINATION**

2017 Nominee:

(Your 2015/2016 Director was: Jan Hufman)

Authorized Signature: _____

Date: _____

****Note: Nominations will be presented for consideration at the February, 2017 UPCAP Board of Directors Annual Meeting.****

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	MSU-Extension Agreement for services
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Paul Putnam has submitted an agreement for the 2016/17 Service agreement with Menominee County and MSU-Extension. Total of the agreement is \$71,689 for the 2016/17 Fiscal year.	
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Agreement for Extension Services provided by
Michigan State University

2011-2012
[COPY]

Michigan State University Extension ("MSUE"), in collaboration with Menominee County ("County") are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes:

- Enhancing Michigan's First Green Industry: Agriculture & Agribusiness
- Preparing Michigan's Children & Youth for the Future
- Greening Michigan: Leveraging Natural and Human Assets for Prosperity
- Improving the Health & Nutrition of Michigan's residents

MSUE and the County have a long history of working cooperatively to deliver Extension services. We agree to each contribute resources to continue the delivery of Extension services in the County.

I. **Basic Contributions.** Generally, each of us agrees to contribute the following:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes by residents in your County. This includes access to educators appointed to the institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension educators' salaries and benefits. At least one extension educator will be assigned to your County. The County may contract for additional extension educators at additional cost.
3. A 4-H program coordinator will be assigned for at least .5 FTE to the County, with up to 3.0 FTE assigned based on the youth population of the County. The County may contract for additional FTE employees at additional cost.
4. Administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty ("Personnel") who provide programming to counties. Operating expenses include, for example, travel reimbursement, professional development and communications costs.
5. Supervision of the Personnel providing services to the residents of the county.
6. Supervision of County clerical staff assigned to the County Extension office, if desired.
7. Reporting at least once per year on the scope of services provided, the audiences served, and the impacts of programs delivered by MSUE in the County.

B. The County will provide:

1. Office space for a County Extension office. The office will include space for at least one extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office and meeting space must be at least comparable to the average office space used by County employees. MSUE Administration will work with the county, clients and employees to meet applicable accommodations in order to be compliant with the ADA.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.

Menominee County 2011-2012
Name Year

2011-2016

II. Funding

- A. MSU will pay the salary and benefits of the Personnel and the cost of the administrative oversight. These funds will be provided and disbursed within the University.
- B. The County will directly pay for the cost of the clerical staff (salary and benefits) and the general operating costs of the Extension office (see Appendix B).
- C. The County will provide funds to an annual assessment (see Annual Work Plan) that will be charged to the county and administered by MSU. The assessment will fund the operating expenses of the Personnel including the 4-H coordinator and the salary and fringe benefits of the 4-H coordinator position. The operating costs to be funded from the annual assessment are included in Appendix B. The assessment will be reviewed annually by MSU in consultation with the county.

III. Specific Contributions

Specific contributions and terms specific to the County are listed on Exhibit A, which is attached. Exhibit A will be updated annually to reflect the commitments for the upcoming year.

IV. Term and Termination

This agreement is effective on October 1, 2011 and terminates on September 30, 2016 (5 yrs later). Either MSUE or the County may terminate this agreement, with or without cause, with 120 days written notice.

V. General Terms

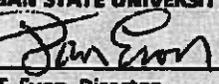
- 1. Independent Contractor. The University is an independent contractor providing services to the County. The County and the University do not have the relationship of legal partners, joint venturers, principals or agents. MSUE Personnel have no right to any of County's employee benefits.
- 2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
- 3. Assignment. This agreement is non-assignable and non-transferable.
- 4. Entire Agreement. The agreement, with its Exhibit A, is the entire agreement between MSUE and the County, superseding all previous agreements, for the subject matter of this Agreement. The agreement can only be modified in writing signed by both MSUE and the County.
- 5. No Third Party Beneficiaries. The agreement is solely for the benefit of MSUE and the County. It does not create any benefit or right for any other person, including residents of the County.
- 6. Indemnification: Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees; or from loss or damage to any property, including property owned or in the care, custody or control of the other party, in any way incident to or arising out of the performance or non-performance of services by the other party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.

2011-2016

7. Nondiscrimination: The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. The University, as required by law, will not discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

MICHIGAN STATE UNIVERSITY

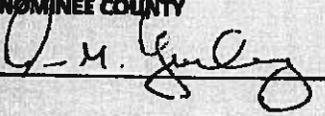
By: 

Daniel T. Evan, Director,
Contract & Grant Administration

Its: _____

Date: 8/4/11

MENOMINEE COUNTY

By: 

Its: County Board Chair

Date: 7-27-2011

Menominee County 2011-2012
Name Year

Agreement for Extension Services provided by
Michigan State University to MENOMINEE County
Annual Work Plan FY 2016 (Exhibit A)

10/1/15 - 9/30/16

A. Specific Contributions by MSUE:

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. 1.0 FTE - Extension educators. Please indicate the area(s) of Expertise: _____
3. .5 FTE - 4-H program coordinator(s).
4. .5 FTE - Additional 4-H program coordinators/other paraprofessional.
5. _____ FTE - Support Staff
6. _____ FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank _____
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone.
The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel: Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

10/1/15 - 9/30/16

C. Assessment to County:

2016 TOTAL BASE Assessment	\$ <u>40,929.00</u>
ADDITIONAL PERSONNEL	
1. Educator	<u>0</u>
2. 4-H Program Coordinators	<u>\$31,000</u>
3. Additional 4-H program coordinators/other paraprofessional	<u>0</u>
4. Support Staff	<u>0</u>
5. Other Staff	<u>0</u>
 TOTAL COUNTY PAYMENT FOR 2016	 <u>\$71,929.00</u>

For the period, October 1, 2015 to September 30, 2016, MENOMINEE County shall pay to MSUE \$71,929.00, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

MENOMINEE COUNTY

By: _____
Daniel T. Evon, Director,
Contract & Grant Administration

By: Charlie Meintz
CHARLIE MEINTZ

Title: County Board Chairman

Date: _____

Date: 2/23/2016

By: Brian R. Bousley
Brian R. Bousley

Title: County Administration

Date: 2/23/2016

New
for 2017

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 1st day of October, 2016 by and between Menominee County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

WHEREAS the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

WHEREAS MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

WHEREAS For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

WHEREAS It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

WHEREAS MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

0.5 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at \$0. (0 FTE * \$98,225.) assigned to County and reporting to 0.
5. Funding for additional 4-H program capacity 0.5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Total Annual Assessment in the amount of **\$71,689.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) **\$41,338.**

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.
C. 0 FTE Educator (Program Area) \$0.
D. 0.5 FTE Additional 4-H Program Coordination \$30,351.
E. 0.5 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: \$71,689.

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2016 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to , 839 10th Avenue, , Menominee, MI 49858, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

Menominee COUNTY

By: _____

By: _____

Daniel T. Evon, Director,
Contract & Grant Administration

Print name: _____

Its: _____

Its: _____

(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.9.255.255
CIDR	35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

- 35.9.15.43 (80) (search.msu.edu)
- 35.9.160.36 (1935,443) (authentication)
- 35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
- 35.9.83.132 (all) (vpn.msu.edu)
- 35.9.81.150 (zoom.msu.edu)
- 35.9.121.189 and 190 (443) (SharePoint)
- 35.8.200.57 (80 and 443) (SharePoint)
- 35.9.121.221, 223, and 225 (443) (Exchange)
- 35.8.200.56 (80 and 443) (Exchange)
- 35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
- 35.8.201.200 (443 TCP) (Lync)
- 35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
- 35.8.200.58 (80 and 443) (Lync)
- 35.9.14.169 (80 and 443) (D2L - Desire to Learn)

The following applications are necessary on all computers - MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

- CANR.msu.edu - 35.8.201.199
- MSUE.anr.msu.edu - 35.8.201.199
- Events.anr.msu.edu - 35.8.200.220
- web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
- Expression Engine - 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on December 15 & 19, 2016 in the combined amount of \$251,605.84.	
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

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
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
216 Airport
218 IT - Computer Serv.
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
292 Special Child Care Funds
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS/AMOUNTS		AMOUNT
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677523332	Airport Supplies	216-585-755.01	32.86	67.39
		216-585-745.00	34.53	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				67.39
VENDOR NAME: CELLCOM				
820997	Cellular Services - Airport	216-585-850.00	54.48	54.48
TOTAL VENDOR CELLCOM				54.48
VENDOR NAME: LENCA SURVEYING				
16224	Professional Land Surveying (Bailey Park)	220-752-953.04	505.00	505.00
16220	Remon Yr 2016 (11/11 - 12/7/16)	243-246-801.07	1,403.70	1,703.70
		243-246-709.00	300.00	
TOTAL VENDOR LENCA SURVEYING				2,208.70
VENDOR NAME: LINDEROTH, JANIS				
Reimbursement	UP State Fair Authority Mileage	101-101-710.00	47.52	47.52
TOTAL VENDOR LINDEROTH, JANIS				47.52
VENDOR NAME: STATE OF MICHIGAN				
miDeal-2017	January 1 - December 31, 2017	101-103-802.00	230.00	230.00
TOTAL VENDOR STATE OF MICHIGAN				230.00
VENDOR NAME: THE EBCO COMPANY, LLC				
016249	Legal Size Folders (FOC x1000)	215-141-934.00	1,814.00	1,814.00
TOTAL VENDOR THE EBCO COMPANY, LLC				1,814.00
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
80574	Dedicated Receptacle for X-Ray Scanner	101-103-998.04	384.15	384.15
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				384.15
VENDOR NAME: WEST GROUP PAYMENT CENTER				
835248097	November 5 - December 4, 2016	269-145-982.00	22.50	22.50
TOTAL VENDOR WEST GROUP PAYMENT CENTER				22.50
VENDOR NAME: XEROX CORPORATION				
087112121	December 2016 (Probation/Parole)	101-131-942.00	93.51	93.51
TOTAL VENDOR XEROX CORPORATION				93.51
GRAND TOTAL:				4,922.25

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**STATE FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN**

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ABILITA				
161208	Telephone - Removal of Lines	101-103-850.00	8,205.59	8,205.59
TOTAL VENDOR ABILITA				8,205.59
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
1614900	Bath House	208-751-920.01	37.87	37.87
367200	Northwest Campsites	208-751-920.01	18.44	18.44
369802	W8449 Co Rd G12 Campsites	208-751-920.01	35.37	35.37
367100	N8390 Beach House	208-751-920.01	28.46	28.46
379700	Storage Shed	208-751-920.01	56.98	56.98
383001	Shakey Lakes Park/Horse	208-751-920.01	42.43	42.43
383200	N8380 Co Park Rd 20.5	208-751-920.01	28.46	28.46
383301	Shakey Lakes Park/Cattle	208-751-920.01	28.46	28.46
1503500	N8380 Co Park Rd 20.5	208-751-920.01	99.02	99.02
370500	Shakey Lakes Office/Shop	208-751-920.01	153.32	153.32
380300	Shower Building	208-751-920.01	55.36	55.36
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				584.17
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677518852	Airport Supplies	216-585-755.01	32.86	67.39
		216-585-745.00	34.53	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				67.39
VENDOR NAME: ARC PRODUCTS LLC				
9677	Med Sled Vertical Lift (x5)	101-426-934.02	3,180.00	3,180.00
TOTAL VENDOR ARC PRODUCTS LLC				3,180.00
VENDOR NAME: ASHBY, DAVID				
Reimbursement	Uniform Allowance	205-315-745.00	133.61	133.61
TOTAL VENDOR ASHBY, DAVID				133.61
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863202311	11/19 - 12/18 (Telephone Services)	101-103-850.00	650.83	650.83
906863444111	11/19 - 12/18 (Telephone Services)	101-103-850.00	1,062.42	1,062.42
906753220912	Annex Telephone Services	101-103-850.00	406.18	406.18
906753458212	Shakey Lakes Park - Telephone Services	101-103-850.00	65.55	65.55
TOTAL VENDOR AT&T - CAROL STREAM, IL				2,184.98
VENDOR NAME: AT&T MOBILITY				
287252150867X1208201	December 2016 (906-792-0211)	101-132-850.00	31.61	31.61
TOTAL VENDOR AT&T MOBILITY				31.61
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080396277	Airport Supplies	216-585-742.00	22.74	22.74
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				22.74
VENDOR NAME: BAY AREA MEDICAL CENTER				
13575	Pre Employment Physical (B. Barrette)	101-103-801.02	113.00	113.00
TOTAL VENDOR BAY AREA MEDICAL CENTER				113.00
VENDOR NAME: BOB BARKER COMPANY, INC.				
NC1001324494	Security Cutlery Cabinet	101-301-770.00	1,639.63	1,639.63
TOTAL VENDOR BOB BARKER COMPANY, INC.				1,639.63
VENDOR NAME: BODY WORKS PLUS				
M268872	Chevy Impala to Anderson Auto	205-315-934.02	50.00	50.00
TOTAL VENDOR BODY WORKS PLUS				50.00
VENDOR NAME: BP				
49135572	Road Patrol - Gasoline Charges	205-315-742.00	330.62	330.62
TOTAL VENDOR BP				330.62
VENDOR NAME: BRANZ, KATHLEEN				

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BRANZ, KATHLEEN				154.00
Parks Committee	Mileage & Per Diem	208-751-860.00	100.00	
		208-751-860.00	54.00	
TOTAL VENDOR BRANZ, KATHLEEN				154.00
VENDOR NAME: CARQUEST AUTO PARTS				
2825-342420	Snow Blower - Oil Change Supplies	101-265-981.00	8.58	8.58
2825-342281	Utility Belt	101-265-934.00	13.39	13.39
2825-342282	Utility Belt	101-265-934.00	13.39	13.39
TOTAL VENDOR CARQUEST AUTO PARTS				35.36
VENDOR NAME: CELLCOM				
823556	Cellular Services	292-663-850.00	39.93	119.79
		292-664-850.00	39.93	
		292-665-850.00	39.93	
TOTAL VENDOR CELLCOM				119.79
VENDOR NAME: GENEX FLEETCARD				
130072	November 2016 Gasoline Sales	249-371-742.00	89.28	112.71
		101-426-860.00	23.43	
TOTAL VENDOR GENEX FLEETCARD				112.71
VENDOR NAME: CLOVERLAND PAPER CO				
113020	Library - Janitorial Supplies	101-265-755.01	40.43	40.43
113019	Courthouse - Janitorial Supplies	101-265-755.01	202.34	202.34
112929	Library - Janitorial Supplies	101-265-755.01	30.37	30.37
112928	Courthouse - Janitorial Supplies	101-265-755.01	247.78	247.78
112930	Inmate Supplies	101-301-770.00	482.80	482.80
112983	Courthouse - Janitorial Supplies	101-265-755.01	56.49	56.49
TOTAL VENDOR CLOVERLAND PAPER CO				1,060.21
VENDOR NAME: COLEMAN ENGINEERING COMPANY				
27697	GIS Mapping	517-252-970.00	3,268.00	3,268.00
TOTAL VENDOR COLEMAN ENGINEERING COMPANY				3,268.00
VENDOR NAME: COOPER OFFICE EQUIPMENT				
140477	Contract # 2836-01 (FOC)	215-141-942.00	228.38	228.38
140471	Toner (FOC)	215-141-931.00	68.00	68.00
140233	Contract #2418-01 (Annex)	101-261-942.00	641.53	641.53
TOTAL VENDOR COOPER OFFICE EQUIPMENT				937.91
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCT				
26519	Shredding Documents (12/8/16)	101-265-801.00	102.07	102.07
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCT				102.07
VENDOR NAME: CVS PHARMACY INC.				
6005 4320 4404 9416	Inmate Medications	101-301-770.01	175.33	175.33
TOTAL VENDOR CVS PHARMACY INC.				175.33
VENDOR NAME: DEKETO, LLC				
DK 11-16	November 2016 (x395 Documents)	256-277-857.00	790.00	790.00
TOTAL VENDOR DEKETO, LLC				790.00
VENDOR NAME: DISTRICT COURT 95A				
AODA Assessment	Assessment Fee - Jamar Scarborough	296-667-730.00	110.00	110.00
TOTAL VENDOR DISTRICT COURT 95A				110.00
VENDOR NAME: DOUGOVITO, GREG				
6223	Transport of Juvenile	101-132-801.01	28.75	97.75
		101-132-801.00	69.00	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: DOUGOVITO, GREG				
Reimbursement	Meal	101-132-801.00	6.97	6.97
TOTAL VENDOR DOUGOVITO, GREG				104.72
VENDOR NAME: DRAZE, THOMAS				
Reimbursement	K9 Boarding (x3 days)	101-301-881.01	45.00	45.00
TOTAL VENDOR DRAZE, THOMAS				45.00
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC				
1406	Advertising - November 2016	101-101-901.00	337.99	337.99
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				337.99
VENDOR NAME: EVENT METAL DETECTORS, LLC				
38559	X-Ray Machine	101-172-934.04	25,600.00	25,600.00
TOTAL VENDOR EVENT METAL DETECTORS, LLC				25,600.00
VENDOR NAME: EXPLORER SOLUTIONS, LLC				
US160703	Phase III Strategic Positioning (1 of 2)	216-585-970.00	4,950.00	4,950.00
TOTAL VENDOR EXPLORER SOLUTIONS, LLC				4,950.00
VENDOR NAME: FIORUCCI, TONY & TEENA				
November 2016	Foster Care (B.F.)	292-662-843.02	517.20	517.20
November 2016	Foster Care (J.F.)	292-662-843.02	517.20	517.20
TOTAL VENDOR FIORUCCI, TONY & TEENA				1,034.40
VENDOR NAME: GLIMN'S AVIATION SERVICES, INC				
12/1/16	Transport 1 Prisoner from Huron for FOC warrant	101-301-860.01	784.55	784.55
TOTAL VENDOR GLIMN'S AVIATION SERVICES, INC				784.55
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
6C121036	Garbage Removal - Annex	101-261-930.04	56.39	56.39
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				56.39
VENDOR NAME: HENSLEY, RN, JOEL				
Blood Draw	H.A. (11/21)	101-267-801.01	100.00	100.00
Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,465.00
VENDOR NAME: J S ELECTRONICS, INC.				
19546	Voice Paging Service (Sheriff Dept)	101-301-755.00	96.00	96.00
TOTAL VENDOR J S ELECTRONICS, INC.				96.00
VENDOR NAME: JACK'S FRESH MARKET				
45000500187	Inmate Supplies	101-301-770.00	38.11	38.11
TOTAL VENDOR JACK'S FRESH MARKET				38.11
VENDOR NAME: LARSON, MICHELLE				
Can Zone	Mileage, Reimbursement & Hours	292-668-801.00	20.68	87.16
		292-668-801.00	6.48	
		292-668-801.00	60.00	
TOTAL VENDOR LARSON, MICHELLE				87.16
VENDOR NAME: LENCA SURVEYING				
16220	Remon Yr 2016 (11/11 - 12/7/16)	243-240-001.07	3,244.16	3,544.16
		243-246-709.00	300.00	
TOTAL VENDOR LENCA SURVEYING				4,049.16
VENDOR NAME: LESPERANCE, DIANE				
Reimbursement	Mileage	101-253-860.00	20.68	20.68
TOTAL VENDOR LESPERANCE, DIANE				20.68
VENDOR NAME: LEXISNEXIS				

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216-585-970.00 4,950.00 cm?

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LEXISNEXIS				
88594106	Mf Penal & Veh Handbook - Fall	205-315-727.00	119.03	
3090767346	November 2016	269-145-801.00	360.00	
TOTAL VENDOR LEXISNEXIS				479.03
VENDOR NAME: LUFTS ADVERTISER				
11/30/16	Advertising	101-101-901.00	297.00	
TOTAL VENDOR LUFTS ADVERTISER				297.00
VENDOR NAME: MENARDS - MARINETTE				
23473	Building Maintenance Supplies	101-265-930.01	44.46	44.46
23470	Credit Memo	101-265-755.00	(25.26)	(25.26)
24250	B&G Supplies	101-265-755.00	7.14	7.14
24457	B & G Supplies	101-265-755.00	68.23	68.23
24456	B & G Supplies	101-265-755.01	273.93	273.93
24453	Credit Memo	101-265-755.00	(18.67)	(18.67)
24794	Building & Ground Operating Supplies	101-265-755.00	92.96	92.96
TOTAL VENDOR MENARDS - MARINETTE				442.79
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
123	Foreclosure Hearing - Property Taxes	517-252-900.00	2,456.40	2,456.40
120	Advertising - November 2016	101-101-901.00	307.35	307.35
119	Advertising (Probate/Family)	101-132-727.00	15.75	31.50
		101-148-727.00	15.75	
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				2,795.25
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0123209-001	Office Supplies - Treasurer	101-253-727.00	202.03	202.03
0123350-001	Office Supplies (Probate/Family)	101-148-727.00	15.42	30.85
		101-132-727.00	15.43	
0123163-001	Sheriff/Road - Office Supplies	101-301-727.00	14.99	30.98
		205-315-727.00	15.99	
0123337-001	Desk/amp, Pedestal, & Chairmat (Vestibule)	101-103-998.04	317.97	317.97
0123457-001	Chair (Vestibule)	101-103-998.04	259.99	259.99
0123461-001	Cartridge (Probate)	101-148-727.00	108.99	108.99
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				950.81
VENDOR NAME: NESTEGG MARINE				
106062	Winterize 2 Cycle Outboard	101-331-755.00	313.92	313.92
106063	Winterize Boston Whaler	101-331-755.00	1,582.28	1,582.28
TOTAL VENDOR NESTEGG MARINE				1,896.20
VENDOR NAME: NIEMI, DANIEL R.				
6225	Transport of Juvenile	101-132-801.01	27.50	93.50
		101-132-801.00	66.00	
TOTAL VENDOR NIEMI, DANIEL R.				93.50
VENDOR NAME: NORWAY SPRINGS, INC.				
461726	Airport Water	216-585-801.00	7.20	7.20
TOTAL VENDOR NORWAY SPRINGS, INC.				7.20
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	November 2016 - Mileage	292-664-860.00	85.59	85.59
TOTAL VENDOR NUTT, MICHAEL				85.59
VENDOR NAME: OFFICE DEPOT, INC.				
881833711001	GIS Mapping District Ct. - office Supplies	101-136-727.00	143.41	143.41
TOTAL VENDOR OFFICE DEPOT, INC.				143.41
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40683633705	Inmate Supplies	101-301-770.00	40.65	40.65

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PAN-O-GOLD BAKING CO.				DEC 20 2016 <i>cm</i>
TOTAL VENDOR PAN-O-GOLD BAKING CO.				40.65
VENDOR NAME: PESHTIGO TIMES & TIMES SAVER 001163	Advertising	101-101-901.00	172.20	172.20
TOTAL VENDOR PESHTIGO TIMES & TIMES SAVER				172.20
VENDOR NAME: POMP'S TIRE SERVICE, INC. 2001601	Tires (x8)	205-315-934.02	985.75	985.75
TOTAL VENDOR POMP'S TIRE SERVICE, INC.				985.75
VENDOR NAME: PRINTERSPLUS! 14842	Window Envelopes (District)	101-136-727.00	116.00	116.00
TOTAL VENDOR PRINTERSPLUS!				116.00
VENDOR NAME: QUALITY WATER SPECIALISTS 185626	Annex - Water Softner Supplies	101-265-801.00	67.80	67.80
TOTAL VENDOR QUALITY WATER SPECIALISTS				67.80
VENDOR NAME: QUILL CORPORATION 2179004 2069251	PA's - 2017 Desk Calendar (x2) Office Supplies - PA's Office	101-267-727.00 101-267-727.00	18.98 103.73	18.98 103.73
TOTAL VENDOR QUILL CORPORATION				122.71
VENDOR NAME: REINHART FOODSERVICE 934651 940592 943915	Inmate Supplies Credit Memo - Inmate Supplies Inmate Supplies	101-301-770.00 101-301-770.00 101-301-770.00	1,198.18 (11.52) 462.79	1,198.18 (11.52) 462.79
TOTAL VENDOR REINHART FOODSERVICE				1,649.45
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND 2-0099-16	Youth Care (M.T.)	292-662-843.05	720.00	720.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND				720.00
VENDOR NAME: SEXTON, RICHARD Reimbursement	EMS Supplies	101-426-963.00 101-426-934.02	72.28 359.17	431.45
Reimbursement	Mileage	101-426-860.00	96.12	96.12
Reimbursement	EMS Supplies & Cellular Bill	101-426-963.00 101-426-850.00	22.99 65.97	88.96
TOTAL VENDOR SEXTON, RICHARD				616.53
VENDOR NAME: SIEMINSKI, ALEXANDER JON 2016-103-GA 2016-094-DD	RE: J. Hall RE: S. Philemon	101-148-807.00 101-148-807.00	500.00 400.00	500.00 400.00
TOTAL VENDOR SIEMINSKI, ALEXANDER JON				900.00
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA Reimbursement	November 2016 - Mileage	292-665-860.00	327.24	327.24
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				327.24
VENDOR NAME: STATE OF MICHIGAN 6222	Foster Care State	292-662-843.01	4,087.55	4,087.55
TOTAL VENDOR STATE OF MICHIGAN				4,087.55
VENDOR NAME: STATELINE APPAREL #5402 & #5434	Uniform Allowance - Mike Sleg	101-265-745.00	99.46	99.46
TOTAL VENDOR STATELINE APPAREL				99.46
VENDOR NAME: STEPHENSON MARKETING COOPERATI 462643 015579	Bulk L/P (Parks) Road Patrol - Gasoline Charges	208-751-744.00 205-315-742.00	278.09 2,359.23	278.09 2,359.23
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				2,637.32

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: TD CARWASH				
20179	Car Washes (x8)	205-315-934.02	35.00	35.00
TOTAL VENDOR TD CARWASH				35.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC Service Charge	101-141-817.00	33.40	33.40
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				33.40
VENDOR NAME: TIME WARNER CABLE				
10404 620475202 8001	Inmate Supplies	101-301-770.00	134.28	134.28
10404-621199203-9001	Twin County Airport	216-585-850.00	342.61	342.61
TOTAL VENDOR TIME WARNER CABLE				476.89
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
80573	Wiring for Security Fence & Jail West Entry Receptacle	101-103-998.06	2,014.00	2,014.00
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				2,014.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
75625	Barracuda Essentials - Email Security	218-656-857.00	3,950.00	3,950.00
46053	November 2016	218-656-857.00	2,645.00	2,645.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				6,595.00
VENDOR NAME: UWC				
9067532209	Extension Office - Telephone Services	101-103-850.00	15.15	15.15
9067534582	Shakey Lakes Park - Telephone Services	101-103-850.00	0.08	0.08
TOTAL VENDOR UWC				15.23
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	November 2016 - Meals/Mileage	101-131-860.00	270.50	270.50
TOTAL VENDOR VALENTI, SUSAN F.				270.50
VENDOR NAME: VERIZON WIRELESS				
9776264128	Cellular Services	101-265-850.01	167.46	946.40
		101-301-850.00	456.95	
		101-682-850.00	32.45	
		205-315-850.00	289.04	
		266-325-850.00	0.50	
TOTAL VENDOR VERIZON WIRELESS				946.40
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-981.02	54.46	212.31
		216-585-981.01	51.03	
		216-585-981.01	39.99	
		216-585-981.02	35.84	
		216-585-981.02	30.99	
13216	Marine (Nuts/Bolts)	101-331-755.00	3.02	3.02
TOTAL VENDOR WALTER BROTHERS INC				215.33
VENDOR NAME: WARNER, FREDRICK				
Reimbursement	Mileage/Meals	101-132-801.00	127.07	127.07
6226	Transport of Juvenile	101-132-801.01	50.00	170.00
		101-132-801.00	120.00	
TOTAL VENDOR WARNER, FREDRICK				297.07
VENDOR NAME: WASTE MANAGEMENT				
1553781-1856-8	Court House	101-265-801.00	547.44	547.44
TOTAL VENDOR WASTE MANAGEMENT				547.44
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402055840-00001	Jail	101-265-920.03	3,287.88	3,287.88

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 MENOMINEE COUNTY MICHIGAN

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402191663-00001	Health Care Center	101-265-920.03	237.68	
		101-265-920.04	176.07	
				413.75
0403823200-00006	Airport (Hngr Gate Cntr)	216-585-920.03	27.46	
0402047856-00004	Courthouse	101-265-920.04	1,479.90	
0403823200-00005	Twin County Airport - Gate Center	216-585-920.03	31.05	
1705721344-00000	Airport	216-585-920.00	50.09	
		216-585-920.03	618.22	
		216-585-920.00	73.29	
		216-585-920.03	47.01	
		216-585-920.00	44.25	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				6,072.90
VENDOR NAME: XEROX CORPORATION				
087112119	Sheriff Department	101-301-727.00	37.02	
087112120	Sheriff Department	101-301-727.00	389.10	
TOTAL VENDOR XEROX CORPORATION				426.12
VENDOR NAME: ZERATSKY EXTREME HEATING &				
10353	Rooftop Unit Maintenance	101-265-934.00	80.00	
TOTAL VENDOR ZERATSKY EXTREME HEATING &				80.00
GRAND TOTAL:				99,836.60

DEC 20 2016

cm

**CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN**

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 12/19/2016 - 12/19/2016
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENARDS - MARINETTE				
24928	Building & Ground Operating Supplies	101-265-755.00	28.29	28.29
TOTAL VENDOR MENARDS - MARINETTE				28.29
VENDOR NAME: PELLA WINDOWS & DOORS OF WI				
233509	Final Payment - Window Replacement	101-103-998.10	110,985.00	110,985.00
TOTAL VENDOR PELLA WINDOWS & DOORS OF WI				110,985.00
GRAND TOTAL:				111,013.29

APPROVED

DEC 20 2016 *cm*

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: AT&T - CAROL STREAM, IL				
908863861411	November 19 - December 18, 2016	266-325-850.00	339.57	339.57
TOTAL VENDOR AT&T - CAROL STREAM, IL				339.57
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080396761	Airport Supplies	216-585-981.00	13.49	13.49
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				13.49
VENDOR NAME: BLUETARP FINANCIAL, INC.				
D80846	Inmate Medical Supplies	101-301-770.01	245.00	245.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				245.00
VENDOR NAME: BODY WORKS PLUS				
M268838	Detailing new vehicles with decals (x2)	205-315-934.02	950.00	950.00
TOTAL VENDOR BODY WORKS PLUS				950.00
VENDOR NAME: CITY OF MENOMINEE				
December 2016	Monthly Rent	266-326-942.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: EPIC AVIATION, LLC				
6929746	4000 Gal - Aviation Fuel	216-585-743.00	13,824.22	13,824.22
TOTAL VENDOR EPIC AVIATION, LLC				13,824.22
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
01933	FOC Office Supplies	101-141-727.00	177.69	177.69
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				177.69
VENDOR NAME: GOOD SOURCE				
S10402112	Inmate Supplies	101-301-770.00	1,875.63	1,875.63
TOTAL VENDOR GOOD SOURCE				1,875.63
VENDOR NAME: GRAYBAR				
988752321	Replace 4 Lights on Flight Line	216-585-970.00	2,060.08	2,060.08
TOTAL VENDOR GRAYBAR				2,060.08
VENDOR NAME: HASHIMOTO SEWER SERVICE, INC.				
13846	Jail Toilet	101-265-930.01	95.00	95.00
TOTAL VENDOR HASHIMOTO SEWER SERVICE, INC.				95.00
VENDOR NAME: HENSLEY, RN, JOEL				
December 2016	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
December 2016	Medical Examiner (Call Time)	101-648-709.00	1,080.00	1,080.00
TOTAL VENDOR HENSLEY, RN, JOEL				2,445.00
VENDOR NAME: IHANDER, AARON				
Reimbursement	Uniform Allowance	205-315-745.00	513.12	513.12
TOTAL VENDOR IHANDER, AARON				513.12
VENDOR NAME: J S ELECTRONICS, INC.				
19537	Cedarville Tower Repairs (Fire/Rescue)	266-325-934.01	1,632.25	1,632.25
19545	Tower Lease - December 2016	266-326-942.00	425.00	425.00
TOTAL VENDOR J S ELECTRONICS, INC.				2,057.25
VENDOR NAME: LINDA A. MENACHER				
Transcripts	Plemel & Larson	101-267-806.00	17.70	17.70
Transcripts	Plemel & Larson	101-136-806.00	133.85	133.85
TOTAL VENDOR LINDA A. MENACHER				151.55
VENDOR NAME: LINDWALL, SYLVIA RDN				
12/12/16	RD Consult (Lt. Greg Hanson)	101-301-770.01	494.37	494.37
TOTAL VENDOR LINDWALL, SYLVIA RDN				494.37
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
90772	Letterhead - FOC	101-141-727.00	95.00	95.00
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				95.00

DEC 20 2016

CM

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

DEC 20 2016 *CM*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENOMINEE COUNTY CLERK				
Notary Bond	Joann Klumb	101-215-727.00	10.00	10.00
TOTAL VENDOR MENOMINEE COUNTY CLERK				10.00
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
11030	Power to Radio - November 2016	101-301-934.01	40.55	40.55
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				40.55
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0123516-001	3 Hole Punch (Probate/Family)	101-148-727.00	11.79	23.59
		101-132-727.00	11.80	
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				23.59
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	December 2016	292-664-860.00	100.17	100.17
TOTAL VENDOR NUTT, MICHAEL				100.17
VENDOR NAME: OWENS, KAREN A.				
12/14/16	Teen Awareness Program	292-668-801.00	108.00	108.00
12/14/16	After School Program	292-668-801.00	162.00	162.00
TOTAL VENDOR OWENS, KAREN A.				270.00
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40683634404	Inmate Supplies	101-301-770.00	11.65	11.65
TOTAL VENDOR PAN-O-GOLD BAKING CO.				11.65
VENDOR NAME: REINHART FOODSERVICE				
945328	Inmate Supplies	101-301-770.00	889.08	889.08
TOTAL VENDOR REINHART FOODSERVICE				889.08
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Hannahville Grant Expenditures	101-426-934.02	429.45	429.45
TOTAL VENDOR SEXTON, RICHARD				429.45
VENDOR NAME: STATE OF MICHIGAN				
Notary Bond	Joann Klumb	101-215-727.00	10.00	10.00
P55	October, November, December 2016	101-132-858.03	2,554.76	2,554.76
D95A	October, November, December 2016	101-136-931.01	3,380.81	3,380.81
TOTAL VENDOR STATE OF MICHIGAN				5,945.57
VENDOR NAME: STEPHENSON TOWNSHIP CEMETERY				
12/7/16	Military Marker Setting Charges (x8)	101-681-761.00	200.00	200.00
TOTAL VENDOR STEPHENSON TOWNSHIP CEMETERY				200.00
VENDOR NAME: TWIN CITY SERVICE AGENCY INC				
63007571N	Notary Bond (J. Klumb)	101-215-727.00	55.00	55.00
TOTAL VENDOR TWIN CITY SERVICE AGENCY INC				55.00
VENDOR NAME: ZERATSKY EXTREME HEATING &				
10429	Installation of 4 Covers for Jail Rooftop Units	101-265-934.00	140.00	140.00
TOTAL VENDOR ZERATSKY EXTREME HEATING &				140.00
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
December 2016	Medical Examiner	101-648-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				2,030.00
GRAND TOTAL:				35,833.70

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	Miscellaneous Boards/Committees/Commission Reports, Discussion
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

12/20/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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



**MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES**

Date: Thursday, November 17, 2016
Presiding: Elaine Boyne, Chairperson
Recording Secretary: Lois Ball, Executive Secretary

Place: Board Room
Time: 2:00 p.m. Central Time

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central Time

Roll Call:
Trustees present: Elaine Boyne, Mary Harrington, Donna Schomin, Barbara Oliver, Catherine Driscoll, John Degeraer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. **Darlene Smith, Administrator.**
Leadership Team Members present: Candace Meintz, CFO; Susan Williamson, DON; and Nicole Freeland, DON
Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the November 2016 Agenda	Administrator Smith requested that the following items be added to the Agenda: 8.c. Northern Initiatives 9.d. 2% Grant from Hannahville	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Agenda with the additions. Motion carried.
Board Action on the Minutes of the October 2016 Meeting	The minutes had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the minutes of the October Meeting as presented. Motion carried.
Board Action on the October Manifest of Invoices	The Manifest of Invoices had been sent to the Board Member for review prior to this meeting.	A motion was made by Trustee Harrington, supported by Trustee Degeraer, to approve the Manifest of

<p>Board Action on Financial Statement for October 2016</p>	<p>CFO Meintz reviewed and discussed items of the October Financial Statement with those present.</p>	<p>Invoices as presented and to pay the bills. Motion carried.</p>
<p>Request for approval of 2017 Capital Budget</p>	<p>Administrator Smith and CFO Meintz reviewed the Budget with the Board with many items discussed and explained. Trustee Harrington stated that she appreciates everyone's frugality and thanked David Vandermissen, Jr., for all of the work he does.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the 2017 Capital Improvement Budget. Motion carried.</p>
<p>Board Committee Reports: Whispering Pines Committee Report</p>	<p>Trustee Driscoll reported the Whispering Pines Committee had met prior to this meeting. They reviewed the 2016 budget and approved the 2017 Capital Budget. She noted that there will not be a meeting in December and the next meeting will be in January 2017.</p>	<p>A motion was made by Trustee Harrington, supported by Trustee Schomin, to approve the Whispering Pines report as submitted. Motion carried.</p>
<p>Board Action Items: Request for Write Offs</p>	<p>Administrator Smith and CFO Meintz reviewed the Write Off Requests. They requested that the Board approve a write off in the amount of \$10, 258.39.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Driscoll, to approve the write off request in the amount of \$10,258.39. Motion carried.</p>
<p>Timber Cut</p>	<p>Administrator Smith reported that the logger would like to get into the area to begin harvesting, but our Forester wants him to wait for colder weather to prevent damage to the land. We appreciate the work the forester has been doing for us and will abide by his decision.</p>	
<p>Northern Initiatives</p>	<p>Administrator Smith discussed the information that had been presented at last month's meeting. We would be</p>	<p>A motion was made by Trustee Eichhorn to approve the application for a loan from</p>

<p>Unfinished and New Business Report of Quality Assurance and Resident Council Committees</p>	<p>looking at taking a loan from Northern Initiatives that would have a low interest rate and could be paid back early. It would give us money to provide training for new staff (CNAs and other departments in need of developmental training) and would give us access to business plans and web pages, etc.</p>	<p>Northern Initiatives, not to exceed \$20,000, supported by Trustee Driscoll. Motion carried.</p>
<p>Unfinished and New Business Report of Quality Assurance and Resident Council Committees</p>	<p>Susan Williamson introduced Nicole Freeland, RN, who will be replacing Susan in December as our Director of Nursing. Mrs. Williamson reported on the Resident Council Meetings held at each of the homes. Some residents requested Christmas light tours and an omelet breakfast (that management staff cook for the residents). Mrs. Williamson also reported on the QA Meeting for the month. She noted that maintenance has the biggest QA item with the Fire Marshall. She discussed the new "Participation for Medicare and Medicaid" rules, noting that Phase I is due on November 28th and we just got the information on this 2 weeks ago. It involves many policies and in the next couple of years we will have to implement Phase II and Phase III. It includes a lot of special trainings for all staff. She thanked the Board for all of their support during her time here. The board thanked everyone for all that was done on this program.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Resident Council Committee Report and the Quality Assurance Committee Report. Motion carried.</p>

Safety Committee Meeting Report

Lois Ball reported that the Committee had met on November 8th. We discussed the changes coming due to the new rules and regulations that Mrs. Williamson spoke about in her QA report. There will be a new falls committee which will be part of our QAPI program. I reviewed the graph of residents' incidents with those present and showed them the increase in falls. Staff were reminded that we are in our window for the Fire Marshal to do a resurvey from last year. I discussed the Musical and Memory program and that we have ordered iPod Shuffles and headphones through a grant we received for this program. We are hoping that this will help lessen residents' anxiety, restlessness and other problems and help calm and relax them. This can lead to a decrease in behaviors and falls.

A motion was made by Trustee Driscoll, supported by Trustee Eichhorn. To approve the Safety Committee Meeting Report as presented. Motion carried.

Administrator's Report

Administrator Smith reported that on >October 31st, she and CFO Meintz attended a "Requirements for Medicare and Medicaid" program. She noted that there are a lot of policies and procedures we need to update and/or put into effect. >November 2 & 3 she and CFO Meintz attended the MCMCFC Fall Financial conference. CFO Meintz discussed the Payroll Based Journal (PBJ) reported that we must do to CMS noting that Nancy, who does our payroll, had done a lot of work to get this all done correctly.

A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Administrator's Report as presented. Motion carried.

	<p>>Labor/Management Meeting, Nov 7th Administrator Smith stated that she continues to have meetings to discuss items of concerns with the Union.</p> <p>>OSF Home Health and Hospice, Nov 7</p> <p>> Hannahville 2% Grant. Administrator Smith announced to the Board that we have received a \$20,969.00 grant for lighting and security for our building.</p>	
Comments from the Public	There were no comments from the public at this time.	
Adjournment	The meeting adjourned at 2:56 p.m.	A motion to adjourn was made by Trustee Eichhorn, supported by Trustee Oliver. Motion carried.

Gary Eichhorn, Secretary

Gary Eichhorn

Darlene Smith, Acting Secretary

Darlene Smith 12/15/16

Menominee County Security Committee
Minutes of Meeting
December 5, 2016

*****Approved 12.15.16*****

The Security Committee met on December 5, 2016 at 3:30 PM at the Menominee County Administrator's Office.

Present at the meeting were Coms: Larry Schei, John Nelson, Mike Holmes, Ken Marks, Sherry DuPont, Judge Hass, Judge Barglind, and Jim Mekash

Others present: Richard Sexton, Lisa Reed

Call Meeting to order: Commissioner Nelson called the meeting to order at 3:30 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; all present

Approval of Agenda: Schei/Holmes approved the agenda as written

Previous Meeting minutes: There are none, this is the first meeting.

Department Head/Elected Official Reports: *(limited to 10 min.)* None

Business:

A. Courthouse Security Policy-Judge Barglind: During jury trials late in the evening will the doors be locked? **Sheriff**: Yes, Security will be in place. **Nelson**: will there be cameras on the deputies sitting in there, and recorded? **Sheriff**: Yes. There will be "same sex" pat downs when possible and there will be a policy and procedure regarding that. UPS and mail will be left at the door? **Nelson**: Sherry will come up with something for that. **Judge Barglind**- No exemptions everyone will be screened. All agreed. **Sheriff** - The public will understand, we are doing this for their safety. Email will be sent out to each department reminder of screening policy and procedures prior to entering. Screening starts January 3rd 2017.

B. Other Discussions on security issues/concerns- No exceptions on screening.

C. 1st floor Vestibule walk through- Completed by all.

Commissioner Comment- None

Adjourn: Moved by **Mike Holmes** supported by **Sheriff Marks**, to adjourn the meeting at 4.23 AM. Motion approved 8/0. Next meeting is December 15th, 2016 10:00 A.M.

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

December 8, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Vice-Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, 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		
Hamm, Ray	X			Nelson, John		X	
Hofer, Millie		X		Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia	X		
Martin, Ann	X			Schinderle, Katie		X	
McCole, Gerald	X			Zevitz, Michael Dr.			X

*video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Vice-Chairperson Luhtanen asked for approval or amend of agenda.

ACTION: Moved to amend the agenda as Presentation by J. Katona was canceled.

Motion by: G. McCole, supported by A. Martin to approve the amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Vice-Chairperson Luhtanen asked for a motion to approve the November 17, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes of 11-17-16 as presented.

Motion by: M. Negro, supported by P. Phillips to approve the 11-17-16 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None (cancelled due to weather)

ACTION ITEMS

• **Finance**

Check Disbursement Report-October, 2016

Questions from previous Board meeting regarding PCM Sales/Tiger Direct were addressed. Further explanation was requested regarding Everstream Solutions and will be addressed at next meeting.

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the Check Disbursement Report-October, 2016. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Finance Statement-October, 2016

No questions regarding the finance statement. Consensus of the Board is that this item will move forward to the next meeting for approval.

OUTCOME: Action item for next meeting

• **FLSA Law Hold – Emergency Services Policy**

Reviewed and discussed Federal judge issuance of nationwide injunction that has placed the planned FLSA overtime rule changes set to go into effect December 1, 2016 temporarily on hold and Interim Memorandum from J. McCarty thus placing on hold the Emergency Services Policy that was approved by the Board on 11/10/16.

ACTION: A motion was made by M. Negro, supported by G. McCole for Emergency Services Policy become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Luhtanen, J.	X		Peretto, P.	X	
Martin, A.	X		Phillips, P.	X	

Motion carried unanimously.

ACTION: A motion was made by N. Negro supported by P. Phillips to rescind previous Board decision to enact the changes to the Emergency Services Policy. Re-review of these policy changes as written would take place at a point in time when law changes were more certain. **Motion carried unanimously.**

• **Drug Free Workplace Policy**

Discussed and reviewed the revised Drug Free Workplace policy per new OSHA rules/regulations.

OUTCOME: Action item for next meeting

• **CARF Accreditation**

CARF accreditation expires for Northpointe in summer of 2017. Northpointe is required to submit an Intent to Survey in January. Previous cost associated with CARF accreditation was \$13,725 for certification of 3 programs. Cost associated with renewal will not be known until an Intent to Survey is submitted. Discussion ensued regarding the benefit versus cost of renewing.

OUTCOME: Consensus of the Board was not to move this item forward to support renewal of CARF accreditation.

• **Direct Care Staffing**

Discussed and reviewed information that was requested at previous Board meeting regarding direct care staffing. Consensus is no further discussion can take place until Northpointe receives the Medicaid allocation for this fiscal year.

OUTCOME: Further information to be brought to the Board once a Medicaid allocation is received and there is adequate time to assess Northpointe's financial status.

• **County Board Performance Payment Questions**

Discussed response that was sent via email to Board members on questions regarding the regional performance payment from a Dickinson County Board member. A. Martin has requested further information from NorthCare's CFO and is awaiting response.

OUTCOME: To be placed on next Board meeting agenda.

- **2017 Tentative Board Meeting Schedule**
Reviewed tentative Board meeting schedule for 2017.
OUTCOME: Action item for next meeting

J. Luhtanen, assumed the Vice-Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- **Survey Response Plan Update**
Reviewed and discussed updated survey response plan on actions taken to address areas of concern identified in the employee survey. Further information of this nature to be presented to the Board after a follow up employee survey next year. Report to be placed on file.

PUBLIC COMMENTS - None

BOARD COMMENT

Ann Martin commented on the parking lot improvement done by Northpointe's landlord; thanked staff member J. Fraker for the letter she wrote to the Board; questioned NorthCare payment distribution; inquired as to paperwork from NorthCare regarding Disclosure of Ownership.
Mari Negro requested CEO coverage be placed on the next Board agenda for discussion.
Janet Dehn stated her appreciation and thanks to staff member J. Fraker for letter she submitted to the Board.
Joan Luhtanen stated "thumbs up" to Northpointe on having Mental Health 1st Aide awareness advertising on theater screen.

ADJOURN

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

Meeting adjourned at 5:35 p.m.

The next regular Board meeting is scheduled for Thursday, December 15, 2016 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Vice-Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant



Public Health Delta & Menominee Counties

Agenda Item #2

Board of Health AGENDA



November 3, 2016
1:00 p.m. (CDT), 2:00 p.m. (EDT)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Bob Burie

Patrick Johnson

Jan Hafeman

Mary Harrington

Larry Schei

Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Assistant Program Coordinator

Lynn Woelffer, Director of Finance

- 1) Call to Order/Roll Call
- 2) Approval of November 3, 2016 Agenda
- 3) Approval of September 15, 2016 Board of Health Meeting Minutes
- 4) Public Comment on Agenda Items (five minutes maximum)
- 5) Finance Committee
 - a. FY2016 Year-End Report
 - b. American Express Statements
- 6) Well Permit Fee Waiver Request
- 7) Review and Approval of September Check Register
- 8) Health Officer's Report
- 9) Public Comment (three minutes maximum)
- 10) Board Member Comments
- 11) Adjournment



Public Health
Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Thursday, November 3, 2016

Board Members Present

Bob Burie
Patrick Johnson

Jan Hafeman
Larry Schei

Mary Harrington
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Kim Gustafson, Assistant Program Coordinator
Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on November 3, 2016. The meeting was called to order at 1:00 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Mr. Johnson arrived at 1:09 p.m. CDT.

2. Approval of Agenda

Ms. Hafeman moved to approve the November 3, 2016, agenda. Motion was supported by Mr. Burie and carried.

3. Approval of Minutes

Ms. Harrington moved the minutes from September 15, 2016, be approved. Motion was supported by Ms. Hafeman and carried.

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4. Public Comment on Agenda Items

There was no public comment on the agenda items.

5. Finance Committee

a. FY2016 Year-End Financial Report

Chairman Trudgeon gave an overview of the FY 2016 Year-End Financial Report.

Mr. Burie moved the FY2016 Year-End Financial Report, be acknowledged and placed on file. Motion was supported by Ms. Hafeman and carried.

b. American Express Statements

Ms. Hafeman gave a brief description of the September American Express statement.

Ms. Hafeman moved the September American Express statement be acknowledged and placed on file. Motion was supported by Ms. Harrington and carried.

6. Well Permit Fee Waiver Request

Mr. Snyder gave an overview of the letter of request to waive the double well permit fee, which would now be required, due to the expiration of original permit. The well was installed after expiration of the permit.

Ms. Harrington moved the Double Well Permit Fee Waiver Request be approved. Motion was supported by Mr. Burie. Ms. Harrington requested a roll call and is recorded as follows:

- Bob Burie- Yes
- Jan Hafeman – No
- Mary Harrington – Yes
- Patrick Johnson – No
- Larry Schei – No
- Tom Trudgeon – No

Motion failed on 2-4 vote.

7. Review and Approval of September Check Register

The Board of Health reviewed the September check register.

**Chairman Trudgeon moved the September check register be approved.
Motion was supported by Ms. Hafeman and carried.**

8. Health Officer's Report

- Mr. Snyder discussed the current status of the Zika virus:
 - 139 confirmed locally acquired mosquito-borne cases in Florida
 - 3,951 confirmed cases in U.S. associated with travel
 - 953 pregnant women have been confirmed to have the Zika virus in the U.S. Of those, there have been:
 - 5 miscarriages
 - 23 infants born with congenital birth defects
 - 65 total confirmed cases in Michigan
 - 42 female
 - 23 male
- Flu update:
 - The first two confirmed cases of the flu have been reported downstate.
 - 317 immunizations were given at the Delta Drive Thru Flu Clinic
 - 62 immunizations given at Hermansville Health Fair
 - 88 immunizations given at in Menominee Senior Center
 - PHDM will continue with off-site flu clinics
- There is a recall on frozen strawberries for Hepatitis A contamination. The strawberries were grown in Egypt, and distributed by SYSCO. Fortunately, none of the strawberries have been distributed in either Delta or Menominee County.
- MCDC Spalding Dental Center update:
 - Clients being scheduled into April/May of 2017
 - MCDC has purchased the building
 - MCDC has hired a full-time dentist
 - Open five days a week
 - MCDC will also increase from three dental chairs to six
- The December 15th BOH meeting will be Ms. Harrington's final meeting as a member of the Delta-Menominee District Board of Health. The BOH will be having a luncheon in honor of Ms. Harrington prior to the regularly scheduled BOH meeting.

519

9. Public Comment (three minutes maximum)

Mr. Don Mlostek approached the BOH requesting a holding tank be allowed on his property in Delta County. The land is used two weeks out of the year by four people. They have rented Stenberg Sitters in the past.

10. Board Member Comments

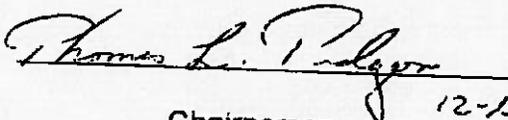
- Mr. Schei would like PHDM to provide a drive-thru flu clinic in Menominee. Mr. Snyder informed him they have considered it and will further investigate more options for next year.
- Chairman Trudgeon asked the BOH to discuss Mr. Mlostek's request. Mr. Snyder informed the BOH of the Sanitary Code and why the holding tank would not be allowed. He also reviewed the history of the site regarding water and wastewater. Chairman Trudgeon asked Mr. Mlostek if he had installed any plumbing in the building yet and Mr. Mlostek stated he had not.

Chairman Trudgeon moved the holding tank discussion be tabled until Mr. Snyder performs a site visit to Mr. Mlostek's property so the BOH can make an informed decision at the December meeting. Motion was supported by Ms. Hafeman and carried.

- Ms. Harrington requested Mr. Snyder provide copies of the Sanitary Code Section (5) regarding holding tanks for the BOH regarding the issue.

11. Adjournment

There being no further business, Ms. Harrington made a motion the meeting be adjourned at 2:23 p.m. CDT. Motion was supported by Mr. Burie and carried.


Chairperson 12-15-2016

:kg Approved December 15, 2016
KH

Menominee County Personnel Committee
Minutes of Meeting
September 7, 2016

*****DRAFT*****

The Personnel Committee met on September 7, 2016 at 9:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Marc Kleiman, Diane Lesperance, Larry Schei & Bill Cech.

Call Meeting to order: Com. Piche called the meeting to order at 9:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; Com. Piche was the only Personnel Commissioner present

WITH ONLY ONE COMMISSIONER PRESENT OF A POSSIBLE FOUR, THIS MEETING WAS ADJOURNED DUE TO A LACK OF QUORUM.

Approved
12/8/16

Menominee County Personnel Committee
Minutes of Meeting
September 8, 2016

Approved
12/8/16

*****DRAFT*****

The Personnel Committee met on September 8, 2016 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Marc Kleiman, Bill Cech, & Larry Schei.

Call Meeting to order: Commissioner Williams called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Commissioner Furlong is absent

Agenda was approved by Com. Piche and supported by Com. Lang to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: Previous minutes from 3.11.2016 were approved. Moved by Com. Piche and seconded by Com. Lang 3/0.

Public Comment: None

Business:

- a. **Deputy Court Clerk – M. Kleiman** – A while back, I brought my Deputy Court Clerk position to the committee for a DMG Study. We were looking at two things **1.** Having it re-evaluated because of responsibilities over the years that have been placed on this position that were not previously in the job description. **2.** Possibly looking at having this person become a certified court reporter; as a back-up for our Circuit Court for traveling Judges. Originally this was a paygrade 7. They came back with a recommendation of a pay grade 9 because of the added responsibilities. They also said if we add the court reporter on to this, it will still be a paygrade 9. Since this doesn't change the grade, we'll add the court reporter duties into the job description as well. You have a letter from Judge Barglind and Ceello in support of the change. Williams: **I entertain a motion to send this to the full board for approval...Com. Lang makes this motion.** Piche asks, would it be wiser financially to pay a per diem as we spoke about previously. Kleiman: Because by adding the court reporter to the DMG, there was no increase for that duty. It was the other added duties that increased the position. It won't be any more money to add the court recorder duties. Williams: Then we would have the added benefit of that as well. Lang: As far as the increase itself, I've always been a firm believer that it is the DMG that keeps our pay structure in balance. If we're going to ignore the DMG recommendation, we may as well pitch them out the window. Piche: She has to go get certified? Kleiman: yes, she has one year to get the certification per the job description we attached. Piche: Who pays for this person to be certified? Kleiman: With this being part of the job description, we're obligated to pay for that. There may be some sources for funding...and the state may put some of the training on line. Biggest cost is the travel expenses for the testing in Lansing. Piche: DMG study is \$250 and it's done and set at this point? Kleiman: Yes. **Com. Piche seconds the motion to move this to the full board. All Coms. agree.** 3/0
- b. **County Administrator Resignation** – Brian Bousley reads his letter of resignation. His last day with

Menominee County will be Sept. 23rd. Williams: For the short time I've been involved, I appreciate the work you've done, the method and philosophy and care in which you've done it all, you will be sorely missed. Piche: Whether he had time or not, he still answered the phone. He'd spend the time talking. Personality, a good personality goes so far in a job. I appreciate seeing that all the time. Lang: I was on the County Board when we didn't have an administrator. I've see five administrators and I think of the five, Brian's tenure ran about the smoothest. I'm realistic, this isn't going to be an easy job. It would be a lot simpler Brian, if you just stayed. I don't blame you, you drive two hours a day. Piche: We have to look at our own personal life and do the best we can for ourselves and family. I think that's what Brian is doing and I have to applaud him for thinking about it and going with his judgement. Piche: Moves to send Brian's Resignation to the full board for consideration next Tuesday, Com. Piche supports this. All Commissioners concur. 3/0

Public Comment: Bill Cech: I think this committee is very important. To do the job it's supposed to be doing, we should have all members here to make important decisions. I think Brian did a great job and we'll miss him. Timing is terrible, but I support his decision. Diane Lesperance: As an elected official and Department Head, it's always been nice to be able to just walk in his office anytime and discuss/vent about work or personal matters.

Commissioner Comment: Piche: I think the personnel committee should be more active than we've been for the last few years. We should have the capability of keeping things a lot smoother instead of having to go to the full board. I think there is a lack of personnel meetings. Lang: We don't have much time. There's a lot to be done and decisions to make. Are we going to advertise and appoint from within? Are we going to get the help from MiWorks. We have things to talk about. Williams: I agree that we should contact Mr. Furlong to see if he can make the meetings from now on.

Adjourn: Moved by Com. Piche supported by Com. Lang to adjourn the meeting at 4:24 P.M. Motion approved 3/0.