

*"Menominee – Where the best of Michigan begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858*

*Brian R. Bousley - 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 ~ May 12, 2015 @ 6:00 p.m. CDT**  
At the Menominee County Courthouse  
Courtroom B (2<sup>nd</sup> floor)  
839 10<sup>th</sup> Ave., Menominee, MI 49858

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes  
April 28, 2015 - CB 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 approve Resolution 2015-07 ~ Retirement of Renee Herrild
  - 2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous bills as paid on April 15 & 23, 2015 in the combined amount of \$55,980.62.
  - 3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.
- J. New Business (discussion only)
  - 1. Personnel Items:
    - a. None
  - 2. Building and Grounds/Park Items:
    - a. Park Improvement Survey

*Bernie Lang    Charlie Meintz - Chairperson    Larry Schei - Vice Chairperson    James Furlong  
Raymond Williams    John Nelson    William Cech    Gerald Piche    Jan Hafeman*

3. **Miscellaneous Items:**
  - a. **May 26<sup>th</sup> County Board Meeting – request date change**
  - b. **Household Hazardous Waste – Date of collection - TBD**
  
4. **Finance Items**
  - a. **Commissioner Per Diems and expenses**
  - b. **Miscellaneous bills as paid on May 5 & 7, 2015 in the combined amount of \$65,792.21.**

- K. **Misc. Boards/Committees/Commissions Reports**
- L. **Public Comment (*limited to 5 minutes*)**
- M. **Commissioner Comment**
- N. **Adjourn**

April 28, 2015

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Nadeau Township Hall, Carney, Michigan.

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

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

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

**Absent:** Com. Furlong (Excused)

Moved by Com. Hafeman, seconded by Com. Williams to approve the agenda. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the minutes from the April 14, 2015 Equalization Meeting, April 14, 2015 Regular County Board Meeting and April 14, 2015 Closed Session (now public). Motion was approved 8-0.

**Public Comment:** None.

**Presentations:**

- Ray LaMarche, Anderson, Tackman & Co. PLC – 2014 Audit Report.

**Department Head/Elected Officials Reports:**

- County Clerk Marc Kleiman – Reminded everyone that there is a countywide election on May 5, 2015. Items on the ballot are the State Ballot Proposal 15-1, Spalding Township Proposal, and Carney-Nadeau Public Schools Proposal.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Nelson to approve Resolution 2015-08 ~ Proclamation "Head Start Month" May 2015. Motion was approved 8-0. (Attachment A)

Moved by Com. Lang, seconded by Com. Williams to allow the 2015 Menominee River Century Bicycle Riders use of Menominee River Park and The Chappee Rapids Historical Marker areas for rest stops on their ride. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the letter submitted by Brian Bousley be sent to Pinecrest Medical Care Facility in reference to the Medicare Enrollment Application. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Williams to approve placing a full page ad in the 2015/16 Menominee-Marquette Regional Guide. Cost of the full page ad is \$1,750 to be disbursed from account #101-103-802.00. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve Resolution 2015-09 ~ Menominee County Deficit Elimination Plan for FY ending 9.30.2014. Motion was approved 8-0. (Attachment B)

Moved by Com. Nelson, seconded by Com. Williams to approve the Veterans' Memorial Park Nature Trail Improvement Project as submitted, and to send the plan to the Planning Commission. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Piche to appoint Patricia Phillips to the Northpointe Board of Directors for a three year term. (4.1.2015 – 3.31.2018) Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve budget amendments 8 & 9 as forwarded from the Finance Committee. Funds to be disbursed from the General Fund cash account #101-000-001.00.

- a. MSUE MOA increase (CB approved 2.24.15) - \$9,737
  - b. Full-Time 4-H Agent Position increase (CB approved 4.14.15) - \$20,000
- Motion was approved 8-0.

Moved by Com. Williams, seconded by Com. Hafeman to approve Commissioner per diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous bills as paid on March 26, 27 & April 9, 2015 in the combined amount of \$209,527.94. Motion was approved 8-0.

Moved by Com. Williams, seconded by Com. Nelson to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 8-0.

#### **New Business (discussion only)**

##### **Personnel Items:**

- a. Resolution 2015-07 ~ Retirement of Renee Herrild. – Brian Bousley read the resolution. The consensus of the board is to move this item forward to the next meeting for approval.

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

- a. None.

**Miscellaneous Items:**

- a. None.

**Finance Items:**

- a. Commissioner Per Diems and expenses. -- There are no Commissioner Per Diems to move forward this month.
- b. Miscellaneous bills as paid on April 15 & 23, 2015 in the combined amount of \$55,980.62. Com. Hafeman asked about account 701 on page 118. Brian Bousley explained that is for retirement insurance and there is only one individual and that individual pays the full amount. The county does not contribute any money. Com. Hafeman also asked about Joe Ciochetto and his per diems submitted for the Airport Commission meeting of \$112. Brian explained that was for per diem and mileage. 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.

Chairman Meintz called for public comment

**Public Comment:**

- Darlene Nerat – Asked where the Veterans' Memorial Park was located.

**Commissioner Comment:**

- Com. Cech – Commented that Renee Herrild has done a great job for Menominee County. He also commented on the Menominee-Marquette Regional Guide and thinks that we should look at contributing towards an add that the Menominee County Conservation District puts out.
- Com. Hafeman – Commented that next year we should take another look at paying for an ad in the Menominee-Marquette Regional Guide. We could look at spending that money elsewhere. Also, she made lemon bars for everyone.
- Com. Williams – Commented on the M&M Regional Guide and how many places it goes to. It is very beneficial.
- Com. Piche – Stated that we need to keep praying for good weather for all the farmers.

Moved by Com. Nelson, seconded by Com. Williams to adjourn at 6:47 p.m.  
Motion was approved 8-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2015-07 ~ Retirement of Renee Herrild</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Rence Herrild has retired from the county after 30 plus years of service. Administration requests a resolution be presented to her in honor of her dedication to the county.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE COUNTY  
RESOLUTION 2015-07  
HONORING**

**RENEE HERRILD**

**WHEREAS**, RENEE HERRILD HAS SERVED MENOMINEE COUNTY AS A CORRECTIONS OFFICER AT THE MENOMINEE COUNTY JAIL BEGINNING ON JUNE 1, 1984 MOVING INTO A CASEWORKER POSITION IN THE FRIEND OF THE COURT OFFICE ON AUGUST 1, 1988. RENEE WAS A CASEWORKER FOR 18 YEARS BEFORE BEING APPOINTED AS THE FRIEND OF THE COURT BY HONORABLE MARY B. BARGLIND BEGINNING ON JUNE 2, 2006. DURING THIS 30 PLUS YEARS OF SERVICE SHE HAS FAITHFULLY AND PROFESSIONALLY PERFORMED HER DUTIES; AND

**WHEREAS**, RENEE HAS ALWAYS BEEN HELPFUL, COURTEOUS, FRIENDLY AND ACCOMMODATING TO ALL PEOPLE SHE HAS DEALT WITH, WHETHER IT BE A CLIENT , HER CO-WORKERS, FELLOW COUNTY AND STATE EMPLOYEES, OR ATTORNEYS; SHE HAS TREATED THEM ALL WITH THE UTMOST OF RESPECT; AND

**WHEREAS**, RENEE HAS SERVED MANY FAMILIES OF MENOMINEE COUNTY BY HELPING THEM GET THROUGH VERY DIFFICULT TIMES IN THEIR LIVES. SHE EXCELLED AT HELPING PARENTS UNDERSTAND THAT THEIR CHILDREN ARE THE NUMBER ONE PRIORITY AND, THE FRIEND OF THE COURT OFFICE WAS THERE TO HELP THEM IN ANY WAY THEY COULD;

**THEREFORE BE IT RESOLVED**, THAT WE, THE MEMBERS OF THE MENOMINEE COUNTY BOARD OF COMMISSIONERS, RECOGNIZE WITH THANKS AND DEEP APPRECIATION, THE PROFESSIONAL SERVICE RENDERED TO MENOMINEE COUNTY AND THE 41ST CIRCUIT COURT BY THE FRIEND OF THE COURT, RENEE HERRILD. WE WISH HER THE BEST AS SHE ENTERS RETIREMENT.

**THEREFORE BE IT RESOLVED**, THAT THIS TESTIMONY OF OUR ESTEEM BE MADE A PART OF THE RECORDS OF THIS BOARD, AND THAT A COPY BE PRESENTED TO HER.

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MARC KLEIMAN  
MENOMINEE COUNTY CLERK

CHARLIE MEINTZ  
COUNTY BOARD CHAIR

HON. MARY B. BARGLIND  
41ST CIRCUIT COURT JUDGE

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on April 15 & 23, 2015 in the combined amount of \$55,980.62.	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on April 15 & 23, 2015 in the combined amount of \$55,980.62.	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

### 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  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
W.N.O.A.	40964	4/14/2015	Registration	Jeff Brunelle	205-315-881.03	165.00		\$330.00
	40965	4/14/2015	Registration	Greg Nast	205-315-881.03	165.00		
Total Amount for Bank Account: General								\$330.00

APPROVED  
APR 15 2015  
CHIEF CLERK  
MENOMINEE COUNTY MICHIGAN  
BAP

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Delta Dental of Michigan								\$571.82
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-326-712.00	205.64		
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-325-712.00	134.22		
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-325-712.00	3.65		
	40966	04/01/2015	April 2015	Dental Insurance Premium	701-000-231.00	45.54		
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-325-712.00	37.14		
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-325-712.00	37.14		
	40966	04/01/2015	April 2015	Dental Insurance Premium	266-325-712.00	108.49		
Total Amount for Bank Account: General								\$571.82

APPROVED

APR 15 2015

*AKB*

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
All Phase	41092	03/26/2015	4430-656251	PO# 03072 Unmetered Srvc Pedestals	208-751-930.03	2,744.50		\$2,744.50
ALL SEASONS EQUIPMENT	41088	04/23/2015	PO# 03055	Trailer for Side by Side	101-103-755.00	3,500.00		\$3,500.00
ANDERSON AUTO & RV SALES INC	41029	01/29/2015	1328	Additional Amount Due on Previous Inv	205-315-934.02	100.00		\$331.70
	41030	03/04/2015	1334	2012 Impala - Vehicle Maintenance	205-315-934.02	59.95		
	41031	03/11/2015	1335	2009 Chevy Tahoe - Vehicle Maintenan	205-315-934.02	119.95		
	41032	03/13/2015	3.13.15	Ball & Ball Cover	205-315-934.02	16.85		
	41033	03/16/2015	1336	2006 Chevy Impala - Vehicle Maintenan	205-315-934.02	34.95		
ANDERSON, TACKMAN & CO PLC	40975	03/31/2015	60425	Final Billing - Audit 9/30/14	101-103-801.01	10,000.00		\$10,000.00
AT&T Mobility	41114	04/22/2015	287252150867	April 1 - April 30, 2015	101-132-850.00	31.27		\$62.73
	41115	04/21/2015	287252234966	April 10 - May 9, 2015	101-132-850.00	31.46		
Big O's Lube and Service, Inc.	41015	04/16/2015	16679	2008 Chevy Tahoe - Oil Change	205-315-934.02	42.90		\$1,940.01
	41034	04/06/2015	16597	2011 Chevy Impala - Vehicle Maintenan	205-315-934.02	36.88		
	41035	04/08/2015	16622	2012 Chevy Impala	205-315-934.02	995.81		
	41036	04/10/2015	16634	2012 Chevy Impala	205-315-934.02	197.14		
	41037	04/14/2015	16666	2012 Chevy Impala	205-315-934.02	667.28		
BP	41024	04/05/2015	44025605	Gasoline Charges - March 2015	205-315-742.00	152.09		\$152.09
Brunelle, Jennifer	41109	04/21/2015	Reimbursement	Bridge Tolls, Meals, Mileage	296-663-860.00	423.82		\$423.82
CBM Managed Services	41040	04/01/2015	STDINV82908	Inmate Meals	280-362-755.00	2,027.73		\$4,055.53
	41041	04/08/2015	STDINV83147	Inmate Meals	280-362-755.00	2,027.80		
Cellcom - P.O. Box 7555	40998	04/05/2015	302981	Medical Examiner Cellular Services	101-648-850.00	13.83	*	\$179.61
	41112	04/05/2015	301692	Cellular Services	296-663-850.00	55.26		
	41112	04/05/2015	301692	Cellular Services	296-664-850.00	55.26		
	41112	04/05/2015	301692	Cellular Services	296-665-850.00	55.26		
Cenex Fleetcard	41093	04/06/2015	102150	Gasoline Charges	249-371-742.00	47.55		\$74.80
	41093	04/06/2015	102150	Gasoline Charges	101-426-860.00	8.05		
	41093	04/06/2015	102150	Gasoline Charges	296-665-860.00	19.20		
Ciochetto, Joseph	40972	04/13/2015	Reimbursement	Mileage - Airport Commission	101-101-860.08	13.32		\$125.32
	40973	04/13/2015	Per Diem	Airport Commission	101-101-860.08	112.00		
CITY OF MENOMINEE - 2511 10TH ST.	41013	04/16/2015	3959	Gasoline Sales - February 2015	205-315-704.00	1,788.45		\$3,946.58
	41014	04/16/2015	3969	Gasoline Sales - March 2015	205-315-704.00	2,158.13		

APPROVED  
BRB

APPROVED

2015 APR 23 11:47 AM

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General						
CLOVERLAND PAPER CO						\$1,194.84
40978	04/10/2015	107850	Bottle Brush	101-265-755.01	28.00	
40979	04/10/2015	107861	Toilet Tissue and Liners	101-265-755.01	119.69	
40980	04/10/2015	107862	Library Supplies	101-265-755.01	300.73	
40981	04/10/2015	107916	Soap, Tissue, Liners, Towels	101-265-755.01	260.57	
40982	04/10/2015	107905	Janitorial Supplies	101-265-755.01	53.10	
40988	03/27/2015	107748	Lysol Foam - Parks	208-751-755.01	86.10	
41042	01/02/2015	107015	Gloves	280-362-755.00	48.14	
41043	04/03/2015	107853	Towels & Lysol	280-362-755.00	147.45	
41044	04/10/2015	107917	Towels & Degreaser	280-362-755.00	72.69	
41083	04/17/2015	107983	Kitchen Towels	101-265-755.01	38.21	
41084	04/17/2015	107959	Damp Mop Cleaner	101-265-755.01	40.16	
COHL STOKER & TOSKEY P C						\$2,142.98
40991	04/09/2015	45343	Legal Svcs - Wage Level Adjustments	101-211-807.00	2,142.98	
Cooper Office Equipment						\$342.10
41081	04/09/2015	121308	Contract # 2043-01 (FOC)	215-141-942.00	342.10	
Country Mile Document Destruct						\$121.90
40984	04/13/2015	20835	Shredding Documents (4/9/15)	101-265-801.00	121.90	
Delta Chamber of Commerce						\$59.00
41090	04/20/2015	19326	Uppertunities Conference (B. Bousley)	101-172-802.00	59.00	
Delta Dental of Michigan						\$371.98
41097	04/23/2015	May 2015	Dental Insurance Premium	266-326-712.00	112.27	
41097	04/23/2015	May 2015	Dental Insurance Premium	266-325-712.00	33.65	
41097	04/23/2015	May 2015	Dental Insurance Premium	266-325-712.00	62.57	
41097	04/23/2015	May 2015	Dental Insurance Premium	701-000-231.00	33.65	
41097	04/23/2015	May 2015	Dental Insurance Premium	266-325-712.00	33.65	
41097	04/23/2015	May 2015	Dental Insurance Premium	266-325-712.00	33.65	
41097	04/23/2015	May 2015	Dental Insurance Premium	266-325-712.00	62.54	
DeWolf & Associates						\$695.00
41039	04/05/2015	910	PO# 03082 FTO Program - J. Kass	264-363-881.00	695.00	
Dickinson County Sheriffs Dept						\$70.00
41027	04/17/2015	Registration	Mike Holmes	205-315-881.03	35.00	*
41028	04/17/2015	Registration	Jeff Brunelle	205-315-881.03	35.00	*
Dougovito, Greg						\$85.59
41101	04/13/2015	5820	Transport of Juvenile (P.S.)	101-132-801.01	22.50	
41101	04/13/2015	5820	Transport of Juvenile (P.S.)	101-132-801.00	54.00	
41111	04/13/2015	Reimbursement	Meals - Transport of Juvenile	101-132-801.00	9.09	
Eldercare Home Pharmacy						\$99.65
41021	03/31/2015	4623098	Inmate Medication	101-301-770.01	99.65	
Election Systems & Software						\$4,536.95
40985	04/08/2015	927203	PO# 03081 - Election Software License	101-262-727.00	1,820.00	
40986	04/06/2015	926891	PO# 03080 - Coding for May 5, 205 Ele	101-262-727.00	2,518.95	
40987	04/03/2015	926295	Support (7/1/15 - 6/30/16)	101-262-727.00	198.00	
Erdman, Brandon						\$27.55
41017	04/17/2015	Reimbursement	Pistol Grip - Uniform Allowance	205-315-745.00	27.55	
Friends Ofc Prod Whse Direct						\$120.31
41080	04/14/2015	0222901	FOC - Office Supplies	101-141-727.00	100.56	
41098	04/21/2015	022320	Office Supplies (Equalization)	101-257-727.00	19.75	

APPROVED

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Gregory, Raymond G.	41059	04/15/2015	2015-032-MI	Court Appointed Legal	101-148-807.00	140.00		\$140.00
Ihander, Aaron	41018	04/17/2015	Reimbursement	Uniform Allowance	205-315-745.00	59.50		\$59.50
J S ELECTRONICS, INC.	41038	04/19/2015	18749	Repair Driver's Side Spotlight 55K91	205-315-934.02	60.00		\$60.00
Joel Hensley, RN	41012	04/18/2015	Nursing Services	Nursing Services	101-301-770.01	1,365.00		\$1,465.00
	41046	04/18/2015	Blood Draw	M.D. (4/18)	101-267-801.01	100.00		
LENCA SURVEYING	41096	04/22/2015	15059	Project Yr 2015 (4/8 - 4/22/15)	243-245-801.07	2,368.70		\$2,368.70
Lithocrafters Printing, Inc.	40996	03/31/2015	84702	Order for Substance Abuse Evaluation	101-136-755.00	87.74		\$87.74
Manpower								
	41082	04/12/2015	28504539	Week Ending 4/12/15 (Molly McRae)	215-141-705.00	315.00		\$1,175.22
	41091	04/12/2015	28502976	Week Ending 4/12/15 (Krista Marciniak)	101-261-705.00	477.90		
	41119	04/19/2015	28532102	Week Ending 4/19/15 (Krista Marciniak)	101-261-705.00	382.32		
Mastercard								
	41020	04/12/2015	Credit Card	Kmart	205-315-934.02	47.64	*	\$1,141.32
	41020	04/12/2015	Credit Card	Staples	205-315-727.00	187.27	*	
	41020	04/12/2015	Credit Card	Krist Oil	101-301-742.00	33.08	*	
	41020	04/12/2015	Credit Card	Ferdinands	101-301-860.00	27.00	*	
	41020	04/12/2015	Credit Card	Mighty Pet	101-301-881.01	46.63	*	
	41020	04/12/2015	Credit Card	Holiday	101-301-742.00	32.00	*	
	41020	04/12/2015	Credit Card	Shell Oil	101-301-742.00	34.00	*	
	41020	04/12/2015	Credit Card	First Out Rescue Equip	205-315-755.00	38.30	*	
	41020	04/12/2015	Credit Card	Drury Inn	101-301-860.00	424.90	*	
	41020	04/12/2015	Credit Card	Shell Oil	101-301-742.00	29.00	*	
	41020	04/12/2015	Credit Card	Holiday	101-301-742.00	27.00	*	
	41020	04/12/2015	Credit Card	MCODSA	205-315-881.03	200.00	*	
	41020	04/12/2015	Credit Card	Island Oasis	205-315-742.00	8.00	*	
	41020	04/12/2015	Credit Card	Holiday	101-301-860.00	21.50	*	
	41020	04/12/2015	Credit Card	Credit Memo - Battery Rebate	101-301-860.00	-15.00	*	
Menards - Marinette								
	40976	04/10/2015	79434	Park Supplies	208-751-755.02	44.15		\$242.92
	40999	04/09/2015	79376	ISD Generator & Jail Supplies	101-265-755.00	42.94		
	41000	04/09/2015	79341	Copper Tube Cap, Male Adapter	101-265-930.01	24.30		
	41001	04/09/2015	79374	Credit Memo	101-265-930.01	-18.54		
	41004	04/13/2015	79648	Building & Ground Operating Supplies	101-265-755.00	58.80		
	41007	04/07/2015	79181	Building & Ground Supplies	101-265-755.00	58.93		
	41085	04/17/2015	80000	Hoover Bags	101-265-755.01	29.95		
	41086	04/17/2015	80001	Hardboard	101-265-930.01	2.39		
MENOMINEE COUNTY ROAD COMMISSION								
	41022	04/08/2015	10885	Power to Radio Tower (March)	101-301-934.01	171.21		\$171.21
Michelle Larson								
	41105	04/13/2015	5825	Can Zone	296-868-801.00	60.00		\$66.90
	41106	04/13/2015	Reimbursement	Mileage - Can Zone	296-868-801.00	6.90		
MILLERS ACTION OFFICE SUPPLY I								
	41023	04/10/2015	108765-001	Stamps (x2)	205-315-727.00	50.98		\$50.98

APPROVED

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Neopost USA, Inc.	40977	04/08/2015	52691604	May 5 - August 7, 2015	101-253-729.01	216.00		\$216.00
NERAT MERCHANDISING	40939	04/10/2015	0231	60' Flags - Park's	208-751-755.03	11.99		\$27.97
	40932	04/17/2015	0235	30' Banner (x2) - Parks	208-751-755.02	15.98		
Nutt, Michael	41107	04/21/2015	Reimbursement	Mileage	296-664-860.00	206.14		\$206.14
Personnel Concepts	41039	04/20/2015	9327478958	Michigan Law Posters	101-103-802.00	239.64		\$239.64
Pisani Graphix	41008	04/10/2015	6915	Colored Stickers for Fire Identification	101-265-930.01	150.00		\$160.00
	41026	04/03/2015	6913	Locker Name Tags	205-315-755.00	10.00		
Plutchak Fab, LLC	41116	03/22/2015	40570	PO# 03085 Strike Plates in Jail Door	101-265-930.01	525.00		\$525.00
Poupore Collision & Towing	41016	04/16/2015	634	Deductible - 2012 Chevy Impala	205-315-934.02	250.00		\$250.00
PrintersPlus!	41067	04/20/2015	13856	District Window Envelopes (x5000)	101-136-727.00	260.00		\$260.00
Przewrocki, Joan	41108	04/21/2015	5831	Sunday Detention	101-132-801.01	52.00		\$52.00
Quill Corporation	40995	04/02/2015	2950472	Keyboard (x2) - PA's Office	101-267-727.00	44.97		\$44.97
Randall Phillipps	41100	04/09/2015	February 2015	Court Appointed Legal	101-132-807.00	500.00		\$1,500.00
	41100	04/09/2015	February 2015	Court Appointed Legal	101-131-807.00	1,000.00		
REDWOOD TOXICOLOGY LABORATORY	41047	03/31/2015	00718420153	Drug Testing (March 2015)	101-136-727.00	19.75		\$19.75
Riesterer & Schnell, Inc.	40997	04/09/2015	798337	ISD Generator	101-265-934.00	273.16		\$273.16
RIVERSIDE AUTO SALES OF MARINE	41009	04/17/2015	6041108/1	2001 Dodge Ram 1500 - Vehicle Main	101-265-981.00	280.92		\$280.92
RR Donnelley - 7810 Solution Center	40983	04/03/2015	841073027	Certified Paper (x2000)	101-215-727.00	109.00		\$109.00
S & O LOCK AND PHONE SERVICE	41011	04/16/2015	40898	Keys x6 and Lock Parts	101-265-930.01	22.25		\$22.25
Sexton, Richard	41002	04/10/2015	Reimbursement	Mileage	101-426-860.00	102.35		\$179.33
	41003	04/10/2015	Reimbursement	Verizon - March 2015	101-426-850.00	76.98		
Sherwin Williams Company	41010	04/07/2015	0244-6	Paint & Supplies	101-265-930.01	26.34		\$26.34
Signarama Menominee	40993	04/10/2015	4077	Launch Pad Under Construction (x3)	208-751-755.02	55.50		\$55.50
Squires-Stepniak, Rebecca	41104	04/13/2015	Reimbursement	Mileage	296-865-860.00	246.68		\$246.68

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Standard Insurance Company								
	41121	04/23/2015	May 2015	Life Insurance Premium	101-101-713.00	20.70		\$211.60
	41121	04/23/2015	May 2015	Life Insurance Premium	101-132-713.00	6.32		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-136-713.00	11.50		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-141-713.00	9.20		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-148-713.00	0.58		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-215-713.00	11.50		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-172-713.00	4.60		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-267-713.00	9.20		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-268-713.00	4.60		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-253-713.00	6.90		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-257-713.00	4.60		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-265-713.00	4.60		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-301-713.00	48.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-662-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	101-103-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	271-790-713.00	9.20		
	41121	04/23/2015	May 2015	Life Insurance Premium	296-663-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	296-664-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	296-665-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	208-751-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	205-316-713.00	2.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	205-315-713.00	25.30		
	41121	04/23/2015	May 2015	Life Insurance Premium	266-325-713.00	16.10		
	41121	04/23/2015	May 2015	Life Insurance Premium	266-325-713.00	2.30		
State of Michigan - MI Supreme Court Finance								
	41118	04/17/2015	Circuit Court 2015-2	Software Support (April, May, June 201	101-103-857.02	1,761.40	*	\$1,761.40
Stellar Pizza, LLC								
	41110	04/13/2015	5827	Pizza for Teen Court	296-667-801.02	15.00		\$15.00
STEPHENSON MARKETING COOPERATI - P O BOX 399								
	41025	03/31/2015	015579	Gasoline Sales - March 2015	205-315-742.00	1,717.55		\$1,717.55
Thomson Reuters								
	40994	04/13/2015	Library Update	Gillespie MI Criminal Law & Procedure	101-267-802.00	269.00		\$269.00
U P A A								
	41117	04/23/2015	Registration	Continuing Education Class (Schroud &	101-257-860.00	40.00		\$40.00
U.E.S. COMPUTERS, INC.								
	40974	04/10/2015	71132	SMARTNET Maintenance for Aironet	101-103-857.00	28.99		\$89.99
	40990	04/02/2015	71048	Wireless Pointer (Sheriff Dept)	101-103-857.02	61.00		
U.S. Bank Equipment Finance								
	41120	04/15/2015	276590742	Bizhub 423 Copier	101-172-942.00	133.07		\$133.07
UPCAP SERVICES INC								
	41094	03/31/2015	913	Work Crew Services (3/4/15)	208-751-930.04	6.00		\$356.00
	41095	03/31/2015	916	Work Crew Services	208-751-930.04	350.00		
Valenti, Susan F.								
	41005	03/31/2015	Reimbursement	Mileage & Meals	101-131-860.00	175.40		\$224.60
	41006	03/25/2015	M14-3673-FH	Transcripts (People v Parish)	101-131-806.00	49.20		

APPROVED  
[Signature]

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Verizon Wireless								
	41019	04/01/2015	9743182662	Cellular Services	101-265-850.01	86.84		\$871.86
	41019	04/01/2015	9743182662	Cellular Services	101-301-850.00	457.19		
	41019	04/01/2015	9743182662	Cellular Services	101-682-850.00	32.43		
	41019	04/01/2015	9743182662	Cellular Services	205-315-850.00	294.98		
	41019	04/01/2015	9743182662	Cellular Services	266-325-850.00	0.42		
Warner, Fredrick								
	41102	04/13/2015	5822	Transport of Juvenile (P.S.)	101-132-801.01	20.00		\$133.55
	41102	04/13/2015	5822	Transport of Juvenile (P.S.)	101-132-801.00	48.00		
	41103	04/13/2015	Reimbursement	Mileage - Transport of Juvenile	101-132-801.00	65.55		
WEST GROUP PAYMENT CENTER								
	41113	04/03/2015	831455815	February 5 - March 4, 2015	101-148-802.00	126.50		\$126.50
Total Amount for Bank Account: General								\$55,078.80

APPROVED

APR 23 2015

*BBB*

CHIEF OF POLICE  
MENOMINEE WISCONSIN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 4.28.2015 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 4.28.2015 County Board meeting	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI

March 26, 2015 - 4:00 p.m.

**CALL TO ORDER/ROLL CALL:**

Karen Rather, Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, 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>
Connors, Peggy	X			Martin, Ann	X		
DeDie, William	X			Negro, Mari	X		
Dehn, Janet	X			Nelson, John		X	
Freeman, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

**REPRESENTING ADMINISTRATION:** B. Adrian, M. Wendt

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

**PUBLIC COMMENTS** - No public comments

**APPROVAL OR AMEND AGENDA**

Bill Adrian asked that the agenda be amended to add under New Business - an additional contract under Finance.

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

**Motion by:** M. Negro, supported by P. Freeman to approve the amended agenda. **Motion carried unanimously**

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

There were no additions to the March 12, 2015 Board meeting minutes.

**ACTION:** Moved to approve the March 12, 2015 Board meeting minutes as presented.

**Motion by:** J. Luhtanen, supported by P. Freeman. **Motion carried unanimously**

**PRESENTATION** - No presentation

**ACTION ITEMS**

• **Finance**

- a) Check Disbursement Report-Period ending March 5, 2015

**ACTION:** A motion was made by M. Negro, supported by P. Connors to approve the check disbursement report period ending March 5, 2015. No discussion. **Motion carried unanimously.**

- b) Contract-March 12, 2015

**ACTION:** A motion was made by J. Dehn, supported by M. Hofer to approve the March 12, 2015 contract. No discussion. **Motion carried unanimously.**

Bill Adrian conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

• **Finance**

- a) Check Disbursement Report-through March 13, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

- b) Contracts-March 26, 2015

Bill Adrian reviewed the following contracts and addressed miscellaneous questions.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Guardian Trac	Fiscal Intermediary	5/1/15-9/30/15	\$50-\$125/mo.	Same	n/a

GT currently provides fiscal intermediary services to 19 individuals. The monthly rate is determined by the individual's budget. The larger the budget, the greater the monthly fee.

B.	Jim's Escort Service	Transportation	4/1/15-3/31/16	\$1.05/mi.; \$1.40/mi. if extra staff required; \$15.00/hr. for extended wait time	Same	n/a
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This is a transportation service that is used when no other option is available. Typically to and from the hospital. "Extended wait time" begins after the first hour.

C.	Jim's Escort Lawn Care	Lawn Care	6/1/15-10/31/15	\$30.00/event	\$45.00/event	\$15.00
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This is for lawn care at the Menominee office. The old rate was mowing only. The new rate is to include trimming.

Mr. Adrian stated the additional contract is as follows: Northpointe has been renting office space for \$350.00/month from Whispering Pines in Powers to provide services in the northern part of the county. Mr. Adrian further stated that services have increased at the Powers office and he contacted Whispering Pines and they are willing to rent 2 additional offices and continued use of their conference room for an extra \$500.00/month which would bring the total rent to \$850.00/month. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the contracts will move forward with the additional contract to the next meeting for approval.

c) February 2015 Financial Report

Bill Adrian asked if there were any questions regarding the February 2015 financial report. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval. Mr. Adrian stated that Northpointe received \$126,736.00 from the supplemental appropriation of General Fund (GF) from the State for the rest of the fiscal year. Miscellaneous questions were addressed by Mr. Adrian.

- **Delegation Agreement with NorthCare**

Bill Adrian stated this agreement essentially spells out what NorthCare will do and what Northpointe will do. The agreement has been standard for the last few years with no changes and one of the main repeating parts of the agreement is that NorthCare will conduct a site visit at Northpointe annually. Mr. Adrian stated that the NorthCare site visit this year is scheduled for July 28, 2015. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Salary Adjustment for Interim CEO**

Janet Dehn asked Bill Adrian what the increased responsibilities are for him taking over as interim CEO. Mr. Adrian stated that it is only his fourth day as interim CEO and at this time this is hard to quantify. Joan Luhtanen stated that Mr. Adrian's current salary is \$96,100.00 and Ms. Thekan's salary was \$105,706.00 and suggested that a salary adjustment for Mr. Adrian be met somewhere in the middle of these two dollar amounts. Discussion ensued.

**ACTION:** A motion was made by M. Hofer, supported by P. Freeman to move the Salary Adjustment for Interim CEO to an action item.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
Dehn, Janet	X		Nelson, John		
Freeman, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**ACTION:** A motion was made by M. Hofer, supported by P. Connors to approve that the interim CEO receive a 5% increase to their current salary which will be retroactive to March 23, 2015.

### ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
Dehn, Janet	X		Nelson, John		
Freeman, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

#### • **Flat Rate Increase**

Bill Adrian stated at the last Board meeting the Board looked at a percentage increase for employees and for this meeting he provided information on a flat rate increase for employees. Mr. Adrian reviewed the flat rate increase information which ranged from \$.07/hour to \$44/hour and how much these amounts reflect between what would be used from Medicaid and GF dollars. Millie Hofer stated that she has a concern regarding GF funding as the GF dollars are designed to serve the severely mentally ill patients and money is taken from here and there from GF funding for other causes. Ms. Hofer further stated that she cannot justify taking money away from a very sparse fund and putting it into another cost at this time. Ms. Hofer asked if maybe this issue should wait until the fiscal year ends to see where Northpointe stands financially. Ms. Hofer stated that she is not against employees receiving a raise - she is concerned about the GF money which was designed for the severely mentally ill. Karen Raether stated that money invested in good employees benefits Northpointe consumers; if employees are not paid they will go somewhere else. Janet Dehn asked if the home manager's home salary was raised recently. Mr. Adrian stated the home managers and assistant home managers salary range were raised recently but their salary is 100% Medicaid funded. Mr. Adrian further stated that he sees the GF population shrinking as more people are signing up for Healthy Michigan and at some point in time everyone will have some sort of insurance coverage. Mr. Adrian stated at this point in time, with the additional supplemental appropriation of GF dollars, Northpointe should be fine in this aspect for this fiscal year. Joan Luhtanen stated that she thinks something should be given to employees as it is long over-due and to show appreciation to them. Ms. Luhtanen stated that as long as Northpointe can afford to give an increase that they should definitely invest in the employees. Mari Negro stated that she likes the flat rate increase and this is a good way to go. Peggy Freeman stated that Northpointe does have very hard working employees. Ms. Freeman stated that looking at the counties they have given raises to their employees which has not been easy for them, especially Menominee, and other mental health agencies in the region have also given raises to their employees. Ms. Freeman further stated, to the credit of the Board, they made a decision to not having a waiting list and take care of all individuals who were supported by GF funds. The staff did step up to the plate and looked at alternative ways to provide services to the GF population and there is not a waiting list. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Consensus was to conduct a "straw poll" as to what flat rate increase to move forward to the next meeting for approval: 6 in favor of \$.30/hour; 5 in favor of \$.23/hour. This item will move forward to the next meeting for approval for a flat rate increase of \$.30/hour for employees.

Karen Raether, Chairperson, assumed the Chairperson position

#### **MISCELLANEOUS BOARD/COMMITTEE REPORTS** - No committee reports

#### **PUBLIC COMMENTS**

- Margaret Stauber stated when the Board was talking salary she has to say that the staff in the homes are really important people. This is the reason that our young people/adults do as well as they do in the homes and if there are poor staff, consumers will not be given what they need. Salary should not be everything but it is very important to people in this day and age and it strongly needs to be looked at to give staff what they need. Ms. Stauber provided information on an individual she is guardian of that resides in one of Northpointe's home.

#### **BOARD COMMENT**

- Karen Raether stated that a Great Lakes Executive meeting was held on March 24. If Northpointe wants to be represented on the Executive Committee they will need to appoint someone. Ms. Raether stated that she has talked to Joan Luhtanen regarding this representation and Ms. Luhtanen has expressed interest in this. This appointment to the Great Lakes Executive Committee will move forward for approval at the next board meeting. Ms. Raether stated that Great Lakes delegates should also be named at the Northpointe April reorganizational

meeting. In the past Northpointe has not named delegates and Ms. Raether strongly urged the Board to name delegates this year who will then be able to vote at the fall Great Lakes conference. This issue will move forward for approval at the next board meeting. Ms. Raether stated that Jim Turbo, from Copper Country, has volunteered to fill in as president of the Great Lakes Association until elections take place in the fall. Ms. Raether stated that on March 25 she participated in the Board Association Nominating Committee and at this point in time, Bill Davie from Marquette, is the only person running for president. Miscellaneous questions were addressed by Ms. Raether.

- Joan Luhtanen stated that she wanted to thank Peggy Connors and Karen Raether for all of their years of service on the Northpointe Board.
- Millie Hofer stated that she want to thank Ms. Connors and Ms. Raether also for all of their hard work and that they have done their job well.
- Peggy Connors wished the Board success and stated that after reading the glowing reports from the last meeting regarding Ms. Thekan she feels bad that she left. Ms. Connors further stated that she hopes the Board will be able to replace the CEO position with the integrity, experience, knowledge, and humanness that Ms. Thekan possessed.
- Peggy Freeman stated she wanted to thank Ms. Connors and Ms. Raether for all of their years of service and commitment to the consumers and everyone associated with Northpointe. Ms. Freeman stated that they have represented Northpointe well at the local, regional and State level. Ms. Freeman wished them well in their future endeavors.
- Bill Adrian thanked Ms. Connors and Ms. Raether for their years of service on the Northpointe Board and provided them with a Certificate of Appreciation.
- Karen Raether thanked everyone for their kind words and stated that she will miss serving on the Board.

**ADJOURN**

Karen Raether, Chairperson, stated the meeting adjourned. Meeting adjourned at 5:10 p.m.

The next regular Board meeting is scheduled for April 9, 2015 in Kingsford, Michigan at 4:00 p.m.

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Karen Raether, Chairperson

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Peggy Connors, Secretary

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Mary Wendt, Board Secretary

## MAC CONFERENCE

MARCH 31-APRIL 1

At the MAC Conference, I went to a pre-conference session on Medicaid "MI health Link—an integrated care program, still not completely in progress, but Medicaid patients can opt in (or out) of the program. This integrates all aspects of a patient's health care under one central controller. It has not been fully implemented, and is not yet proven, but it combines health care, mental health, prescriptions, hospital care, etc. under one umbrella.

I went to one session on revenue options for counties. Tax increases can basically come from new building construction. Therefore, counties must become creative to bring in extra revenue. This can be done through user fees, etc. such as for waste dumps, wind generator fees, tourism fees, hotel and motel taxes, entertainment taxes, airport landing taxes., etc. The idea is to look at what our county has that is unique.

The third workshop I went to was a program called "Swift and Sure", working with parolees to give immediate feedback and penalties if parole is broken in any way. It takes courts, parole officers and sheriff's department working in concert to get results of keeping people out of prison. In the past, parole violations were often not caught up with, but under this system, as soon as a violation takes place (i.e., not in the right place, not showing up for a parole appointment, drugs or alcohol, etc.) it has immediate and stated consequences. Consequences are progressive, and if violations continue, they may even be sent back to prison

### Legislation Issues

We were told that Menominee County was one of four counties to receive a Worker's Comp Grant We were also updated that Revenue Sharing would be fully funded, and is requiring transparency to qualify.

PPT will receive \$19.3 million reimbursement

PILT will be fully funding

Dark Stores legislation is coming soon. They believe they may now have the legislative fix to stop the dark store issue where big box stores pay property taxes as if they were an empty store.

The legislature is currently working on unfunded mandates.

They are also working on tax capture reforms.

They are looking at the veteran property tax exemption, and how to amend it.

Also, Casperson is working on curbing how much public land the DNR can own.

They discussed a merger of human Services and the Department of Health, to take place April 10<sup>th</sup>. I'm not sure what this will mean in the long run.

They also discussed Proposal 1 on May 5<sup>th</sup>'s ballot: They want to raise sales tax to 7% to cover schools and several other things but not transportation, and also raise the gas tax, which is paid by gasoline wholesalers from 19.% to 41% over the next 3 years, but eliminate sales tax on gasoline. This money would go to road repairs.

Our session with Legislators did not work out, as the Legislature was not in session and all of our UP Legislators were in the UP.

Jan Hafeman

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:30 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Dave Moyle, Delta  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.  
Susan Phillips, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Cathy Mercier  
Dave Anthony  
Clyde Thoun  
Kristi Wood

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**APPROVAL OF THE NEW EARLY CHILDHOOD DIRECTOR, MYRA HESLIP**

The Chair called on Bill Dubord who told the members that Myra Heslip has been selected to replace Kim Johnson as ECP Director. Ms. Heslip has been promoted from a Manager's position within the program and happens to have been enrolled in our Head Start Program as a child. Bill thanked Myra Croasdell and Julie Moberg for sitting in on the interviews. He also reviewed the procedures used to seek and screen applicants. He reminded the full board that the Executive Committee had authority to hire but the full board needs to approve that action. It was noted that the Head Start Policy Council has approved her hire. Once approved by the Governing Board, the Head Start Regional Office will be notified and asked for their approval. **MR. LAFOILLE MOVED TO APPROVE THE HIRE OF MYRA HESLIP AS ACTING EARLY CHILDHOOD PROGRAM DIRECTOR UNTIL THE REGIONAL OFFICE APPROVAL, SECONDED BY LEE ROBBERT; MOTION CARRIED.** Once the Regional Office gives their approval she will be the Early Childhood Program Director.

**FINANCE COMMITTEE REPORT**

3/10/15. He reported that the December and January CAA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MR. MOYLE; MOTION CARRIED.**

**Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and The committee reviewed and recommends a sole source purchase to contract with Jill Molli to present Conscious Discipline training in August, 2015 for approximately 100 employees for \$6,739. *JULIE MOBERG MOVED TO APPROVE THE SOLE SOURCE PURCHASE TO CONTRACT WITH JILL MOLLI, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement ***AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MR. MOYLE; MOTION CARRIED.***

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future. ***DAVE MOYLE MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "A1 & B1")***

### NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and ***REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE COUNTY BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.***

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and ***THIS WAS APPROVED WITH A MOTION FROM MR. MOYLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED.***

The committee also recommends the reappointment of Geri Nelson from DTE and ***THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and ***THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED. (Dave Moyle excused himself from the vote)***

The committee also recommends acceptance of Patrick Martin to serve as alternate for Dave Moyle and ***THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. ***THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM DAVE MOYLE, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")***

### PERSONNEL COMMITTEE REPORT

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they

come on board. **DAVE MOYLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

#### **AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MARI NEGRO MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. MOBERG; MOTION CARRIED.**

#### **APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (See attachment "E")**

#### **ACCEPTANCE OF 3/2/15 HS/EHS MONTHLY REPORT**

Members were mailed a copy of the 3/2/15 Head Start/Early Head Start monthly report for their review. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM JULIE MOBERG, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF 12/16/14 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 12/16/14 Head Start Policy Council minutes for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER**

Members were mailed a copy of the Governance, Leadership and Oversight Capacity Screener and the HS/EHS Director noted that this is part of some new requirements similar to requirements under the new organizational standards the agency is going through. **MS. MOBERG MOVED TO APPROVE THE GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER, SUPPORTED BY MRS. KLEIKAMP; MOTION CARRIED.**

#### **UPDATE ON ORGANIZATIONAL STANDARDS**

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as the Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in the process.

#### **EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who indicated he had no additional items to report on. **MR. LAFOILLE ACCEPTED THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Karen Wigand called on the Executive Director who handed out his resignation/retirement letter. He noted it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue on in a consultant role until December 31, 2015. He was commended for all of his hard work and told he will be missed.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 1:18 P.M. WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Attachment A-1

FINANCE COMMITTEE MEETING  
Tuesday, March 10, 2015  
12:00 noon (EDT)

The meeting was called to order at noon and the following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Tom Lippens, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault, Myra Heslip, Cathy Pearson.

Members were given the revised Executive Director Exit Transition Plan and Exit Compensation noting the change that states Ex. Director remains the board's employee until his exit. (see attachment "A") This will be handed out at the 3/12/15 board meeting and be recommended for full board approval.

Members reviewed the January CAA credit card charges.

Members reviewed the January CAA Accounts Payable Schedule. There was a question about whether bids were sought for a new water heater at the Jefferson Center. It was noted that there is a provision in the Financial Procedures Manual that if there is an emergency such as this, a purchase can be made without getting bids.

The members were provided information on a sole source contract for HS/EHS Conscious Discipline training in August 2015 for two full days in the amount of \$6,739 to pay expenses to retain Jill Molli (see attachment "B") The sole source contract to retain Jill Molli was approved **WITH A MOTION FROM JULIE MOBERG, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Members reviewed the January & February HRA credit card charges.

Members reviewed the January HRA accounts payable schedules and they **WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Questions were raised again about helping folks with heat assistance and whether provisions are in place to prevent people from getting help from several different organizations. It was decided that a sub-committee be formed to discuss heat assistance in late summer to determine if it's something our agency should stay involved in considering the restrictions, meticulous record keeping, as well as little administrative funding, etc.

Bill reminded the members that the question was raised whether we actually need a safety deposit box. Bill updated the members that we do not need a safety deposit box and we have now purchased a good, fireproof safe instead.

Bill informed the committee that he and Kris went to Lansing last week to discuss the details of the Thorntree disposition. He reported that the work involved with the disposition will probably take until the end of this calendar year.

Review of the Financial Procedures Manual. Kris Thibeault, Finance Director, reviewed a couple of proposed changes to the FPM. These, in addition to the credit card policy, will be incorporated into a revised Financial Procedures Manual to be approved at the April or May Governing Board meeting. These changes were **APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The Committee was also asked to approve the engagement of Schneider, Larche & Haapala for our 403b audit for an additional two years for an added \$100 (total \$5,000) the first year and an additional \$100 the second year (total \$5,100). The committee was reminded that this is nearly half of what it cost through WIPFLi., our previous 403b auditing firm. **MS. KLEIKAMP MOVED TO APPROVE SCHNEIDER, LARCHE & HAAPALA AS CONTRACTOR FOR OUR 403B AUDIT FOR AN ADDITIONAL TWO YEARS, SUPPORTED BY MR. LIPPENS; MOTION CARRIED.**

There being no further business **THE MEETING ADJOURNED AT 1:30 WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

### ***Proposed Transition to William Dubord's Retirement***

At the December Governing Board meeting the Finance Committee was given authority to work with me to make the transition into retirement smooth and to give both me and the board assurance of no misunderstanding in both timing and financial considerations.

Please consider the following plan regarding my leaving:

1. Tentative last day as full-time Executive Director October 9, 2015.
2. Remain a salaried employee through December 31, 2015 at a salary of \$1,000/week beginning October 12, 2015. Receive standard agency fringe benefits through Dec. 31, 2015.
3. Agency to pay out all annual leave earned through the Oct. 9, 2015 pay period.
4. Agency to pay earned personal days at the end of the Oct. 9, 2015 pay period.
5. Agency to pay out annual and pro-rated longevity leave at the end of December at the wage in effect at that time.
6. New Executive Director to be in charge when mutually agreed upon but no later than Oct. 9th. If it is prior to Oct. 9<sup>th</sup> the above provisions remain as stated. If it is after Oct. 9<sup>th</sup> the agency and I will renegotiate a short term extension.
7. My activities during from Oct. 9 – Dec. 31, 2015 are listed below. These duties are flexible and subject to the wishes of the new Executive Director. Notwithstanding those wishes, the agreed plan will remain in effect.
8. Bill will remain a direct employee of the Board of Directors.

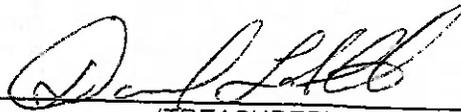
### ***Possible Consultant Duties***

- Assist with Strategic Planning and implementation of new organizational standards
- Stay involved with Thorntree disposition (if necessary)
- Involvement with UP CAN and regionalization issues
- Attend Board and Finance Committee as an observer and resource
- Assist in grant closeout as needed
- Assist in 2016 budget development (as needed)
- Work with Auditors and Program monitors (as needed)
- Work with new director in transferring legal authority and bank accounts
- Provide new director program-by-program analysis, i.e. strengths, weaknesses, issues
- Provide new director analysis of political landscape on the national, state and local levels as they pertain to our programs/funding
- Provide new director with analysis of major vendors, i.e. insurances, retirement plan, IT provider, auditors, contracts, etc.
- Other tasks as requested and mutually agreed to.

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	208,685
EARLY HEAD START		76,842
EARLY-ON CHILDHOOD		678
GSRP		25,494
ASSET & LIABILITY ACCOUNTS		56,590
TOTAL	\$	<u>368,289</u>

SIGNED



(TREASURER)

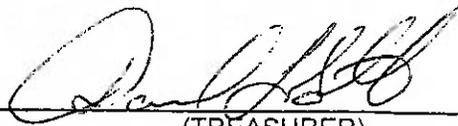
DATE

\_\_\_\_\_

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	117,286
VOLUNTEER PROGRAMS		41,817
NUTRITION		69,577
STATE & LOCAL PROGRAMS		176,141
ENERGY AND HOUSING		50,830
ASSET & LIABILITY ACCOUNTS		65,448
TOTAL	\$	521,098

SIGNED

  
\_\_\_\_\_  
(TREASURER)

DATE \_\_\_\_\_

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

HEAD START	\$	255,938
EARLY HEAD START		71,901
EARLY-ON CHILDHOOD		209
GSRP		25,136
ASSET & LIABILITY ACCOUNTS		53,626
TOTAL	\$	<u>406,810</u>

SIGNED



(TREASURER)

DATE

\_\_\_\_\_

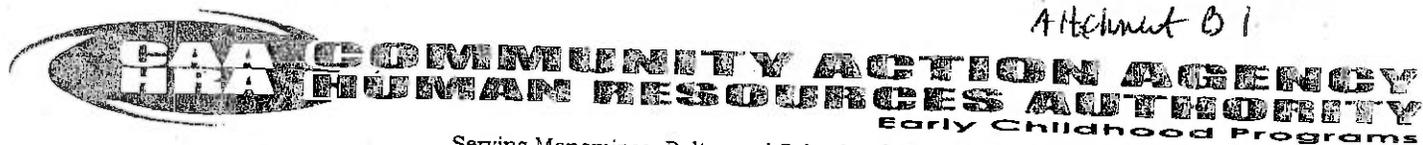
THE FINANCE COMMITTEE HAS REVIEWED THE JANUARY 2015 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>117,268</u>
<u>VOLUNTEER PROGRAMS</u>		<u>50,859</u>
<u>NUTRITION</u>		<u>97,936</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>146,015</u>
<u>ENERGY AND HOUSING</u>		<u>24,025</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>63,708</u>
<b>TOTAL</b>	<u><u>\$</u></u>	<u><u>499,812</u></u>

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

Attachment B1



Serving Menominee, Delta, and Schoolcraft Counties  
Serving Menominee, Delta, and Schoolcraft Counties  
507 First Avenue North  
Escanaba, Michigan 49829  
Telephone: [906] 786-7080 FAX: [906] 786-9423

William Dubord  
Executive Director

Myra Heslip  
Early Childhood Director

February 23, 2015

Mr. Bill Dubord  
MDSCAA  
507 First Avenue North  
Escanaba, MI 49829

Jill Molli is a Loving Guidance Associate for Concious Discipline. Loving Guidance Associates (LGAs) are trained, certified and hand selected by Dr. Bailey to present the principles of Conscious Discipline to teachers, administrators, childcare professionals, Head Start professionals, school districts (large and small), parents and community groups.

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) into one seamless curriculum. Conscious Discipline is an evidence-based comprehensive program that includes school climate changes, social-emotional competency changes in adults, social-emotional competency changes in children, behavioral and resiliency changes, classroom management shift from external rewards and punishments to problem-solving, and results in academic success.

The Early Childhood Program implemented Conscious Discipline strategies into our program in the 2006-2007 school year. Strategies are used as classroom guidance policies and are taught to parents for them to use in the home with their children. We are continually looking to improve our current Conscious Discipline practices as well as implement new ones.

Andrea Schick  
Child Development Manager  
MDSCAA Early Childhood Program

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# Professional Development Activity Description/Funds Request

Date 2/13/15

Staff Name **Andrea Schick**

Supervisor **Myra Heslip**

Description: Group   x   Individual        [If individual: Supervisor approval to submit request: \_\_\_\_\_]

Detail: Bring in certified Conscious Discipline Trainer- 2 days in August. All staff (100) training.

**1. Participation in this training is intended to improve skills in the following areas (check all that apply):**

CD Info & Outcomes	FP Info & Outcomes	Health Info & Outcomes	Admn. Syst. Info & Outcomes	Performance Monitoring (Supervision)	PQA	Program Self Assm.	Program Satisfaction Surveys	Quality Assurance	Annual Performance Evaluation	Community Assessment	Corrective Action	Other
X	X				X	X						

**2. Benefits of chosen PD strategy (check all that apply):**

Direct Benefit to Individual Staff	Direct Benefit to Multiple Staff	Learn New Concepts	Practice Concepts	Problem-Solving	Gather Information & Resources	Earn Needed Credits	Networking	Inspiration Motivation
X	X	X	X	X	X			X

3. Estimated total expenses \$6,739

**4. Total Projected Paid Time:**

Training/TA   14   hrs. / Travel        hrs. / Other (see reverse side for examples):        hrs.

Describe other \_\_\_\_\_

\*\*\*\*\*

Attachment B1<sup>4</sup>

A Hacknet "c"

**NOMINATING COMMITTEE MEETING**  
**Tuesday, February 10, 2015**  
**12:00 Noon**

**MINUTES**

The meeting began at 12:11 p.m. and the following were in attendance: Omer Doran, Dan LaFoilie, Susan Phillips, Karen Wigand, Bill Dubord and Cathy Pearson

The Menominee County Board of Commissioners has appointed Bernie Lang to represent them on our Governing Board, replacing Doug Krienke. **BERNIE LANG'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

The committee was reminded that we still have not received a letter from the Schoolcraft Transit Authority reappointing John Stapleton. Dan offered to follow-up with John one more time. He noted that if John does not get reappointed he will ask the Schoolcraft County Deputy Transit Director if he would be interested in serving and if so, see if that board will appoint him.

It was noted that there is another vacancy in the Schoolcraft County Private Sector. After some discussion the committee decided to see if Rosemary Sablack would be interested in serving on the board. If not, Susan will check with Judy Zerilla and someone from the Kiwanis to see if there might be interest.

There is also a vacancy in the Menominee County Consumer Sector. Staff will check with our Menominee Senior Center staff and Client Services staff to see if they might know of someone who might be interested and a good fit to serve on the board.

The Hannahville Indian Community has reappointed Dave Anthony to represent them on the Governing Board, **DAN LAFOILLE MOVED TO APPROVE THE REAPPOINTMENT, SECONDED BY OMER DORAN; MOTION CARRIED.**

DTE has reappointed Geri Nelson to represent them on our Governing Board. **MR. LAFOILLE MOTIONED TO APPROVE THE REAPPOINTMENT OF GERI NELSON, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

Bill informed the members that Delta County has reappointed Dave Moyle to be their representative and Patrick Johnson as his alternate.

Karen noted that she will work on committee assignments as these vacancies get filled.

The meeting adjourned at 12:40 p.m.

**PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 25, 2015**  
**11:30 a.m.**

**MINUTES**

The meeting began at 11:32 with the following in attendance: Susan Kleikamp, Geri Nelson, Ken Penokie, Susan Phillips, Myra Croasdell, Bill Dubord and Cathy Pearson. Karen Wigand, excused.

The committee discussed their upcoming role and timeline for hiring a new Executive Director. Bill informed the members that the Finance Committee has reviewed his transition and exit compensation plan and will most likely approve that at their March 10<sup>th</sup> meeting. They will recommend to the full board that they approve what they have worked out. He told the members that he plans to remain at his current status until October 9, 2015. He then will be at a reduced salary until December 31, 2015 to serve as a consultant to the new director. He made it clear, however, that once the new director is hired, they will be the only director and Bill will be working more in the background to train him or her.

Members were presented an email of suggestions from Karen Wigand. The following rough timeline was proposed (see attached calendar):

- *Bill will make his official announcement of retirement at the 3/12/15 board meeting pending Finance and Board approval of the transition & exit plan.*
- *Post the E.D. position the week of 3/16/15. On 3/16/15 MCAAA, MSHDA, National CAA and MI Works websites. Post in the following newspapers maximum of two days (depending on when they publish, some are weekly) during the week of 3/16: The Daily Press, Eagle Record, Pioneer Tribune and the Marquette Mining Journal. Posting should note: **Anticipated start date 7/6/15***
- *Resumes must be received by the close of business on 4/17/15.*
- *Staff will review resumes and not forward non-qualified applicants. Remaining resumes will be copied and mailed to the Personnel Committee on 4/21/15.*
- *Committee will meet to determine applicants to be interviewed between 4/30 – 5/5.*
- *Schedule interviews for the week of 5/11 (we have board meeting on 5/14)*
- *Bill & Cathy check references & do background check on potential hires by 5/19.*
- *Make job offer and negotiate details – job offer contingent on board approval. Candidate to respond on job offer by 5/27/19*
- *Special board meeting to be held the week of 6/1 to approve the recommended hire.*
- *New director's official start date 7/6/15 or later if necessary.*

It was suggested that a temporary or "dummy" account be established to receive resumes.

Bill noted that he would like to get the new person on board to attend management/fiscal training design for Community Action Agencies that is usually mid-July. Would also like to take the new hire to the MCAAA summer conference for introductions, etc. in late July.

Bill will develop a list of interview questions and it was noted that anyone from the board and a representative from Policy Council should be invited to sit in on the interviews if they choose.

The committee intends to present one candidate to the full board for approval.

The committee reviewed the current Executive Director job description and there are no recommended changes.

***The next meeting is April 2<sup>nd</sup> at 11:00 a.m.***

MDS COMMUNITY ACTION AGENCY  
**GRIEVANCE/APPEALS PROCEDURES**

It is the intent of the MDS Community Action Agency, Inc. (MMCAA) to provide all participants, subgrantees, subcontractors and other interested parties a process to resolve grievances or complaints about the programs and activities administered by MDSCAA. The procedure shall include a process of information and notification to all interested parties, which includes an informal resolution and appeal. This process should be initiated if the matter cannot be resolved with the local program staff.

All program and service grievance or complaints, except those alleging fraud or criminal activity, must be filed with 14 days of the date of the alleged occurrence. At any time during the grievance/complaint process you may contact the agency regarding the procedures to properly address your concerns at each level of the process.

The Grievance/Appeals process includes three components or levels to include the following:

**1. Informal Resolution**

You will be afforded the opportunity and encouraged to discuss your concern with the Program Manager/Director to resolve the matter to the mutual satisfaction of the parties involved. You should complete a written explanation of your concern (see attached form). A complaint may be dismissed if you fail to state a course of action for which relief can be granted. You will receive a written notice stating why your complaint was dismissed and informed of the procedure on how to request a review at the next level.

**2. Agency Level Review**

If you wish to appeal the decision made by the Program Manager/Director, you may do so by filing a grievance/appeal with the MDSCAA Executive Director. The request must be in writing and include a brief description of the alleged occurrence and the reason the applicant believes he/she is eligible or should receive the denied services or contract (see attached form). A review of your grievance or complaint must be conducted within 14 days of the filing of your grievance or complaint. You may expect a written decision within 14 days after filing this appeal with the agency's Executive Director. If you fail to receive a

written decision regarding your appeal within 14 days of your filing or if you receive an adverse written decision, you may request a review at the next level.

### **3. Board of Directors and/or Grantor Level Review**

If you wish to appeal the decision made by the Executive Director, you may do so by filing a grievance/appeal with the MDSCAA Board of Directors or for specific programs you may file your complaint with the Department of Human Services, State of Michigan or other funding source. A request for review of your grievance or complaint must be submitted in writing within 14 days of receipt of the adverse decision or 14 days from the date on which you should have received a decision to the MDSCAA Board of Directors or the Department of Human Services or other funding source specific to the program involved. Your written appeal should include, to the extent possible, the following information (feel free to use the form provided):

- A. A copy of the original appeal all correspondence to the appeal.
- B. The full name, address, and telephone number of the person(s) making the appeal.
- C. The name of the staff and program site against whom the appeal is made, or other information sufficient to identify the party against whom the appeal is made.
- D. A clear and concise statement of the facts, as alleged, including the pertinent dates, constituting the alleged violations.
- E. The provisions of the act, regulation, grant, or other agreements believed to have been violated.
- F. The relief requested.

Upon receipt of a request for review by the appropriate office, the matter shall be reviewed and a written decision rendered. In the event a hearing is conducted, you will be notified prior to the hearing of the date, time and place of the hearing and the opportunity to present your concerns, including witnesses.

**ALL DECISIONS AT THE MDSCAA BOARD OF DIRECTORS OR GRANTOR LEVEL REVIEW ARE FINAL.**

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:45 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Susan Phillips, Schoolcraft  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Geri Nelson, excused  
Dave Moyle, excused  
Dave Anthony  
Clyde Thoune  
Kristi Wood  
Cathy Mercier

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and 3/10/15. He reported that the December and January HRA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MS. NEGRO; MOTION CARRIED.**

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement **AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED**

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future. **MYRA CROASDELL MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachments "A1& B1")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and **REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE CO. BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and **THIS WAS APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Geri Nelson from DTE and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and **THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY MS. KLEIKAMP; MOTION CARRIED. (Dave Moyle excused himself from the vote).**

The committee also recommends acceptance of Patrick Johnson to serve as alternate for Dave Moyle and **THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (See attachment "C")**

**PERSONNEL COMMITTEE REPORT**

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they come on board.

**MR. LAFOILLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

**AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MS. PHILLIPS MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. KLEIKAMP; MOTION CARRIED.**

**APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. DORAN, SUPPORTED BY MYRA CROASELL; MOTION CARRIED. (see attachment "E")**

### **ADOPTION OF TRANSPORTATION ADA COMPLAINT POLICY**

Karen Wigand called on Sally Kidd who reported that members were mailed a copy of a complaint policy for our transportation services run in Menominee that is required. **MS. KLEIKAMP MOTIONED TO ADOPT THE TRANSPORTATION ADA COMPLAINT POLICY AS PRESENTED, JULIE MOBERG SUPPORTED THE MOTION; MOTION CARRIED.**

### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received a copy of the January/February Senior Companion Program monthly report and **IT WAS ACCEPTED WITH A MOTION FROM LEE ROBBERT, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

### **APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES**

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

- 2/13 (Schoolcraft) & 2/18/15 (Mid-County) Foster Grandparent PAC minutes
- 1/19 (Delta) & 1/29/15 (Menominee) Senior Companion Program PAC minutes

### **UPDATE ON ORGANIZATIONAL STANDARDS**

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as: Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in this process.

### **UPDATE ON NEW ADULT DAY CARE FACILITY**

The Chair called on Sally Kidd and Bill Dubord who reminded the members that Pat Besse is donating approximately \$400,000 to build a new Memory Center to replace the current Perspectives Adult Day Care, which will be owned by the Bishop Noa Home. The project is a collaborative one with CAA and Bishop Noa Home and the facility will be for folks who have Alzheimer's and/or dementia to give their loved ones some respite as it is very challenging to deal with folks with dementia 24/7. We will be able to retain our current staff and will be housed in the new facility rent free. There is a beautiful outdoor space that will be provided and Pat Besse is donating another \$50,000 to furnish the facility. Mr. LaFoilie asked if the outdoor space will be a secured area and Sally indicated she will check. The Chair commended Sally for her efforts in this collaborative effort and Randy Daigneault, Adult Day Care Director, who has taken the initiative over the past few years to fund-raise to keep this program going.

### **EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who asked Cathy Pearson to give a report on Walk for Warmth. She told the members the following: Delta County had approximately 110 walkers and has raised nearly \$37,000; Menominee County had about 55 walkers and has raised just over \$19,000 and Schoolcraft had about 25 walkers and has raised approximately \$6,200. She noted that the brat sales were successful despite the sub-zero temperature during those events. She announced that Susan Phillips was the winner of the in-house raffle for a quilt that was donated by Cathy's sister. She thanked the board for all of their support. The Chair commended Cathy on a job well done.

**HRA Governing Board Minutes**

**Thursday, March 12, 2015**

**Page 4**

The Executive Director informed the board that during the two-day power outage that affected our office and kitchen in Escanaba, our staff from the Escanaba kitchen took it upon themselves to get the meal out despite there being no electricity. The ovens are gas and when Bill came in in the morning to check on things the staff was working with flashlights to get a meal out to our homebound seniors. Special thanks to the Escanaba kitchen staff for their dedication to the senior citizens we serve. A big thanks also to Gary Royer, husband of our Nutrition Mgr., Pat Royer, who borrowed a generator to help get lights on temporarily during the outage. Bill noted that this effort typifies the kind of things that make Community Action Agency's unique.

**SUSAN KLEIKAMP MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MS. PHILLIPS SECONDED; MOTION CARRIED.**

**OTHER BUSINESS**

Karen Wigand called on the Director who handed out his resignation/retirement letter. He noted that it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue in a consultant role. He was commended for all of his hard work and was told he will be missed.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 1:44 P.M. WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**MENOMINEE COUNTY FAIR BOARD MEETING**

**MARCH 18 2015**

The meeting was called to Order by Larry Roetzer at 6:35. Those present were Glenn Hanson, Jerry Piche, Brian Bousley, Kristie Rice, Phyllis Kaczmarczyk, Carol Quist, Larry Roetzer, Kateiyn Thompson, Paul Putnam, Chris Ruleau, Scott Carhoun and Sandy Paschke.

**PUBLIC COMMENT:** Paul stated that he would like to have a table for public information at the fair this year and he will see that it is manned.

**SECRETARY'S REPORT:** Minutes were read, Motion to accept the secretary's report was made, seconded and passed.

**TREASURER'S REPORT:** Carol gave the treasurer's report. Phyllis made a motion to accept the report Glen seconded the motion and it passed.

A discussion was held regarding the Fair Book and it was decided that it needed to be published during the month of May. Sandy will get in contact with the printer to see what deadline she needs to follow

The board then worked on the plans for the 2015 Fair

The need to attract vendors to our fair was discussed. A motion to lower the Vendor cost to \$30.00 was made, seconded and passed.

Carol Quist made a motion to adjourn. Larry seconded it and meeting was adjourned at 7:45.

Respectfully submitted

Sandra Paschke, Fair Manager

Minutes approved 4.15.15

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Menominee County Park Improvement Survey</b>
<b>DEPARTMENT:</b>	<b>Parks</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Parks Committee discussed this at their last meeting. They are updating the M.C. Recreation Plan and will need to do a survey to include as part of the plan.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# Menominee County Park Improvement Survey

2016 -2020 Menominee County Recreation Plan

1. How often do you visit the Menominee County parks? (circle one)

1-3 times per year      4-6 times per year      7-10 times per year      over 10

2. What recreational activities do participate in at the Menominee County parks?  
(circle all that apply)

Picnicking	Fishing
Swimming	Camping
Walking/Hiking	Playground
Bird watching	Boating
Water sports	Other:

3. Please indicate your level of satisfaction with the condition of the park's grounds and facilities.

Needs Improvement      Fair      Satisfactory      Excellent

4. What do you like best about the Menominee County parks?

5. What improvements would you like to see within the Menominee County parks?

6. What facilities/amenities would you like to see added to the parks?

7. Do you have any additional comments you would like to share?

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>May 26, 2015 ~ Request for County Board meeting date change</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Brian has an 8<sup>th</sup> grade graduation for his daughter on the evening of May 26<sup>th</sup>. He requests to change the meeting date for the County Board meeting...so he may attend both the graduation and the CB meeting.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

# COUNTY BOARD OF COMMISSIONERS COUNTY BOARD MEETINGS

## 2015 Schedule

Approved 1.27.15

<u>JANUARY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Re-Organization/COUNTY BOARD	January 5, 2015	5:30/6:00 PM	COURTROOM B
COUNTY BOARD	January 27, 2015	6:00 PM	COURTROOM B
<u>FEBRUARY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	February 10, 2015	6:00 PM	Annex-Stephenson
COUNTY BOARD	February 24, 2015	6:00 PM	Annex-Stephenson
<u>MARCH</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	March 10, 2015	6:00 PM	COURTROOM B
COUNTY BOARD	March 24, 2015	6:00 PM	COURTROOM B
<u>APRIL</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD - Equalization Session	April 14, 2015	5.45 PM	Nadeau Twp.
COUNTY BOARD	April 14, 2015	6.00 PM	Nadeau Twp.
COUNTY BOARD	April 28, 2015	6:00 PM	Nadeau Twp.
<u>MAY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	May 12, 2015	6:00 PM	COURTROOM B
COUNTY BOARD	May 26, 2015	6:00 PM	COURTROOM B
<u>JUNE</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	June 9, 2015	6:00 PM	Meyer Twp.
COUNTY BOARD	June 23, 2015	6:00 PM	Meyer Twp.
<u>JULY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	July 14, 2015	6:00 PM	COURTROOM B
COUNTY BOARD	July 28, 2015	6:00 PM	COURTROOM B
<u>AUGUST</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	August 11, 2015	6:00 PM	Cedarville Twp.
COUNTY BOARD	August 25, 2015	6:00 PM	Cedarville Twp.
<u>SEPTEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	September 8, 2015	6:00 PM	COURTROOM B
COUNTY BOARD	September 22, 2015	6:00 PM	COURTROOM B
<u>OCTOBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	October 13, 2015	6:00 PM	Harris Twp.
COUNTY BOARD	October 27, 2015	6:00 PM	Harris Twp.
<u>NOVEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	November 10, 2015	6:00 PM	COURTROOM B
COUNTY BOARD	November 24, 2015	6:00 PM	COURTROOM B
<u>DECEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	December 8, 2015	6:00 PM	Annex-Stephenson
COUNTY BOARD	December 22, 2015	6:00 PM	Annex-Stephenson

Brian  
Request  
Date  
Change

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Household Hazardous Waste Collection – 2015</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Normally we held the collection in conjunction with the City's pick up date. This year the City changed the way they do their collections, but have given us permission to use their buildings/personnel (as in previous years) for our collections of HHW. We have some possible dates that the collection can take place per Veolia. The board is to make a decision on when they would like to see the collection happen, so we can get this booked.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Sherry DuPont

---

**From:** Pipkorn, Jonathan <jonathan.pipkorn@veolia.com>  
**Sent:** Friday, May 08, 2015 11:04 AM  
**To:** Sherry DuPont  
**Subject:** Veolia HHW Dates

Hi Sherry,

I just received your voicemail and wanted to get you some additional options. Looking ahead at our schedule in July and August here is a list of some open dates:

- July 18th
- July 25th
- August 1st
- August 15th

Possible Dates for Men. Co.  
Household Hazardous Waste Collection

Please let us know if any of these dates work for you. Thanks.

Jonathan Pipkorn  
Account Manager  
Industrial Business  
VEOLIA NORTH AMERICA

tel

+1 262 255 6655 ext. 72628  
/ cell

+1 920 960 9454

W124 N9451 Boundary Road / Menomonee Falls, WI 53051

[jonathan.pipkorn@veolia.com](mailto:jonathan.pipkorn@veolia.com)  
[www.veolianorthamerica.com](http://www.veolianorthamerica.com)

Resourcing the world   
  

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

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

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
APR 28 2015  
BY: AD

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

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

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

Name: Jan Hafeman ~ District 8

Date	Meeting Place	# of miles	X.575/mile	Total Cost	Account Number
4/13/15	Bd of Health Fin-Escanaba	58		33.35	101-101-860.10
4/14/15	Co. Board-Nadeau	5		2.88	101-101-860.10
4/15/15	Bd. Of Health- Pinecrest	14		8.05	101-101-860.10
4/23/15	Pinecrest-Pinecrest	14		8.05	101-101-860.10
4/23/15	Co. Finance –Menominee	76		43.70	101-101-860.10
4/28/15	Co. Bd-Nadeau	5		2.88	101-101-860.10
3/29/15	Supper (MAC Conf.)			13.20	101-101-860.10
4/1/15	Supper (MAC Conf.)			16.85	101-101-860.10
					101-101-860.10
		172	<b>Total Mileage</b>	\$98.90 + 30.05	
<b>Total Mileage Fee</b>					<b>128.95</b>

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

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

  
Signed

4/28/15

Date

*128.95*

Thanks for visiting!  
 Muthouse Sports Grill  
 420 E. Michigan Avenue  
 Lansing, MI 48933

Server: Kaitley  
 Table 101/1  
 Guests: 3  
 03/29/2015  
 6:32 PM  
 50028

iced Tea 2.50  
 Santa Fe Burger 9.95

Subtotal 12.45  
 Tax 0.75

Total 13.20

Balance Due 13.20

EVERY FRIDAY  
 HALF OFF ALL DRINKS  
 4-7pm

10000 84586700  
 MUTHOUSE SPORTS GRILL

58.91\$  
 58.91\$  
 56.04\$  
 02.22\$  
 56.13\$  
 00.54\$  
 51.74\$

HSV9  
 TOTAL  
 TAX1  
 SHK5  
 TRES  
 Fries  
 Burg  
 Cheese

6191 MILL WEN 5102/10/10 31WG

1209-143-906

Manistique, Michigan 49854  
 Chippewa Avenue 102

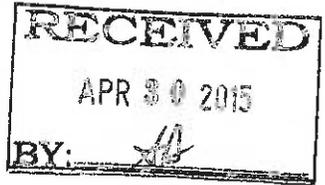
MI-ENVIRO S. ADY 13







# Commissioner Meeting Fee Expense Form



Name of Commissioner Larry Schei

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

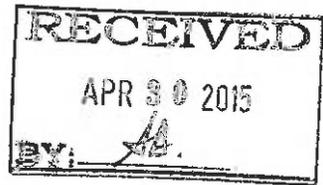
Date	Meeting Description & Duration	Meeting Expense
3/31/15	LIBRARY BOARD SPECIAL	50.00
4/7/15	TCAC SPECIAL	50.00
4/14/15	MBDC	50.00
4/14/15	COUNTY BOARD	50.00
4/15/15	PUBLIC HEALTH	50.00
4/16/15	TCAC EXEC/FINANCE	50.00
4/17/15	TCAC SPECIAL	50.00
4/21/15	TCAC MONTHLY	50.00
4/21/15	LIBRARY BOARD	50.00
4/23/15	COUNTY FINANCE	50.00
4/28/15	COUNTY BOARD	50.00
<b>Total Per Diem</b>		<b>550.00</b>

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

Commissioner Signature: Larry Schei

Date: 4/30/15

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**



Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
3/31/15	STEPHENSON, MI	32		18.40	101-101-860.04
4/6/15	TWIN COUNTY AIRPORT	15		8.63	101-101-860.04
4/14/15	MENO. CITY HALL	15		8.63	101-101-860.04
4/14/15	NADEN TWP. HALL	59		33.93	101-101-860.04
4/15/15	PINECREST POWERS	73		41.98	101-101-860.04
4/16/15	TWIN COUNTY AIRPORT	15		8.63	101-101-860.04
4/17/15	TWIN COUNTY AIRPORT	15		8.63	101-101-860.04
4/21/15	TWIN COUNTY AIRPORT	15		8.63	101-101-860.04
4/24/15	STEPHENSON, MI	32		18.40	101-101-860.04
4/23/15	COURTHOUSE	16		9.20	
4/28/15	NADEN TWP. HALL	59		33.93	
		<u>340</u>	<b>Total Mileage</b>	<u>198.99</u>	
				<b>Total Mileage Fee</b>	<b>\$ 198.99</b>

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

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

*Larry Schei*

Signed

4/30/15

Date











Rec  
5/11/15  
BLS

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

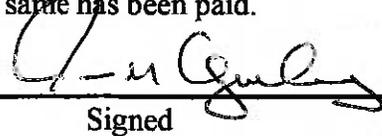
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: James Furlong ~ District 3

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
4-14-15	Nadeau Township	64			101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
			<b>Total Mileage</b>	64	
<b>Total Mileage Fee</b>					36.80

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

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



Signed

4-30-15

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on May 5 & 7, 2015 in the combined amount of \$65,792.21.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

### 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  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
John Deere Financial	41287	05/05/2015	PO# 0389	Lawn Mower	101-265-755.00	2,365.34		\$2,365.34
Total Amount for Bank Account: General								\$2,365.34

APPROVED

MAY 05 2015

*BBB*

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

2015

MENOMINEE COUNTY

APPROVED

MAY 08 2015



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware								\$228.94
41201	04/30/2015	281	Building & Ground Supplies	101-265-755.01	5.99			
41201	04/30/2015	281	Building & Ground Supplies	101-265-755.00	8.15			
41201	04/30/2015	281	Building & Ground Supplies	101-265-755.00	28.33			
41201	04/30/2015	281	Building & Ground Supplies	101-265-930.01	8.99			
41307	04/30/2015	410	Jail Supplies	101-301-770.00	5.98			
41307	04/30/2015	410	Jail Supplies	101-301-770.00	171.50			
AIRGAS NORTH CENTRAL								\$7.36
41317	04/22/2015	9038626508	Oxygen	205-315-755.00	7.36			
ALGER-DELTA COOPERATIVE ASSOCI								\$442.83
41332	05/01/2015	380300	Shower Building	208-751-920.01	-33.15			
41333	05/01/2015	369802	W8449 Cc Rd G12 Campsites	208-751-920.01	-80.04			
41334	05/01/2015	370500	Shakey Lakes Office/Shop	208-751-920.01	138.02			
41335	05/01/2015	379700	Storage Shed	208-751-920.01	61.53			
41336	05/01/2015	383001	Shakey Lakes Park/Horse Area	208-751-920.01	19.78			
41337	05/01/2015	383200	N8380 Cc Park Rd 20.5	208-751-920.01	110.86			
41338	05/01/2015	383301	Shakey Lake Pk/Cattle Area	208-751-920.01	8.30			
41339	05/01/2015	1503500	N8380 Co Park Rd 20.5	208-751-920.01	87.93			
41340	05/01/2015	367100	N8390 Beach House	208-751-920.01	29.77			
41341	05/01/2015	367200	Northwest Campsites	208-751-920.01	76.64			
41342	05/01/2015	1614900	Bathhouse	208-751-920.01	23.19			
Anderson, Bill								\$34.50
41213	04/27/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	34.50			
Anderson, Paul								\$16.10
41214	04/27/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	16.10			
AT&T - Carol Stream, IL								\$1,343.43
41242	04/19/2015	906863444104	April 19 - May 18, 2015	101-103-850.00	680.50			
41243	04/19/2015	906863202304	April 19 - May 18, 2015	101-103-850.00	413.34			
41255	04/19/2015	906863661404	April 19 - May 18, 2015	266-325-850.00	249.59			
AT&T Long Distance								\$2,266.23
41244	04/19/2015	854528091	Telephone Services	101-103-850.00	2,266.23			
Bay Cities Radio								\$58.00
41313	03/31/2015	WSF-E3210	Radio Avertising - Crimestoppers - Man	101-301-802.00	58.00			
BS&A Software								\$4,655.00
41209	05/01/2015	101154	Assessing & Tax Systems (5/1/15 - 5/1/	101-103-857.02	4,655.00			
CBM Managed Services								\$4,103.27
41324	04/15/2015	STDINV83422	Inmate Meals	280-362-755.00	2,024.75			
41325	04/22/2015	STDINV83682	Inmate Meals	280-362-755.00	2,078.52			
CITY OF MENOMINEE - 2511 10TH ST.								\$566.88
41248	05/05/2015	May 2015	Monthly Rent	266-326-942.00	351.67			
41273	04/16/2015	3955	Gasoline Sales - February 2015	101-136-860.00	8.70			
41273	04/16/2015	3955	Gasoline Sales - February 2015	101-257-742.00	14.80			
41273	04/16/2015	3955	Gasoline Sales - February 2015	101-265-742.00	58.06			
41277	04/16/2015	3965	Gasoline Sales - March 2015	101-215-860.00	17.51			
41277	04/16/2015	3965	Gasoline Sales - March 2015	266-325-860.00	21.01			
41277	04/16/2015	3965	Gasoline Sales - March 2015	101-265-742.00	95.13			

APPROVED

MAY 08 2015

*AD*

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
City of Stephenson - P.O. Box 467								\$244.90
41260	04/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.01	18.10			
41260	04/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.02	31.00			
41260	04/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.03	195.80			
CLOVERLAND PAPER CO								\$418.20
41253	04/24/2015	108056	Towels, Tissue	101-265-755.01	232.92			
41254	04/24/2015	108058	Towels, Liners, Bowl Cleaner	101-265-755.01	111.27			
41326	04/17/2015	107984	Inmate Supplies	280-362-755.00	24.67			
41327	04/24/2015	108057	Inmate Supplies	280-362-755.00	49.34			
CMP Distributors								\$467.25
41318	04/27/2015	43904	Magazine Pouch (x15)	205-315-755.02	467.25			
Coast to Coast Computer Prod.								\$239.97
41229	04/17/2015	A1315958	Toner	101-253-727.00	239.97			
Craftmaster Hardware								\$87.06
41305	04/15/2015	1350557	Keys for Jail	101-301-755.00	87.06			
Dale Gronmack								\$140.00
41300	04/30/2015	4/30/15	Pump Septic Tanks (Kleinke x2)	208-751-801.00	140.00			
DEKETO, LLC								\$824.00
41246	05/04/2015	DK 4-15	April Documents (x412)	256-277-857.00	824.00			
DTE Energy								\$136.25
41331	05/04/2015	462245200011	Annex	101-261-920.04	136.25			
DuPont, Sherry								\$16.34
41240	04/29/2015	Reimbursement	Mileage - April 2015	101-172-860.00	16.34			
EAGLEHERALD PUBLISHING, LLC								\$1,250.98
41207	04/30/2015	2910	Jury Commission	101-150-727.00	21.34			
41355	04/30/2015	1445	PO# 03090 Registration & Election Noti	101-262-727.00	1,209.85			
41367	04/30/2015	1408	Board Appointment Applications	101-101-901.00	19.79			
Eichhorn, Gary								\$99.45
41219	04/30/2015	Per Diem	DHS Board	101-601-837.00	50.00			
41220	04/30/2015	Reimbursement	Mileage - DHS Board	101-601-837.00	49.45			
Eichhorn, Jayne Marie								\$96.58
41364	05/06/2015	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	46.58			
41365	05/06/2015	Per Diem	Board of Canvassers	101-192-705.00	50.00			
Friends Ofc Prod Wnse Direct								\$655.96
41251	04/27/2015	0223461	ROD - Office Supplies	101-268-727.00	295.65			
41268	04/22/2015	0223311	FOC - Office Supplies	215-141-934.00	229.84			
41298	05/01/2015	0223761	FOC - Office Supplies	215-141-934.00	130.47			
Furlong, James								\$36.80
41299	04/30/2015	Reimbursement	Mileage - April 2015	101-101-860.03	36.80			
Hafeman, Jan								\$128.95
41237	04/28/2015	Reimbursement	Mileage - April 2015	101-101-860.10	128.95			
Hafeman, William								\$94.85
41358	05/06/2015	Per Diem	Board of Canvassers	101-192-705.00	50.00			
41359	05/06/2015	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	44.85			
Hashimoto Sewer Service, Inc.								\$210.00
41236	04/29/2015	12468	Cleaning of Grease Pits in Jail	101-265-801.00	210.00			

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Hi Tec Building Services 41208	04/30/2015	009283	April 2015	101-265-801.00	1,410.00		\$1,410.00
HOTFLAME GAS COMPANY							
41258	04/27/2015	005987	Shakey Lakes Bath House	208-751-744.00	667.59		\$1,153.19
41259	04/27/2015	006686	Kleinke Bath House	208-751-744.00	485.60		
J S ELECTRONICS, INC.							
41245	04/29/2015	18774	Repair - Zetron 21 Instant Recall Recor	266-325-934.01	343.38		\$1,932.51
41247	05/01/2015	18780	Tower Lease - May 2015	266-325-942.00	425.00		
41322	04/20/2015	18761	Move Light Bar, Radio Cage, Camera	205-315-934.02	1,105.73		
41323	04/20/2015	18767	Replacement Spotlight	205-315-934.02	58.40		
Jeff Naser							
41217	04/30/2015	Per Diem	DHS Board	101-601-837.00	50.00		\$100.60
41218	04/30/2015	Reimbursement	Mileage - DHS Board	101-601-837.00	50.60		
Joel Hensley, RN							
41223	05/05/2015	Blood Draws	E.G. (4/24) R.S. (4/26) E.G. (4/27)	101-267-801.01	300.00		\$3,707.27
41271	04/27/2015	Reimbursement	Stamps & Postage	101-648-729.00	17.27		
41275	04/27/2015	April 2015	Medical Examiner	101-648-709.00	1,065.00		
41275	04/27/2015	April 2015	Medical Examiner	101-648-835.00	960.00		
41312	05/05/2015	Nursing Services	Nursing Services	101-301-770.01	1,365.00		
Kleiman, Marc							
41257	04/29/2015	Reimbursement	Mileage - April 2015	101-215-860.00	42.55		\$109.83
41257	04/29/2015	Reimbursement	Mileage - April 2015	101-262-860.00	24.73		
41257	04/29/2015	Reimbursement	Mileage - April 2015	101-215-860.00	42.55		
Lang, Bernard							
41211	05/01/2015	Reimbursement	Mileage - April 2015	101-101-860.02	144.90		\$144.90
LexisNexis Matthew Bender							
41315	04/15/2015	70573727	MI Penal Handbook (x2)	205-315-727.00	107.63		\$107.63
Linda A. Menacher							
41267	04/23/2015	Reimbursement	Cell Phone Bill (Sept - March 2015)	101-136-727.00	285.60		\$285.60
Linderoth, Janis							
41262	04/27/2015	Reimbursement	Mileage - UP State Fair Authority	101-101-860.09	50.60		\$50.60
Lufts Advertiser							
41205	04/28/2015	4/28/15	Advertising - April 2015	101-101-901.00	40.00		\$335.75
41205	04/28/2015	4/28/15	Advertising - April 2015	101-262-727.00	295.75		
Manpower							
41269	04/19/2015	28532531	Week Ending 4/19/15 (Molly McRae)	215-141-705.00	250.90		\$565.90
41311	04/26/2015	28558756	Week Ending 4/26/15 (Milley McRae)	215-141-705.00	315.00		

APPROVED

MAY 08 2015

*BAB*

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

APPROVED

MAY 08 2015

*WJD*

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	CHIEF FISCAL OFFICER MICHIGAN COUNTY MICHIGAN Moucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$1,633.60
Mastercard								
	41354	04/12/2015	Credit Card	Adobe Systems	101-103-857.02	9.99	*	
	41354	04/12/2015	Credit Card	Sec of State	101-265-981.00	91.80	*	
	41354	04/12/2015	Credit Card	Harbor Freight Tools	101-265-755.00	72.72	*	
	41354	04/12/2015	Credit Card	USPS	101-268-729.00	5.05	*	
	41354	04/12/2015	Credit Card	USPS	101-268-729.00	5.05	*	
	41354	04/12/2015	Credit Card	USPS	101-268-729.00	5.05	*	
	41354	04/12/2015	Credit Card	USPS	101-268-729.00	5.05	*	
	41354	04/12/2015	Credit Card	Amazon	101-265-930.01	39.75	*	
	41354	04/12/2015	Credit Card	FirstAidCFR	101-265-755.00	95.33	*	
	41354	04/12/2015	Credit Card	USPS	101-268-729.00	5.05	*	
	41354	04/12/2015	Credit Card	Amazon	101-265-930.01	58.47	*	
	41354	04/12/2015	Credit Card	Radisson Hotels	101-101-859.00	413.43	*	
	41354	04/12/2015	Credit Card	Radisson Hotels	101-101-859.00	413.43	*	
	41354	04/12/2015	Credit Card	Radisson Hotels	101-103-867.00	413.43	*	
					<i>172-860.00</i>			
Maximus, Inc.	41266	04/24/2015	002	PA's DHS-286 Billings (Jan - March 20	101-267-801.00	700.00		\$700.00
Menards - Marinette	41235	04/28/2015	80778	Building & Ground Supplies	101-265-755.00	120.55		\$140.82
	41274	04/20/2015	80233	Building Maintenance Supplies	101-265-930.01	20.27		
Menominee Industrial Supply	41210	05/01/2015	10118395	John Deere Blade (x6)	208-751-930.02	290.22		\$290.22
Michael Kelly	41304	04/29/2015	Reimbursement	Overpayment for Permit	249-371-964.00	15.36		\$15.36
MICHIGAN ELECTION RESOURCES	41198	04/13/2015	34041	PO# 03083 Election Supply Kits	101-262-727.00	1,500.31		\$1,500.31
MILLERS ACTION OFFICE SUPPLY I	41316	04/28/2015	0109163-001	Stamp (Ccopy of PA's Office)	205-315-727.00	26.99		\$80.19
	41319	05/05/2015	0109313-001	Clerk's Office Supplies	101-215-727.00	210.26		
	41320	04/07/2015	0108646-001	Credit Memo - Check Misprinting	101-215-727.00	-200.00		
	41366	05/06/2015	0109351-001	Treasurer - Office Supplies	101-253-727.00	42.94		
Nelson, John R.	41239	04/30/2015	Reimbursement	Mileage - April 2015	101-101-860.11	172.50		\$172.50
Northcare Network	41227	04/30/2015	Tax	Conventicn & Tourism Tax (@ 50%)	101-601-835.01	9,857.50		\$9,857.50
NORTHERN MICHIGAN UNIVERSITY - FINANCIAL SERVICES	41321	04/28/2015	mecosh-6	PO# 03087 Legal Update Training (x11	205-315-881.03	638.00		\$638.00
Northreach Healthcare	41309	04/27/2015	800008074	Patient # E11919923 - Inmate Medical	101-301-770.01	241.00		\$625.00
	41310	03/29/2015	800008074	Patient # E11918817 - Inmate Medical	101-301-770.01	384.00		
Office Depot, Inc.	41264	04/16/2015	765934889001	Admin - Office Supplies	101-172-727.00	89.54		\$182.91
	41265	04/16/2015	765934635001	Receipt Book	101-261-727.00	6.74		
	41265	04/16/2015	765934635001	Receipt Book	208-751-755.02	26.96		
	41301	04/22/2015	766986898001	District Court - Office Supplies	101-136-727.00	30.79		
	41302	04/22/2015	766987167001	District Court - Office Supplies	101-136-727.00	17.09		
	41303	04/22/2015	766987168001	District Court - Office Supplies	101-136-727.00	11.79		

APPROVED

MAY 08 2015

*BLB*

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vch#	CHIEF FISCAL OFFICER Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
PAIDL'S TRUE VALUE HARDWARE								\$182.37
	41199	04/30/2015	150008	Park Supplies - April 2015	208-751-755.02	174.88		
	41200	04/30/2015	150007	Building & Grounds - April 2015	101-265-755.00	7.49		
Peterson, Charlene								\$14.38
	41215	04/27/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	14.38		
Peterson, Richard								\$90.25
	41362	05/06/2015	Per Diem	Board of Canvassers	101-192-705.00	50.00		
	41363	05/06/2015	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	40.25		
Prestin, David								\$78.75
	41221	04/30/2015	Reimbursement	Mileage - DHS Board	101-601-837.00	28.75		
	41222	04/30/2015	Per Diem	DHS Board	101-601-837.00	50.00		
PrintersPlus!								\$65.00
	41224	04/30/2015	13876	Double Window Envelopes (x1000)	516-253-727.00	65.00		
Quill Corporation								\$209.93
	41252	04/23/2015	3590386	PA - Office Supplies	101-267-727.00	209.93		
Randall Phillipps								\$1,500.00
	41206	04/27/2015	Court Appointed	Chow Cause Hearings - March 2015	101-131-807.00	1,000.00		
	41206	04/27/2015	Court Appointed	Chow Cause Hearings - March 2015	101-132-807.00	500.00		
REDWOOD TOXICOLOGY LABORATORY								\$163.28
	41212	04/20/2015	509402	Drug Testing Supplies	101-136-727.00	163.28		
S & O LOCK AND PHONE SERVICE								\$159.60
	41306	04/28/2015	40991	Keys (x8)	101-301-755.00	159.60		
Schei, Larry								\$198.99
	41226	04/30/2015	Reimbursement	Mileage - April 2015	101-101-860.04	198.99		
Schultz, Lillian R.								\$34.50
	41216	04/27/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	34.50		
Sherwin Williams Company								\$44.59
	41261	04/23/2015	0731-2	Paint	101-265-930.01	44.59		
Signarama Menominee								\$111.00
	41263	04/23/2015	4121	Park Signs (x6)	208-751-755.02	111.00		
Sit Means Sit, Inc.								\$94.18
	41314	04/21/2015	22434	K9 Holster for Sit means Sit Collar (x2)	101-301-881.01	94.18		
State of Michigan - Dept. of Management & Budget								\$250.00
	41329	04/28/2015	15-002939	4/1/15 - 9/30/15	266-326-942.00	250.00	st	
STEPHENSON MARKETING COOPERATI - P O BOX 399								\$101.99
	41356	03/31/2015	462643	March 2015	208-751-742.00	60.20		
	41356	03/31/2015	462643	March 2015	208-751-755.02	60.21		
	41357	03/31/2015	023851	Credit - Park Supplies	208-751-742.00	-18.42		
Stericycle, Inc.								\$31.41
	41308	05/01/2015	4005542834	Inmate Supplies	101-301-770.00	31.41		
The Current								\$54.96
	41330	05/01/2015	1945	Advertising	101-101-901.00	54.96		
The First National Bank&Trust								\$32.80
	41231	05/04/2015	628840339	FOC - Service Charge.	101-141-817.00	32.80		

APPROVED

MAY 08 2015

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	FISCAL YEAR	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General									
The Print Shop - 1340 Main Street	41270	04/22/2015		7030186	PA - Paper (x500)	101-267-727.00	25.76		\$25.76
Thomson Reuters	41272	04/28/2015		1000296207 710611	MI Rules of Court	101-267-802.00	295.00		\$295.00
Time Warner Cable - P.O. Box 4639	41233	04/24/2015		10404 710008401 100	May 2 - June 1, 2015	101-103-850.00	534.15		\$534.15
U.E.S. COMPUTERS, INC.	41232	04/30/2015		42860	Weekly Computer Maintenance	101-103-857.00	1,790.00		\$1,915.96
	41232	04/30/2015		42860	Weekly Computer Maintenance	101-103-857.03	125.96		
U.P. Resource Conservation &	41256	05/04/2015		2015 Dues	Appointee & Aiternate	101-103-802.00	350.00		\$350.00
UNIFORM SHOPPE	41343	01/27/2015		239889	PO# 03083 Uniform Allowance (Roach)	205-315-745.00	105.40		\$2,972.25
	41344	01/27/2015		239890	PO# 03083 Uniform Allowance (Wert)	205-315-745.00	60.45		
	41345	01/30/2015		240098	PO# 03083 Uniform Allowance (Roach)	205-315-745.00	283.80		
	41346	03/05/2015		241174	PO# 03083 Uniform Allowance (Roach)	205-315-745.00	68.95		
	41347	03/20/2015		241549	PO# 03083 Uniform Allowance (Roach)	205-315-745.00	41.45		
	41348	03/31/2015		242058	PO# 03083 Uniform Allowance (Holme:	101-301-745.00	450.00		
	41349	03/16/2015		241412	PO# 03083 Uniform Allowance (Holme:	101-301-745.00	408.30		
	41350	02/28/2015		240951	PO# 03083 Uniform Allowance (Marks)	101-301-745.00	75.45		
	41351	03/31/2015		241928	PO# 03083 - Mourning Bands (x25)	101-301-745.00	25.00		
	41352	03/31/2015		241973	PO# 03083 - Uniform Allowance (Wert,	205-315-745.00	1,395.00		
	41353	02/12/2015		240509	PO# 03083 - Uniform Allowance (Wert)	205-315-745.00	58.45		
Waste Management	41204	05/01/2015		1494075-1856-7	May 2015	101-265-801.00	481.50		\$481.50
Wennnergren, Mary Jo	41360	05/06/2015		Reimbursement	Mileage - Board of Canvassers	101-192-860.00	2.88		\$52.88
	41361	05/06/2015		Per Diem	Board of Canvassers	101-192-705.00	50.00		
White Water Associates, Inc.	41230	04/28/2015		142319	Water Analysis (Shakey Lakes)	208-751-920.00	68.00		\$170.00
	41238	04/28/2015		142322	Water Analysis - Kleinke Park	208-751-920.00	17.00		
	41250	04/29/2015		142343	Water Analysis	208-751-920.00	85.00		
Williams, Raymond	41225	04/30/2015		Reimbursement	Mileage - April 2015	101-101-860.01	115.58		\$115.58
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003	41202	04/28/2015		0402055840-00001	Jail	101-265-920.03	3,294.97		\$6,347.50
	41203	04/28/2015		0402047556-00004	Courthouse	101-265-920.04	2,487.59		
	41234	04/28/2015		0402191663-00001	Health Care Center	101-265-920.03	206.47		
	41234	04/28/2015		0402191663-00001	Health Care Center	101-265-920.04	281.55		
	41241	04/24/2015		1390339402-00000	Bailey House	208-751-920.01	20.88		
	41241	04/24/2015		1390339402-00000	Kleinke Park	208-751-920.01	29.64		
	41241	04/24/2015		1390339402-00000	Bailey Park	208-751-920.01	13.02		
	41249	04/24/2015		0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.38		
Xerox Corporation - 26152 Network Place	41296	05/01/2015		079299727	May 2015 (Probation/Parole)	101-131-942.00	93.04		\$93.04
Zevitz, Dr. Michael E.	41276	04/27/2015		April 2015	Medical Examiner	101-648-709.00	2,045.00		\$2,045.00

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Total Amount for Bank Account: General								\$63,426.87

APPROVED

MAY 08 2015



CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by:     **Brian Bousley**    

    **05/08/2015**      
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 BUILDING CODE DEPARTMENT

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

## MONTHLY BUILDING PERMIT REPORT

05/04/2015

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
<b>P13140-14</b>	01/20/15	HANSEN RICHARD & STACY	W6481 SUNSET DR .5 R	MENOMINEE TWP.	\$190.20
Work :	3.GARAGE	30X48 GARAGE FOR STORAGE			010-033-037-00
<b>P13141-14</b>	02/03/15	PIRLOT BROOKS & NICOLE	N14983 CEDAR RIVER L	HARRIS TWP.	\$528.20
Work :	1.NEW DWELLING	2080 SQUARE FOOT HOME 1064 SQUARE FOOT GARAGE 243 SQUARE FOOT DECK PORCH			005-028-014-20
<b>P13142-14</b>	03/23/15	COLEMAN ROBERT J	P-2 LN	MENOMINEE TWP.	\$335.16
Work :	1.NEW DWELLING	1216 SQ FT FIRST FLOOR 896 SQ FT UPPER FLOOR 440 SQ FT DECK AND PORCH			010-021-002-92
<b>P13143-15</b>	04/07/15	ZIRBEL JOSEPH M & JENNIFER L	N14215 US HWY 41	NADEAU TWP.	\$202.50
Work :	1.NEW DWELLING	25X30 CABIN			012-005-017-00
<b>P13144-15</b>	04/09/15	HANNA RICHARD & SUZANNE TRUS	N14660 CO RD 577	FAITHORN TWP.	\$586.54
Work :	1.NEW DWELLING	2354 SQ FT HOME 1192 SQ FT GARAGE 400 SQ FT DECK/PORCH			003-235-009-00
<b>P13145-15</b>	04/08/15	SCHOMER BERNARD	W6018 BIRCH CREEK R	MENOMINEE TWP.	\$185.40
Work :	3.GARAGE	30X46 STORAGE GARAGE			010-134-013-50
<b>P13146-15</b>	04/10/15	BRUNO PAULETTE A	N8523 CO RD 577	LAKE TWP.	\$50.00
Work :	6.REPAIR/REMODEL	INTERIOR SUPPORT AND BEAMS			008-213-010-00
<b>P13147-15</b>	04/17/15	BIRCH HARVEY	N1173 HWY M-35	MENOMINEE TWP.	\$50.00
Work :	6.REPAIR/REMODEL	REPAIR REMODEL ROOF			010-380-010-50
<b>P13148-15</b>	04/24/15	KEN'S LITTLE BEAR LLC	N18783 KIRSCHNER LN	HARRIS TWP.	\$215.00
Work :	3.GARAGE	35X50 DETACHED GARAGE			005-109-008-00
<b>P13149-15</b>	04/24/15	GROENVELD THOMAS & LOIS	W1558 OLD US HWY 2	HARRIS TWP.	\$247.80
Work :	3.GARAGE	60X30 STORAGE GARAGE FOR EQUIPMENT			005-009-013-00

<b>P13150-15</b>	04/28/15	SCHWARK RONNIE ETAL	N21271 GABER RD	SPALDING TWP.	\$75.00
Work :	9.DEMOLITION	20X24 CABIN TO DEMOLISH			013-411-002-00
<b>P13151-15</b>	04/28/15	BARRETT JON & MARY BETH	N12086 29.60 LN	CEDARVILLE TWP.	\$128.76
Work :	3.GARAGE	24X28 STORAGE GARAGE			001-003-004-00
<b>P13152-15</b>	04/29/15	WALECHKA DANIEL	N13485 CO RD 557	GOURLEY TWP.	\$91.00
Work :	7.DECK/PORCH	10X40 LEAN TO OFF GARAGE			004-017-012-00
<b>P13153-15</b>	04/29/15	KELLY MICHAEL & THERESA	N10211 SINKLER LN	HOLMES TWP.	\$219.64
Work :	3.GARAGE	30X56 POLE BUILDING 8X32 LEAN TO			006-226-008-00
<b>P13154-15</b>	04/30/15	SANDAHL DEREK & THERESA	W4595 PINEWOODS L	INGALLSTON TWP.	\$144.12
Work :	3.GARAGE	864 SQ FT DETACHED GARAGE			007-307-001-50

**Total Permits**

**15**

**Total Fees**

**\$3,249.32**

Approved 4/24/15

## U.P. State Fair Authority Board Meeting

### Minutes

February 27, 2015

Escanaba, MI

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#### Members Present:

Micky Rondeau, *Alger Cty*  
Daune Smith, *Baraga Cty*  
Jake Campbell, *Chippewa Cty*  
Tom Elegeert, *Delta Cty*  
Dan Siirila, *Gogebic Cty – by phone*  
Jim Gale, *Houghton Cty – by phone*  
Gary Burk, *Iron Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Richard Bourdeau, *Ontonagon Cty*

#### Members Absent:

Henry Wender, *Dickinson Cty*  
Joe Langdon, *Keweenaw Cty*  
Ann Harrington, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

#### Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agent/Secretary)  
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)  
Tracy Lektzian, UPCAP  
Sheila Krueger, Delta County Chamber of Commerce  
Lori Branstrom, UP State Fair  
Joe Cilc, Steam & Gas  
Skip DuFour, Steam & Gas  
James Moker  
Jenny Skarzinski  
Steve Wery, Delta Parks Manager  
Rory Mattson, Delta Conservation  
Diane Mattson, Delta Conservation  
Katie Botsford, PHDM  
Kristi Steger, PHDM  
Tonya LaFave, UPCAP

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#### 1. Call to Order / Roll Call

Chairman Bergdahl called the meeting to order at 12:01 p.m. ET. Roll call is recorded above.

## **2. Public Comment**

Rory Mattson ~ DNR, addressed the board regarding development grants.

Jim Moker, addressed the board about being allowed back into the fair. Ms. Micheau and Mr. Mead will set up a meeting with Mr. Moker to discuss.

Kristi Steger, Health Educator for Public Health, addressed the board on health concerns and making the fair tobacco free. Ms. Steger will be put on the agenda for the next UP State Fair Mtg.

## **3. Approval of Agenda**

**Motion by French, supported by Linderoth to adopt the agenda. Motion carried.**

## **4. Board Appointments**

Board members welcomed new members, Tom Elegeert from Delta County and Richard Bourdeau from Ontonagon County.

## **5. Approval of Minutes**

**Motion by Burk, supported by Smith, to approve the minutes from the November 21, 2014 Meeting. Motion carried.**

## **6. Treasurer's Report**

Ms. Micheau summarized the Balance Sheet & Profit & Loss Statements through January 31, 2015. Overall the Authority maintains a strong financial position.

**Motion by Linderoth, supported by French, to approve the Profit & Loss and Balance Sheet as presented. Motion carried.**

## **7. Management Report**

Ms. Micheau reported on the following:

- Received first grant award of \$15,000 from Hannahville – will be used for upgrades to equestrian center
- Premium books and wrist band changes
- Golf cart policy – will bring to next meeting
- MAFE Conference

## 8. Old Business / New Business

CUPPAD Grant Status – The Authority did not receive the grant

### DAC Recommendations -

- Poultry: Discussion on exhibitors being responsible for taking care of their own animals i.e. feeding, watering and cleaning of pens.

**Motion by Campbell, supported by Linderoth, for all junior exhibitors camping on the fairgrounds or showing other animals, to be responsible for the care of their own poultry, rabbits or covies. Motion carried.**

- Sheep Classifications: Discussion on sheep classifications and possible grievance if changes were not made.

**Motion by Campbell, supported by French, to mirror open class breeding to reflect on junior show. Motion carried. Abstentions: Burk**

**Motion by Campbell, supported by French, that we do not add extra breeding class. Motion carried.**

- Fraud or Procedure Policy Violations:

**Motion by Linderoth, supported by Campbell, to approve the recommendations to the Policy as recommended by the DAC. Changes will go in the premium book.**

- Market Class Verbiage: Discussion market class.

**Motion by Campbell, supported by Linderoth, that if entered as a “market animal,” that animal shall not be allowed to move to open class. Must stay as market animal. Motion carried.**

## 9. Public Comment

None.

## 10. Next Meeting – Friday, April 24<sup>th</sup>

## 11. Adjournment

**Motion by Campbell, supported by Rondeau, to adjourn. Motion carried. The time was 2:35 p.m.**

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Jonathan Mead, Secretary/Admin. Agent



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

<b>Date:</b> Thursday, March 26, 2015	<b>Place:</b> Board
<b>Presiding:</b> Barbara Oliver, Chairperson	<b>Time:</b> 2:00 p.m. CST
<b>Recording Secretary:</b> Lois Ball, Executive Secretary	

**Call to Order:** The meeting was called to order by Chairperson Oliver at 2:00 p.m. CST

**Roll Call:**  
**Trustees Present:** Gerald Smith, Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenauer, Jr., Jeff Naser, Jan Hafeman, and Darlene Smith, Administrator  
**Trustees Absent:** Dabbi Springinguth, Gary Eichhorn, David Prestin  
**Also Present:** Leadership Team Members: Candace Meintz, CFO, Susan Williamson, Director of Nursing and Sharline Corrigan, Billing.  
**Guests:** Ombudsman Connie Grahovac, Steve Hruska, Joellen Zahn and Matthew Blavat.

TOPIC	DISCUSSION	OUTCOME
Approval of the March 2015 Agenda	There were no additions or deletions to this agenda.	A motion was made by Trustee Hafeman, supported by Trustee Smith to approve the Agenda. Motion carried.
Board Action on the Minutes of the February 26, 2015 meeting	The minutes had been sent to Board Members for review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve

Approval of Financial Statements	See Financial Statement overview on last page of minutes.	the minutes as presented. Motion carried.
Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members for their review prior to this meeting.	Trustee VanGasse stated that he had reviewed the Manifest of Invoices and made a motion to approve them as presented. Support was given by Trustee Smith. Motion carried.
Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported on the Committee Meeting held prior to this Board Meeting. She reported on the activity at the homes, the policies reviewed, quarterly outcomes and stated that the facilities are doing really well.	A motion was made by Trustee Degenaer, supported by Trustee Boyne, to approve the report as presented. Motion carried.
Request for approval of meals and lodging for Activities Director to attend MAAP Conference	Administrator Smith requested \$268.00 for meals and lodging for Cheryl Rochon, Activities Director, to attend the conference.	A motion was made by Trustee Driscoll, supported by Trustee Harrington, to approve the request of \$268.00 for Ms. Rochon to attend the meeting. Motion carried.
Request for approval of meals and lodging for 3 staff members to attend Emergency Preparedness Conference.	Administrator Smith explained that the original request had been for \$1075.00 but 2 of the staff will not be staying for the entire conference so the total requested will be \$500.00. This meeting is to inform us on how to conduct fire drills, elopement drills, severe weather	A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the amount of \$500.00 for 3 staff members to attend the Emergency Preparedness Conference in Brimley. Motion carried.

Request for write off	drills, etc. and to give them information to bring back to train our staff.	
	<p>The Board was asked to approve the write off request of \$14,247.08. Trustee Degenauer stated that he will be meeting with Representative McBroom next week and this issue of not having tools or means to collect these monies is on his agenda. Sharline stated that the information from the hospital reported that the resident had certain types of payment sources but we later found out that she also had an Advantage Plan so Medicare denied payment. The resident didn't even know that she had the plan, most people to not understand it and don't know their coverage. Trustee Smith asked if there was some sort of reporting from the insurance --some coding. Sharline stated that there is, but it is not fool proof.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Hafeman, to approve the write off request of \$14,247.08. Motion carried.</p>
Quality Assurance and Resident Council Meetings	Susan Williamson, Director of Nursing reported on the Quality Assurance Program and Resident Council Meetings held during March.	<p>A motion was made by Trustee Boyne, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.</p>
Report of Timber Harvest	Rory Mattson spoke to the Board regarding the Timber Harvest. He handed out copies of a map showing the wooded areas and explained the cuttings that he felt should occur, cutting all merchantable wood on the piece of	<p>A motion was made by Trustee Naser, supported by Trustee Smith, to go by Rory Mattson's recommendations. Motion carried.</p>

	<p>property across the highway and cuttings needed as shown on the darker areas of the map. He stated that he will put the bids up this April. They will have until June 15<sup>th</sup> to bid. After that we will set up an opening date. He also discussed the work being done on the right-of-way. He wanted to make sure that they were using a tracked machine so not to tear up the property. He stated that he will put in the bid specs that there should not be tops on the snowmobile trail that runs on our property. With Board permission he will go ahead with making up contracts for bids.</p>	
<p><b>Safety Committee Meeting</b></p>	<p>Lois Ball, Safety Committee Secretary reported on the Safety Committee for March.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Degenauer, to approve the report as presented. Motion carried.</p>
<p><b>Administrator's Report</b></p>	<p>Administrator Smith reported that she had sat in on a phone conference with MI Health Link. She noted that it is very complicated. We have had only about a half dozen residents who have opted into the program.  On Monday March 23<sup>rd</sup> and Tuesday March 24<sup>th</sup> she and DON Susan Williamson attended the Joint Provider Meeting along with State Surveyors. They received information regarding our</p>	<p>A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the Administrator's report. Motion carried.</p>

	<p>admission process as well as restraints and falls.</p> <p>She attended the OSF Advisory Committee Meeting and on the 19<sup>th</sup> we negotiated with Union Local 854.</p> <p>She also noted that the colored sheet in the packet was a description of our wood boiler system that Davey presented.</p> <p>There is also a copy of the By-Laws for each Board Member at your place, as amended after last month's meeting.</p>	
	<p>Connie Grahovac, Ombudsman, spoke to the Board regarding complaints that she has been receiving. Ms. Grahovac was asked to report to the Administrator's office when she comes into the building and to discuss any issues that are brought to her attention with the Administrator.</p> <p>Steve Hruska addressed Administrator Smith regarding an issue between his wife (an employee) and a resident.</p> <p>Joellen Zahn, a resident's family member addressed the Board regarding an issue with the resident. DON Susan Williamson stated that she had talked with the resident today and this was already taken care of.</p>	<p>Comments from the Public</p>

Adjournment	The meeting adjourned at 2:51 p.m. CST	A motion was made by Trustee Smith, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.
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Elaine Boyne, Secretary

Elaine Boyne

Darlene Smith, Administrator

Darlene Smith

Attachment 1 – Financial Statement for February 2015 overview

**Pinecrest Medical Care Facility  
Actual vs Budget Statement of Operations  
For the Month Ended February 28, 2015**

	<u>Actual</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Total Income	\$885,670.37	\$861,595.00	\$1,826,353.00	\$1,811,199.00
Total Expenses	<u>(862,761.11)</u>	<u>(853,766.00)</u>	<u>(1,731,706.89)</u>	<u>(1,788,834.00)</u>
Net Operating Income	22,909.26	7,829.00	94,646.11	22,365.00
Nonoperating Income	(13,072.59)	16,328.00	35,859.02	33,108.00
Nonoperating Expense	<u>(10,366.70)</u>	<u>(10,364.00)</u>	<u>(21,839.52)</u>	<u>(21,838.00)</u>
Net Nonoperating Loss	(23,439.29)	5,964.00	14,019.50	11,270.00
Net Income (Loss)	<u>(\$530.03)</u>	<u>\$13,793.00</u>	<u>\$108,665.61</u>	<u>\$33,635.00</u>

**Menominee County  
Department of Human Services Board  
2612 10<sup>th</sup> Street  
Menominee, MI 49858**

**BOARD MEMBERS**

**JEFF NASER, CHAIR  
GARY EICHHORN  
DAVID C. PRESTIN**

**DIRECTOR**

**RUSSELL K. SEXTON**

**Date:** March 31, 2015

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

Present: Jeff Naser, Board Chair; Gary Eichhorn, Board Member; and Robert Villas, Acting Board Secretary.

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

Absent: David Prestin, Board Member

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Eichhorn and supported by Mr. Prestin. Motion carried.

**APPROVAL OF FEBRUARY 24, 2015 MINUTES:**

Minutes of the February 24, 2015 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for February 2015 was reviewed. There were \$278.80 in expenditures in February for the DHS Board meeting; leaving a balance of \$5,841.44.

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

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

**DIRECTOR'S REPORT:**

Mr. Villas provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program

supervisor. There is also 1 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 and 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist who now is under the Business Services Center 6 administration.

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

Mr. Villas shared a draft proposed statewide organizational chart for the new Department of Health and Human Services. This is a high level chart and does not show anything below the central office level, nor does it include any names as it was meant only to show the proposed structure.

**Collaborative Issues:** No new information was provided.

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

- FY 2015 Operating Funds: Menominee County allocation is: \$40,140.00. Year-to-date expenditures are: \$10,417.58, which constitutes 26% of the allocation expended with 42% of the year elapsed.
- FY 2015 Travel Funds: Menominee County allocation is: \$32,991.00. Year-to-date expenditures are: \$7,577.97, which constitutes 23.3% of the allocation expended with 42% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 97%. Business Services Center 1 average is 92% and State average is 91%.

Family Independence Program Work Participation Rate: 75%. Goal is 50%. There were no controllable errors (DHS) and there were 14 uncontrollable errors (customer).

**Miscellaneous:**

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

February 2015 data:

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

- Family Independence Program: 27 cases; 63 recipients; \$8,631.00 in benefits.
- Food Assistance Program: 1,484 cases; 2,841 recipients; \$312,049.00 in benefits.
- State Disability Assistance: 13 cases; 13 recipients; \$2,820.00 in benefits.
- Child Development and Care: 29 cases; 45 recipients; \$5,595.00 in benefits.
- State Emergency Relief: 11 cases; \$6,939.00 in benefits.
- Unduplicated total: 1,501 cases; 2,864 recipients; \$336,034.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 585 cases; 1,218 recipients

- Other Children < Age 21: 101 cases; 112 recipients
- Pregnant Women & Children Under 19: 652 cases; 1,132 recipients
- Non-SSI Aged, Blind & Disabled: 688 cases; 723 recipients
- SSI Aged, Blind & Disabled: 532 cases; 532 recipients
- Medicaid Eligible Total: 2,352 cases; 3,707 recipients

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

Total Healthy Michigan Enrollments: 1039

**Child Welfare Data:**

- CPS Commencement: 92%
- CPS Face-to-Face: 96%
- FC Medical: 53%
- FC Dental: 29%
- FC Worker/Child Visits: 50%

**Board Member Input/Suggestions:** None

**UNIT REPORT:** None

**BOARD BUSINESS:**

**1. Approval of Vouchers:**

Vouchers for February 2015 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**NEW BUSINESS:** None presented.

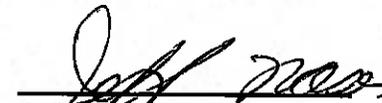
**PUBLIC COMMENT:** None.

**NEXT MEETING:** April 28, 2015 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 9:40 a.m.



Russell K. Sexton  
Board Secretary



Jeff Naser  
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

Commissioner Cech Thanks the board:

I thoroughly enjoyed my trip to Lansing to attend the M.A.C. conference. Being one of two new members, I felt it would be a helpful learning experience. It was. I went to Lansing with Jan Hafeman, Brian Bousley, and Mary Harrington (The Board Chair of Delta County).

Jan and I toured the Capital Building. The tour was interesting and informative, set the tone, for me anyway, to get into the purpose of the trip. I went to 3 seminars which gave me a little more than brief insight into some interesting subjects.

I attended: The Robert's Rule Seminar! I got a brushing up on the rules & procedures that we do business by. It has been a long time since Student Council so, it brushed me up considerably.

The seminar was about Emergency & the Big Box Store problem, a problem that plagues many communities, especially in Michigan.

The moving of large items stores, moving to new locations, leaving the old stores virtually unrentable because of lease adjustments left in place, preventing any competing store to rent the store for decades, virtually, in many cases killing the location as you might now see at the Pine Tree Mall. The previous Walmart store has essentially, mortally wounded the mall, by its vacancy and existing condition remaining from the original lease.

I also attended a seminar concerning the occasional unpleasant situation that may arise and how to handle crisis communication.

In all the M.A.C. convention was beneficial and interesting for me.

I thank the board for this opportunity to attend this conference.

Thank You

Bill Cech

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**April 9, 2015 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Vice-Chairperson, called the meeting to order at 4:15 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
DeDie, William			X	Martin, Ann		X	
Dehn, Janet	*X			Negro, Mari	X		
Freeman, Peggy	X			Nelson, John	X		
Hofer, Millie	*X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

\*(video television conference from the Northpointe Menominee office)

**REPRESENTING ADMINISTRATION:** B. Adrian, M. Wendt

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

**PUBLIC COMMENTS** - No public comments

**APPROVAL OR AMEND AGENDA**

Peggy Freeman asked that the agenda be amended to add under New Business: Ad Hoc Committee Meeting Report. Bill Adrian asked that the agenda be amended to add under New Business: an additional contract to Finance-Contracts.

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

**Motion by:** M. Negro, supported by J. Nelson to approve the amended agenda. **Motion carried unanimously**

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

There were no additions to the March 26, 2015 Board meeting minutes.

**ACTION:** Moved to approve the March 26, 2015 Board meeting minutes as presented.

**Motion by:** J. Nelson, supported by M. Zevitz. **Motion carried unanimously**

Bill Adrian, Northpointe CEO, took over the meeting as election of officers took place.

**ELECTION OF OFFICERS** - Nomination from the Floor

- Bill Adrian opened the floor for nominations for the position of Chairperson.

**ACTION:** A motion was made by M. Negro, supported by P. Freeman to nominate John Nelson for Chairperson.

Mr. Adrian called for any other nominations three times.

**ACTION:** A motion was made by M. Negro, supported by P. Freeman to close nominations for Chairperson and cast a unanimous ballot for John Nelson as Chairperson. **Motion carried unanimously.**

John Nelson, as newly elected Chairperson, assumed the Chairperson position.

- Chairperson Nelson opened the floor for nominations for the position of Vice-Chairperson.

**ACTION:** A motion was made by M. Negro, supported by M. Hofer to nominate Joan Luhtanen for Vice-Chairperson.

Chairperson Nelson called for any other nominations three times.

**ACTION:** A motion was made by M. Negro, supported by P. Freeman to close nominations at this time and cast a unanimous ballot for Joan Luhtanen as Vice-Chairperson. **Motion carried unanimously.**

- Chairperson Nelson opened the floor for nominations for the position of Secretary.  
**ACTION:** A motion was made by M. Hofer, supported by J. Dehn to nominate Mari Negro for Secretary. Chairperson Nelson called for any other nominations three times.  
**ACTION:** A motion was made by P. Freeman, supported by M. Zevitz to close nominations at this time and cast a unanimous ballot for Mari Negro for Secretary. **Motion carried unanimously.**
- Chairperson Nelson opened the floor for nominations for the position of Treasurer.  
**ACTION:** A motion was made by P. Freeman, supported by M. Negro to nominate Chris Spence for Treasurer. Chairperson Nelson called for any other nominations three times.  
**ACTION:** A motion was moved by M. Negro, supported by M. Zevitz to close nominations at this time and cast a unanimous ballot for Chris Spence as Treasurer. **Motion carried unanimously.**

Chairperson Nelson thanked Joan Luhtanen, Mari Negro, and Chris Spence for accepting the above positions.

**PRESENTATION** - No presentation

**ACTION ITEMS**

• **Finance**

- a) Check Disbursement Report-Period ending March 13, 2015  
**ACTION:** A motion was made by M. Negro, supported by J. Luhtanen to approve the check disbursement report period ending March 13, 2015. No discussion. **Motion carried unanimously.**
- b) Contracts-March 26, 2015  
**ACTION:** A motion was made by J. Luhtanen, supported by M. Zevitz to approve the March 26, 2015 contracts. No discussion. **Motion carried unanimously.**
- c) February 2015 Financial Report  
**ACTION:** A motion was made by M. Negro, supported by C. Spence to approve the February 2015 Financial Report. No discussion. **Motion carried unanimously.**

• **Board Meeting Time Change**

John Nelson stated that it was previously discussed to look at changing the time of the Board meeting to 4:30 p.m. Mari Negro stated that the 4:30 p.m. time was being looked at to better accommodate Bill DeDie in being able to make a later meeting time due to his work schedule but since that Mr. DeDie may be resigning from the Board (due to his work schedule) it may not be necessary to change the meeting time. Joan Luhtanen stated that she would like to wait to maybe change the Board meeting time as the Board is down two Board members and this issue could be revisited once the two new Board members are appointed. Discussion ensued and consensus is that this issue will be tabled.

• **Delegation Agreement with NorthCare**

Bill Adrian stated this agreement has been in effect since NorthCare took over and is part of an ongoing operating contract with NorthCare. No discussion.

**ACTION:** A motion was made by M. Negro, supported by J. Luhtanen to approve the Delegation Agreement with NorthCare. **Motion carried unanimously.**

• **Flat Rate Increase**

Bill Adrian stated at the last Board meeting a flat rate increase for staff was discussed and it was recommended for approval \$.30/hour. Miscellaneous questions were addressed by Mr. Adrian.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Freeman that an across the board increase of \$.30/hour be approved for staff.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**ACTION:** A motion was made by J. Luhtanen, supported by P. Freeman to approve that the above increase for staff be effective with the April 19, 2015 pay period. **Motion carried unanimously.**

- **Northpointe Appointment to the NorthCare Governing Board**

John Nelson asked if there was anyone interested in being on the NorthCare Board. Discussion ensued and miscellaneous questions were addressed by Bill Adrian.

**ACTION:** A motion was made by P. Freeman, supported by J. Luhtanen to appoint Mari Negro, Dr. Zevitz, and John Nelson to the NorthCare Governing Board.

- **Great Lakes Executive Committee Appointment-Joan Luhtanen**

**ACTION:** A motion was made by M. Negro, supported by J. Nelson to appoint Joan Luhtanen to the Great Lakes Executive Committee Board. **Motion carried unanimously.**

- **Great Lakes Voting Delegates**

John Nelson stated that four Northpointe Board members should be named as voting delegates, along with the CEO, for the fall Great Lakes conference. Discussion ensued.

**ACTION:** A motion was made by M. Negro, supported by M. Zevitz to appoint Joan Luhtanen, Chris Spence, Peggy Freeman, and Mari Negro as voting delegates for the fall Great Lakes conference. **Motion carried unanimously.**

Bill Adrian conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) Check Disbursement Report-through April 1, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.

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

- b) Contracts-April 9, 2015

	<b>Name of Contract</b>	<b>Contract Type</b>	<b>Date of Contract</b>	<b>Old Rate</b>	<b>New Rate</b>	<b>Change</b>
A.	Stuart T. Wilson, CPA,PC	Fiscal Intermediary	4/1/15-3/31/16	Rates for individuals who engage their own support staff is \$135/month. Rates for individuals who do not engage their own staff is \$35/month per individual. Respite is \$5-\$30/monthly depending on budget.	Same with the exception of: Respite is \$7-\$30/monthly depending on budget.	Increase of \$2.00
This is a renewal agreement for fiscal intermediary services through self-determination.						
B.	Services Unlimited	Lawn Care	4/1/15-11/30/15	\$50/event	Same	n/a
This is for lawn care at the Maple Ridge home in Stephenson.						

Bill Adrian stated the additional contract is as follows: M-Ceita (Michigan Center for Effective IT Adoption) is a regional contract and they will help to make sure that the region keeps qualifying for meaningful use dollars. The charge for this will be \$200.00/practitioner for a total of \$600.00 for Northpointe. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the contracts will move forward to the next meeting for approval.

- **Personnel**

- a) **Speech Therapy Pay Range**

Bill Adrian stated that pay range and job description for a speech therapist were provided in the Board mailing. Mr. Adrian reviewed the 8 step speech therapist pay range and stated that currently Northpointe contracts two speech therapists. Mr. Adrian stated that Northpointe is currently paying \$42,000.00 for one contract speech therapist that works 720 hours/year and approximately \$4,500.00 for one contract speech therapist that works through the self-determination process. Mr. Adrian further stated that the speech therapist would be a full-time on-staff position at Northpointe and there is more than enough work to accommodate this position. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Board Ad Hoc Meeting**

John Nelson stated that before today's meeting he reviewed previous Board minutes and would like to clarify that the intent of the Ad Hoc Committee was not clear. Mr. Nelson further stated that if there was any misunderstanding about what the Ad Hoc Committee was doing he apologized for this. Mr. Nelson stated the Ad Hoc Committee received and reviewed the CEO applications and he is not sure if the whole Board should also not have received them as it is unclear in the previous Board minutes. The Ad Hoc Committee thought they had the responsibility of pre-screening the applicants but the minutes did not state that. Mr. Nelson thanked Millie Hofer, Joan Luhtanen, and Peggy Freeman for reviewing the CEO applications received. If there was a misunderstanding from the minutes on who was to do what, Mr. Nelson guaranteed everyone that none of the Ad Hoc Committee brought this up and it was not intentional. Mr. Nelson then asked the full Board on how they wished move forward with the work done by the Ad Hoc Committee who did their work in the best of faith. Mari Negro stated that she would like to see the information that the Ad Hoc Committee is getting, be disbursed to the full Board as well, in case they were to have suggestions, input, etc. to provide. Mr. Nelson stated that the CEO applications were provided to the full Board (that were not on the Ad Hoc Committee) at today's meeting for their review. Mr. Nelson stated that the Ad Hoc Committee chose viable candidates for possible interviews and stated that if this is not the role of the Ad Hoc Committee the process needs to be changed and a vote should be done to move the Ad Hoc Committee role to an action item to see what is expected of the Ad Hoc Committee. Discussion ensued.

**ACTION:** A motion was made by J. Luhtanen, supported by J. Dehn to clarify the procedure, role, responsibility of the Ad Hoc Committee CEO Search to an action item.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**ACTION:** A motion was made by M. Negro, supported by P. Freeman to set up a procedure of the role of the Ad Hoc Committee CEO search. **Motion carried unanimously.**

**DISCUSSION:** John Nelson stated that the role of the Ad Hoc Committee, to this point in time, has been to review the CEO applications and list the candidates that were felt viable for a possible interview. Mr. Nelson stated that it was thought this was the process the Ad Hoc Committee was to follow and then bring all of the applications to the full Board for their review to decide if they would like to include or exclude other applicants. Mr. Nelson stated that he would now like a discussion on the process of how the Ad Hoc Committee should proceed. Peggy Freeman stated that from this point forward does the Board want to dissolve the Ad Hoc Committee and perform as a Board a full review of all the applicants and interview as a Committee of the Whole of the Board or should the Ad Hoc Committee continue to function and take the recommendations from the full Board regarding applications and do a pre-screening/pre-interview of the candidates. Ms. Freeman stated the Ad Hoc Committee pre-screened applicants on their education, experience, leadership capabilities, behavioral background, etc. A lengthy discussion ensued. Consensus of the Board is that the full Board will now review all the applications, provide input on applicants, and bring suggestions for interview questions to the April 23, 2015 Board meeting for discussion. Consensus of the Board is that the Ad Hoc Committee, for now, is on hold and will be left as is.

**ACTION:** M. Negro rescinded her motion; P. Freeman rescinded her support to set up a procedure of the role of the Ad Hoc Committee CEO search.

John Nelson, Chairperson, assumed the Chairperson position

**MISCELLANEOUS BOARD/COMMITTEE REPORTS** - No committee reports

**PUBLIC COMMENTS**

- Jason Heath thanked the Board for voting on the raise for employees.

**BOARD COMMENT**

- Joan Luhtanen stated that April is Autism Awareness Month.
- Mari Negro stated that the Norway Current will be doing an Autism awareness section and she is looking for information. Bill Adrian stated that he always receives information on Autism and will forward information to Ms. Negro.
- John Nelson thanked Millie Hofer, Joan Luhtanen, and Peggy Freeman for their work on the Ad Hoc Committee.

**ADJOURN**

John Nelson, Chairperson, stated the meeting adjourned. Meeting adjourned at 5:40 p.m.

The next regular Board meeting is scheduled for **April 23, 2015 in Kingsford, Michigan at 4:00 p.m.**

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John Nelson, Chairperson

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Mari Negro, Secretary

---

Mary Wendt, Board Secretary

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:00 AM on Tuesday, March 17, 2015.

Roll call was taken and present were J. Bejgrowicz, J. Freis, K. McNeely, and C. Peterson. Commissioner Larry Schei was also present. M. Fagan joined the meeting at 11:05 AM.

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

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the February 17, 2015 meeting. Seconded by J. Bejgrowicz, motion carried.

J. Freis moved to approve the February financial report. Seconded by C. Peterson, motion carried.

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

#### Director's Report:

- A. The monthly circulation stat comparisons for February were in the board packets.
- B. The Friends of the Library held their Pajama Storytime on Tuesday, March 10 at 6:30 PM. The National Honor Society students from Stephenson High School read to the children, and everyone had a lot of fun.

The Friends will be holding their next regular meeting on Thursday, March 26 at 3:00 PM, when they will be planning their summer fundraisers.

- C. P. Cheski participated in the quarterly Automated Library System and U.P.R.L.C. meetings on Thursday, February 19 via ReadyTalk. There will be an upgrade to our SIRSI automated library software in May. Many new and improved features will be installed.
- D. We received official notification from the County Administrator that our request for the \$500 budget amendment was approved by the County Board. This amendment covers the anonymous donation we received in December 2014.

#### Old Business:

- A. City of Stephenson DDA Request – On March 10, 2015, the Menominee County Board of Commissioners voted to deny the request from the DDA to consider donating the vacant lots north of the Menominee County Library.

#### New Business:

- A. USF 471 Form – Application Filed -- The form was electronically filed and certified by U.S.A.C.
- B. Menominee County Hiring Freeze – Update – The Menominee County Board of Commissioners lifted the hiring freeze as of March 1, 2015. The freeze had been in effect since March 12, 2013.

- C. Hartzell-Mika Consulting Proposal – Discussion – After a lengthy discussion, J. Bejgrowicz moved to establish an ad hoc committee to oversee the preliminary interview process. Seconded by M. Fagan, motion carried. C. Peterson and J. Freis volunteered to be on this committee. P. Cheski will contact HMC and obtain answers to the Library Board's questions.
- D. Director Position Description – Revise – After discussion, K. McNeely, C. Peterson, and J. Freis offered to work with P. Cheski to review the position description and work on other selection tasks. J. Freis moved to hold a Committee of the Whole work session on Tuesday, March 31, 2015 at 4:00 PM. Seconded by J. Bejgrowicz, motion carried.

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

Public Participation: No public participation at this time.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 12:10 PM.

K. McNeely called the Committee of the Whole meeting of the Menominee County Library Board to order at 4:00 PM on Tuesday, March 31, 2015.

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

C. Peterson moved to approve the agenda. Seconded by M. Fagan, motion carried.

Public Participation: No public participation at this time.

New Business:

A. Director Position Overview – After discussion, J. Freis moved to approve the director position overview. Seconded by C. Peterson, motion carried.

Ad Copy for Library Direction Position – After discussion, C. Peterson moved to approve the ad copy. Seconded by J. Freis, motion carried.

B. Hartzell-Mika Consulting Letter of Agreement – After discussion, M. Fagan moved to approve the letter of agreement. Seconded by J. Freis, motion carried.

Consultant Liaison – C. Peterson moved to appoint P. Cheski as the library liaison with Hartzell-Mika Consulting. Seconded by M. Fagan, motion carried.

Proposed Advertising Budget – After discussion, J. Freis moved to approve the proposed advertising budget of \$195.00. Seconded by C. Peterson, motion carried.

Library Director Search Timeline – After discussion, C. Peterson moved to approve the search timeline. Seconded by M. Fagan, motion carried.

First Installment Payment – C. Peterson moved to approve the first payment of \$1,500.00 – Contractual Services. Seconded by J. Freis, motion carried.

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

Public Participation: No public participation at this time.

As there was no further business, M. Fagan moved to adjourn the meeting. Seconded by C. Peterson, motion carried. The meeting adjourned at 4:09 PM.

**MINUTES  
EXECUTIVE/FINANCE COMMITTEE MEETING**

**TWIN COUNTY AIRPORT COMMISSION**

March 12, 2015 – 4:00 P.M.  
AIRPORT CONFERENCE ROOM

**1. Call to order**

Chairman Larry Schei called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

Recited

**3. Roll Call**

**Members present:** Chairman Schei, Ted Sauve, Don Pazynski

**Members absent:** None

**4. Approve/Amend Agenda**

MOTION Pazynski/Sauve to approve agenda as presented.

Motion carried.

**5. Approve Minutes of February 12, 2015**

MOTION Pazynski/Sauve to approve minutes of February 12, 2015 meeting as presented.

Motion carried.

**6. Public Comment – Limited to 5 Minutes on Agenda Items Only**

Commissioner Joe Ciochetto, speaking as airport user, commented it was a great idea to revise the security by providing use of key pad for all gate access plus remote.

**7. Discuss/Consider February 2015 Financials, action if any**

Members reviewed the February Financial Reports.

MOTION Pazynski/Sauve to approve check numbers 13216 through 13238 in the amount of \$40,224.04 as presented for February 2015 and refer to full commission.

Motion carried.

Executive/Finance Committee Meeting 3-12-15

It was noted that total February bills included almost \$26,000.00 for insurance. Payment for pollution insurance policy still owed and will be paid in June. The \$655.00 paid to Mead & Hunt will be reimbursed as airport should not have been billed. This was for the crack sealing that was done which should have been billed to the State of Michigan. Pazynski will work with Krista, accountant, to obtain the reimbursement.

RS Air owes \$100 for two \$50.00 landing fees since September 2014. They are billed on a monthly basis by Marinette County Finance Department. No action taken at this time.

MOTION Sauve/Pazynski to forward invoice for \$75.00 annual membership dues, which included the advertisement for the airport manager position, from WI Airport Management Association to Krista for payment.

Motion carried.

**8. Discuss/Consider Unicom Gate Security Code, action if any.**

Recommendation was made at the February 12, 2015 Executive/Finance Committee meeting to move the Unicom Gate Security Code change to the full Commission.

Jurisdiction to implement the changes is the responsibility of the Buildings and Grounds Committee.

**9. Discuss/Consider Security Camera at gate, action if any.**

Jeff LaFleur is working with area electric companies to obtain approximate cost of upgrading the present security system to support the addition of a security camera at the gate. Information will be provided for the next building and grounds committee meeting.

**10. Mead and Hunt Engineering pursuing declaration of lands in excess of aviation, discussion only.**

Mead and Hunt Engineering has been contacted and they are preparing a proposal regarding the Commission declaring four parcels of land as "lands in excess of aviation." Issue will be listed on Commission regular meeting agenda for March 17, 2015 in hopes of receiving information from Mead and Hunt by that time.

It was suggested Commission check with Menominee Township, City, and County Planning Commissions to make sure property is Zoned properly for the proposed use. County is reviewing the existing Ordinance that addresses airport use.

**11. Insurance Policy follow up, discussion only**

Chairman Schei contacted Tony Hofer of Twin City Insurance Agency regarding documentation of the various insurance policies covering the airport. Mr. Hofer is preparing a booklet which will include policies from all five (5) insurance companies involved. Documentation will be provided to Airport Commission when all the information has been received.

**12. Status of Audit, discussion only**

Audit has been completed. County Administrator Bousley and Schei requested auditors appear before a full Commission meeting, possibly in April. A three (3) page letter was received from auditors requiring signature of Commission. Chairman Schei will sign letter and return to auditors, placing a copy of same on file at airport and County Administrators office.

**13. Future Agenda Items**

Bills – Financial Reports  
Building & Grounds Committee recommendations  
Budgeting Process

**14. Schedule Next Meeting**

Next meeting will be Tuesday, April 14, 2015 at 4 p.m.

**15. Public Comment – Limited to 5 Minutes**

Gary Scholtz stated Twin County Airport has the "Minimum Standards" regulations, so the 1974 Ordinance and any updates to it are not needed. It is recommended that the Commission act to rescind any previous Ordinances. Any action needs to be brought before the Plan Commission.

Gary Scholtz submitted a request that the Commission allot some funds for tool procurement and storage space for same.

**16. Commissioner Comments**

Chairperson Schei believes tools for the employees are mandatory and the request will be addressed at the next Buildings and Grounds Committee meeting for recommendation to the Finance/ Executive Board Committee and possibly to full Commission. Schei and Commissioner Sauve will work with employees LaFleur and Scholtz to develop a list of needed items and the projected cost.

**17. Adjourn**

MOTION Sauve/Pazinski to adjourn at 4:38 p.m.

Motion carried.

Respectfully submitted,  
Sally R. Witak, Minutes Secretary

*Approved 4/16/2015*



# Public Health Delta & Menominee Counties

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## Board of Health AGENDA



February 18, 2015  
4:30p.m. (CDT), 5:30p.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, Executive Secretary

Dr. Terry Frankovich, Medical Director

Lynn Woelffer, Director of Finance

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of January 21, 2015 Board of Health Meeting Minutes
- 4) Public Comment on Agenda Items (five minutes maximum)
- 5) Finance Committee
  - a. FY2015 First Quarter Report
  - b. Cost Based Reimbursed Payment
- 6) Review and Approval of January Check Register
- 7) Medical Director's Report
- 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  
Wednesday, February 18, 2015

### Board Members Present

Bob Burie  
Patrick Johnson

Jan Hafeman  
Larry Schei

Mary Harrington  
Tom Trudgeon

### Public Health Staff

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

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on February 18, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above.

#### 2. Approval of Agenda

Mr. Snyder made an addition to the agenda under the Finance Committee;  
5c. American Express Statements.

Ms. Harrington moved to approve the agenda with the addition of the American Express statements. Motion was supported by Ms. Hafeman and carried.

**3. Approval of Minutes**

There was discussion regarding the Family Support Worker. Mr. Burie requested to see a copy of the job description. Mr. Snyder assured a copy will be given to each board member.

**Ms. Hafeman moved the minutes from January 21, 2015, be approved. Motion was supported by Mr. Schei and carried.**

**4. Public Comment**

There was no public comment.

**5. Finance Committee****a. FY2015 First Quarter Report**

Chairman Trudgeon briefed the BOH on the FY 2015 First Quarter Report. He also reported the Governor has made budget cuts for FY2015 and FY2016 that will affect PHDM. Fortunately, PHDM has gained four additional programs through grants that have been awarded. Programs funded through grants will not be affected by the budget cuts.

Additionally, PHDM has agreed to share an Emergency Preparedness Coordinator with LMAS Health Department.

**b. Cost-Based Reimbursement**

Chairman Trudgeon reported the FY2012 Cost-Based Reimbursement was received in November 2014. Mr. Snyder reported MDCH has stated the FY2013 Cost-Based Reimbursement should be received in March or April of 2015.

**c. American Express Statements**

Ms. Hafeman reported the American Express Statements were reviewed and all expenses were appropriate.

**Ms. Hafeman moved the FY2015 First Quarter Report, Cost-Based Reimbursement and American Express Statements, all be approved. Motion was supported by Ms. Harrington and carried.**

**6. Review and Approval of January Check Register**

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

**Ms. Hafeman moved the January check register, be approved. Motion was supported by Mr. Schei and carried.**

**7. Medical Director's Report**

Dr. Frankovich presented information to the BOH on measles. In 2000, measles was declared eliminated in the U.S., as it was no longer continually circulating in the population. In recent years as vaccination rates have declined in some areas, measles is increasing. Cases are now primarily related to international exposures for U.S. citizens traveling abroad or to residents of other countries visiting the U.S. Internationally, nearly 150,000 people die every year from the measles.

Parents waiving vaccination for their children presents increased risk for all children. Michigan has the 4th highest waiver rate in the country. In an effort to decrease waivers, Michigan law will now require parents to receive education on vaccination at local health departments before signing a State waiver. The hope is that when parents receive credible information on the subject, most will choose to vaccinate their children. Dr. Terry also reported that the flu season appears to have peaked in the U.P., and the number of cases should gradually decrease through the coming months.

**8. Health Officer's Report**

- The Michigan Community Dental Clinic will be open on March 10<sup>th</sup>, in the old Northern Menominee Health Center in Spalding.
- PHDM's Nurse Practitioner (NP), Jenny Smith will be retiring at the end of April. PHDM utilizes the NP approximately eight days a month. Bellin Health in Marinette, WI, contacted PHDM about contracting with them for NP services. Bellin's NP has already worked in many of the programs PHDM offers. She will begin training on April 1<sup>st</sup>.
- Mr. Snyder reported the union negotiations have resulted in a tentative agreement. The union will be voting February 26<sup>th</sup>. Mr. Snyder will present the agreement to the board at the March 18<sup>th</sup> meeting if the union ratifies the contract.
- Anderson Tackman has just completed the annual audit of PHDM. Ms. Woelffer has reported there have been no findings.
- The UP Health Officers sent a memo and letter to MDCH on their thoughts regarding the regionalization of the health departments. UP Health Departments received a letter from Mark Miller stating the regionalization of the UP health departments will not proceed at this time.
- Bob Berbohm is scheduled to do a building-wide Active Shooter training for the Delta County Service Center on Thursday, March 19<sup>th</sup>. The Escanaba office will be closed in the afternoon to allow for the training.

**9. Public Comment—None**

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**10. Board Member Comments**

- Ms. Harrington would like to thank the PHDM nurses for assisting at the Escanaba Civic Center during the power outage; Jennie Miller, Jennifer Nagy, and Billie Jo Tebo.
- Mr. Johnson would like to thank the BOH for moving the meeting time so he is able to attend.

**11. Adjournment**

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:55 p.m. CDT. Motion was supported by Ms. Harrington and carried.

Thomas L. Poljan 3-18-15  
Chairperson

:kg

**MINUTES**  
**TWIN COUNTY AIRPORT COMMISSION**

**March 17, 2015**  
**AIRPORT CONFERENCE ROOM**

**1. Call to order**

Chairman Larry Schei called the meeting to order at 5:00 p.m.

**2. Pledge of Allegiance**

Pledge of Allegiance recited.

**3. Roll call**

**Members present:** Chairman Schei, Commissioners Joseph Ciochetto, Charlie Meintz, Don Pazynski, and Ted Sauve

**Members absent:** None – Marinette County member-at-large position vacant

**4. Approve/Amend agenda.**

MOTION Sauve/ Meintz to approve the agenda as presented.

Motion carried.

**5. Approve Minutes of February 17, 2015 Regular Session Meeting.**

MOTION Meintz/Sauve to approve the February 17, 2015 regular session meeting minutes.

Motion carried.

**6. Public Comment – Limited to 5 Minutes on Agenda items Only**

None

**7. Discuss/Consider interview process for Airport Manager**

Personnel Committee met and reviewed five (5) applications received for Airport Manager position. The Committee selected three (3) individuals to interview.

Menominee County Administrator, Brian Bousley, has scheduled an interview for Thursday, March 26, 2015 at 3:00 p.m. at the Airport Conference Room. He has not heard from the other two (2) candidates but would try to set up interviews for the same day, if possible.

There will be a public interview by the full Twin County Airport Commission. Commission will then go into closed session to consider the candidates and what action they wish to pursue. The Meeting will reconvene in open session to conduct business regarding any action to be taken.

**8. Discuss/Consider Unicom Gate Security code, action if any**

MOTION Ciochetto/Meintz to change the main gate code to the Unicom Frequency code effective immediately.

MOTION TO AMEND MOTION Sauve/Pazynski to allow periodic changes to code whenever the Airport Commission feels it is necessary.

Sauve and Pazynski voting yes. Schei, Ciochetto, Meintz voting no.

Motion to amend failed.

All Commissioners voting yes on motion.

Motion carried.

**9. Discuss/Consider Jeff LaFleur compensation while acting as Interim Airport Manager, action if any**

Employee Jeff LaFleur passed the test and has obtained his assistant managers license.

MOTION Pazynski/Schei to compensate Jeff LaFleur at a rate of \$20.00 per hour for a 40 hour work week during the period he is acting Interim Airport Manager, retroactive to December 1, 2014.

Motion Carried.

**10. Discuss/Consider Jeff LaFleur reimbursement for cost associated with Assistant Airport Manager exam, action if any.**

Commissioner Pazynski referred to motion at February 17, 2015 Twin County Airport Commission meeting which stated, "to authorize Jeff LaFleur to take Assistant Airport Manager exam, pay fees associated with the exam, and subsidize his total expenses, including mileage and meals." LaFleur to turn in expense voucher for reimbursement.

**11. Discuss/Consider Mead and Hunt proposal for declaring land in excess of aviation, action if any**

Brian Bousley, Menominee County Administrator, advised he had contacted Mead and Hunt for a proposal. Their response was it would take about a month to put the proposal together. The proposal has not been received but Bousley hopes to have it available for the April meeting. The procedure for declaring land in excess of aviation usually takes about a year.

**12. Discuss/Consider Audit Update**

Audit is complete. Auditors are compiling the information and will bring it to a future Commission meeting. Commission has a three year contract with auditors and this is the second year of contract.

**13. Discuss/Consider February 2015 Financials, including check numbers 13216 through 13238, totaling \$40,224.04, action if any**

MOTION Meintz/Ciochetto to approve February 2015 Financials to include check numbers 13216 through 13238 in the total amount of \$40,224.04 as recommended by the Finance Committee at their March 12, 2015 meeting.

**14. Discuss/Consider Camera proposal for Main gate security, action if any**

No prices available at this time. LaFleur reviewed possibilities with a Twin City Electric representative. Several options will be pursued by airport personnel, who will report to Building and Grounds Committee.

**15. Committee Reports - Discussion**

**A. Finance**

Sauve commended LaFleur for watching the price of fuel to obtain the best price. A savings of \$431.00 was realized on the load of fuel being delivered right now, compared to today's price.

**B. Personnel**

No report other than interview information already discussed.

**C. Building and Ground**

No meeting held in March. Will be discussing request from airport personnel regarding procurement of tools at April meeting.

**16. Communications/Correspondence**

Commissioner Ciochetto stated he received letter from Wayne Beyer of the Twin County Pilot's Association, supporting the return to using the Unicom Code for gate access, key pad usage, and remote gate opener. Copies were received by all Commission members.

**17. Dialog between Manager and the TCAC**

None.

**18. Dialog between airport users and the TCAC.**

Greg Paulson, user of airport, regarding remotes and cards that have been issued. Will Airport Manager be in charge of issuing those items in the future?  
Chairman Schei responded the only thing that has changed is the Security Code at the main gate. The other issues will be looked at sometime in the future

**19. Public Comment – speakers will be limited to 5 minutes**

None.

**20. Future Agenda Items**

Chairman Schei requests parties contact him regarding items they want on the agenda. Committee requests/recommendations.

**21. Schedule next meeting**

Next meeting will be Tuesday, April 21, 2015 at 5:00 p.m. at the airport.

**22. Adjourn**

MOTION Ciochetto/Sauve to adjourn at 5:56 p.m.  
Motion carried.

Respectfully submitted,  
Sally R. Witak, minutes secretary

*Approved 4/21/2015*