

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, DECEMBER 6, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- I- 5 III MINUTES (10/4/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Presentations:
 - 1. Nationwide - Plans for Bay County Employees (**Ken Kelbel, Nationwide Senior Retirement Specialist to give brief overview of plans offered to County Employees**)
 - 6 2. Update on Wellness Initiative (**Jeanie Deckert, Wellness Coordinator**)
 - B. Bay County Sheriff
 - 7-15 1. Medical Marihuana Oversight Grant (**Seeking authorization to pursue grant funding; authorization for Board Chair to sign - proposed resolution attached**)
 - 16-19 2. Emergency Management Coordinator - Port Security Grant Program - Marine Patrol Boat (**Seeking authorization to proceed with RFP for purchase of Marine Patrol Boat utilizing grant and County funds - proposed resolution attached**)
 - C. Friend of the Court - FY 2017 Federal Visitation and Access Grant for Bay County Friend of the Court (**Seeking approval of FY 2017 Federal Visitation and Access Grant; authorization for Board Chair to sign all required documents - proposed resolution attached**)
 - 20-21
 - 22-23 D. Administrative Services Director - Renewal of Property and Liability Insurance (**Seeking approval of renewal of property and liability insurance for 2017 with Michigan Municipal Risk Management Authority; authorization for Board Chair to sign all required documents - proposed resolution attached**)
 - E. Director of Recreation and Facilities
 - 24-25 1. RFP for Golf Carts for Purchase in 2017 (**Seeking release of RFP for 20 new golf carts and award of bid in accordance with Purchasing Policy contingent upon funds being included in 2017 budget; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)

- 26-27 2. Birthday Party User Fees at Civic Arena (**Seeking approval of revised package rates effective February 1, 2017 - proposed resolution attached**)
- 28-29 F. Director of Division on Aging - Senior Dining Center Agreements (**Seeking approval of agreements with Kawkawlin Township, Williams Township and Hampton Township; authorization for Board Chair to sign required documents; approval of related budget adjustments - proposed resolution attached**)
- 30-31 G. Interim Mosquito Control Director - Scrap Tire Clean-up Grant (**Seeking authorization to make application for grant funds; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 32-33 H. 9-1-1 Director - Bay County 9-1-1 Central Dispatch Network Server and Storage Agreement (**Seeking approval of Agreement with Avalon Technologies; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 34-35 I. County Executive - Legal/Contract Coordinator Position (**Seeking approval of new Legal Services/Contract Coordinator position; authorization to post/advertise and fill position; appropriation for balance of funding from Fund Balance - proposed resolution attached**)
- J. Personnel Director
- 36-45 1. Affiliation Agreements (**Seeking authorization for Personnel Director to sign for unpaid, non-financial Affiliation Agreements with local schools and/or colleges - proposed resolution attached**)
- 46-49 2. Bay County Wellness Center (**Seeking three (3) year extension of Agreement with Total Family Healthcare; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 50-51 3. Blue Cross Blue Shield of Michigan - Schedule A (**Seeking approval of BCBS Schedule A - 2017 Renewal Term Administrative Services Contract; authorization for Board Chair to sign - proposed resolution attached**)
- 52-53 4. Excess Workers' Compensation Policy (2017-2019) (**Seeking approval Policy with Midwest Employers Casualty Company for Excess Insurance for Workers' Compensation for the period 1/1/2017 through 1/1/2019; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 54-55 5. Leave of Absence - Katherine Barcia (**Seeking approval of unpaid leave of absence up to 180 days for Katherine Barcia - proposed resolution attached**)
- 56-57 6. Ratification of Collective Bargaining Agreements (**Seeking approval of Collective Bargaining Agreements with 12 active bargaining units; authorization for Board Chair to sign Agreements - proposed resolution attached**)
- 58-62 7. Tuition Reimbursement - Evan Sisk (Central Dispatch) (**Receive**)

- 63 K. Payables: General County; BAYANET; Housing Department (**Proposed resolution attached**)
- L. Finance Officer
- 64-69 1. Budget Adjustments (**Proposed resolution attached**)
- 70 2. Analysis of General Fund Equity 2016 (**Receive**)
- 71 3. Update re Executive Directive #2007-11 (**Receive**)
- 72-73 4. Golf Course Fund Short-Term Transfer (**Seeking short-term transfer of \$85,000 from General Fund to Golf Course Fund; approval of required budget adjustments - proposed resolution attached**)
- 74-75 5. Information Systems Division - 2017 Budgeted Hardware and Software Maintenance Agreements (**Seeking authorization for Board Chair to sign annual Maintenance Agreements in 2017 with vendors budgeted as an expense in 2017 - proposed resolution attached**)
- 76-77 M. MSU Extension Director - Agreement for Extension Services (**Seeking approval of Agreement for Extension Services; authorization for Board Chair to sign required documents - proposed resolution attached**)

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX CLOSED SESSION (when requested)

A. Corporation Counsel - Legal Opinion

Motion: To go into closed session pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute. The statute relied upon is the Michigan Freedom of Information Act which exempts from disclosure "public records subject to the attorney-client privilege." [MCL 15.243(g)]

X MISCELLANEOUS

XI ANNOUNCEMENTS

XII ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, OCTOBER 4, 2016, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:10 P.M.

ROLL CALL:

MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
KIM J. COONAN, CHRMN	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN	P	Y	Y	Y	M/Y	M/Y	Y	S/Y	Y	Y	Y	M/Y
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	Y	Y	M/Y	Y	S/Y	Y	Y	M/Y
VAUGHN J. BEGICK	P	Y	Y	S/Y	Y	Y	S/Y	Y	Y	Y	Y	S/Y
THOMAS M. HEREK	P	Y	Y	M/Y	S/Y	Y	Y	Y	Y	M/Y	Y	Y
MICHAEL E. LUTZ	P	Y	M/Y	Y	Y	S/Y	Y	Y	Y	S/Y	S/Y	Y
ERNIE KRYGIER, EX OFFICIO	P	S/Y	S/Y	Y	Y	Y	Y	M/Y	M/Y	Y	MY	Y

MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN	Y	Y	Y	Y	Y	Y	Y	Y	Y			
DONALD J. TILLEY, V. CHRMN	Y	M/Y	M/Y	M/Y	M/Y	Y	S/Y	S/Y	S/Y			
MICHAEL J. DURANCZYK	S/Y	S/Y	Y	Y	Y	S/Y	Y	Y	M/Y			
VAUGHN J. BEGICK	Y	Y	Y	Y	Y	Y	Y	Y	Y			
THOMAS M. HEREK	Y	Y	Y	Y	Y	Y	Y	Y	Y			
MICHAEL E. LUTZ	M/Y	Y	S/Y	S/Y	S/Y	M/Y	M/Y	M/Y	Y			
ERNIE KRYGIER, EX OFFICIO	Y	Y	Y	Y	Y	Y	Y	Y	Y			

MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN												
DONALD J. TILLEY, V. CHRMN												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
THOMAS M. HEREK												
MICHAEL E. LUTZ												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: T.HICKNER, D.RUSSELL, A.DAVIS-JOHNSON, J.HISTED, T.JERRY, J.MILLER, R.BRZEZINSKI, L. OGAR, S.KING, J.TORRES, K.MEAD, T.ROEHRS, J.STRASZ, J.ANDERSON, M.REILLY, K.ASBURY, J.MORSE, R.REDMOND, N.PAIGE, J.HALL, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 6, 2016 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called. Laura Ogar, Director of Environmental Affairs and Community Development, introduced Steve King, Community Development Director for the City of Bay City and former Kochville Township Manager and former Kochville Township DDA Director. Mr. King was asked to provide information on challenges of when a DDA sunsets and is re-established. Mr. King thanked the committee for the opportunity to attend this meeting and noted that he was also the DDA Director in Ithaca, Gratiot County. Mr. King outlined the process for establishing a DDA district which is a lengthy process. If a DDA is allowed to sunset and then is reestablished, the process of recreating the DDA is basically the same as creating the DDA. The equity built up on the DDA district will reset and will take some time for the captured value to be built up to fund economic development projects. Commissioner Begick favors keeping the Monitor DDA in existence. Commissioner Duranczyk favors DDA's and spoke to the benefits of the Pinconning DDA provided the Pinconning community. Commissioners Tilley and Coonan did not favor extending the DDA. Committee Chair Coonan thanked Mr. King for his time and input on the DDA issue.

The annual review of the Delinquent Tax Revolving Fund was provided by Rick Brzezinski, Bay County Treasurer, along with a brief history of the DTRF and transfers to the County's general fund. The fund is stable and Mr. Brzezinski is happy with the status. Unlike many counties, Bay County is not borrowing money. It

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION CONCURRING WITH THE TREASURER'S RECOMMENDATION ON THE TRANSFER OF \$1,200,000 TO THE GENERAL FUND IN 2017 (TREASURER).**

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MOTION NO.

- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE 2017-2021 AGREEMENT CSPA 17-09002 (IV-D CONTRACT) (PROSECUTOR).**
- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE 2016 COUNTY AT-LARGE ASSESSMENTS FOR DRAIN PROJECTS (DRAIN OFFICE).**
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE ACCEPTANCE OF \$3,213 FROM REGION VII AREA AGENCY ON AGING (DIVISION ON AGING).**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING THE BOARD CHAIR TO SIGN 2017 PROJECT AUTHORIZATION FORMS AND REQUIRED DOCUMENTS TO IMPLEMENT THE BCATS 2017 UNIFIED WORK PLAN (ENVIRONMENTAL AFFAIRS - TRANSPORTATION PLANNING)**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROPRIATING UP TO \$13,000 FOR A FROZEN CARBONATED BEVERAGE MACHINE FOR THE CIVIC ARENA (RECREATION AND FACILITIES)**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE BAY AREA COMMUNITY FOUNDATION FOR A VIEWING SCOPE FOR PINCONNING PARK (RECREATION AND FACILITIES).**
- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING FIRE ALARM SYSTEM UPGRADES IN THE COUNTY BUILDING (BUILDINGS AND GROUNDS).**

The Director of Administrative Services, Debra Russell, indicated that the fire alarm system upgrades may be eligible for RAP grant funding and she will pursue that as well as some of the other upgrades (ceiling tiles at LEC) referred to on the agenda for this meeting.

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MOTION NO.

- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE CEILING PANELS FOR 8 CELLS IN THE JAIL (BUILDINGS AND GROUNDS).**
- 11 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE \$9,000 APPROPRIATION FOR 2 CONTACTORS FOR CHILLER AT LAW ENFORCEMENT CENTER (BUILDINGS AND GROUNDS)**
- 12 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION FOR NONPOINT SOURCE PROGRAM FUNDING (HEALTH DEPT.).**
- 13 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE HR WORKPLACE SERVICES, INC. AGREEMENT FOR ACA REPORTING ASSISTANCE (PERSONNEL DEPT.).**
- 14 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MICHIGAN DEPARTMENT OF STATE SUBSCRIPTION SERVICE PROGRAM (GOVERNMENTAL ACCOUNTS) (PERSONNEL DEPT.).**
- 15 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE NATIONWIDE RETIREMENT SOLUTIONS ROTH CONTRIBUTION AMENDMENT TO DEFERRED COMPENSATION PLAN (PERSONNEL DEPT.).**
- 16 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PAYABLES RESOLUTION (FINANCE DEPT.).**
- 17 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED BUDGET ADJUSTMENT RESOLUTION EXCLUDING THE CHILD CARE FUND BUDGET ADJUSTMENT (FINANCE DEPT.).**
- 18 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND EQUITY (FINANCE DEPT.).**

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MOTION NO.

- 19 **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 UPDATE (FINANCE DEPT.).**
- 20 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE ACCEPTANCE OF CHECK FOR REPAIRS TO THE CANOPY AT DIVISION ON AGING-RIVERSIDE CENTER (BUILDINGS AND GROUNDS).**

It was announced that the public hearing on the Executive's proposed 2017 Bay County budget will be held 10/11/16 at 4:00 p.m.

There being no further business, it was

- 21 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:53 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

jeryt@baycounty.net

(989) 895-4096 (T)

(989) 895-2076 (F)

DATE: October 4, 2016

TO: Bay County Board of Commissioners
Bay County Executive

FROM: Tiffany Jerry, Director of Personnel and Employee Relations

RE: Update on Wellness Initiatives

As the third year of the Wellness Center nears an end, I would like to provide some information and share some success stories from both the Wellness Center and the Wellness Initiatives. As you are aware, the Wellness Center provides service with no co-pay to employees in addition to zero cost generics as well. As the utilization of the Wellness Center continues to grow, Bay County continues to see savings on the prescription costs. At a recent renewal meeting, EHIM (our prescription benefit manager) was excited to share with us that Bay County's trend for prescription cost from January 1, 2016-August 31, 2016 was 0.18% which outperformed both the national average of 13.6% and the EHIM book of business of 6.14%. This success is essentially based on high generic utilization along with the cost effectiveness of pass through RX costs from the Wellness Center. The average generic plan cost to the employer through the Wellness Center is \$27 compared to the average generic plan cost filled outside of the Wellness Center of \$32. In addition, the average OTC plan cost through the Wellness Center is \$14 compared to outside the Wellness Center of \$24.

Since the inception of the Wellness Center, there have been 4,437 visits. Of those visits, 923 were for preventative care which are also provided at no cost to the employees through BCBS as well. Excluding the preventative care visits, the remaining visits have saved employee out of pocket costs of approx. \$105,420 (3514 non preventative care visits x \$30 co-pay = \$105,420) in co-payments alone, that does not include cost savings on the free generic medications as well.

Below are additional statistics of some of the wellness initiatives to date:

- 485 participated in the Bay County Step Challenges; many have participated several times
- 200 participated in the 5k walk/runs reimbursement initiative; many have participated in several different walks/runs
- 248 participated in the 15 lunch and learns
- 45 participated in the self-defense classes
- 144 participated in the Biggest Loser Challenges
- 95 participated in the three BCBS "Win-By-Losing" challenges, two of which Bay County won

We are proud of the strides employees are making in taking charge of their health and wellness. I would like to take this opportunity to thank the Bay County Board of Commissioners and the Bay County Executive for the support on implementing the various Wellness Initiatives. We anticipate and look forward to continued success with this program.

John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Kim J. Coonan, Chairman
Ways & Means Committee

FROM: Sheriff John E. Miller *John E. Miller*

DATE: November 9, 2016

REF: Medical Marihuana Oversight Grant

Background:

The Bay County Sheriff's Office has been invited to apply in the allotment of funds for the Medical Marihuana Oversight Grants. The Public Act 268 of 2016 section 902 requires the department of Licensing and Regulatory Affairs to expend funds appropriated by the legislature for medical marihuana operation and oversight grants to county law enforcement agencies. The grant money is distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county whose county law enforcement office applies for a grant.

Finance/Economics:

Attached is the funding (\$3,000,000) information for the grant. The 2017 application for the grant is available and the funds per county is based on the number of MMMP Registry Cards issued (New/Renewal) pursuant PA 268 of 2016 (Section 902). The application submission deadline is January 1, 2017.

Recommendations:

I am requesting the committee's approval and authorizations to be part of the Medical Marihuana Oversight Grant, and upon approval(s) to make necessary budget adjustments for our participation.

Attachment

CC: Undersheriff Troy R. Cunningham
Deanne Berger, BOC
Amber Davis, Corporate Counsel
Jan Histed, Finance Director
Kim Priessnitz, Budget Supervisor
File Copy

Ls/W&M.MedMarihuanaOversightGrant2016-17

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UNIFORM GRANT APPLICATION/PROPOSAL PROCESSING FORM

Section 1: General Information

Date Prepared: 11/30/2016

Grant Start Date: 1/1/2017

Grant End Date: 9/30/2017

Grant Amount:

Grant Type: Competitive (award on the basis of competitions among eligible grantees)
[x] Entitlement (a set of money or an amount determined under a formula grant)
Continuation (continued funding for existing grant from funding agency)

If continuation of an existing grant, Munis Org# Will a new Org be necessary? yes

Funding Source: Federal x State Foundation Corporate

If Federal Grant, CFDA#: Funding Agency/Contact: Kerry Przybylo

Official Grant Title: Medical Marihuana Oversight Phone Number/Ext of Contact: 517-335-6145

Does this grant include pass-through dollars? YES x NO If YES, amount:

Does this grant require matching funds? YES x NO If YES, amount:

Type of Matching Funds: Cash In-Kind

If In-Kind, how will the matching funds be tracked?

Section 2: Grant Description

Briefly summarize the overall purpose/objective of the grant and indicate how this grant will contribute to the needs and goals of the County. (Not Grant Activities)

Medical marihuana operation and oversight throughout Bay County

Briefly list the grant program activities (what is going to be done with the grant funds):

Purchases will be made for equipment and supplies to manage the program and activities.

Please provide a brief explanation of pertinent budget items that will be funded through this grant. (indicate if funds will be used for new/old staff positions, contracted services, travel, material/supplies, equipment/furniture, facilities, and other applicable items.)

Purchases will be determined at a later date pursuant to the purchasing policy.

How will the grant activities be continued after the end of the grant period? To be determined.

Section 3: Grant Application Review /Approval

**Your signature indicates a full understanding of the program information provided and intent to implement the project according to all program guidelines, assurances and certifications.

Department Head: [Signature] Date: 11-30-2016

Corporation Counsel: Date:

Finance Officer: [Signature] Date: 11-30-2016

County Executive: Date:

Chairperson Bd of Commissioners: Date:

REFERENCE POLICY NUMBER 242

FW: Allotment Chart for 3 million dollars of Medical Marihuana Oversight Grants

Troy Cunningham

Sent: Wednesday, October 26, 2016 1:10 PM

To: L.S. Sayen

Attachments: image001.png (46 KB) ; Allotment for 2017.pdf (283 KB) ; Letter to County Offices.doc (61 KB) ; 2017 MMP Application filla~1.pdf (63 KB) ; ATT00001.txt (215 B)

From: John Miller

Sent: Wednesday, October 26, 2016 12:09 PM

To: Troy Cunningham

Subject: FW: Allotment Chart for 3 million dollars of Medical Marihuana Oversight Grants

From: Sheriff-1 [sheriff-1-bounces@list.emich.edu] on behalf of Terry Jungel [tjungel@misheriff.org]

Sent: Tuesday, October 25, 2016 5:38 PM

To: sheriff-1@list.emich.edu

Subject: [Sheriff-1] Allotment Chart for 3 million dollars of Medical Marihuana Oversight Grants

Sheriffs:

Please find attached the funding (\$3,000,000) for Public Act 268 of 2016 section 902 requires the Department of Licensing and Regulatory Affairs to expend funds appropriated by the legislature for medical marihuana operation and oversight grants to county law enforcement agencies. The grant money is distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county whose county law enforcement office applies for a grant.

The 2017 application for the Medical Marihuana Operation and Oversight Grants to County Law Enforcement Offices is available. The application submission deadline is January 1, 2017.

Department of Licensing and Regulatory Affairs Bureau of Professional Licensing Medical Marihuana Operation and Oversight Grants for County Law Enforcement Offices The total amount per county is based on the number of MMMP Registry Cards issued (New/Renewal) pursuant PA 268 of 2016 (Section 902)

Can't get it if you don't apply!

Terrence L Jungel, Sheriff (ret)
Executive Director /CEO #84
Michigan Sheriffs Association
FBINA-177

[MSA OLD logo]

"When keeping the job means more than doing the job, Mission is lost"

CONFIDENTIALITY NOTICE: This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. Dissemination, distribution or copying of this e-mail or the information herein by anyone other than the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, is prohibited.

RECEIVED

OCT 26 2016

-9-

BAY COUNTY
SHERIFF'S OFFICE



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

October 20, 2016

Dear County Law Enforcement Offices:

I am the department analyst assigned to administer the Medical Marihuana Oversight Grants to County Law Enforcement Agencies.

Public Act 268 of 2016 section 902 requires the Department of Licensing and Regulatory Affairs to expend funds appropriated by the legislature for medical marihuana operation and oversight grants to county law enforcement agencies. The grant money is distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county whose county law enforcement office applies for a grant.

The 2017 application for the Medical Marihuana Operation and Oversight Grants to County Law Enforcement Offices is available. The application submission deadline is January 1, 2017.

Attached to this letter, please find the application and the list of funds available for each county in the State of Michigan. If your agency is interested in participating for FY 2017, please submit the documents to my email address listed below.

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

Sincerely,

Kerry Ryan Przybylo, Policy Analyst
Boards and Committees Section
Bureau of Professional Licensing
Michigan Department of Licensing and Regulatory Affairs
przybylok@michigan.gov
(517) 335-6145

**Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing**

**Medical Marihuana Operation and Oversight Grants
For County Law Enforcement Offices**

2017 Grant Application Information and Instructions

1. The Michigan Legislature has appropriated a total of \$3 million dollars for the Medical Marihuana Operation and Oversight Grants. These grants, which are available to county law enforcement offices, will only be approved by the Department of Licensing and Regulatory Affairs Bureau of Professional Licensing for the education, communication, and enforcement of the Michigan Medical Marihuana Act, 2008 IL, MCL 333.26421 to 333.26430.
2. The completed Medical Marihuana Operation and Oversight grant application must be received electronically no later than **January 1, 2017** at the following email address: **Kerry Ryan Przybylo, Przybylok@michigan.gov**.
3. The amount of funds available to each county are posted on the department website. Potential grant amounts are calculated based on the proportion of the number of registry identification cards issued or renewed in the county as of **September 30, 2016**.
4. A county law enforcement office may distribute discretionary grants to municipal law enforcement agencies for the operation and oversight of the Michigan Medical Marihuana Program pursuant to Section 6(l) of the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426. If a county law enforcement office distributes discretionary grants to municipal law enforcement agencies, the county law enforcement office agrees to require the receiving municipal law enforcement agency to provide a report on how the discretionary grant was spent.
5. The county law enforcement office must submit **financial status reports** to the Department of Licensing and Regulatory Affairs on **April 1, 2017, July 1, 2017, and September 15, 2017**. The required reports from any municipal law enforcement agency that received a discretionary grant must be included in the county law enforcement office's report. (The Financial Status Report form is attached to this application).
6. On **September 15, 2017**, a **final report** must be submitted detailing how the total grant was expended. The final report should include:
 - A summary of the project implementation plan and any deviations from the original project as proposed.
 - Accomplishments and problems experienced while carrying out the project activities.
 - Coordinated efforts with other organizations to complete the project.
 - Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
 - Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
 - Any experience in applying the project products and anticipated "next steps."
 - Actual budget expenditures compared to the budget in the agreement and the reason for any discrepancies.

**Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing**

Questions regarding the Medical Marihuana Operation and Oversight Grants to County Law Enforcement Offices are to be directed to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, **Kerry Ryan Przybylo at (517) 335-6145 or by email to Przybylok@michigan.gov**.

The Department of Licensing and Regulatory Affairs is only responsible for processing grant applications that meet the requirements as set forth by Section 902 of PA 268 of 2016, the expending of grant funds, and the compiling of the required reports.

**Medical Marihuana Operation and Oversight Grants
For County Law Enforcement Offices
PA 268 of 2016 (Section 902)**

Sec. 902. (1) The department shall expend the funds appropriated in part 1 for medical marihuana operation and oversight grants for grants to county law enforcement offices for the operation and oversight of the Michigan medical marihuana program pursuant to section 6(1) of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26426. These grants shall be distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county whose county law enforcement office applied for a grant under subsection (2). For the purposes of this subsection, operation and oversight grants are for education, communication, and enforcement of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430.

(2) No later than December 1, the department shall post a listing of potential grant money available to each county law enforcement agency on its website. In addition, the department shall work collaboratively with county law enforcement agencies, the Michigan Sheriff's Association, and other representative law enforcement organizations regarding the availability of these grant funds. A county law enforcement agency requesting a grant shall apply on a form developed by the department and available on the website. The form shall contain the county law enforcement agency's specific projected plan for use of the money and its agreement to maintain all records and to submit documentation to the department to support the use of the grant money.

(3) In order to be eligible to receive a grant under subsection (1), a county law enforcement agency shall apply no later than January 1 and agree to report how the grant was expended and provide that report to the department no later than September 15. The department shall submit a report no later than October 15 of the subsequent fiscal year to the state budget director, the subcommittees, and the fiscal agencies detailing the grant amounts by recipient and the reported uses of the grants in the preceding fiscal year.

(4) County law enforcement agencies may distribute discretionary grants made under subsection (1) to municipal law enforcement agencies for the operation and oversight of the Michigan medical marihuana program pursuant to section 6(1) of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26426. If a county law enforcement agency distributes a discretionary grant in this manner, that county law enforcement agency shall require the receiving municipal law enforcement agency to provide a report on how that grant was spent. Reports from municipal law enforcement agencies shall be included as part of the report submitted to the department as required in subsection (3).

Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing

MCL Section 333.26426(l): The Michigan medical marihuana fund is created within the state treasury. All fees collected under this act shall be deposited into the fund. The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments. Money in the fund at the close of the fiscal year shall remain in the fund and shall not lapse to the general fund. The department of licensing and regulatory affairs shall be the administrator of the fund for auditing purposes. The department of licensing and regulatory affairs shall expend money from the fund, upon appropriation, for the operation and oversight of the Michigan medical marihuana program.

Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing

Medical Marijuana Operation and Oversight Grants for County Law Enforcement Offices

2017 Grant Application

Authority: Michigan Medical Marijuana Act
2008 IL 1, Section 6(l), MCL 333.26426

This application must be submitted electronically to Przybylok@michigan.gov
at the Bureau of Professional Licensing on or before January 1, 2017.

Section I: Grant Applicant Information

Applicant (Name of County Law Enforcement Office)

Bay County Sheriff Department

Federal ID #

38-6004837

Section II: Grant Administrator Information

Name

Troy Cunningham, Sheriff Elect

Address

503 3rd Street

City

Bay City

State

MI

Zip Code

48708

Area Code/Telephone Number

989-895-4050

Email Address

cunninghamt@baycounty.net

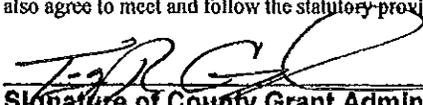
Section III: Description of Grant Program

Funds must be used for education, communication and enforcement of the Michigan Medical Marijuana Act, 2008 IL 1, MCL 333.26421 to 333.26430. On agency letterhead, submit your proposal that includes the items listed below:

- Describe the project(s) for which funds are requested with an implementation plan.
- Explain how funds will be used to coordinate efforts with other agencies, if applicable.
- Describe the impact will these funds have on the community and what you hope to accomplish.
- Explain how these funds will be combined with other funding to complete the project, if necessary.
- Explain anticipated outcomes that will result from this grant.
- Submit a detailed budget showing how the requested funds will be expended.

Section IV: Certification

I certify and agree to report how the grant was expended and to provide a report to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, no later than September 15, 2017. If discretionary grants are awarded to a municipal law enforcement agency or agencies, I further agree to require the receiving municipal law enforcement agencies to provide reports on how the discretionary grants were spent and will include as attachments the municipal law enforcement agency reports to the county report. By signing below I also agree to meet and follow the statutory provisions in which this program was established pursuant to Section 902 of PA 268 of 2016.


Signature of County Grant Administrator (Original Signature Required)

11/30/2016

Date

Sheriff Elect

Title

-14-

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, The Bay County Sheriff's Office has been invited to apply in the allotment of funds for the Medical Marihuana Oversight Grants; and

WHEREAS, The Public Act 268 of 2016 section 902 requires the department of Licensing and Regulatory Affairs to expend funds appropriated by the legislature for medical marihuana operation and oversight grants to county law enforcement agencies; and

WHEREAS, The grant money is distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county whose county law enforcement office applies for a grant; and

WHEREAS, The funding available is \$3,000,000 and the funds per county is based on the number of MMMP Registry Cards issued (New/Renewal) pursuant PA 268 of 2016 (Section 902); the application submission deadline is January 1, 2017; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves and authorizes the Bay County Sheriff Department to make application for the Medical Marihuana Oversight Grant; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further

RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

KIM COONAN, CHAIR
AND COMMITTEE

Sheriff - Medical Marihuana Oversight Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

-15-



BAY COUNTY
911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izvorski
Director

Thomas L. Hickner
Bay County Executive

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Kim Coonan, Chairman, Ways & Means Committee
From: Bay County Sheriff and Bay County Emergency Management
Date: November 30th, 2016
Subject: Port Security Grant Program – Marine Patrol Boat

Background: Bay County has been awarded the full grant request from the Port Security Grant Program in the amount of \$250,000 (ref. Board Resolution 2015-67 see attached), and has executed the grant (ref. Board Resolution 2015-219 see attached.)

Finance/Economics: The PSGP grant has a 25% match associated with it. The estimated cost of the vessel is \$250,000. 75% of that, \$187,500, will be covered by the grant. 25% or \$62,500 will need to be covered by Bay County. Most of the \$62,500 will be covered as follows:

Existing Sonar:	\$20,000
Existing Radio equip.:	\$7,500
Sale of old boat:	\$5,000
M&A (5%):	\$12,500
Total In-kind:	\$45,000

This will leave \$17,500 currently to be covered directly by Bay County.

Recommendation: Bay County Emergency Management recommends that the Board of Commissioners approve the development of a RFP for purchase of a Marine Patrol Boat not to exceed \$250,000.

Cc: Tom Hickner, Tiffany Jerry, Christopher Izvorski, Jan Histed, Amber Johnson, Debra Russell

-16-

BAY COUNTY BOARD OF COMMISSIONERS

4/14/2015

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/7/15)
 WHEREAS, The Bay County Sheriff Department, in collaboration with Bay County Emergency Management, would like to seek funding to replace one (1) marine patrol vessel through the Port Security Grant Program, a FEMA program that directly supports maritime transportation infrastructure security activities; and
 WHEREAS, PSGP funds available to local entities are intended to improve port-wide maritime risk management, enhance maritime domain awareness, support maritime security training and exercises and maintain or reestablish maritime security mitigation protocols that support port recovery and resiliency capabilities; and
 WHEREAS, The Bay County Sheriff Department currently has three (3) maritime response vessels and, due to the age of the vessels - 24, 20 and 15 years respectively, maintenance costs are increasing each year. These vessels also do not provide a proper platform for the Dive/Recovery Team and the gear overloads the existing vessels preventing them from coming up to plane and delaying the response time; and
 WHEREAS, The new vessel will provide additional response functions and will be equipped with radar, as well as thermal imaging, for search and rescue operations; and
 WHEREAS, The cost of the new vessel is estimated to be \$250,000 with a 25% or \$62,500 required match; and
 WHEREAS, The match will need to be covered by Bay County through existing general fund dollars, private donations, sale of one existing boat, other local grants, and/or in-kind funds; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners authorizes submission of a grant proposal to the Port Security Grant Program and authorizes the Chairman of the Board to execute the grant application documents on behalf of Bay County following Finance Department and legal review/approval with all grant award documents to be brought back to the Ways and Means Committee for review; Be It Further
 RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
 RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

KIM COONAN, CHAIR
 AND COMMITTEE

Sheriff Dept - Marine Patrol Boat - Port Security Grant Program

MOVED BY COMM. Coonan

SUPPORTED BY COMM. Duranczyk

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER	✓			THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: ✓ YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

-24-
-17-

BAY COUNTY BOARD OF COMMISSIONERS

10/13/2015

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/6/15)
 WHEREAS, On April 14, 2015, via Resolution No. 2015-67, the Bay County Board of Commissioners authorized submittal of a grant application through the Port Security Grant Program, a FEMA program that directly supports maritime transportation infrastructure security activities; and
 WHEREAS, The grant application submitted by Bay County was seeking funding for a new maritime response vessel which would provide additional response functions and be equipped with radar, as well as thermal imaging for search and rescue operations, estimated cost of the vessel being \$250,000; and
 WHEREAS, PSGP funds available to local entities are intended to improve port-wide maritime risk management, enhance maritime domain awareness, support maritime security training and exercises and maintain or reestablish maritime security mitigation protocols that support port recovery and resiliency capabilities; and
 WHEREAS, Bay County has been awarded \$187,500 in PSGP grant funding and the required 25% match or \$62,500 will require general fund dollars, private donations, sale of one existing boat, other local grant and/or in-kind match; Therefore, Be It
 RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant acceptance documents and all other documents related to the Port Security Grant on behalf of Bay County following legal review/approval; Be It Further
 RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
 RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

KIM COONAN, CHAIR
 AND COMMITTEE

Sheriff & Emergency Management - Acceptance of Port Security Grant

MOVED BY COMM. Coonan

SUPPORTED BY COMM. Tilley

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER	✓			THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS 7 NAYS 0 EXCUSED _____

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

3

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Bay County has been awarded the full grant request from the Port Security Grant Program in the amount of \$250,000 (ref. Board Resolution 2015-67 see attached), and has executed the grant (ref. Board Resolution 2015-219 see attached.); and

WHEREAS, The PSGP grant has a 25% match associated with it. The estimated cost of the vessel is \$250,000. 75% of that, \$187,500, will be covered by the grant. 25% or \$62,500 will need to be covered by Bay County. Most of the \$62,500 will be covered as follows:

Existing Sonar:	\$20,000
Existing Radio equip.:	\$7,500
Sale of old boat:	\$5,000
M&A (5%):	\$12,500
Total In-kind:	\$45,000

This will leave \$17,500 currently to be covered directly by Bay County.

RESOLVED That the Bay County Board of Commissioners approves development of an RFT for the purchase of a Marine Patrol Boat, the cost of said boat not to exceed \$250,000.

**KIM COONAN, CHAIR
AND COMMITTEE**

Emergency Management - Marine Patrol Boat

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

Memorandum

To: Kim Coonan, Chairperson, Ways and Means Committee

From: Jennifer Gwizdala, Office Manager, Friend of the Court

Date: 10/28/16

Re: FY 2017 Federal Visitation and Access Grant for the Bay County Friend of the Court

REQUEST:

For this item to be placed on the Ways and Means Agenda for December 2016 and for the Board Authorization for the Chairman of the Board to sign all related documentation and/or contracts pertaining to the Federal Access and Visitation Grant for the Bay County Friend of the Court.

BACKGROUND:

The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children.

SCAO is contracting with the Bay County Friend of the Court for the provisions of direct services that support and facilitate non-custodial parents' access to and visitation with their children. The direct Service Provider Agency for the Bay County Friend of the Court is Wellspring Lutheran Services. Wellspring Lutheran Services will provide supervised parenting time based on Court Order referrals from the Friend of the Court office. Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement under this Agreement.

FINANCE:

The total Access and Visitation funding available FY 2017, to the Bay County Friend of the Court is \$1200. FY 2016, the allocation was \$2,000, which demonstrates a decrease in the FY 2017 of \$800. This number is based upon the available budget by the State of Michigan.

RECOMMENDATION:

The Friend of the Court requests the Board of Commissioners authorize the Chairman of the Board to sign all related documentation and / or contracts pertaining to the Federal Access and Visitation Grand after review by the Corporation Counsel.

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)
 WHEREAS, The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children; and

WHEREAS, SCAO is contracting with the Bay County Friend of the Court for the provision of direct services that support and facilitate non-custodial parents' access to and visitation with their children. The direct Service Provider Agency for the Bay County Friend of the Court is Wellspring Lutheran Services. Wellspring Lutheran Services will provide supervised parenting time based on Court Order referrals from the Friend of the Court office. Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement under this Agreement; and

WHEREAS, The total Access and Visitation funding available FY2017, to the Bay County Friend of the Court, is \$1,200.00 In FY2016, the allocation was \$2,000, which demonstrates a decrease in the FY2017 of \$800. The number is based upon the available budget by the State of Michigan; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners approves the FY 2017 Federal Visitation and Access Grant for the Bay County Friend of the Court and authorizes the Chairman of the Board to execute the contract and all related documents following legal review/approval.

KIM COONAN, CHAIR

AND COMMITTEE

Friend of the Court - FY2017 Visitation and Access Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E			COMMISSIONER	Y	N	E			COMMISSIONER	N	E		
MICHAEL J. DURANCZYK						KIM J. COONAN						MICHAEL E. LUTZ				
ERNIE KRYGIER						THOMAS M. HEREK										
VAUGHN J. BEGICK						DONALD J. TILLEY										

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
ADMINISTRATIVE SERVICES**

Thomas L. Hickner
County Executive

Debra Russell
Director
russelld@baycounty.net

MEMORANDUM

TO: KIM COONAN, CHAIR, WAYS & MEANS COMMITTEE

FROM: DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIRECTOR

RE: RENEWAL OF PROPERTY AND LIABILITY INSURANCE

DATE: NOVEMBER 29, 2016

BACKGROUND

Property and liability insurance coverage and risk management services have been provided through Bay County's membership in the Michigan Municipal Risk Management Authority (MMRMA) for the past several years. Bay County administration and other departments in Bay County government have been very satisfied with the coverage, value and services provided by MMRMA. Providing coverage to the Drain Commissioner at the time of his pending renewal with a private carrier resulted in considerable savings to his office.

We have been the recipient of many beneficial grants through the Risk Avoidance Program (RAP) Grant program sponsored by MMRMA. In the past ten years, we have received \$54,638 in RAP grant funding. This funding is only available to current members. A recent award for the Jail in the amount of \$4,000 will be paid upon receipt of the final billing.

MMRMA has recently provided a very thorough updated appraisal on all Bay County properties at no charge to the County.

With renewal for 2017, MMRMA will award Bay County a Net Asset Distribution of \$166,712. This award is based on investment income, member longevity and loss history.

FINANCIAL IMPACT

Renewal exposure application materials have been completed by Administrative Services and submitted to MMRMA for evaluation and computation of Bay County's premium for 2017. Other than increases in both public officials' liability and law enforcement areas, Bay County's claim and overall loss history and proactive risk management measures have kept the 2017 increase relatively low. This figure for 2017 reflects an approximate 3% increase from 2016 for a total of \$538,739 which includes our requested contribution to our loss fund deposit of \$50,000.

RECOMMENDATION

It is recommended that this Committee approves recommendation to the Board of Commissioners to renew property and liability insurance for the period 1/1/2017 through 12/31/2017 with Michigan Municipal Risk Management Authority. It is further requested to authorize the Board Chair to execute the Coverage Document following review by Corporation Counsel.

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Property and liability insurance coverage and risk management services have been provided through Bay County's membership in the Michigan Municipal Risk Management Authority (MMRMA) for the past several years; and

WHEREAS, Bay County administration and other departments in Bay County government have been very satisfied with the coverage, value and services provided by MMRMA; and

WHEREAS, Providing coverage to the Drain Commissioner at the time of his pending renewal with a private carrier resulted in considerable savings to his office; and

WHEREAS Bay County has been the recipient of many beneficial grants through the Risk Avoidance Program (RAP) Grant program sponsored by MMRMA and, in the past ten years, has received \$54,638 in RAP grant funding. This funding is only available to current members. A recent award for the Jail in the amount of \$4,000 will be paid upon receipt of the final billing; and

WHEREAS, MMRMA has recently provided a very thorough updated appraisal on all Bay County properties at no charge to the County; and

WHEREAS With renewal for 2017, MMRMA will award Bay County a Net Asset Distribution of \$166,712. This award is based on investment income, member longevity and loss history; and

WHEREAS, Renewal exposure application materials have been completed by Administrative Services and submitted to MMRMA for evaluation and computation of Bay County's premium for 2017; and

WHEREAS, Other than increases in both public officials' liability and law enforcement areas, Bay County's claim and overall loss history and proactive risk management measures have kept the 2017 increase relatively low and the figure for 2017 reflects an approximate 3% increase from 2016 for a total of \$538,739 which includes the County's requested contribution to our loss fund deposit of \$50,000; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners renewal of the property and liability insurance for the period 1/1/2017 through 12/31/2017 with Michigan Municipal Risk Management Authority; Be It Further

RESOLVED That the Chairman of the Board is authorized execute the Coverage Document following legal review/approval.

**KIM COONAN, CHAIR
AND COMMITTEE**

Admin Serv - MMRMA 2017 Renewal
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

THOMAS L. HICKNER
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee
From: Cristen Gignac, Director of Recreation & Facilities
Date: November 16, 2016
Subject: RFP for Golf Carts for Purchase in 2017

Request: To gain approval from the Board of Commissioners to release a Request for Proposal (RFP) for 20 new Yamaha Golf Carts for the Bay County Golf Course and award the bid to the most appropriate bidder to ensure delivery of the carts before the 2017 season is underway.

Background: The Bay County Golf Course operates carts purchased in 1998, 2000, 2002 and the newest carts were purchased in 2006. The fleet is in dire need of recapitalization. An estimated 90% or more of our golfers choose to rent a cart for each round of golf. Many of the carts in our current fleet have required replacement parts, such as chokes, clutches, etc. and many will require work before opening day. In an effort to start to replace the carts based on a 5 year plan, we would like to issue an RFP for twenty (20) new Yamaha golf carts. We will be either selling or trading-in 20 of our oldest carts, whichever would produce the best outcome.

Economics: The funds for this project are requested in the 2017 budget. If needed, a loan from the General Fund may be necessary. This project will be contingent upon final approval of the 2017 budget with funds included for the golf carts.

Recommendation: It is recommended that the Board approve the department to release a RFP for 20 new Yamaha Golf Carts, award the bid to the most appropriate bidder if funds are approved in the 2017 budget, preform any budget adjustments necessary, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

Cc: Jan Histed Bob Redmond Tim Watkins Frances Moore
Kim Priessnitz Tom Hickner Dan Neering

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, The Bay County Golf Course operates carts purchased in 1998, 2000, 2002 and the newest carts which were purchased in 2006 and the fleet is in dire need of recapitalization; and

WHEREAS, An estimated 90% or more of our golfers choose to rent a cart for each round of golf; and

WHEREAS, Many of the carts in our current fleet have required replacement parts, such as chokes, clutches, etc. and many will require work before opening day; and

WHEREAS, In an effort to start to replace the carts based on a 5 year plan, County Administration wishes to issue an RFP for twenty (20) new Yamaha golf carts (the County will be either selling or trading-in 20 of our oldest carts, whichever would produce the best outcome); and

WHEREAS, The funds for this project are requested in the 2017 budget and, if needed, a loan from the General Fund may be necessary. This project will be contingent upon final approval of the 2017 budget with funds included for the golf carts; Therefore, **Be It**

RESOLVED That the Bay County Board of Commissioners approves the release of an RFP for the purchase of 20 new Yamaha Golf Carts in 2017 and the award of the bid to the most appropriate qualified bidder pursuant to the County's Purchasing Policy, contingent on funds being approved in the 2017 budget; **Be It Further**

RESOLVED That the Chairman of the Board is authorized to execute documents related to the purchase of the golf carts on behalf of Bay County following legal review/approval; **Be It Finally**

RESOLVED That related, required budget adjustments are approved.

**KIM COONAN, CHAIR
AND COMMITTEE**

Recreation & Facilities - RFP&Purchase of Golf Carts

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

THOMAS L. HICKNER
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee
From: Cristen Gignac, Director of Recreation & Facilities
Date: December 1, 2016
Subject: Birthday Party User Fees at the Civic Arena

Request: To gain approval from the Board of Commissioners to update user fees on the 2017 fee schedule for the Bay County Civic Arena.

Background: The Bay County Civic Arena offers birthday parties that have been popular with our customers. We are interested in simplifying the parties from a per person cost to a package cost.

Birthday Party Package 1 would include the Community Room for 3 hours, 10 public skating admissions, 10 skate rentals, 2 pizzas, cake, and 3 pitchers of pop with refills.

Birthday Party Package 2 would include the Community Room for 3 hours, 20 public skating admissions, 20 skate rentals, 4 pizzas, cake, and 3 pitchers of pop with refills.

Most of the time we do not have parties bigger than 20 kids, but if that ever takes place, we would like to charge \$10.00 for every person above 20 people and adjust accordingly for pizza and rentals.

Economics: Please change the fee schedule, effective February 1, 2017, to the following:

- Birthday Party Package 1: \$125.00
- Birthday Party Package 2: \$200.00
- Per person fee for larger than a 20 person party: \$10.00 per person.

The old birthday party fees would be removed from the fee schedule.

Recommendation: It is recommended that the Board approve the proposed changes in the fee schedule for the Bay County Civic Arena.

Cc: Kim Priessnitz Tom Hickner Civic Arena Staff Robert Redmond

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)
WHEREAS, The Bay County Civic Arena offers birthday parties that have been popular with its customers and Administration wishes to simplify the parties pricing from a per person cost to a package cost; and
WHEREAS, Birthday Party Package 1 would include the Community Room for 3 hours, 10 public skating admissions, 10 skate rentals, 2 pizzas, cake, and 3 pitchers of pop with refills; and
WHEREAS, Birthday Party Package 2 would include the Community Room for 3 hours, 20 public skating admissions, 20 skate rentals, 4 pizzas, cake, and 3 pitchers of pop with refills; and
WHEREAS Most of the time the parties do not exceed 20 children, but if that ever takes place, we would like to charge \$10.00 for every person above 20 people and adjust accordingly for pizza and rentals; and
WHEREAS, It is recommended that the fee schedule be changed, effective February 1, 2017, to the following and that the old birthday party rates be removed from the fee schedule:

1. **Birthday Party Package 1: \$125.00**
2. **Birthday Party Package 2: \$200.00**
3. **Per person fee for larger than a 20 person party: \$10.00 per person.**

RESOLVED By the Bay County Board of Commissioners that the Birthday Party fee schedule for the Bay County Civic Arena, as outlined above, be approved effective February 1, 2017 and that the changes be reflected in the County's Fee Schedule.

**KIM COONAN, CHAIR
AND COMMITTEE**

Rec & Facilities - Birthday Party Fee Schedule for Civic Arena

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

Thomas L. Hickner
Bay County Executive

Tammy Roehrs
Director



Bay County Building 2nd Floor, Suite 202
515 Center Avenue
Bay City, MI 48708-5123
(989) 895-4100
Toll Free (877) 229-9960

FAX (989) 895-4094
TDD (989) 895-4049
Web Site: www.baycounty-mi.gov/aging
E-mail: divonaging@baycounty.net

To: Kim Coonan, Chairman, Ways & Means Committee
From: Tammy Roehrs, Division on Aging Director
Date: November 8, 2016
CC: Tom Hickner, Joel Strasz, Amber Davis-Johnson, Jan Histed, Robert Redmond
RE: Senior Dining Center Agreements

BACKGROUND:

The Dining Center site agreements between Bay County Division on Aging and the Kawkawlin Township Hall, Williams Township Hall and Hampton Happy Hearts Senior Dining Center will expire December 31, 2016. The renewal contracts will cover the period of January 1, 2017 through December 31, 2017.

FINANCIAL IMPLICATIONS:

All utility expenses are included in the 2017 Division on Aging budget.

RECOMMENDATION:

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the Dining Center agreements with Kawkawlin, Williams and Hampton Townships, be approved. Any agreements relating to these contracts are signed by the Board Chair and seek Board approval of any budget adjustments related to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE 12/6/16)

WHEREAS, The Bay County Board of Commissioners wishes to continue to provide nutrition services to the senior citizen population of Bay County; and

WHEREAS, Currently there are Dining Center Site Agreements for the Hampton Township Happy Hearts Dining Center, Kawkawlin Township Hall, and Williams Township Hall; and

WHEREAS, The contracts will cover the period of January 1, 2017 through December 31, 2017; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Dining Center Site Agreements for the Hampton Township Happy Hearts Senior Dining Center, Kawkawlin Township Hall, and Williams Township Hall, subject to continued receipt of the budgeted grant funding from Region VII Area Agency on Aging; Be It further

RESOLVED That the Chairman of the Board is authorized to execute the Dining Center Site Agreements and all related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

DOA - 2017 Dining Center Site Agts - Hampton, Kawkawlin & Williams Twps.

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY MOSQUITO CONTROL

810 Livingston
Bay City, Michigan 48708

TOM PUTT, MANAGER

puttt@baycounty.net

Phone (989) 894-4555

Fax (989) 894-0526

TDD (989) 895-4049

<http://www.baycounty-mi.gov>



TOM HICKNER
County Executive

LAURA OGAR, DIRECTOR

ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

MEMORANDUM

To: Commissioner Kim J. Coonan, Chairman
Ways and Means Committee

From: Mary McCarry, Interim Manager
Bay County Mosquito Control

Date: November 9, 2016

Re: Placement on Ways and Means Agenda

BACKGROUND:

The Michigan Department of Environmental Quality (DEQ) is accepting applications for scrap tire cleanup grants for fiscal year 2016-2017. An entity is eligible for a grant of up to \$4,000 for a cleanup day or resident drop-off day, like the scrap tire drives held by Bay County Mosquito Control. We plan to hold two scrap tire drives in 2017; so could therefore be eligible for up to \$8,000. The scrap tire recycling program allows residents to get rid of old tires, which reduces the number of tires as potential breeding ground for mosquitoes as well as aesthetically improving the landscape.

FINANCE:

No matching funds are necessary. No money would be required to apply for the grant.

RECOMMENDATION:

Bay County Mosquito Control recommends applying for the DEQ's Scrap Tire Cleanup Grant Program for fiscal year 2016-2017.

cc: Tom Hickner
Laura Ogar

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/15)
WHEREAS, The Michigan Department of Environmental Quality (DEQ) is accepting applications for scrap tire cleanup grants for fiscal year 2016-2017; and
WHEREAS, An entity is eligible for a one-time grant of up to \$4,000 for a cleanup day or resident drop-off day, like the scrap tires drives held Bay County Mosquito Control; and
WHEREAS, Bay County Mosquito Control plans to hold two scrap tire drives in 2017 and could be eligible for \$8,000; and
WHEREAS, The scrap tire recycling program allows residents to get rid of old tires which reduces the number of tires as potential breeding grounds for mosquitoes as well as aesthetically improving the landscape; and
WHEREAS, There is no match requirement and no funding is required to apply for the grant; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Mosquito Control Department to make application for the DEQ's Scrap Tire Cleanup Grant Program for fiscal year 2016-2017; Be It Further
RESOLVED That the Chairman of the Board is authorized to execute said grant application and related documents as well as grant award documents on behalf of Bay County following legal review/approval; Be It Further
RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant.

KIM COONAN, CHAIR
AND COMMITTEE

Mosquito Control - Scrap Tire Cleanup Grant Program

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



BAY COUNTY

911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izworski
Director

Thomas L. Hickner
Bay County Executive

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Chairperson, Ways and Means Committee
From: Chris Izworski, 9-1-1 Director
Date: November 10, 2016
Re: Bay County 9-1-1 Central Dispatch Network Server and Storage RFP - Agreement

REQUEST:

Avalon Technologies has been selected as the vendor to install Bay County 9-1-1 Central Dispatch network servers and storage. 9-1-1 request that the County enter into an agreement with Avalon Technologies for the purchase, installation of Dell Compellent hardware, Dell Compellent software and 5 year Dell Compellent Co-Pilot warranty/support.

BACKGROUND:

The current 9-1-1 network is six years old and requires an upgrade. The upgrade will occur to both storage and server hardware. 9-1-1, ISD and Purchasing developed an RFP outlining the 9-1-1 network requirements. Purchasing released the RFP; we then reviewed subsequent submissions and made a vendor selection.

FINANCIAL:

Bay County 9-1-1 has 2016 funds budgeted for purchase and installation of the needed hardware, software and warranty/support. The project cost is \$165,781.

RECOMMENDATION:

Bay County 9-1-1 recommends that the Board of Commissioners approve the Avalon agreement; and that, pending Corporation Counsel review, the Chairman of the Board is authorized to execute all documents required for the agreement; and that any budget adjustments that are required for the purchase and installation of the hardware, software and warranty/support are approved.

cc: Tom Hickner
Amber Davis-Johnson
Shawna Walraven
Frances Moore
Jan Histed
Bob Redmond
Julie Coppens
Brandon Short

- 32 -

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Avalon Technologies has been selected as the vendor to install Bay County 9-1-1 Central Dispatch network servers and storage; and

WHEREAS, The current 9-1-1 network is six years old and requires an upgrade to both storage and server hardware; and

WHEREAS, 9-1-1, ISD and Purchasing developed an RFP outlining the 9-1-1 network requirements, an RFP was released and subsequent submissions were reviewed and a vendor selection was made; and

WHEREAS, Bay County 9-1-1 has 2016 funds budgeted for purchase and installation of the needed hardware, software and warranty/support and the projected cost is \$165,781; and

WHEREAS, It is requested that the County enter into an agreement with Avalon Technologies for the purchase, installation of Dell Compellent hardware, Dell Compellent software and 5 year Dell Compellent Co-Pilot warranty/support; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Avalon agreement and authorizes the Chairman of the Board to execute the agreement and all related documents; Be It Further

RESOLVED That any budget adjustments that are required for the purchase and installation of the hardware, software and warranty/support are approved.

**KIM COONAN, CHAIR
AND COMMITTEE**

9-1-1 Central Dispatch - Avalon Technologies Agreement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



**OFFICE OF
BAY COUNTY EXECUTIVE**

Thomas L. Hickner
County Executive

515 Center Avenue, Suite 401
Bay City, Michigan 48708
Tel: (989) 895-4130 | Fax: (989) 895-7658

To: Kim Coonan, Chairman
Ways and Means Committee

From: Thomas L. Hickner, 
Bay County Executive

Date: November 29, 2016

Re: Request for Legal/Contract Coordinator position

Background:

Department of Corporation Counsel historically had a full time "Legal Services Coordinator" until that the position was merged with that of Administrative Services Manager. Upon appointment of the Administrative Services Department Director, the position was further reduced and merged with that of the Executive Assistant to the County Executive. An increase in the amount of FOIAs received by the County, as well as the extensive new requirements of the amended FOIA, as well as desperately needed contract management/coordination across various county departments to ensure contract renewal and compliance on a timely basis necessitates a reorganization and addition of duties to create a new shared position within the Department of Corporation Counsel and Administrative Services Department.

Finance/Economics:

This is a full time position with benefits as provided for within the BCAMPS labor agreement (although union membership is voluntary) PB04 (\$38,584.00). Slightly less than 50% percent of this position is already budgeted in the 2017 budget. 80% of the cost of this position will be allocated to Corporation Counsel and 20% to Administrative Services. Additional general funds will be required to fund approximately half of the cost of this position. This would leave vacant a part time County Executive's administrative support position to be posted and filled.

Recommendation:

Please refer to the full board to post, advertise and fill the position of Legal Services/Contract Coordinator and approve any necessary budget adjustments

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

- BY:** **WAYS AND MEANS COMMITTEE (12/6/16)**
- WHEREAS,** Department of Corporation Counsel historically had a full time "Legal Services Coordinator" until that the position was merged with that of Administrative Services Manager; and
- WHEREAS,** Upon appointment of the Administrative Services Department Director, the position was further reduced and merged with that of the Executive Assistant to the County Executive; and
- WHEREAS,** An increase in the amount of FOIAs received by the County, as well as the extensive new requirements of the amended FOIA, as well as desperately needed contract management/coordination across various county departments to ensure contract renewal and compliance on a timely basis necessitates a reorganization and addition of duties to create a new shared position within the Department of Corporation Counsel and Administrative Services Department; and
- WHEREAS,** This is a full time position with benefits as provided for within the BCAMPS labor agreement (although union membership is voluntary) PB04 (\$38,584.00). Slightly less than 50% percent of this position is already budgeted in the 2017 budget. 80% of the cost of this position will be allocated to Corporation Counsel and 20% to Administrative Services. Additional general funds will be required to fund approximately half of the cost of this Legal/Contract Coordinator position; and
- WHEREAS,** This reorganization leaves vacant a part time County Executive's administrative support position to be posted and filled in the future; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the new Legal Services/Contract Coordinator position and authorizes posting/advertising and filling said position; Be It Further
- RESOLVED** That the additional funding required for the Legal Services/Contract Coordinator position are appropriated from Fund Balance; Be It Finally
- RESOLVED** That related, required budget adjustments are approved.

**KIM COONAN, CHAIR
AND COMMITTEE**

County Exec - Legal/Contract Coordinator Position

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations TJ

Date: November 30, 2016

RE: Ways & Means Committee Agenda – Affiliation Agreements

Please consider the following for the agenda of your committee meeting.

Background:

On occasion, Bay County enters into affiliation agreements with local schools and colleges to provide an atmosphere of learning for a student intern or volunteer. The internships are unpaid and for a designated amount of time. Affiliation agreements require a signature on behalf of Bay County; since this is an unpaid, non-financial agreement that does not have budgetary impact, upon recommendation of Corporation Counsel, Personnel is requesting approval from the board to allow the Personnel Director to sign such agreements. A sample affiliation agreement is attached for reference.

Recommendation:

Authorize Personnel Director to sign affiliation agreements with various schools and colleges.

Thank you for your consideration.

cc: Tom Hickner
Deb Russell
Shawna Walraven
Amber Johnson
Jan Histed
Joel Strasz
Kathleen Janer

Sample

**AFFILIATION AGREEMENT
BETWEEN
THE REGENTS OF THE UNIVERSITY OF MICHIGAN
ON BEHALF OF
THE UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF HEALTH PROFESSIONS AND STUDIES
DEPARTMENT OF NURSING
AND
BAY COUNTY HEALTH DEPARTMENT**

This Affiliation Agreement ("Agreement") is made and entered between the Regents of the University of Michigan, a Michigan Constitutional Corporation, on behalf of the University of Michigan-Flint, School of Health Professions and Studies, Department of Nursing ("University"), located in Flint, Michigan, and Bay County Health Department ("Clinical Site"), located in Bay City, MI.

In order to fulfill the objectives of its academic nursing program, the University desires to obtain for its students enrolled in the program on-site supervised clinical educational experiences. The Clinical Site recognizes the need for and desires to aid in the educational development of ancillary health professionals and is willing to make its employees and premises available for such purposes. This Agreement is designed to provide the University students with on-site supervised clinical educational experiences through the Clinical Site for academic credit at the University. If the Clinical Site has more than one (1) location, this Agreement shall encompass on-site supervised clinical educational experiences conducted at all Clinical Site locations, facilities, subsidiaries, and affiliates.

I. EDUCATIONAL PREPARATION OF STUDENTS

The University will assign students to the Clinical Site based on the University's assessment of the students' learning goals, educational interests, and relevant experience. The University will use its best efforts to ensure that students selected for participation in the clinical experience are prepared for effective participation in the clinical education phase of their overall program and will retain ultimate responsibility for the academic education of its students.

II. RELATIONSHIP OF THE UNIVERSITY AND THE CLINICAL SITE

A. The Clinical Site:

1. Will plan and administer all aspects of client/patient care and clinical services at its facilities. The Clinical Site shall have responsibility for the rendering of high quality patient care and clinical services and shall have final responsibility, authority, and supervision over all aspects of patient care and clinical services.
2. Will participate with the University and the students, where applicable, in the selection of learning opportunities in keeping with the objectives developed by the University for the clinical educational experience. Nothing in this agreement will prevent any patient from requesting not to be a "teaching" patient or prevent the Clinical Site from designating a patient as a nonteaching patient.
3. Will be guided by objectives of the students' learning in the provision of clinical educational experiences while the students are at the Clinical Site.
4. Will designate a qualified liaison person(s) to work with the University and the students to whom all communication from the University may be sent.
5. Will orient the students to the rules, policies, regulations, and procedures of the Clinical Site.

Sample

6. Will provide students with assigned space and essential office equipment and supplies necessary for the clinical educational experience at the Clinical Site.
7. Will allow students access to the Clinical Site's library and other printed materials.
8. Will engage in the regular exchange of information between the University and the Clinical Site through either on-site visits arranged at a mutually convenient time, or written or telephone communications. This exchange of information will also include the timely sharing of any information relating to possible concerns, disciplinary or otherwise, that the Clinical Site may have, or of which the Clinical Site is aware, relating to a University student placed at the Clinical Site pursuant to this Agreement. The Clinical Site also agrees to provide timely responses to any reasonable requests for information that the University may make regarding a University student placed at the Clinical Site pursuant to this Agreement.
9. Will participate in post-program evaluation data-collection, where applicable.
10. Will provide emergency health care, if available, to students for illnesses or injuries incurred while students are on Clinical Site premises under this Agreement. Financial responsibility for such emergency health care shall rest with the individual students.

B. The University:

1. Acknowledges the Clinical Site's need to maintain its standard of service and its relationship within the community.
2. Will be responsible for curriculum planning, admission, administration, matriculation, faculty appointments, and promotions with respect to the University's academic nursing program.
3. Will be responsible for the final evaluation of the students' performance. The University will provide the Clinical Site with student learning objectives to enable the Clinical Site to provide the University with information useful and/or necessary for such evaluation. The University, along with Clinical Site personnel, will evaluate the clinical educational experiences available within the Clinical Site.
4. Will coordinate student placements in the Clinical Site with the designated Clinical Site liaison and will provide the following information to the Clinical Site prior to the beginning of the clinical educational experience:
 - a. the names of students to be placed with the Clinical Site no later than one (1) week prior to the beginning of each clinical educational experience at the Clinical Site;
 - b. the beginning and ending dates of the students' clinical educational experience at the Clinical Site;
 - c. learning objectives for the clinical educational experience; and,
 - d. the level of students (e.g., senior, fourth level students).
5. Will designate a qualified liaison person(s) to whom all communication from the Clinical Site may be sent and will provide for a regular exchange of information between the University and the Clinical Site through either on-site visits arranged at a mutually convenient time, or written, electronic or telephone communications.

Sample

6. Will advise its students that students will be subject to the Clinical Site's policies, procedures, clinical protocols, rules, and regulations, including the Clinical Site's policy on uniforms and dress code, while participating in the clinical educational experience at the Clinical Site's facility (ies).
7. Agrees that all students will be instructed in the OSHA Bloodborne Pathogens Standard either through the University or by attending a prescheduled session(s) at the Clinical Site.
8. Will, if requested by the Clinical Site, provide the Clinical Site with summary documentation for each student assigned to the Clinical Site under this Agreement that the student has met the University's prerequisites as set forth in Attachment A. To the extent that the Clinical Site desires student information beyond that which the University provides pursuant to Attachment A, the Clinical Site will need to seek that information directly from each student.
9. Understands that nothing in this Agreement prevents the Clinical Site from honoring the request of any patient/client to not be a teaching patient, or prevents any member of the Clinical Site medical staff from designating any patient a non-teaching patient.

III. ACCEPTANCE/REFUSAL OF STUDENT; STUDENT WITHDRAWAL/REMOVAL

- A. It will be the responsibility of the Clinical Site to set its own professional eligibility standards and requirements for student participation in a clinical experience at the Clinical Site and to evaluate the student information provided to the Clinical Site by the University and/or the students pursuant to Section II.B.8, above. If the Clinical Site determines that a student does not meet its professional eligibility standards and requirements to participate in a clinical educational experience at the Clinical Site, the Clinical Site will notify the student and the University of such determination in writing, including the basis for the Clinical Site's determination. The University will ensure that a student so identified by the Clinical Site does not participate in the clinical experience at the Clinical Site.
- B. The Clinical Site may take immediate action, without giving prior notice to the University, to temporarily remove a student from clinical experience activities at the Clinical Site to correct an emergent situation where the Clinical Site has deemed the student to be a risk to the safety and care of the Clinical Site's patients, or to the safety of the Clinical Site's guests, employees, or the student him/herself. The Clinical Site will notify the University in writing as soon as possible of the action taken, including the basis for the Clinical Site's determination.
- C. The Clinical Site reserves the right to permanently terminate the participation of a student in a clinical educational experience at the Clinical Site for a reasonable cause related to the Clinical Site's need to ensure the quality of patient care or patient safety. The Clinical Site will submit a written notice to the University that the student's participation in the clinical educational experience at the Clinical Site should be terminated. Such notice shall include the basis for the Clinical Site's determination, and the University will immediately comply with the Clinical Site's notice.

IV. STUDENT SUPERVISION

The Clinical Site shall have full supervisory authority and responsibility over the students while they are at the Clinical Site for clinical educational experience pursuant to this Agreement. No University faculty will be assigned to the Clinical Site.

Sample

V. STUDENT/NON-EMPLOYEE STATUS

The University's students shall not be deemed to be employees of the Clinical Site or the University for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, Social Security, or any other purpose due to their participation in the clinical educational experience at the Clinical Site pursuant to this Agreement. The parties understand and agree that the primary purpose of the University students' placement at the Clinical Site is for the students' learning and each student is placed with the Clinical Site to receive clinical educational experience as a part of the student's academic curriculum. It is further understood that students shall not at any time replace or substitute for any Clinical Site employee, nor shall students perform any of the duties normally performed by an employee of the Clinical Site except such duties as are a part of their training and are performed by the students under the direct supervision of a Clinical Site employee.

VI. CONFIDENTIALITY

- A. The University shall advise its students that they must act pursuant to all applicable federal and state laws and regulations regarding confidentiality of client/patient information and records, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
- B. The parties acknowledge that many student records and other personally identifiable information regarding the University's students ("Education Records") are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. § 99.1 et seq. The Clinical Site shall not release information contained in these Education Records, but shall instead refer all requests for information respecting such Education Records to the University.
- C. Notwithstanding anything else herein, nothing in this Agreement shall prevent either party from producing documents or disclosing information that is required by law (such as the Michigan Freedom of Information Act ("FOIA") or a valid production document (such as a warrant or subpoena).

VII. NON-DISCRIMINATION

Each party shall accept, assign, supervise, and evaluate qualified students regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, disability, veteran status, height, or weight, in accordance with applicable federal and state law. In addition, the University does not discriminate on the basis of sexual orientation (including gender identity and gender expression) in accordance with the policies of the University of Michigan.

VIII. INSURANCE

- A. The University is self-insured and shall maintain in full force and effect for the term of this Agreement, and any renewals thereof, the following occurrence-based insurance covering the University and its students: 1) commercial general liability insurance with minimum limits of coverage of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the general aggregate; 2) professional liability insurance with minimum limits of coverage of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate. The University will provide the Clinical Site with current certificates of insurance, upon request.

Sample

- B. The Clinical Site shall maintain in full force and effect for the term of this Agreement, and any renewals thereof, the following occurrence-based insurance or self-insurance covering the Clinical Site and its employees: 1) commercial general liability insurance with minimum limits of coverage of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the general aggregate; and, 2) professional liability insurance with minimum limits of coverage of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate. The Clinical Site will furnish the University with current certificates of insurance, upon request.
- C. Compliance with the foregoing requirements as to carrying insurance and furnishing evidence of such will not relieve either party of its liabilities and obligations under this Agreement.

IX. INDEMNIFICATION

Each party shall defend, indemnify and hold harmless the other party, its board members, officers, employees, agents and students (if the University) from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of the indemnifying party's acts or omissions under this Agreement for which the indemnifying party would be liable in law or equity. The indemnifying party shall keep the other reasonably apprised of the continuing status of the claim, including any proceedings resulting from it, and shall permit the other party, at its expense, to participate in the defense or settlement of the claim. When a claim is resolved by the indemnifying party's payment of money, it shall have final authority regarding defense and settlement. When a claim resolution requires equitable relief against the non-indemnifying party or the indemnifying party has not or will not pay the money required for resolution, the parties shall cooperate regarding defense and settlement.

X. TERM AND TERMINATION

The term of this Agreement shall commence as of the date of last signature by the parties and shall continue for five (5) years, unless terminated as set forth in this Section. This Agreement may be terminated by either party, provided written notice of this effect is given to the other party at least six (6) months prior to the proposed date of termination. In the event of termination or expiration of this Agreement, the parties shall cooperate and use their reasonable best efforts to let any students complete their clinical educational experiences already in progress at the Clinical Site.

XI. AMENDMENT

No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless in writing and signed by both parties.

XII. NOTICES

Any and all notices required to be given under this Agreement shall be directed to:

Clinical Site: Attention: Tiffany Jerry
Bay County Health Department
1200 Washington Avenue
Bay City, MI, 48078
Ph: (989) 895-4096
Email: janerk@baycounty.net

Sample

University: Linda Scott, RN, BSN
Nursing Clinical Coordinator
Department of Nursing
The University of Michigan-Flint
William S. White Building, Rm 2180
303 E. Kearsley St.
Flint, MI 48502-1950
Ph: 810.762.0918
F: 810.237.6554
Email: ljscott@umflint.edu

Julie Insalaco
Contract Administrator
The University of Michigan-Flint
Procurement & Contracts
Northbank Center, Ste. 504
303 E. Kearsley St.
Flint, MI 48502-1950
Ph: 810.762.3487
F: 810.766.6830
Email: jinsalac@umflint.edu

XIII. GOVERING LAW, CONSTRUCTION AND VENUE; SOVEREIGN IMMUNITY

- A. This Agreement shall be governed by and construed under the laws of the State of Michigan without regard for the principles of choice of law. Any claims, demands, or actions asserted against the University shall be brought in the Michigan Court of Claims. The Clinical Site, its successors and assigns, consent to the jurisdiction of a court with applicable subject matter jurisdiction sitting in the State of Michigan with respect to any claim arising under this Agreement.
- B. The parties acknowledge that the University of Michigan is a corporation created under the Michigan Constitution and, as such, retains all rights, immunities, and defenses provided under the Michigan and U.S. Constitutions and applicable federal and state law with regard to any claim, demand, or action arising out of this Agreement.

XIV. MISCELLANEOUS

- A. This Agreement does not create any agency, partnership, joint venture, or employment relationship between the parties.
- B. Each party agrees it will not use the other party's names, marks, or logos in any advertising, promotional material, press release, publication, public announcement, or through other media, whether written, oral, or otherwise, without the prior written consent of the other party. Prior written consent will not be required for use of the other Party's name in the context of factual or descriptive statements regarding the subject matter of this Agreement.

XV. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, agreements, and understandings between the parties, whether oral or in writing, with respect to the subject matter hereof are hereby superseded by this Agreement.

Signature page follows.

Sample

APPROVED
Bay County Health Department

By: _____
Tiffany Jerry

Date: _____

**FOR THE REGENTS OF
THE UNIVERSITY OF MICHIGAN**

By: _____
Brenda Roth
Procurement Agent Senior
The University of Michigan-Flint

Date: _____

**FOR THE UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF HEALTH PROFESSIONS
AND STUDIES**

By: _____
Donna Fry, PT, PhD, CHC
Dean School of Health Professions & Studies

Date: _____

FOR THE DEPARTMENT OF NURSING

By: _____
Margaret M. Andrews, PhD, RN, FAAN
Director & Professor of Nursing

Date: _____

ATTACHMENT A

THE UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF HEALTH PROFESSIONS AND STUDIES
DEPARTMENT OF NURSING

STUDENT REQUIREMENT LIST

Due EVERY year

1. Statement of Physical Fitness
 - Signature of physician or nurse practitioner stating that student is physically able to participate in the nursing program is required.
2. Skills and Abilities for Degree Completion
3. Cardiopulmonary Resuscitation Certification (CPR)
 - **ONLY** certification for either the American Heart Association Health Care Provider Course BLS for Healthcare Providers (repeated every 2 years) or the American Red Cross CPR/AED for the Professional Rescuer Course will be accepted.
4. Tuberculin (TB skin test also called PPD)
 - Complete Documentation: Negative PPD
 - Positive result requires a chest x-ray

Due November 1 EVERY year

5. Flu Shot –These will be available to nursing students on campus. Instructions on how to provide proof of compliance with this requirement will be sent every fall.

Due ONCE* prior to attending first class

6. Hepatitis B
 - The Hepatitis B Vaccine is a series of 3 doses.
 - Complete Documentation: Date of the first, second, and third dose of the vaccine OR Positive Hepatitis titer
7. MMR (Measles, Mumps & Rubella)
 - Complete Documentation: Date of first and second dose of vaccine (Pref. MMR) after 12 months of age OR Positive MMR titers
8. Varicella Zoster (Chicken Pox)
 - The chicken pox vaccine requires 2 doses
 - Complete Documentation: Date of first and second dose of vaccine OR Positive Varicella Titer
9. Criminal Background Check
 - Students must order their criminal background check through our vendor, Certified Background at www.certifiedbackground.com
10. Tdap (Tetanus, Diphtheria, Pertussis)
 - Boosters are good for 10 years from date of administration.
11. 6-Panel Drug Screen

*Except Tdap depending on last shot

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, On occasion, Bay County enters into affiliation agreements with local schools and colleges to provide an atmosphere of learning for a student intern or volunteer; and

WHEREAS, The internships are unpaid and for a designated amount of time; and

WHEREAS, Affiliation agreements require a signature on behalf of Bay County and, since this is an unpaid, non-financial agreement that does not have budgetary impact, upon recommendation of Corporation Counsel, the Personnel Director is requesting approval from the Board to allow the Personnel Director to sign these agreements, as required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Personnel Director to execute Affiliation Agreements (unpaid, non-financial) with various schools and/or colleges, as long as there is no financial impact to Bay County.

**KIM COONAN, CHAIR
AND COMMITTEE**

Personnel - Affiliation Agreements

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations RJ

Date: November 21, 2016

RE: Ways & Means Committee Agenda -- Bay County Wellness Center

Please consider the following for the agenda of your committee meeting.

Request:

Upon review of Corporation Counsel, we are requesting a three year extension to the agreement with Total Family Healthcare to provide free office visits and free generic medications. In addition, we are asking for authorization for the Board Chair to sign the extension.

Background:

In January of 2014, Bay County entered into an agreement with Total Family Healthcare to provide office visits and generic medication at no cost to the employees. Since that time, there have been over 4400 visits to the Wellness Center saving over \$105,000 in out of pocket employee co-payments. The minimum number of contracts required to pay for in 2016 was 250 per month (at \$42.25 each), the contract extension was renegotiated based on estimated contract visits to 150 per month (at \$42.25 each). This change will equal a savings per year of \$50,700 over the 2016 Wellness Center minimum costs.

Finance/Economic

Funds are paid out of the Health Care Fund and are included in the proposed 2017 budget.

Recommendation:

Please approve adopting the aforementioned contract extension and authorize the Board Chair to sign upon review of Corporation Counsel.

Thank you for your consideration.

cc: Tom Hickner
Deb Russell
Shawna Walraven
Ambér Johnson
Jan Histed

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**ADDENDUM TO THE
AGREEMENT FOR BAY COUNTY EMPLOYEE WELLNESS CENTER**

This Addendum to the Agreement for Bay County Employee Wellness Center (Wellness Center) is made between Total Family Healthcare, P.C., 200 S. Wenona, Bay City, Michigan 48706 (Contractor), and the Bay County Board of Commissioners, 515 Center Avenue, Bay City, Michigan 48708 (County), as authorized by Resolution 2012-198:

This Addendum shall serve as a supplement to the Agreement for Bay County Employee Wellness Center, dated January 3, 2014.

RENEWAL: Contract shall be renewed for a three (3) year period beginning January 1, 2017, and ending December 31, 2019.

LUNCH AND LEARN PROGRAM: The Wellness Center shall provide four (4) Lunch and Learn programs annually with a light lunch included.

RAFFLES AND PRIZES: The Wellness Center may at its discretion do various raffles and drawings for prizes to promote utilization. The Wellness Center may also provide trinkets and prizes to promote wellness for the County members.

HOLIDAY SCHEDULE: Contractor will provide County an annual schedule of Holiday closings no later than December 1st of the previous year.

IMMUNIZATION COSTS: The cost for immunizations shall be updated monthly and the County will be billed the actual cost of immunizations.

FEES: All invoices and reports shall be submitted on a schedule and in a format acceptable to the County.

During the Term, the County shall pay the Contractor a monthly fee for 150 Insurance Contracts (\$42.25 each) beginning on January 1 every year; the County shall pay a minimum of \$6,337.50 monthly. The County shall also pay a monthly operating expense as outlined in Appendix 4, a new enrollment fee for every new member that begins utilizing the Wellness Center (\$18.00 each), and the County shall reimburse the Wellness Center for any vaccination, at cost, that the Wellness Center administers to a Bay County member.

SERVICE START-UP, HOURS AND LOCATIONS OF OPERATIONS AND RECORDS:
Temporary Physician Coverage. Whenever the healthcare provider at the Bay City Wellness Center is unavailable (sick, vacation, or other) to service Bay County members; those members will be notified and rescheduled as soon as reasonably possible. Should a Bay County member have an acute issue that needs immediate care, Dr. Potts or another of Dr. Potts's on-site colleagues

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, In January of 2014, Bay County entered into an agreement with Total Family Healthcare to provide office visits and generic medication at no cost to the employees; and

WHEREAS, Since that time, there have been over 4400 visits to the Wellness Center saving over \$105,000 in out of pocket employee co-payments; and

WHEREAS, The minimum number of contracts required to pay for in 2016 was 250 per month (at \$42.25 each), the contract extension was renegotiated based on estimated contract visits to 150 per month (at \$42.25 each). This change will equal a savings per year of \$50,700 over the 2016 Wellness Center minimum costs; and

WHEREAS, Funds are paid out of the Health Care Fund and are included in the proposed 2017 budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the three (3) year contract extension with Total Family Healthcare covering the Bay County Wellness Center and authorizes the Chairman of the Board to execute the contract extension and all related documents on behalf of Bay County following legal review/approval.

**KIM COONAN, CHAIR
AND COMMITTEE**

Personnel - Extension of Agreement with Total Family Healthcare - Wellness Program

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
teryl@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations 

Date: November 30, 2016

RE: Ways & Means Committee Agenda
BCBS Schedule A

Please consider the following for the agenda of your committee meeting scheduled for December 6, 2016.

Request:

Upon review of Corporation Counsel, BCBS has provided the 2017 ASC and Stop Loss contract.

Background:

BCBS is the Third Party Administrator for the Bay County Self Insured Health Plan. Our current stop loss coverage is \$175,000 however due to several favorable claims years and a healthy fund, Brown & Brown (our consultants) has recommended we increase the stop loss to \$190,000 to save additional administrative costs.

Finance/Economics:

Funds are budgeted in the 2017 budget, no additional funds are necessary.

Recommendation:

Please refer to the full board for approval (upon review of Corporation Counsel).

cc: Tom Hickner
Debra Russell
Shawna Walraven
Amber Johnson
Rebecca Marsters
Jan Histed
Kim Priessnitz

g:\board\ways&mea\2016\november\ehim amendment and change form.docx

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Blue Cross Blue Shield of Michigan (BCBSM) is the Third Party Administrator for the Bay County Self Insured Health Plan; and

WHEREAS, The County's current stop loss coverage is \$175,000 however, due to several favorable claims years and a healthy fund, Brown & Brown (the County's consultants) has recommended the County increase the stop loss to \$190,000 to save additional administrative costs; and

WHEREAS, Funds are budgeted in the 2017 budget and no additional funds are necessary; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Schedule A-Renewal Term (Effective January 2017 through December 2017) Administrative Services Contract with Blue Cross Blue Shield of Michigan and authorizes the Chairman of the Board to execute said Contract on behalf of Bay County following legal review/approval.

KIM COONAN, CHAIR
AND COMMITTEE

Personnel - BCBSM Schedule A - Renewal Term 2017

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jeryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means

From: Tiffany Jerry, Director, Personnel and Employee Relations TX

Date: November 30, 2016

Re: Ways and Means Agenda Item
Excess Workers' Compensation Policy (2017 - 2019)

Please consider the following item for the next agenda of the Ways and Means Committee.

REQUEST:

Upon review from Corporation Counsel, please approve a policy with Midwest Employers Casualty Company for Excess Insurance for Workers' Compensation for January 1, 2017 through January 1, 2019.

BACKGROUND/ECONOMICS:

The annual quote for excess coverage for the time period January 1, 2017 through January 1, 2019 is \$54,419. Funds are budgeted in the self insurance fund. No additional funds are necessary.

RECOMMENDATION:

Please refer to the full board for approval and authorize the Board Chairman to sign the agreement with Midwest Employers Casualty Company.

Thank you for consideration. If you have any questions, I will be available at the meeting.

cc: Tom Hickner
Deb Russell
Amber Johnson
Shawna Walraven
Rebecca Marsters
Jan Histed
Kim Priessnitz

F:\Board\WAYS&MEA\2016\Excess WC PolicyMidWest.wpd

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, The County's current Excess Insurance for Workers' Compensation expires 1/1/17 and County Administration wishes to continue this coverage for the period 1/1/17 through 1/1/19; and

WHEREAS, The annual quote for excess coverage for the period 1/1/17 through 1/1/19 is \$54,419 and funds are budgeted in the Self-Insurance Fund with no additional funds required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Policy with Midwest Employers Casualty Company for Excess Insurance for Workers' Compensation for the period January 1, 2017 through January 1, 2019 and authorizes the Chairman of the Board to execute the required Agreement with Midwest Employers Casualty Company on behalf of Bay County following legal review/ approval.

**KIM COONAN, CHAIR
AND COMMITTEE**

Personnel - Excess Workers' Compensation Policy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jenyl@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means
From: Tiffany Jerry, Director, Personnel and Employee Relations
Re: **Request for Leave - Katherine Barcia**
Date: November 29, 2016



Thank you for considering the following item for the agenda of your committee.

Request:

Katherine Barcia, a part-time employee with the Division on Aging, has requested an unpaid leave of absence for up to 180 days.

Background:

In accordance with the USW Part-time labor agreement, requests for leave must be approved by the Department Head and the Board of Commissioners.

Financial:

The leave of absence is unpaid.

Recommendation:

Please refer to the full board for approval of Ms. Barcia's request for an unpaid leave of absence up to 180 days beginning November 14, 2016.

Thank you for consideration.

cc: Tom Hickner
Joel Strasz
Tammy Roehrs
Jan Histed
Kim Priessnitz
Kathy Barcia
Personnel file

G:\Board\WAYS&MEA\2016\Kathy Barcia Leave request.wpd

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Katherine Barcia, a part-time employee in the Division on Aging, has requested an unpaid leave of absence for up to 180 days; and

WHEREAS, In accordance with the USW Part-time Labor Agreement, requests for leave must be approved by the Department Head and the Board of Commissioners; and

WHEREAS, The Bay County Health Officer has approved Ms. Barcia's unpaid leave of absence; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the unpaid leave of absence for Katherine Barcia beginning November 14, 2016.

**KIM COONAN, CHAIR
AND COMMITTEE**

Personnel - Unpaid Leave of Absence - Katherine Barcia

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: November 30, 2016

RE: Ways & Means Committee Agenda – Ratification of Collective Bargaining Agreements

Please consider the following for the agenda of your committee meeting.

Background:

The County has 12 active bargaining units and we have been conducting negotiations with those units since August of 2016.

All 12 units have ratified their agreements in accordance with the template agreements reviewed in closed-door sessions.

Recommendation:

Authorize the Board Chairperson to sign the agreements.

Thank you for your consideration.

cc: Tom Hickner
Deb Russell
Shawna Walraven
Amber Johnson
Jan Histed
Richard Brzezinski
Brandon Krause
Joseph Rivet
Kurt Asbury
Sheriff Miller
Cindy Luczak
Dawn Klida, Chief Judge
Kim Mead
Elizabeth Roszatycki
Christopher Izworski
Joel Strasz

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Bay County has 12 active bargaining units and negotiations with those units have been ongoing since August 2016; and

WHEREAS, As a result of the successful bargaining efforts by the County representatives and the union representatives, all 12 units have ratified their agreements in accordance with the template agreements reviewed in Board of Commissioners' closed session meetings dealing with labor negotiations; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby approves the Collective Bargaining Agreements with the 12 active bargaining units and authorizes the Chairman of the Board to execute said 12 Collective Bargaining Agreements on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the Board of Commissioners offers their appreciation to the County representatives and the union representatives and membership for their cooperation throughout the bargaining process.

KIM COONAN, CHAIR AND COMMITTEE

Personnel - Ratification of Labor Agreements (12)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS: ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___ VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___ AMENDED ___ CORRECTED ___ REFERRED ___



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

jerryt@baycounty.net

(989) 895-4096 (T)

(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means

From: Tiffany Jerry, Director, Personnel and Employee Relations

Re: *Tuition Reimbursement - Evan Sisk*

Date: November 15, 2016

Thank you for considering the following item for the agenda of your committee.

Request:

Evan Sisk, Supervisor at Central Dispatch and a GELC employee, has submitted a request for tuition reimbursement for the following courses at Michigan State University:

- Geospatial Technology (GEO 802) (August-December, 2017)
- Foundations Homeland Security (CJ 803) (May-August, 2016)
- Quantitative Methods in CJ Research (CJ 887) (August-December, 2017)

Background:

The collective bargaining agreement with GELC/Dispatchers provides for tuition reimbursement, however, the committee prefers to review tuition requests prior to payment. A copy of tuition request form and class description(s) are provided. Please note that Mr. Sisk's request complies with the provisions of the collective bargaining agreement.

Financial:

Tuition reimbursement is \$6,519.13.

Recommendation:

Receive this item concerning a request for tuition reimbursement submitted by Evan Sisk, Supervisor/911 Central Dispatch.

Thank you for consideration.

cc: Tom Hickner
Chris Izworski
Tony Smith
Jan Histed
Kim Priessnitz
Personnel file

G:\Board\WAYS&MEA\2016\Evan Sisk Tuition.vpd

PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Applicant's Name: Evan Sisk Department: 911 Bargaining Unit: LEIA

School: Michigan State University Are you on a degree program? YES NO

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. CJ803	3	\$2,015.25	\$7.75	\$91.63	5-16-16	8-18-16	Foundations of Homeland Security
2. CJ887	3	\$2,015.25	\$7.75	\$178.50	8-30-17	12-8-17	Quantitative Methods in CJ Research
Totals	6	\$4,030.50	\$15.50	\$270.13 =	Total		
				\$436.13			

How is this class(es) job related? NOTE: Tuition per hour = \$671.75

CFO's and Deputies

Applicant's Signature _____ Date _____
 Sheriff's Signature _____ Date _____
 Ways and Means Chairperson's _____ Date _____
 or Designee's Signature _____

Course Number Approved

_____ \$ _____

All Other Units

Applicant's Signature Evan Sisk Date 10-31-16
 Department Head's Signature [Signature] Date 11/4/16
 Human Resource Director's _____ Date 11/7/16
 or County Executive's Signature _____

NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. Check your contract, first, for specifics before turning in this form. PERSONNEL DEPARTMENT

White: Personnel
 Yellow: Ways and Means
 Pink: Department Head

NOV - 4 2016

6/95

RECEIVED

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PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Evan Sisk 911 LEIA
 Applicant's Name Department Bargaining Unit
Michigan State University YES NO
 School: Are you on a degree program?

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. 6E0802	3	\$2,015.25	\$ 7.75	\$ 180	8-30-17	12-8-16	Geospatial Technology
2.		\$	\$	\$			
Totals	3	\$2,015.25 +	\$ 7.75 +	\$ 180 =	Total		
							\$ 2,203

How is this class(es) job related? NOTE: Tuition Per Hour = \$671.75

CFO's and Deputies All Other Units
 Applicant's Signature Evan Sisk 10-31-16
 Date Date
 Sheriff's Signature [Signature] 11/3/16
 Date Date
 Ways and Means Chairperson's Signature [Signature] 11/8/16
 Date Date
 or Designee's Signature [Signature] 11/8/16
 Date Date
 Department Head's Signature [Signature] 11/8/16
 Date Date
 Human Resources Director's Signature [Signature] 11/8/16
 Date Date
 or County Executive's Signature [Signature] 11/8/16
 Date Date

NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. Check your contract, first, for specifics before turning in this form! **RECEIVED**

White: Personnel NOV - 4 2016
 Yellow: Ways and Means 6/95
 Pink: Department Head PERSONNEL DEPARTMENT

MSU Law Enforcement Intelligence and Analysis - Course Descriptions

CJ 801 (Crime Causation Prevention and Control) – Theories of crime causation. Translation of theory to policy.

CJ 802 (Proseminar in Law Enforcement Intelligence Operations) – Law enforcement intelligence as an analytic tool for case development and resource allocation. Historical, ethical, legal, and operational issues affecting current practice.

GEO 802 (Geospatial Technology) - Comprehensive introduction to geotechnologies. Concepts and theories of remote sensing to include image interpretation and processing, Global Positioning Systems, spatial data structures, and geographic information systems.

CJ 803 (Foundations in Homeland Security) – Homeland security's definition of terrorism and terrorist groups. Fundamental principles of emergency management and homeland security. Historical perspectives and modern threats. Public health and environmental protections. Private sector role and impacts. Security versus civil liberties. Science technology and research issues.

CJ 809 (Issues in Criminal Justice) - Special issues in criminal justice research and management.

CJ 810 (Proseminar in Criminal Justice) – Survey of classical and recent literature in criminal justice. Trends and issues that transcend the components of the criminal justice system.

CJ 811 (Design and Analysis in Criminal Justice Research) – Scientific methods in criminal justice research. Design, data collection and analysis, interpretation of findings, and ethical concerns. Computer use in data analysis

CJ 822 (Comparative Criminal Justice) – Globalization, crime causation, measurement, and control in comparative and cross-national contexts. Nature of policing, courts, and corrections in select countries.

CJ 823 (Globalization of Crime) – International crimes and organized crime. Trafficking in women, children, and body parts. Related problems such as firearm violence, money laundering, and corruption that transcend national boundaries.

CJ 837 (Counterterrorism and Intelligence) – Meanings and concept of terrorism. Nature of both domestic and international terrorist threats. Integration of intelligence and terrorism to understand counterterrorism concepts.

CJ 838 (Issues in Terrorism) – Origins, history, and mutable definitions of terrorism. Ideologies, organizational features, ideologies, and state responses. Influential contemporary and historical terrorist movements. Force multipliers and media.

CJ 839 (Analytic Thinking and Intelligence) – Analytic processes, tools, applications, and contemporary issues as used in law enforcement intelligence processes.

CJ 856 (Advanced Topics in Policing) – Special topics on policing such as crime analysis, problem solving, police recruitment, retention and development, police behavior and ethics.

CJ 887 (Quantitative Methods in Criminal Justice Research) – Descriptive and inferential statistics and computer use in criminal justice research.

CJ 896 (Policy Analysis under Conditions of Change) - Methods of policy analysis in criminal justice settings. Policy analysis for the formulation, adoption, and implementation of changes.

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

ACCOUNTS PAYABLE:

11/02/16	\$	668,604.53
11/09/16	\$	236,325.65
11/17/16	\$	364,821.38
11/22/16	\$	314,619.50
11/30/16	\$	107,544.32

BAYANET:

10/01/16 - 10/31/16		
Payables	\$	73,264.02
Payroll	\$	9,937.34

HOUSING (Center Ridge Arms):

11/08/16	\$	43,954.06
11/11/16	\$	22,662.50

KIM COONAN, CHAIR AND COMMITTEE

Payables-December

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

-63-

BY: WAYS AND MEANS COMMITTEE 12/06/2016

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 12/13/2016 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2016-12-003	GENERAL FUND COMMUNITY OUTREACH / MEDIA ADMINISTRATIVE SERVICES Total GENERAL FUND			X
	TO BUDGET FOR THE PURCHASE OF TWO HEAD SETS AND UNIFORMS FOR THE COMMUNITY OUTREACH/MEDIA BUDGET.			
2016-12-004	SELF-INSURANCE FUND-WC/UC/S&A SELF INSURANCE CLAIMS INCREASE ADMINISTRATION AND LEGAL EXPENDITURES FOR WORKERS COMPENSATION CLAIMS UNDER THE SELF INSURANCE FUND.			
	GENERAL FUND BOARD OF COMMISSIONERS SHERIFF DEPARTMENT Total GENERAL FUND			
2016-12-005			\$260,000	
	BUDGET FOR BAD DEBT EXPENSES UNDER THE SHERIFF DEPARTMENT FOR THE INMATES HOUSING FEE REVENUES. THE BAD DEBT HAS NOT BEEN RECOGNIZED IN THE YEAR 2015 DUE TO NEW INMATE TRUST SOFTWARE INSTALLED IN APRIL 2016.			
	GENERAL FUND BOARD OF COMMISSIONERS ENVIRONMENTAL AFFAIRS Total GENERAL FUND			
2016-12-006			\$15,975	
	Total SELF-INSURANCE FUND-WC/UC/S&A			X
	TO BUDGET FOR ENVIRONMENTAL AFFAIRS OFFICE EQUIPMENT AND FURNITURE.			

Kim Coonan, Chairman W. & M. and Committee

-64-

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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Budget Adjustment Detail

Journal Request Number **2016-12-003**

Ref: MEDIA

Desc: HEAD SETS

Eff Date: 12/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
COMMUNITY OUTREACH / MEDIA			
10122900 74600	UNIFORM PURCHASES	I	500
10122900 80200	CONTRACTUAL SERVICES	I	1,200
10122900 96730	MACHINERY & EQUIPMENT EXPENSE	I	550
ADMINISTRATIVE SERVICES			
10127200 80200	CONTRACTUAL SERVICES	D	2,250
Total GENERAL FUND		Favorable	Unfavorable
		\$0	\$0

Explanation

TO BUDGET FOR THE PURCHASE OF TWO HEAD SETS AND UNIFORMS FOR THE COMMUNITY OUTREACH/MEDIA BUDGET.

tele -

Budget Adjustment Detail

Journal Request Number **2016-12-004**

Ref: ADMIN

Desc: COMP CLAIM

Eff Date: 12/13/2016

Org / Object	Description	I/D	Amount
SELF-INSURANCE FUND-WC/UC/S&A			
SELF INSURANCE CLAIMS			
67787200 40004	NET ASSETS - RESERVES	I	30,000
67787200 81700	LEGAL FEES	I	15,000
67787200 82200	ADMINISTRATIVE SERVICES	I	15,000
			Favorable Unfavorable
Total SELF-INSURANCE FUND-WC/UC/S&A			\$0 \$0

Explanation

INCREASE ADMINISTRATION AND LEGAL EXPENDITURES FOR WORKERS COMPENSATION CLAIMS UNDER THE SELF INSURANCE FUND.

-67-

Budget Adjustment Detail

Journal Request Number **2016-12-005**

Ref: INMATE

Desc: INMATES WO

Eff Date: 12/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	260,000
SHERIFF DEPARTMENT			
10130100 95505	BAD DEBTS/WRITE OFFS	I	260,000
			Favorable Unfavorable
Total GENERAL FUND			\$0 \$260,000

Explanation

BUDGET FOR BAD DEBT EXPENSES UNDER THE SHERIFF DEPARTMENT FOR THE INMATES HOUSING FEE REVENUES. THE BAD DEBT HAS NOT BEEN RECOGNIZED IN THE YEAR 2015 DUE TO NEW INMATE TRUST SOFTWARE INSTALLED IN APRIL 2016.

-68-

Budget Adjustment Detail

Journal Request Number **2016-12-006**

Ref: ENVIOR

Desc: ENVIRONMEN

Eff Date: 12/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	15,975
ENVIRONMENTAL AFFAIRS			
10128700 79900	OTHER SUPPLIES	D	400
10128700 96740	OFFICE EQUIP. & FURN. EXPENSE	I	16,375
			Favorable Unfavorable
Total GENERAL FUND			\$0 \$15,975

Explanation

TO BUDGET FOR ENVIRONMENTAL AFFAIRS OFFICE EQUIPMENT AND FURNITURE.

-69-

Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$6,063,654
Previous years Assigned Fund Balance for P.O.'s *		\$294,207
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015		\$6,611,119
2016 Budgeted Surplus /(Deficit)		-\$253,258

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH NOVEMBER 30, 2016

Increase Community Center budget for purchase of exercise equipment	16-01-0454	-\$12,500
Incr.budget to purchase equipment for cardio drumming class at Community Center	16-01-0453	-\$300
Increase Corporation Counsel budget for internet expenses	16-02-0003	-\$5,670
Budget for cable expenditures for Civic Arena,CommunityCenter and Golf Course	16-02-0004	-\$2,900
Increase Secondary Road Patrol budget due to increased vehicle costs	16-02-0006	-1,160
Increase budget to repair the farmers market canopy	16-02-0313	-3,000
Increase temporary seasonal help for May through October the year 2016	16-03-0002	-5,250
Budget for outside consultants to develop procedures and loss preventions	16-03-0003	-5,000
Budget for Child Care CASA program	16-03-0416	-13,846
Budget for 2015 PO's @12-31-15 rolled over*	16-04-0221	-294,207
Adjust VOCA 2015-2016 grant agreement was increased to \$75,000.	16-04-0002	6,477
Inc.Gypsy Moth Coordinator position an additional five hours per week for G.Fund w	16-05-0002	-6,893
Budget for circulating pump at Community Center swimming pool	16-05-0350	-8,400
Budget for engineering services for concrete piers & bases at County Market buildin	16-04-0351	-3,500
Budget for a tractor/mower at the Golf Course	16-05-0428	-19,200
Budget for repairs and upgrades to the aging elevator at the Sherff Department	16-06-0006	-61,450
Budget for Emergency repair of water main at Community Center	16-06-0007	-10,290
Increase outside legal fees for Corporation Counsel budget	16-08-0003	-11,200
Budget for the purchase of guns for the Road Patrol	16-08-0002	-2,500
Budget for Enbridge contribution of \$1,000. Year 2015 spent \$207 remaining \$793	16-09-0003	-793
Budget for exterior doors at Community Center on both sides of facility	16-09-0244	-7,500
Budget for purchase of electric or propane ice edger for Civic Arena	16-09-0246	-6,000
Budget for replacement of two tracks for skid steer equipment for 10175112 org	16-09-0247	-4,000
Budget for floor scrubber for Civic Arena	16-09-0248	-6,500
Budget for replacement of water storage tank for Civic Arena	16-09-0252	-12,000
Budget for removal of hazardous tree removal at Pinconning Park	16-09-0416	-3,200
Budget for Juvenile Home energy management system	16-10-0002	-14,000
Budget for a desk and hutch for Environmental Affairs Office	16-10-0006	-1,905
Cor.Clerk budget \$500 eliminated in error should be in budget to pay municipal code	16-10-0007	-500
Increase Personnel budget for the tullion reimbursement benefit usage	16-10-0010	-8,000
Increase Child Care budget for foster parent portion of the Child Care activity	16-10-0053	-50,000
Increase Bldg & Grounds budget for Painters to work on County painting projects	16-10-0167	-41,000
Replace two Contactors for the compressors at the Law Enforcement Center	16-10-0405	-9,000
Replace ceiling panels to metal ceiling panels for 8 inmate cells at the jail	16-10-0406	-16,000
To purchase a frozen carbonated beverage machine for Bay County Civic Arena	16-10-0407	-13,000
Replacement of the fire alarm system in the Bay County Building	16-10-0408	-15,000
Budget for a new state formatted Court indirect cost plan	16-11-0004	-4,000
Increase the budget for the Child Care Fund 29266200 Child in Care activity	16-11-0005	-212,500
Increase outside legal fees for Corporation Counsel budget	16-11-0006	-25,000

NOVEMBER 30, 2016

-910,687

Estimated Unassigned Fund Balance or (Deficit) 11/30/2016

\$5,447,174



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Jan M. Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Jan Histed *[Signature]*
Finance Officer/Information Systems Director

RE: Executive Directive #2007-11

DATE: November 30, 2016

REQUEST:

Please place this memo on the December 6, 2016, agenda for your committee's information.

BACKGROUND:

On November 28, 2016 an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the state grants with regard to fiscal year 2015 and/or 2016 appear to have no changes, except what is noted below:

RECOMMENDATION:

To receive.

c: Tom Hickner
Kim Priessnitz
Tiffany Jerry

- 7/-



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Jan M. Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

To: Ernie Krygier, Chairman
Bay County Board of Commissioners

From: Jan Histed *JH*
Bay County Finance/ISD Officer

Date: December 6, 2016

Re: Golf Course Fund Short-Term Transfer

Background:

Bay County Golf Course Fund has been experiencing declining revenues causing a significant decrease in unrestricted net assets over the past six years. As a result of 2016 operations, it is projected that the Bay County Golf Course Fund will end the fiscal year in a deficit.

Economics/Finance:

Facilitate a short term transfer up to \$85,000, at a rate/fee as determined by the Bay County Treasurer, from Bay County General Fund to the Bay County Golf Course Fund to cover any potential deficits at fiscal year-end or cash flow purposes in early 2017. The short-term transfer will be budgeted and repaid to the Bay County General Fund at a later date.

Recommendations:

I am recommending that the Bay County Board of Commissioners approve the short-term transfer from Bay County General Fund for up to \$85,000 to the Bay County Golf Course Fund and any and all budget adjustments. This transfer will be repaid in future year(s) to the Bay County General Fund at a rate/fee as determined by the Bay County Treasurer.

C. Tom Hickner
Cristen Gignac
Daniel Neering
Richard Brzezinski
Robert Redmond
Kim Priessnitz

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Bay County Golf Course Fund has been experiencing declining revenues causing a significant decrease in unrestricted net assets over the past six years. As a result of 2016 operations, it is projected that the Bay County Golf Course Fund will end the fiscal year in a deficit; and

WHEREAS, County Administration is requesting that the Board facilitate a short term transfer up to \$85,000, at a rate/fee as determined by the Bay County Treasurer, from Bay County General Fund to the Bay County Golf Course Fund to cover any potential deficits at fiscal year-end or cash flow purposes in early 2017. The short-term transfer will be budgeted and repaid to the Bay County General Fund at a later date; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the short-term transfer from Bay County General Fund for up to \$85,000 to the Bay County Golf Course Fund; Be It Further

RESOLVED That this transfer will be repaid in future year(s) to the Bay County General Fund at a rate/fee as determined by the Bay County Treasurer; Be It Finally

RESOLVED That any and all budget adjustments related and required are approved.

**KIM COONAN, CHAIR
AND COMMITTEE**

Finance - Golf Course Cash Transfer

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Jan Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Julie Coppens *JC*
Information Systems Manager

RE: 2017 Budgeted Maintenance Expenses

DATE: November 29, 2016

REQUEST:

Please place this memo on the December 6, 2016, agenda for your committee's information.

BACKGROUND:

Information Systems Division each year budgets for maintenance costs for hardware and software to support various departments in the County. Many vendors request an updated signed agreement while others need a purchase order to pay for the maintenance in accordance with the Purchasing policy. Backup material is required for a purchase order. Each vendor is listed on the backup material for ISD.

ECONOMICS:

Information Systems Division has budgeted approximately \$379,307 for the hardware and software maintenance for systems in the County. The following software and hardware vendors each submit invoices or maintenance requests for yearly: Time Clock Plus, iyeTek, FTR, Symantec, BS&A, VMWare, What's Up Gold, Survey Monkey, Telemate, Cherry Lan, ImageSoft Inc, Tyler Technologies, Inc, BMC Track-It, ESRI, West Law, In2Gro, Solutionary, Service Express, ASK, DELL, Cisco, Shred Experts, and Verizon.

RECOMMENDATION:

Authorize the Board Chairman to sign any yearly maintenance agreement for a vendor budgeted as an expense subject to approval as to form by Corporation Counsel.

cc: Tom Hickner Jan Histed Kim Priessnitz Amber Davis-Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, Information Systems Division each year budgets for maintenance costs for hardware and software to support various departments in the County and many vendors request an updated signed agreement while others need a purchase order to pay for the maintenance in accordance with the Purchasing Policy. Backup material is required for a purchase order. Each vendor is listed on the backup material for ISD.; and

WHEREAS, Information Systems Division has budgeted approximately \$379,307 for the hardware and software maintenance for systems in the County.; and

WHEREAS, The following software and hardware vendors each submit invoices or maintenance requests annually: Time Clock Plus, iyeTek, FTR, Symantec, BS&A, VMWare, What's Up Gold, Survey Monkey, Telemate, Cherry Lan, ImageSoft Inc, Tyler Technologies, Inc, BMC Track-It, ESRI, West Law, In2Gro, Solutionary, Service Express, ASK, DELL, Cisco, Shred Experts, and Verizon.; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Chairman of the Board to execute 2017 yearly maintenance agreements for a vendor budgeted as an expense following legal review/approval.

KIM COONAN, CHAIR AND COMMITTEE

ISD - 2017 Budgeted Maintenance Expenses

MOVED BY COMM. _____

SUPPORTED BY COMM.

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, Donald J. Tilley, and Michael E. Lutz.

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

To: Deanne Berger

From: Diane Smith, MSU Extension District Coordinator

Date: December 1, 2016

Subject: Annual Agreement for Extension Services Between Bay County and MSU Extension

Request:

Seeking approval of the annual Agreement for Extension Services between Bay County and MSU Extension.

Background:

MSU Extension has created an annual Agreement for Extension Services between Bay County and MSU Extension for delivery of MSU Extension programs. The Agreement for Extension Services specifies access to the full range of MSU Extension's statewide programs offered by our four programming Institutes and specifies the Bay County's share of the costs of maintaining the network of Extension Educators.

The County assessment is paid to MSU Extension through quarterly payments for the following purposes:

- Operating costs (travel, communication, office expenses) for MSU Extension funded Educators
- Coordination of the 4-H program in the County
- Operating costs for 4-H in the County

The base assessment for Bay County is \$68,519. Bay County will receive a \$60,701 credit towards this assessment due to the 4-H Program Coordination being a Bay County staff member where their salary, fringe and operating costs are paid by Bay County. The assessment of \$68,519 and the \$60,701 credit are reflected in the Annual Agreement leaving a balance of \$7,818.

In addition to the County assessment balance of \$7,818 as outlined above, the agreement also reflects the County's support of 40% of the Support Staff salary and fringe totaling (\$25,000) and 50% of the 4-H Tech Wizards Paraprofessional salary and fringe totaling (\$14,000).

The annual Agreement for Extension Services with the above considered is \$46,818.

Recommendations:

I am requesting approval of the Board of Commissioners for the annual Agreement for Extension Services between Bay County and MSU Extension.

cc: Tom Hickner, Deb Russell, Jayson Hoppe, Amber Davis-Johnson, Shawna Walraven, Tamara Harris



MSU EXTENSION

515 Center Ave., Ste. G102
Bay City, MI 48708

Phone: 989-895-4026
Fax: 989-895-4217
www.msue.msu.edu

BAY COUNTY BOARD OF COMMISSIONERS

DECEMBER 13, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/6/16)

WHEREAS, MSU Extension has submitted its annual Agreement for Extension Services between Bay County and MSU Extension for delivery of MSU Extension programs. The Agreement for Extension Services specifies the full range of MSU Extension' statewide programs offered by our four programming Institutes and specifies the Bay County's share of the costs of maintaining the network of Extension Educators; and

WHEREAS, The County assessment is paid to MSU Extension through quarterly payments for the following purposes:

1. Operating costs (travel, communication, office expenses) for MSU Extension funded Educators
2. Coordination of the 4-H program in the County
3. Operating costs for 4-H in the County

WHEREAS, The base assessment for Bay County is \$68,519. Bay County will receive a \$60,701 credit towards this assessment due to the 4-H Program Coordination being a Bay County staff member where their salary, fringe and operating costs are paid by Bay County. The assessment of \$68,519 and the \$60,701 credit are reflected in the Annual Agreement leaving a balance of \$7,818; and

WHEREAS, In addition to the County assessment balance of \$7,818 as outlined above, the agreement also reflects the County's support of 40% of the Support Staff salary and fringe totaling (\$25,000) and 50% of the 4-H Tech Wizards Paraprofessional salary and fringe totaling (\$14,000); and

WHEREAS, The annual Agreement for Extension Services with the above considered is \$46,818; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the annual Agreement for Extension Services between Bay County and MSU Extension and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County following legal review/approval.

**KIM COONAN, CHAIR
AND COMMITTEE**

MSU - Agreement for Extension Services

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____